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January, 1943

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C O P Y

WAR RELOCATION AUTHORITY
Washington

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January 2, 1943

MEMORANDUM TO: All Project Directors
SUBJECT: Details of Selective Service Registration at
Centers.

In reply to an inquiry from one of the Centers in regard to handling Selective Service registration at the Centers and status of evacuee registrants, I am taking this means of clarifying some questions which have arisen in this connection.

We have conferred with Selective Service concerning the responsibilities of evacuees with respect to registration.

Selective Service places responsibility for operations within each State upon the State Director, and similarly, holds the local Board responsible for registrants within its territory. Consequently each Project Director, if he has not already done so, should establish operating understandings with the Selective Service State Director. In some cases the arrangement might provide for the local Board's sending representatives to a Relocation Center; in others, it might provide for the Project Director's handling the registrations with supplies and instructions furnished by Selective Service, and with the Registrations being turned back to the Board having jurisdiction. Each case should be worked out by the Project Director with the State Director of Selective Service.

There have been questions from time to time as to the reason for classifying all registrants of Japanese ancestry in 4-C. The order placing registrants of Japanese ancestry in a deferred status followed a determination by the War Department not to accept persons of Japanese ancestry for service with the Armed Forces, except in specifically authorized cases.

Obviously there is no point in having the local Selective Service Boards send large numbers of boys of Japanese ancestry to induction centers only to have them turned down, hence it seemed desirable to place such persons in a deferred category. Only two of the available deferred classes seemed even approximately suitable, one, 4-C, originally established for aliens, and the other 4-F, for persons deemed morally, mentally, or physically unacceptable. After careful consideration it was concluded that the 4-C classification would be least objectionable, and an order was issued, directing the use of this classification for all registrants of Japanese ancestry.

The action of Selective Service followed directly from a decision of the War Department. Should the War Department see fit to accept boys of Japanese ancestry through Selective Service, I am confident the classification of this group would be changed at once.

Sincerely yours,

D. S. Myer (Signed)
Director

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Routed to Moore

Made Copies for Schaper & File

Rec'd.
Jan. 12, 1943

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WAR RELOCATION AUTHORITY

WASHINGTON

January 6, 1943

To: All Project Directors
Subject: 1943 Agricultural Production Schedule

Attached is a suggested vegetable production schedule for 1943. This schedule has incorporated in it the suggestions of your project personnel who met with Mr. Reed and Mr. Sabin recently. However, some minor changes have been made and the kinds and amounts of vegetables which you might expect to receive from other areas has been added, as well as the acreage necessary for shipments to other centers in case such shipments were planned from your area.

In the preparation of this schedule major attention was given to fitting the production program to subsistence needs. This raises the question of the number of persons for whom food must be provided. For want of a better figure, the attached schedule is based on 75 percent of the rated population capacity of the center -- that is, 7,500 people in a center rated at a capacity of 10,000. If, before planting time, available information indicates that the population on any center will differ widely from this, it may be desirable to adjust the acreage accordingly.

Nutritional requirements, economy of production, and seasonal distribution of production have been considered in determining the kinds and amounts of crops to be grown for local consumption. For example, where, from the nutritional standpoint, one crop could be substituted for another, preference has been given to that crop which would afford the larger yield per acre, could be harvested over a longer period of time or could be stored for future use (in cooler climate projects). Maximum use is being made of storage on projects where such storage is feasible. Only a few areas are being asked to produce crops for shipment to other centers. This limits the need for extensive packing facilities to two centers -- Gila and Tule Lake. In listing items for shipment between areas, emphasis was given to standard vegetables of high nutritional value while other items of low nutritional value were excluded, since transportation may not be available at harvest time for such crops.

Difficulty was experienced in most areas in obtaining a uniform seasonal distribution of vegetables, even with in-shipments. In most centers the supplies will be light during June and July. An attempt should be made to select crops or apply production techniques which will overcome this difficulty. The advice of the State Extension Vegetable Specialists should be helpful in this regard.



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No attempt has been made to include in this schedule miscellaneous minor vegetables such as eggplant, parsley, garlic, etc., which it may be desirable to grow for local consumption. It is assumed that each area will want to produce for local use a small acreage of a number of such minor crops. In the northern areas it will be especially desirable to include some leafy vegetables which will come into production early in the season.

It is recognized that it may be desirable to change this schedule in several respects in order that it may better fit local needs. It should be recognized, however, that any major changes in the schedule might materially affect the amount of produce needed from other areas. Therefore, if significant revisions in crops, harvest dates, yields per acre, or other items seem desirable they should be called to our attention by February 1, 1943, if possible. Since these schedules contemplate production of crops on some areas to supply seasonal deficiencies on other areas, it can readily be seen why it is necessary to plan the production program on each area in the light of those of other areas.

