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HEADQUARTERS WESTERN DEFENSE COMMAND AND FOURTH ARMY
OFFICE OF THE COMMANDING GENERAL
PRESIDIO OF SAN FRANCISCO, CALIFORNIA

370.093 (pM) May 28, 1942

SUBJECT: Functions of Military Police Units at centers for Japanese evacuees.

TO : Commanding Generals,
Northwestern Sector, WDC
Northern California Sector, WDC
Southern California Sector, WDC
Southern Land Frontier Sector, WDC
Ninth Corps Area.

1. Prior instructions on the subject of functions of military police units at the assembly centers and relocation centers for Japanese evacuees are rescinded and the following instructions are substituted therefor:

a. Purpose of the evacuation center. The evacuation center has been established for the purpose of caring for Japanese who have been moved from certain military areas. They have been moved from their homes and placed in camps under guard as a matter of military necessity. The camps are not "concentration camps" and the use of this term is considered objectionable. Evacuation centers are not internment camps. Internment camps are established for another purpose and are not related to the evacuation program.

b. Operation of the evacuation center. The center is operated by civilian management under the Wartime Civilian Control Administration, Headquarters Western Defense Command and Fourth Army. A civilian director is in charge of each center. Civilian police available will be on duty to maintain order within the camp. The civilian police are responsible for the search of individual evacuees and their possessions for contraband. The civilian police are responsible for the escort of visitors and evacuees throughout the camp. The campdirector is responsible for all means of communication within the camp.

c. Functions of Military Police at evacuation centers. The military police are assigned to the center for the purpose of preventing ingress or egress of unauthorized persons and preventing evacuees from leaving the center without proper authority. The assembly centers in the combat area are generally located in grounds surrounded by fences clearly defining the limits for the evacuees. In such places the perimeter of the camp will be guarded to prevent unauthorized departure of evacuees. The relocation centers are generally large areas of which the evacuee quarters form only a part of the center. These centers may have no fences and the boundaries may only be marked by signs. At such centers the military police will control the roads leading into the center and may have sentry towers placed to observe the evacuee barracks. The balance of the area may be covered by motor patrols. The camp director will determine those persons authorized to enter the area and will transmit his instructions to the commanding officer of the military police. The camp director is authorized to issue permits to such evacuees as may be allowed to leave the center.

(Functions of Military Police Units at centers for Japanese evacuees continued)

(2) In case of disorder, such as fire or riot, the camp director or interior police are authorized to call upon the military police for assistance within the camp. When the military police are called into the camp area on such occasions the commander of the military police will assume full charge until the emergency ends. The question of the disposition of unmanageable evacuees is not the responsibilitity of the military police.

(3) The commanding officer of the military police is responsible for the black-out of the evacuation center. A switch will be so located to permit the prompt cut-off by the military police of all electric current in the camp. He will notify the camp director of his instructions relative to black-outs.

(4) The commanding officer of the military police is responsible for the protection of merchandise at the post exchanges furnished for the use of military personnel.

(5) Enlisted men will be permitted within the areas occupied by the evacuees only when in the performance of prescribed duties.

(6) All military personnel will be impressed with the importance of the duties to which their unit has been assigned, the performance of which demands the highest standards of duty, deportment and military appearance.

(7) A firm but courteous attitude will be maintained toward the evacuees. There will be no fraternizing. Should an evacuee attempt to leave camp without permission he will be halted, arrested and delivered to the camp police.

(8) Commanding Officers of military police units will be furnished copies of operating instructions issued to the camp director. They are required to maintain such close personal contacts with the camp director and his assistants as will assure the efficient and orderly conduct of the camp, and the proper performance of the duties of each.

By command of Lieutenant General De WITT:

(s) B. Y. Read

Colonel, A. G. D.
Adjutant General

CERTIFIED TO BE A TRUE COPY

Robert H. Bartelt
ROBERT H. BARTELT
1st Lt., 747th MP Bn (Z-I)
Comdg.

