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Colorado River Relocation Center  
Poston, Arizona

May 15, 1945

Relocation Division Bulletin No. 1

Addresses and Signatures on Correspondence

For your information, correspondence in the Relocation Division should be prepared for signature as follows:

WRA - Washington. Letters to the Washington Office should be addressed to the Director and shall be prepared for the direct signature of the Project Director, with an attention line as needed, as shown below:

Mr. Dillon S. Myer  
Director  
War Relocation Authority  
Barr Building  
Washington 25, D. C.

Attention: Mrs. Marie D. Lane  
Head Counselor

(Regarding Welfare  
policy)

or

Attention: Mr. B. R. Stauber  
Chief, Relocation Planning Division

(Regarding parolees,  
internees, etc.)

or

Attention: Mr. H. Rex Lee  
Chief, Relocation Division

(Regarding Relocation  
Division matters)

Dear Mr. Myer:

(Body of Letter)

Sincerely yours,

Duncan Mills  
Project Director

Wires to the Washington Office should be addressed to the Director and signed by the Project Director, with an attention line when needed. (The attention line, however, should not bear the title.)

Dillon S. Myer  
War Relocation Authority  
Washington, D. C.

Attention: H. Rex Lee



2. ..  
Relocation Staff -2- May 15, 1945

WRA - Assistant Director, San Francisco. All correspondence to the Assistant Director, San Francisco, should be prepared for the Project Director's signature, addressed as follows:

Letters

Mr. R. B. Cozzens  
Assistant Director  
War Relocation Authority  
461 Market Street  
San Francisco 5, California

Wires

R. B. Cozzens  
War Relocation Authority  
461 Market Street  
San Francisco, California

WRA - Field Offices. Correspondence to an Area Office should be addressed to the Relocation Supervisor, and to a District Office to the Relocation Officer.

Letters to District and Area Offices should have the double signature, as follows:

Sincerely yours,

C. R. Carter  
Relocation Program Officer

By Joyce Mallmann  
Assistant Relocation Adviser

Wires to Field Offices should omit titles but carry the address, for the reason that the confirmation copy is mailed to the addressee by Office Service.

Fred W. Ross  
War Relocation Authority  
690 Market Street  
San Francisco 4, California

Wires to the Field Offices should bear the signature:

C. R. Carter  
Relocation Program Officer

WRA Centers. In corresponding with other centers, letters should be addressed to the Project Director, with an attention line when needed, and prepared for Mr. Carter's signature, as follows:



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Relocation Staff -3- May 15, 1945

WRA Centers (Contd.)

Sincerely yours,

Duncan Mills  
Project Director

By C. R. Carter  
Relocation Program Officer

Wires to other centers should be addressed to the Project Director, with an attention line when needed, and bear the signature:

C. R. Carter  
Relocation Program Officer

Office of Dependency Benefits. We do not initiate correspondence with the Office of Dependency Benefits, but our letters are always in reply to correspondence addressed to the Director requesting official verification as to the need in a particular case. The reply should be addressed to:

Office of Dependency Benefits  
213 Washington Street  
Newark (2) New Jersey

The letter is prepared for Mr. Mills' signature.

Red Cross. We initiate as well as reply to correspondence with the Red Cross. Regardless of the particular Red Cross Office from which a request may come to us, our reply should always be addressed to the Pacific Area Office, as follows:

Miss E. B. Watland  
Director, Home Service  
American Red Cross  
Civic Auditorium  
San Francisco, California

The letter is prepared for Mr. Mills' signature.



4  
Relocation Staff -4- May 15, 1945

Western Defense Command - Army List. Individuals on the Army Excluee or Segregee List may request an appeal or reconsideration of their cases by writing a letter, on plain paper, for their own signature, to:

Civil Affairs Division  
Western Defense Command  
Presidio of San Francisco, California

This procedure is also followed when excludées wish to request permission to travel into the excluded area.

Return to Hawaii. Correspondence regarding individuals who wish to return to Hawaii should be addressed to:

Office of the Provost Marshal General  
Japanese-American Branch  
Presidio of San Francisco, California

The letter is written on plain paper and bears the client's signature.

Return to Alaska. Correspondence regarding persons wishing to return to Alaska should be addressed to:

Office of the Provost Marshal General  
War Department  
Washington, D. C.

The letter, written on plain white paper, bears the client's signature.

Provost Marshal General's Office. (for PMGO clearance) Correspondence regarding PMGO clearance should be addressed to the Provost Marshal General's Office, as follows:

Major Clarence Harbert  
Chief, Japanese-American Branch  
Provost Marshal General's Office  
Building 39  
Presidio of San Francisco, California

The letter is prepared for Mr. Mills' signature.

Immigration and Naturalization Service. (travel of paroled aliens) Correspondence relative to the travel of paroled aliens should be handled as follows: Letter (original and one tissue copy) and five copies of Form AC-PS-10 (WRA 16-86), Application for Permission to Travel, also three copies of Form AC-PS-9, Application for Permission to Change Residence, when required, should be sent to:



Relocation Staff -5- May 15, 1945

Immigration and Naturalization Service (Contd.)

