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COLORADO RIVER RELOCATION CENTER
Poston, Arizona

JM 8/21

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MEMO TO: Duncan Mills
Project Director

SUBJECT: The Proposed Operation of the Relocation Division

We expect to operate the Relocation Division in accordance with the new Relocation Handbook Section 130.25 to .30 inclusive. In carefully checking the provisions of this handbook with the present operation of the Relocation Division we find that we are already following it's outlines of operation with a few exceptions. Some of these exceptions we expect to continue because they seem to fit our complicated unit problem better than those outlined in the Handbook for the average project.

In the following paragraphs I wish to discuss each of the sections separately, indicating to you our plans where they differ from those in the Handbook.

130.25 Functions of Center Relocation Division

130.25.3A Relocation Program Officer

The Relocation Program Officer has been fulfilling the duties of the Leave Officer from the 15th of May. Mr. Cushman was on annual leave on that date to the first of June, and on assignment to the Cleveland area until the 10th of July. On his return, in order to follow through with the work accomplished in the field and knowing that he expected to resign on August 1, it was felt better to continue with the normal functions of the Leave Officer. Although the Leave Officer is directly under the supervision of the Assistant Relocation Program Officer because Mr. Carter is new to the project it is felt best that I continue with the duties until the appointment of a new Leave Officer.

I have also carried the burden of Selective Service Representative on the project which has occupied more than half of my time, particularly during the last month with the increase in orders for selective service processing.

ms | We have received approval from the Civil Service Commission for the appointment of Mr. Olson who was a member of the teaching staff in Unit III last year and he was supposed to report on August 1. However, Mr. Cassilly has not been able to contact Mr. Olson recently and we do not know if he will return to the project. It is expected that we will have a decision soon, and should Mr. Olson not desire the appointment, other candidates who are on the project will be immediately considered.

Although the appointed representative of the OPA Ration Board is not in the Relocation Division, a very good relationship exists between the Ration Board and the Division. Under the present project arrangement, satisfactory service can be continued with possibly a closer understanding of the operation of the local ration board through a short term of in-service training by my Ration Clerk. This has been approved by the local board. It is also felt that the new gate procedure relative to lifting and returning ration books, particularly visitors, should be revised, especially in the phase of checking and filing of these books. From our experience in handling these books we found it advisable to take every precaution in order to avoid nasty accusations and problems involving the accounting of ration stamps.

It is hoped that I will have sufficient time to attend many types of meetings in the interest of relocation and by so doing carry out the functions of the program officer in this respect.

130.25.3B Assistant Relocation Program Officer

It is proposed that the Assistant Relocation Program Officer follow the duties outlined.

130.25.3C Relocation Adviser

It is proposed that the Relocation Advisers follow the outline of their duties as directed with the addition of the responsibility of supervising Assistant Relocation Advisers assigned to work with the Adviser. It is further proposed in each of the units that the Relocation Advisers become further acquainted with the leaders of the units through attendance at meetings held in their units with Block Managers, Council members and other special groups.

130.25.3D Leave Officer

It is proposed that the Leave Officer follows the functions as outlined with the exception of (2). Because we do not have a Leave Officer at the present time and because it is necessary to expedite our leave clearance program section to continue the present newly initiated program, it is proposed that Miss Stevick continue to be directly responsible for the complete processing of our leave clearance problems. However, if and when such a time comes when leave clearance problems are no longer of major proportion, it is proposed that the Leave Officer assume the responsibility as outlined in this section.

130.25.3E Assistant Relocation Advisers

With the assignment of six new Assistant Relocation Adviser positions it is believed that Assistant Advisers should have definite functions to perform. Although primarily they will assist the Relocation Adviser in carrying out the normal functions of the Unit Relocation Offices, from time to time special assignments may be made in

keeping with a sound relocation program. As one of these positions was approved for the purpose of supervising all selective service work and related problems, definite duties should be outlined. I have proposed the following functions for the Selective Service Representative:

1. The Assistant Relocation Adviser who has been assigned the selective service work is directly responsible for the selective service portion of the relocation program and all its related problems.
2. He is responsible for the processing of official selective service forms ordering the individuals for physical examinations or inductions.
3. He is responsible for all selective service and related correspondence with various state and local selective service boards, individuals and other interested parties.
4. In close cooperation with the Leave Officer he is responsible for arranging transportation and departures including the arrangements with the railroad and bus companies and the unit departures for the individuals.
5. He is responsible for assimilating selective service information to all residents of the project in cooperation with the Reports Officer. It is suggested that a new Selective Service Advisory Committee be organized and used as a further bulwark in following the national selective service program.
6. He is responsible for individually interviewing those who have special problems relative to their selective service or army duty.
7. He is responsible for obtaining information relative to ASTRP, Coast Guard, Merchant Marine, language school and other related interests.
8. He is responsible for informing the Relocation Program Officer, on all statistics and problems which may arise which will be of interest to those concerned.
9. In cooperation with the Reports Officer he is to maintain an accurate record of those processed in order that better public relations may be secured through personal interest in local home town communities.
10. Maintain files of all selective service and active duty records.

130.26 Center Relocation Planning

Center relocation planning has not been organized in Poston. This planning is one of the major responsibilities of the Relocation Program Officer. Although the Relocation Division has unknowingly received cooperation and planning of other sections and division heads it is realized that the effectiveness of planning can only be obtained through careful organized and executed plans. It is proposed that as quickly as I am relieved of my assumed duties in the leave office and in selective service that I place in operation the center planning section of the Relocation Handbook.

130.27 Relocation Interviewing and Advising

We are fortunate in having had Mr. Dolins visit our project during the initiation of this program. Many valuable suggestions and criticisms were given and we feel that through this assistance we were able to start the program in the right direction. Again we are thankful for the close cooperation of the Welfare Section and the coordination of their work with our work.

It is proposed that we continue with the present plans for relocation interviewing and advising which very closely followed this handbook section. Because of the assignment of the new personnel to interviewing and advising work and because of the difficulty in obtaining and keeping^a qualified resident staff, we have been handicapped in progressing as rapidly as expected of us. However, it is proposed that in order to efficiently continue with follow up work as well as initial interviewing it is advisable that Miss Stevick supervise the relocation interviewing and advising program, in so far as preparation and processing of family summaries and family records are concerned.

130.28 Relocation Information at Centers

We know that relocation information at Poston is not reaching every individual. We expect to carefully investigate the extent to which our material does reach all residents and then to reorganize our distribution system. Although some of the material goes to all 67 block libraries, the three public libraries, the three school libraries, the professional library and the three relocation libraries, we believe it is possible through various other methods to make our material more attractive and more useful.

We feel, and our feelings are substantiated in the attached letter from Mr. Arnold, that relocation material in Poston has been varied, comprehensive and helpful.

Several centers have completed relocation guides which are claimed to be of aid to relocation. As a good deal of time and effort has been devoted to these guides and in order that we can devote our time and efforts in other phases of relocation, we propose to incorporate the best material in a simple guide for the residents of Poston, adding any additional new material which we think will be helpful.

We expect to more carefully coordinate our efforts in distributing proper information to residents by a closer relationship with the Reports Division. As this is not possible at the present time because of shortage of personnel in the Reports Division we expect to do what we can until an assistant to the Reports Officer is employed.

130.29 Center Relocation Staff Training

We have placed into operation a weekly staff meeting of appointed personnel. This meeting will be supplemented by weekly meetings with the evacuee staff in each of the units and project offices.

We propose to discuss at these meetings all new memoranda and handbook sections, manual sections, important teletypes and letters in order to keep all staff members acquainted with WRA regulations.

In order that we can better evaluate the work of those employed in the Relocation Division we expect to compile a job analysis for each position covering the requirements as outlined in 130.27.2A-3.

A memorandum series to aid in carrying out the work of our division and to prevent errors and misunderstandings will be initiated and continued as required.

130.29.3 New Appointive Staff Members

A systematic training of new appointive staff members is proposed in conjunction with the training of Welfare Section workers. Members of the project including relocation staff members, attended an orientation series held late last spring. We expect to use this material to indoctrinate new members not only into the work of the Relocation Division but also into project problems in order that they may better understand the relationship of all divisions.

130.30 Center Relocation Office Procedures

Because of the three unit and project relocation offices, it is necessary to have duplication files, and files located in the section where they are most needed. This procedure varies somewhat from the office procedure outlined but is not in conflict with their suggestions.

It is proposed that the files, recently assigned to the Statistics Section, be returned to the supervision of the Relocation Division. These files contain material outlined in 130.30.3A and are not only used primarily by the Relocation Division but are compiled by the Relocation Division. In carefully going over the files problem with the Statistician we find that Statistics need only census record, Form 26, WCCA registration and leave clearance application. These files are already compiled and are separated from the other files. The use of these files by the Relocation Division, particularly the sections processing leave and financial assistance, is greater than all other uses combined. These records should be easily accessible, maintained up to date and properly checked in and out. At the present time the operation of the Relocation Division is handicapped by the operation of the files in the Statistics Section.

130.30.6C Treatment of New Instructions

We propose to review the new instructions at our regular staff meetings in order to comply with the request that within two weeks after receipt, comments should be sent to the Washington office.

130.30.7 Other Records

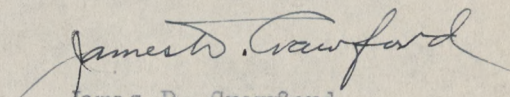
We do maintain a set of records on all of the items listed. In addition we maintain additional files as needed by our three-unit setup.

130.30.8 Arrangement of Office Space

We believe that the locations of our relocation offices are ideal and suited to our needs. However, because the three units are sharing offices with the Personnel Management Section there is considerable confusion and noise. I do not believe that our arrangement provides adequate space for private interviews and the orderly flow of the processing from each section of the division. This cannot be accomplished until we have approval for our proposed alterations in our relocation offices.

We do not feel that an adequate number of coolers have been provided for the welfare of those working in the Relocation Division. It is recommended that a redistribution be effected in order that proper temperature may be maintained for the welfare of those employed.