The schedules make no mention of feed crops. It is assumed that in addition to producing the needed food crops each area will, insofar as possible, produce the livestock feed crops needed. Where acreage is limited, vegetable production should take preference over food crops. In feed crops, roughage should take preference over grains. Some areas are also planning on acreages of seed crops or special war crops. In the case of seed crops or other crops grown for sale, your plans should be submitted to the Washington office for review and approval before definite plans or commitments are made.



E. J. Utz, Chief
Agricultural and Engineering
Division

Enclosure

CONTINUED
1943 Vegetable Production Program
(Based on 7,500 Population)

Amt. per Person		Crop	Acreage (Per use on Area)	Yield (lb. per acre)	Harvest Period (mos.)	Storage Period (mos.)	Production for Consump- tion on Area (lbs.)	Period (mos.)	Shipments		Total for use on Area (lbs.)	Annual Requirements (lbs.)	Percentage of Annual Requirements
Total (lbs.)	On Area (lbs.)								Originating Area	Amount (lbs.)			
1	2	3	4	5	6	7	8	9	10	11			
5	?	Broccoli (Trial planting)						Dec.-Feb.	Gila	37,500	37,500	75,000	50
100	25	Cabbage	19	10,000	Aug.-Oct. 15		107,500	Nov.-Dec. Jan.-Apr.	Tule Lake Gila	150,000 300,000	637,500	750,000	85
50	25	Carrots	19	10,000	July-Sept.	3	107,500	Jan.-May	Gila	107,500	375,000	375,000	100
		Cauliflower											
20	?	Celery (Trial planting)						Oct.-Nov.	Tule Lake	75,000	75,000	150,000	50
40	20	Lettuce	19	8,000	July-Oct.		150,000	Dec.-Mar.	Gila	150,000	300,000	300,000	100
20	10	Peas - Green	25	3,000	July 15-Oct. 15		75,000				75,000	150,000	50
20	10	Snap Beans	38	2,000	Aug.-Sept. 15		75,000				75,000	150,000	50
10	?	Spinach (Trial planting)						Dec.-Apr.	Gila	75,000	75,000	75,000	100
30	10	Swiss Chard	8	10,000	Aug.-Oct.		75,000	Mar.-July	Gila	150,000	225,000	225,000	100
40	20	Chinese Cabbage	15	10,000	Aug.-Oct.	1	150,000	Nov.-Jan.	Gila	150,000	300,000	300,000	100
100	100	Potatoes - Irish	75	10,000	Aug.-Sept.	8	750,000				750,000	750,000	100
50	0	Potatoes - Sweet											
10	5	Table Beets	5	7,000	July-Oct.		37,500	Dec.-Mar.	Gila	37,500	75,000	75,000	100
35	35	Onions (dry and green)	25	10,000	July-Aug. (green) Sept.-Oct. (dry)	8	202,500				202,500	202,500	100
20	10	Radish (dudkon, etc.)	20	4,000	June-Oct.		75,000	Nov.-May	Gila	75,000	150,000	150,000	100
6	6	Sweet Corn	23	1,600	July 15-Sept.		45,000				45,000	45,000	100
10	10	Rutabagas	8	10,000	Sept.-Oct.	2	75,000				75,000	75,000	100
10	10	Turnips	8	12,000	Aug.-Oct.	2	75,000				75,000	75,000	100
10	?	Cucumbers and Pickles (Trial planting)											
10	?	Pumpkin and Squash (Trial planting)											
10	?	Cantaloupe (Trial planting)											
20	?	Watermelon (Trial planting)											
15	?	Dry Beans	?										
		Miscellaneous	?										
50	0	Tomatoes						Aug.-Oct. Apr.-June	Granada Gila	107,500 107,500	375,000	375,000	100
TOTALS			313				2,220,000			1,762,500	3,982,500	4,357,500	

WAR RELOCATION AUTHORITY

WASHINGTON

January 8, 1943

MEMORANDUM TO ALL PROJECT DIRECTORS

Subject: Supplementary Instructions on Various Types of Leave

This memorandum deals with several matters related to leave from relocation centers.