Mr. Albert Del Guercio  
District Director  
Immigration and Naturalization Service  
458 South Spring Street  
Los Angeles 13, California

This letter is prepared with the double signature of Mr. Carter by the Assistant Relocation Adviser, as follows:

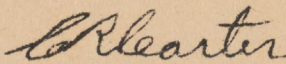
Sincerely yours,

C. R. Carter  
Relocation Program Officer

By Joyce Mallmann  
Assistant Relocation Adviser

One carbon copy of everything (letters and forms) which is sent to the Los Angeles Office of the Immigration and Naturalization Service is sent to the Central Office in Philadelphia, addressed as follows:

Mr. Karl I. Zimmerman  
District Director  
Immigration and Naturalization Service  
Market Street  
National Bank Building  
Philadelphia 7, Pennsylvania

  
C. R. Carter  
Relocation Program Officer



Colorado River Relocation Center  
Poston, Arizona

May 19, 1945

Relocation Division Bulletin No. 2

PROCEDURE FOR WDC CLEARANCE

Many residents who find themselves excluded and/or segregated desire to secure clearance in order to leave the center. Such persons will in many instances approach an Assistant Relocation Adviser for counsel.

Residents should be urged to write a personal letter requesting an appeal hearing addressed to:

Commanding General  
Western Defense Command  
Presidio of San Francisco  
San Francisco, California

Attention: Civil Affairs Division

This letter should include all the facts that pertain to the causes of the persons post-exclusion status, his reasons for change of mind and, most important, the plans of the individual - where he would like to go, why, what kind of work he wishes to do, and when he would like to leave. An appellant may not know all of the facts but should transmit the maximum amount of information. His family number, army case number (obtainable from WDC List MAU) and the number of his exclusion order should always be included. If the appellant is unable to write such a letter, the Assistant Adviser is free to assist in the preparation of one. This must be typed on plain paper, signed by the evacuee and posted at his expense. Every letter is simply a request for an appeal hearing.

Upon receipt of this letter the Civil Affairs Division will review the case. Clearance may be obtained by such a review. If so, the appellant will be notified by letter direct. His status will later be corrected on the WDC MAU List. Appellants should be asked to bring any such letters to the Assistant Adviser. He should have copies made for the Leave Officer, the Military Police, and the case folder. The original should be returned to the evacuee.

In the majority of cases the WDC will send a 20-page questionnaire to the evacuee with instructions to complete it. The Assistant Adviser should be available to aid in completion of this form.

After returning the questionnaire to the WDC the appellant waits for a notice to appear before an Army Hearing Board. If there is a long delay in the arrival of such a notice and there is a real relocation plan formulated that requires clearance for the resident in order to accomplish the plan; the Assistant Adviser should address a letter to Mr. R. B. Cozzens, Assistant Director in San Francisco setting forth the full particulars of the relocation plan, facts relative to the cause of the residents exclusion and/or detention; and requesting the San Francisco Office to approach the WDC in an effort to expedite the case.

Notices to appear before an Army Hearing Board will be sent directly to the Project Director who will route them thru the Relocation Division. The Assistant Adviser will receive this notice and will call in the appellant.



When giving this notice to the evacuee, the Assistant Adviser should carefully explain to him his right to legal advice, his right to a witness, and interpreter if he so desires. In many cases an interpreter is needed although the appellant may not think so. The evacuee should realize the seriousness of the Hearing and make every effort to make a good impression and call upon all resources available. The Relocation Division can provide an interpreter if the appellant so desires.

If a visitor arrives and is discovered to be listed as Step 3, 5, or 8 contact the Project Leave Office who will approach the Local Security Command to secure clearance.

Changes in the list of persons eligible to depart occur frequently. In cases where a man is dubious of his standing a check should be made with the Leave Office. Call 128-R2. The Army List gives a number code for every evacuee. The code is as follows:

- Step 2 - Detained by Department of Justice.
- Step 3 - Detained by WDC.
- Step 4 - Excluded from Western Oregon, Washington, Southern Arizona, and all California. Free to go anywhere else.
- Step 5 - Undetermined - Detained until permission secured from WDC.
- Step 6 - Free to go anywhere.
- Step 8 - Free to go if special permission is secured from WDC.

If a person is listed as Step 5 or Step 8, the Project Leave Office should be contacted. The Leave Office will then request the Local Security Command to approach the WDC to secure clearance.

*C. R. Carter*

C. R. Carter  
Relocation Program Officer



Colorado River Relocation Center  
Poston, Arizona

RELOCATION BULLETIN NO. 3

May 19, 1945

MEMO TO: Relocation Advisers & Asst. Advisers  
Clerical Pool Supervisors  
Leave Processing Unit Supervisors

SUBJECT: Correspondence

The following number of copies should be made for correspondence originating in the Unit Offices of the Relocation Division.

Letters

Original  
Tissue - to be sent with original except in letters addressed to a private individual or non-government agency.  
\*Tissue marked "Project"  
\*Tissue marked "Chronological"  
Tissue marked "Case"  
Additional copies as may be needed, marked "cc:-----"

\*Should be omitted in letters marked "confidential"

All distribution and initials of dictator and stenographer appear only on tissue copies, with the exception of the first tissue which is stapled to the original.

Wires

Original )  
Copy marked "Confirmation" ) For Office Services  
Copy - no marking )  
Copy marked "Reloc. - Chron" - for Project Relocation Office  
Copy marked "Case"  
Additional copies as may be needed, marked "cc:-----"

Note: Copies of letters and wires previously marked "File" which were sent to the Statistics Section may now be omitted.

Memoranda

Original )  
Tissue ) Stapled, for person to whom addressed  
Tissue marked "case" if concerns case record; otherwise indicated as copy for dictator's file  
Additional copies as needed, marked "cc:----".

Dictators and Stenographer's initials and distribution should all be listed on the original and all copies (note this is for memoranda only).



### Summaries

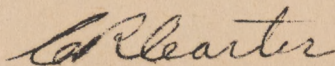
Only one copy of the summary and attachments should be sent, with the following exceptions:

1. 4 copies in cases of Dependency Summaries, which include Form 390.
2. 2 copies in cases requesting initial resettlement assistance where Form 390 is not used, but Form 76a is used.
3. 2 copies of summaries regarding minors who are not going to join family members.