With the temporary assignment of Mr. Carter to our project as Assistant Relocation Program Officer, the filling of the Leave Officer's position and the six Relocation Advisory positions, it is felt that we will be able to more closely follow the outline in the Relocation Handbook and to be better able to emphasize the relocation program.


James D. Crawford
Relocation Program Officer

In reply, please refer to:
Relocation Division RM:tt

COLORADO RIVER RELOCATION CENTER
Poston, Arizona

February 8, 1944

Mr. Dillon S. Myer
Director, War Relocation Authority
Barr Building
910 17th Street, N. W.
Washington 25, D. C.

Attention: Relocation Division

Dear Mr. Myer:

In reply to your Emergency Instruction of January 19 and your teletype of February 4, we are herewith submitting our statement of functions of the relocation division at this center.

The request for copies of forms used at our relocation division which you mention has not been received and we are, therefore, at a loss as to the system desired for their submission. We have taken the privilege of organizing them into groups related to the specific responsibilities of each member of the appointed personnel of the relocation division. Therefore, you will find the forms listed as follows: Relocation Program Officer--leave clearance hearings and selective service; Assistant Relocation Program Officer--population, census and relocation files, information and outside employment units; Relocation Adviser--by units; and Leave Officer--leave unit, cash grant unit, departure station, and ration office. You will note that the bulk of the relocation advisers' forms are listed under the Block 27 office. The Unit 1 list covers nearly all of the forms used in the other two offices, with the exception of the interview card used by Unit 2. The forms are divided into two categories, project-devised forms and Washington forms. There has been only one substitution for a Washington form, and that is the 128-P used by the leave office which was revised from the original form because of the necessity for securing approval from the unit relocation adviser and the unit administrator in each camp. The other forms were developed out of the necessity for coordinating the relocation program in the three units with the policy making and processing operations of the central project office.

There is great need for the establishment of a form to be used both by relocation advisers and relocation officers which would contain essential information regarding the individual and his family, including that contained in the WRA-26 Revised, the Form WRA-12 and the 126 Revised or 126a, as well as counseling data. The application form WRA-219 which was devised by the Chicago relocation office and subsequently issued by Washington is adequate only for Nisei seeking jobs in a restricted line of endeavor and does not meet the needs of a family of adult workers or agricultural

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

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February 8, 1944

groups. May we suggest that it be revised and a standard form established, which could be used by the advisers for relocation interviews and by the relocation officers for individual placement.

You will find also attached a chart of the relocation division organized in relation to the responsibilities of each member of the appointed staff. Without the services of our excellent evacuee staff, our relocation division would not be able to function as successfully as it has. However, we have not tried to show the varying degrees of responsibilities of duties of each evacuee worker because we felt that your operations might be more benefited by showing the responsibilities of the appointed staff which is uniform at each of the nine centers.

Because of the mode of operation in utilizing three separate field offices in the units as well as the project office, it is necessary to duplicate some of the processes of the division. For example, you will note that there are two check lists for application for indefinite leave, one used by the unit office and the other by the leave office. In a project with a single office this process might well be accomplished but once and the duplication avoided. We have not yet been able to avoid the duplication although there has been a theoretical choice of centralization or decentralization of operations. It is possible that one office might have been set up at Camp 1 for the entire relocation function. However, it was necessary to decentralize the functions because each of the camps is not only a distinct entity but also separates people of various pre-evacuation districts and indeed separates the aliens from residents of other camps. This has caused a marked degree of local pride and jealousies. In order to provide equal service to each unit, separate field offices have been set up and are maintained in each camp and have been fairly successful in their operation. This has necessitated a great deal of extra effort on part of the central office which has the final responsibility for checking applications and distributing material and supplies when they arrive. Information of a general character received by the division must be duplicated in at least six copies so that all of the members of the appointed staff and the sub-units of the division are adequately informed.

As in the case of the forms, we are submitting a resume of the operations of the division according to their relation to the members of the appointed staff. Thus, you have the leave clearance operations supervised by the Relocation Program Officer, as well as the processing of selective service. The supervision of the outside employment, information, population, census and relocation file units, as well as Civil Service, is delegated to the Assistant Relocation Program Officer; the unit relocation advisers have the responsibility for the basic relocation advisory program and in addition are responsible for the work of the relocation staff in the respective units. They guide the work of associate relocation advisers, junior leave officers and secretaries and other clerical employees. The Leave Officer, as you will see from the attached description, has multiple functions of the leave processing unit, the financial assistance unit (also known as cash grant unit), the departure

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

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February 8, 1944

station and the ration office. It is believed that our Leave Officer spreads his responsibilities over a greater area than Leave Officers at other centers. He also supervises the trips of the official escorts.

The system of files maintained is also outlined according to the relation with each member of the appointed staff. You will find it incorporated with the description of functions of each operation.

The project has a relocation division designated by the community council which has not made it an active body. The councils have indicated that they will proffer assistance when the need arises.

We are gratified to note the interest taken to standardize the basic elements of operation and function and believe that the work deserves considerable time and attention which we have not been able to afford.

We regret that this material could not be forwarded at an earlier date, but you will note that it is rather extensive and its collection required several days. We are looking forward to the standardization of operations and will, of course, give them the utmost consideration when they are devised.

Sincerely yours,

Duncan Mills
Acting Project Director

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Colorado River Relocation Center
Peston, Arizona

SELECTIVE SERVICE PROCEDURE

1. Registration of all males when they reach their 18th birthday.

In the early days of the project the Yuma County Selective Service Board appointed Mr. James D. Crawford as their representative on the project. He has supervised the registration of all who were required to register. He has a representative in each unit who fills out the necessary DSS Forms and submits them to him for checking their processing. DSS Form No. 1 is then forwarded to the Yuma County Local Board at Yuma, Arizona and the DSS Form No. 2 is returned to the person registered.

2. Changes of classification.

All correspondence relative to changes of classification, appeals and related problems are handled by the Relocation Program Officer.

3. Notices for Preinduction Physicals.

Notices for Preinduction Physicals are sent to Mr. Crawford who, in turn, notifies the individuals about all arrangements for the physical examination. This includes arrangements for departure, transportation and railroad accommodations.

4. Military Intelligence letters.

The Military Intelligence letters forwarded to the National Selective Service Headquarters for local board numbers and addresses are, in turn, forwarded to the project for completion. These are completed and forwarded to the State Selective Service Headquarters. Should the individual be away from the project, the last known address is submitted instead of the local board number.

5. Notices to Report for Active Duty.

Notices to Report for Active Duty are sent to Mr. Crawford who, in turn, notifies the individuals. All arrangements for departures, transportation and railroad accommodations are completed by him.

6. Information to residents.

All information regarding Selective Service is given to a local Selective Service Committee in each unit who, in turn, gives the information to all interested parties.

LEAVE CLEARANCE PROCEDURE

1. Dockets received from Washington.
2. Dockets dated.
3. Dockets checked against the Stop List and names added of those who are not on the Stop List.
4. Records accumulated from Family Welfare, Internal Security and Employment Offices.
5. Hearings scheduled and all records including Washington dockets sent to board members and notices to applicants.
6. Transcripts received from board members after hearings are completed.
7. Hearing transcripts and recommendations reviewed and transmitted to Washington, following Project Director's approval.

COLORADO RIVER RELOCATION CENTER
Poston, Arizona

FILES USED FOR LEAVE CLEARANCE HEARINGS

A. Project Records

1. Stop List File:

Consists of individual folders taken from the Master File whose names are on the Stop List. The folder consists of Form 26, the registration form, (126 Rev. or 304A) and correspondence pertaining to leave and relocation.

2. Card File (Stop List)

Card file for those who are on the Stop List; corresponds with the Stop List file. Contains reason for stop. a. Active b. Dead (cleared, transferred, segregated cases.)

3. Leave Clearance Hearing File

Consists of dockets returned from Washington and copies of transcripts of hearings and recommendations.

4. Card File to correspond with the Leave Clearance Hearing File (3)

Divided into:

- (a) Active - Card file for those cases that are pending. (Cases that are in the hands of board members.)
- (b) Final - Card file for those whose cases were transmitted to Washington with recommendations.

COLORADO RIVER RELOCATION CENTER
Poston, Arizona

RELOCATION PROGRAM OFFICER

EXECUTIVE OFFICE - FILES MAINTAINED

File System:

100 - ADMINISTRATION

- Budget
- Files - Chronological
- Files - Master
- Information - Newsletters
- Instructions & Procedures - Project
- Instructions & Procedures - Washington
- Meetings & Conferences - Administrative Staff
- Meetings & Conferences - Relocation Staff
- Organization - Administrative
- Personnel - Appointed
- Personnel - Evacuee
- Procurement - Office Equipment
- Procurement - Office Supplies
- Procurement - Photo Dept., Departure Station
and Miscellaneous Requisitions
- Reports - Daily Population Summary
- Reports - Leave
- Reports - Weekly Narrative
- Reports - Weekly Statistical
- Reports - Weekly Telegraphic
- Travel - Evacuee
- Travel - Staff

200 - RESETTLEMENT

- Job Offers
- Project - Guayule
- Relocation Team
- Tri-County Nebraska

300 - LEAVE CLEARANCE HEARING BOARD

- Executive Secretary
- Stop List - Leave Clearance

400 - PROJECT DIVISIONAL COORDINATION

- Agriculture
- Community Activities
- Community Analysis
- Education
- Evacuee Property
- Family Welfare
- Legal
- Reports Office
- Vocational Retraining Committee

File System (Continued):

450 - COMMUNITY RELATIONSHIPS (Evacuee)

Block Managers
Community Council
Labor Relations Committee

500 - RELOCATION OFFICES

Chicago Area
Cleveland Area
Denver Area
Kansas City Area
New York Area
Salt Lake City Area
Relocation Supervisors - General

600 - WASHINGTON - SAN FRANCISCO

Information Digest
Memoranda from San Francisco
Memoranda from Washington - WRA
Weekly Press Reviews
WRA Reports

700 - RELATIONSHIP WITH OTHER AGENCIES

American Friends Service Committee
Committee on Resettlement of Japanese Americans
Federal Bureau of Investigation
Federal Civil Service
Foreign Broadcast Intelligence Service
Hostels - General
Immigration & Naturalization Service
Mutual Service Hostel - Chicago
National Japanese American Student Relocation Council
New York Church Committee for Japanese Work
Office of Strategic Services
Santa Fe Railroad
United States Employment Service
War Manpower Commission

800 - UNITED STATES ARMY

Camp Savage - Military Intelligence Service Language
School
Iate Volunteers
Selective Service
Telegrams - S. S. Volunteers
WACs

C
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Y

Colorado River Relocation Center
Poston, Arizona

February 8, 1944

MEMORANDUM TO: James D. Crawford
Relocation Program Officer

SUBJECT: Operations of the Outside Employment Unit

This report on the Outside Employment Unit will be compiled by sections as follows:

ORGANIZATION (See attached chart.)