1. Group Work Leave

The policy of the Authority is to reduce the use of group work leave as soon as possible, and to place all indefinite departures from relocation centers on the basis of indefinite leave. Therefore, every effort should be made to submit a large volume of leave clearance applications this winter; this is discussed in more detail below. Meanwhile, no group work leaves are to be issued to take employment in Denver or Salt Lake City; all future applications for leave to take employment or to establish residence in Denver or Salt Lake City shall be on the basis of indefinite leave, with the additional step discussed below under the heading dealing with these two cities.

2. Leave Clearance

I would like to have as many leave clearance applications processed this winter as our administrative machinery can possibly handle. The minimum at each project should be 30 leave clearance applications every working day, and 50 a day should be achieved as soon as possible. If your present leave officer is not able to conduct the necessary interviews and prepare this many leave applications, please detail other staff to this work for the next few months. I should like to have a report from you on the staff which you have assigned to leave work and the daily volume of leave clearance applications you expect to send us during the next two months. If it is necessary to set up priorities for the taking of applications, preference should be given in the following order; (1) evacuees who have offers of employment; (2) persons who went out on group work leave last fall and expect to go out again in the spring; (3) persons with critically needed skills such as machinists and mechanics. With the present speed of record

checking by the Federal Bureau of Investigation, leave clearances will take about three weeks to a month from the time you mail the applications at the project. When an applicant with leave clearance secures a job, leave can be authorized within a week.

3. Denver and Salt Lake City

The number of persons of Japanese ancestry in Denver and Salt Lake City has reached the point where unfavorable public reactions will probably develop if there is any substantial increase in numbers. The housing situation is also very acute. Therefore, on any applications for indefinite leave filed subsequent to this time where the destination is Denver or Salt Lake City, we will need to have a special investigation made of each case. As such applications are filed and forwarded to Washington, send a letter to our employment field office at Denver or Salt Lake describing the case and ask that it be investigated. The address of our employment field offices are: 318 Atlas Building, Salt Lake City, and Midland Savings Building, Denver. The field office will make an investigation and send us a report and recommendation, with a carbon copy to you.

4. Action on Urgent Cases

Until leave clearances have been issued to most of the evacuees on each project, there will be occasional cases where action may appear to be desirable before a report from the Federal Bureau of Investigation can be secured. In such cases rather than requesting the authority to issue short term leave pending action on indefinite leave, send in the application and request that action be taken under Section IV, Paragraph F of Administrative Instruction No. 22 (revised). A full report of the reasons why such action is deemed necessary should accompany all such Paragraph F requests.

5. Daily Passes and Short Term Leaves

In some of the six projects outside the evacuation area, a good many daily passes have been given to evacuees to shop in nearby towns and short term leaves have been issued to go to cities like Salt Lake City and Denver. Daily passes and short term leaves are now left to the discretion of project directors; and I recognize that their careful use can be very helpful to morale. It has come to my attention, however, that daily passes have occasionally been given to large numbers of people to shop in nearby towns. I do not want to lay down any hard and fast rules on the number of daily passes which

may be issued for this purpose, but I do want to urge you to exercise care in this regard and to restrict the number issued on any one day. The same policy should be followed with respect to short term leaves to cities to Salt Lake City and Denver. These daily passes are possible, of course, only in the six projects not in military area No. 1 and the California portion of military area No. 2 of the Western Defense Command. In the Arizona and California projects, strict adherence to the regulations of the Western Defense Command is required.

Sincerely,

D. S. Myer
Director

War Relocation Authority

C o p y

Washington

JAN 9, 1943

MEMORANDUM FOR ALL PROJECT DIRECTORS

For your information and guidance Public Proclamations issued by Headquarters Western Defense Command and Fourth Army have affected the provisions of earlier proclamations as indicated below.

1. Public Proclamation No. 14, dated December 23, 1942, paragraph 1a, abolishes Prohibited Zones "A-2 to A-1033", designated in Public Proclamations No. 1, dated March 2, 1942 and No. 2, dated March 16, 1942, and rescinds all the restrictions and regulations relating thereto.

The same Proclamation No. 14, paragraph 1b, changes Zone B of Military Area No. 1 from a restricted to a prohibited zone, and further declares the entire Military Area No. 1 to be a prohibited zone.

By this action the remainder of the Western Defense Command (Military Areas Nos. 2, 3, 4, 5 and 6) is freed of prohibited zones. All persons or classes of persons who before the issue of Proclamation No. 14 were excluded from Zone A-1 and other prohibited zones now are excluded from the entire Military Area No. 1, and all current prohibitions or restrictions or regulations relating to prohibited zones apply to this newly designated prohibited zone.