### Responsibilities of Dictator and Stenographer

1. To see correct number of copies have been made, properly marked, and check mark placed on copy to indicate routing.
2. To see material is properly assembled as follows:
  - a. All material which is to be mailed should be stapled or clipped together and inserted under the envelope flap.
  - b. "Project" copy.
  - c. "Chronological" copy.
3. To see that the copy marked "case" is inserted in the case record if the folder has been checked out to the adviser. If the folder has not been checked out, the copy marked "case" may be sent to the clerical office for filing.
4. All filing must be done promptly. No folders may be kept checked out by the adviser beyond the immediate time needed for reference or dictation.

Your cooperation is requested in carrying out these instructions. If the mechanics of the program operate smoothly, it will greatly facilitate the operation of the whole program.



C. R. Carter  
Relocation Program Officer



Colorado River Relocation Center  
Poston, Arizona

Relocation Division Bulletin 4

Mail Distribution

I. Outgoing

- A. All mail emanating from the Unit I Relocation Office will be cleared by the A.R.P.O. in charge of Unit I for mailing.
- B. All mail emanating from the Unit II and Unit III Relocation Office will be cleared by A.R.P.O. in charge of those units for mailing.
- C. All mail emanating from the Project Relocation Office and Project Leave Office will be cleared by the Program Officer for mailing.
- D. All mail relating to WRA financial assistance must be cleared by the Leave Officer for mailing with a copy for the Leave Office files.
- E. All mail relating to liaison with the Department of Justice must be cleared by the Leave Office before mailing.
- F. All mail relating to liaison with the Western Defense Command must be cleared by the Leave Officer before mailing.

II. Incoming

- A. All incoming mail will be routed by Office Services to the Project Relocation Office.
- B. All mail concerning Unit I will be routed to the A.R.P.O. in charge of that Unit.
- C. All mail concerning Units II and III will be routed to the A.R.P.O. in charge of that Unit.
- D. All mail relating to Leave Office affairs will be routed to the Administrative Assistant.
- E. All documentary and information materials will be routed to the Administrative Assistant.
- F. All policy mail will be routed to the Administrative Assistant.

Green Routing Slips are prepared for and attached to all incoming mail by the Office Services Section. It is essential that the person who takes action on the letter initial, note on the green slip the action taken, i.e., no answer required, or answered on (date) and return this green slip to the Office Services Section.

*C. R. Carter*

C. R. Carter  
Relocation Program Officer



Colorado River Relocation Center  
Poston, Arizona

May 24, 1945

RELOCATION DIVISION BULLETIN #5

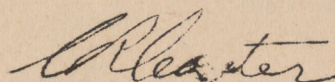
RELOCATION GRANT PAYMENTS

With the reorganization of the Relocation Division it is necessary to restate the procedure used for payment of Relocation Assistance Grants.

Payment of grants of relocating evacuees shall be made to the person who has signed the application form WRA 303 Rev. by the Finance Section in the Main Administration Building according to the following schedule.

- A. For evacuees departing in the evening: During the afternoon of the day of departure.
- B. For evacuees departing in the morning: During the afternoon of the day prior to departure.
- C. Private car departees are to be handled on the same basis.

Note carefully that payments are made only during the afternoon work period. Thus a person departing over the weekend including Monday morning should secure his grant on Friday afternoon. A relocating evacuee will not be issued a grant unless he brings with him WRA - Colorado River--166 Referral Form signed by the appropriate Relocation Adviser. This form should be issued to the evacuee immediately prior to his receipt of the grant.



C. R. Carter  
Relocation Program Officer



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Colorado River Relocation Center  
Poston, Arizona

June 13, 1945

RELOCATION DIVISION BULLETIN NO. 5

AMENDMENT #1

RELOCATION GRANT PAYMENTS

Our procedure of requiring evacuees to pick up their relocation grants on the day of their departure has proved to be a burden upon them. In view of this, our previous procedure is amended as follows:

Relocating evacuees may pick up their grants at any time from two days prior to their departure to the day of their departure. Assistant Advisors should ascertain from the evacuee the date on which he desires payment. Under normal circumstances 3 days should be allowed for processing. This date should be placed on a separate piece of paper and attached to WRA-303 prior to its transmittal to the Division office. This flag should have the notification: "Will pick up grant on \_\_\_\_\_." The Division office in turn will notify the Finance Section of the date of the expected payment through the use of a flag memo.

All payments will be made during the afternoon working hours.

Other procedures in the original bulletin, dated May 24, 1945, are still in effect.

*C. R. Carter*

C. R. Carter  
Relocation Program Officer

JUN 18 1945



Colorado River Relocation Center  
Poston, Arizona

May 29, 1945

RELOCATION DIVISION BULLETIN NO. 6

Visitor's Procedure

Relocation Advisers are receiving a copy each day of the record made by the Statistics Section of visitors entering the center. All visitors are to be contacted. Instructions contained in Relocation Memorandum #84 (copy attached) should be followed for visitors who indicate relocation planning as their reason for visiting.

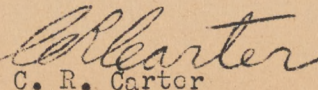
All visitors should be reminded of their guest charge refund privileges if they leave the center prior to the date through which they have paid charges. Refer such persons to the Gate House Camp I for their refund.

If the visitor does not complete definite arrangements for the resettlement of his family members, a report should be made to the Field Office by the Assistant Adviser.

