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WAR RELOCATION AUTHORITY

In reply, please refer to:

SAN FRANCISCO, CALIFORNIA, OFFICE
WHITCOMB HOTEL BUILDING

April 1, 1942

MEMORANDUM TO: Mr. E. R. Fryer, Regional Director

SUBJECT: Interoffice memoranda

When writing an interoffice communication to any member of the regional office in San Francisco, California, this type and style of memorandum should be used.

Please remember that interoffice memoranda must be dated by the stenographer.

Edwin Bates
Chief, Information Service

Attachment



WAR RELOCATION AUTHORITY

SAN FRANCISCO, CALIFORNIA, OFFICE
WHITCOMB HOTEL BUILDING

In reply, please refer to:

Personnel
561-42

Re: 767-42

MEMORANDUM TO: Mr. Wade Head, Project Director
Colorado River War Relocation Project

ATTENTION: Mr. Norris James

SUBJECT: Form to be used for correspondence
directed to project offices

All correspondence to be directed to project offices will be in a memorandum form and addressed to the Project Director. If the memorandum is to be called to the attention of another individual in the office, use an Attention line as illustrated.

E. R. Fryer
Regional Director



WAR RELOCATION AUTHORITY

In reply, please refer to:

SAN FRANCISCO, CALIFORNIA, OFFICE
WHITCOMB HOTEL BUILDING

Econ. Mgt.
259-42

Mr. M. S. Eisenhower
Director, War Relocation Authority
Barr Building
17th and Eye Streets, N. W.
Washington, D. C.

Re: 168-42

Attention: Mr. Leland Barrows

Dear Mr. Eisenhower:

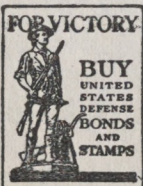
All letters sent to the Washington office of the War Relocation Authority will be addressed to Mr. M. S. Eisenhower. If a letter is for the attention of any other individual, use an Attention line. This example shows the exact address and style which is to be used.

These letters directed to the Washington office will also be prepared for the signature of Mr. E. R. Fryer, Regional Director, as illustrated.

Sincerely yours,

E. R. Fryer
Regional Director

Enclosure-161



WAR RELOCATION AUTHORITY
Whitcomb Hotel
San Francisco, California

April 22, 1942

TO: ALL PERSONNEL, War Relocation Authority
FROM: Mr. Leland Barrows, Executive Officer
SUBJECT: Change in Office Hours

Office hours for the War Relocation Authority have
been changed as follows:

Week days except Saturday: 8:45 a.m. to
5:30 p.m. with 45 minutes for lunch.

Saturday: 8:45 a.m. to 12:45 p.m.

Leland Barrows
Leland Barrows
Executive Officer

MB

April 30, 1942

MEMORANDUM FOR: Mr. McMenamin

SUBJECT: Status of project staff selection

There follows by project headings the most current and complete information I have on the status of project staff selection:

Gooding Project Hunt, Idaho

Chief of Community Works - \$3200 per annum - Stanford Richards
Chief Engineer - \$4600 per annum - Paul Berg
Chief Fiscal Officer - \$4600 per annum - Tom Lee
Chief of Housing and Employment - \$3800 per annum - Thomas Felton
Procurement Officer - \$3800 per annum - W. H. Mann
Superintendent of Plant Maintenance - \$3200 per annum - Gordon O'Bryan
Assistant Project Director - \$5600 per annum - Ray Best
Project Director - \$6500 per annum - Harry L. Stafford

In connection with the Gooding Project there is attached a memorandum for the files regarding the selection plan that has been followed up to this point. There are no negotiations under way for any other personnel, with one exception: Mr. Stafford is attempting to secure the services of Leone Keen as his secretary at \$2000 per annum. She is now a Civil Service employee with the A.A.A.

Gila Project Rivers, Arizona

I know of no changes in the personnel plan for the Gila Project since the attached memorandum was completed between Mr. Lewis Korn, Assistant Project Director, and myself; except that Mr. Grisham (Chief, Community Services) has accepted the offer, and Dr. W.H. Peter (Project Medical Officer) has declined the offer. In addition to the employees shown, there are: Eastburn R. Smith, Project Director, \$6500 per annum, and Lewis Korn, Assistant Project Director, \$5600 per annum.

Tule Lake

It will probably be determined administratively that the Region shall staff Tule Lake. The following employments have been made:

Project Director - \$6500 per annum - Elmer C. Shirrell

Acting Assistant Project Director - Walter C. Chambers

Executive Assistant - Mortimer Cooke

Chief of Housing and Employment - Frank C. Smith

Community Services Supervisor - Morton C. Gaba

Samuel D. Friedman who is employed as a Project Aide (trainee) will also be assigned to Tule Lake.

Unassigned

Theodore Waller - Associate Project Manager - \$2600 per annum

Louis M. Hicks - Associate Project Manager - \$2600 per annum

Gilbert Niece - Project Finance Officer - \$4600 per annum (to work in Region temporarily on systems and procedures)

Alex. J. Petrie - Project Finance Officer \$4600 per annum (to work in Region temporarily on systems and procedures)

Jack Gilbert - Administrative Assistant (training director) \$3200 per annum (temporarily assigned to Region and may later be assigned to project as Executive Assistant)

Don H. Banks - Project Aide - \$2600 per annum

James D. Crawford - Administrative Assistant - \$3200 per annum to be temporarily detailed to the Regional Office and then assigned to a field project. Now with the United Pueblos Agency, Indian Service, Albuquerque, New Mexico. In negotiation stage.

There is only one of these employments in which I have had a personal hand, and that was in the selection of Mr. Gilbert, which was cleared with Mr. Barrows. Mr. Gilbert has been released to us from the Bureau of Agricultural Economics where he was employed under Civil Service as a Junior Administrative Assistant at \$2600 per annum.

Some of these people were selected by the Project Directors and some were employed by regional people. I have no further information on their Civil Service status or eligibility nor their personnel records.

If you find this list incomplete as it relates to project personnel, then I have not been informed and would like to know of such circumstances.

Robert A. Petrie
Executive Assistant

WAR RELOCATION AUTHORITY

SAN FRANCISCO, CALIFORNIA, OFFICE
WHITCOMB HOTEL BUILDING

May 11, 1942

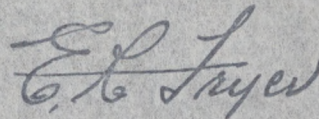
MEMORANDUM FOR: All Staff Members

SUBJECT: Stenographic Pool

It is kindly requested that when overtime work is going to be required of the girls in the Stenographic Pool, that the Pool Supervisor, Miss Collins, be notified at least four hours in advance, if possible, for work on week days and at least one day in advance when Saturday afternoon or Sunday work is necessary.

The Stenographic Pool is located in Room 367, Extension 307.

Your cooperation in this matter will be greatly appreciated.



E. R. Fryer
Regional Director

Stafford 370
SF
F 11010

May 11, 1942

MEMORANDUM TO: Regional Director, Division Chiefs, Section
Heads, and Staff of the San Francisco Regional
Office.

FROM: Edwin Bates, Chief, Information Service Division.

In order to keep you currently informed, the
"Documents Reporter" - a cumulative list of publications and re-
ports available in the Documents Section - will be sent to you
twice monthly.

The attached first copy of the series lists the
material now available.

The reports listed here have been prepared by
the Staff of the Information Service Division and are for the
confidential use of administrative officials of the War Relocation
Authority.

Ed Bates

WAR RELOCATION AUTHORITY

San Francisco, Calif
May 13, 1942

To: The Regional Staff
From: E. R. Fryer, Regional Director
Subject: Personnel Appointment.

Mr. Duncan Mills is designated as Acting Chief of the Administrative Division in charge of the Personnel, Fiscal and Office Management Sections.

In order to insure conformity with fiscal and personnel regulations, it is requested that all matters pertaining to these sections be routed through Mr. Mills, Room No. 334, for appropriate attention.

The Administrative Division will prepare the necessary forms, etc., and notify the requesting office of the action taken.

WAR RELOCATION AUTHORITY
OFFICE MEMORANDUM

May 13, 1942

To: The Regional Staff
From: Duncan Mills, Actg. Administrative Officer
Subject: Detailing Personnel from other Federal Agencies

All requests for the detailing of employees from another Federal agency to the War Relocation Authority should be sent to the Administrative Division for approval. Each request should indicate the date the detail is to begin, approximate duration, and conditions under which the detail is desired.

The Administrative Division will take the necessary action to effect the detail and notify the requesting division, with copy of the correspondence for its information.

Under no circumstances should an employee of another agency be requested to report to the War Relocation Authority before such detail has been approved.

WAR RELOCATION AUTHORITY

OFFICE MEMORANDUM

May 13, 1942

To: The Regional Staff
From: Duncan Mills, Acting Administrative Officer
Subject: Requests for Travel Authorization

A supply of Form OEM-39, "Request for Travel Authorization" has been provided each of the divisions. This form should be prepared, in duplicate, for my signature and initialed by the Division Chief desiring travel authorization for anyone under his jurisdiction.

Requirement for travel orders and transportation requests should be foreseen in advance of immediate need wherever possible and requisitioned in accordance with the above procedure.

The Administrative Division will approve and undertake such negotiations with the Office for Emergency Management as are necessary to secure the proper travel authorization and transportation requests.

WAR RELOCATION AUTHORITY

San Francisco, Calif.
May 14, 1942

TO ALL EMPLOYEES:

Space has been set aside in the ballroom on the eighth floor which may be used by employees who desire to bring their lunches. All those who use these facilities are requested to remove all trash and leave the place in good order.

Duncan Mills

Duncan Mills
Actg. Administrative Officer

WAR RELOCATION AUTHORITY

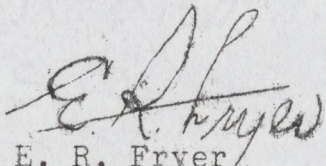
San Francisco, Calif.
May 16, 1942

To: Regional Office Personnel
Subject: Regional Office Purchases

In order to insure that all purchases for the Regional Office are properly encumbered in advance, all purchase requisitions and requests for bills of lading, etc., should be routed through Mr. Dorman in Room 330.

No verbal orders for purchases should be made without first obtaining clearance from Mr. Dorman as there may be contracts in existence which must be used.

This order does not apply to the procurement activities of the Service of Supply.

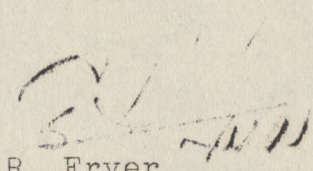

E. R. Fryer
Regional Director

WAR RELOCATION AUTHORITY

San Francisco, Calif.
May 18, 1942

To: Regional Office Personnel
Subject: Personal Telephone Calls

Since the contract covering telephone service to this Authority provides for payment on a toll basis, no personal calls should be made from any office phone.

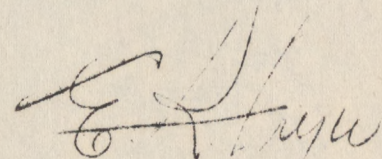

E. R. Fryer
Regional Director

WAR RELOCATION AUTHORITY

San Francisco, Calif.
May 18, 1942

To: Regional Office Personnel
Subject: Assignment of Form Numbers

In order that the numbering of new forms may be centralized, it is requested that such forms be submitted to the Mail and Files Unit for the assignment of an identifying form number before they are printed or mimeographed.



E. R. Fryer
Regional Director

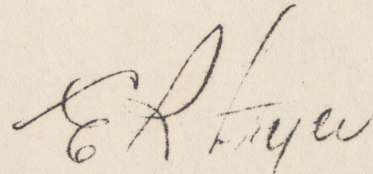
WAR RELOCATION AUTHORITY

San Francisco, Calif.
May 20, 1942

To: REGIONAL AND PROJECT STAFFS
Subject: Offers of Employment to WPA and WCCA Personnel

During the past few weeks officials of the War Relocation Authority have discussed employment possibilities in the Authority with individual employees of the Wartime Civil Control Administration. The Administration is anxious to cooperate with us in releasing employees for transfer, but naturally must consider the case of each individual in the light of its effect on the Administration's operations.

In no case, therefore, should an employee of the War Relocation Authority discuss positions with or make offers to employees of the Wartime Civil Control Administration until authorization to do so has been received by the Personnel Office of this Authority. That office will notify the requesting official when permission to contact has been received.



E. R. Fryer
Regional Director

TELETYPE

MAY 20, 1942

WADE HEAD
WAR RELOCATION AUTHORITY
PARKER ARIZONA

TELETYPES MAY BE SENT TO THE COLORADO RIVER WAR RELOCATION
PROJECT ADDRESSED AS SHOWN ABOVE.

E R FRYER

WAR RELOCATION AUTHORITY

San Francisco, Calif. Office
Whitcomb Hotel Building

May 23, 1942

MEMORANDUM TO: Mr. Milton S. Eisenhower
Director
War Relocation Authority

Mr. E. R. Fryer
Regional Director
War Relocation Authority

FROM: Mr. Thomas Holland
Chief, Employment Division
War Relocation Authority

SUBJECT: Summary of the conditions that must be agreed
to before Japanese evacuees now located in
assembly centers will be permitted to leave
to work in agriculture.

The conditions that have been laid down by the War Relocation Authority have been stated on several occasions recently. For convenience I have summarized the conditions in this memorandum, and, subject to your approval, would like to furnish copies to persons making inquiry as to the possibility of employing the Japanese evacuees in agriculture.

At the present time most of the Japanese evacuees are located in assembly centers which are entirely under the control of the Military authority. The evacuees will remain in these assembly centers until sometime in the near future when they will be moved into relocation centers which are under the control of the War Relocation Authority.

While the evacuees remain in the assembly centers, approval or disapproval of private employment rests exclusively with the Military authority. However, action will not be taken by the Military authority on requests that private employment be permitted until the War Relocation Authority has obtained the

assurances regarded as necessary to the making of a decision and has made a recommendation as to the approval or disapproval of the request.

The War Relocation Authority will not recommend approval of a request for the private employment in agriculture of evacuees now in assembly centers until satisfactory assurances in writing have been furnished the Authority stating that the following conditions will be met:

- A. Assurance from the Governor of the state and from the principal law enforcement officials in the locality that law and order will be maintained in the event that Japanese evacuees move into a specified area. (Such assurances will be released to the newspapers by the War Relocation Authority.)
- B. Assurance from the employer that transportation by bus or rail will be provided by the employer from the assembly center to the place of work and return, or, if the assembly center has been evacuated in the meantime, assurance that the employer will compensate the Military authority in an amount equivalent to the cost of returning the evacuees to the assembly centers. In connection with transportation it is to be understood that, in the event the return of the evacuees is deemed necessary by the Director of the War Relocation Authority at any time, the employer will provide for such return as agreed to in this paragraph.
- C. Assurance by the employer that not less than the wages prevailing in the locality will be paid the evacuees, and that any legal minimum wage requirement will be observed. The employer will agree that, in the event the family of the evacuee should be moved from an assembly to a relocation center during the period of private employment, a portion of the evacuee's wages as determined by the War Relocation Authority to be necessary for the support of the family will be paid to the Authority by the employer. The employer will also agree that at each pay period a record of the wages paid to each evacuee is to be submitted to the War Relocation Authority.
- D. Assurance by the employer that adequate provision has been made as to housing and sanitary facilities for the evacuees without cost to them.

- E. Assurance by the employer that adequate provision has been made as to cooking facilities for the evacuees, or assurance that board will be furnished by the employer at cost.
- F. Assurance by the employer that adequate provision has been made as to medical attention for the evacuees or assurance that medical attention is readily available to them at rates commensurate with wages.
- G. Assurance by the United States Employment Service, or assurance received by the Employment Service from responsible public officials, that the provisions made by the employer for housing, sanitary conditions, and medical service, are satisfactory.
- H. Assurance by the United States Employment Service that labor in the locality will not be displaced by the evacuees, that a genuine labor shortage exists in the locality, and that the wages offered by the employer are not less than prevailing wages in the locality and not less than the minimum wages required by law.
- I. Assurance by the United States Employment Service that it will make a weekly telegraphic report to the War Relocation Authority on general conditions in the area of employment.

When the War Relocation Authority has received the assurances outlined above, it recommends to the Military authority that the recruiting of the desired labor in the assembly centers be permitted. All recruiting is done by the United States Employment Service and all recruiting is done on a strictly voluntary basis.

There is no set form which must be followed in making requests or in giving the assurances necessary before the employment of evacuees in agricultural work outside the assembly centers will be permitted.

Further information may be secured at the Regional Office of the War Relocation Authority, Whitcomb Hotel Building, Room 344. Telephone Klondike 2-2300, Extension 210.