The provisions of paragraph 5, Proclamation No. 1, and paragraph 5, Proclamation No. 2, remain in force. (Both paragraphs refer to "Change of Residence Notice" on the part of aliens and persons of Japanese ancestry and certain obligations of enemy aliens to the U. S. Attorney General and the Federal Bureau of Investigation.

2. Public Proclamation No. 15, dated December 24, 1942, rescinds paragraphs 1, 2, 3, 4, 5 and 7 of Public Proclamation No. 3, dated March 24, 1942, and paragraphs 3 and 4 of Public Proclamation No. 6, dated June 2, 1942. The above paragraphs apply exclusively to the curfew which is abolished.

There remains in force in Proclamation No. 3, paragraph 6 which defines and prohibits the possession of contraband, and paragraph 8 which designates the Federal Bureau of Investigation as the enforcing agency. The parcel inspection established by direction of the Headquarters Western Defense Command and Fourth Army in the California and Arizona centers is in no way affected and remains in operation.

3. Proclamation No. 14 does not relax the general exclusion of persons of Japanese ancestry from the California portion of Military Area No. 2 prescribed in paragraphs 2 and 3, Public Proclamation No. 11. These paragraphs remain in force.

(Signed) D. S. Myer,
Director

WAR RELOCATION AUTHORITY
Office of the Solicitor
WASHINGTON

January 11, 1943

To: The Director

Subject: Liquor Policy for the centers

I believe we ought to issue an Administrative Instruction on the subject of possession and use of intoxicating beverages by evacuees and administrative personnel in the relocation centers. This proposal was discussed some time ago, but abandoned without specific decision.

I have noticed that in several cases evacuees have had their liquor taken away from them. In most cases, however, their possession of liquor does not constitute an offense under any law or regulation applicable to the project. If it is to be our policy that evacuees may not have liquor in their possession in the centers, that policy needs to be definitely expressed. If it is to be our policy that the evacuees are to be free to keep liquor in their possession unless the community council shall adopt a regulation prohibiting such possession, then I think we need an Administrative Instruction to that effect.

At Gila River and at Colorado River, because the projects are located on Indian lands, prohibition of the possession or sale of liquor now obtains as a matter of Federal law. At the other projects, Prohibition is not in force except to the extent that State law may provide for it. Since Prohibition was in force in the assembly centers, many of our administrative people have assumed that prohibition is in force in all the relocation centers.

I tried some time ago to prepare an Administrative Instruction on this subject, but was unable to make headway because the Washington staff did not agree on the policy to be stated. If you will indicate what you want the policy to be, I shall be glad to work with John Provinse in the preparation of an Instruction.

Philip M. Glick

Solicitor

cc: Mr. Provinse
cc: All Project Attorneys

PMGlick:hb

WAR RELOCATION AUTHORITY
Washington

January 11, 1943

MEMORANDUM TO: ALL Project Directors

SUBJECT: Reuniting of Families with Interned Members

A number of inquiries have been received concerning the nature of the family internment camp to be operated by the Department of Justice, and this memorandum is being sent to all Projects in order that they may be uniformly advised on the subject.

In discussing the subject of a family internment camp with evacuees it is very important that we avoid making promises as to what the camp will provide. The camp is under the jurisdiction of another governmental agency and the information we are giving is derived from that agency, but it should be transmitted to the evacuees not in the form of definite promises or commitments by the United States, but as our understanding of what the family internment camp will be like.

In the first place, it should be clearly understood that the camp will be an internment camp, that the interned members are interned for the duration or until the Attorney General reviews their cases and issues a parole or release. Other family members are being allowed to join the interned members in order to minimize the hardship involved where one member, particularly the breadwinner, is interned. The camp will presumably be run in full compliance with the Geneva Convention.

We understand that before being permitted to enter such a camp the family members will be required to sign a statement to the effect that they understand they will be completely subject to the discipline of the camp and that they enter the camp with the expectation and agreement of staying for the duration. The furlough or leave policy applicable to Relocation Centers will not apply in the family internment camp, and no one should go there with the expectation of shortly leaving for school, to get married, or for any other purpose. This does not mean that consideration would not be given to a particular case, but the camp will be an internment camp and not a Relocation Center. Any person contemplating accepting employment, or going to school, or becoming relocated outside of a Center should not under any circumstances ask to be admitted to the internment camp.

Schools are to be provided from the grades through high school and they will conform to Texas educational standards. However, it will likely be some time before the school buildings are completed because of priorities and material difficulties. Consequently, families with children of school age may want to hold off a little while.