For visitors arriving after April 16, 1945, who have used up their thirty days allowed time, an extension may be requested for an additional period not to exceed thirty days if a relocation plan is definitely in process for family members and the Adviser is satisfied that relocation of the family members will be accomplished or definitely scheduled within the additional time. This should be done by memorandum to the Relocation Program Officer with carbon copy attached.

If the visit results in relocation of the family or family members, or in a scheduled date for relocation, the visitor may request a refund of his visitor charges which, if approved, will be refunded to him by the Finance Section. Requests addressed to the Relocation Program Officer (original and one copy) should be made on Form WRA-Colo. River-207, Guest Charge Refund Request (copy attached) signed by the visitor stating the exact relocation plans.

Upon approval by the appropriate Assistant Relocation Program Officer, the request will be sent to the Finance Section as authorization for a refund and approved carbon returned to the Unit. The individual may then call at the Finance Office and collect the amount due.

  
C. R. Carter

Relocation Program Officer



Colorado River Relocation Center  
Poston, Arizona

July 20, 1945

RELOCATION DIVISION BULLETIN NO. 6  
(Amendment 1)

VISITOR'S PROCEDURE

Administrative Notice No. 271 requires that a refund of guest charges to a visitor be paid only when a family member previously residing in the Center actually departs. In the event that a visitor plans departure of a family member but departs prior to the date when the family member leaves, the Assistant Advisor shall take the application for a guest charge refund request (WRA Colo. River-207). Upon approval of the appropriate Assistant Relocation Program Officer, the copy of this request is to be routed to the Finance Section. The Finance Section will hold this copy in an alphabetical file. The properly approved original will be returned to the Assistant Advisor who, upon the actual departure of a family member, will return the original to the Finance Officer with the notation: "\_\_\_\_\_, family member departed on \_\_\_\_\_ (date) \_\_\_\_\_ in accordance with plan described above. Mail refund check to \_\_\_\_\_ (address) \_\_\_\_\_", signed by the appropriate Assistant Relocation Program Officer. Refunds are not allowable unless the plan formulated during the visit is followed. Upon receipt of this form, the Finance Officer will mail the check to the address given.

*C. R. Carter*  
C. R. Carter  
Relocation Program Officer



*Balderton*

Colorado River Relocation Center  
Poston, Arizona

August 6, 1945

RELOCATION DIVISION BULLETIN NO. 6

Amendment #2

VISITOR'S PROCEDURE

The final paragraph of the above bulletin is corrected as follows:

Upon approval of the appropriate Assistant Relocation Program Officer, the two copies of Form WRA Colo. River-207 shall be returned to the appropriate Assistant Adviser. The Assistant Adviser will deliver these forms to the evacuee visitor with the following instructions:

"Take the forms to the gate house and request copies of your gate pass; take the forms and gate pass to the Finance Section."

The Finance Section will make the refund and retain the original of WRA Colo. River-207 for their files. The evacuee will then return to the gate house and give to the gate clerk the carbon copy of WRA Colo. River-207 and his outgoing gate slip.

*C. R. Carter*

C. R. Carter  
Relocation Program Officer



Colorado River Relocation Center  
Poston, Arizona

June 15, 1945

RELOCATION DIVISION BULLETIN NO. 7

TRAVEL ROUTING TO THE SALT LAKE CITY AREA

During the last two years our residents have experienced more difficulties in travel northward than on any other routing. As relocation increases, this problem will become more and more intense. For this reason, the following procedure is established.

The basic route for travel northward at Government expense will be via the Las Vegas-Needles-Phoenix stages from Parker to Las Vegas and via Greyhound Bus from Las Vegas to Salt Lake City. There is no layover on this route if connections are made. Total travel time: 24 hours. Evening departure.

In view of the necessity of not over-crowding one bus line, evacuees may show preference for one of the three following alternative routes. These routes are as follows:

1. Via Santa Fe Railroad from Parker to Barstow, California; via Union Pacific Railroad from Barstow to Salt Lake City. This travel requires a layover of five hours in Barstow. Total time: 36 hours. Evening departure.
2. Via Las Vegas-Phoenix stages from Parker to Las Vegas, Nevada; via Union Pacific Railroad from Las Vegas to Salt Lake City. There is a layover of five hours in Las Vegas. Baggage must be rechecked in Las Vegas from the bus to the train. Total time: 24 hours. Evening departure.
3. Via Santa Fe Railroad from Parker to Wickenburg, Arizona, and by Santa Fe Trailways (bus) from Wickenburg to Salt Lake City. There is a layover of seven hours in Wickenburg, and baggage must be rechecked in Wickenburg from the train to the bus. Total time: 31 hours. Morning departure.

If the Assistant Relocation Advisor feels that the request of the evacuee for alternative routing is justified, he will note the proper designation of the alternative routing on the Departure Advice, WRA 178 Revised. The Division office in turn when making a requisition for Government travel requests to cover the alternative routing, will place the following wording on Form WRA Colo. River-33:

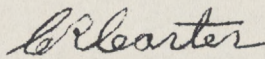
"Due to limited transportation facilities at Parker, Arizona, and to equitably distribute travel space available, evacuee travel was more advantageous via the above route."



Designation of routings are as follows. Every Departure Advice for northbound travelers will carry one designation.

1. Basic route - Via bus all way
2. Via Barstow
3. Via Union Pacific out of Las Vegas
4. Via Wickenburg

Time totals in the above routings are based on direct connections. These routings apply to all persons traveling northward, regardless of their destination. Salt Lake City is used in the above routing as an example only. Once a route is selected, no change can be made.