WAR RELOCATION AUTHORITY

002

San Francisco, Calif. Office
Whitcomb Hotel Building

May 26, 1942

Memorandum for: Project Directors

From: E. R. Fryer, Regional Director

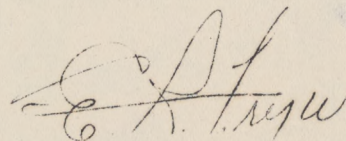
Subject: Responsibility for Maintaining Relations
with Foreign Countries

The State Department is responsible for maintaining relations with foreign countries, including the Protecting Powers for the countries with whom this Nation is at war. This responsibility requires familiarity on the part of the State Department with such activities carried on in this country as affect the well-being of citizens of other countries; and for this reason it is highly desirable that the Department be fully informed concerning the WRA program.

Representatives of the Special Division of the State Department will be in the field from time to time and have been invited by Mr. Eisenhower to visit our relocation centers at their convenience; in the near future we may expect to receive Mr. Bernard Gufler, Mr. James H. Keeley, Mr. Whitney Young and Mr. P. W. Herrick. They should be shown every courtesy and given full information concerning our program.

With reference to the protecting powers of some of the nations with whom we are at war (as the Spanish in the case of Japan), they will ask to visit projects. We have the following instructions:

Should such request be made either on a project or at the Regional Office, please refer the person making the request to the State Department, which should determine the policy in this connection. If the State Department believes that representatives of other powers should be permitted to visit the projects, such visits will be authorized under the auspices of the State Department.



E. R. Fryer
Regional Director

WAR RELOCATION AUTHORITY

San Francisco, California, Office
Whitcomb Hotel Building

May 30, 1942

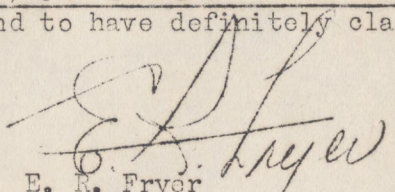
MEMORANDUM TO: The Regional Staff

SUBJECT: Correspondence

The War Relocation Authority is an emergency organization operating for a definite and extremely important purpose for the duration of the war. The records of its activities, however, are far from temporary and for many years after our present job is done, these records will have a permanent place in the United States Archives.

The efficient handling of our correspondence, therefore, cannot be overemphasized. Close coordination between office personnel, the Stenographic Pool, and the Mail and Files Section is essential, and you are urged to study and follow the procedures to be outlined, which become effective June 1.

All secretaries and stenographers are requested to attend a meeting in the conference room, 2:00 PM June 1st, to discuss the procedures in detail and to have definitely clarified any questions which may arise.


E. R. Fryer
Regional Director

Attachment

WAR RELOCATION AUTHORITY

San Francisco, Calif. Office
Whitcomb Hotel Building

June 2, 1942

MEMORANDUM TO: Project Directors

SUBJECT: Status of Non-Excluded Persons

The question has been raised as to the status of persons of other than Japanese ancestry in relocation centers. These persons are considered as voluntary evacuees and have signed WDC Form FM-7 "Request and Waiver of Non-Excluded Person" which makes the following provisions:

"Whereas, the undersigned being a person of the _____ race, and not subject to exclusion, desires to accompany the above described member (s) of his (her) family through all stages of exclusion, evacuation and resettlement:

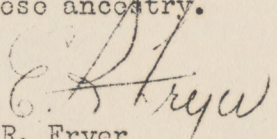
"Now Therefore, the undersigned does hereby request the privilege of accompanying the above described member (s) of his or her family through all stages of exclusion, evacuation and resettlement from and outside of Military Area No. 1, in all respects as if he or she were a person of Japanese ancestry.

"In consideration of the privilege so to be extended to me to accompany my family as aforesaid, I do hereby agree that I will conform in all respects as if I were a person of Japanese ancestry to all rules, regulations and orders issued to me and the members of my family during all stages of such exclusion, evacuation and resettlement at and between Civil Control Stations, temporary Assembly Centers, Reception Centers, and in Resettlement Areas, as may be issued to me from time to time by the Wartime Civil Control Administration and by the War Relocation Authority. I do hereby waive the right to leave said Civil Control Station, temporary Assembly Center, Reception Center, or Resettlement Area except upon written authority therefor from the Wartime Civil Control Administration or War Relocation Authority.

Memorandum to Project Directors - Page 2 - June 2, 1942

"I also expressly represent and agree that I was not excluded or ordered to evacuate from said Military Area No. 1 and that I personally solicited the privilege of thus accompanying the member (s) of my family without persuasion, duress, promise of employment or benefit of any kind whatsoever, except the herein solicited privilege of remaining with my said family."

In view of this waiver voluntary evacuees are to be treated identically as evacuees who are of Japanese ancestry.


E. R. Fryer
Regional Director

WAR RELOCATION AUTHORITY

San Francisco, Calif. Office
Whitcomb Hotel Building

June 2, 1942

MEMORANDUM TO: Project Directors

SUBJECT: Permits

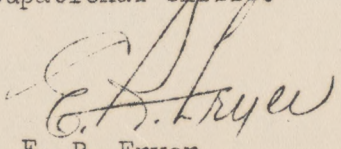
We are advised that the local representative of the Provost Marshall has been delegated the authority to issue permits for the re-entry of Japanese into evacuated areas only under certain conditions. These permits are issued in special cases to alleviate undue hardship and are usually for the following purposes:

- 1--In connection with the funerals of close relatives within the area of evacuation.
- 2--In connection with court actions in which the evacuee may be a principal or a necessary witness.
- 3--In connection with necessary hospitalization and treatment.
- 4--In order to re-unite members of an immediate family where their separation would work undue hardship.

Military permits are required in every case where the evacuee is to re-enter a Military area. Military permits should be solicited only in extreme cases, and, in any case, will require the express approval of the Provost Marshal or his representatives as he may delegate his authority.

Permits which are not related to re-entry of Military areas by evacuees will probably be designed and issued by War Relocation Authority under an agreement with the Military. This arrangement has not, as yet, been completed and until specific instructions are issued to Project Directors you are requested to clear all these requests through this office.

In the interim it will not be our policy to request special permits in advance of the agreement, for private employment, voluntary removal, college attendance, etc. But again, this is only as a stop-gap arrangement for special cases, mainly in connection with disrupted families and to distribute occupational skills.


E. R. Fryer
Regional Director

Gooding

F1004

WAR RELOCATION AUTHORITY

San Francisco, Calif. Office
Whitcomb Hotel Building

June 5, 1942

MEMORANDUM TO: Project Directors

SUBJECT: Maintenance of Refrigeration Plants

Before the installation of refrigerating plants has been completed, it is suggested that each Project Director arrange for the employment of a refrigeration mechanic who can work with the contractor during a portion of the installation and thereby receive valuable training that will serve him in the future maintenance and operation of these plants.

E. R. Fryer
E. R. Fryer
Regional Director

Gila River

E. R. Fryer

Saldwell
Yeager

Chester
Terrio
Hagness
Rogers

Malcolm
McGee

Lark
Harding

Headle
Wright

Gaba
Haydis

Brown
East
Whitman
Ziff

Leath
Goss

Yeaton
Everman

HK
Q

FHB
Stuz

J. E. M.

SE
Delaney
002

WAR RELOCATION AUTHORITY

San Francisco, Calif. Office
Whitcomb Hotel Building

June 6, 1942

MEMORANDUM TO: Project Directors

SUBJECT: Admission of Representatives of
Foreign Countries to Relocation
Centers

You will not permit a consul or other representative of a government (other than the United States) to visit your center, or to interview any resident thereof.

If such a request is made to you, you will tactfully inform the person making it that he should file his request with his Government's Embassy in Washington for discussion with the Department of State. After which, you should communicate all details of each particular instance to the Regional Office at once with a statement of your own action.

E. R. Fryer
E. R. FRYER
Regional Director

WAR RELOCATION AUTHORITY

San Francisco, Calif. Office
Whitcomb Hotel Building

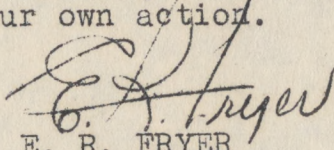
June 6, 1942

MEMORANDUM TO: Project Directors

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E. R. FRYER
Regional Director

WAR RELOCATION AUTHORITY
Whitcomb Hotel Building
San Francisco, California

R.D.O.

June 9, 1942

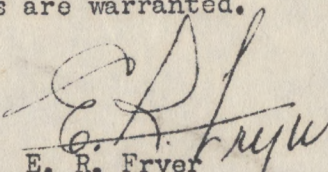
MEMORANDUM TO: Project Directors

SUBJECT: Definition of Responsibilities

It seems important that from the outset project directors define employees' responsibilities so far as possible. It seems to be doubly important in organizational days when there are such a large number of details to be treated and procedures to be developed.

Defining employees' responsibilities in terms of specific jobs, whenever possible, will enable us to avoid duplication of effort, fixing of responsibility, and development of action lines.

There is attached a copy of a suggested definition of responsibilities for key employees in the Supply and Transportation division at the project level. This is submitted as a suggested outline for defining responsibilities of key employees who will in turn make such delegations of authority and responsibility as are warranted.


E. R. Fryer
Regional Director

SUPPLY AND TRANSPORTATION DIVISION

Responsible Officer: Supply and Transportation Officer

Duties: To supervise and direct the work of the Project Steward in the planning of menus, the preparation of kitchens and dining rooms for use, in requisitioning supplies for the kitchens, and in general supervision of the dining rooms and kitchens to insure their efficient operations under sanitary conditions.

- (b) To supervise the care and use of all motor equipment assigned to the project, to take all necessary steps to keep it in operation and to so schedule its use that the maximum utility will be made of all equipment. To provide transportation for people and things to and from the project and within the boundaries of the camp.
- (c) To be responsible for the receiving, warehousing and issuing of all supplies and commodities received, and to supervise the packing and shipping of all articles manufactured, fabricated or grown on the project intended for outside use.

Under these definitions the following list of duties are suggested:

Mess Management Section

Responsibility of: Project Steward

1. Carefully check kitchens as they are turned over by the contractor to insure their being completely equipped with stoves, water heaters, refrigerators, sinks, etc., all in good operating condition.

2. Check to be sure that all water, lights, sewer and fuel oil connections are complete and that there is water, lights and oil at the kitchen. Carefully check adequacy of fuel oil supply.

3. Establish a personnel dining room, equipping this kitchen and dining room by requisition of warehouse supplies.

- a. If possible, use Japanese kitchen help. However, if this proves impractical Caucasian cooks and kitchen help may be hired.
- b. Personnel dining room will be operated on a cooperative group basis, making open market purchases of food supplies as needed. Pro rata payment of operating cost to be made by members monthly.
- c. In conference with Fiscal Officer, establish methods of recording meals served, payment methods, et cetera. Establish meal rates for transients.

4. Establish routine for requisitioning supplies from warehouse.
 - a. Requisition to be originated by chief cook or steward of each kitchen.
 - b. To be checked and approved by Project Steward.
 - c. Original and one copy sent to Warehouse Office.
 - d. In conference with warehouseman and truck dispatcher establish hour and day requisition must reach Warehouse Office in order to insure supplies being delivered on regular delivery schedule.
5. Progressively requisition from warehouse the necessary kitchen and dining room equipment, i.e., cooking utensils, dishes, etc., and food supplies to equip kitchens in advance of their use. (Proceeding the arrival of the first group it may be necessary to employ laborers to clean, to wash dishes and utensils, and in other ways to prepare the first kitchen and dining room for feeding the advance group upon their arrival.)
6. Secure an assignment of laborers from among the Japanese to clean and equip dining rooms well in advance of their possible use in order that there will be no delay in putting them into use when they are needed.
7. Select trained cooks and waiters as rapidly as possible from arriving groups to complete kitchen--dining room organization.
8. Establish a routine of checking operating dining rooms to insure cleanliness, orderliness, efficiency and smoothness in the operations.
9. With warehousemen maintain a constant check on foodstuff supplies within warehouse in order to avoid shortages arising. Arrange for requisitions for additional supplies to be sent to the Quartermaster's Depot and the Regional Office on regular schedules.
10. Steward should act as double check with Supply and Transportation Officer of the fuel supply in the block tanks in order to prevent fuel oil shortage.
11. While garbage disposal is a function of the Motor Pool Section, Steward should maintain check on the disposal routine and report promptly any failures.

Warehousing Section

Responsibility of: Head Storkeeper

1. Establish warehouse office.
2. Chart available warehouse space to allow for systematic warehousing of supplies.

3. Employ temporary laborers. These to be replaced as rapidly as possible by Japanese.

4. Set up routine for handling of records pending the securing of clerks, in order that receipts and issues can readily be picked up on warehouse cards.

5. Secure assignment of warehouse laborers.

6. Secure assignment of Japanese clerks and set-up warehouse card files and records.

7. Notify all department heads of the procedure for requisitioning supplies from the warehouse and of delivery schedules.

Motor Pool Section

Responsibility of: Motor Pool Supervisor

1. Employment of temporary truck drivers. Replace these drivers as rapidly as possible with Japanese drivers.

2. Secure from Placement Officer an assignment of truck drivers and assistant truck drivers (one each to each truck). Assistant truck driver can act as helper and can replace driver in case of absence and thus prevent equipment from standing idle for lack of drivers.

3. Establish Safety Rules and Practices for all motor equipment.

4. Select truck dispatcher. Establish his office in Warehouse Office.

5. Set up trucking priorities to insure maximum utility of equipment.

6. Set up delivery routines of supplies to and from railhead and the project.

7. Set up delivery schedules within the project area.

8. Establish regular delivery schedules of foodstuffs to kitchens.

a. Deliver non-perishables three times weekly.

b. Deliver perishables six times weekly.

c. Delivery should be sufficiently early in the morning to allow for use of foodstuffs at noon meal that day.

9. Set up routine with project garage for maintenance, servicing and repair of equipment.

10. Establish servicing and inspection routine for all motor equipment.

11. Establish regular garbage, trash and waste paper removal schedule.

- a. Locate dumps.
- b. With maintenance section work out arrangement for maintenance of dump.
- c. Locate and establish operation procedure for incinerator.
- d. If containers are to be reclaimed and salvaged, working out means and methods of so doing.

12. The assignment of surplus motor equipment in order of needs and of priorities established by the Supply and Transportation Officer and the Project Director.

13. If special drinking water is necessary, water containers should be secured and set up and supplied with paper cups. The servicing of the containers on a regular schedule.

14. Assign at least one truck to fire fighting pending the arrival of regular fire fighting equipment. Equip this truck with extinguishers, hose, shovels, buckets, flashlights, axes, etc.

15. Establish one or more bus schedules within the project area, using a converted truck. By maintaining such a schedule the need for extra motor cars for transportation within the area will be reduced.

Miscellaneous Responsibilities

Responsibility of: Supply and Transportation Officer.

1. Ascertain rail schedules and work with railroad agent to establish a schedule of notification of arrivals of shipments, unloading areas, trackage space, etc.

2. Establish contact with the Quartermasters' Depot in order to work out routine of routines for submitting requisitions, of making necessary reports, etc.

3. Make contact with local or nearby suppliers of oil, ice, perishable foodstuffs not furnished by Quartermaster's Depot, in order to establish availability of supplies.

4. Make contact with both rail and trucking firms in order to work out best means and modes of transporting goods from project.

5. Maintain constant contact with Regional Office in matters of

supply and reports to insure constant flow of necessary supplies to project.

6. With other department heads, and subject to review by Project Director, work out a needs list of equipment for requisition from Regional Office. This list should cover requirements over and above the items automatically ordered by the Regional Office to cover minimum requirements.

7. Maintain constant supervision of all use of motor equipment to eliminate misuse and non-use of essential equipment, and to eliminate duplicate hauling schedules.

WAR RELOCATION AUTHORITY
Whitcomb Hotel Building
San Francisco, California

June 25, 1942

MEMORANDUM TO: Project Directors

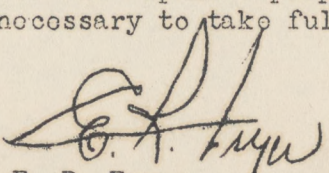
SUBJECT: Avoiding liability for the removal of
Japanese property subject to conditional
sales contracts or chattel mortgages.

Approximately one-fifth of the evacuees have stored their household effects with the Federal Reserve Bank of San Francisco, as fiscal agent of the United States. Possession of this property is now being transferred to the War Relocation Authority and, as the owners are moved to relocation centers, their property will be shipped to them.

It is likely that among the articles transported by the Authority there will be some that are being purchased by installments or that have been used as security for loans. If such property is moved out of the County in which it was originally located, without the written consent of the seller or mortgagee, the evacuee in question may lose his equity in the property and may even be subject to criminal or civil action.