Citizens of the United States will, of course, remain citizens, and as far as we have any information they will not suffer any abridgment of their legal rights other than to such an extent as may temporarily result from remaining in the camp for the duration. The question of voting rights is one on which it is difficult to forecast because so much depends on the action of the States in which a person may hold voting residence.

There is no expectation that the assets of evacuees will be frozen. It is likely, however, that all funds of persons going into such a camp will be required to be deposited with the camp fiscal officer and all financial transactions thereafter handled through his office.

We have no particular reason to believe that persons failing to ask to be admitted to such a camp now will not have the opportunity to go in later, except insofar as the capacity of the camp may establish a limit. The camp presently under construction is at Crystal City, Texas. The estimated capacity is approximately 2,000 persons. Facilities will afford living accommodations, laundry rooms, hospital in addition to schools already mentioned. Typical living quarters are understood to consist of two-family houses of frame construction and with concrete floors, providing approximately 360 square feet per family, and divided into a kitchen and three rooms. Each family will do its own cooking on a small oil stove. Lavatory and bath will be shared jointly with the other family in the house. Laundry facilities will be in a separate building. Such accommodations should take care of two adults and four children. If there are larger families, some variation in the assignment of quarters will probably develop.

We have reason to believe that the question of eligibility will be handled in a reasonable manner and that decisions as to age of children that may be admitted will not be determined arbitrarily. In other words, the purpose of establishing the camp is to permit the families of internees to join the interned members in proper cases and we do not anticipate that arbitrary rulings will interfere with achieving this purpose.

We have no reason to believe that persons going to such a camp will be arbitrarily or forcibly repatriated or expatriated.

We have no specific information on how long persons would be expected to remain in such a camp after the war is over. Presumably the restrictions on internees will be lifted as soon as it is deemed safe, but this depends so much on subsequent developments in the progress of the war that no very positive statements can be made just now.

All mail will be censored and so will packages. Persons may, of course, order by way of censored mail goods from outside stores, making the necessary fiscal arrangements through the fiscal officer of the camp. The goods would be censored when received.

Visitors will be permitted under the conditions customarily prevailing in internment camps, i.e., a visitors' room will be provided where the resident of the internment camp may talk to his visitor under supervision and under conditions that will preclude exchange of letters, papers, or confidential conversation. Visitors will not be permitted to roam about the camp, nor in any other way to violate a complete and strict censorship.

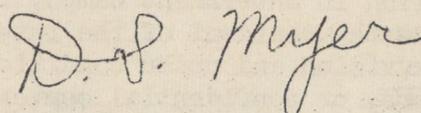
We understand that the Department of Justice expects to accept only persons who are willing to work to develop the camp and at such other labor as may be assigned, the idea being, that reuniting of families is a rather special privilege and that persons who are not willing to cooperate wholeheartedly should not expect to be reunited. At the present time we understand no funds are available to pay for work in a family internment camp and that payment of any wages whatever will be wholly dependent upon the enactment of legislation and providing an appropriation. Even if authorized, however, it is believed the wage would not be far different than in Relocation Centers, and even that is problematical.

We understand that all essential physical needs will be provided for in the camp and that little or no money will be necessary for persons to get along. In other words, not only food and shelter will be provided, but also clothing would presumably be issued if necessary, together with such personal items as tooth paste, etc.

It is difficult to summarize a situation of this sort. I am inclined to think, however, that families with children in the impressionable ages should be gently discouraged -- certainly not encouraged -- from transferring to the family internment camp. Certainly persons who contemplate trying to become relocated outside of a Center should not seek for such transfer. Finally, it should be made clear to evacuees that they should not ask to be transferred unless they are willing to be interned for the duration, and to comply with strict camp discipline including censorship of incoming and outgoing correspondence, deposit of funds with the camp fiscal officer, strictly supervised visiting, and compliance with any other regulations deemed necessary to maintain censorship and order. The discipline of an internment camp may be expected, by and large, to be somewhat more rigorous than that in a Relocation Center where we have, as you well know, attempted to maintain the maximum of individual liberty consistent with the evacuation.

It is our understanding that the Department of Justice is willing to reconsider internment cases where any evidence can be introduced. In cases such as these families would do well to await the outcome of such reconsideration before seeking to be transferred to an internment camp.

Sincerely yours,

A handwritten signature in cursive script that reads "D. J. Myer". The signature is written in dark ink and is positioned above the printed name "Director".

Director

WAR RELOCATION AUTHORITY

WASHINGTON

January 12, 1943

TO ALL PROJECT DIRECTORS

Attention: Leave Officer

Attached are two copies of Mr. Thomas W. Holland's memorandum on the subject of Employment Division organization and procedure for placement of evacuees in jobs outside relocation centers on the basis of indefinite leave. With this is the first section of the occupational inventory of evacuees who have received leave clearance.