C. R. Carter  
Relocation Program Officer



Colorado River Relocation Center  
Poston, Arizona

July 28, 1945

RELOCATION DIVISION BULLETIN NO. 7

Amendment No. 1

TRAVEL ROUTING TO THE SALT LAKE CITY AREA

Experience has shown that the travel routing outlined under paragraph No. 2 in the above bulletin is impracticable. Often checked baggage of evacuees has not been carried on buses leaving Parker, and thus, cannot be rechecked upon its arrival in Las Vegas, since the evacuees are not there at the time that the baggage arrives. Further, there is no method by which a person may take the baggage from the bus depot to the train depot in Las Vegas, except on his own back.

For these reasons, routing as described under paragraph No. 2: "Via Las Vegas-Phoenix stages from Parker to Las Vegas, Nevada; via Union Pacific Railroad from Las Vegas to Salt Lake City." is cancelled.

Evacuees are requested to travel via bus northward whenever the bus passes through the city of their destination. Since the bus lines have now agreed to carry 150 lbs. of checkable baggage per full fare, this request will not work a hardship on our travelers.

*C. R. Carter*

C. R. Carter  
Relocation Program Officer



Colorado River Relocation Center  
Poston, Arizona

June 23, 1945

RELOCATION DIVISION BULLETIN NO. 8

INSURANCE FOR EVACUEES

The problem of eligibility of relocating evacuees to secure insurance of all kinds has been one obstacle to relocation, particularly is this true of evacuees returning to the West Coast. In this bulletin we have attempted to combine all information on hand in order that we may be able to advise relocatees more intelligently.

This information is given purely for informational purposes and is not to be construed as a recommendation of the insurance company concerned. Center personnel should exercise discretion in recommending any insurance company to the evacuee. All insurance companies are not licensed to do business in the state where the evacuee's property is located. If in doubt, this information can be secured by the evacuee from the Insurance Commissioner in the appropriate state or the company itself.

We are listing below the names of insurance companies and individuals which have accepted insurance on property for evacuees in the states where they are licensed to do business.

Pioneer Mutual Insurance Co.  
Denver, Colorado

William Kempenich  
444 California Street  
San Francisco, California

Metropolitan Fire Insurance Agency  
111 Sutter Street  
San Francisco, California

Donald Campbell  
Room 720, 514 Spring Street  
Los Angeles, California

Boston Insurance Company  
Through Edward Coslett Co.  
Pasadena, California

Thomas B. Smith  
311 California Street  
San Francisco, California

National Farmers' Union Insurance Company  
Denver, Colorado  
(Not licensed in California)

As follows:

1. Livestock, protection against lightning only.
2. Fire insurance on all types of farm buildings, contingent upon the applicant being a member of the local Farmers' Union. The initiation fee is \$2.75 per year per individual. The rates on fire insurance are approximately 50% lower than all other types of stock insurance company rates. Payments have been promptly adjusted and paid in cash for many years.



### 3. Life, accident and health insurance.

All types of insurance are written on a competitive basis, except fire insurance as above indicated. The Farmers' Union emphasized that in some localities the risk as regards fire and life insurance might be somewhat greater with evacuees than with other persons, but that no change in the present policy would be made unless careful observation warranted such a change. The right of the company to reject an application, of course, is in effect with evacuees the same as with other people.

Firemen's Fund Insurance Company  
Los Angeles, California  
Agent: William E. Kent  
7509 $\frac{1}{2}$  Sunset Blvd.  
Hollywood, California

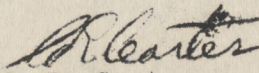
As follows:

#### Automobile Insurance:

- a. Public Liability: The company will accept policies with a named insured only. This is not much of a handicap as one may name as many assureds as one wishes. They will only accept standard limits, i.e. bodily injuries up to \$10,000 and property damage \$5,000. The normal rates will be charged plus 50% penalty. The agents do not obtain commission on the 50% penalty.
- b. Fire and Theft Insurance: This will be written on a stated amount basis with no extra charge. There is now very little difference between "stated amount" and "actual value" basis. Fire and theft insurance is recommended.
- c. Comprehensive Insurance: This is not available.
- d. Collision Insurance: This will be written at a 100% increase over manual rates and only on the basis of \$50 deductible. This is not very good, but since the rates on this coverage are low, it is about the only protection that is recommended if an applicant must have this coverage.

Life and Accident Insurance: There does not appear to be any difficulty in securing this type of insurance. Apparently all companies will accept policies for evacuees.

Mr. William E. Kent of Hollywood has expressed his willingness to extend his services to evacuees returning to the Los Angeles area. He will check policies of other companies with no charge for evacuees. Evacuees who return to the coast should be advised to be patient in their insurance requests and not to be irritated by apparently irrelevant questions.

  
C. R. Carter  
Relocation Program Officer



Colorado River Relocation Center  
Poston, Arizona

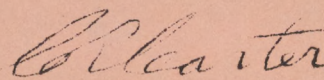
July 28, 1945

RELOCATION DIVISION BULLETIN NO. 9

RESETTLEMENT ASSISTANCE COMPUTATION PROCEDURE

Our Center has been provided with \$101,100 for resettlement assistance. Our Washington office estimates that we will apportion this money among 266 non-dependent families and 346 dependent families. Based on an estimate of a grant of \$185 to each non-dependent family and \$150 to each dependent family, we arrive at the figure of \$51,890 for dependent families and \$49,210 for non-dependent families.

In order that we may maintain a control over the total amount still available for assistance, our Finance Section has agreed to provide us with weekly reports showing the amounts paid and the balance remaining for both dependent and non-dependent families. In order for the Finance Section to make this report accurately, it will be necessary for the Relocation Division to mark WRA-76 in every resettlement assistance case either "D" for a dependent family or "N.D." for a non-dependent family. Secondly, Assistant Program Officers should immediately review all cases in which resettlement assistance has been paid in order to determine in which category each family belongs. The amount which has been paid should be subtracted from one of the appropriate totals shown above.

