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WAR RELOCATION AUTHORITY

CENTRAL UTAH PROJECT

TOPAZ, UTAH

STORY OF RELOCATION

by

Russell A. Bankson

PROJECT REPORTS DIVISION
Historical Section

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Central Utah Project
Topaz, Utah

STORY OF RELOCATION

In mid-April Charles F. Ernst, the project director, returned from a project directors' meeting in Washington at which the machinery was geared for the wholesale relocation of evacuees from all centers. He immediately took hold of the relocation program in Topaz and speeded up its machinery so that it became the central activity.

The first step was the organization of a relocation council or committee which began holding daily conferences, assembling each morning in the project director's office for the purpose of presenting ideas for speeding up the program and reporting on progress. Mr. Ernst himself assumed leadership of this phase. Associating with him in the work was the chief of employment division, the placement officer, the reports officer, welfare chief and others.

A special relocation office was opened in Rec. 4 with Robert Iki as office manager. With him was a staff of resident workers.

A complete cross-indexing of potential man and woman power was prepared, job offers were posted and otherwise publicized and the first heavy exodus of residents to outside employment began to move.

A chart was prepared to indicate weekly quotas in relocation. The goal set was 2000 indefinite leaves by January 1, 1944. And as the movement of workers steadily grew during the early part of the quarter, it was highly pleasing to find that the quotas were being exceeded. By the end of the quarter the halfway mark of 1000 indefinite leaves was within sight.

As the drive to reach higher totals in leave clearance forged forward, greater and greater stress was placed on this phase of the center activity, until finally it was decided late in June that a complete reorganization of the leave clearance procedures should be set up for the speedier movement of leave clearance procedures.

A large CCC building which had been hauled into the project and had been intended for use in the agricultural division had been set up within the administrative area. This was taken over by the leave offices which were expanded to include as nearly as possible every phase of leave clearance and reclassified as the relocation office to handle all essential activities connected with relocation.

Activities housed under the single roof now include placement, leave, family relocation, student relocation, representative of the evacuee property office, fiscal office, welfare and relocation. Also included is a traffic desk and a counseling unit. The process of becoming relocated from the first inquiry about an available job offer to the final

clearance, issuance of indefinite leave, ration book and so forth is now being accomplished under one roof in this relocation office.

Every job offer which comes to the project is first carefully studied in order that the relocation offices may be sure that there is no one within the project who might take the offer, who has not had an opportunity to learn all about it. This involves personalized service, as well as published announcements. A second plan is to present to the various relocation offices employable records of residents of Topaz, including family composition and relocation needs of both families and individuals so that a relocation office may be able to find suitable employment and housing for those who desire to come to thier territory.

As one of the essential and necessary steps in the relocation program, a relocation forum has been established under the chairmanship of the head of the adult education section. Residents who are planning relocation are required to attend this forum at least once before they leave the center.

Its purpose is to acquaint the prospective outside worker with a picture of life onthe outside, of customs to be followed in wartime, of rationing and housing in various regions of the country and any other facts which may be of assistance to the relocatee in more easily establishing himself or herself in his or her new home.

As the quarter ended a total of 896 indefinite leaves had been issued. While the indefinite leave program is carrying forward at a steady pace, it is becoming clearly evident that the first problem will be the relocation of family units, as of all those going to permanent outside employment, only a very small percentage are in the family unit classification. By far the largest group is that of the young men and women who are able to take care of themselves or the husband and father who is not able to find employment that will permit him to remove his family to the outside.

As the quarter closes, greater stress is being placed upon a determined effort to get family relocation underway, as it is felt that only in this way can relocation become a success.

It is pleasing to note that indefinite leave clearances are being made for an ever-widening territory in the United States. It is now shown that acceptance of American citizens of Japanese ancestry is of the best throughout the Midwest and mid-East, as well as along the east coast and in New England where military clearances had been granted. This widespread location of residents is encouraging in that it is believed that it will mean the greater chance for a permanent resettlement over a wide area, thus eliminating future possibility of congested districts.