Owing to the fact that Poston is divided into three separate units with Units II and III being approximately three and six miles respectively from Unit I, the Relocation Program is handled by the Main Office through the three unit Relocation Offices headed by their respective Relocation Advisers (appointed personnel); and following the same pattern, the Outside Employment Department, under the immediate supervision of the Assistant Relocation Program Officer and as a part of the Main Office set-up, deals through the Unit Offices. It is a semi-independent unit by itself and it has its own complete office staff headed by the Manager, who in addition to supervising the office force in the carrying out of its functions, also acts as the liaison agent between the Relocation Program Officer and the Assistant Relocation Program Officer on the one hand and the Unit Relocation Advisers and their staffs on the other hand in all matters having strictly to do with Relocation Opportunities.

During the eight months period starting March 1st when, normally, seasonal work is abundant, a separate department staffed by a manager of Seasonal Work and his secretary is carried as an adjunct of this department. Its work consists of carrying through with a seasonal offer up to the point where the processing of the Seasonal Leave begins where it would become a Leave matter. The Seasonal Manager checks validity of contracts, maintain control of employer's quotas, makes transportation arrangements with the Departure Station, and carries out other functions of the Seasonal Leave Department. At all times he is directly responsible to the Manager of the Outside Employment Department. During the slack season the Seasonal Leave Manager is transferred to other departments of the Relocation Division and his work is handled by the Manager of Outside Employment.

FUNCTION

1. To code incoming offers submitted from WRA field offices; to distribute duplicate copies to the Unit Offices; to condense these offers for publication on the Daily Relocation Opportunities Bulletin issued five times a week.
2. Acknowledge by letter or wire the offers, inquiries, departure notices and other correspondence pertinent to outside employment and other types of relocation.
3. To coordinate and supervise the functions and procedures of the three units and to confer with the Relocation Program Officer on matters of Policy. This office will act as a clearing house for the three Unit Offices, applications for jobs being received in the branches but being recorded in the Project Office for central control.
4. To record and keep on file current, expired, with-drawn, and fulfilled offers, notifying whenever necessary the employers as well as individuals and relocation officers of the action taken on the matter at hand.
5. To work closely in connection with the placement program and the placement officers under the supervision of the Assistant Relocation Program Officer.
6. To work in close cooperation with the Seasonal Employment Department, the Hostel Department, the Public Relations Department, and the Relocation Library so that all available data concerning outside employment and relocation in all its phases can be made readily available to persons considering acceptance of jobs, and applications for leave.
7. Incidental routine clerical work outlined in the attached sheets.

OPERATION

1. Files are maintained by this department as follows:
 - a. Job offers are filed numerically in separate folders. They are grouped into their respective occupational categories (agricultural, clerical, domestic, industrial, and professional). After their expiration date (15 days), they are removed from the current active file and placed in numerical order in the inactive or dead file without being enclosed in folders. All correspondence in

reference to any job will be attached to the file for that job.

- b. A card file is kept for job offers in alphabetical order. The cards are arranged alphabetically according to the surname of the employer or the name of the firm. Other data contained on the cards are the address, job offer number, the Relocation Officer from whom the offer was submitted, the date published on the Bulletin, and the title of the position.
- c. A tickler file is maintained by means of entries on the Job Bulletin file. These entries are checked daily so that expiration notices may be kept up to date. After the usual expiration period of fifteen days, a notice is forwarded to the employer or the Relocation Officer submitting the job, stating that the offer had not produced results and is either being returned to him or would be considered terminated.
- d. All job offers are summarized in numerical order and are placed in any of five occupational categories. These summaries are listed in columnar form and as many as six offers are listed on a single sheet. The first column contains the job offer code number; second column contains the date published on the Bulletin; the third column indicates the Relocation Office from which the offer was received; the fourth column will show the name and street number of the employer and also the title of the position; the fifth column will show the city and state of the place of work; the sixth column will contain the name and address of the applicant; the seventh column will show the dates of notice received in cancelling or withdrawing the offer; and the eighth or last column will show the date of expiration of the offer. This is a means of checking the number as well as the identity of applicants for any job.
- e. A current file is kept of all pending applications for invitations from WRA offices or the approval of same if submitted from a person who is not a "close" relative to the applicant (see section in this manual entitled "Invitations"). Telegraphic copies of the requests for approval are retained until such approval or denial is received from the Relocation Officer to whom it is directed. Such advice is immediately forwarded to the applicant. If an applicant's request for invitation or approval of a job offer is approved, and said applicant departs on this basis, his case will no longer be pending

and will, therefore, be directed to the Master Files Office where it will be placed in the individual's Master File. A somewhat similar alphabetical file is kept for all correspondence pertaining to project residents and addressed to Relocation Officers. Correspondence is filed alphabetically by the surname of evacuees.

- f. A file is kept for each of the WRA Offices. Six main groups for each of the supervising offices will contain folders for the Relocation Offices falling within the jurisdiction and territory of the supervising office. These folders will contain correspondence, memoranda, Administrative instructions, notices, relocation information, news bulletins, and other miscellaneous data.
 - g. An alphabetical card file, listing the names of individuals leaving the project on Seasonal Leaves, is maintained. Each card shows the name of the individual, the name of the employer, the permit number, the contract number, forwarding address, date of departure, expiration date of the contract and the date of the individuals re-admission to the project.
 - h. Other folders are on file for such items as Maritime work, Eastern Defense Clearance, Statistics, D. S. Myer, Unit Office memoranda, Applicants (for job offers), Administrative Instructions, Chick Sexing, U. S. E. S., Nurses Training, Atchison, Topeka and Santa Fe Railway, Military Intelligence Language School, Lower Rio Grande Vocational Training, Miscellaneous Correspondence, and Miscellaneous Memoranda.
2. The following procedures are adhered to by this department:
- a. All offers submitted directly to this office without prior referral to the Relocation Officer of that area, are acknowledged by letter thanking the would be employer for the offer and requesting that they re-submit the offer to the project through the Relocation Officer.
 - b. All offers submitted to the district WRA officers are properly coded and filed, and duplicate copies are forwarded to the Unit Relocation Advisors for their use in counselling persons interested in relocating. From this point all correspondence relative to a specific job offer or a specific area are handled by the Unit Offices.

- c. Offers submitted to this project are automatically expired after fifteen days after receipt of the offer by this project unless instructions are received to the contrary from the Relocation Officer. Whenever an offer is expired, a form letter is forwarded to the Relocation Officer concerned advising him of our action.

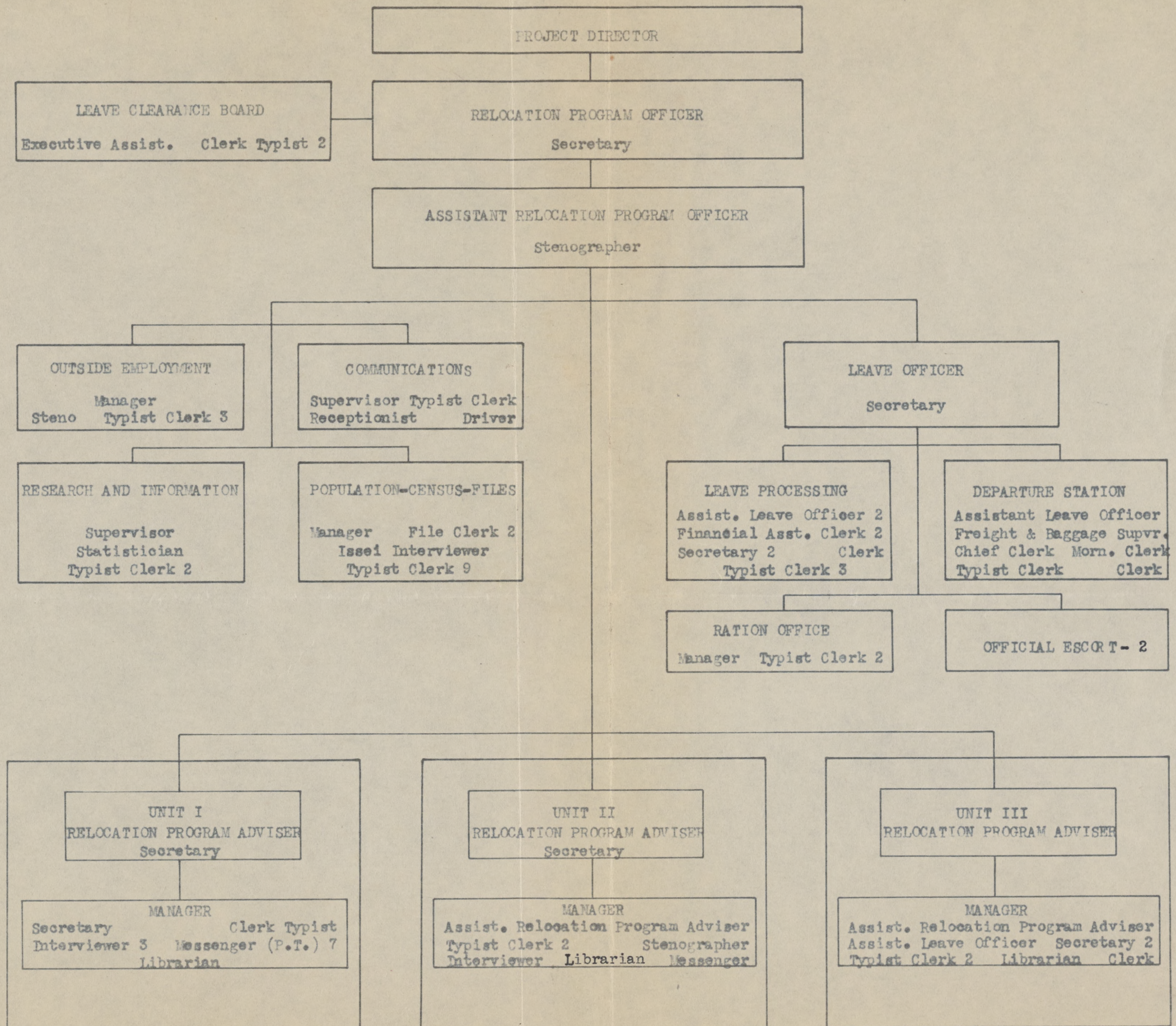
CONCLUSION

In compiling this report, we have attempted to make it as concise as possible and limit its scope to only that part of the Relocation Program with which we are most directly concerned; therefore, we have not gone into the discussion of the miscellaneous services rendered by this unit which although are not a part of our function, nevertheless help, maintain the confidence and goodwill of the people who for sundry reasons come directly to our office for assistance.

