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CHRONOLOGICAL INDEX TO FIELD INSTRUCTIONS (FIELD STAFF MEMORANDA)

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Annual Leave	July 13, 1943	"	No. 34
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<u>This Instruction Sent To:</u>			
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Mr. Curtis	Mr. Lewis		
Mr. Fennell	Mrs. Reef		
Development and Handling of Employment Offers to be sent to Tule Lake	July 28, 1943	"	No. 38
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II. Furnishing Lists of Names and Addresses of Evacuees to Private Organizations.		
I. Handling of Applications for Indefinite Leave, and Lost Indefinite Leave Permits	September 14, 1943	" " No. 48
II. Itinerary When On Field Trips		
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CHRONOLOGICAL INDEX TO STAFF LETTERS AND MEMORANDA

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Informational Material	April 24, 1943	"
Second Quarterly Report	April 26, 1943	"
Telegraphic Advice from Projects Covering Departure of Evacuees on Seasonal Leave	May 1, 1943	"
Communications to Staff Members	May 4, 1943	Staff Letter No. 1
Addresses and Telephone Numbers	May 6, 1943	Staff Letter No. 2
Letter to Maddux of Great Western Sugar Company Concerning Quick Employment of Evacuees on Arrival in the Field.	May 6, 1943	Memorandum
<u>This Letter Sent To:</u>		
Mr. Anderson		
Mr. Bennison		
Mr. Fennell		
Mr. King		
Mr. Lane		
Mr. O'Braun		
Mr. Wolfley		
Purchase of War Bonds	May 7, 1943	Staff Letter No. 3
Directory of Relocation Officers	May 19, 1943	Staff Letter No. 4
Manzanar Employment Office	May 21, 1943	Staff Letter No. 5
Change of Address - Denver Office	May 25, 1943	Staff Letter No. 6
S. Employment Service Headquarters, Bulletin No. 7 (Regional Bulletin No. 4)	May 22, 1943	Memorandum
Photostatic copies of Publicity Material	June 8, 1943	Memorandum
Copy of Letter of Acting Project Director at Manzanar to Mr. Shirrell in Chicago	June 21, 1943	Memorandum



CHRONOLOGICAL INDEX TO STAFF LETTERS AND MEMORANDA

<u>Title</u>	<u>Date</u>	<u>Type</u>
Handling of Telephone and Telegraph Bills	July 24, 1943	Memorandum
Government-owned Vehicles		Memorandum
, <u>This Memorandum Sent To:</u>		
Mr. Bennison		
Mr. Curtis		
Mr. Fennell		
Mr. Lewis		
Mr. O'Braun		
Mr. Willoughby		
Photographs for Publicity Purposes	August 14, 1943	Memorandum



# WAR RELOCATION AUTHORITY

IN REPLY, PLEASE REFER TO:

FIELD STAFF MEMORANDUM NO. 2

April 8, 1943

To: All Relocation Officers  
From: Harold S. Choate, Relocation Supervisor  
Subject: Postage for official mail

Enclosed for your convenience in sending official mail are twenty-five airmail and ten special delivery stamps. You, of course, understand that it is not necessary to use stamps on regular franked envelopes unless such mail is sent by airmail or special delivery. Please do not use airmail unless you have checked airmail schedules and have determined that the time saved justifies the expense. Depending on destination and time of mailing, airmail may actually save very little or no time.

It is suggested that you keep a record of how many stamps you receive and for what purpose they are used. When your supply of stamps runs low, more may be obtained by ordering on the usual requisition form.

When ordering more stamps send a memo stating the number of stamps used to each destination where mail was sent by air and an estimate based on previous use, of your needs for the balance of the quarter to June 30th, 1943.





FIELD STAFF MEMORANDUM NO. 3

April 8, 1943

TO: All Relocation Officers  
FROM: Harold S. Cha te, Relocation Supervisor  
SUBJECT: Office Space

In looking for office space for your office, there are several things which should be borne in mind, both as to the type of location and the physical factors as well as budgetary and space limitation.

First, see if free office space of a satisfactory character and size can be found. If not available, see your space in a fairly well known building or location that is reasonably accessible to the main parts of town, hence, convenient to both evacuees and employers and government officials. I do not believe it feasible to take office space with any other agency or any character as there will be frequent occasions where we will receive confidential information which we do not desire other parties to have or know about. If you are able to secure office space in buildings housing other federal agencies, it may be desirable but not essential.

Our budget restrictions allow an average space of 250 square feet for each field office at \$1.25 per square foot which makes an annual total allowance for rent of \$312.50. If you find space of, say, approximately 300 square feet and it does not exceed this annual rental, there will be no objection. In smaller cities rents will run from \$20 to \$25 per month. In some of the cities where war activities are centered, it may be impossible to secure adequate space for less than \$30 or even more.

When you have found space which seems suitable to you, the following information should be forwarded in detail:

1. Name and address of the owner
2. Name of the building
3. Address of the building
4. Office number of space under consideration
5. Actual number of usable square feet in the office
6. Any alterations or repairs contemplated
7. Who is authorized to execute the lease for the lessor
8. Date space will be ready for occupancy
9. Floor plan showing the space under consideration



This information is necessary for the use of Central Administrative Services in completing negotiations for the rental of space, and if full details are given as requested, it will save considerable time and correspondence.

We are enclosing four forms which are used by the Central Administrative Offices which we request that you fill out being sure to include the foregoing information. When forwarding this information include a covering letter stating which of the two or three locations you prefer and your reasons therefor. In all possible cases, we will follow your decision as stated in your covering letter. In all instances include at least two possibilities.

Enclosures - 4



Mr. Addison

WAR RELOCATION AUTHORITY

204 Midland Savings Building  
Denver, Colorado

April 9, 1943

FIELD STAFF MEMORANDUM NO. 4

TO: All Relocation Officers

FROM: Harold S. Choate HSC  
Relocation Supervisor

SUBJECT: Publication upon opening of office

As you will recall, I have suggested that you talk with the editors or publishers of the newspapers in the towns in which you are to work, where you do not think it inadvisable because of open hostility to the program of the War Relocation Authority.

In this first discussion, it is suggested that you talk in generalities about the background of the evacuees, the fundamental principles involved in the type of treatment these American citizens have received, and make the suggestion that they should receive cooperation and sympathetic treatment in being returned to outside employment where they can contribute their abilities and energies to the war effort. It was also suggested that you request that there be no publication until such time as your office was opened.

We are enclosing an outline for a story which we suggest you release for publication a day before you are prepared to do business in your office. You will note that it covers the mechanics of the War Relocation Authority as well as a good deal of background information which will help in securing a favorable reaction, it is hoped. This release was developed in conjunction with Mr. Frank Cross of the Reports Division.

Please note that the address has been omitted. It is suggested that you insert the following words immediately after the word "opened" in the first line: "at 128 South 4th Street" or "in the Blank Building." You will, of course, change the names and territories to fit your own. For your convenience, we have underlined those parts which must be changed to fit the local situation.