This occupational inventory will be used for placement purposes by the relocation field offices of the War Relocation Authority and by the local offices of the United States Employment Service.

Sincerely yours,

Robert W. Frase

Robert W. Frase
Acting Chief
Employment Division

Attachments - 2



WAR RELOCATION AUTHORITY

WASHINGTON

Robert W. [unclear]



WAR RELOCATION AUTHORITY

WASHINGTON

- 2 -

material is being sent to the Project Attorneys for that purpose. The organization and operation of credit unions will present several legal problems, one of the more important of which is the problem of taxation. Since the form of the organization papers will affect the solution of these problems, the Project Attorneys should be asked to check them before they are filed.

E. M. Rowell

Director.





WAR RELOCATION AUTHORITY

WASHINGTON



WAR RELOCATION AUTHORITY

WASHINGTON

See Mr Johnson

JAN 16 1943

B
Credit Union

MEMORANDUM FOR ALL PROJECT DIRECTORS

and

FIELD ASSISTANT DIRECTORS

The WRA has made arrangements with the Credit Union National Association to assist in the formation of credit unions. If desired, they will send a representative to meet with interested groups of evacuees to explain the plan and answer questions. If the evacuees desire to set up a credit union, the Credit Union National Association representative will assist in preparing organization papers and filing them with the proper Federal or State agency. After the credit union charter is issued a Credit Union National Association field representative will return and help in further organization of the association.

The Credit Union National Association is a voluntary association of the credit unions which promotes and develops credit unions as a philanthropy in order to stimulate thrift and eliminate usury. There will be no charge or obligation, direct or indirect, to the evacuees for this service. Credit Union National Association representatives will come to relocation centers on application to Director, War Relocation Authority, Washington, D. C.; or Dora Maxwell, Organization Director, Credit Union National Association, 35 Orange Street, Brooklyn, N. Y.

There is enclosed for your use an "outline plan" covering some of the more important points to be considered in the organization of a credit union association. The provisions of the outline are not intended to be mandatory; they are suggestive only. Your attention is also directed to the fact that on page 2 of the outline there is a reference to the WRA bulletin on the organization of credit unions. The outline itself is that bulletin. There is also a reference to model by-laws provided by WRA. The Solicitor's Office has prepared these by-laws and has assembled other informational material that will be useful to the evacuees when organizing credit unions. This





WASHINGTON

WAR RELOCATION AUTHORITY

December 16, 1942

OUTLINE PLAN

Of some of the more important points
to be considered in the organization of a
Credit Union Association on a relocation
center.



1. Credit Union

Residents of a relocation center will be encouraged to organize a credit union for the following purposes:

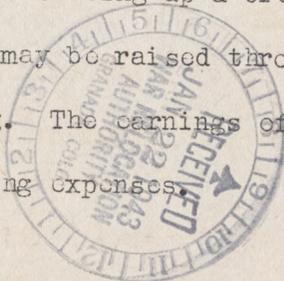
- A. To encourage thrift by providing a safe, convenient, and attractive medium for the investment of the savings of its members. At the present time it is difficult for evacuees to put any income which they may receive for work in a bank or in any other safe place. The credit union office will provide a place for them to make deposits at convenient hours. At the closing of the office each night, an officer of the credit union may take all the money deposited during the day to the post office where he will buy a post office money order for deposit in the closest, reliable bank.
- B. To promote industry, eliminate usury, and increase the purchasing power of its members by enabling them to borrow, for productive or other beneficial purposes, at reasonable rates of interest. Under the present arrangements there is no means provided by which residents of the relocation centers may obtain small loans to help them over emergencies until the next payday. The credit union would make it possible for them to borrow in order to satisfy their domestic and productive needs.

11. How to Organize a Credit Union

- A. The War Relocation Authority staff will encourage the evacuees to organize group meetings in order to learn

about credit union practice.

- B. While the groups are studying they can begin their savings by making small deposits with the leaders of the groups. A countercheck book or any other form may be used to keep a record of the savings of the members.
- C. A further step may be taken by the members of the groups in appointing a temporary treasurer. This treasurer can then deposit the money saved by all the groups in the closest bank by buying post office money orders and mailing them to the bank.
- D. After a study has been made of the W.R.A. bulletin on the organization of credit unions, the members of the groups should then appoint two organizational committees.
1. The first of these committees will study the model by-laws provided by W.R.A.
 2. The other committee will carefully consider residents of the relocation center and make a nomination list of those whom they consider the most dependable and responsible for acting as directors of the credit union and members of the credit and supervisory committees.
- E. The groups should raise money for the charter fee and purchasing of bookkeeping supplies. At the present time the cost of setting up a credit union is around \$50.00. This money may be raised through an entertainment or social evening. The earnings of the society should pay for the operating expenses.