In addition to this, group leaves had reached a total

of 516, as the farm work approached the harvest season, especially in the soft fruits. There is every indication at this time that the halfway mark in the indefinite leave program will soon be reached, while the group leave program will undoubtedly reach its climax before the end of July.

Attached and self-explanatory are copies of Relocation Memorandum Nos. 1 and 2, giving detailed explanation of the relocation office procedure.

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

July 13, 1943

RELOCATION MEMORANDUM NO. 1

TO: All Division and Section Heads

SUBJECT: Establishment of the Relocation and Employment Office

I. PURPOSE

In order to coordinate the functions and processing that have to do with the relocation procedure, a central organization has been set up which will function as a Relocation and Employment Office. This arrangement will place under one roof and under a central control all the required relocation procedures and will obviate the necessity of residents going to various offices throughout the City for necessary clearances.

II. FUNCTIONS INCLUDED

The Central Relocation Office will consolidate the following units: Placement, Job Opportunities, Leave, Family Counselling, Division Consultants, Transportation, and Agents or Representatives from the following: Housing, Rationing, Welfare, Finance, and Evacuee Property. Residents desiring to relocate can thus be served by providing, in one building, information on job opportunities, contact with prospective employers, personalized counsel on relocation problems, and can be cleared through the procedures required before leaving the Center.

III. PROCEDURES

Each resident who applies at the Relocation Office for any service, whether it be information or for final clearance, will be met first by a Receptionist Counsellor, who will prepare a docket (or secure a docket, previously prepared, from the files), covering the service rendered and indicating the status of the resident's relocation procedure. These dockets will be filed at the close of each day's business and will be available until the case is completed. Entries will be made showing what was accomplished on each visit and the date. In this way, it will be possible to determine at once the status of each application for relocation. The docket will be given to a designated relocation counsellor who will carry the case forward, proceeding from the point at which it left off, without delay in finding out what has gone before.

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The exact flow of dockets and persons will be determined by experience and will be the subject of subsequent memoranda to be prepared by the Office Manager.

IV. CORRELATION OF FUNCTIONS OF APPOINTIVE STAFF

Realizing that the relocation procedures involve all the sections included, a centralized system of files of cases and information will be set up and this information will be made available to all authorized persons within the organization who desire it. The employment records will be consulted to determine eligible candidates for job opportunities or for the preparation of letters of reference. The Leave Office individual status files will be consulted to determine whether or not the individual may relocate. Completed dockets will be placed in the leave status file and there will be added to these files information concerning driver's licenses, Internal Security records, employment contracts, and other information pertinent to leave clearance. While the Placement Office functions and the Leave Office functions will of necessity carry on according to the W.R.A. regulations, the services of these offices will be correlated by the Relocation Office ~~Manager~~ in order that the Central Relocation Office will operate as a unit.

V. POLICY AND CORRESPONDENCE

The Central Relocation Office will report directly to the Project Director through the Deputy Project Director. Matters of policy will be determined under W.R.A. regulations by the Employment and Relocation Officer. All matters of policy will be authorized by the Deputy Project Director with the approval of the Project Director. The flow of official correspondence will follow Office Letter No. 27. On all outgoing letters, telegrams, or teletypes of a routine character, the Project Director's name shall be affixed and a by-line added for the signature of the Employment and Relocation Officer. Correspondence involving policy or being directed to Washington will follow provisions of Paragraph 2 in Office Letter No. 27.

Claude C. Cornwall
Claude C. Cornwall
Employment and Relocation Officer

APPROVED:

James F. Hughes
James F. Hughes
Deputy Project Director

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

July 13, 1943

RELOCATION MEMORANDUM NO. 2

TO: All Division and Section Heads

SUBJECT: Centralizing the Relocation Office Control

In order that the Relocation Office shall operate as a single unit, the property and personnel will be centralized under control of the Office Manager operating under direction of the Employment and Relocation Officer.