HSC:arp  
Enclosure



A new office of the War Relocation Authority has been opened in Bellefourche, the agency announced today, to facilitate negotiations with farmers and other employers in western South Dakota and northeastern Wyoming who wish to apply for workers of Japanese ancestry.

Operating under the supervision of an area office in Denver, Colorado, the Bellefourche office is headed by relocation officer Harold O'Braun, formerly project manager of the National Youth Administration in Helena, Montana.

Mr. O'Braun states that the area office in Denver, headed by relocation supervisor Harold Choate, is one of five area offices recently established by the War Relocation Authority. The other offices are located in Salt Lake City, Kansas City, Chicago, and Cleveland. They have a twofold purpose: first, to cooperate with employers in relieving manpower shortages in agriculture and other critical industries over a wide range of the country, and, secondly, to help residents of the relocation centers in finding the types of employment that they are best fitted by training and experience to fill.

According to present plans, twelve branch offices will operate under the Denver office, which has been given supervision over an area embracing all of Colorado and New Mexico, all of Wyoming excepting the western tier of counties, the southeastern corner of Montana, and the western sections of North Dakota, South Dakota, Nebraska, and Kansas.

Mr. O'Braun's territory covers all of South Dakota west of the Missouri River, together with Crook, Weston, and Campbell counties in Wyoming.



"Employers who qualify to use evacuee labor will receive full cooperation from my office," Mr. O'Braun says. "They must keep in mind, however, that many relocation center residents are being recruited for military service, and for service on the production front in many other states of the union; consequently the number available for employment in any one area is limited. Acceptance of work offers rests with the evacuees who are asked to consider them."

Indefinite leaves for year-round employment are granted only to relocation center residents whose backgrounds and loyalties have been investigated by the War Relocation Authority, and after a record check by the Federal Bureau of Investigation. All evacuees eligible for leaves, who have not accepted offers of year-round employment, are being encouraged to accept seasonal work.

This program has been approved by President Roosevelt, the War Department, the Department of Justice, and the War Manpower Commission.



FIELD STAFF MEMORANDUM NO. 5

April 9, 1943

To: All Relocation Officers  
From: Harold S. Choate, Relocation Supervisor  
Subject: Stenographic assistance

During the time that the personnel freeze order is in effect and until you are advised of some other arrangement, it is suggested that you request the Local Manager of the United States Employment Service to help you out as much as he may be able to do so.

In most cases the United States Employment Service will have stenographers who will be able to help you with a reasonable amount of your typing, providing you are careful not to overload them. Last fall when our field men had no stenographers they were able to secure such services in many instances.

The Employment Services realizes that we are doing a lot of work which they otherwise would have to do; therefore, the Manager is usually glad to be of assistance.



FIELD STAFF MEMORANDUM NO. 6

April 15, 1948

TO: All Relocation Officers

FROM: Harold S. Chate, Relocation Supervisor

SUBJECT: Suggestions for Relocation Officers in Working  
With Evacuees on Seasonal Leave.

In every case, barring emergencies, the Relocation Officer shall be on hand at point of arrival of the evacuee (s) and shall meet them in a friendly manner, asking names of all arriving evacuees and names and addresses of employers, making a check list of this information. (If a single evacuee arrives at one point simultaneously with the arrival of a group at another point the Relocation Officer shall meet the larger group.)

The Relocation Officer shall at this first meeting welcome the evacuee (s) to the community, give them his office address and assure them of his interest in their welfare and problems and ask them to come to his office if they have any difficulties. He should also mention their responsibilities to their employer, the necessity of complying with leave regulations and advising them of any items of interest about the community or regulations governing their conduct set up by the community.

The emphasis here should not be on regulations and difficulties, but rather on trying to make the evacuees feel that they are welcomed by the community and the people and the Relocations Officer's interest is in making them comfortable and advising them of the methods whereby they will get along best and enjoy normal living and working conditions outside the center. Let them know the Relocation Officer is there to help them in every way possible within the framework of the provisions that have been set up to safeguard their interests. Advise them that you will assist them in securing permanent employment if they wish it.

As soon as possible after the arrival of the evacuees, the Relocation Officer should check housing accommodations, if he has not already done so. Bearing in mind the difference between urban and rural habitations generally, the Relocation Officer should pass on



the character of the housing if any dispute or dissatisfaction arises. In some instances, housing may be very poor and objectionable and impossible to make satisfactory; the evacuees should be moved to another house or to another employer's farm if no satisfactory correction can be made. In other cases, the housing may relatively easily be put into fairly good and sanitary condition by the farmer.

Sometimes, the difficulty is over bathing facilities. One fairly easy solution is for the farmer to get a fifty gallon drum, some pipe, a spray nozzle (or shower nozzle), some 2 x 4's, and some canvas or heavy cloth for a curtain. It is not much work to put up a cradle for the drum at about 5' 8" or 6' 0" height, (a tree will do if handy to the well or other water supply). Attaching the pipe and nozzle to the drum, a 3' square platform or bed of concrete blocks or stones will make up the floor; a frame-work of 2 x 4's to which the canvas or cloth is nailed furnishes the privacy. In most instances the evacuees will be glad to help erect this shower arrangement. Except in cold weather (when a large tub will do in a pinch, with water heated by the farmer), if the evacuees fill the drum in the morning it will be warm enough for a very comfortable shower at night time. If the water is used sparingly, this should suffice for a crew of five to eight men.

In dealing with such situations as housing, working conditions, etc., remember that evacuees are sometimes unreasonable, especially if they are urban dwellers. Take it easy in talking to them--don't push or try to rush them in getting at the trouble and you will more likely gain their confidence and the full facts. Usually, one man acts as spokesman for the group. If he feels you are unsympathetic or impatient, you will be less likely to get at the root of the problem and settle it to the real satisfaction of all parties. However, if the evacuees are really unreasonable, do not hesitate to tell them so and exactly why you think so. They appreciate frankness in all matters. Do not promise more than you know you can deliver; try to deliver more than you promise. In short, treat them like any other person, fairly and justly, and do your best to get the farmer and others in the community to do the same. Never misrepresent the facts.

If there are unsatisfactory working or housing conditions and you are unable to solve the problem with tact and reasoning with either or both parties (employer and evacuee), try to place the evacuees in other similar employment in the vicinity. Discourage unnecessary "sightseeing of farms" on the part of evacuees if you become convinced they are not going to work. If they refuse reasonably satisfactory employment, advise them - as a



last resort - that if they fail to accept such employment, they will have to return to their project - at their own expense. The important thing is to make every reasonable effort to keep them out of the Project and where they will be contributing their part to the war effort by using their time and efforts constructively for their own good and for their country.