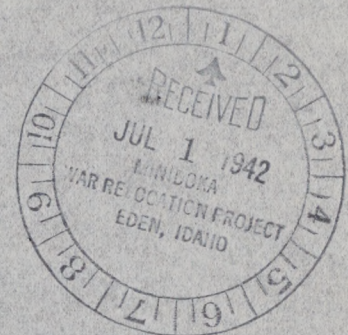
It is important that evacuees do not lose their interests in property which may be of value to them either now or after the duration of the present emergency, and it is also important that evacuees are not exposed to avoidable liabilities arising out of the movement of their household effects. Will you, therefore, endeavor to ascertain the number of Japanese at your relocation center who now have property stored with the Government which is being purchased by installment payments or which is subject to a chattel mortgage. In general, such persons may protect their interests by obtaining the written consent of the seller or mortgagee before the property is moved. If such consent is refused or if any unusual problems arise, you should refer the matter to this office for the consideration of our legal staff.

Inasmuch as the movement of some of the Japanese property has already started, prompt action is necessary to take full advantage of these suggestions.


E. R. Fryer
Regional Director

RDO 4841-42

JUN 29 1942



MEMORANDUM FOR: Project Directors

SUBJECT: Evacuees' Addresses

In a number of cases we are being requested to trace evacuees' addresses. Many of these requests are coming from banks with regard to the forwarding of statements and the conduct of business between the evacuees and their banks.

It is suggested that notices be posted on bulletin boards advising evacuees to immediately write business institutions, also friends with whom they would have occasion to correspond, in order to avoid the return to the sender of what might be important correspondence.

E. R. Fryer
Regional Director

TELETYPE

JULY 3, 1942

M S EISENHOWER, ATTENTION E M ROWALT
WAR RELOCATION AUTHORITY
WASHINGTON D C

TELETYPES SENT TO THE WASHINGTON OFFICE WILL BE ADDRESSED TO
M S EISENHOWER WITH AN ATTENTION NOTE IF DESIRED. NO TITLE, STREET
OR BUILDING ADDRESS IS NECESSARY.

ALL TELETYPES WILL BE DOUBLE-SPACED AND CAPPED, PARAGRAPHS
INDENTED FIVE SPACES, WITH AS SMALL AMOUNT OF PUNCTUATION AS
POSSIBLE.

E R FRYER

Zimmer

WAR RELOCATION AUTHORITY
Whitcomb Hotel Building
San Francisco, California

July 24, 1942

MEMORANDUM TO: Regional Office Personnel

SUBJECT: War Savings Bonds

Since the campaign for the purchase of War Savings Bonds under the Pay-Roll Savings Plan is of the utmost importance, you are urged to return your Individual Authorization Card (Treasury Form No. 2254), which was attached to my memorandum of July 17, without further delay. If circumstances are such that you cannot make a pledge, please return the card with a notation to that effect in order that we may have a complete record on all personnel in the Regional Office.

Your promptness and cooperation in returning these cards will be much appreciated, as our report should reach the Payroll Section of the Office for Emergency Management almost immediately to provide for those deductions which have been requested for the pay period ending August 15.

E. R. Fryer

E. R. FRYER
Regional Director

TELEGRAM

OFFICIAL BUSINESS—GOVERNMENT RATES

FROM	WAR RELOCATION AUTHORITY
BUREAU	(Appro. No. stamped in)
CHG. APPROPRIATION	

U. S. GOVERNMENT PRINTING OFFICE

10-1723

SAN FRANCISCO CALIFORNIA

AUGUST 1, 1942

NIGHT LETTER

EASTBURN R SMITH
GILA RIVER WAR RELOCATION PROJECT
SACATON ARIZONA

INDICATION SHOULD BE MADE, AS SHOWN ABOVE, AS TO THE CLASS OF
SERVICE DESIRED FOR THE MESSAGE. TELEGRAMS SHOULD BE DOUBLE-SPACED.
FILE COPIES OF TELEGRAMS SHOULD BE PLACED ON TISSUE PAPER AS
INSTRUCTED--NOT ON TELEGRAM BLANKS.

E R FRYER

War Relocation Authority

San Francisco

August 18, 1942

Subject: Recommended Policy for Employees' Quarters

It shall be the policy of the War Relocation Authority to furnish suitable quarters and furniture in the minimum quantity necessary for comfortable living conditions for those employees and their families living on the project. A rental basis shall be established which will be fair both to the employee and to the Authority. No item shall be purchased for quarters which is not approved by Bureau of the Budget Circular No. 376. Furnishings should be substantial but plain and inexpensive, and expenditures for this purpose should be limited as follows:

Housekeeping apartments -

1 bedroom	\$350.00
2 bedroom	400.00

Bachelor apartments	200.00
---------------------	--------

The Washington office shall establish a scale of rent deductions and each project shall have a committee for establishing those deductions on the project. Pending final determination of rates, the committee recommends that payroll deductions from dates of occupancy be initiated at once on the following temporary basis:

Housekeeping apartments -

1 bedroom	\$15.00 per month
2 bedrooms	17.50 per month

Bachelor apartments with private bath -

Single occupancy	12.50 per month
Double occupancy Ea.	7.00 per month

Barracks	5.00 per month
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These charges are intended to cover the fair rental value of the quarters, including electricity, heat, water, and fuel for cooking, and to amortize the cost of furniture and equipment over a reasonable period. The rate of \$5.00 per person per month will be applicable in cases of occupancy of apartments without furniture other

than Army cots and bedding. The value of houses still to be constructed on projects will be fixed at a later date.

Payment for quarters will be accomplished in the following manner:

1. Quarters permanently assigned. One-half of the monthly charge will be deducted from the employee's salary on each semi-monthly payroll. This deduction will be made even though quarters are not actually occupied, so long as they are reserved for the employee during his absence.
2. Casual or intermittent occupancy.
 - a. When the employee is in travel status, with a per diem allowance, he should deduct one-fifth of the per diem allowance when Government quarters are occupied, in accordance with Paragraph 47(a) of the Standardized Government Travel Regulations. If quarters are occupied by an employee in travel status, but not on per diem, no deduction or collection need be made.
 - b. For any occupancy not covered by Paragraph a, a collection of fifty cents per person for each night's lodging will be made to cover costs of linen.

As long as payrolls for the projects are handled through the Regional office, the following procedure will apply:

A schedule of rates should be prepared by each project on the attached "Schedule of Rates" form, in original and four copies, and submitted to this office for approval and filing with the CAS Fiscal Office and with the General Accounting Office.

Also enclosed are two form letters, the first of which is a notice to the payroll preparation unit of quarters occupancy involving payroll deductions, and the second a notice of vacation of quarters and estoppel of payroll deductions. These should be prepared by the Project Administrative Officer and submitted to this office in original and two copies immediately upon assignment or vacation of quarters, so

that changes involving quarters deductions may be handled, insofar as is possible, upon current payrolls. Names shown on these notices should correspond exactly with names as they appear on payroll records.

Each schedule of rates and series of notices should be numbered in separate sequence, prefixed by the project symbol, to assure complete accountability in payroll preparation.

E. H. Smith

EH

002
Wainwright
Ludlow
Henderson
Wester
Mrs. Van

August 21, 1942

CONFIDENTIAL

MEMORANDUM FOR: Project Directors

SUBJECT: Visits by Soldiers on Furlough

You are advised that soldiers of Japanese ancestry may not enter the Western Defense Command while on furlough. It is our understanding that this is an existing military order.

Project Directors should not admit as visitors soldiers who either knowingly or inadvertently have violated this order by entering the Western Defense Command. Such instances should be reported to this office.

E. R. Fryer
Regional Director

COPY



Zimmer

Opinion SF-24

August 22, 1942

MEMORANDUM TO: E. R. Fryer, Regional Director

SUBJECT: Restrictions on sale of agricultural products grown at relocation centers

Anticipating a surplus of agricultural products grown at relocation centers for which a commercial outlet must be found, Mr. Paul G. Robertson, Head, Marketing Section, has asked whether the War Relocation Authority can: (1) sell the products on the open market; (2) have them handled on a commission or brokerage basis by independent produce operators; (3) bid on Army and Navy contracts in competition with private industry; and (4) contract with canners and dehydrators to supply their needs.

All four of these questions raise two issues: (1) whether the surplus property procedure will be applicable in the disposal of the products; and, if not, (2) whether the War Relocation Authority will be required to dispose of the products on the basis of advertising and competitive bids.

The surplus property procedure (40 U.S.C. 311a; Executive Order No. 3019) requires that all supplies found to be surplus to the needs of any Federal agency shall be transferred to the Secretary of the Treasury; before the purchase of new supplies by Federal agencies, it must be ascertained that no surplus supplies are on hand that will be adequate; and the proceeds from the transfer of appropriations involved in the acquisition of surplus supplies by a Federal agency are for deposit in miscellaneous receipts. I do not regard this procedure to be applicable to the disposal of surplus agricultural products grown by WRA at relocation centers. The WRA appropriation item for the fiscal year 1943 (See Public Law 678, 77th Cong.) specifically authorizes "the disposal, by public or private sale, of goods or commodities produced or manufactured in the performance of activities hereunder, the proceeds of which shall be deposited in a special fund and thereafter shall remain available until expended for the purposes hereof". Sale of surplus products and disposition of the proceeds in this manner are entirely inconsistent with the surplus property procedure, and in my opinion Congress intended that procedure to be completely superseded for this purpose.

The Federal statute that requires competitive bidding, R. S. 3709 (41 U.S.C. 5), is applicable to purchases and contracts for supplies or services (except personal services) by Federal agencies. It is applicable to the purchase of supplies. It is not, however, applicable to the sale of Government property, and this the Comptroller General has admitted in several instances, although he has strongly advised that Government property be sold only on the basis of competitive bids in order to avoid possibility of collusion and to obtain

the best possible price. See 16 Comp. Gen. 150. Even if the general law were otherwise, however, the War Relocation Authority would not be required to follow a bidding procedure in its sales of products, in view of the appropriation language quoted above which expressly authorizes the disposal of products by "private sale".

In view of these conclusions and in the light of the appropriation language quoted above, it is clear that the War Relocation Authority may sell its agricultural products on the open market. It is also clear that the Authority may contract with canners and dehydrators to supply their needs, although if competitive bids are not sought it would be administratively desirable to adopt some other procedure to insure getting the best possible price for the products to be canned or dehydrated. Because of the clear indication of Congressional intent in the appropriation language to by-pass the surplus property procedure in the disposal of WRA products, it is also my opinion that the Authority may sell its agricultural products to procurement agencies of the armed forces or to lend-lease agencies, whether through negotiated sales or via competitive bidding against other producers, and that the proceeds of these sales will be for deposit in the special fund.

I conclude also that sales of WRA products may be made through commission men, although this raises somewhat different legal problems. Contracts with commission men for the sale of products are contracts for services. Ordinarily contracting for personal services outside the regular procedures for employment of Federal personnel is authorized only where the services furnished are not of a type that can be furnished by Federal personnel. See, e.g., 13 Comp. Gen. 351. I do not believe it is necessary, however, to decide whether services of commission men are "personal services" or whether they can be furnished by regular Federal personnel, in view of precedents established under the following Federal statute (31 U.S.C. 489):

"From the proceeds of sales of old materials, condemned stores, supplies, or other public property of any kind, before being deposited into the Treasury, either as miscellaneous receipts on account of 'proceeds of Government property' or to the credit of appropriations to which such proceeds are by law authorized to be made, there may be paid the expenses of such sales, as approved by the General Accounting office, so as to require only the net proceeds of such sales to be deposited into the Treasury, either as miscellaneous receipts or to the credit of such appropriations, as the case may be."

This law was enacted in 1896. In 1897, instructions were issued by the Treasury Department, under this law, providing that the expenses of sale which could be deducted from the gross proceeds were those expenses directly pertaining to the sale, such as auctioneers' fees, cartage to place of sale, and the like. 3 Comp. Dec. 744. These instructions have apparently been followed ever since, and the Comptroller General has on a number of occasions included "auctioneers' fees" in his enumeration of the types of expenses that may be deducted. 7 Comp. Gen. 531; 16 id. 876. And in interpreting a very similar statute authorizing the Secretary of Agriculture to sell or otherwise dispose of wild animals on Federal lands and to pay any "necessary expenses" from the proceeds, the Comptroller General has held that the term "necessary expenses" includes storage, transportation, commissions on sales of hides and heads, and other expenses directly attributable to the sales. 15 Comp. Gen. 743. These precedents clearly indicate that the payment of fees for services of auctioneers or commission men is a recognized practice in the sale of Government property, as well as that the fees are deductible from the gross proceeds.

/s/ EDWIN E. FERGUSON

Regional Attorney

WAR RELOCATION AUTHORITY

San Francisco, California
Whitcomb Hotel Building
August 24, 1942

TO: The Regional Director and all Project
Directors, Pacific Coast Region,
War Relocation Authority

SUBJECT: Delegation of authority to issue permits
for ingress to and egress from relocation
areas.

1. Pursuant to the authority delegated to me by the Commanding General, Western Defense Command and Fourth Army, by letter of August 11, 1942, I hereby designate and authorize the Regional Director of the Pacific Coast Region of the War Relocation Authority, and all Project Directors and Assistant Project Directors for relocation areas within such Region, to grant written authorizations to persons to leave and to enter the particular relocation area or areas over which they have, respectively, been authorized to exercise jurisdiction, in accordance with paragraphs 3 and 4, Public Proclamation No. 8 of the Commanding General, Western Defense Command and Fourth Army, dated June 27, 1942.
2. Each such written authorization shall set forth the effective period thereof and the terms and conditions upon and the purposes for which it is granted, and shall otherwise be in such form as may be required by applicable regulations or instructions of the War Relocation Authority. A complete record shall be made and kept, separately for each such relocation area, of all written authorizations issued under the authority granted in this memorandum.
3. No authorization to enter any relocation area designated above, issued pursuant to paragraph 4 of said Public Proclamation No. 8, shall be for a period in excess of 30 days.
4. No one of the above-named delegates shall issue any written authorization, pursuant to this memorandum, that will permit--
 - (a) Release of a person of Japanese ancestry from any relocation area for the purpose of private employment within, resettlement within, or permanent or semi-permanent residence within Military Area No. 1 or the California portion of Military Area No. 2; or
 - (b) Travel of a person of Japanese ancestry within Military Area No. 1 or the California portion of Military Area No. 2;

until written authorization for such release or travel has

8/24/42--2

been given by authority of the Commanding General, Western Defense Command and Fourth Army, by permits issued by or under authority of the Civil Affairs Division.

5. Any prior delegation of authority that is inconsistent with this memorandum is hereby revoked.

/s/ D. S. Myer
Director

War Relocation Authority

WAR RELOCATION AUTHORITY
Whitcomb Hotel Building
San Francisco, California

August 25, 1942

MEMORANDUM TO: War Relocation Project Directors

ATTENTION: Chief, Division of Employment
1. Placement Section
2. Manager, Census Office

SUBJECT: Social Data Registration Forms (SDR Forms)
(W.C.C.A. Form S-3 Rev.)

Individuals are being found in both Assembly Centers and Relocation Projects who have never had their names entered on Social Data Registration forms and hence have no Social Data Registration numbers. The following instructions, which are similar to those which are being distributed to Assembly Centers by the Wartime Civil Control Administration, will remedy the situation.

Since the SDR forms which accompanied the evacuees from the Assembly Centers to the Relocation Projects are in the hands of the Placement Section of the Employment Division on each project, it will be the responsibility of Placement Sections to see that each person who has no SDR number shall receive one in accordance with the instructions set forth below.

The Placement Section will see that all Census Project interviewers will begin immediately to fill out SDR forms at the time they obtain information for the Individual Record (WRA Form 26) for each person who has never had his name entered on this form. The Placement Section will distribute to the Census Manager pre-numbered and blank SDR forms as well as copies of these instructions for each of the Census Interviewers. These supplies are being sent under separate cover.

On those projects where individuals have already been interviewed for Form WRA 26, a careful check of these forms will be made as soon as possible to determine those who have no SDR number (questions 14 and 15) and for whom the SDR forms must now be made out. When a special interview is arranged, care must be taken that the person or his family was never assigned a number before a pre-numbered form is used. If a check in the Regional Office indicates that an SDR number has been assigned in error, the Project involved will be notified.

The Placement Division should also make necessary arrangements for filling out SDR forms for those who may join the projects from internment camps in the future and for children who are born on the projects.

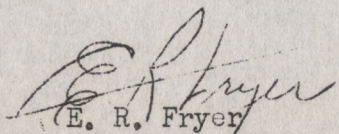
In general, the following items on the SDR form, 5, 8 and 10, need not be filled in since they are no longer applicable. If the answer to Item 6 is "Elsewhere" or "Interned", please add a footnote on the SDR form giving the name of this normal head who is not with the family. Under Item 4, enter the address of the individual prior to his arrival at the Relocation Project. Under Item 7, enter 1) the Relocation Project and address of the

individual at the present time, 2) the date of his arrival at the Relocation Project, and 3) the circumstances of his entry (from internment Camp, joined family voluntarily, member of advanced work crew, went through Control Station but was never registered on SDR form, born on Project, etc.)