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

WARTIME CIVIL CONTROL ADMINISTRATION
1231 MARKET STREET
SAN FRANCISCO, CALIFORNIA
*Telephone* KLONDIKE 2-2611



June 9, 1942

MEMORANDUM OF CONSIDERATIONS FOR ASSEMBLY CENTER OPERATION

1. In order to provide for and meet, so far as practicable, the social problems inherent in assembly center operation over an extended period, proposals are under consideration for transfer of center operation to War Relocation Authority. These proposals contemplate the following:

a. Center operation, internally speaking, is divided into two main phases, viz., internal security and physical operation.

b. As to internal security, while evacuees remain in the combat zone, it is agreed that the Commanding General, Western Defense Command, must retain full authority to prescribe security measures and to direct internal security police. Further, where the development of a social program contravenes considerations of military necessity, the latter must prevail.

c. It is essential that provision be made to meet those social problems becoming daily more complex in assembly centers by undertaking an education and work program within the centers as far as practicable. War Relocation Authority is prepared and has the personnel to undertake the direction of an integrated school system and a work program within assembly centers, whereas to do this WCCA would be forced to develop a parallel organization with consequent duplication.

d. All qualified WCCA personnel engaged in center operation, other than interior security police, for whom positions exist would be taken over and retained by WRA. WRA would not fill any positions by outside persons if any qualified WCCA personnel is available. Later, in the relocation phase, WRA would agree to retain all of such personnel for whom positions were available; and similarly, would not recruit from the outside, where qualified WCCA personnel is available.

e. WCCA (War Department) would continue to finance assembly center operations, WRA to 1080 WCCA for reimbursement in the prescribed manner. Latitude for increased expenditures would be afforded WRA in order to provide for and develop the additional social aspect of center operations, such as the work program and education.

f. Interior security police would be retained by WCCA under the direct control of the Commanding General, Western Defense Command, through the Assistant Chief of Staff, Civil Affairs Division. Complete liaison both at the project level and the CAD-WRA level would be maintained, the chief of interior security police and the project director working as a team and exchanging copies of written reports and extending an opportunity for comment or concurrence prior to submission of such reports, except that solely military matters will not be exchanged until they have been cleared in advance with CAD.

g. As WCCA funds were being expended by WRA, WRA would consult with and obtain the concurrence of CAD in all policies adopted. Similarly, exclusive of those matters relating to considerations of military necessity and security, CAD would obtain the concurrence of WRA in all policies affecting interior security police control and operation. As to policies involving considerations of military necessity and security, CAD would inform WRA in advance of the policy and of the necessity therefor.

h. Accountability and responsibility for assembly center property would be discharged to meet army requirements.

i. In the evacuation (transfer) of evacuees from assembly centers to relocation centers, CAD-WCCA agrees that WRA recommendations for the preservation of community balance will be accepted, except where such recommendations conflict with considerations of health, sanitation or military security, or of practicability.

j. Nothing in the transfer of operations to WRA will be permitted to retard or impede the evacuation of all assembly centers by transfer from there to relocation centers, and none of the social program to be developed

by WRA will be permitted to so result. Further the matter of ingress and egress, the issuance of permits, control of visitation and other security measures will be retained exclusively in CAD, in connection with the satisfaction of military necessity while evacuees remain in Military Area No. 1. It is understood that the emphasis will be to remove evacuees from Military Area No. 1 as soon as practicable. As to releases and transfers to engage in private employment outside Military Area No. 1, the same procedure now obtaining will continue in force.

2. The Regional Director, War Relocation Authority, (Mr. Fryer) and the Assistant Chief of Staff (Colonel Bendetsen) concur in the foregoing as a tentative outline of the basis for transfer of operations. It is, of course, understood that this is prepared for submission to higher authorities and does not necessarily represent the views of the superior officer of either party.

Karl R. Bendetsen, Colonel, G. S.C.
Assistant Chief of Staff,
Civil Affairs Division

E. R. Fryer

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

WESTERN DEFENSE COMMAND AND FOURTH ARMY

Office of Assistant Chief of Staff, Civil Affairs Division

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WARTIME CIVIL CONTROL ADMINISTRATION
1231 Market Street
San Francisco, California

August 8, 1942

MEMORANDUM FOR: All W.C.C.A. Assembly Center Managers

SUBJECT: Voting by Japanese Evacuees

1. The question has been raised as to the right of evacuees in assembly centers to vote by absentee ballot. The exercise of the right of franchise by qualified citizen evacuees through the medium of absentee ballot is a matter solely between the individual and the State and County governments of his former place of residence. If the laws of the state of the evacuee's legal residence permit absentee voting by citizen evacuees in their present circumstances, and the evacuee is a fully qualified voter under those laws, the right of franchise by absentee ballot may be exercised without interference.