If any community shows hostility, or unfavorable or dangerous incidents develop, report at once to the Relocation Supervisor. It is up to you to take whatever immediate steps may be necessary for the protection of the evacuees or to prevent the jeopardizing of the relocation program. You may have to take drastic action, such as placing evacuees in custody; your best judgment will be the guide because sometimes you may not be in a position to wait to consult the Relocation Supervisor before action is required.

HSChoate:rp

cc: Lane  
O'Braun  
Wright  
King  
Fennell  
Routh  
Aderson  
Wolfely  
Reef  
Curtis  
Bennison



# WAR RELOCATION AUTHORITY

IN REPLY, PLEASE REFER TO:

## FIELD STAFF MEMORANDUM NO. 7

To: All Relocation Officers

From: Harold S. Choate, Relocation Supervisor

Subject: Publicity and relations with the press

Attached hereto is a memo prepared by Frank Cross, Senior Information Specialist for our guidance in our public relations work, especially with the press.

I heartily concur in his suggestions and ideas, and request that you study it carefully so that you may follow the principles set forth to the end of developing good press relations in your sphere of activity.

HSchoate:el

Copies to:

O. Leon Anderson  
Warren R. Bennison  
James W. Pennell  
Roland A. King  
C. Fred Lane  
N. Harold Mundell  
Harold M. O'Braun  
Margaret S. Reef  
Harold M. Routh  
Vern Wolfley  
George A. Wright





## WAR RELOCATION AUTHORITY

IN REPLY, PLEASE REFER TO:

### MEMORANDUM

To:

You have asked me for my suggestions regarding the management of newspaper interviews and publicity by your field men. I am not much of a believer in a lot of arbitrary restrictions. If the man has good judgment, he should be permitted to use it. If I were a relocation officer, however, my own publicity code would read pretty much as follows:

1. Always show readiness to cooperate with the press. One of the surest ways to invite criticism is to refuse to give information to a reporter who comes asking for it. This doesn't mean that we have to reveal information which we prefer to keep under cover unless the newspaper already has some wind of it. It is usually very bad procedure, however, to try to conceal any story if the reporter knows that the facts are in your possession. It is usually much better to give him the facts than to let him write stories based on rumor which may be wholly inaccurate and harmful. However, you may be able to secure his cooperation in holding up a story for other developments, or to withhold certain parts if there is reason to do so.
2. Don't attempt to put your own interpretation on WRA policy. If a reporter comes to you regarding a question of policy, you can, of course, refer him to any published material which you have available on the subject. If the published statements are not sufficient, refer him to your Relocation Supervisor.
3. Don't attempt to comment on disputable conditions that pertain to the relocation centers or to any other establishment of the WRA outside your own bailiwick. Always keep in mind that you are an official spokesman only for your own office and your own territory.
4. Don't undertake to make forecasts. Make no promises except that you will do your job to the best of your ability. Broken promises and forecasts that fail to materialize will almost inevitably result in bad public relations.





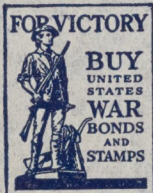
## WAR RELOCATION AUTHORITY

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IN REPLY, PLEASE REFER TO:

To summarize; my public relations policy, as a relocation officer would be to deal always with facts, and to avoid all opinions, interpretations, forecasts, and promises insofar as possible. I would try to avoid all disputes. Disputes are kept alive by argument. If we refuse to participate in them, most of them will die a natural death. I would treat all newspapers alike as nearly as possible. I would always try to make reporters and editors feel that I was dealing frankly and openly with them insofar as any facts in my possession were concerned.

/s/ Frank Cross  
Senior Information  
Specialist





## FIELD STAFF MEMORANDUM NO. 8

April 16, 1943

TO: All Relocation Officers

FROM: Harold S. Choate, Relocation Supervisor

SUBJECT: Project personnel information for correspondence purposes

In addressing correspondence to the Employment Officers on the Projects, it is customary to direct the correspondence to the Project Director for the attention of the Employment Officer. Following is a list of the Project Directors with the names of the respective Employment Officers at the Projects. We do not as yet have the names of the Employment Officers at Tule Lake and Manzanar but will give you these names as soon as this information is received.

<u>PROJECT</u>	<u>PROJECT DIRECTOR</u>	<u>EMPLOYMENT OFFICER</u>
Colorado River Poston, Arizona	Wade Head	Vernon R. Kennedy
Manzanar Manzanar, California	Ralph R. Merritt	
Gila River Rivers, Arizona	Leroy H. Bennett	William Huso
Tule Lake Newell, California	Harvey M. Cwerley	
Heart Mountain Heart Mountain, Wyoming	Guy Robertson	Joe Carroll
Granada Amache, Colorado	James G. Lindley	Willis Hanson
Minidoka Hunt, Idaho	Harry L. Stafford	Joseph G. Beeson
Central Utah Topaz, Utah	Charles F. Ernst	Claude C. Cornwall
Rohwer McGehee, Arkansas	Ray D. Johnston	Edward B. Moulton
Jerome Denson, Arkansas	Paul A. Taylor	John L. McCormick

cc:

Wolfley, Anderson, Routh, O'Braun, Lane, King, Fennell, Wright,  
Nundell, Reef, Curtz, Bennison



FIELD STAFF MEMORANDUM NO. 10

April 16, 1943

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

SUBJECT: Duties in the field

I. The following people should be approached as soon as you get into the field. Working relations should be established with those who are directly concerned in the employment of evacuees of Japanese ancestry. With the others named you should establish friendly relations and try to secure their understanding, cooperation and support in various phases of the relocation program, so that you will have a backlog of informed and influential people in the community who know what we are trying to do and to whom you can turn for support if issues should arise in the area.

1. Managers of offices of the United States Employment Service.
2. (If you are in a sugar beet area) - All top officials of the sugar company and all their field men.
3. County Agricultural Agents.
4. County War Board Chairmen.
5. Farm Security Administration representatives.
6. County Sheriff.
7. County Commissioners.
8. County Attorney.
9. Heads of the grange or other farm organization in the area.
10. Secretary or President of Chamber of Commerce.
11. Heads of service and civic groups and American Legion.
12. Leading business men and other influential members of the community or surrounding territory.
13. Leading ministers, especially of the more liberal sects.



When you first arrive in a community it is well to find out from the Employment Service, the sugar company or other persons on whom you can rely, the names of those individuals who are likely to support the program and those individuals who are most strongly opposed. First, familiarize the friendly people with our program and make every effort to secure their whole-hearted support. Do this also with the ministers, asking them to try to develop an attitude of public sympathy or at least tolerance toward and knowledge of the position of evacuees. If the American Legion or other organizations who have sometimes been hostile to the War Relocation Authority's program are approached, it is well first to secure the support of some of the leading liberal members so that the organization will take moderate action rather than take a quick and arbitrary stand based upon the advice of extremists.

In some instances it is well to consider the advisability of holding a round table meeting of the above persons or their agents in the county. This meeting would be used to educate them on the program of the WRA, on the background of the evacuees, on the American principles involved, and the advantages to the community in taking the American and the tolerant attitude toward evacuees who may come to their area. You will of course try to secure their cooperation and their help in improving community attitudes if they need improving.