We would appreciate an acknowledgment of the receipt of this communication from each Placement Officer and Census Manager.

INSTRUCTIONS

1. Persons who have entered Relocation Projects without being previously registered on a Social Data Registration Form, but who are members of previously registered families. These include members of some advance work crews who were not registered with their families, persons released from internment camps to join their families, persons who voluntarily joined families in a Relocation Project subsequent to evacuation, and births. In all such instances the name of the unregistered person should be entered on a blank Social Data Registration Form to be prepared in duplicate. The proper family number will be entered in the space so designated. The Relocation Project, date and circumstances of entry will be noted under Item 7. In order that no two family members shall have the same letter designation, the name should be entered on the line corresponding to the first blank line of the form previously filled out for the family. Thus, if a man joins his wife and two children, who are entered as A, B, and C on the Social Data Registration Form filled out for them, the man's name should be entered on line D of the form filled out for him. The first carbon copy should be sent to the Wartime Civil Control Administration, Attention Dr. Calvert L. Dedrick, 1231 Market Street, San Francisco, California; and the original should be attached to the Social Data Registration Forms of the other members of the family and retained on the Relocation Project.
2. Persons who have not been registered on a Social Data Registration Form and who are not members of previously registered families. In all such instances, individuals or families should be registered on pre-numbered Social Data Registration Forms, to be prepared in duplicate. Each Relocation Project will be supplied a set of pre-numbered forms for this purpose so that there will be no duplication of numbers already assigned. The first carbon copy should be sent to the Wartime Civil Control Administration, Attention Dr. Calvert L. Dedrick, 1231 Market Street, San Francisco California; and the original should be retained on the Relocation Project.
3. Members of one family having different numbers. In some instances members of the same family were registered separately and given different numbers. In other instances families have intermixed upon arrival in Assembly Centers and Relocation Projects and newly married couples have established separate households. For the present, new numbers should not be assigned to these families. The family number on the Social Data Registration Form represents the family as it was registered and is now used only for identification purposes.


E. R. Fryer
Regional Director

002

WAR RELOCATION AUTHORITY

In reply, please refer to:

SAN FRANCISCO, CALIFORNIA, OFFICE
WHITCOMB HOTEL BUILDING

August 27, 1942

MEMORANDUM FOR: Project Directors

SUBJECT: Public Proclamation No. 8

There is attached a copy of Public Proclamation No. 8, and you have no doubt received by now a supply of placards of this Proclamation.

The purposes of Public Proclamation No. 8 are:

- (1) To restrict the movement of Japanese in the centers to the boundaries of the War Relocation Project areas. In this connection, Public Proclamation No. 8 embraces Circular Letter No. 32 and Civilian Restrictive Order No. 1. At the same time it frees the War Relocation Authority to conduct work operations involving the use of Japanese labor throughout the project area (within the area perimeter), during the daylight hours.
- (2) It prevents the entry of unauthorized persons into the project area.
- (3) In connection with paragraph 3, there has been delegated to the Director of the War Relocation Authority authorization to determine what persons of Japanese ancestry shall leave the project area and the Director in turn has made further delegation of this authority to the Project Directors and the Assistant Project Directors.
- (4) Like authorization to paragraph 3 is granted in paragraph 4 to the Director for authorizing the entry of non-Japanese persons, and this authority in turn has been delegated by the Director to the Project Directors and the Assistant Project Directors.



2 - Project Directors

If you have not already posted Civilian Restrictive Order No. 1, then it is suggested that you post Public Proclamation No. 8 on the area boundary markers in lieu of Civilian Restrictive Order No. 1. If you have posted Civilian Restrictive Order No. 1, then it is suggested that Public Proclamation No. 8 be posted on the same marker.

There is also attached, for your information, a copy of a memorandum of understanding as to the functions of Military Police units, executed between Colonel Bendetsen and myself. It is for the most part self-explanatory.

In Item 7 c, it is provided that evacuees shall be within the Center limits between sundown and sunrise, except for evacuees who are authorized to be outside the Center limits but within the project area who are accompanied by a Caucasian and are engaged in authorized work operations.

In determining the project area limits you have been supplied with a metes-and-bounds description. It is recognized that the area limits may be changed. The area limits should be posted with Civilian Restrictive Order No. 1 and/or Public Proclamation No. 8.

The Center limits shall be determined by the Project Director and the Commanding Officer of the Military Police and shall be that portion of the project area in which the evacuees actually reside. It is suggested that the Center limits be posted by signs in English and Japanese marked "War Relocation Project Center Limits," advising evacuees that they must remain within the Center limits boundary markers from sunset to sundown except as they may be authorized to be outside the Center limits.

The functions of the Military Police will be outlined shortly by a new directive which is going forth to the Military Police and which will embrace present standing instructions including the provisions of the attached memorandum and agreement.

The letter of authorization to Project Directors and Assistant Project Directors issued by Colonel Bendetsen and transmitting previous issues of Public Proclamation No. 8 on June 27 is superceded by the Director's memorandum of August 24 and the revised issue of Public Proclamation No. 8 attached. The previous authorization and Proclamations should be returned to this office.

A photostatic copy of the Director's memorandum of August 24 is enclosed, which authorizes the Project Director and Assistant Director to grant written authorization to persons leaving or entering the relocation area. In connection with paragraph 2, you are requested

3 - Project Directors

to maintain a register of all written authorizations issued under the authority delegated by the Director. You may later be requested to send copies of the register into the office of the Regional Director or the Director.

Robert A. Petrie
For E. R. Fryer
Regional Director

Enclosures - 3 (2680)

1. Public Proclamation No. 8 (Revised), June 27, 1942.
2. Memorandum from the Director of August 24, 1942
Subject: Delegation of authority to issue permits for ingress to and egress from relocation areas.
3. Memorandum of Understanding as to functions of Military Police Units at the Relocation centers and areas administered by the War Relocation Authority.

WAR RELOCATION AUTHORITY

AUG 31 1942

GILA RIVER PROJECT
ADMINISTRATIVE DIVISION

WAR RELOCATION AUTHORITY

San Francisco, California
Whitcomb Hotel Building

September 2, 1942

MEMORANDUM TO: Project Directors

SUBJECT: Regulations of Motor Carriers

The Office of Defense Transportation has issued a series of orders addressed to all carriers, including private carriers, engaged in the transportation of property in rubber-tired vehicles, the purpose of which is "to assure the maximum utilization of facilities, services, and equipment of carriers by motor vehicle, and to conserve and providently utilize vital equipment, material and supplies, including rubber, so essential in the successful prosecution of the war."

Project Directors and members of their staffs having duties associated with transportation are expected to closely cooperate with the carriers in their compliance with these orders. Use of Project Equipment must be made to conform with the expressed aims of the orders, particularly with respect to the conservation of tires.

A brief digest of the pertinent orders is attached for your guidance.

J. G. Fitzhenry
J. G. Fitzhenry
Traffic Manager

Brief Digest of Office of Defense Transportation Orders 3, 6
and 17, as Amended, and effective August 1, 1942.

- - - - -

DEFINITIONS:

Common Carrier means any person which holds itself out to engage in the transportation of property for the general public in over-the-road service by motor truck for compensation.

Contract Carrier and Private Carrier means any person other than a common carrier or a local carrier, which engages in the transportation of property by motor truck.

Local Carrier means every person engaged in the transportation of property by motor vehicle for compensation, or in the furtherance of or incidental to any commercial enterprise (1) wholly within any municipality or urban community, or (2) wholly within a zone extending twenty-five (25) air miles from the boundaries of any municipality or urban community, or (3) between contiguous municipalities or urban communities, or (4) in making hauls not exceeding twenty-five (25) miles in length, or (5) when the property transported is delivered directly to the ultimate consumer thereof, in a vehicle which is operated from and returned to point of origin in the same calendar day and is not used in carrying any other property, or (6) when the property is transported solely for the purpose of sale to retail dealers in a vehicle operated by the seller or an employee thereof, and leaves and returns to the point of origin on the same calendar day.

Person means any individual, firm, co-partnership, corporation, municipal corporation, association, including a farm co-operative association, or other type of legal entity, or trustee, receiver, assignee, or personal representative thereof.

Over-the-road service means all operations of a motor truck except those performed by a local carrier (See Definition of Local Carrier above).

Motor Truck means any rubber-tired vehicle propelled or drawn by mechanical power or by animals, when used in the transportation of property.

Capacity Load means the load carrying ability of the tires less the weight of the truck, or the maximum use of load-bearing space of the truck by efficient stowage methods for safe transportation.

IN GENERAL

Carriers are ordered to eliminate wasteful operation, duplication of parallel services, and to curtail their schedules

and services to the extent necessary to carry out the purpose of orders; curtail speed of motor trucks to 40 miles per hour or less; conserve and properly maintain tires, motor trucks, and other facilities necessary in the conduct of their transportation business.

Trucks may not be loaded beyond their transportation capacity and the gross weight of trucks must not exceed by more than twenty (20) per cent its rated load-carrying ability.

Trucks must be operated in such a manner as not to violate state or local regulations (such as regulate the capacity of any bridge or other structure en route).

With the prior approval of the office of Defense Transportation, a carrier may enter into an arrangement with other carriers to:

- (a) establish joint information offices at which all carriers may apply for information as to the availability of equipment or traffic.
- (b) alternate or stagger schedules
- (c) reciprocally exchange shipments
- (d) pool traffic and/or revenues
- (e) jointly load for transportation and/or jointly operate trucks
- (f) divert traffic and operate joint terminals for joint pick-up or delivery vehicles
- (g) interchange equipment
- (h) maintain joint agencies

COMMON CARRIERS

1. A common carrier (motor-trucks) may not be operated in over-the-road service unless loaded to capacity, except as follows:

While outbound from point of origin to point of destination or when inbound, but not both, it may be operated on a portion of the route while empty or partially laden provided it is laden with a capacity load over a considerable portion or segment of the route and provided further that the carrier uses due diligence in obtaining a capacity load upon the truck at all times while en route.

2. A common carrier may not accept or receive any property for transportation over a circuitous route (a route, the mileage of which exceeds the mileage of the most direct route by ten (10) per cent or more, except when adequate common carrier service along such route is not otherwise available, or when operation over the direct route may be unsafe or more destructive of tires.

CONTRACT AND PRIVATE CARRIERS

1. Contract and private carriers shall reduce the total mileage of trucks operated in each operating unit during any calendar month, by not less than twenty-five (25) per cent of the total mileage of motor trucks operated by such carrier in the same operating unit during the corresponding month of 1941, exclusive of mileage eliminated in pick-up and delivery service. (If there was no operation during the corresponding month of 1941, the mileage operated in May, 1942 shall be used for this computation.)
2. Contract and private carriers may not make:
 - a. special deliveries, except to hospitals
 - b. more than one delivery from any one point of origin to any one point of destination during any calendar day except;
 - (1) when the property delivered exceeds the capacity load of the truck engaged in the delivery thereof, in which event each delivery, except the final delivery, shall be a capacity load delivery, or except
 - (2) one additional delivery when the property to be delivered requires the use of a motor truck, other than the type used in making the first delivery, specially adapted for and used exclusively in the transportation of such property; or
 - (3) It may make one additional delivery when for the purpose of picking up empty containers if such additional delivery is made without increasing the mileage of any truck or
 - (4) it may make one additional delivery on the day next preceding a national holiday when such holiday falls on a Saturday, or on the Saturday next preceding a national holiday when such holiday falls on a Monday, provided such contract carrier does not make any delivery on such holiday.
 - c. On and after September 1, 1942, such carrier shall endeavor in good faith prior to its departure from any point when empty to lease or rent such truck to another person for the transportation of property.
 - d. Contract or Private Carriers may make no "Call backs" (A call made by a truck at any given premises, other than for the purpose of making a delivery or for purpose of repairing, servicing or maintaining such truck).

LOCAL DELIVERY CARRIERS

1. Each Local Delivery Carrier shall reduce the total monthly vehicle mileage of rubber tired vehicles in a minimum amount

equal to twenty-five (25) per cent of the total mileage of vehicles in operation during the same calendar month of the year 1941 exclusive of the mileage eliminated as a result of the requirements of paragraph 1, hereof

2. No Local Delivery Carrier shall make:

- a. Any special deliveries except to hospitals, and the armed forces of the United States, and except deliveries of medicine and other necessary supplies for the protection in emergencies of the public health, life and safety.
- b. Any call bank (i.e., every call by vehicle at the premises of any one person subsequent to the first call on any given day, and includes calls made for the sole purpose of picking up property for return to consignor, or for making collections.)
- c. More than one delivery between any one point of origin and any one point of destination, in any one calendar day, except (1) special deliveries authorized in sub-paragraph (a) herein, provided that when one day's shipments to any one person exceeds the capacity of a single vehicle, deliveries of such shipments shall be considered as one delivery, and except (2) one delivery in addition to that authorized in sub-paragraph (a) herein of any commodity the transportation of which requires the use of special equipment, in a vehicle especially constructed and adapted for and used exclusively in the transportation and delivery of such commodity.

EXEMPTIONS

Exemptions from provisions of the orders include:

- (a) A truck operated exclusively for the purpose of collecting and disposing of sewage or garbage or rendering of other sanitation services pursuant to Government order, regulation or contract.
- (b) truck operated exclusively in emergencies exclusively for the purpose of making deliveries of medicines or other supplies or equipment necessary for the protection or preservation of life, health, or for the public safety.
- (c) truck operated exclusively for the purpose of making deliveries of telegraph, radio and cable communications or the United States Mail
- (d) any motor truck, the primary carrying capacity of which is occupied by a mounted tank or tanks
- (e) any motor truck controlled and operated by any person or persons especially engaged in farming, when used in the transportation of agricultural commodities and products thereof, from a farm or farms, or in the transportation of farm supplies to a farm or farms.
- (f) any motor truck engaged in the transportation of property wholly within the boundaries of any industrial or manufacturing plant, or between units of such plant separated only by a public highway, when such transportation is an integral part of the business of such industrial or manufacturing plant.
- (g) any truck owned, controlled, or operated by the armed forces of any State or of the United States.

#30.800

WAR RELOCATION AUTHORITY

SAN FRANCISCO, CALIFORNIA, OFFICE
WHITCOMB HOTEL BUILDING

In reply, please refer to:

FABO

September 4, 1943

MEMORANDUM TO: All Project Directors

SUBJECT: Supplement to Exhibit XIX, Manual of Evacuee
Transfer Operations

Enclosed is a supplement to Exhibit XIX: (1) Shipment of Commercial Property and Household Pets, (2) Schedule of Freight Shipments, and (3) Information on Handling of Household Goods. This copy and those which you will receive by regular mail should be attached and made a part of Exhibit XIX, which has already been mailed to you.

We hope all of the items in Exhibit XIX will be of benefit to all Projects in the problem involving the handling of hand baggage, checkable baggage, household goods, commercial property, and household pets. Care should be exercised in the shipment of any pets to be sure that all State laws have been complied with before any shipment takes place. Space required for checkable baggage and household goods should be carefully studied and provided. Freight shipments should only be made in accordance with the schedule and provisions included in Exhibit XIX.

It will be noted that at the Tule Lake Center all of the cars are very closely spaced. Any interruption in the schedule or failure to actually forward freight cars from points of origin on scheduled dates may easily result in an accumulation at Staley in excess of project facilities to receive them and it is not inconceivable that the carriers may place an embargo on shipments into Tule Lake as a result of such accumulations.

Therefore, the fullest cooperation of all projects is urged in order not to place an undue hardship on the Tule Lake Center, and if for any reason it is not possible to forward a freight car on the exact date scheduled, such car should not be permitted to go forward until a clearance has first been obtained from the Transportation Section at San Francisco.

R. E. Cozzens
R. E. Cozzens
Field Assistant Director



26572

Zimmer

WAR RELOCATION AUTHORITY

September 21, 1942

MEMORANDUM TO: Project Directors

SUBJECT: Shipment of Contraband

There is attached for your information a copy of a memorandum issued to all Assembly Center Managers on August 12 by the Operations Section of the Wartime Civil Control Administration, dealing with the shipment of contraband articles from Assembly Centers to Relocation Projects.

If, in the judgment of the Project Director, it is deemed advisable to return to the evacuee owners the contraband articles which are shipped to the project, he may so direct.

Enclosure

E. M. Rovalt
E. M. Rovalt
Acting Regional Director

WESTERN DEFENSE COMMAND AND FOURTH ARMY
Office of Assistant Chief of Staff, Civil Affairs Division

WARTIME CIVIL CONTROL ADMINISTRATION
1231 Market Street
San Francisco, California

August 12, 1942

MEMORANDUM FOR: All Assembly Center Managers

SUBJECT: Shipment of Contraband

1. Reference is made to memorandum this office dated August 5, 1942, subject "Disposition of Confiscated Contraband Articles".