Hidemi Ogawa
Manager, Outside Employment

Attachment

RELOCATION DIVISION ORGANIZATION CHART



COLORADO RIVER WAR RELOCATION PROJECT
Poston, Arizona

February 5, 1944

RESEARCH AND INFORMATION

OUTLINE OF FUNCTIONS

I. Reading Room

A. Maintain Card File

1. All material by Cities
2. All material by Topics

B. Secure Material, through:

1. Purchases
2. Mailed Requests
3. Gathering and Collecting from Newspapers, etc.
4. Studies and Surveys
5. Reports Office

C. Presentation of Material, by:

1. Exhibits
2. Displays
3. Folders, Scrapbook, etc.

II. Study

A. Relocation Survey

1. Outside
2. Project

B. Folder for Advisers

C. Folder for People Leaving

D. Statistical Studies (As aid in planning)

1. Historical
2. Characteristic
3. Trend

III. Reports

A. Maintain File of Reports

1. From Departments
2. From Washington

B. Tabulation and Recording of Reports

C. Make Reports

D. Directory of Records and Statistics

IV. Files Maintained:

Correspondence
Charts and Graphs
Memos and Notices
Price Lists and Catalogues
Reports
Reports from Relocation Offices
Statistics
Studies and Suggestions
Survey
Miscellaneous

Source Material--Government

Purchase
Supplies
Publications

Job Offers by City--Type
Indefinite Leave by City--Address
Reading Room

COLORADO RIVER RELOCATION CENTER
Poston, Arizona

February 4, 1944

Memo to: Mr. Ed Nossuff
Ass't. Relocation Program Officer

From: Population Bureau
Census Office
Relocation Files

Subject: Function and Procedure

POPULATION BUREAU

A. Function

The Population Bureau prepares each day a report on each evacuee admitted to or departing from the center, and a Daily Evacuee Population Summary giving the evacuee population of the project at the beginning of the day, the number of departures during the day, and the number of admissions during the day, and the number of evacuees in the project at the close of the day.

Also, this office prepares a special weekly report on Seasonal leave, short term leave, indefinite leave, transfer to other projects and send a weekly wire to Washington on Summary of Absences on Leave.

B. Procedure

1. The scratch copies of Departure Advice (WRA-178) are made out by the Unit Leave Office just as soon as the Short Term, Seasonal or Indefinite Leaves are approved and sent to the Departure Station in Unit I from where they are given to the Population Bureau.
2. The scratch copies of the Admission Advice (WRA-188) are filled out by the Departure Station and given to the Population Bureau.
3. The Military Police brings in the copies of the Outgoing Pass (#2657) and the Incoming Pass (#2815) the morning following the Admissions and Departures. Also the Departure Station furnishes the Population Bureau with a Pass Register (Bus List) both Incoming and Outgoing. The military passes and buslist are checked against the Admission and Departure Advices to see that there are no last minute changes, and to make sure that everyone is properly admitted or departed.
4. Next the Admission and Departure Advices are ready to be typed. A Departure advice (WRA-178) is prepared in sextuplicate in

each case where a citizen evacuee leaves a project pursuant to seasonal work leave or indefinite leave, and copies shall be distributed as follows: the original and three copies shall be forwarded to the Relocation Planning Officer, War Relocation Authority, Washington, D. C.; one copy shall be retained for the Project Files: another copy shall be forwarded to the appropriate Relocation Supervisor. In the case of an alien out on seasonal work leave or indefinite leave, Departure Advice is prepared in septuplicate and in addition to the copies distributed for citizens, a copy is forwarded to the United States Attorney.

5. The Admission and Departure Advices are listed separately on a sheet known as Daily Population Summary. This sheet was originally intended for the sole use and convenience of the Population Bureau but due to requests from other departments, eighteen copies are made daily.

Leave and Employment, Unit I, II, III
Census, Unit I, II, III
Housing, Unit I, II, III

Relocation Program Officer
Assistant Leave Officer
Relocation File
Internal Security
Clothing
Family Welfare
Statistic
Rev. Kowta
Population

6. Next is prepared the Daily Evacuee Population Summary (WRA-176 Rev.) giving the evacuee population of the project at the beginning of the day, the number of departures during the day, the number of admissions during the day, and the number of evacuees in the project at the close of the day.
7. And finally, a special weekly report on seasonal leave, short term leave, indefinite leave, transfer to other projects and visitors entering this project is forwarded to Washington. Nine copies are made.

3 copies to Washington
1 to Assistant Field Director
1 to Acting Project Director
1 to Associate Director
1 to Relocation Program Officer
1 to Chief Steward
1 to Population Bureau

CENSUS OFFICE

A. Function

1. The Census Office was established in Poston for the purpose of making an official permanent record of every person residing on the project. This record established the facts of personal identification, family relationships, education and occupation for each person.

B. Procedure

1. Although the main census registration was completed in October 1942, interviews for WRA-126 Rev. and WRA-26 are still being conducted for the following:
 - a. Persons turning 17 years of age.
 - b. Parolees returning from Internment Camp and entering the center for the first time.
 - c. All other persons entering the center for the first time for the purpose of making residence here.
2. Three copies of the WRA-126 Rev. and four copies of WRA-26 together with approval forms (Project Director and Internal Security) are transmitted to Washington.
3. Records of persons transferring to other centers are assembled in this office and transmitted to the project director of the center to which the person transferred.
4. A directory has been compiled for Units 1, 2 and 3 by blocks which is a quick source of information for such information such as name, age, birthdate, birthplace and alien and family numbers.

RELOCATION FILES

A. Function

1. The main function of this department is to file and maintain the files used mainly by the Relocation Division. The records of every individual residing in the center with the exception of the project employment and medical departments of every individual are found in these files.

B. Procedure

1. All incoming papers, wires, forms, letters etc. and other materials are dropped in the chute to be filed during the day in the file cabinets.
2. For all outgoing folders a card is made out and placed in a card index file so that a check can be maintained to prevent possible losses.

Memo To: Edward Nossoff
Assistant Relocation Program Officer

Subject: Files Maintained
Population, Census and Relocation Files

POPULATION BUREAU

The Departure Advices (WRA-176 Rev.) are filed daily, in a cabinet in which are found the following categories:

- A. Departure Advice (WRA-176)
 - 1. Indefinite Leave
 - a. General
 - b. Education
 - c. Vol. Armed Forces
 - d. Sel. Service Induction
 - 2. Seasonal Leave
 - 3. Short Term
 - 4. Transfer to other Relocation Centers
 - 5. Interned
 - 6. Others (Former Arizona residents only)
 - 7. Death

The Admission Advices (WRA-177 Rev.) are also filed daily in the same manner as the Departure Advices but under the following categories:

- A. Admission Advice (WRA-177 Rev.)
 - 1. Births
 - 2. Transfer from other Relocation Centers
 - 3. Internment Camp
 - 4. Institution
 - 5. Seasonal Work Leave
 - 6. Short Term Leave

7. Indefinite Leave (Type)

8. Others (Residents entering the project for the first time)

8 b. Other Leave (Former Arizona Residents)

B. In the case of Change of Status such as Short Term into Seasonal and Indefinite and Seasonal into Indefinite, the original Departure Advice is stamped "Change of Status" and a copy of the change of status is placed in the new category (Seasonal or Indefinite).

CENSUS OFFICE

A. Individual Record (WRA-26 Rev.)

1. The Individual Record in which is recorded the facts of personal identification, family relationships, education and occupation for each person, is filed in alphabetical order.
 - a. When a person leaves the project on Seasonal or Indefinite Leaves, the WRA-26 Rev. is pulled out of the active file and placed in the inactive under the categories Seasonal or Indefinite.
2. The Social Data Registration WCCA-Form S-3 Rev. is filled out for new born babies and for persons entering the project for the first time such as parolees and persons from institutions and hospitals. A copy of the Social Data Registration is transmitted to Washington and one is retained in the Census Files.

Relocation Files

The Relocation Files consist of the Folder File, Card File and Office File.

- A. The Folder File contains all leave records of every individual residing in the center. It is divided into the Working and the Completed files.
 1. The Working file contains folders for everyone on the project, and generally contains at least, the WRA-26 Rev. (Census Record) and the WRA 126 Rev. (Application for Leave Clearance)(aliens and female citizens) or 126-A (male citizens).

2. The Citizens Completed file contains the folders for everyone who has been off the project since March 1, 1945, with the exception of those people who have completed all the processes of leave although they may still be on the project. Completed file is divided into three sections:
 - a. Short Term
 - b. Seasonal Leave
 - c. Indefinite Leave
- B. The Card file (maintained alphabetically) has recorded on it such information as full name, Poston address, sex, birthdate, alien registration number, S. D. R. number and leave status. There is a card for everyone on the project and for each folder.
- C. The Office file is a file of all divisional office communications, orders and various statistical records.