It is well at such a meeting or in any talk before a service club or other organization to stress the international implications of our treatment of evacuees. The Japanese propagandists have made and will continue to make full use of the unprecedented singling out of those of Japanese ancestry for evacuation and the constraint placed upon Japanese Americans. This propaganda is used by the Japanese to prove to the native populations of the conquered countries of the Southwest Pacific that the Americans are fighting a racial war and not a war for the four freedoms; that if the fight went for the four freedoms, the United States wouldn't be taking away the freedom of their citizens; that if it were not a racial war the United States would not discriminate against one group belonging to the yellow race. Such propaganda, if allowed to continue and thrive because of the attitude of local communities or sections, will undoubtedly result in increased casualties among our own American soldiers when they are fighting the Japanese in occupied countries where our soldiers will need the full support and not the antagonism of the natives.

Of course, it is also well to point out that unless we set high standards for the treatment of loyal Americans or aliens of Japanese ancestry, there will be a direct kickback in the form of tougher treatment by Japanese of American prisoners of war.

II. As you make the round of the various communities in your area, make note of the name, address and employer of every evacuee in that area, whether he has indefinite leave or seasonal leave. It may be



helpful also for you to have a list of others of Japanese ancestry in your territory so that you will know what action may be called for in case of some event affecting a non-WRA-evacuee. Considering the travel money you have available, it will probably be advisable to make one fairly complete awing throughout your territory once each ten days or two weeks; however, this may not be possible during the time evacuees are arriving in quantity on seasonal leave.

III. Your expected to know the housing conditions and the wage standards in your area. This also means that you will want to check from time to time as to the wages paid to evacuees, especially if it is for work other than with sugar beets. If you find sub-standard wages being paid, you will, of course, try to persuade or put pressure upon the employer to bring the wages up to standard, including back pay. If you are not able to make a proper adjustment in the case of sub-standard wages, secure other employment for the evacuee as soon as possible. Do not permit the employer to retain the evacuee (s) in his employment.

We expect you to keep on good relations with the United States Employment Service, County Officials, sugar company officials, officials of other Federal farm agencies, etc. We wish to cooperate with them in every respect, but at no time or in any manner detrimental to the fundamental principles and program of the War Relocation Authority. Do not forget that we are not responsible for the individual behavior or back of responsibility of an evacuee.

An evacuee should receive the same kind of treatment from the community as any other resident. In other words, if he breaks a law, he should receive the appropriate penalty. If he is irresponsible in his relations with the employer, it may be advisable to discuss this subject with the evacuee, trying to get him to realize his responsibilities to himself, to others of Japanese ancestry and to the whole relocation program which he may be jeopardizing by irresponsible or thoughtless actions; however, neither this agency nor any other governmental agency in the United States can be held responsible for the performance or nonperformance of work for any employer.

The employer may have a civil action for breach of contract or the failure of an evacuee to fulfill contractual obligations if he has been advanced monies or transportation; however, this is a problem for the employer to solve in the same way that he would solve the same situation if the employee were a Caucasian. The evacuees are part of a free labor market; they are not now, nor will the WRA in any way aid in their becoming the serfs of any employers or other private interests. We will not and cannot take any responsibilities for irresponsible recruiting or the



recruiting of an individual who fails to keep his agreement. We cannot force a man to take any particular job nor to work well on that job. We cannot take responsibility for keeping him in a particular area or community (except as covered by Administrative Instruction 22, Supplement 8), nor for his good faith in his relations with employers or others.

We do not assume any responsibility for any of the points mentioned above; however, for the good of the program and the evacuees themselves, we should certainly try to see that they live up to their contractual obligations and that they do not use slight excuses for failing to perform in a fair and workmanlike manner. Naturally, if the evacuee is out of line he should be told so and counseled to change his attitude; if the employer is being unfair, irresponsible or arbitrary, he should be told so. If an adjustment cannot be made the evacuees should be helped in securing other more satisfactory employment. In these cases your weapon is persuasion not force.

SPECIAL NOTE: When meeting evacuees upon arrival or at time of first contact, BE SURE TO IMPRESS UPON THEM THESE TWO REQUIREMENTS:

1. They must not leave the county or counties named on their seasonal leave permit without securing your approval and a special travel permit,
2. They must promptly advise you of any change of address within the county.

IV. We expect you to keep the Denver office informed as to interesting happenings, unusual events, experiences with evacuees, community or governmental groups, as well as reports on community sentiment. These reports should come in as rapidly as you feel in a position to make a considered analysis and preliminary of final report. We do wish to have an occasional report, perhaps every ten days or two weeks, summarizing your recent activities in the field.

We wish to encourage you to send in copies of all newspapers clippings directly or indirectly affecting the WRA program in your district, reports of your talks, or editorials of a local or general character on WRA activities or program. Please also send in any publicity suggestions you may have as well as ideas on changes in policy or procedures which you believe advisable. This would include your general ideas on the relocation program in its national or local aspects, as well as ideas or suggestions concerning relations with other agencies and employers. Naturally, we would expect you to include your own suggestions for solutions to those problems which you have raised.



FIELD STAFF MEMORANDUM NO. 11

April 17, 1943

TO: All Relocation Officers

From: Harold S. Choate, Relocation Supervisor

Subject: Recent Developments in the Relocation Program

Attached please find a very important memorandum from our Chief, Thomas W. Holland, clarifying many recent changes in procedures and giving answers to many questions.

Study this with great care, referring to the Administrative Instructions which you must learn thoroughly. You either have, or soon will have, copies of each of the Instructions mentioned.

Do not hesitate to write in for clarification of any points raised by Mr. Holland or by the Administrative Instructions. If we don't know the answer we will find out and advise you.



FIELD STAFF MEMORANDUM NUMBER 9

TO: All Relocation Officers

From: Harold S. Choate, Relocation Supervisor

SUBJECT: Stenographic Assistance

We have just received advice from Washington that we may proceed with the employment of Junior Clerk-Stenographers for each Field Station. Up to this time, we have not received forms 57 or recommendations from any Relocation Officer.

This is to suggest that for your own benefit you immediately secure and forward to this office five copies of form 57, two of which should be notarized, for any individual whom you think we should consider and whom you wish to recommend for this position. You may send in the OEM-28 if you wish, but this will not be necessary, as we will be glad to take care of that in this office.

Under separate cover the following forms have been sent to you: Oath of office, Personnell Affidavit and declaration of appointee, and Medical Certificate. These forms must be filled out and sent at once to this office, immediately upon your receipt of approval by this office of the person being appointed. It is not necessary to secure these for candidates prior to receiving approval.