- F. The minimum number of members needed to organize a credit union and apply for a charter is seven. But it is advisable for the groups to wait until at least thirty people are members of groups interested in the organization of the credit union. At this time an organizational meeting may be called and all residents of the relocation center invited to attend. At the organizational meeting the advantages of having a credit union on the project will be explained and all residents will be invited to join.
- G. Those who have pledged to become members of the credit union will elect a board of directors, a credit committee, and a supervisory committee.
- H. The incorporators will apply for registration under the State Credit Union Act, or for a charter under the Federal Credit Union Act.
- I. The Board of Directors will apply to the Project Director for office space and stationery equipment. The office of the credit union may be in the same building as that of the store, or may be a separate building in itself. There should be tellers' wickets and a private room where the credit committee may meet.

III. Officers of the Credit Union

A. Board of Directors:

The Board of Directors will have the following duties:

- 1. The Board of Directors will elect the president, secretary, and treasurer of the credit union, and employ,

after consultation with the Project Employment Office, the staff necessary in carrying on the business of the credit union.

2. The second duty of the Board of Directors is to fix the rate of interest the credit union is to charge on loans to members.

3. To fix the amount of the surety bond which shall be required of all officers and employees handling money.

4. To recommend dividends and to transmit to members recommended amendments to the by-Laws.

5. To fill vacancies in the Board of Directors and the committees.

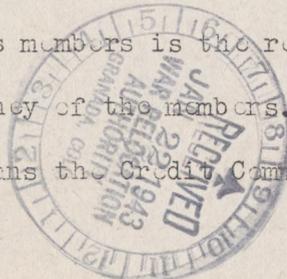
6. To determine from time to time the maximum individual share-holdings and to determine the maximum individual loan which may be made both with and without security.

7. To have charge of investments other than loans to members.

8. To designate the bank or banks in which the funds of the credit union shall be deposited.

B. Credit Committee:

Of the three sets of officials of the credit union the most important is the Credit Committee. In the hands of its members is the responsibility of safeguarding the money of the members. In considering applications for loans the Credit Committee must consider whether the loan



is of real benefit to the borrower and if it is safe to make the loan to him. The Credit Committee must keep all of its transactions confidential.

C. Supervisory Committee:

The Supervisory Committee of the credit union is a small committee consisting only of three members. Their duties are to see that not only do the Directors and members of the Credit Committee carry out their duties, but that they do so in the best interests of the members. An examination of the affairs of the society is to be made by the Supervisory Committee at least quarterly and a report to the members is to be made if any irregularities are found. In making such an audit, no detail should be neglected. Every deposit should be traced to the collection sheets and from there to the personal account of the member in the ledger, and then to the cash receipts book. All check stubs should be compared with entries in the cash disbursements journal. The Supervisory Committee should see, also, that every loan made has a properly filled in application form and that the note given by the borrower is complete as to signatures of endorsers. The Supervisory Committee should see, too, that all loans are for domestic or productive purposes and do not exceed the amount set by the Directors for individual loans.

The monthly statement presented to the members should be signed by at least one member of the Supervisory Committee. At the end of the year the Committee should have a very accurate and complete statement to present to the annual meeting of the members.

If the Supervisory Committee finds that the Directors or members of the Credit Committee, or any employees of the Credit union are not fulfilling their duties properly, then they should check them up immediately, and if they do not respond, a meeting of the members should be called and the situation placed before them.

IV. Capital of the Credit Union

A. Shares:

A resident of the relocation center may become a member of the credit union by filing an application, paying a membership fee, and at least one installment on a share. A share will sell for \$5.00 and may be paid for in cash or by subscribing to monthly installments of at least \$.25. The installment method of purchasing shares offers the most satisfactory way of saving money in the credit union. All shares are transferrable and withdrawable.

No matter how many shares a member may have in the credit union he has only one vote.



V. Loans

A. Security:

Loans for amounts up to \$100 may be made on character alone. For amounts over \$100 loans may be made on notes with co-makers or other security considered adequate by the Credit Committee.

B. Repayment:

Loans are to be repaid on the installment plan and must be repaid in full in one year, in accordance with war regulation.