2. Qualified citizen evacuees occupy the same position in regard to the exercise of their right of franchise by absentee voting as does any other citizen who for any reason is absent from his voting precinct, or is physically unable to go to his polling place on the day of election.

3. Assembly center managers will take such action as is deemed essential to facilitate absentee voting by the individual citizen evacuees, but no active assistance will be given evacuees by any member of the assembly center administrative staff or by members of the Interior Security Police.

4. The exercise of the right of franchise by evacuees in assembly centers will be governed by the following regulations:

a. Absentee ballots must be secured by mail by the individual citizen evacuees on application to the proper civil official as designated by the laws of the State of legal residence.

b. The notarizing of the absentee ballot is the obligation and responsibility of the individual evacuee. A notary public may be permitted to enter the visitors' area for this purpose, but all costs must be borne by the individuals concerned.

c. Certification of the absentee ballots of evacuees by Army officers is not authorized.

d. Properly identified Registrars of voters of appropriate counties may be permitted to enter the visitors' area for the purpose of registering voters.

e. No restrictions will be placed on the discussion of politics and candidates for political office by the evacuees.

f. No person will be allowed to enter the Assembly Center area for the purpose of political campaigning. However, political candidates and campaign workers may be permitted to enter the visitors' area, under existing regulations governing visitors, to talk to individual evacuees concerning the political campaign.

By Order of Colonel BENDETSEN:

W F Durbin

W. F. Durbin
Major, Q.M.C.
Ass't. AC of S, CAD

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

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WARTIME CIVIL CONTROL ADMINISTRATION
1231 Market Street
San Francisco, California

March 16, 1942

ADMINISTRATIVE ORDER #1

TO: All Personnel of the Wartime Civil Control Administration

SUBJECT: Procedure

1. GENERAL

Ordinarily, under Army procedure, all papers received or transmitted must pass through the Adjutant General's office. Inasmuch as the nature of our correspondence is peculiar to the current mission, the Civil Affairs Division, Headquarters, Western Defense Command and 4th Army will be designated as a Record Office by the Adjutant General. Mail and records will be indexed and filed in accordance with the so-called Duo-Decimal system.

INCOMING MAIL

Beginning at once each directive or piece of correspondence of any nature received from any source will be received or sent to the Mail and Record room. It will be stamped with a time stamp showing the date and time of its receipt. It will then be recorded in a log kept for that specific purpose, assigned an appropriate classification, written along the right margin of the paper, in pencil, and immediately routed to the Executive Officer, Civil Affairs Division.

3. MESSENGER SERVICE

Messengers at intervals of every 30 minutes will pick up mail from the Executive Officer and deliver it as directed to the appropriate office. Stations in each office should be established with an "Incoming" and "Outgoing" tray for the use of messengers. Messengers will distribute all papers in the "Out" trays of each office as they pass through.

4. OUTGOING MAIL

(a) In some instances outgoing mail, because of its nature, will require the signature of the Adjutant General, Fourth Army, or of the Commanding General, and will be so prepared. The Executive Officer will determine this in each case. Correspondence prepared here relating to military control as it affects the activities of this organization, or matters dealing with policy should be prepared for the signature of the Assistant Chief of Staff, Civil Affairs Division. Mail with respect to policy insofar as it affects public relations or coordination with Federal agencies and matters of a similar nature will carry the signature of Mr. Tom Clark, Chief of Civilian

Staff of the Wartime Civil Control Administration.

(b) Other outgoing correspondence, whether it be in the nature of a reply or on a subject initiating in this office will be signed by the Chief of the Division to whom the subject matter is pertinent. For example, applications for employment and correspondence dealing with office space or equipment and sundry subjects will be answered by the Administrative Officer. Correspondence dealing with supplies, etc., relating to Reception Centers and other matters pertinent to that phase of our work will be answered by the Chief of Reception Center Division. This applies to all subjects pertinent to the duties of a particular Division Chief.

Outgoing correspondence constituting a reply will carry in the upper left hand corner the identifying decimal which will be obtained from the original letter. This is important for file control purposes.