As you know, the position pays \$1620 per year; however, it is recommended that in all possible instances you talk about the job as paying \$1440 and plan to have the girls start at this figure. We feel that in almost all offices it would be wiser to start the girl at this figure because of the possible local sentiment against paying a stenographer as much as \$1620. If the appointee performs her services in a thoroughly satisfactory manner, there will be little or no difficulty in your securing a promotion for her to the \$1620 level. This can be done without the information becoming public property.



If you find it impossible to secure a girl with the necessary background and experience for less than \$1620, you may make note of this in your letter of recommendation, as we have no objection to the appointment at \$1620 if the person is competent and it will not cause difficulty or resentment on the part of others in the area.

If you are not able to find a competent person with the necessary background and experience in your area, it may be possible for us to appoint a competent Nissei for the position. We are exploring this possibility with Washington at the present time and would like to have your comments on the reaction which might be expected if a Nissei were appointed as your secretary and receptionist.

We suggest the following general requirements as standards in judging the desirability of an applicant:

1. She should have at least two years of stenographic experience, including taking and transcribing dictation and having a fair typing speed. The two years experience is a requirement of the Civil Service Commission. The standard speed expected is around 60 words per minute on the typewriter and shorthand at 120 words per minute. Entrance at \$1440 requires a typing speed of 60 and dictation speed of 100 words per minute.
2. The candidate should have some experience with filing systems.
3. It is highly desirable that she have experience in Government work, including a knowledge of governmental procedures and forms.
4. A person who has had some experience as office manager would be of great help to you. It is essential that she have some experience in meeting the public since she will be carrying on the day to day contacts with employers, evacuees, representatives of other agencies, etc. If no experience of this type is indicated, please show in your letter of recommendation why you think she has the ability to meet and talk with people in a self-possessed, easy manner, which will enable her to make a good impression while at the same time handling the interview in an efficient and satisfactory manner.
5. It is extremely important that the candidate be fundamentally interested in the WRA program as she will often be expected to meet and discuss, as well as help solve the problems, of evacuees in a sympathetic and understanding manner. Naturally, your candidate should be above average in intelligence since she will have to handle a great many matters during your absence from the office, such as interpreting the WRA program to callers, answering routine letters, determining whether an incident that develops in the community during your absence should be handled by her or whether it justifies getting in touch with you, etc.



Effective April 16, the Central Administrative Services Personnel Division will no longer handle the journalizing of personnell for this office, and all appointments and journalizations will be handled in Washington. This means that there will be a lapse of several days from the time we advise you of the approval of one status. If she wishes to come in and familiarize herself with office procedures before her official entrance on duty and commencement of salary, there is no objection, provided the above facts are clearly understood.

We shall notify you by wire when journalization is complete and your stenographer may enter on duty.



*1 new*

WAR RELOCATION AUTHORITY  
Midland Savings Building  
Denver, Colorado

*Added to Action  
File*

April 17, 1943

FIELD STAFF MEMORANDUM NO. 12

To: All Relocation Officers and Staff Members  
From: Harold S. Choate, Relocation Supervisor  
Subject: Routing and Filing Procedure for Evacuee Addresses  
for Denver and District Office

I. Denver Territorial Office:

A. Equipment

1. File of Address Cards for all evacuees on Indefinite Leave.
2. File of Address Cards for all evacuees on Seasonal Leave.

B. Procedure

1. Upon receipt of telegraphic advice from project of departure of a group on seasonal or indefinite leave the full information will be noted on a page in a section for that project in a loose-leaf binder carrying date of receipt of the telegram. The telegram will then be immediately forwarded to the appropriate Relocation Officer. As soon as the names of the evacuees are received from the project they shall be listed alphabetically on this page. When one of the evacuees included in this group returns to the project or secures indefinite leave, a notation thereof shall be entered opposite his or her name.
2. Upon receipt from project of leave form or other form with names and date of evacuees departing from project, an address card will be made out carrying type of leave, name of project, date of departure, employer, and full address. A separate file shall be kept for evacuees on seasonal and on indefinite leave. The files shall be divided into section from each relocation office's district. The leave form will then be immediately forwarded to the appropriate Relocation Officer.



3. When information is received from Washington or the project of issuance of Indefinite Leave, the evacuee address card shall be taken from the seasonal leave file and placed in the Indefinite Leave file after noting the date of issuance and marking the card "Indefinite".
4. When information is received that the evacuee has returned to the project (except in cases of a short visit) or has moved to another territory, the address card shall be removed from the Indefinite or Seasonal file, after notation of the date and the return has been made. The card will then be placed in another file marked "Out of Territory".

## II. Field Relocation Offices:

### A. Equipment

1. File of Address Cards for all evacuees on Seasonal Leave.
2. File of Address Cards for all evacuees on Indefinite Leave.
3. 6 x 8 binder in which are kept names and addresses of all employers and names of their evacuee employees.

### B. Procedure

1. Upon receipt of telegraphic advice from Relocation Supervisor of information on the departure of a person or group from a project on Seasonal Leave, the Relocation Officer shall obtain from the sugar company or employer the time and place of arrival of the evacuee(s). The Relocation Officer shall meet all evacuee(s) at time and place of arrival to check the leave permit and secure from each evacuee his name, center address, individual number, citizenship, name and address of prospective employer where available as mentioned in the memo covering this first meeting. This information should be written in a notebook and transferred to the address cards to be kept in the seasonal leave file in his office. As soon as the Relocation Supervisor secures a complete list of all evacuees departing from a project, he will forward this to the Relocation Officer for him to check against the names of those who arrived in his district. If any evacuees fail to arrive, or there is any discrepancy in the lists and the arrivals, he shall make an immediate investigation and if there are any missing evacuees, he shall wire full details to the Relocation Supervisor.



Whenever an evacuee receives indefinite leave, the address card should be so marked together with the date indefinite leave was granted, (or, if this information is not available, the date he received notification), and the card transferred to his indefinite leave file.

2. As he obtains information or is notified by Washington, the Projects or the Relocation Supervisor, the Relocation Officer shall fill out and keep up to date address cards for persons in his district on indefinite leave.

If an evacuee is returned to his project (except where the return is only temporary, for a visit) the Relocation Officer will notify the Relocation Supervisor of the return and the reason therefor and will take the evacuee's address card and place it in the "dead" section of the seasonal file.

If an evacuee is given travel permit to move to another district, the Relocation Officer of that District shall be notified immediately of the facts in the matter as well as the name of evacuee's prospective employer and his address. A copy of this information should be mailed to Relocation Supervisor at once. The evacuee's card should then be placed in the "dead" section of the seasonal file as soon as the evacuee leaves and the notices are sent.

It is not necessary to advise the Relocation Supervisor of change of employers within the district.

3. The Relocation Officer should enter the name of each employer of evacuees on one page of the 6 x 8 binder. Under the employers name and address there should be listed the names of each evacuee worker, with the date of the original employment. If the evacuee leaves that employer, a note of the date and destination should be entered after the name of the evacuee. Any new employees should, of course, be added to the list. This book will furnish a convenient cross check of the address-card index, and also for entering notes taken in the field for later transfer to the address cards in the office.