I. PROPERTY

All property heretofore assigned to the Placement Office, Leave Office, Welfare, Student Relocation, Rationing, etc., and former Relocation Unit will be transferred on Form OEM-61 to the Relocation Office. All surplus property will be transferred to the Warehouse on the same form, and any new property acquired by the Relocation Office will be charged to the Office through the Office Manager. As soon as the office is set up, there shall be a physical check-up of property in order that proper accounting can be made in the accomplishment of this transfer.

II. PERSONNEL

All personnel assigned to the Relocation Office will be responsible through the Office Manager to the Employment and Relocation Officer. Attendance records will be checked and signed by the Office Manager. All personnel actions will be recommended by the Office Manager and approved by the Employment and Relocation Officer. The proportion of positions allocated in the higher brackets will be governed by W.R.A. Administrative Instructions subject to the recommendations of the Deputy Project Director. It is expected that personnel coming from other divisions to the Relocation Office will be assisted through professional instruction from their former division chiefs or section leaders, but they will be administratively responsible to the Relocation Office.

III. RELOCATION CONSULTANTS

Consultants from various divisions who are assisting the workers in their respective divisions toward relocation will be given access to the Relocation Office through their Secretary who will be assigned to the Relocation Office.

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The Secretary of the Relocation Consultants will have desk space, and there will also be space provided for the Relocation Consultants to perform the necessary functions in preparing letters of recommendation for prospective relocatees from their various divisions. The Relocation Consultants will not be administratively responsible to the Relocation Office but will be responsible to their own divisions. They will, however, meet as often as necessary with the Relocation Office Manager in order to clarify matters of procedure.

IV. PROJECT DIRECTOR'S RELOCATION MEETINGS

The Relocation Office Manager will designate those persons from the resident staff of the Relocation Office who will attend the Project Director's Relocation meetings.

V. FUNCTIONS OF THE PLACEMENT OFFICE

The Placement Office will provide information to the Relocation Office on the employment records of all residents desiring to relocate. These cards shall be kept current and shall be made available at all times through a staff of filing clerks. From these cards it will be expected that at any time information can be had on the number of persons resident in the Center in any profession or skill who desire to be relocated -- also, employability information on any person resident within the Center. These files will also reveal any pertinent information concerning the employment of each individual, the section in which he or she is working, and the rating to which he or she is assigned.

VI. FUNCTIONS OF THE LEAVE OFFICE

The Leave Office will be thoroughly familiar with all regulations concerned with the leave procedure affecting citizens, aliens, parolees, etc. Files of this Office will reveal all information pertinent to the individual status of each evacuee so that the eligibility of the resident to relocate may be determined at once. The Leave Officer will check all necessary clearances to insure that no unauthorized person is granted leave. The records of the Leave Office will reveal information on the number of persons leaving, places at which they have relocated, occupations accepted, ages of persons leaving, and all other statistical information pertinent to the planning of the relocation program. This office will also follow through to ensure that proper notifications are sent concerning all persons who leave the Project.

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VII. FUNCTIONS OF THE JOB OPPORTUNITIES SECTION

The Job Opportunities Section will provide for the acknowledgment of all offers of employment, publicizing of these offers, the direction of the staff of Relocation Consultants in order that all persons within the Center who might be interested in offers of employment may be given a personalized opportunity to learn of the jobs available. This Section will also be responsible for presentation of credentials of prospective relocators to the Relocation Offices in the areas in which these residents would desire to relocate.

VIII. OTHER FUNCTIONS

The detailed duties of agents and representatives from other divisions will be outlined by the Relocation Office Manager and will be presented in subsequent memoranda.

Claude C. Cornwall

Claude C. Cornwall
Employment and Relocation Officer

APPROVED:

J. F. Hughes
James F. Hughes
Deputy Project Director