Outgoing mail will be prepared with an original, three white and one green copies. The green copy only will carry the typed and written initials of the person who dictated the letter, the written initials of the person signing it and the typed initials of the stenographer who typed it. The author's and stenographer's initials will be typed on the lower left hand corner of the green copy - the author's in capitals, the stenographer's in lower case. The mail room will not dispatch any mail unless it is so initialed. If correspondence requires the signature of the Adjutant General or the Commanding General it will likewise clear through the mail control room and all copies will be sent for signature. The green copy will be stamped "Civil Affairs Division Record" and when the original is signed the green copy will be returned for Civil Affairs Division records with any changes noted. Special instructions will be issued to persons charged with preparation of military letters.

5. FILES

Files will be cross-referenced so far as is possible and kept by topical as well as numerical index. Slips will be furnished to all Divisions to be attached to any letter requiring special mail instructions--such as Air Mail, Special Delivery, etc.

6. PRIORITY IN RELATION TO CORRESPONDENCE

In order to establish priority, two colored tickets will be used. A green ticket will be attached in the upper left hand corner of all mail requiring attention for the Commanding General. That is a signal that all else is to be deferred until that particular matter is cleared in your office, and it will be an indication to Mail Control to call for a special dispatch. Green tickets will be used only by the Executive Officer, Civil Affairs Division. A red ticket will be attached in a similar manner for matters within this office requiring special handling. This form of priority will be used sparingly and only for situations demanding immediate attention and clearance. In both instances a record will be kept in a separate log and messages will be traced from the originating source to destination to avoid any delays.

7. OFFICE HOURS

This office will be open seven days a week and shifts will be arranged by Division chiefs so that at least a portion of their staff is here the full seven days. Prescribed hours of employment are 8:15 AM to 5:00 PM with a 45 minute lunch hour. It is imperative that some member of each Division be available at all times during the day so that correspondence, telephones, etc., can be adequately covered. For that reason lunch hours should be staggered. Some split shifts will be arranged to provide stenographic services from 8:00 AM to 10:00 PM when needed.

8. ESTABLISHMENT OF DIVISIONS, WARTIME CIVIL CONTROL DIVISION

The following divisions are established herewith:

1. CIVILIAN COORDINATION DIVISION
   a. Tom C. Clark, Chief of Civilian Staff
   b. Wallace Howland, Assistant Chief of Civilian Staff

      (a) Plans policy
      (b) Liaison with civilian organizations and public officials

   c. L. M. Benedict, Public Relations Advisor, Civilian Staff

2. STATISTICAL DIVISION
   Dr. Calvert L. Dedrick

      (a) Anticipates factual requirements
      (b) Prepares tabulations
      (c) Consolidates information
      (d) Compiles all statistics

3. OPERATIONS DIVISION
   Lt. Colonel Martin Haas, GSC

      There are six sections under this Division having to do with the induction, medical examination, registration, transportation and welfare of evacuees.

4. PROPERTY PROTECTION DIVISION
   Wm. M. Hale
   (Liaison Officer - P. J. Gilchrist)

      Provides assistance to evacuees in making equitable disposition of property problems.

5. AGRICULTURAL DIVISION
   L. I. Hewes
   (Liaison Officer - A. Gogis)

      (a) Provides for management of farm properties including necessary lending facilities

(b) Advises Assistant Chief of Staff, Civil Affairs Division as to the effect of evacuation on agricultural production.

6. RECEPTION CENTER DIVISION
R. L. Nicholson - Federal Works Agency

(a) Responsible for the location, planning, construction, equipping of Reception Centers.
(b) Three sections exist under this Division. One for site selection; another for construction, and the third for property management.

7. ENFORCEMENT, EXCEPTIONS AND LICENSING DIVISION
Lt. Colonel W. A. Boekel, F.A., Assistant Provost Marshal

(a) Establishes mechanics for exceptions from exclusion orders and enforcement.

8. EXECUTIVE OFFICER
Captain Albert H. Moffitt, Jr., F.A.

(a) Effects directives
(b) Provides daily reports
(c) Acts in the absence of the Assistant Chief of Staff and his Deputy
(d) Coordinates organization

9. PUBLIC RELATIONS DIVISION
Captain Philip J. Sinnott, M.I.

(a) Undertakes active press, radio and public relations program
(b) Keeps Civil Affairs Division advised regarding press and public relations

10. ADMINISTRATION OFFICER
Leo F. Gentner
James F. Hughes, Assistant to Administrative Officer

(a) Establishes administrative functions
(b) Employes personnel
(c) Assigns space
(d) Procures equipment and supplies
(e) Acts as liaison with Central Administrative Services
(f) Establishes and is responsible for Mail and Record Section

Lt. Colonel Ira K. Evans, G.S.C., is designated as Deputy Assistant Chief of Staff, Civil Affairs Division, with full authority to act on my behalf.