HSChoate:ei Copies to

Vern Wolfley  
O. Leon Anderson  
Harold Routh  
C. Fred Lane  
Roland King

James W. Fennell  
George Wright  
Harold Mundell  
James H. Curtis  
W. R. Bennison

Margaret Reef  
Ruth Pitman  
Alice Huse  
Eleanor Ireland ✓  
Hatsuye Sato

Sadami Nomi



204 Midland Savings Building  
Denver, Colorado

April 22, 1943

FIELD STAFF MEMORANDUM NO. 13

To: All Relocation Officers  
From: Harold S. Choate, Relocation Supervisor  
Subject: Attendance Reports

One hundred copies of Form OEM-296, Attendance Report, were forwarded to you with your office supplies.

Full instructions for completing the attendance report are outlined on the reverse side of the form; however, under No. 6, the report should be sent to the Denver Relocation Office, attention of the Office Manager, on the 15th and 30th of each month, rather than to the CAS Regional Office. Be sure in the case of any absence from the office that the form OEM-8, Leave Slip, is signed and attached at the time the report is submitted.

The signature and title of the Relocation Officer must appear at the bottom of the form, which will be countersigned in this office and forwarded to CAS together with the semi-monthly attendance report of this office

cc:

Anderson  
Bennison  
Curtis

King  
Lane  
Mundell  
O'Braun

Reef  
Routh  
Wolfley  
Wright



WAR RELOCATION AUTHORITY  
Midland Savings Building  
Denver, Colorado

April 24, 1943

FIELD STAFF MEMORANDUM NO. 14

TO: All Relocation Officers  
FROM: Harold S. Choate  
Relocation Supervisor  
SUBJECT: Office Signs

Inquiries have been received in this office regarding the painting of signs on the doors of our Field Station offices.

We are not allowed to print personal names on the doors of government offices; however, if you desire the words "WAR RELOCATION AUTHORITY" painted on the door of your office, the following procedure should be followed:

Make out the regular requisition form OEM-41, indicating room number, building, address, and the words to be painted. Forward the requisition to us with a notation of the approximate cost, and the actual bidding and contracting will be handled by a representative of Central Administrative Services.

It seems advisable for each Field Station to have a simple sign on the office door for the guidance of persons contacting the office.

cc:	Anderson	Holland	O'Braun
	Bennison	King	Pitman
	Choate	Lane	Reef
	Curtis	Lee	Routh
	Fennell	Mundell	Wolfley
			Wright
			Files



# WAR RELOCATION AUTHORITY

204 Midland Savings Building  
Denver, Colorado

IN REPLY, PLEASE REFER TO:

April 26, 1943

## FIELD STAFF MEMORANDUM NO. 15

TO: All Relocation Officers

FROM: Harold S. Choate  
Relocation Supervisor

SUBJECT: Combat Unit

HSChoate

We have received the following teletype from E. M. Rowalt, Acting Director of the War Relocation Authority, which might be helpful to you:

"We are advised that War Department is receiving inquiries from evacuees outside Relocation Centers at time of registration who wish to volunteer for combat unit. War Department advises that they should register with local draft board where forms DSS 304A and SSS 185 are available."

TO:

Anderson ✓  
Bennison  
Choate  
Curtis  
Fennell

Holland  
King  
Lane  
Lee  
Mundell

O'Braun  
Pitman  
Reef  
Routh  
Wolfley  
Wright  
Files

HSChoate:rp





# WAR RELOCATION AUTHORITY

204 Midland Savings Building  
Denver, Colorado

IN REPLY, PLEASE REFER TO:

April 29, 1943

## FIELD STAFF MEMORANDUM NO. 16

To: All Relocation Officers  
From: Harold S. Choate, Relocation Supervisor  
Subject: Handling of seasonal employment offers

In order to expedite the recruitment of workers of Japanese ancestry now residing in Relocation Centers for seasonal agricultural labor and other employment, this office requests that the following procedures be instituted:

1. Offers of employment may be filed by any employer at <sup>his local</sup> ~~any~~ United States Employment Service office, Relocation Office or Relocation Center; however, all offers must bear the endorsement of the <sup>local</sup> United States Employment Service before being sent to a Relocation Center.
2. Offers of seasonal agricultural employment received by the United States Employment Service may, after endorsement by that agency, be transmitted directly to a Relocation Center for recruitment of the workers requested. "Agricultural Employment" as used here also applies to canneries processing food in an agricultural area and to food dryers and packers.
3. Offers of year-round agricultural and non-agricultural employment received by the United States Employment Service may be investigated and endorsed by the Employment Service and must be referred to the Relocation Office serving the area for investigation and approval before being transmitted to a Relocation Center for recruitment. The prospective employer may take or may transmit the offer direct to the Center after approval by a Relocation Officer.
4. Offers for seasonal and for year-round employment in non-agricultural pursuits involving four or more workers in one place of employment shall, after investigation by the Relocation Officer, be transmitted to the Relocation Supervisor with full statement of the wages, housing and working





conditions, community and industry sentiment and the recommendation of the Relocation Officer.

Note: Sending offers direct to the Relocation Centers by the United States Employment Service or employers is approved only where the county has been cleared for seasonal agricultural employment. Offers of employment for non-agricultural seasonal employment, and offers of employment received for work in counties that have not been cleared by the Relocation Supervisor for seasonal employment, KMA of evacuees shall be handled as set forth in the United States Employment Service Operations Bulletin, B. 72 dated April 10, 1943 (copy of which will be sent you shortly). This bulletin provides that the United States Employment Service Office is to transmit the offer to the regional farm placement supervisor for clearance with the Relocation Supervisor.

When approved, the Relocation Supervisor will forward such offers to the Relocation Center requested by the employer or the Relocation Officer.

Please request all United States Employment Service representatives to carefully check all statements of employers for accuracy and complete representation of the facts before they endorse the offer.

This office will endeavor to keep Relocation Officers advised as to recruitment possibilities in the Relocation Centers so that all possible aid and encouragement can be given to interested employers and United States Employment Service representatives concerning recruitment possibilities in the various Relocation Centers.

It is suggested that this memorandum be given wide distribution among cooperating Federal and State agencies and prospective employers in your territory.

We shall advise you as additional counties are cleared for seasonal agricultural workers.

(Additional copies of this memorandum will be sent soon for general distribution)

MSChoate:rp

cc: C. Leon Anderson	James H. Curtis	Dex. Lee
Warren A. Bennison	James W. Pennell	H. Harold Mundell
Harold S. Choate	Thomas W. Holland	Harold O'Braun
Noland A. King	C. Fred Lane	Ruth Pitman
Harold W. South	Vern Wolfley	Emmett Cloughesy
	C. V. Waddux	



April 27, 1943

FIELD STAFF MEMORANDUM NO. 17

To: All Relocation Officers  
From: Harold S. Choate, Relocation Supervisor

HSC

Subject: Director's Memorandum on Reports on the actions of evacuees on indefinite leave which are received by project directors.