/s/ Charles Wirata
Supervisor, Population Census
and Relocation Files

COLORADO RIVER RELOCATION CENTER
Poston, Arizona

February 1, 1944

MEMORANDUM TO: James D. Crawford
Relocation Program Officer

FROM: W . Allen Cushman
Project Leave Officer

SUBJECT: Detailed Description of Departmental Work

Under the head of the Leave Department are included various separate departments, such as the Ration Department, Arrivals and Departures, and the processing of leaves. The work is all joined together to bring about the final departure of evacuees from the project. The following information will be taken up by sections so as to show the amount of work and detail which goes on behind the scenes. To start with, let us put under the head functions and procedures of the Assistant Leave Officer in charge of the issuance of leave papers. This needs a tremendous amount of checking and careful work, previous to any written permission for an evacuee to leave Poston.

When an evacuee wishes to leave the center on a short term, seasonal or indefinite leave he makes his application at the Unit Employment Office where the eligibility of his leave is reviewed by an interviewer. The eligibility for short term leave is determined by the applicability of the case under the provisions of Section 60.2 of the Handbook Release No. 1 on Issuance of Leave dated July 20, 1943; eligibility for seasonal leave is determined by the applicability of the case under the provision of Section 60.3 and eligibility for an indefinite leave is determined by the applicability of the case under provisions of Section 60.4.

If the applicant is found to be eligible for any of the respective types of leaves the following forms and papers are submitted to the leave office for the final confirmation and establishment of the validity of the leaves.

1. Short term

- (a) 2 copies of Form WRA 128-P
- (b) Written evidence to substantiate the leave, such as notice of illness or death of family member on the outside approval by another project for visiting there, summon to a court case etc.

2. Seasonal leave

- (a) 2 copies of Form WRA 129
- Written evidence of a seasonal job or contract approved by the WRA office of the applicants destination.

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3. Indefinite Leave

- (a) 2 copies of Form WRA 130
- (b) Written evidence of a job or hospitality offer approved by the WRA office of applicants destination area or conformation to Section 60.4, under one of the paragraphs from C to N or Section 60.4 under any one of the sub-section of Paragraphs A to C.
- (c) 2 copies of WRA 303 (application for Financial Assistance)

Upon receipt of the above forms and information, the applicant's folder is obtained from the master file department for a review of his personal record as required by the current WRA regulations to check the leave clearance status and wire in for approval of the WRA office of his destination if prior approval had not been obtained. The cash grant application is computed here by the Cash Grant Division and the eligibility to the assistance determined according to Handbook Release No. 16. When this is established a voucher is prepared which is examined and approved by the Project Leave Officer and Executive Assistant and submitted to the Accounting Department for certification of payment.

When a leave application is approved at the leave office duplicate copies of a Notice of Decision of Leave (Form WRA 132) are made in forming the applicant whether his leave is approved or disapproved and forwarded to the Unit Employment Office for delivery to him. The original is sent to him and a carbon copy retained in his folder. Then a permit is made out for him as follows:

- 1. Short term
 - (a) Form WRA 133 for citizens
 - (b) Form WRA 134 for aliens
- 2. Seasonal
 - (a) Form WRA 135 for citizens
 - (b) Form WRA 136 for aliens
- 3. Indefinite
 - (a) Form WRA 137 or 137a for citizens
 - (b) Form WRA 138 for aliens

The name of the applicant, permit number and destination are listed on a form sheet and submitted with the permits to the Project Director for his signature. The form sheet submitted with the permit is signed by the Project Leave Officer to show that each applicant's record and application has been checked and approved by him.

When the permits are signed and returned, the seasonal and indefinite permits are forwarded to the Photographic Department where each applicant has his picture taken and fingerprint affixed to the space provided on the permit card. After the picture is developed and affixed to the face of the permit, it is sent to the Departure Station where it is delivered.

to the applicant when he leaves the project. The short term permit is forwarded directly to the departure station after the Project Director signs and returns them to the leave office since it does not require either the picture or finger print.

Heading number 2 will entitled Ration Department. There are many forms connected with this department which must be kept in accurate record with Ration Board headquarters situated in Parker, Arizona. The detailed account of the duties of the Ration Board here in Poston are as follows:

A. Shoe Stamp

1. Taking application on Form 1900-C
2. Application sent in to Block Manager Supervisor of three Units checked.
3. Approve applications.
4. Parker mail by 3:00 p.m.
5. Incoming Parker mail checked and sorted in to block order.
6. Memorandums to each block on Form 3964 with stamp attached.
7. Memorandums sent to Block Manager Supervisor for distribution to blocks.
8. Memorandums signed and returned are checked with our carbon and are filed.
9. Carbons destroyed.

B. Ration Books (Out going)

1. Project Authorization No. 3 for Unit Leave offices.
2. Check with individual file.
3. Baggage list from Departure Station in A.M. checked for okay (Ration books, Memorandums, others)
4. Book tailoring, for evening departure.
5. Form: 4038 typed for evening and morning departure.
6. Pass Register from Departure Station: Ration books and Form 4038 are then given to Departure Station.
7. Pass register are filed for our record.
8. Individual folder with Project Authorization No. 3 are filed according to their status.

C. Ration Books (Incoming)

1. See all reation books are returned to this office using Form 4049.
2. All returned ration books are filed in folder of individual
3. Folders are shifted to Ration Books File.
4. Books are tailored up to date.

D. Gas

1. Information

- a. Gasoline to bring car in from California
- b. Tire inspection
- c. Plate license
- d. Operator license
- e. O.D.T. Certificate
- f. Federal Tax Stamp

2. Gasoline application.
 - a. Basic A. and Tire inspection, O.P.A. Form
 - b. Special Mileage O.P. A. Form R-55C
 - c. Transport Mileage O.P.A. Form R-536
 1. Duplicate
 2. Approval by member of Parker Board in Poston.
 - d. Send to Parker:
Following same procedure as shoe stamp,
except for receiving, individual must come
in person.

E. Others:

1. Boots:
 - a. Duplicate applications (Form R-603 O.P.A.)
 - b. Parker
 - c. Same as shoe stamp except Block Manager must come
to this office for signature.
2. Bicycle:
 - a. Take application on O.P.A. Form 703.
 - b. Approval of the individual's employer.
 - c. Same procedure as above.
3. Affidavits:
 - a. Persons must come to this office to fill out an
affidavit. Form 3897
 - B. Law Department
 - c. Memorandum to Block Manager
4. Others:
 - a. Transfer of documents; O.P.A. Form R-301
 - b. Letters of authorization
 - c. Transferee's record
 - d. Priorities.

The supervision of the Assistant Leave Officer in charge of the Arrival and Departure Station; the following detailed information is, as near as possible carried out in the order of its importance.

TRAVEL INFORMATION

1. Railway and Bus
 - (a) Rates
 - (b) Routes
 - (c) Connections
 - (d) Time
 - (e) Reservations
 1. Seat Space

2. Private Cars
 - (a) Highway routes
 - (b) Gas ration arrangement
 - (c) General Information

REGISTRATION OF ARRIVALS

1. Signing register
2. Prepare Form 177 and transmit to Population section.
3. Record visitors in all three units so as to charge them subsistence upon departure from project.

DEPARTURE PREPARATION

1. Gather departure advices effective 7:00 P.M. today and 3:00 A.M. tomorrow.
 - (a) Check with Camps II and III to verify time of departure.
 - (b) If travel through Military Zone check with Chief Clerk at Leave Office regarding Military Permits.
2. Prepare baggage list and submit same to Dispatcher's office.
3. Check Permits with departure list. If some are missing, check with the responsible office.
4. Make up Pass Register before 4:00 P.M.
 - Original for Motor Pool
 - One copy for Ration Board
 - One copy for Departure Office
5. Prepare Out-going pass for each departee--using information given in permit.
6. Assemble all necessary papers relating to those leaving at 7:00 P.M. and at 3:00 A.M.
 - (a) Permit (Identification card, Military Pass, Trans. Request
 - (b) Ration application
 - (c) Outgoing Pass
 - (d) Information for procedure on outside; post card for mailing to Relocation Offices upon arrival at destination.
7. Collect subsistence money from visitors before going out.
8. Send record and Cash to Financial Department everyday.

DEPARTURE COMPLETION

1. Segregate--Clearance Papers
 - (a) Property
 - (b) Physical (For Seasonal leaves)
and deliver them to Master File.

2. Deliver departure advices to population section.
3. Return baggage inspection slips to Internal Security Department.

APPLICANTS FOR RE-INDUCTION

All people on indefinite leave who returns to the project for re-induction on a resident status are accepted if approval for such action has been received from the Relocation Officer. If no such approval is forthcoming the applicant must have a hearing before the Relocation Program Officer and Project Leave Officer before recommendation is made to the Project Director for such re-induction. Visitor's status is maintaining until the Project Director signs his approval for induction to the project.

Breaking this down to the work of the individuals in the Leave Office, it will be as follows:

DUTIES OF CHIEF CLERK:

1. Check and verify evening or morning departures with Camps II and III.
2. Military Permits for persons going through Military Zone.
3. Necessary preparation of papers for escort for evening departures.
4. Baggage list - 7 copies.
5. Gate Passes.
6. Check for all short-term (Assistant Leave Officer) also Seasonals; and transfer papers (Family Welfare)
7. Photo list for Photo Department.
8. Segregate papers to respective offices for departees and those who fail to leave.
9. In-coming Baggage claim checks cleared with Baggage Dept.

DUTIES OF THE TWO COUNTER ASSISTANTS

- 1st. 1. Subsistence Record
- a. Keep file of the visitors of the three camps.
 - b. Make the bill for the departing visitors.
 - c. Record the departing visitors on the office Visitors Book.
 - d. Take charge of the incoming money.
 - e. Record on the Field Receipt Book.
 - f. Record on the Cash Receipt Journal.
2. Type telegrams for all departures to Relocation Officers in area to which evacuees go.
3. Register Arrivals.
- a. Visitors and all returning residents.
 - b. Accept various papers and Ration Books (for Ration Board)
 - c. Accept incoming baggage claim tickets.