2. You are advised that only those items listed as contraband in Public Proclamation No. 3, HQ. Western Defense Command and Fourth Army, dated March 24, 1942 (Par. XVII, W.C.C.A. Operation Manual) and Japanese language phonograph records are to be shipped to contract storage. All other articles now held as contraband in the Center are to be shipped to the Project Director of the receiving War Relocation Project at the time of evacuation of the Center.

3. Transfer of these articles from Assembly Center to Project Director will be made in accordance with the following regulations:

- a. Each article shipped will be securely tagged or plainly marked to show the owner's name and family number.
- b. All articles will be assembled and properly packed in suitable boxes or other containers, and consigned to the receiving Project Director.
- c. Shipment of these articles will be by freight with the freight of the evacuees going to the Relocation Project.
- d. An itemized list, in quadruplicate, of the total shipment will be prepared, giving a brief description of each item and the name and family number of the owner. The original of this list will be mailed to the receiving Project Director with a letter giving date of shipment, car number, number of containers and expected date of arrival at the project. Carbon copies will be distributed as follows: One to Center File, one to Wartime Civil Control Administration, 1231 Market St., San Francisco, California, and one to War Relocation Authority, 1231 Market St., San Francisco, California.

E. Sandquist, Chief
Operations Section
T. S. O. Branch

WAR RELOCATION AUTHORITY

In reply, please refer to:
Employment

San Francisco, California, Office
Whitcomb Hotel Building

Sept. 29. 1942

MEMORANDUM TO: Mr. Davis McEntire

SUBJECT: Procedures Under "X Private Employment" in
Administrative Instruction no. 27.

The procedures underlined under Section X have proved to be entirely unworkable. This is due in part to the lack of verbal clarity and in part to the presence of contradictory propositions.

X-A provides that evacuees in private employment and residing outside the project may retain all earnings and that their dependents residing within the project be entitled to subsistence at no cost to them.

X-B provides that evacuees in private employment and residing within the project shall either pay for their own subsistence and that of their dependents or else shall deposit in a trust fund "the difference between their actual wages and the sum of the cash compensation and clothing allowances which they would receive if employed by the WRA." No mention of dependents is made at this point. Further possible programs may be suggested by the Community Council.

The first alternative has already met with serious difficulties. For example: An evacuee woman is employed by a staff member as house-maid at a wage of \$40.00 a month. She is charged for subsistence at \$20.00. But if she has one dependent her subsistence charge is \$40.00, and thus works for nothing. If she has two dependents, she will, after a months' work, owe the WRA \$20.00. If it be replied that earnings of free citizens in the "outside world" are not adjusted so as not to penalize heads of large families, it should be pointed out that evacuees, unlike free citizens, are guaranteed their subsistence, and therefor cannot be expected to work unwillingly under an arrangement which guarantees a net loss.

Proposals to change the subsistence figure from \$20.00 to \$12.00, or any other figures, simply beg the question and do not in any sense solve the problem at hand.

The other alternative under X-B would seem to be the logical choice of the evacuees. The worker would not be charged for

his dependents; his surplus earnings would go into a fund for use by the entire community. However, the evacuees neither understand nor have confidence in the trust fund idea. It is complicated, the responsibility of the trustees is vague. Issei distrust Nisei and vice-versa. A Board of three trustees in which the entire community would have confidence is probably an impossibility. The prescribed method of electing the Board is cumbersome and probably ineffective. An individual worker sees no reason for sharing his earnings with everyone else. Presumably this plan is based on the wholly erroneous assumption that the evacuees are a homogeneous group.

The basic propositions of WRA employment policy are stated under Paragraph I of Administrative Instruction No. 27. The second of these (I-B) says: "It is the responsibility of the Authority to provide subsistence for all evacuees who are not free to leave relocation centers. Subsistence is defined for the purposes of this instruction as food, housing, medical care, and elementary and high school education."

If this policy is to be applied consistently (and obviously it should), then the policy in instances of private employment, on or off the Project, should conform, and the non-employed members of the worker's family should receive subsistence at no cost to the worker. On the other hand, an evacuee in private employment should pay his own way just as fully as any other individual in private employment. But his non-working dependents are still in the position of wards of the nation.

A consistent application of the basic WRA policies requires the re-writing of Section X of Administrative Instruction No. 27 to read as follows:

X Private Employment

A. Evacuees who accept private employment and reside outside the relocation centers may retain all earnings received. Such evacuees shall not be eligible for the period of such employment to share in the profits of any evacuee-operated enterprises, although their dependents remaining in the Project may do share if and according to the rules of the enterprise. Such evacuees and their non-working dependents, if any, shall not be eligible for the period of such employment to receive any cash advances or clothing allowances from the War Relocation Authority. The non-working dependents of such evacuees, as long as they remain within the Project are entitled to receive from the WRA their subsistence, as defined in I-B above.

B. Evacuees who accept private employment and reside within the Project are to be paid according to the "going rate of wages" for similar employment in the surrounding area. Bidding for such labor by private employers must be within top and bottom limits established by the nearest United States Employment Service office.

office, and approved by the Employment Officer of the Project.

Evacuees accepting such employment shall reimburse the WRA for their subsistence in the sum of \$20.00 per month, of which \$12.50 shall be assumed to be for food, \$2.50 for shelter, and \$5.00 for medical care and dental care. They shall not be obliged to remunerate the WRA for the cost of subsistence of their dependents, but neither they nor their non-working dependents shall receive from the WRA any cash advances or clothing allowances.

Evacuees in all private employment other than community enterprises (see Par. 1A) after paying the specified \$20.00 per month to the WRA, shall be permitted to retain all earnings, and the WRA shall extract no further charges. However, the evacuee community by its own action and majority vote with the approval of the Project Director may elect to establish a Trust Fund or Community Enterprise Fund, and may levy assessments upon the excess wages of privately employed evacuees on the Project, provided that said employed evacuees shall be permitted to retain at least the amount which they would have earned in cash advances and clothing allowances had they been employed at similar work by the WRA.

If it should be decided to adopt the above instruction, or any variant or substitute for it, it should then be applied without exception. The existing instruction has proven so unworkable that each "emergency" has yielded an "exception". Especially unfortunate has been the exception relative to the harvesting of cotton in Arizona, where the work was done off the Project but the evacuees continued to live on the Project. In order to induce evacuees to accept sub-standard wages, those who took such employment were obliged to pay for their meals only, at a total rate of 55 cents per day worked. This is simply dipping into the public purse in order to subsidize local farmers to the disadvantage of more distantly located employers, which is not only contrary to sound public policy but dangerous to the future reputation of the WRA. In no case should there be exceptions to the policy instructions as adopted. If the instructions prove to be unworkable or unsound, they should not be altered piecemeal "exceptions", but should be revamped.

William S. Hopkins
Assistant Chief of Employment Division

W.S.Hopkins:cc
9/29/42

Zimmer

WAR RELOCATION AUTHORITY
San Francisco, California

Employment Division

SUMMARY OF STATISTICAL DATA ON EMPLOYMENT WESTERN PROJECTS AS OF SEPTEMBER 30, 1942

	UTAH	CENTRAL RIVER	COLORADO RIVER	GILA RIVER	MANZANAR	MINIDOKA	TULE LAKE
Total Residents of Project	5804	17846	11564	10128	9846	14646	
Number Employed in Private Employment on Project	15		0	109	0	0	
Number in Private Empl. Off Project, living on Project			204		127	0	
Number Away from Project On Group Employment	13	561	0	1060	1444	622	
Number in Labor Force Not Employed	101	498	612	972	939	625	
Number Employed in Project	1847	7711	4234	4053	3033	6420	
1. Project Administration	113	434	133	168	76	135	
2. Employment & Housing	139	89	383	133	169	65	
3. Industrial Work		144		334	0	59	
4. Building Construction	18	340		248	103	485	
5. Building Maintenance)))))	498	
6. Grounds Maintenance)284)905)158)357)371	63	
7. Public Utilities)))))	51	
8. Transportation & Motor	208	431	102	183	235	198	
9. Mess Operations	576	2924	2099	1503	1350	2285	
10. Warehousing						421	
11. Agriculture	9	284	432	67	0	611	
12. Land Subjugation	19	239			77		
13. Health & Sanitation	76	311	294	297	257	563	
14. Police	77	91	201	56	74	158	
15. Fire Protection	17	108	90	20	43	117	
16. Education	2	138	155	174	69	243	
17. Community Administration				94	9	129	
18. Community Enterprises	15		105			172	
19. Other Community Activities	57	1273	82	419		150	
20. Miscellaneous	39						



Jayer *Mr. Jayer* 002
WAR RELOCATION AUTHORITY

In reply, please refer to:

WHITCOMB HOTEL BUILDING
SAN FRANCISCO, CALIFORNIA, OFFICE

RDO

OCT -3 1942

Memorandum to: Project Directors

Subject: Rumors

Rumor has spread within several of the relocation projects to the effect that Congress has adopted a bill abolishing the citizenship status of nissei and another bill providing for the internment of all evacuees. In an attempt to answer the questions raised and to dispel the rumors, the Washington Office was asked to investigate the matter.

The following quoted telegram was received from the Solicitor of the Authority in answer to our inquiry:

"I understand that rumors are circulating that Congress has adopted a bill abolishing citizenship status nissei and bill providing for internment of evacuees. These rumors are not true. They are probably due to a misunderstanding of a bill recently introduced in Senate to amend Federal Constitution to permit Congress to regulate conditions under which persons subject to dual citizenship may become citizens of the United States. That bill has not passed. It has merely been introduced in Senate and referred to a Committee. It would take a two-thirds vote in each House of Congress and ratification by three-fourths of the State legislatures to adopt such a Constitutional amendment. Congress has not adopted any legislation that would deprive evacuees of citizenship or would provide for their internment. The War Relocation Authority recognizes and will defend the citizenship rights of those evacuees born in the United States. You are authorized to inform the evacuees of the contents of this telegram."

E. M. Rowalt

E. M. Rowalt
Acting Regional Director



WAR RELOCATION AUTHORITY
WASHINGTON

October 3, 1942

TO: All Project Directors

The introduction of the Holman bill in the Senate apparently has created considerable anxiety and unrest among all evacuees in all centers. First evidence of this was received from the Tule Lake Relocation Center where inaccurate rumors added to the confusion. The Solicitor sent a telegram to Mr. Shirrell, Director of the Tule Lake project, giving the true status of the Holman bill and making a statement of WRA attitude. It is felt that this statement by the Solicitor, Philip M. Glick, should be brought to your attention and perhaps made known to leaders of the evacuee communities to refute some of the rumors and quiet some of the anxieties which may be present.

"Am sending you this wire at request of Acting Regional Director Rowalt. I understand that rumors are circulating at Tule Lake that Congress has adopted a bill abolishing citizenship status of risei and another bill providing for internment of evacuees. These rumors are not true. They are probably due to a misunderstanding of a bill recently introduced in Senate to amend Federal Constitution to permit Congress to regulate conditions under which persons subject to dual citizenship may become citizens of the United States. That bill has not passed. It has merely been introduced in Senate and referred to a Committee. It would take a two-thirds vote in each House of Congress and ratification by three-fourths of the State legislatures to adopt such a Constitutional amendment. Congress has not adopted any legislation that would deprive evacuees of citizenship or would provide for their internment. The War Relocation Authority recognizes and will defend the citizenship rights of those evacuees born in the United States. You are authorized to inform the evacuees of the contents of this telegram."

John H. Proctor
Director



File

71004

WAR RELOCATION AUTHORITY

In reply, please refer to:

San Francisco, California Office
Whitcomb Hotel Building

RDO

October 15, 1942

Memorandum to: All Regional Directors and Project
Directors

Subject: Interpretation of Certain Portions of
Administrative Instruction No. 44

It appears there is a misunderstanding regarding the interpretation of certain portions of Administrative Instruction No. 44 dealing with Industrial Enterprises in Relocation Centers. I refer, particularly, to Subhead 2 under Section II, Page 3, having to do with Producer Enterprises to be operated by evacuees.

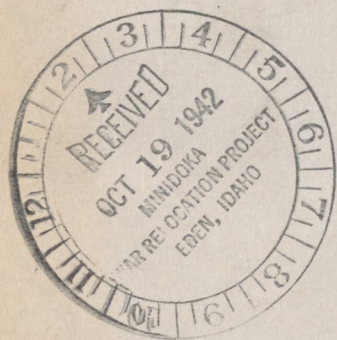
It was not intended that this portion of the policy apply to Agricultural Production. Neither was it intended that any proposals for productive enterprises of this type be discussed with evacuees until such proposals were thoroughly considered and approved by the Director.

In other words, it was the intent to leave open the consideration of such programs, but it was not the intent to promote such programs, or even discuss such proposals with evacuees until thoroughly examined by the Director.

Any other policy, in my judgment, may lead to misunderstandings and implied promises which we may not be able to fulfill. This would be very unfortunate.

Will you kindly see that all key members of your staff understand this policy thoroughly so that there can be no possible chance of misunderstanding.

D. S. Myer
D. S. Myer
Director



WAR RELOCATION AUTHORITY
Whitcomb Hotel Building
San Francisco, California

October 23, 1942

MEMORANDUM TO: All Regional Office Personnel

In view of its importance, returns to date for the San Francisco War Chest have been disappointing. We hope that those who have not yet made pledges will do so promptly, however small the amount of the contribution.

As indicated in our original memorandum, we are very desirous of reporting 100% participation by employees of the War Relocation Authority. Please let us have all pledges by October 23.

E. M. Rowalt

E. M. Rowalt
Acting Regional Director

WAR RELOCATION AUTHORITY

SAN FRANCISCO

OCT 24 1942

MEMORANDUM TO: Project Directors and Regional Office
Staff

SUBJECT: Personnel Changes

Mr. E. M. Rowalt, Deputy Director of the Authority who has been serving as Acting Regional Director of the Pacific Coast Region, will leave the Regional Office on Tuesday, October 27, 1942, to return to Washington.

Mr. E. R. Fryer, who has been acting as Project Director at the Gila River Relocation Project, will return to San Francisco on Monday, October 26, 1942, as Regional Director. This fact should be taken into consideration in the preparation of mail.

Effective immediately and until further notice, **all** communications sent to the Gila River Relocation Project should be addressed to Mr. Robert B. Cozzens, Acting Project Director.

E. M. Rowalt

E. M. Rowalt
Acting Regional Director



WAR RELOCATION AUTHORITY
WHITCOMB HOTEL BLDG.
SAN FRANCISCO


October 27, 1942

To: The Regional Staff

Now that Mr. Fryer has returned to the Regional Directorship, I am making my way back to Washington tomorrow. I want all of you to know how thoroughly I have enjoyed my stay with you. It has been pleasant and instructive and each of you has helped to make it so.

You may be sure that I take with me a better understanding of the work this office is doing and an appreciation and affection for the people who are doing it. I hope to visit you again.

Sincerely yours,



Deputy Director.

Stafford

WAR RELOCATION AUTHORITY
Whitcomb Hotel Building
San Francisco, California

Opinion SF-43

October 30, 1942

MEMORANDUM TO: E. R. Fryer, Regional Director

SUBJECT: Disposition or transportation of ashes after
cremation

Dr. Carson of the Tule Lake War Relocation Center has requested advice on the law governing the disposition of ashes returned by morticians in urns and their transportation elsewhere. Since these questions may arise in any State in this region in which there is a relocation center, and may concern the laws of those States and of the States from which the decedents were evacuated, this memorandum will discuss the law of Arizona, California, Idaho, Oregon, Utah, and Washington.

Disposition of ashes after cremation The law in California provides that all cremated remains not removed for interment elsewhere shall be interred in a plot within a reasonable time after cremation. California Health and Safety Code, § 8341. None of the other states named above has any such statutory provision.

Transportation of remains The California law requires that a permit be obtained from the local registrar of the registration district, or the county recorder of the county in which the district is located, before the remains of a person can be moved from or into any registration district.^{/1} The permit is not required when a funeral director removes the remains to another registration district in the same or an adjoining county in the funeral director's conveyance for the purpose of preparing the remains for interment or shipping. California Health & Safety Code, §§ 7401, 7402. The term "remains", as defined in section 7001 of the California Health and Safety Code, includes cremated remains.^{/2}

^{/1} The term "registration district", as used in the California law and in the laws of the other States that are discussed in this memorandum, means a vital statistics registration district.

^{/2} Cf. Op. Calif. Atty. Gen. 1-NS 4366 (issued August 24, 1942), holding that sections 7501 and 10475 of the

In the states of Idaho, Utah, and Arizona, a permit must be obtained from the local registrar of the registration district in which the death occurred before the remains of a person can be moved into or out of any registration district. Idaho Code Ann. (1932) § 38-204; Utah Rev. Stat. (1933) § 35-2-5; Ariz. Code Ann. (1939) § 68-603.