General Orders establishing the Civil Affairs Division, General Staff, Western Defense Command and Fourth Army and the Wartime Civil Control Administration are attached for information and guidance.

Karl R. Bendetsen
Colonel, G.S.C.
Assistant Chief of Staff
Civil Affairs Division

Official:
Albert H. Moffitt Jr.
Albert H. Moffitt, Jr.
Captain F.A.

Enclosures - 2

1. G.O. #34, Extract
2. G.O. #35

~~CAD~~ WCCA

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

March 30, 1942

ADMINISTRATIVE MEMORANDUM #2:

SUBJECT: Release of Information concerning WCCA and WRA.

TO: ALL Personnel of WCCA and WRA.

1. It is the desire of both organizations to keep the Public fully informed of activities in evacuation and relocation, insofar as actions, contemplated actions and policies have been officially decided upon.

2. The programs of both organizations has been embarrassed by unofficial, unauthorized statements, prematurely made in conversation and without full knowledge of facts. Such unauthorized statements cause confusion in the minds of the public and further confuse the prospective evacuees. And although much time must be given to trying to correct such erroneous and harmful statements, the damage of indiscreet utterances cannot be overcome.

3. Both the WCCA and WRA programs are a vital part of the Military effort.

4. No person connected with WCCA will make any statement for publication without the authorization of Col. Bendetsen; no person connected with WCCA will make any statement concerning WRA without clearance from Col. Bendetsen and then Mr. Eisenhower.

5. No person connected with WRA will make any statement for publication without the authority of Mr. Eisenhower; no person connected with WRA will make any statement concerning WCCA without clearance from Mr. Eisenhower and Col. Bendetsen.

6. Capt. Sinnott is press relations officer for WCCA, and Mr. Laurence M. Benedict is public relations adviser for WCCA. Mr. John Bird is press relations manager for WRA, and they alone are authorized to issue information to the press, after approval of their respective superiors. Any press release issued by either organization in which the other is mentioned, or which bears directly or indirectly on the program of the other organization, will first be jointly approved.

Karl R. Bendetsen
Colonel, G. S. C.
Assistant Chief of Staff
Civil Affairs Division

OFFICIAL:
Albert H. Moffitt
Albert H. Moffitt
Captain, F. A.
Executive

Milton Eisenhower
Milton Eisenhower

Director, War Relocation
Authority.

DISTRIBUTION:

All Personnel of WCCA and WRA.

HEADQUARTERS WESTERN DEFENSE COMMAND AND FOURTH ARMY
OFFICE OF THE ASSISTANT CHIEF OF STAFF, CIVIL AFFAIRS DIVISION
WARTIME CIVIL CONTROL ADMINISTRATION

April 6, 1942

Administrative Order )
) ROUTINE ADMINISTRATIVE PROCEDURE
Number 3 )

GENERAL

1. CAD and WCCA, being part military and part civilian, entails an administrative organization which necessitates certain rules of procedure which must be strictly adhered to in order to eliminate unnecessary effort and confusion while retaining administrative control. The following are prescribed for the guidance and compliance of personnel, both military and civilian.

2. The administrative organization composed of CAD and WCCA occupies a dual status. CAD is a General Staff Section of WDC-4th Army and as such has no operating functions, but exists solely for the purpose of obtaining information for, assisting in the formulation of the policies of and advising the Commanding General, WDC-4th Army in matters pertaining to civil affairs. WCCA is not a staff section, but an operating body (although it has certain fact finding and advisory functions).

3. A matter which falls entirely within the scope of CAD will almost invariably be a "command" matter; this is usually a communication (order, request or otherwise) to subordinate units of WDC-4th Army or to higher headquarters (War Department, including S.O.S. etc.) Such is done entirely in the name of the Commanding General WDC-4th Army.

A matter which falls entirely within the scope of WCCA will seldom, if ever, be a matter of military command, although it may involve the direction (command) of civilian or other personnel under the jurisdiction of WCCA. In such case, the command is by the Officer in charge of WCCA.