Attached for your information is a copy of the Director's memorandum concerning reports on the actions of evacuees on indefinite leave which are received by project directors.

HSChoate:el

cc to:

O. Leon Anderson  
Warren R. Bennison  
Harold S. Choate  
James H. Curtis  
James W. Pennell  
Thomas W. Holland  
Roland A. King  
C. Fred Lane  
Rex Lee  
H. Harold Mandell  
Harold M. O'Braun  
Ruth M. Pitman  
Margaret S. Reef  
Harold M. Routh  
Vern Wolfley ✓  
George A. Wright  
File Copy



WAR RELOCATION AUTHORITY  
WASHINGTON

MEMORANDUM

To: Project Directors

Subject: Reports on the actions of evacuees on indefinite leave which are received by project directors.

The following inquiry was recently made by a project director on this subject:

"In instances where indefinite leave has been issued and the individual fails to report to the destination for which indefinite leave has been issued or where individuals leave the place of employment without proper notice to the employer or where individuals fail to return to the project when requested we are uncertain as to the proper procedure. Once an individual receives indefinite leave from the project should he then be under the jurisdiction of the field service or should the project retain some interest in his actions?

"Since we have experienced these and similar incidents we would appreciate an immediate clarification as to the proper procedure to be followed by the project."

In all cases where reports are received by project directors on the action of evacuees on indefinite leave and the report is of a nature which might require action by the War Relocation Authority, project directors shall send one copy of the report to the relocation supervisor serving the area involved and a second copy to the Director in Washington, attention Employment Division. In accordance with Administrative Instruction No. 88, the relocation supervisors are generally responsible for the relocation program outside of relocation centers.

Evacuees on indefinite leave should not be requested to return to a project unless the Director has authorized the project director to make such a request. When a project director or relocation supervisor recommends that an evacuee on indefinite leave should be requested to return to a project, he shall write to the Director (or the Chief of the Employment Division in the case of a relocation supervisor) stating in detail his reasons for such recommendation. The Director will then advise as to the action to be taken.

Director

cc Relocation Supervisors



FIELD STAFF MEMORANDUM NO. 18

April 28, 1943

TO: All Relocation Officers  
FROM: Harold S. Choate, Relocation Supervisor  
SUBJECT: Cleared Counties and Travel Districts

We are enclosing herewith copy of our letter of April <sup>✓</sup> to Project Directors listing counties which this office has cleared as to community sentiment and where seasonal leave for agricultural employment may be issued without consultation with Relocation Officers.

We are also enclosing our memorandum of April 16 to Project Directors listing travel districts for evacuees on seasonal leave. We would like to have you advise this office on other counties under your supervision where you feel community sentiment in general is sufficiently satisfactory to justify us in clearing those counties for seasonal leave. Likewise, if you have any suggestions as to travel districts which would permit evacuees to travel in natural agricultural areas in two or more counties, please advise us.

In recommending travel districts, the questions to be borne in mind are as follows:

1. That reasonable freedom of movement in a natural agricultural area is desirable so that employees may feel freed to secure employment wherever it is to be found in this area.
2. That such travel district not include any county or community which has evidenced hostility to evacuees.

In considering this question of cleared counties and travel districts, please read carefully the pertinent paragraph in Administrative Instruction #22, Supplement 8, and Administrative Instruction #88.

This list of cleared counties will be increased from time to time as additional information justifying the clearing of additional counties is received from Relocation Officers.



WAR RELOCATION AUTHORITY  
204 Midland Savings Building  
Denver, Colorado

April 2, 1943

Various Project Directors have requested the names of counties which have been approved as to community sentiment. We are listing below those counties in each state in which we believe the community sentiment is satisfactory for agricultural seasonal work. This is a tentative list and will be corrected. It will be subject to additions or eliminations as experience indicates this spring.

In accordance with Administrative Instruction No. 22, Supplement 8, Paragraph B-2, we wish to request that you wire or write this office for information on community sentiment for any county not included on this list before releasing any evacuees to proceed to such county.

COLORADO

Adams	Denver	Morgan
Arapahoe	Douglas	Prowers
Bent	Jefferson	Pueblo
Boulder	Larimer	Sedgwick
Chaffee	Las Animas	Washington
Crowley	Logan	Weld
		Mesa

MONTANA

Big Horn	Richland	Yellowstone
----------	----------	-------------

NEBRASKA

Banner	Deuel	Morrill
Box Butte	Keith	Scottsbluff
Cheyenne	Kimball	Sioux
Dawes		



SOUTH DAKOTA

Butte

Lawrence

Meade

WYOMING

Albany  
Big Horn  
Converse

Goshen  
Johnson  
Laramie

Park  
Platte  
Sheridan  
Washakie

KANSAS -None  
NEW MEXICO -None  
NORTH DAKOTA-None

Sincerely,

Harold S. Choate  
Relocation Supervisor

HSChoate:hs:mc  
cc: Rex Lee  
cc: D. Sabin



## MEMORANDUM

April 16, 1943

To: Project Directors: Attention Employment Officers  
From: Harold S. Choate, Relocation Supervisor HSC  
Subject: Travel districts for evacuees on seasonal leave

In accordance with Administrative Instruction #22 (Revised), Supplement 8, Section 3, Paragraph F-2 and the memorandum of Mr. H. M. Rowalt, Acting Director on this subject dated April 10, 1943, <sup>last</sup> are listed below certain travel districts which may be entered on the seasonal leave permits of evacuees accepting contracts in either or any of the counties grouped together. Except as listed below you will kindly restrict travel to the single county in which the employer of the evacuee resides.

Please advise and caution all evacuees before they leave the projects of the importance of faithfully observing travel restrictions. Some evacuees already are giving trouble by failing to pay attention to travel restrictions. They tell us they were given no information at the project concerning the regulations governing seasonal leave or their responsibilities to observe restrictions.

Evacuees going to any one of the following counties may travel within the other county or counties in the same grouping. We cannot at this time give a larger list because our Relocation Officers have barely reached the field and we do not have sufficient knowledge or evidence at hand as to community sentiment to justify a larger list of safe travel districts.

Do not alter the combinations of counties as indicated without prior approval of this office.

MONTANA

Big Horn and Yellowstone

WYOMING

Sheridan and Johnson

Big Horn and Washakie

Platte and Carbon



WYOMING - SOUTH DAKOTA

Crook (Wyoming) and Butte (S. Dakota)

NEBRASKA

Sioux and Scottsbluff

Scottsbluff, Morrill and Banner

Morrill and Box Butte

Kimball and Cheyenne

NEBRASKA - COLORADO

Deuel (Nebraska) and Sedgwick (Colorado)

COLORADO

Special permit necessary for any travel to Denver from any county.