The States of Oregon and Washington require that a permit be obtained from the local registrar of vital statistics to move the remains of a deceased person into or out of the registration district. Each of these states also requires that before transporting a dead body into the state, a permit for transportation must have been obtained from the state in which the death occurred, or a special permit must have been obtained from the state registrar of vital statistics of the State into which the body is being moved. Wash. Rev. Stat. (Remington, 1941) § 6021; Ore. Comp. L. Ann. (1939) § 99-1005.

None of these States, except California, has a statutory definition of the term "remains", and it is arguable that the term should not include cremated remains, since the public health need for control over the transportation of remains largely disappears where the remains are cremated. Our research has disclosed no precedent for concluding, however that the term "remains" is interpreted in statutes of this type to exclude cremated remains; and since the term is sufficiently broad of itself to include cremated remains, we believe that it should be so construed in each State unless the State board of health or other agency having charge of the administration of the law gives the term the narrower construction. Should this question arise at any project, the project attorney will be glad to obtain from the appropriate State agency its interpretation of the term so that the project director may be guided accordingly.

This discussion, you will note, has proceeded on the assumption that the State laws should be complied with. Generally speaking, the transportation of cremated remains will be the responsibility of the decedent's family or friends. Administrative Instruction No. 18. Where that is true, there is no ground

Health and Safety Code, which provide that a permit for removal or interment of remains shall specify the name of a cemetery where the remains shall be interred, prohibit the scattering of human ashes.

E. R. Fryor--Page 3

for claiming immunity from the requirements of State law. In the few cases where the War Relocation Authority might conceivably assume that responsibility, the matter of obtaining a transportation permit will be a routine matter that could hardly be said to interfere substantially with the performance of a Federal function, and the Authority would probably not be exempt from compliance. Cf. Op. Sol. No. 21.

Edmund E. Ferguson

Regional Attorney

WAR RELOCATION AUTHORITY
Whitcomb Hotel Building
San Francisco, California

November 2, 1942

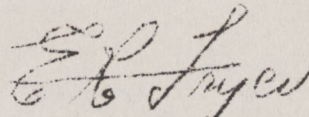
TO: Pacific Coast Regional Office Staff

SUBJECT: Formulation of a Credit Union for the
Benefit of Regional Office Employees

Are you interested in the establishment of your own banking system, i.e., a credit union where we may deposit funds, obtain necessary loans, and receive dividends in proportion to our investments?

A representative of the Credit Union National Association will be in this office tomorrow, November 4, 1942, for the purpose of explaining the advantages of and obligations to an employees' credit union and to discuss the possibilities of organizing one here if we are sufficiently interested.

A meeting is being called in the California Conference Room on the Mezzanine floor of the Whitcomb Hotel at 12:45 p.m. tomorrow, and it is suggested that all those who are interested in learning more about a credit union attend.



E. R. Fryer
Regional Director

Miss Cummings

WAR RELOCATION AUTHORITY
WHITCOMB HOTEL BUILDING
SAN FRANCISCO, CALIFORNIA

November 5, 1942

TO: Regional Staff

SUBJECT: Meeting of all Stenographers and Clerks

There will be a meeting of all Regional Office Stenographers and Clerks, to be held in the California Room on the Mezzanine Floor at 10:00 A. M. Tuesday, November 10, 1942.

Several important details regarding the new Style Manual, functioning of Mail and Files, and personnel matters are to be discussed. It is requested that all Stenographers and Clerks attend this meeting.

Duncan Mills

Duncan Mills
Administrative Officer

Stafford

WAR RELOCATION AUTHORITY
Whitcomb Hotel Building
San Francisco, California

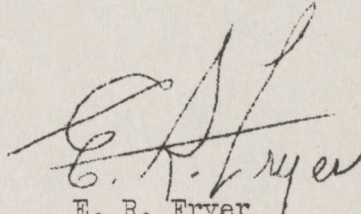
November 7, 1942

MEMORANDUM TO: Project Directors and Regional Staff

SUBJECT: Personnel Changes

Mr. Harvey M. Coverley will return to San Francisco on Monday, November 9, 1942, as Assistant Regional Director.

Effective immediately, and until further notice, all communications directed to the Manzanar Relocation Project should be addressed to Mr. Solon T. Kimball, Acting Project Director.


E. R. Fryer
Regional Director

WAR RELOCATION AUTHORITY
Whitcomb Hotel Building
San Francisco, California

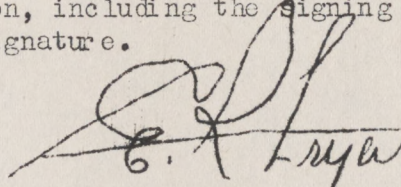
November 9, 1942

MEMORANDUM TO: Project Directors and Regional Staff

SUBJECT: Acting Regional Director

I shall leave San Francisco on Tuesday morning, November 10, enroute for Washington, D. C. and will be absent from the Regional Office for about ten days.

During my absence, Mr. Harvey M. Coverley will serve as Acting Regional Director and, in that capacity, will assume all responsibilities of the position, including the signing of all mail usually prepared for my signature.

A handwritten signature in dark ink, appearing to read "E. R. Fryer", is written over a horizontal line.

E. R. Fryer
Regional Director



Stafford

WAR RELOCATION AUTHORITY
Whitcomb Hotel Building
San Francisco, California

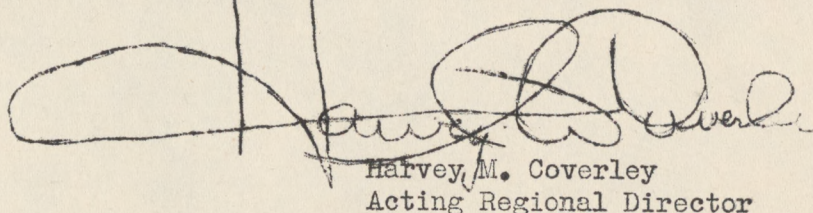
November 17, 1942

MEMORANDUM TO: Project Directors and Regional Office Staff

SUBJECT: Acting Regional Director and
Acting Assistant Regional Director

It will be necessary for me to be absent from the Regional Office beginning at 4:00 P.M. on Wednesday, November 18. During my absence and pending the return of the Regional Director, Mr. Duncan Mills will serve as Acting Regional Director. This delegation of authority has the approval of Mr. Fryer. Mr. Mills will exercise all the authority of the Regional Director and will sign all correspondence ordinarily prepared for the Regional Director's signature, in accordance with Circular Letter No. 91.

Until I return, Mr. Davis McEntire will serve as Acting Assistant Regional Director and will sign all correspondence normally prepared for my signature in that capacity.


Harvey M. Coverley
Acting Regional Director



Stafford

WAR RELOCATION AUTHORITY
Whitcomb Hotel Building
San Francisco, California

November 21, 1942

MEMORANDUM TO: Regional Office Staff and
Project Directors

SUBJECT: Personnel Changes

Mr. E. R. Fryer has returned to the Regional Office and will sign all mail prepared for the Regional Director's signature.

Until further notice Mr. Davis McEntire will continue to sign correspondence as Acting Assistant Regional Director.

WAR INFORMATION BUREAU
1000 North 1st Street
San Francisco, California

1000 North 1st Street

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WAR RELOCATION AUTHORITY
Whitcomb Hotel Building
San Francisco, California

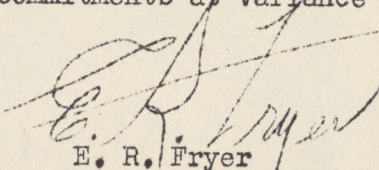
November 24, 1942

MEMORANDUM TO: Regional Staff

Within a few days I hope to be able to give each employee of the Regional Office a definite indication as to the position which will be open for him or her in Washington in the event of transfer. I feel that each of you is entitled to this information before being asked to decide whether you will accept transfer. At the same time, I will try to give you such data as we can regarding housing conditions, reimbursement of travel expenses, travel in privately-owned automobiles, the transportation of household goods, etc.

As I have already assured you, the War Relocation Authority needs the abilities and experience of all employees of this office. I hope that you will take no steps to seek other employment until we have an opportunity to give you as complete a statement as we can of the opportunities open to you in Washington.

In the event that, after careful consideration, you find it impossible to accept transfer to Washington, you will be released for transfer to another Agency upon application submitted to the Personnel Section. It is necessary, however, that all employees who do not elect to move to Washington or to a Project remain on duty in San Francisco until December 31, and perhaps later, in order that the work of the Authority may not be hampered. We have accordingly notified the Civil Service Commission and the Division of Central Administrative Services that releases to other Agencies will not be made before January 1, 1943. All employees are cautioned against making any commitments at variance with this ruling.


E. R. Fryer
Regional Director

WAR RELOCATION AUTHORITY
Whitcomb Hotel Building
San Francisco, California

November 30, 1942

MEMORANDUM TO: Regional Office Employees

SUBJECT: Information for employees transferring to
Washington, D. C.


In connection with the movement of Regional Office personnel to the Washington Office the following information is furnished:

1. First class rail transportation will be provided with Pullman and \$6.00 per diem while en route.
2. The Authority will defray the cost of transporting household goods to the new headquarters. The maximum limits on the shipping of household goods are as follows:

Employees with dependents	Rail	6250 lbs.
	Motor Freight	5000 lbs.
Employees with no dependents	Rail	3125 lbs.
	Motor Freight	2500 lbs.

The Authority will crate, pack and hold for a limited time goods of persons willing to allow their goods to be shipped in pool cars with goods of other transferring employees.

3. Persons who wish to use personally owned cars for transportation will be allowed 5¢ per mile (provided mileage cost does not exceed cost of one one-way first-class rail ticket with Pullman) and \$6.00 per diem.
4. The Authority will secure temporary lodging in Washington for all transferred employees who request it. Assistance will be given in making permanent living arrangements.


E. R. Fryer
Regional Director



RECEIVED

NOV 30 1942

WAR RELOCATION AUTHORITY

SAN FRANCISCO, CALIF.

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NOV 30 1942

WAR RELOCATION AUTHORITY

SAN FRANCISCO, CALIF.

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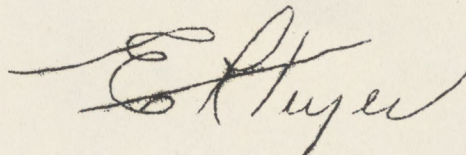
WAR RELOCATION AUTHORITY
Whitcomb Hotel Building
San Francisco, California

December 1, 1942

MEMORANDUM TO: Project Directors and Regional Staff

SUBJECT: Personnel Changes

Effective immediately, all communications addressed to the Manzanar Relocation Project should be directed to Mr. Ralph P. Merritt, Project Director.

A handwritten signature in cursive script, appearing to read "E. R. Fryer".

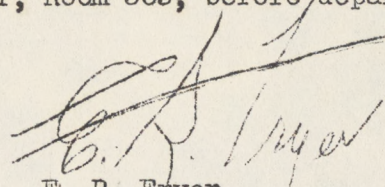
E. R. Fryer
Regional Director

WAR RELOCATION AUTHORITY
Whitcomb Hotel Building
San Francisco, California

December 3, 1942

MEMORANDUM TO: Regional Staff

All individuals moving, whether to Washington or transferring to other agencies must receive written clearance from Mr. J. T. Forster, Assistant Regional Personnel Officer, Room 365, before departure.

A handwritten signature in dark ink, appearing to read "E. R. Fryer", is written over a horizontal line.

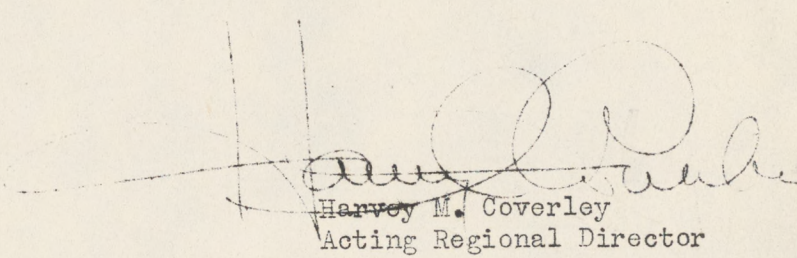
E. R. Fryer
Regional Director

WAR RELOCATION AUTHORITY
Whitcomb Hotel Building
San Francisco, California

December 4, 1942

MEMORANDUM TO: Regional Staff

All personnel moving to Washington who have travel request books in their possession are requested to return them to Miss Helen Weatherman in Room 336, prior to departure.



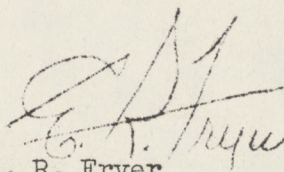
Harvey M. Coverley
Acting Regional Director

WAR RELOCATION AUTHORITY
Whitcomb Hotel Building
San Francisco, California

December 4, 1942

TO: Project Directors and Regional Staff
SUBJECT: Personnel Changes

Effective Friday morning, December 4, 1942 and until further notice, Mr. Harvey M. Coverley will assume the duties and responsibilities of Acting Regional Director. Accordingly, all mail should be prepared for his signature.


E. R. Fryer
Regional Director

WAR RELOCATION AUTHORITY
Whitcomb Hotel Building
San Francisco, California

December 4, 1942

TO: Regional Office Personnel

SUBJECT: Transportation Information for Employees
Transferring to Washington, D. C.

I. Transportation of Employees:

A. Because of the crowded conditions of the railroads in handling the holiday travel, it is essential that reservations for transportation to Washington be placed at the earliest possible time after a definite travel date has been established. This will allow the carriers a better opportunity to furnish each of you with the particular reservation desired.

B. All such reservations should be placed with Mrs. Braden, Room 386, Local 115. Mrs. Braden will furnish necessary travel requests for those employees who do not have such a book of requests charged to their account.

C. The carriers have agreed to hold all reservations made by this office up to within twenty-four (24) hours of departure time of train.

II. Transportation of Household and Personal Effects.

A. For those employees so desiring, shipments will be made via express at government expense as follows:

1. Shipment will be limited to one (1) trunk or one (1) box and to a maximum weight of 250 lbs. for each employee.

2. Shipments must consist only of professional books, wearing apparel, and bedding or kitchen utensils. Shipments made by express must be packed and securely tagged by the employee to show ownership and destination of shipment.

3. Employees desiring to make shipments via express should advise the Transportation Division as far in advance as possible so that necessary arrangements can be made to utilize the pick-up service of the express company.

B. On shipments of household and personal effects to be made by either van or rail service, it is essential that employees furnish the Transportation Division as far in advance as possible the day on which they desire their property removed from their present residence.

1. Property shipped by van or rail will be released to the carrier at the lowest possible valuation. When shipments are boxed, packed, and crated by the drayage company at the employee's residence additional insurance may be secured by the employee at a nominal charge.

2. Mr. H. F. Alexander has been assigned to assist the employees in receiving and handling their property upon its arrival at Washington. When employees arrive at destination they should advise Mr. Alexander what disposition they wish made of their property when it arrives. Mr. Alexander will receive the property, assist the employees in an inspection thereof and will make any notations covering loss or damage. He will also assist the employees in the accomplishment of the Government Bills of Lading and the preparation and disposal of any claims that may be necessary.

3. Property may be stored in Washington at the expense of the employees until such time as they have secured a place of residence for disposition. If desirable, employees may take immediate possession of part of their property and leave the balance in storage at their expense.

III. Transportation by Private Car.

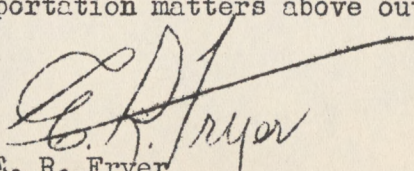
A. Employees desiring to travel by private automobile to Washington should apply immediately to their local Gasoline Rationing Board for additional gasoline coupons to provide for this additional mileage. The rationing boards will furnish you the additional coupons which are allowable on a bona fide transfer of employment. Because of weather conditions it is suggested that employees estimate their mileage to Washington via the southern route.

IV. Transportation of Office Equipment.

A. The records and equipment necessary for immediate use in Washington will be forwarded by express. All other shipments will be made by rail or such other means as may be advisable.

B. To avoid loss and damage to the shipments it is suggested that the department heads involved contact the Transportation Division for specific details in the handling of shipments to be made by both express and regular freight.

V. Mr. Fitzhenry at Local 116, Room 387 or Mr. Jackson at Local 202, Room 327 in the Transportation Division will be available to assist all employees in the handling of the transportation matters above outlined.


E. R. Fryer
Regional Director

Stafford

WAR RELOCATION AUTHORITY
Whitcomb Hotel Building
San Francisco, California

December 16, 1942

MEMORANDUM TO: Project Directors and Regional Staff

SUBJECT: Personnel Changes

Effective immediately, all communications addressed to the Gila River War Relocation Project should be directed to Mr. L. H. Bennett, Project Director.