  
C. R. Carter  
Relocation Program Officer



Colorado River Relocation Center  
Poston, Arizona

RELOCATION DIVISION BULLETIN NO. 10

SIGNATURES ON ASSISTANCE APPLICATION FORMS

In the event that an applicant for relocation, resettlement, or public assistance is unable to sign his name, the following procedure will apply. The applicant may make his mark (x). The making of this mark must be witnessed by two persons who will certify that the mark was made by the applicant. Such certifications should appear on the application and be in the following form:

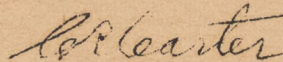
Joe Tanaka his mark x

Witness \_\_\_\_\_

Witness \_\_\_\_\_

In the event a person can sign his name in Japanese but not in English, the Japanese signature is acceptable if witnessed by two persons.

Assistant Advisers should make themselves available as witnesses.



C. R. Carter  
Relocation Program Officer



July 23, 1945

RELOCATION DIVISION BULLETIN NO. 11

HANDLING OF BAGGAGE

We are anxious to assist in the family relocation program by providing a system for the handling of baggage which will be of real service to each evacuee and his family. An investigation of the present procedures reveal the necessity for revisions to provide the best possible service. In order to be sure to reach everyone, we wish the relocation advisors and assistant relocation advisors to adopt the following procedures.

The relocation advisors and assistant relocation advisors should determine, when interviewing the family, the number of pieces of baggage which they will want checked in advance and the number of pieces of baggage which will be carried as hand luggage when traveling. It is important that the number of pieces of hand luggage be kept at a minimum because of crowded transportation facilities. This is especially true when travel is performed by bus, since most buses do not have large baggage compartments.

All baggage which is to be checked in advance must be ready for pick up by the baggage truck not later than the morning on the date of the departure. This is important, as it has come to our attention that many times, the baggage truck is delayed when making pick ups, because the baggage was not ready. When this occurs, the truck either has to wait until it is ready, make a second trip back to pick it up, or leave it for the evacuee to carry with him to the depot to be checked prior to actual departure. When an excessive amount of baggage is brought, it means a delay not only to the evacuee bringing the baggage, but to his fellow travelers, since the ticket agent must stop selling tickets to make out baggage checks, evaluation tickets, and baggage manifests. No hand luggage may be sent in with the morning baggage truck.

It is also important that the relocation advisors and assistant advisors impress upon each family, the importance of determining which baggage will be carried and which will be checked in advance. Baggage which has been picked up in the morning for advance checking should not be withdrawn at the last minute before actual departure to be carried as hand luggage. When this occurs it means additional delay and confusion at the depot to locate the baggage, remove the checks, and correct the manifest.

There have been a number of complaints regarding the misdelivery of baggage to the train depot for persons traveling via bus. It is essential that all baggage carry a tag bearing the owner's name, destination and type of carrier being used. This will avoid any misdelivery of baggage either in the morning or in the evening at the time of actual departure.

The effect of the above procedure is to eliminate delay and confusion regarding the handling of baggage. It should be noted that this procedure is applicable not only in the case of evacuees completing relocation plans but also for evacuees planning short term departures.

*C. R. Carter*  
C. R. Carter  
Relocation Program Officer



Colorado River Relocation Center  
Poston, Arizona

RELOCATION DIVISION BULLETIN #12

PROCEDURE FOR AUTHORIZATION OF  
PULLMAN ACCOMMODATIONS

I. Mother With Infants Under 18 Months of Age  
(130.48.12.A)

The Assistant Adviser will require the parent to produce written evidence of the child's age. The parent of every child born in the Center is provided with a state of Arizona birth certificate. Upon presentation of such evidence, the Assistant Adviser will address a memorandum to the Relocation Program Officer in an original and three copies for his approval. Upon approval, the original and two copies shall be routed to the Leave Officer for action, i.e. making necessary reservations, and the third copy returned to the Assistant Adviser for his information. The Program Officer will sign all four copies.

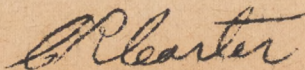
When requesting the necessary transportation requests, the Leave Officer will attach the original and first copy of the approved memorandum to WRA Colo.River-33 Rev. These copies will then be filed by the Finance Officer as evidence substantiating the authorization of first class and Pullman accommodations. The second copy will be filed by the Leave Officer.

II. Requests Involving Pregnancy, Old Age, or Physical Disability  
(130.48.12.B (1.2.3.) C.)

The Assistant Adviser will refer such cases to the Medical Social Worker who will prepare a memorandum in an original and three copies for approval of the Principal Medical Officer authorizing Pullman accommodations if she approves the request. The approved memoranda will then be sent to the Project Director for final approval. The original and two copies will then be routed to the Leave Officer with the third copy to the Assistant Adviser. Further routing will follow procedure under (I).

III. Requests Involving Minor Children When Pullman Accommodations Have Been Approved Under (I) or (II).  
(130.48.12.D)

The Assistant Adviser will prepare a memorandum in an original and three copies addressed to the Relocation Program Officer, setting forth the facts of the family situation for approval by the Program Officer. Routing will follow procedure under (I).

  
C. R. Carter  
Relocation Program Officer



Colorado River Relocation Center  
Poston, Arizona

August 7, 1945

RELOCATION DIVISION BULLETIN NO. 13

FINAL CLOSING PLANS

In order to perform effectively the administrative task of closing the Colorado River Relocation Center, it is necessary for the Relocation Division to initiate the following procedure immediately.