Sedgwick, Logan, Washington and Morgan

Weld, Larimer and Boulder

Adams and Arapahoe

Otero, Crowley, Bent, Prowers and Kiowa

Mesa and Delta

Delta and Montrose

HSChoate:ei

CC: Project Directors: Attention Employment Officers

Vernon R. Kennedy, Colorado River  
Employment Officer, Manzanar  
Frank Smith, Tule Lake  
Joe Carroll, Heart Mountain  
Willis Hanson, Granada  
Joseph G. Beeson, Minidoka  
Claude C. Cornwall, Central Utah  
Edward B. Moulton, Rohwer  
John L. McCormick, Jerome  
William Huso, Gila River

Donald R. Sabin  
Rex Lee  
James H. Curtis  
W.H. Bennison  
Margaret Reef



FIELD STAFF MEMORANDUM NO. 19

April 28, 1943

TO: ALL Relocation Officers

FROM: Harold S. Choate, Relocation Supervisor

SUBJECT: Travel of Aliens; Permission of U.S. District Attorneys; Cooperation with F.B.I. and Law Enforcement Officers.

Previous to this time some Relocation Officers have issued travel permits to aliens and have later notified the U.S. District Attorney of the issuance of this travel permit.

In this connection please refer to Administrative Instruction 22 (Revised), Paragraph II - I, III - F and IV - L and the amendments to those paragraphs covered by Supplement 5. This clearly states that any travel of an alien subsequent to the original departure from the project "may take place only with the permission of the United States Attorney for the district in which the alien's destination is located."

Generally speaking the rules of the department of justice prohibit an alien from traveling more than five miles from his place of residence without special permission of the U. S. Attorney. However, some U. S. Attorneys permit travel within a radius of as much as twenty miles before requiring the alien to secure an travel permit. It would be wise for you to write to the U. S. Attorney or Attorneys in whose jurisdiction your district lies requesting information from them as to the travel radius permitted for an alien working in one of your counties. When you acquire this information, be sure you inform any aliens in your district of these requirements. Under no circumstances may you move an alien any greater distance either for employment or any other purpose without securing the permission of the U. S. Attorney. In cases of emergency, you may be able to secure this permission by telegraph. We are attaching hereto a list of names and addresses of U. S. Attorneys, together with the geographical jurisdiction of each.

This memorandum is not intended to preclude you from aiding an alien to secure travel permission from the U.S. Attorney. You may make explanation or recommendation on behalf of the alien and may assist him by making the actual written or oral contact with the U. S. Attorney. Seven days should be allowed from date of application of alien for travel to expected date of departure.



II. The F.B.I. is charged with the responsibility for guarding the internal security of this country and we must work in close cooperation with them at all times. There are provisions in Supplement 5 of Administrative Instruction 22 (Revised) requiring Project Directors to furnish additional information concerning the names and addresses of either aliens or citizens of Japanese Ancestry who come into your district. You will please honor such requests. Furnish such information as may be asked of you by any authorized agent of the F.B. I. giving the names and addresses of either citizens or aliens as soon as you may have that information in available form. If field offices of the F.B.I. and Naval Intelligence request more information than is available on these departure advice cards you will receive from the projects or from Denver, or in your files and the securing of such information would require regular reports from the projects, please write us so that the matter may be taken up here.

For your information, we are attaching the names and addresses to the offices of the F.B.I. and the area included in the jurisdiction of each agent.

Relocation Officers may receive requests from other Federal, State, or local government agencies for lists of evacuees on seasonal work leave or indefinite leave. When such requests are received, it should be explained that this information is regularly supplied to the F.B.I. and Naval Intelligence by the WRA Washington Office; and that we should much prefer to make such information available to other public agencies with a legitimate interest in the matter by consultation in our field offices rather than by supplying lists. Lists of the names and addresses of evacuees on leave should not ordinarily be given to private individuals or organizations, except in connection with the execution of the relocation program.

If you have any questions on this matter, please feel free to write for advice and instructions.

HSChoate:ei



# WAR RELOCATION AUTHORITY

IN REPLY, PLEASE REFER TO:

## SPECIAL AGENTS

F. B. I.

### MONTANA

Kenneth Logan  
302 Federal Bldg.  
Butte, Montana  
Tel. 2-2304

### NORTH AND SOUTH DAKOTA

Werner Hanni  
400 Northwest Security Natl.  
Bldg.  
Sioux Falls, South Dakota  
Tel. 2885

### NEBRASKA

M. B. Rhodes  
629 First National Bank Bldg.  
Omaha, Nebraska  
Tel. Jackson 8220

### WYOMING AND COLORADO

G. A. Nicholson  
518 Railway Exchange Bldg.  
Denver, Colorado  
Main 4335

### NEW MEXICO

D. A. Bryce  
El Paso, Texas  
Tel. Main 1711

### KANSAS

D. Brantley  
707 U. S. Courthouse  
Kansas City, Missouri

## U. S. DISTRICT ATTORNEYS

### MONTANA

John B. Tansil  
Billings, Montana

### SOUTH DAKOTA

George Philip  
Rapid City, South Dakota

### NEBRASKA

Joseph T. Votava  
Omaha, Nebraska

### WYOMING

Carl L. Sackett  
Cheyenne, Wyoming

### NEW MEXICO

EVERETT M. GRANTHAM  
Albuquerque, New Mexico

### COLORADO

Thomas J. Morrissey  
Denver, Colorado

### NORTH DAKOTA

Powless W. Lanier  
Fargo, North Dakota

### KANSAS

S. S. Alexander  
Topeka, Kansas





*These cards filed under  
Applications for Empl Cards  
-Blank Form File*

WAR RELOCATION AUTHORITY

204 Midland Savings Building  
Denver, Colorado

April 30, 1943

FIELD STAFF MEMORANDUM NO. 20

TO: All Relocation Officers  
FROM: Harold S. Choate *HSC*  
Relocation Supervisor  
SUBJECT: Application for Employment

Enclosed is a small supply of Application for Employment Cards.  
These are being used in our Denver Relocation Office.

When applicants come to the Denver Office, the cards will be filled  
out by a Relocation Officer during the interview.

Applications received by mail will be routed to a Relocation Officer,  
who will acknowledge the correspondence, and fill out cards.

The applications will be filed by occupation. The cross index cards  
will be filed alphabetically.

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

If you find this card useful to you, we shall send you an additional  
supply upon request.

WSC:ef:sn

Harold S. Choate  
Relocation Supervisor

Enclosures (20 cards)

cc: O. Leon Anderson  
Warren R. Bennison  
Harold S. Choate  
James H. Curtis  
James W. Fennell ✓  
Thomas W. Holland  
Roland A. King  
C. Fred Lane  
Rex Lee

N. Harold Mundell  
Harold M. O'Braun  
Ruth M. Pitman  
Margaret S. Reef  
Harold M. Routh  
Vern Wolfley  
George A. Wright