Duncan Mills

Duncan Mills
Administrative Officer



WAR RELOCATION AUTHORITY
Whitcomb Hotel Building
San Francisco, California

December 29, 1942

MEMORANDUM TO: Employees of the San Francisco Field Office
SUBJECT: 48-Hour Week

Effective December 26, 1942 all administrative employees of the War Relocation Authority will be required to work on a 48-hour week basis. This includes an 8-hour day on Saturday, December 26, and every Saturday thereafter until further instructions are issued. Any absences during the 48-hour week must be covered by a leave slip.

On Friday, January 1, 1943 the usual working hours, 8:00 a.m. to 4:45 p.m., will be observed.

R. B. Cozzens

R. B. Cozzens
Field Assistant Director

Mr. Hayes

INTER OFFICE MEMORANDUM

February 18, 1943

MEMORANDUM TO: Mr. Fred L. Conner

I am glad of the opportunity to reply through you to Mr. Hayes' memorandum of February 10.

Mr. Boyd Smith of the now extinct Regional Office was somewhat antagonistic and very critical of our Project when he left here, claiming that Tule Lake had the poorest run project of any that he had visited, and that on his visit here, he accomplished nothing due to lack of our cooperation with him. He stated very plainly that we on the Project did not know just what we were doing and that he was disgusted. Knowing Boyd of old, I am not at all surprised. In fact, I expected it, for during all my months of work with him at the Regional Office, I cannot truthfully say that his disposition and activities could be considered harmonious with his fellow men. Therefore, when he was here, I was not surprised at his critical attitude. So far as I know, everyone he came in contact with was gracious and cooperative toward him; but, the fact that the Procurement Section of this Project had a broader knowledge and better vision of the requirements for 16,000 people than he could ever grasp seemed to antagonize him.

You are aware our procurement division foresaw the impending shortage of all materials early last fall and acted accordingly by purchasing from all available sources who were able to make immediate delivery without too stringent priorities and before any impending commodities freeze. This precluded the possibility of requisitioning through the Quartermaster any materials at that time, for we know there was a period of nearly four months when we were unable to obtain any supplies requisitioned through the Regional Office, and thence in turn through the Quartermaster Depot.

When the situation was clarified, it was too late to go via Regional Office channels to the Quartermaster Depot, for we could not wait the minimum of 17 days for carload shipments to reach this Project from the Bay Area. Consider the 17 days, then the length of time for transmittal of requisitions to the Regional Office, thence to the Quartermaster Depot, thence for open bids on the market, and the final conclusion of transaction by the Quartermaster depot. It is obvious then that the earliest we could receive commodities via this source would be over 30 days. Fortunately, we were able to obtain our essentials in this vast rich area of the Northwest.

We explained to Boyd Smith when he was here that we were following instructions and ordering tires, motor parts, etc., from the Quartermaster and such other materials as we need for future delivery, and that any complaint or criticism that we have not cooperated or have refused to requisition through the Quartermaster Depot is unfair, unjust, and untrue.

Mr. Smith was in my office each day while he was here, and I think talked to Mr. Conner and Mr. Peck; Mr. Hayes had him in his office at least twice that I know of for a considerable length of time.

(over)

John C. Stubbs
John C. Stubbs
Procurement Officer

Joe -
I don't seriously
think Mr Smith can
do any of us any harm
so I wouldn't be too concerned
There is no requirement that
we requisition through Q.M.

FR

C
O
P
Y

WAR RELOCATION AUTHORITY

San Francisco, California, Office
Whitcomb Hotel Building

June 19, 1943

MEMORANDUM TO: Project Directors, Project Attorneys,
Evacuee Property Officers on Projects

SUBJECT: Delivery of Moneys or Other Assets
to Evacuees.

It has come to our attention that an important requirement of Administrative Instruction 77 is being frequently overlooked. For the protection of the War Relocation Authority and its personnel, requirements of Section VI-A-1 and Section X of Administrative Instruction 77 should be followed:

These Sections provide that before any money or other assets may be delivered to any evacuee, it shall first be determined whether the evacuee in question is a blocked national. He shall be required to execute Form WRA 154 or to be licensed by the Treasury Department.

/S/ Russell T. Robinson, Chief
Evacuee Property Office

/S/ Edgar Bernhard
Principal Attorney

Mail Room

WAR RELOCATION AUTHORITY
WHITCOMB HOTEL BUILDING
San Francisco, 3, California

June 28, 1943

MEMORANDUM TO: All WRA Offices

In the future when addressing mail to this office, please observe that our postal district number is 3. Thus, our address should appear as follows:

War Relocation Authority
Whitcomb Hotel Building
San Francisco, 3, California

Very truly yours,

R. B. Cozzens
R. B. Cozzens
Field Assistant Director



WAR RELOCATION AUTHORITY
WASHINGTON

February 14, 1944

MEMORANDUM

TO: All Project Directors

SUBJECT: ~~Limitation~~ Order L-158

Enclosed is Limitation Order L-158 including Interpretation 1, dated November 13, 1944.

This has reference to the exchange of parts and equipment for automotive vehicles. Please note Paragraph (M)(2)(iii) which states that Federal agencies which are prohibited by law from turning in used parts are not required to do so under the terms of the Order. Also refer to Procurement Handbook 20.6-52F which states that WRA is not expressly authorized to make any exchanges for partial payment.

In preparing purchase orders for replacement parts, one of the two certifications included in L-158 must be used. When you have decided which of the two you are going to use, we suggest that the following statement be added to it:

"In accordance with the provisions of L-158 paragraph (M)(2)(iii), we are a Government Agency prohibited by law from disposing of replacement parts in this manner."

The worn out parts accumulated should be disposed of by the centers in accordance with the salvage procedure outlined in Administrative Instruction No. 70.

Harold Steen
Procurement Officer





WAR RELOCATION AUTHORITY

WASHINGTON

WAR PRODUCTION BOARD

PART 3292¹—AUTOMOTIVE VEHICLES, PARTS
AND EQUIPMENT[Limitation Order L-158, as Amended
November 13, 1943]PRODUCTION OF REPLACEMENT PARTS FOR
MOTOR VEHICLES

The fulfillment of requirements for the defense of the United States having created a shortage in the supply of aluminum, chromium, copper, nickel, and other materials required for the production of replacement parts for passenger automobiles, light, medium and heavy motor trucks, truck trailers, passenger carriers, off-the-highway motor vehicles and motorized fire equipment for defense, for private account and for export, the following order is deemed necessary and appropriate in the public interest and to promote the national defense.

Section 3292.46, Limitation Order L-158, as amended November 13, 1943.

(a) *Definitions.* For the purpose of this order: (1) "Replacement parts" for passenger automobiles, light, medium and heavy motor trucks, truck-trailers, passenger carriers, off-the-highway motor vehicles and motorized fire equipment means only the following enumerated items, and the components entering into such items, which are produced for use in the repair, maintenance or improvement of such vehicles, but does not include any parts specially designed for military vehicles:

(1) For all vehicles: (1) engines, less starting, ignition and fuel systems, (2) clutches, (3) transmissions, (4) propeller shafts, (5) universal joints, (6) axles, (7) braking systems, (8) wheels, (9) tire valve assemblies, (10) starting apparatus, (11) frame and spring suspension assemblies, except spring covers and spring clip spacer tubes, (12) shock absorbers, (13) speedometers, (14) driving mirrors, (15) windshield wiper assemblies, (16) steering apparatus, (17) exhaust systems, (18) cooling system, including radiator shells supporting radiator cores, (19) fuel systems, but not locking-type gas caps, (20) bulk tubing other than copper for fuel, oil, brake and door-actuating lines, (21) lubricating system, including fittings, (22) electrical systems, including generators, motors, lamps (but not bulbs), signal

horns, and bulk and spool (a) primary wire (b) spark plug wire and (c) battery cable, the last three items only in lengths of 100 ft. maximum, (23) safety glass and channels, (24) hood, door, window and rear deck actuating mechanisms, (25) front fenders, but only types which house or hold headlights, (26) windshield defrosters (components only), (27) heater hose.

(ii) In addition, but only for medium and heavy motor trucks, truck-trailers, passenger carriers, off-the-highway motor vehicles and motorized fire equipment: (28) power dividers and take offs, (29) governors, (30) transfer cases, (31) coupling devices, (32) trailer landing gears, (33) cabs and seats, (34) front fenders without limitation as to type, (35) hoods, (36) truck refrigeration units, (37) liquid measuring gauges, (38) body mechanical and hydraulic hoists (component parts only), (39) tachometers, (40) doors and door hardware, (41) marker, clearance and identification lamps, spot lamps (internally controlled only), fog lamps and back-up lamps, (42) fuses and flares, (43) signaling devices, (44) reflex reflectors, (45) windshield defrosters, (46) truck and bus traction sanders.

(iii) In addition, but only for passenger carriers and motorized fire equipment: (47) body structural repair parts, (48) sash, (49) destination signs, (50) fare boxes, (51) guards and grab rails, (52) door-operating mechanisms, (53) heating and ventilating equipment.

(2) "Rebuilt or reconditioned parts" means any replacement parts (defined in paragraph (a) (1) above) which have been used and restored for use through rebuilding or reconditioning operations.

(3) "Parts consumed in use" means those parts whose function in the operation of the vehicle results in a dissipation or deterioration of material, either in whole or in part, so that the residue has little or no salvage value.

(4) "Ignition contacts" means tungsten tipped parts such as screws, rivets, levers, arms or discs which are components of ignition circuit breaker assemblies.

(5) "Passenger automobile" means any passenger vehicle, including station wagons and taxicabs propelled by an internal combustion engine and having a seating capacity of less than eleven (11) persons.

(6) "Light truck" means a complete motor truck or truck-tractor with a gross

vehicle weight rating of less than 9,000 pounds, as authorized by the manufacturer thereof, or the chassis thereof.

(7) "Medium and heavy motor truck" means a complete motor truck or truck-tractor with a gross vehicle weight rating of 9,000 pounds or more, as authorized by the manufacturer thereof, or the chassis thereof.

(8) "Truck trailer" means a complete semi-trailer or full trailer designed for transportation of property or persons, or the chassis thereof.

(9) "Passenger carrier" means a complete motor coach for passenger transportation, having a seating capacity of not less than eleven (11) persons.

(10) "Off-the-highway motor vehicle" means a motor truck, truck-tractor or trailer, operating off the public highway, normally on rubber tires and specially designed to transport materials, property or equipment on mining, construction, logging or petroleum development projects, or the chassis thereof.

(11) "Motorized fire equipment" means the chassis of a passenger automobile, light, medium or heavy motor truck, truck-tractor or trailer, used for the transportation of fire-fighting personnel or equipment.

(12) "Producer" means any individual, partnership, association, corporation, or other form of business enterprise engaged in the manufacture of replacement parts, as defined in paragraph (a) (1) above.

(13) "Supplier" means a person who supplies a producer with materials or component parts for the production or assembly of replacement parts.

(14) "Distributor" means any person not a producer or supplier whose business consists, in whole or in part, of the sale of replacement parts, as defined in paragraph (a) (1) above, from inventory. Distributor includes wholesalers, jobbers, dealers, retailers and other persons performing a similar function including garages and service stations.

(15) "Consumer" means the owner or operator of the automotive vehicle for which replacement parts are required, or the user of such replacement parts for any other purpose, not including the Army or Navy of the United States, the United States Maritime Commission, and other agencies listed in paragraph (c) (1) below.

(16) "Inventory" means a stock of new replacement parts held by a dis-

¹ Formerly Part 1297, Section 1297.1.

tributor for his own account. Inventory does not include any new replacement parts held on consignment or any "as is", rebuilt, reconditioned or reconditionable parts.

Provisions Relating to Production

(b) *Production of certain parts to be made as if orders were rated AA-1 and others AA-2X.* Notwithstanding the provisions of Priorities Regulation No. 1, part 944, until April 1, 1944 replacement parts, for medium and heavy motor trucks, truck trailers, passenger carriers, off-the-highway motor vehicles and motorized fire equipment, enumerated in paragraph (a) (1), except items (41) to (46) inclusive, must be produced as if the orders therefor bore a preference rating of AA-1. Replacement parts, for passenger automobiles and light trucks, enumerated in paragraph (a) (1) and also items (41) to (46) inclusive, must be produced as if the orders therefor bore a preference rating of AA-2X.

(c) *Correction of critical shortages.* Whenever the War Production Board determines that a critical shortage exists in respect to replacement parts, the Board may order any producer or supplier to schedule and deliver his production in such manner as will relieve the shortage; and in addition, may direct any producer or distributor to deliver or sell to any other person, at regularly established prices and terms, such quantities of replacement parts available for civilian distribution as the War Production Board may determine.

(d) *Production restricted to enumerated replacement parts—use of critical materials.* (1) No producer shall manufacture any parts for use in the repair, maintenance or improvement of passenger automobiles, light, medium and heavy trucks, truck trailers, passenger carriers, off-the-highway motor vehicles or motorized fire equipment except the items, and their components, enumerated in paragraph (a) (1) above as items (1) to (53) inclusive.

(2) In the production of such parts no materials shall be used which are prohibited by any orders, regulations or other restrictions on the use of critical materials now or hereafter issued by the War Production Board.

Standardization and Simplification Provisions

(e) *Pistons and bearings.* On and after November 15, 1943, producers shall make replacement pistons, piston pins, piston rings and engine bearings as components of engines, only according to the following standards:

(1) Pistons as components of engines only in standard sizes and the following oversizes: .005, .020, .030, .040, .060 and semi-finished.

(2) Piston pins as components of engines only in standard sizes and the following oversizes: .003, .005, .010.

(3) Piston rings as components of engines only in standard sizes and the following oversizes: .005, .020, .030, .040, .060; and in addition, for medium and heavy trucks and busses, .080, .100.

(4) Engine bearings as components of engines only in standard sizes and the following undersizes: .002, .010, .020, .030, .040, .060, .090 and semi-finished. In addition, connecting rod bearings with oversize outside diameter, and the "special length Ford main bearings".

(f) *Ignition contacts.* On and after December 1, 1943, all discs cut from tungsten contact rod for ignition contacts for all vehicles shall be cut to a thickness not exceeding .030 inch, plus a tolerance of .002 inch.

Provisions Relating to Distributors' Inventories

(g) *Restrictions on distributors' inventories.* (1) No distributor of replacement parts whose place of business is located in the eastern or central war time zone shall accept delivery of new replacement parts which, in combination with his existing inventory of new replacement parts, measured in total dollar cost value, will exceed a sixty-day (60) supply. Sixty-day supply means a supply in dollar cost value equal to the distributor's total sales, at his cost, of such new parts in the preceding two months period.

(2) No distributor of replacement parts whose place of business is located in any other war time zone shall accept delivery of new replacement parts which, in combination with his existing inventory of new replacement parts, measured in total dollar cost value, will exceed a ninety-day (90) supply. Ninety-day supply means a supply in dollar cost value equal to the distributor's total sales, at his cost, of such new parts in the preceding three months period.

(3) Irrespective of the restrictions in subparagraphs (1) and (2) above, a distributor may accept delivery of specific items of replacement parts even though his inventory then exceeds, or will by reason of such acceptance exceed, his maximum permissible inventory as specified in subparagraphs (1) and (2) above. The quantity of such specific items in dollar cost value shall not exceed the dollar cost value of his sales of such items during the preceding thirty days or the last thirty-day period in which a sale was made if the distributor is located in the eastern or central war time zones, and forty-five days in all other zones.

(h) *Return of new replacement parts.* New replacement parts, returned by a distributor to another distributor, if not included in the inventory of the person receiving the parts during the calendar quarter in which received shall be included in his inventory in the next succeeding calendar quarter.

(i) *Disposition of traded-in used parts.* No distributor may keep in his inventory, in his possession or under his control any used replacement parts which have been traded in and cannot be reconditioned for a period of more than thirty (30) days after they have been determined to be unserviceable, but he must dispose of them through customary disposal or scrap channels. Traded-in parts which can be reconditioned must be re-

conditioned, or returned to be reconditioned, as quickly as minimum quantities will permit.

(1) *Traded-in ignition contact points to be reclaimed.* As tungsten is a highly critical material, traded-in ignition contact points must be saved for possible reclamation. Therefore, they may not be scrapped. Where distributors can not reclaim the tungsten contacts for reuse, they must return them through normal trade channels to producers or suppliers for reclamation.

Provisions Relating to Distribution

(j) *No preference ratings required for delivery of replacement parts for resale.* No producer or distributor shall require any preference ratings for the purchase or the delivery of finished replacement parts for resale as such, except on Army, Navy, Maritime Commission and War Shipping Administration orders as provided in paragraph (L). All deliveries of such parts for resale or to consumers may be made as if the orders therefor bore the preference ratings assigned to their production in paragraph (b), and without regard to orders bearing a lower rating. In addition, the provisions of this paragraph are applicable to orders for finished parts required for rebuilding or reconditioning operations.