4. Receptionist
5. Travel Advice
6. Keep records of all incoming people.
7. Make the Pass Register
8. Filing

2nd 1. Register Arrivals

Visitors and Returning residents
Accept incoming baggage claim checks
Record leaving visitors

2. Receptionist
3. Travel Advice
4. Camp I, II, and III Seasonal and Short Term return papers.
5. Type telegrams for Paroled Aliens leaving
6. Check duplicate "Special Travel Permit" for returning residents.
Check incoming telegrams on returning residents.
7. Travel Route to Travel Allotment Department
8. Filing.

FREIGHT DEPARTMENT

Freight Transportation:

I Instruction No. 100.3

(a) Handling Form 156

1. Request for G.B.L. from Procurement Dept.
2. Preparation of file folder
3. Letter transmitting Bill of Lading to consignee

II Instruction No. 50.3.12

(a) Handling Welfare memoranda

1. Request for G.B.L. from Procurement Dept.
2. Preparation of file folder
3. Letter transmitting Bill of Lading to consignee

III Taking care of correspondence regarding Freight.

IV Preparing WRA Form 147 and 148 for all Indefinite and Seasonal leaves.

COLORADO RIVER RELOCATION PROJECT
Poston, Arizona

January 31, 1944

JOB DESCRIPTION --- Relocation Adviser - Camp I

Specific Functions Regularly Performed

He is the responsible officer at the Unit Relocation Office which cares for matters relating to outside employment or relocation affecting the people of Camp I which has a population of approximately 7,500 people. He supervises and directs a staff of 12 people, namely: 1 secretary; 2 associate advisers; 1 steno-typist; 3 leave clerks; 1 librarian; 2 janitors; and 2 messengers. He is responsible for policies in conducting interviews regarding varied problems of relocation. These interviews range from 100 to 150 per week. The greater number of such interviews are of extreme importance to individuals and must be conducted with tact and diplomacy together with sincerity, understanding, and informative advice. Furthermore, such interviews must, in each case, be accompanied or followed by appropriate action such as writing one or more letters or telegrams to relocation officer, prospective employers, etc. It is the responsibility of the Unit Relocation Adviser to see that these follow-ups are actually made and that the person interviewed is acquainted with the action taken. He is responsible for setting up and maintaining files that will enable immediate referral to the cases being handled. He must be personally familiar with all incoming and outgoing mail. He must represent the project with respect to initial approval of varied types of leaves allowed evacuees and must be qualified through acquaintance with leave procedures to give advice and direction relating thereto. The Relocation Adviser must be capable of representing the Project Relocation Division in speaking before varied groups such as high school classes, Community Counsel, Block Managers' Meetings, etc., on subjects pertaining to relocation.

All in all, the Relocation Adviser must be a trained and experienced person respecting matters of organization and administration and he must have a quick, understanding, and sympathetic interest in the complexing human problems which are confronted by the evacuee people.

FILES MAINTAINED

1. Family Directory of Camp population.
2. Individual card record of Eastern Defense Clearance.
3. Stop List: Individuals whose leave from the project is suspended in accordance with instruction from the office of W.R.A. Director or Project Director.
4. Individual file of cases interviewed: This is in card form on which are shown salient qualifications of the applicant, including age, sex, marital status, dependents, education, experience, kind of employment desired, location preferred, time of expected leave, personal qualities, and general remarks. In other words, a concise and clear record pertaining to the person interviewed.

5. Individual case files: This file is one of action taken respecting the individual interviewed and contains letters written in behalf of the individual and received regarding him.
6. Area Files: These files are set up by relocation areas, e.g.: Chicago, New York, Denver, etc., and contain letters from Relocation Officers which may be written respecting one individual but which ordinarily are of interest to many others.
7. Leave: Applications for leave together with accompanying papers having to do with leave process history up to time of departure.
8. Job Offer: Outside employment offers as submitted from the Project Outside Employment Office. These include offers as presented by the various outside relocation offices.
9. Job Application: Current monthly file of applications respecting job offers, after which it is transferred to project file.

OFFICE PROCEDURE AND SPECIFIC METHODS IN CARRYING OUT FUNCTIONS

The matter of first importance in the Relocation Office is for the Advisers to become as fully informed as possible concerning work opportunities in the various sections of the United States in which evacuees are interested in being relocated. This is done largely through careful study of employment bulletins furnished from the relocation area offices. Information of this character is also gathered by the Outside Employment section of the Project Relocation Office and, through bulletins and otherwise, is furnished the Unit Office. However, the principal means of obtaining specific information is by writing letters to relocation officers, prospective employers, etc. A great deal of the time of the Relocation Adviser is devoted to such activity.

The next step of procedure must be that of selecting prospective applicants:

- (a) Those who have clearance to leave the project.
- (b) Those who because of special skills or abilities seem to suit job offers received.
- (c) Those who for other reasons are, perhaps, interested in relocation.

Notices are then sent to such people--10 to 30 a day--depending upon working circumstances, to call at the office for interview. The general nature of such interview is stated in the notice as well as the specific hour the call is to be made. When the subject reaches the office, the receptionist presents him or her to the Relocation Adviser and the interview proceeds.

It is a matter of extreme importance that the Relocation Adviser conduct this interview in a tactful, understanding, and unharried manner. It should also be carried on confidentially. The Relocation Adviser must possess a personality that will radiate friendliness, interest, and consideration and that will in turn inculcate respect and confidence on the part of the person being interviewed.

The subject's qualifications, desires, etc., in fact, the real substance of the entire interview, is carefully recorded on the card form prepared for this purpose. Action required in the way of writing letters or wires is ordinarily taken at the time of the interview, if not, it is attended shortly thereafter and a notation of such action is made on the card. A code number is then placed on this card in accordance with various categories of employment, reception, or decision, according to the subject's interest, such as: specific job, invitation of hostel or relocation officer, joining relatives, plans made, undecided, etc. Colored flags are used to designate the time the subject hopes to leave the center, or to show special importance. Such flag is attached to the card and the card is then placed in the file.

This plan of coding and flagging enables ready referral and keeps the case active until final disposition has been made. As responses are received to letters or wires of inquiry, a notice is sent to the party to call at the office. As these re-interviews occur, further action respecting the business of relocation is taken as required and such action is noted on the reverse side of the individual's card. On the other hand, if a definite plan has been made for employment or other reception of the subject at the place of proposed destination, the case is taken over by clerks having to do with processing for leave, the initial steps of which are taken in the office of the Relocation Adviser.

In addition to interviews as stated above, there are great numbers of voluntary re-interviews and many voluntary original calls on the part of people who are interested in relocation.

By invitation or by special arrangement, the Relocation Adviser meets with interested groups of people from time to time for the purpose of giving general and specific information on matters pertaining to relocation, for example: Job opportunities, housing conditions, community sentiment, and related subjects as they exist in the various areas of interest. Information is also given respecting the more or less detailed and complicated procedures in leave processing.

5 There are also many, many other matters of incidental care and detail which require the attention of the Relocation Adviser from time to time throughout the day. Furthermore, he must read the mail and study job offers and descriptions as they come to the office. The Relocation Adviser's office is an extremely busy one from the beginning of the day until its close. This situation is becoming more evident from day to day.

/s/ John G. Hunter
Relocation Adviser

January 29, 1944

REPORT OF RELOCATION ADVISOR FOR POSTON II

I. Specific Function Regularly Performed

1. The principal function of the Relocation Adviser and the two evacuee counselors in Unit II is interviewing and counselling of evacuees with a view to helping them with their relocation plans. Such counselling has been done both for those who have come in of their own accord to secure assistance and for those who are requested to come to the office for discussion of their plans.

In addition to discussing with individuals their plan for relocation, the family's plans are also discussed. Emphasis is placed wherever possible upon the family going out as a unit rather than individuals in the family going to various different places. For those individuals who wish specific jobs, job offers are referred to them when they come in and also special letters are written for them outlining to the relocation officers in the field the kind of work such individuals want. Wherever possible the invitation method of relocation, including the hostel plan, is suggested to a person who plans to relocate.

The Relocation Adviser makes use of every opportunity to contact groups of evacuees in the camp, such as speaking to students at the school, to evacuees employed in groups, and to residents of blocks. He has attended meetings of the block managers and further plans are underway to enlist the assistance of the block managers and the Community Council to encourage relocation.

Weekly meetings of the relocation staff have been held for the past two or three months and the Relocation Adviser has lead the discussion of these meetings whenever they take place in his own unit.

II. Files Maintained

1. Job Offer Files -- Folders are kept in which all job offers submitted to the Center are listed as they are received from the relocation areas. The information filed is abbreviated on the daily job offer bulletin, which are distributed to the whole camp. A code number is placed on the job offer sheet to correspond with the code number on the individual sheet filed in the Relocation Office.

The job offers are filled according to area and type of job. The different classifications of jobs are as follows: Industry, Agriculture, Clerical, Professional, Domestic Service and other Services. The areas are the following: Chicago, Cleveland, Kansas City, Eastern Defense Command Area, Little Rock Area and Western Area which includes Denver and Salt Lake City Area. In addition,

a folder is kept of miscellaneous job offers from all areas and of civil service job offers.