4. A matter which partakes of both CAD and WCCA functions will be handled by the one having the major interest therein. This, in many cases, will require a decision based on the policy of endeavoring to relieve Headquarters, WDC-4th Army of as much of the administrative burden as possible.

PREVIOUS INSTRUCTIONS

5. All administrative instructions heretofor issued by CAD and WCCA, in conflict with the following, are hereby rescinded.

OFFICE HOURS

6. The office will be open seven days a week. Shifts will be arranged by Section Chiefs so that an operating staff is available each day. Normal civilian employment is eight hours a day.

The lunch period is 45 minutes. A member of each section must be available at all times between 8:15 AM and 10:00 PM so that correspondence, telephones, etc., can be adequately covered.

OFFICE OF RECORD

7. CAD is an Office of Record. A mail and record room will be operated. Mail and records will be indexed and filed in accordance with the Dewey Decimal system. Records sent to the record section for file, must bear in the lower right hand corner the word "file" and the initials of the person authorizing the filing.

CORRESPONDENCE

8. Form and composition of letters.

a Command Letters.

(1) Command letters will be prepared in strict conformity with Army Regulations 340-15 "Correspondence, How Conducted". They will be written on stationery "HEADQUARTERS WESTERN DEFENSE COMMAND AND FOURTH ARMY". The heading of such letters will be entirely within the upper third of the first sheet and substantially in the following form:

HEADQUARTERS WESTERN DEFENSE COMMAND AND FOURTH ARMY
OFFICE OF THE COMMANDING GENERAL
PRESIDIO OF SAN FRANCISCO, CALIFORNIA

April 10, 1942

SUBJECT: Administrative Matters.

TO: Commanding General, Southern California Sector.

Paragraphs will be numbered and indented. No salutation will be used. No complimentary closing will be used; where the signature is to be that of an officer other than the Commanding General, there will be typed on the line preceding the signature line, the phrase (to subordinate units) "By Command of Lieutenant General DeWitt"; (to higher authority or to military commanders, not under the jurisdiction of C. G., WDC-4th Army) "For the Commanding General".

(2) Command communications to subordinate units of WDC-4th Army will be signed by the Adjutant General or an Assistant Adjutant General. Command communications to higher headquarters or to a military headquarters, not under the jurisdiction of WDC-4th Army, will be signed by the Adjutant General, an Assistant Adjutant General or, in certain cases, by the Commanding General (in his absence, by the Chief of Staff).

(3) Signature will be followed, where signed by the Commanding General, with

"J. L. DeWitt
Lieutenant General U. S. Army
Commanding"

Where signed by the Chief of Staff; with

"J. L. Bradley
Brigadier General U.S.Army
Chief of Staff"

Where signed by the Adjutant General; with

"H. B. Lewis
Colonel, A. G. D.
Adjutant General"

Where signed by Captain Fullerton; with

"Hugh T. Fullerton
Captain, A. G. D.
Assistant Adjutant General"

Where a communication must be sent to the Presidio for concurrence, the above will not be typed. This will enable the Adjutant General to sign the letter immediately after the last necessary concurrence has been obtained.

b Non-command letters.

(1) Non-command letters will be composed in accordance with correct business practice, usual courtesy and as further prescribed herein. They will be written on stationery "Headquarters Western Defense Command and Fourth Army, Office of the Assistant Chief of Staff, Civil Affairs Division, Wartime Civil Control Administration". Paragraphs will not be numbered, but will be indented. The first paragraph of a letter replying to another communication will identify such communication by subject and date. If the communication received was addressed to Lt. Gen. J. L. DeWitt, but the answer is to be signed by another, the first paragraph will also contain a phrase substantially in the form "Lieutenant General J. L. DeWitt has directed me to acknowledge your letter ******". The salutation will be "Dear Sir" or "Dear Madam" except in letter addressed to high civilian officials, where a phrase such as "Dear Senator Jones" or "Dear Governor" will be used. The body of the letter will be as brief as is consistent with a complete statement and with usual rules of courtesy. The complimentary closing will be "Very truly yours" in all cases except (a) where a letter is thanking the addressee in which case "Sincerely yours" will be used and (b) where the letter is to a high civilian official in which case "Sincerely yours" or other phrase may be used, depending upon the degree of acquaintance or friendship between the writer and the addressee.