1. The present program of completion of at least one contact with each family by September 1, 1945, and an effort to obtain a commitment as to destination at the time of departure by that same date will continue in Camp I.
2. Train movements for Camp II and III are scheduled as follows: One trainload of people will depart on September 5, with the Central Valley of California as its destination; one will depart on September 12, with the San Diego and Los Angeles districts as its destination; one will depart on September 19, with the Santa Barbara, Watsonville, Salinas districts as its destination. A special bus will depart on September 24, with Needles as its destination.
3. Each Assistant Adviser in Units II and III will immediately review their case control cards and arrive at a selected choice of families for transportation on the above special trains. Present developing plans should be considered in arriving at this selection. Once this review is completed, lists of names of the families should be submitted to Advisers for discussion with the Assistant Relocation Program Officer and the Program Officer.
4. Once a family has been designated for departure, a copy of the Project Director's memorandum will be sent to each family on the list.
5. Each family is expected to bring this memorandum to their Adviser. In talking with the family, the Assistant Adviser will fill out WRA Colo. River-216, Outgoing Chart, in triplicate. This form will be filled out as follows: On the first line place the name of the family head, family number and block address. Under "FAMILY COMPOSITION", list all family members now in the Center and make whatever check marks are necessary under "Parolee", "Excluee", or "Detainee". On the line "City of Origin" place the name of the city of legal residence. "City of Origin" means the place where an evacuee lived before he moved either to the white zone or to an assembly center. On the line "Pre-evac. Employment" list the dominant means of employment. On the line

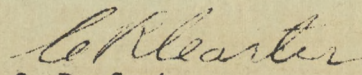


"Return to Origin" place a "yes", if that is the plan. If the plan is "Other Destination" place a "yes", and list the city and the state. Use check marks on the lines "Pullman" or "Dependency Case", if necessary. Use actual dates on the "PROCESSING" part of the form. Under "REMARKS" list any facts which are pertinent to a family's adjustment in the field.

WRA Colo. River-216 will be distributed as follows: One copy will go to the field office involved, accompanied by WRA 329, thus replacing a summary. For all families use a departure date or set one. The second copy will go to the Relocation Program Officer for the preparation of train lists. The third copy will be kept by the Assistant Adviser.

6. The Assistant Advisers will not include on these special trains any families who are dependent for whom satisfactory arrangements have not been made; neither will families who have an excluder or detainee member be included.
7. In the event that a family does not respond to the Project Director's memorandum within three days, it must be assumed that the family will return to their place of legal residence. The Assistant Adviser will proceed as follows:
  - a. Contact the appropriate Evacuee Property Office to arrange for the delivery of ten boxes to the family.
  - b. Notify the Internal Security Section, who will escort the family head to the Relocation Office where the Assistant Adviser will explain to him that if he does not apply for assistance, the family will be considered eligible for only a transportation grant to their place of legal residence.
8. Persons designated for departure on September 5 shall be given until August 18 to choose their destination; persons leaving on September 12 will be given until August 25 to choose their destination; persons leaving on September 19 will be given until September 1 to choose their destination; persons leaving on September 24 until September 10.

Train movements for residents of Camp I are tentatively being established to commence during the month of October, and dates will be announced shortly.

  
C. R. Carter  
Relocation Program Officer



Gila River Relocation Center  
Poston, Arizona

August 28, 1945

RELOCATION DIVISION BULLETIN NO. 14

CORRECTIONS IN PROCEDURE FOR TERMINAL DEPARTURE

Amendment #1

For ~~aliens~~<sup>aliens</sup>, Form 178 is to be made in the original and four copies. Staple all copies and route to the Leave Office. The additional copies will eliminate rewriting of Departure Advices for Immigration Authority, F.B.I., District Attorneys and Washington D. C. WRA. Statistics Section will be responsible for mailing Departure Advices to the above mentioned agencies.



Colorado River Relocation Center  
Poston, Arizona

August 27, 1945

RELOCATION DIVISION BULLETIN NO. 14

CORRECTIONS IN PROCEDURE FOR TERMINAL DEPARTURE

With the increase in relocation, we find it necessary to correct our procedures in order to expedite the processing of terminal departures. The following changes are authorized immediately:

Form WRA Colo. River 61, Terminal Departure Notification, and WRA Colo. River 56 Rev., Referral for Ration Service are cancelled.

Applicants for terminal departure will be required to sign two copies of WRA 303, Rev., Application for Relocation Assistance, if they desire financial aid for relocation. This form shall be completed in duplicate by the Assistant Adviser. The form will then have attached to it WRA 178, (2 copies) Departure Advice, and will be transmitted to the Leave Officer. The Leave Officer will prepare from WRA 303 Forms received, a WRA Colo. River 33 Rev., Request for Evacuee Transportation. The Leave Officer will combine all evacuees destined for one city on one Transportation Request and will attach to WRA Colo. River 33 Rev. a list of the names of the evacuees covered by the Transportation Request noted on the front of the form. This list is to be made in five copies. The original is retained by the Leave Officer, the first and second copies will be attached to Form 33 and transmitted to the Finance Officer. The third copy is attached to Form 33 and retained by Leave Office, the fourth copy will be transmitted to the Santa Fe Depot in Parker, in order to substantiate the issuance of baggage checks.

Form WRA Colo. River 56 will be replaced by OPA Form R-146 (four copies). This form is to be filled out completely and signed by the applicant in the Processing Units at the time he signs the WRA 303 Rev. forms. If the applicant has ration books already on deposit at the Ration Board, from a previous short term trip, state this information on the face of the form. The departure date should also be indicated in the lower left hand part of the form.

The completed OPA Form R-146 (four copies) will be routed to the Ration Board who will then prepare and route the ration books to the Leave Office prior to the date of departure. The books will then be issued to the individual at the time of departure.