2. A set of W.R.A. Form 12 cards, which were at one time filled out by the Census Department and are not now used by personnel management, is kept as a master file of all persons in the camp. This file is kept according to blocks and families in the blocks. (See sample Form 12 card) At the top of the W.R.A. Form 12 is set of code numbers from one to ten with blank spaces for higher numbers. This set of code numbers is used for the purpose of cross reference between this form and the form which is next described.
3. A blank 5 x 8 card is used to record counselling data. A separate card is filled out for each member of the family interviewed who has separate relocation plans. If there is only one plan for the whole family, only one card is used. On this card is recorded the name and address of the family, the names and ages and relationship to the person interviewed of each member of the family. The date of interview is then recorded and the following data is put down: the kind of job desired; the place where the person wishes to go; the approximate date he wishes to go; whether or not other members of the family have a different plan, etc. Each time the person comes in for an interview, a separate entry is made on this card. After the interview, a code number is put on this card in pencil, and the same number is circled on the set of numbers at the top of the Form 12. If at any time, the plan changes so that a different code number is indicated, this change is made by erasure on both cards. The following are the codes and a filing system is set up to file cards in the appropriate number:
 - (1) Family Group --- Immediate Attention
 - (2) Individual ----- Immediate Attention
 - (3) Communication sent Regarding Relocation
 - (4) Domestic
 - (5) Other Service
 - (6) Agriculture
 - (7) Industrial
 - (8) Clerical
 - (9) Professional
 - (10) Family Group --- Further counseling Needed
 - (11) Individual ----- Further Counseling Needed
 - (12) Planning to Join Relative
 - (13) Plans Made for Relocation
 - (14) Family Head --- Out on Indefinite or Short Term
 - (15) Awaiting Leave Clearance (Stop List)
4. A folder is kept for each person for whom there is correspondence sent out or any other material necessary to file. This folder is kept on the Relocation Adviser's desk while the case is active, such as when a letter is sent out and an answer is received.

III Office Procedures and Specific Methods of Carrying Out Functions

1. The following procedure is used in interviewing and counselling:

Certain persons have been solicited to come in to the office for interviews to discuss their relocation plan; namely, those persons who have received Eastern Defense clearance or Provost Marshall General's Clearance, those persons who have been cleared from the stop list, those persons who returned from seasonal leave, and certain other persons known by the relocation staff members who have been considering the possibility of relocation. A list of all persons residing in the camp by blocks was combed in selecting this last group.

The first step in calling persons in is to send out a notice. In each case, this notice has been worded individually and has not been a stereotyped, mimeographed or printed notice. If a person had received his clearance, the notice would state that fact and would request the person to come in to discuss his plan. If a person has received a specific job offer, the fact that he had received this specific offer would be mentioned but no details given. In most cases, the notices are signed by the Relocation Adviser, but in some cases, other members of the staff sign them.

When a person comes in for an interview, the discussion starts with the individual's plan for relocation and includes the family's plan. Wherever possible, the individual is encouraged to make his plan in accordance with the family's desires and in such a way that the family can come later if they are not ready to leave at the same time he does. In many cases, different members of the family have wanted to go to different places, and as far as possible, this is discouraged since this would make it more difficult for the family as a group to relocate. The individual is encouraged to go out on indefinite leave, on invitation without accepting a specific job offer, and to go to a hostel where there is one. In those cases where an individual wished a very specialized kind of a job and would not be willing to go out on invitation, letters are written by the Relocation Adviser to the relocation officer in the area where the individual wishes to go.

As the interview proceeds, the interviewer records on a 5 x 8 card the applicant plan. At the end of the interview, this is filed according to the appropriate code number. Each time the individual comes in to the office, this card is taken out and a notation is made of the interview.

Those persons who do not keep their appointments to come in on solicited interviews are sent additional notices to come. Even then, they do not always come in. In some cases, personal contact is made with such persons in the block or by telephone, at which time they are requested to come in.

Wherever it is indicated that a letter to a relocation area is needed, this is sent out, if possible on the same day that the interview is conducted. In some cases teletypes are sent out requesting invitation or notifying relocation officers of acceptances.

When an individual wishes to go to a hostel, the hostel application is made out and sent to the Project Relocation Office in Camp I for forwarding to the respective hostel.

IV. Progress on Relocation Planning

As stated above, the plan in Unit II for relocation counselling has been to call in certain individuals. Many persons have come in to the office of their own accord to ask about specific job offers or to request help in plans of their own. At the present time, very few persons are being solicited because all those who have received clearance, who have been out on seasonal leave, and who have been considered good relocation prospects already been called. A great many of the seasonal workers are planning to go out on indefinite leave. A few are going to industrial areas for seasonal jobs; others wish to wait until spring for farm seasonal work.

Most of those going out now are still young people. There is still considerable resistance on the part of families to going out as a group. Some attempt has been made to counsel Isseis, but there is still resistance there. Several Issei people have been called in, particularly those who have influence among others in the camp and who would be interested in exploring farming opportunities, some of these are anxious to go out on short term leave to explore farming opportunities.

The prospective induction of Niseis is inhibiting somewhat the younger men from going out, but there are still a number who are going ahead with their plans in spite of the imminence of induction.

New techniques and methods are being planned in Unit II with respect to interesting persons in relocating. It is planned to go regularly to the blocks and talk with the residents there; to circulate among people where they are working or playing. It is felt that informal small groups where any kind of questions can be asked will be helpful in giving information to persons who have pre-conceived ideas of difficulties with respect to relocation.

February 3, 1944

MEMORANDUM TO: Mr. James D. Crawford
Relocation Program Officer

FROM: Camp III Relocation Division

SUBJECT: Office Procedure, Camp III Relocation Division

In response to your inquiry for a narrative report:

- A. The Specific Functions Regularly Performed by Relocation Counselors.
- B. Files Maintained.
- C. Office Procedures and Specific Methods of Carrying out Functions.

A. The Specific Functions Regularly Performed by Relocation Counselors.

The initial work when the Relocation Office was organized was to counsel evacuees who received Eastern Defense Clearance with the idea of encouraging them to go out into the Eastern Defense area on Indefinite Leave. We have tabulated the incoming clearances and notified approximately twenty recipients per day that they have received this clearance and discussed with them the possibility of relocation by encouraging them to accept employment.

Beginning in December, seasonal workers were called in for counseling as to their future plans in regard to taking employment on the outside. Believing that this office could be of assistance to returning seasonal workers by counseling with them in regards to their future plans relative to outside employment and Indefinite Leave, a program was set up to call in these seasonal workers as they returned to the project. It was the opinion of this office, that returning seasonal workers looked favorably upon receiving Indefinite Leave, and this office felt obligated to make known to these people the many employment offers and favorable conditions on the outside, and for that reason, we wish to counsel with them and assist them with their future plans.

The counseling staff reserved time to counsel with voluntary evacuee callers interested in Indefinite Leave and outside employment. The counselors observed by the study of the records that the aged bachelor population had been somewhat neglected in the program to date, and wanting to be of general service, a plan was developed whereby the bachelors were called in by blocks for special conferences at which time seasonal leave suitable to this group was explained to them. As a result of these conferences, 146 bachelors were contacted with the result that 45 definitely indicated their desire to accept outside employment, and approximately half of that number indicated an interest.

As the work of the office progressed, the residents of Camp III became acquainted with the valuable services rendered and came to the office for personal services relative to relocation problems. The services rendered covered a broad field of operation, including checking employment offers with Relocation Officers, securing W.R.A. approval, and advising as to train schedules and travel information. In our individual conferences, we endeavored to ascertain the personal desires of the relocatee, and once having this information, a determined effort was made to find the employment suiting the request. At the

close of each interview, the counselor made summary notes as to specific request of the party interviewed, and listed follow-up date for counseling and advise. Many cases required the securing of special information by correspondence and telegrams, and this was carried on by the office until the desired information was obtained and the party's request satisfied in every detail. The party was always kept fully informed of the progress of his case.

The counselors observed the need for general information for people who were interested and those who thought that they might be interested in some future date, and in order to supply this gap, the Reading Room as established and an effort was made to obtain instructive informations and descriptive material for various areas. Time has proved that the observations were correct and that we are very much satisfied with the use made of the Reading Room.

B. Files Maintained

W.R.A. Form 12 is maintained to record information gathered in counseling and to further effective results for follow-up procedure. An effort is made to keep this file accurate and up-to-date at all times. The file is arranged alphabetically and sub-divided as to follow-up procedure into sub-heads such as: immediate, spring, later, uncertain, definitely no, seasonal, and conference. The reason for the sub-division is to maintain a closer contact and a more efficient follow-up system with the party involved.

The Master File is a manila folder file, alphabetically arranged, containing copies of correspondence and complete information regarding employment of the individuals. This file is used jointly with the Personnel Management Section.

The Seasonal Leave File contains records of all persons that are out on Seasonal Leave. The cards carry data showing the process of the Seasonal Leave.

The Indefinite Leave File contains records of all persons that are out on Indefinite Leave. The cards show the record of the process of Indefinite Leave.

The Miscellaneous File is a card index file arranged alphabetically.

- A. Contains card records of people who have left on Short Term.
- B. Card records of all persons making application for leave and who have not been processed:
 - 1. Short Term
 - 2. Seasonal
 - 3. Indefinite
- C. Card records of all persons returning from:
 - 1. Seasonal Leave
 - 2. Those who have been out on Indefinite and who have been readmitted into the project as a resident.

C. Office Procedures & Specific Methods of Carrying out Functions

- 1. Typing and sending notices for interviews and meetings.
- 2. Notifying evacuees of progress of relocation and leave clearances, etc.

Correspondence is carried with the W.R.A. Officers of the area in which the resident is interested in relocating for the purpose of definite employment agreement or for open invitation. As the case progresses, the resident is always kept advised.

3. A complete record is maintained of each interview. Correspondence made in the office is recorded and maintained to assist us in the progress of outside employment or invitations of the party interested.
4. Upon receiving W.R.A. approval for leave, the application is taken and sent to the Project Leave Office for final processing which includes notifying the following that the party is leaving the project:
 - (1) Social Welfare
 - (2) Fiscal Department
 - (3) Appointment to have photographs and fingerprints taken.

Application for cash grant and transportation is taken and the individual is instructed as to the care of baggage and train schedules.

5. All persons reaching the age of 17 and entering into the project from detention camps as residents are registered on W.R.A. Form 126 Revised for Leave Clearance.

The policy of the office is to keep in close contact with all residents who are interested in immediate or future relocation and render every possible assistance and encouragement to them in their arriving at a definite conclusion in regard to relocation. This office makes a special effort to be of service to the Camp III residents in assisting them on all problems involving outside contacts.