(2) Non-command communications will be signed as follows:

(a) Signature will ordinarily be by Captain Fullerton, followed by

"Hugh T. Fullerton
Captain, A.G.D.
Assistant Adjutant General"

However, in certain cases signature will be as prescribed for command communications; these cases will generally be letters to members of Congress, etc. The purpose of having all letters, command or non-command, normally signed by the Assistant Adjutant General, is to enable a degree of administrative control over correspondence and to assure proper recording, mailing, filing, etc.

(b) Where the basic communication is addressed to Colonel Bendetsen and there is a personal relationship, signature will be personally by Colonel Bendetsen, followed by

"Karl R. Bendetsen
Colonel G. S. C.
Assistant Chief of Staff
Civil Affairs Division
Wartime Civil Control Administration"

However, where Colonel Bendetsen does not have a personal, as distinct from an official, interest in the matter, signature will be as prescribed in the immediate preceding paragraph.

(c) Communications from Colonel Bendetsen to CAD and/or WCCA staff, will be signed personally by Colonel Bendetsen, followed by

"Karl R. Bendetsen
Colonel G. S. C.
A. C. S., C. A.D.
W. C. C. A."

Where Colonel Bendetsen cannot, because of absence, etc., sign, such communications will be "By order of Colonel Bendetsen", signed by the Executive Officer and authenticated by the Adjutant.

(d) Communications issued to the staff by, or by authority of Colonel Bendetsen, will be entitled (a)"Administrative Orders No._____", and (b)" Memoraneum No._____". Orders will be directive, memoranda will be informatory. Normally, memoranda will be "By Order of Colonel Bendetsen" and signed by the Executive Officer. Administrative Order issued April 6, 1942 will be numbered 3. Memorandum, issued April 6, 1942, will be numbered 1.

(e) Press Releases will be issued by the Public Relations Branch. They will not bear the signature of Colonel Bendetsen or any other officer of this staff; however, before release, they must be approved by Colonel Bendetsen.

9. Copies.

a Excessive copies will be avoided. In general, command letters, when delivered to the Assistant Adjutant General, for dispatch, should comprise the original, 2 white and 1 green carbon copy; non-command letters will have only the green copy. If the office preparing the communication desires to have the matter suspended, i.e. where a reply to the letter is expected or certain action is expected at a later date, an additional carbon (pink), should be included

with the desired suspense date indicated; such copy will be placed in the A. G. suspense file and brought to the attention of the interested officer on the suspense date.

b The green carbon copy is the record copy and will, in each case, have typed or stamped upon it, the initials of the person dictating or composing the letter and the initials of the typist. The initials of the composer will be in capitals followed by a slant line and the initials of the typist in small letters. Below them will appear the initials "CAD". These initials will be placed within one half inch of the right edge of the green carbon copy, approximately opposite the date.

10. Preparation for mailing.

a After a communication has been prepared by the typist, it will be checked by the typist with another person against the stenographic notes or other draft. Thereafter the letter with envelope will be fastened with two paper clips (not staples) to the carbon copies so that the green carbon copy protrudes approximately one half inch beyond the right edge of the original. The letter will be delivered to the composing officer for his review and correction, If correct, he will initial the green carbon copy above his typed initials. He will then obtain, on the green carbon copy, the initials of all other interested Chiefs of Sections of CAD and WCCA. If the communication requires the concurrence of staff sections of WDC-4th Army, he will attach to the letter a routing slip with such interested staff sections checked.

b The letter will then be delivered to the Assistant Adjutant General's office where, if all concurrences have been obtained, it will be signed, mailed and c arbon copies filed, with pink copy, if any, placed in the A. G.'s suspense file. If the officer preparing the letter desires a copy for his own files, he should direct the pulling of a copy prior to delivery of the communication to the Assistant Adjutant General.

c Communications to which are attached a routing slip for concurrence of staff sections, at the Presidio, will be sent by the Assistant Adjutant General to the Presidio by messenger and concurrence will there be obtained; thereafter the letter will be sent to the office of the Adjutant General, WDC-4th Army at the Presidio who, or one of his assistants, will sign and dispatch the letter from the Presidio.