VI. Membership

Any person living in the relocation center or any association of persons living in the relocation center is eligible for membership in the Credit Union.

VII. Responsibility of Director of W.R.A.

- A. The Director of W.R.A. will provide instructional material on the organization and operation of credit unions and model by-laws.



WAR RELOCATION AUTHORITY
WASHINGTON

SUGGESTED MATERIALS FOR QUARTERLY REPORTS

January 1 -- March 31, 1943

General Outline of Program of Division or Section

Objectives
Procedures for achieving
Changes of Objective or Procedure
Administrative Instructions by number

Personnel -- Numbers in Washington and at Each Project

Status of Program at beginning of period
Achievements in each major line during quarter
Handicaps
Status at end of quarter
Plans for next quarter

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Large sections carrying distinct programs should
prepare separate reports.



C O P Y

F# 73,100
17

WAR RELOCATION AUTHORITY

WASHINGTON

MEMORANDUM

January 22, 1943

TO: ALL PROJECT DIRECTORS

FROM: J. W. Clear, Budget and Finance Officer

There are forwarded herewith the Regulations governing the administration of the United States Employees' Compensation Act. While Division Heads in charge of administering the Act, as well as the employees, are expected to familiarize themselves with the Act in its entirety, attention is directed especially to the sections listed below.

1. Section 1.2 Notice of Injury by Employees, Form C. A. 1.
2. Section 1.3 Report by Official Superiors of Injuries to Employees, Form C. A. 2.
3. Section 21.6 Report of Termination of Disability or Return to Work, Form C. A. 3.
4. Section 1.12 Report of Death, Form C. A. 3.
5. Section 1.4 Claim for Compensation for Disability, Form C. A. 4.

Section 19, Page 24, of the Regulations further provides that every claim shall be sworn to by the person entitled to compensation or by the person acting on his behalf. In this connection, it should be noted that certain "Clerk Designates" at the project are authorized to administer oaths.

In order to avoid possible delay or return for correction or completion, the forms should be examined carefully before submitting them to the Washington office, to determine that each space has been properly filled, and that the certificates on the face and the reverse of the documents have been executed. It will be noted also that doctors' invoices, for services should bear the necessary certification.

J. W. Clear (Signed)

*2 Regulations Books
1 - Minnesang
1 - Regular File*

WAR RELOCATION AUTHORITY

WASHINGTON

JAN 23 1945

OFFICE OF THE DIRECTOR

MEMORANDUM FOR ALL PROJECT DIRECTORS

As the date for filing Federal income tax returns draws near a frequently recurring question relates to the problem facing certain evacuees whose records, books of accounts, etc., are still in storage on the West Coast. I understand that in some instances evacuees do not know exactly where their records are stored or that they are stored in several different places, thus causing delays in transferring such records to the projects.

I suggest that every effort be exerted to make necessary records available to evacuees prior to March 15. However, in cases where it is manifestly impossible to secure those records in time to meet the March 15 deadline for filing returns, you may wish to advise the evacuees concerned of a regulation of the Bureau of Internal Revenue which provides for an extension of time for filing returns. Section 19.53-2 of Regulations 103 Relating to the Income Tax Under the Internal Revenue Code delegates authority for granting such extensions to the various collectors of internal revenue. Applications for extensions of time should be addressed to the collector for the district in which the taxpayer files his returns and must contain a full recital of the causes for the delay. No extension of time may be granted for more than six months.

E. M. Rowatt

Acting Director



WAR RELOCATION AUTHORITY

WASHINGTON

OFFICE OF THE DIRECTOR

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2
January 30, 1943

Memorandum

To: Project Directors

Subject: Simplification of leave clearance applications

Section IX of Administrative Instruction No. 22 (revised) gives complete information on the registration of all male citizen evacuees 17 years of age and over on Selective Service Form 304A and Form WRA 126a. In connection with the filling out of applications for leave clearance for all other evacuees 17 years of age and over at the same time, certain minor changes and simplifications of procedure are being made. Three copies of Form 126 (revised) shall be submitted to the Director in Washington instead of one copy. The evidence of no project internal security record and the favorable recommendation of the project director shall be rubber-stamped or written in at the end of each of the three copies of Form WRA 126 (revised). If there is an internal security record or an unfavorable report of the project director, three copies of such record or unfavorable report shall be attached to the file. No report from the work supervisor of the applicant need be received. No letter of transmittal is necessary. The complete leave clearance application file to be submitted to the Director in Washington will consist of:

3 copies of Form WRA 126 (revised)

4 copies of Form WRA 26

E. M. Rowall

Acting Director

6-4409-WP