This procedure only applies for terminal departures. For short term departures, the OPA forms are filled out as above, but are taken to the Ration Board by the applicant. Indicate short term departure in lower left hand part of form.

Inasmuch as many evacuees leaving during the next few months will not know their addresses at their points of relocation, it will be necessary for the center to forward their paychecks in care of the Relocation Officer in charge of their district. When transmitting a Form 33 to the Finance Officer, the Leave Officer will indicate on an attached slip the proper Relocation Officer to whom any checks may be forwarded.

With the elimination of WRA Colo. River 61, it will be necessary to place on WRA 156, (only 2 copies to Evacuee Property) Application for the Transportation of Property, in the upper right-hand corner of the form, the date of departure and the number of boxes required for packing.

C. R. Carter  
Relocation Program Officer



*Mr. Morocco*

Colorado River Relocation Center  
Poston, Arizona

August 20, 1945

RELOCATION DIVISION BULLETIN #15

REORGANIZATION OF RELOCATION DIVISION

Effective immediately, the following organization has been established for the Relocation Division:

There are four Assistant Relocation Program Officers: Miss Lou E. Butler is in charge of Camp III; Robert C. Wells is in charge of Camp II; Howard Hollenbeck is in charge of Camp I; Miss Stevick, as the Senior Assistant Program Officer, is in administrative charge of all three camps.

Martin Morocco, former Assistant Relocation Adviser in Camp I, is now the Administrative Assistant working in the Project Office. Miss Emily Griest, formerly Assistant Relocation Adviser in Camp I, is now Relocation Adviser, replacing Mr. Hollenbeck.

This organization is established primarily to free the Program Officer for work with the community, and all administrative matters should be taken up, through the Assistant Relocation Program Officers, with Miss Stevick.

*C. R. Carter*  
C. R. Carter  
Relocation Program Officer



Colorado River Relocation Center  
Poston, Arizona

September 10, 1945

RELOCATION BULLETIN NO. 16

The following schedule is established for the processing of leave forms:

- 1st Working Day. Filing of Application.
- 2nd Working Day. Unit Leave Processing Operations. Ass't. Relocation Program Officer reviews and approvals.
- 3rd Working Day. Project Leave Office for processing of Transportation and determination of payments to be made, and for information on Forms 33 for issuing Transportation requested.
- 4th Working Day. Forms 303 go to Finance for payment information, audit, and Agent Cashier designation.
- 5th Working Day. Forms 33 to Finance for issuance of Transportation Requests.
- 6th Working Day. Payment by Agent Cashier.
- 7th Working Day. Departure.

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Referral slips for payment of relocation grants should indicate that payment will be made in Finance, the day before Evacuee's departure. Date of departure should be shown on referral slip. Payees should not appear prior to that time no matter how long the application has been processed in advance of their departure. Fridays and Saturday mornings will be pay day for individuals leaving Saturday, Sunday and Monday until September 29. After September 29, no payments will be made on Saturdays.

Payees designated on Form 303 are the only persons eligible to receive the money at the Finance Office. Minors, under 16, cannot be designated as payees. If a person desires to change his means of transportation from train to bus or private car, or vice versa, the original 303 must be cancelled



9/10/45

by means of a memo stapled to a new 303. It will then be processed exactly as an original application following the schedule outlined above.

Any special requests for shortening the 7 day schedule must be approved by either Miss Stevick or Mr. Carter. Such requests should be limited to medical emergencies or plans involving large numbers, where special treatment of one application will affect the other people.

Changes in destination should be handled in the same way. Changes in departure dates should also be handled the same way. If a person is to go to a destination other than by the shortest or most economical means, it should be settled, in any case however, by the interviewer prior to release of Forms 303. By calling Mr. Cobb in Finance, the rate for the shortest route can be secured as well as the rate for the desired route. A memo, in triplicate, should then be attached to Form 303 for approval and execution of transportation papers in the Leave Office, providing for collection being made for the difference. A sample memorandum is attached. Devious routing should not be given consideration except where extreme need exists.

*C. R. Carter*  
C. R. Carter  
Relocation Program Officer



Colorado River Relocation Center  
Poston, Arizona

September 15, 1945

RELOCATION DIVISION BULLETIN NO. 16  
Supplement #1

The following clarification is made regarding cases which do not fall within instructions covered in Relocation Bulletin No. 16:

I. New Applications.

A. Persons who want to go on Terminal Leave in less than 7 days.

1. Individual to buy own ticket, with understanding no reimbursement will be received for transportation, but that grant and subsistence will be mailed.
2. Copies of Form 303 and Departure Advice should be sent to the Leave Office with a memo that the person is leaving without waiting for cash. The Form 303 should bear the notation:

MAIL CHECK FOR GRANT AND SUBSISTENCE TO:

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The person may leave in accordance with date on the Departure Advice.

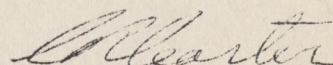
II. Old Applications.

A. Persons who have picked up money but have not left according to date set on Form 303 and Departure Advice.

1. Three days' notice is required to put such a person on a new train list and to issue a travel request.
2. If less than 3 days' notice is given, the individual buys own ticket with understanding no reimbursement will be received.

B. Persons who have not picked up money but request a change in destination or departure date.

1. New copies Form 303 should be sent to the Leave Office with a memo advising changes made and indicating this is a new 303 which will cancel one previously submitted.
2. Seven days' notice is required. It is essential for Advisers to know and explain this to the individuals requesting such changes. If less than 7 days' notice is given, the procedure outlined above under new applications applies.



C. R. Carter  
Relocation Program Officer