16d
THE PROJECT RELOCATION PROGRAMJames D. Crawford
Relocation Division

Relocation started even before the last of the intake process was completed. Students were able, within a few weeks or months, to leave to attend colleges and universities which were not in the closed areas. A few of the mixed marriage cases, particularly those couples with children, were soon allowed to return to their homes or to relocate elsewhere. Some people who had had plans for group relocation almost completed under the voluntary plan of relocation were also able to leave within a few weeks. However, these were exceptional cases.

The initial feeling of the administration was that people would be in Poston for the duration. On November 12, Commissioner Collier arrived on the project, and there was much said during his stay of long term plans, especially with regard to the proposed subjugation of 5000 acres of land. During the same week Director Myer also visited the project and, as we know, Poston was the first to get the announcement of the relocation program. The uncertainty and the conflicting announcements were detrimental to morale, and contributed to the difficulties of the fall of 1942.

When the announcement of relocation procedures was made, many people immediately applied for leave. Months later many did receive their leave clearance papers. Finally, changes in policy resulted in the mass applications for leave clearance. The mass registration was held in February and March of 1943 and, together with Form 304⁻², the leave clearance forms were filled out at that time.

The slowness with which opportunities were made available to people is illustrated by the experience of the WAC lieutenant who came

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Evacuee
travel
(4598-4)

to Poston in the early spring of 1943. She might have been able to get over one hundred girls if she could have accepted them then, for there was much interest shown in the camps. However, it was six months before Japanese-American girls were acceptable, and when she returned, only three applicants were interested, one of whom actually signed up. The other girls had relocated in the meantime. Since then others have joined the WACs on the outside, and one or two others have joined from the center.

In the early spring, seasonal leaves began to increase. Many of them were a result of the favorable reports of those who had gone out in the fall. Many hundreds of people have left Poston on seasonal leave. In September, 1943, there were 1273 people out at one time on seasonal leave. In December, the number had dropped to 412, and it is now less than 300. Most of them out now are on old contracts, only three are on the new type of contract. Several have applied for the new contract, while all others will be changed to the new type.

Between the period of November, 1942, to October, 1943, relocation developed in the Employment Division. This was the logical place for it, but Employment had a tremendous load to carry. It was operating private employment, such as camouflage, within the center, project employment itself, and outside employment. It was realized that relocation involved a great deal of planning and detailed operation, and in order to develop relocation project employment suffered.

In August, 1943, came the notice of the segregation program. Everything else, including relocation and the reapportionment of project employment which had been necessary after the cut in July, was laid aside while segregation was carried out. However, people continued to leave the center. During that first year relocation depended almost entirely upon former friends of evacuees, and friendly appointed personnel who assisted people

in finding acceptable work and housing.

In October, 1943, there was a change in policy. Relocation opportunities were fast increasing, public sentiment was good, and the Authority felt that every effort should be made to get as many qualified people out as possible before the end of the war. This change in policy has made it possible for many more to relocate.

The present division was formally announced in October, 1943. Project employment was put under personnel management, and relocation made a separate division. The present organization is composed of the relocation officer, the assistant relocation officer, the three leave officers, and relocation advisors and interviewers. The organization has been changed several times as more was learned through actual operation. We now have a definite manual to follow, though some changes will be made from time to time.

There are really four sections within the division. 1) The program section handles leave clearance, selective service, communication, and regular program work, and is responsible for contacts with community organizations, the block managers, the community council, various committees, and the other divisions and their representatives.

2) The settlement information section receives job offers and distributes them. Civil service offers are processed by this section. Hostel invitations are in this department. When people first go out, this section reserves accommodations for them in hostels, which are usually organized by churches and are operated on a cost basis. All informational relocation material which comes into the project is handled by this section. We have been concentrating on assisting young people to find the work they are best fitted to do. This is easy when they speak good English and are well Americanized. Our material on this phase of relocation is increasing. This is also true about the material on agricultural and farm

opportunities. Last week the section handled a total of fifty-one different kinds of material. Reports and studies such as statistical population surveys are compiled by this section.

3) The leave section is responsible for the final processing of all applications for leave, travel grants, and departures.

4) The field section consists of our three Unit offices, each with a complete relocation staff in charge of a relocation adviser. All initial relocation problems are handled in the Units.

There are several distinct methods of placing individuals in outside employment. In the early days, the relocation office sent in an opportunity. We on the project could not release people unless they were going to specific jobs. The field office checked the job to see that it came up to the required standards of wages and hours, checked community sentiment, and conditions of living and working. The field Relocation Officer might turn down the job or get it adjusted to fit the requirements. The information about the job was passed on to the project for individual acceptance. After additional correspondence, the particular job problem would finally be settled. It all took much time, but this procedure was necessary at first. One of the early difficulties encountered was when people did not accept the jobs after they left the Project. Difficult situations arose when an evacuee used the job as an excuse to leave the Project but never reported for work. It was then realized that an individual who can get his own job better satisfies both himself and his employer. Now the Relocation Division receives job digests rather than specific offers. These indicate the types of work to be found in the area. The evacuee obtains permission from the Relocation Officer, unless prior community acceptance is good and permission is no longer necessary, and can select his own job after arriving in the area.

A second method of getting a job is initiated by an individual who comes in with his qualifications and asks us to place him. We write to the area in which he is interested and find out the kind of jobs which are available. Many individuals have been successfully placed in this manner.

Then there are many variations of the above. Word sometimes comes from friends about work available in communities where they are already settled, and they initiate the job offer. At the present time the field Relocation Officers are doing considerable initial work as well as follow-up work on people already relocated in their areas.

There are several outstanding problems which are detrimental to our program and for which we must have some solutions. In the first place, young people have left the project without their families. The families need the moral support of these young people to relocate themselves. The Nisei have gone to cities. The older people hesitate to follow them there in view of war time conditions, their own frequent unfamiliarity with city life, the isolation from friends which is often necessary because of the long distances and because many are rural people by occupation. The emphasis is now on group relocation, which would be one possible solution to this problem. At the same time a maximum has been set by Washington on the number of families allowed to relocate together. It is encouraging, however, to see that many who have been living in cities are now moving to rural areas so their families can come out. More and more women, children, and older people are leaving, in contrast to the former heavy concentration of young men and women. These trends show up in the Tuesday night departures, which are extremely interesting and worth while attending. As more and more families can and do go out, initial relocation is successfully completed.

Selective service for the Nisei came late this winter. Most families in camp have members who are eligible. Many young people have left the camp to get into draft deforable occupations, not as draft evasion, but in order to get their families out. We are now told that boys between the ages of eighteen to twenty-two will almost certainly be refused deferment. The age limit of this group has just been raised to twenty-six. Between twenty-six and twenty-nine pre-Pearl Harbor fathers will be given consideration. Those men between thirty and thirty-eight will be at the bottom of the list. If the military intelligence report on an individual has been made and he has been found acceptable, that fact will be transmitted to his draft board and he will be called, regardless of whether or not he has applied for expatriation.

We would like to have six month deferments for cases in which the eligible person is the breadwinner of the family and his imminent draft has upset plans for relocation. If they had time, relocation plans could be carried out, the children would have the advantages of American schools, and the family would be reestablished in a normal American community. However, the chances of such an arrangement are, I'm afraid, pretty slim.

Most evacuees have property of one sort or another in California. The evacuee property office cannot always sell it profitably. They are under pressure to sell, but some of the first needs of the relocating people are household furnishings and other types of equipment. Farm families especially, hesitate to go out if their property is sold because of the difficulties in replacing it. Or if it has been stored they do not know when they will get it. The problem of delays in shipment by the evacuee property office is extremely discouraging and needs to be remedied. The office has worked under a great many handicaps, but everything possible must be done to ship property to the people who have relocated.

Another problem is that of the appointed personnel not understanding relocation, guessing at answers to questions asked them by evacuees, and not referring interested people to the relocation office. Every appointed personnel should have a better background of the relocation program, the employment program, and other project programs.

Next week the project Relocation Program Officers, the Washington Relocation Staff, and the Field Relocation Officers are going to meet in Chicago to discuss some of the difficulties in the program, and through mutual understanding achieve a uniform interpretation of instructions.

There are several types of leave available to our residents. Short term leave is granted to enable residents to visit other centers or to investigate relocation possibilities. They are entirely responsible to the project while on such leave, and they must stay within the itinerary. People on short term leave are not allowed to work. It is often changed to indefinite leave.

Seasonal leave originally involved individual contracts with farmers which were often unsatisfactory. However, they served their purpose last year and provided employment in the food industries. So many have relocated to some of the areas of the first seasonal leave, that those have since been closed to avoid overcrowding and perhaps jeopardizing our initial good reception. The new type of seasonal leave requires that the contract be approved by the War Food Board and by the field offices. We may have several hundred going out in the next few weeks on this arrangement.

Indefinite leave theoretically severs connections with the project, and this is the stepping stone to permanent relocation, the goal of the Relocation Division. Now a trial period of indefinite leave has been made possible. There are many restrictions: for instance, it is applied

only to states east of the Mississippi (with some exceptions), because the trend of relocation is farther east. This type of leave remains to be tried out.

Nearly every division is directly connected with relocation. Director Myer has tried to orient the whole program toward relocation. There is an opportunity for evacuee committees to work with the relocation division in the clarification of such matters as selective service. We need more help from the block managers and from other organized groups. However, public sentiment is still against those who openly favor relocation and this pressure is too strong for good evacuee participation. It is necessary to get across the idea that relocation is an individual and family matter, and that we are only here to assist. Attitudes toward selective service, loyalty, etc., have complicated the picture tremendously. The Reports Office has assisted in helping to get to each individual the correct information about our most difficult problems in Boston.

Nearly every family in Boston has been affected by the stop list, which has over 2000 names on it. This is detrimental to relocation. The Leave Clearance Board has heard over 1400 cases. Not replies from Washington have been received on less than 200. Many of these people would relocate immediately if they could. From such conflicts of action people are suspicious of our programs and new procedures.