(k) *Parts for emergency repairs—(1) How to order parts.* Notwithstanding the provisions of paragraph (g) above, a distributor may order and accept delivery of replacement parts which he does not have in stock when required by a consumer for the emergency repair of a particular vehicle which cannot be operated without such parts. In such emergency, a distributor must file with his order to the producer a certificate in the following form:

CERTIFICATE FOR EMERGENCY REPAIR ORDER AUTOMOTIVE REPLACEMENT PARTS

The undersigned purchaser certifies, subject to criminal penalties for misrepresentation, that the replacement parts specified in the attached order are essential for the repair of the following vehicle, which cannot now be operated without such parts:

Make _____ Engine number _____
Signed _____
(Firm, partnership or corporation)
By _____
(Name and title of individual)
Dated: _____
Address of firm, partnership or corporation _____

A copy of the certificate must be retained by the distributor issuing it as a part of his records.

(2) *Emergency repair orders take preference.* A producer receiving an order accompanied by a Certificate for Emergency Repair must give such order precedence in shipment over other orders not of an emergency nature.

(3) *Use of certificate restricted.* The Certificate for Emergency Repair may be used only to secure essential replacement parts for emergency repairs as described in this paragraph (k). It must not under any circumstances be used by a distributor to replenish his stock.

(L) *Preference ratings of AA-2X or higher required on sales by distributors to army, navy and maritime commission.* Irrespective of the provisions of this order, no distributor shall sell or deliver any replacement parts, as enumerated in paragraph (a) (1) above, to the Army or Navy of the United States, the United States Maritime Commission, or the War Shipping Administration except upon receipt of an order bearing a preference rating of AA-2X or higher.

(I) *Additional provisions for army orders.* Purchase orders for replacement parts (except parts for "post exchange" vehicles) submitted to distributors by the Army must specify, in accordance with War Department instructions, the type, manufacturer, model and United States Army registration number of vehicles covered by the purchase order; and must carry a certification that such vehicles are "dead-lined" for emergency repair. Delivery by distributors of replacement parts against such orders for the Army must be limited to replacement parts in distributors' inventory available for immediate delivery.

(m) *Restrictions on sales to consumers—*(1) *No sale of new parts where old part can be rebuilt or reconditioned.* No new replacement part shall be sold or delivered to a consumer to replace a part which the producer or distributor can rebuild or recondition by use of available local reconditioning facilities.

(2) *Used part to be turned in.* No producer or distributor shall sell or deliver any replacement part either new, used or rebuilt, to a consumer unless the consumer turns in to the producer or distributor, concurrently with his purchase, a used replacement part of similar kind and size for each such replacement part delivered to the consumer. However, a used replacement part need not be turned in in the following cases:

(i) Where the used part has been consumed in use, lost or stolen;

(ii) Where the used part is a cab assembly;

(iii) Where the consumer is a Federal or Territorial Department, Bureau or Agency, or a State or political subdivision thereof, which is forbidden by law from making such disposal of replacement parts;

(iv) Where the new or rebuilt part is ordered by telephone, telegraph or mail, or is to be installed by the purchaser.

(v) Where the new part to be purchased by the consumer will improve the efficiency of the vehicle, its capacity or usefulness, such parts being as follows: for all vehicles—oil filters; for medium and heavy trucks, truck trailers, passenger carriers, off-the-highway motor vehicles and motorized fire and police equipment—auxiliary springs, trailer connections, brakes, fifth wheels, auxiliary fuel tanks, governors, landing gears, heavy duty generators, auxiliary transmissions, power take-offs, heavy duty

trailer axles, wheels and rims which do not increase tire sizes, marker, clearance and identification lamps, spot lamps (internally controlled only), fog lamps and backup lamps, signaling devices, reflex reflectors, windshield defrosters, truck and bus traction sanders.

(3) *Use of consumer's certificates.* In any of the cases provided for in subparagraphs (2) (i), (ii), (iv), and (v) above, in which the consumer is not required to turn in a used part, he must sign and deliver to the producer or distributor concurrently with each purchase, or on the written confirmation thereof if the order is placed by telephone or telegraph, a Consumer's Certificate in the following form:

CONSUMER'S CERTIFICATE

AUTOMOTIVE REPLACEMENT PARTS

The undersigned purchaser certifies, subject to criminal penalties for misrepresentation, that: (a) the replacement parts covered by this certificate are essential for the maintenance, repair or improvement of equipment he now owns or operates; (b) these parts will be used to replace parts which, to the best of his knowledge, cannot be rebuilt or reconditioned by use of available facilities; and (c) he will, within thirty days after receiving the parts, dispose of the old parts, if any through scrap channels.

(Signed) _____

Vehicle owner or operator.

Date: _____ Address _____

The foregoing Consumer's Certificate must be retained by the producer or distributor making the sale to the consumer as part of his records.

(4) *Emergency stocks for truck and passenger carrier fleet operators.* On and after December 31, 1943, any owner or operator of a fleet of twenty-five (25) or more medium or heavy trucks, passenger carriers or off-the-highway motor vehicles may, without turning in a similar used part or filing a Consumer's Certificate, purchase engines, less starting, ignition and fuel systems; transmission assemblies; and rear axle assemblies; in quantities not exceeding one each such part for every twenty-five (25) vehicles, or multiples of twenty-five (25) which he maintains in service currently licensed.

Miscellaneous Provisions

(n) *Applicability of War Production Board regulations.* This order and all transactions affected thereby are subject to all applicable provisions of the regulations of the War Production Board as amended from time to time except where otherwise stated.

(o) *Exceptions to applicability of this order.* (1) The terms and restrictions of this order, except as provided for in paragraph (c) and (L) above, shall not apply to any replacement parts sold to or produced under contracts or orders for delivery to or for the account of the Army or Navy of the United States, the United States Maritime Commission, the War Shipping Administration, the Pan-

ama Canal, the Coast and Geodetic Survey, the Civil Aeronautics Administration, the National Advisory Committee for Aeronautics, the Offices of Scientific Research and Development.

(2) The terms and restrictions of this order entitled Provisions Relating to Distributors' Inventories and Provisions Relating to Distribution shall not apply to any person located outside of the forty-eight (48) states and the District of Columbia.

(p) *Violations.* Any person who willfully violates any provision of this order, or who, in connection with this order, willfully conceals a material fact, or furnishes false information to any department or agency of the United States, is guilty of a crime, and upon conviction may be punished by fine or imprisonment. In addition, any such person may be prohibited from making or obtaining further deliveries of, or from processing or using, materials under priority control and may be deprived of priorities assistance.

(q) *Appeals.* Any appeal from the provisions of this order shall be made by filing a letter in triplicate with the Field Office of the War Production Board nearest the appellant's place of business, referring to the particular provision appealed from and stating fully the grounds for appeal.

(r) *Communications.* All communications concerning this order shall, unless otherwise directed, be addressed to: War Production Board, Automotive Division, Washington 25, D. C., Ref.: Order L-158.

Issued this 13th day of November 1943.

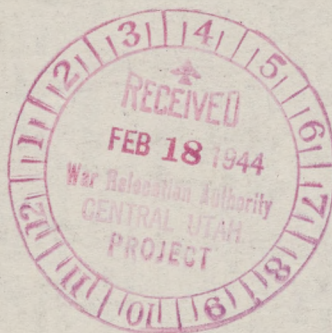
WAR PRODUCTION BOARD,
By J. JOSEPH WHELAN,
Recording Secretary.

INTERPRETATION 1

RESIZING OF ENGINE PISTONS AND BEARINGS BY PRODUCERS' BRANCHES

The question of resizing engine pistons and bearings in the field to sizes other than those specified in paragraphs (e) (1) and (e) (4), respectively, of § 3292.46. Limitation Order L-158, has been the subject of some uncertainty in the industry. In order to clarify the order, with respect to the intent of these paragraphs, the following interpretation is hereby issued:

Producers' direct factory branches of warehouses, wholly owned or controlled by them, may finish engine pistons and bearings to any intermediate sizes not specified in paragraphs (e) (1) and (e) (4), respectively, of Limitation Order L-158, when ordered from the factory branch by a customer for immediate use in a specific engine. None of these intermediate sizes may be ordered from a factory branch for stock or to be held in inventory. A certificate for emergency order, as provided for in Order L-158, paragraph (k), should accompany each order placed with the factory branch for the intermediate sizes other than those specified in the paragraphs mentioned above, as a means of identifying the need for the part in a specific vehicle. (Issued Oct. 1, 1943.)



WAR RELOCATION AUTHORITY

In reply, please refer to:

SAN FRANCISCO, CALIFORNIA, OFFICE
WHITCOMB HOTEL BUILDING

February 17, 1944

TO: Members of the Staff

The following is a copy of the telegram received by Mr. Cozzens from Mr. Myer:

To all Project Directors and Relocation Supervisors - February 16, 1944, 5:45 P.M.

The following statement was issued by the White House tonight. Statements by Secretary Ickes and Director Myer will be teletyped to you Thursday or Friday.

"President Roosevelt announced today that he had ordered the transfer of the War Relocation Authority to the Department of the Interior. WRA has responsibility for maintenance and relocation of persons of Japanese descent evacuated from the Pacific Coast early in 1942. The transfer is being made for reasons of administrative simplification and to bring the work of the Agency under supervision of a Cabinet officer. The Agency, of which Dillon S. Myer is Director, will be moved in its entirety into the Department of the Interior, in accordance with the President's frequently announced belief that the number of independent agencies should, when practicable, be reduced.

In announcing the transfer, the President stated that he considered the program of the War Relocation Authority sound in principle, and the work already accomplished by the Agency highly satisfactory.

The War Relocation Authority operates nine Relocation Centers, for those of the evacuees who have been found to be loyal American citizens or law-abiding aliens, and a segregation center for those whose loyalties are to Japan rather than to the United States. A total of 92,000 evacuees are in the ten Centers. Approximately 20,000 of the evacuees have resettled in ordinary communities outside the evacuated zone, through the relocation program of the Agency.

D. S. Myer, Director, WRA"

R. B. Cozzens
R. B. Cozzens
Assistant Director



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NEWS RELEASE - For February 23 Morning Papers only

Newell, Calif. February 22

The population of the Tule Lake Center was increased today by 459 persons. They arrived by special train. The movement was under the supervision of the Army.

The Tule Lake Center is maintained for people of Japanese ancestry who have elected the Japanese way of life. Many of them are applicants for repatriation or expatriation. It is unlike the nine relocation centers from which people are permitted to resettle in American communities outside the prohibited zone along the West Coast. The many people arriving at the Tule Lake Center today are part of the contingent scheduled to be segregated under the program of the War Relocation Authority. They were not moved here last fall with other segregants because of the lack of housing facilities at that time. Ten additional blocks of barracks have since been built ^{which} ~~and~~ it is estimated will house these people and others yet scheduled to come from relocation centers to Tule Lake. Those arriving today are all from the Manzanar Relocation Center in the Owens Valley.

Phoned in by Markley
from Tule Lake 4:00 PM - 2-22-44

Sent to Chron + Examiner } Gibson

RAC

321 SF WAR

R B COZZENS WRA SF

TO ALL PROJECT DIRECTORS AND RELOCATION SUPERVISORS - FEBRUARY 16,
1944, 5-45 P.M.

THE FOLLOWING STATEMENT WAS ISSUED BY THE WHITE HOUSE TONIGHT.
STATEMENTS BY SECRETARY ICKES AND DIRECTOR MYER WILL BE TELETYPED TO
YOU THURSDAY OR FRIDAY. QUOTE.

PRESIDENT ROOSEVELT ANNOUNCED TODAY THAT HE HAD ORDERED THE
TRANSFER OF THE WAR RELOCATION AUTHORITY TO THE DEPARTMENT OF THE
INTERIOR. WRA HAS RESPONSIBILITY FOR MAINTENANCE AND RELOCATION OF
PERSONS OF JAPANESE DESCENT EVACUATED FROM THE PACIFIC COAST EARLY IN
1942. THE TRANSFER IS BEING MADE FOR REASONS OF ADMINISTRATIVE
SIMPLIFICATION AND TO BRING THE WORK OF THE AGENCY UNDER SUPERVISION
OF A CABINET OFFICER. THE AGENCY, OF WHICH DILLION S. MYER IS DIRECTOR,
WILL BE MOVED IN ITS ENTIRETY INTO THE DEPARTMENT OF THE INTERIOR, IN
ACCORDANCE WITH THE PRESIDENT-S FREQUENTLY ANNOUNCED BELIEF THAT THE
NUMBER OF INDEPENDENT AGENCIES SHOULD, WHEN PRACTICABLE, BE REDUCED.

IN ANNOUNCING THE TRANSFER, THE PRESIDENT STATED THAT HE CONSIDERED
THE PROGRAM OF THE WAR RELOCATION AUTHORITY SOUND IN PRINCIPLE, AND
THE WORK ALREADY ACCOMPLISHED BY THE AGENCY HIGHLY SATISFACTORY.

THE WAR RELOCATION AUTHORITY OPERATES NINE RELOCATION CENTERS, FOR
THOSE OF THE EVACUEES WHO HAVE BEEN FOUND TO BE LOYAL AMERICAN CITIZENS
OR LAW ABIDING ALIENS, AND A SEGREGATION CENTER FOR THOSE WHOSE LOYAL-
TIES ARE TO JAPAN RATHER THAN TO THE UNITED STATES. A TOTAL OF 92,000
EVACUEES ARE IN THE TEN CENTERS. APPROXIMATELY 20,000 OF TO EVACUEES
HAVE RESETTLED IN ORDINARY COMMUNITIES OUTSIDE THE EVACUATED ZONE,
THROUGH THE RELOCATION PROGRAM OF THE AGENCY.

UNQUOTE.

D S MYER DIRECTOR WRA WA

LT 6/30

D 510P

U. S. DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
461 Market Street
San Francisco 5, California

Feb 12, 1945

MEMORANDUM TO: All Project Directors

SUBJECT: Travel of Aliens

We have been asked on several occasions to furnish information regarding the rumor to the effect that aliens of Japanese descent, who might be returning to the West Coast, would be restricted in their travel to an area not more than five (5) miles from their homes.

This matter was referred to the Assistant Solicitor and for your information, I am quoting below his report on this subject.

"There appears to be considerable misunderstanding as to the regulations controlling the travel of aliens.

"The rumor that has been brought to our attention from at least two sources, that they may not travel more than five miles from their homes has no basis in fact. Under the regulations of the U.S. Department of Justice, an enemy alien may freely travel without special permission within the limits of the community in which he resides, in such a way as to permit his engaging in normal activities. In each case his community includes all the area generally thought of as constituting a metropolitan district or an urban or rural community, and is not limited to the boundary lines of a city or a county. Thus he may commute between his home and his place of business, and may travel between his home and his church, school, etc, as is normally required. If he wishes to make a trip or move from one community into another, he should send a statement to the U. S. Attorney of the district of his residence at least seven days before his intended departure, stating in a form furnished by the U. S. Attorney, his name, his home address and telephone number, his business address and telephone number, his alien identification number, the purpose of his trip and the persons to be visited, his intermediate and final destinations, the dates of his intended departure and return, his address while he is away, the route to be followed to and from destination, and the means of transportation. If neither the U. S. Attorney or the FBI know of any reason why the trip would endanger the national security, the U. S. Attorney will stamp an endorsement upon a copy of the statement and will deliver it to the alien, who shall have it with him at all times while he is traveling.

"There is also provision for frequent or regular business travel to cover the cases of traveling salesman, drivers of trucks, etc. so that they will not have to make a separate application for every trip.

"Travel by airplane is not permitted.

Change of residence or of employment shall be made only after at least seven days' notice to the U. S. Attorney, of the proposed change; and the holder of Certificate of Identification shall not change his name, residence address, or place of employment without written notice to the Alien Registration Division of the Immigration and Naturalization Service and to the FBI at the office shown in the holder's Certificate of Identification.

"The travel restrictions apply to all aliens fourteen years of age or older, who were or are citizens or subjects of Germany, Italy or Japan, or who are at present stateless but who were citizens or subjects of any one of those countries.

"The curfew regulations of the Western Defense Command no longer apply, since they were rescinded under Public Proclamation No. 21.

"If any instance arises indicating that U. S. Attorneys are not uniformly interpreting the Department of Justice regulations controlling the conduct of enemy aliens, we shall of course be glad to investigate such cases, and if verified, contact the Attorney General's Office through the Solicitor's Office in Washington. We believe it will be found however, that the only difference in interpretation are those which properly follow from the geographic limitations of the community involved. For example, in the case of San Francisco, the bay area would undoubtedly be considered a part of the community; whereas in the case of another city the community might properly be considered to be a much smaller area. But if there are actual differences in interpretation, they should be called to our attention, so that they may be uniformly interpreted and enforced."

Sincerely yours,

/s/ R. B. Cozzens
Assistant Director