11. Preparation and Composition of Telegrams, Teletypes and Radiograms.

a Number of copies. There should be an original, one white and one green carbon copies (pink suspense copy, if desired).

b Brevity. Conciseness is essential, but clarity must not be sacrificed for brevity. There may be used such beginning phrases as "Rourtel", "Reurad" to identify an earlier communication.

c Signature. The signatures will be as follows:
Command messages to higher authorities:

"DeWitt
Commanding
WDC-4th Army"

Command messages to subordinate units

"Lewis, AG
WDC-4th Army"

Non command messages:

normally "Lewis, AG
WDC-4th Army"

but, if by nature of the message, there is reason to sign it otherwise, the surname or full name of the officer signing will be used followed by his official capacity, e. g.

"Bendetsen, Colonel
Wartime Civilian Control Administration

d Authentication. The green carbon copy will be prepared similar- to the green copy of a letter and will, before submission to the Assistant Adjutant General, have all necessary concurrences evidenced by initials. The Assistant Adjutant General will then authenticate all out-going communications as follows: either in the lower left hand corner or upper right near the date line, dependingupon the form, will be in capitals "Official", with a space for signature and thereafter

"Hugh T. Fullerton
Captain A.G.D.
Assistant Adjutant General"

Where concurrences must be obtained from WDC-4th Army at the Presidio the word "Official" only will be used; space for signature will be left.

12. Messenger service.

Inter-office messenger service is scheduled every thirty minutes from 8:00 AM to 8:00 PM each day. During the period 8:00 PM to 8:00 AM messenger service may be obtained by calling local 689. Messenger service to and from the Presidio will be available on the following schedule

Leave Hotel Whitcomb at 6:00 AM, 11:30 AM and 4:30 PM.

Leave WDC-4th Army at 8:00 AM, 1:00 PM and 6:00 PM. Special service to the Presidio at other hours may be arranged by calling local 689.

13. Classified Communications.

Any communocation which has been classified as "Secret" or "Confidential", when not in active use, (including nights), will be delivered to the Assistant Adjutant General, for locking in the safe or other disposition.

Such communications will not be handled by messenger, but will be handled by hand, from one Commissioned Officer to another, or designated Non-Commissioned Officers, or by Civilian Section Chiefs.

Karl R. Bendetsen

KARL R. BENDETSEN
Colonel G. S. C.
A. C. S., C. A. D.
W. C. C. A.

Ronnalt

HEADQUARTERS WESTERN DEFENSE COMMAND AND FOURTH ARMY
OFFICE OF THE COMMANDING GENERAL
PRESIDIO OF SAN FRANCISCO, CALIFORNIA

April 9, 1942

Administrative Order )
) SECURITY
Number 4 )

1. SECRET, CONFIDENTIAL AND RESTRICTED INFORMATION.

a All personnel, military and civilian, must and will exercise the utmost discretion in safeguarding information obtained by them, through their work in this headquarters. Personnel are prohibited from discussing any of the business of this headquarters with any persons whose business does not legitimately entitle them to such information.

b Certain matters, within this headquarters, will be marked "Restricted". The utmost caution will be taken that neither such papers or the information contained therein, will be given out to unauthorized persons. "Unauthorized persons" include the personnel of this headquarters whose work does not require such information. Inadvertent disclosure of such information has, in the past, not only embarrassed this headquarters, but has enabled outsiders to take action which defeats, in part, the orderly processes laid down for evacuation.

Any matter marked "Restricted" will, therefore, be held in the highest confidence. The issuing of definite instructions based on contemplated action, but prior to decision, is a violation of this prohibition.

c Military regulations and criminal statutes prohibit the giving out of information gained from military sources. Penalties are provided for any violations. Violations will not be countenanced, whether inadvertent or not. Charges will be preferred in case of violation by military personnel; a violation by a civilian will result in immediate discharge and reference of the matter to the United States Attorney.

2. BLACKOUTS. Each Section of CAD-WCCA will appoint one person responsible for the enforcement of blackout security. Lights will be extinguished in all rooms at night when personnel have left for the evening. Upon the sounding of the blackout signal, all lights are extinguished by the hotel; no lights will be turned on, during the blackout period, in any of the rooms.

3. UNAUTHORIZED PERSONS. Any person, not connected with this headquarters, having business with any person or Section of CAD-WCCA, will be admitted by the Receptionist, only upon the approval of (a) a commissioned officer or (b) a Section or deputy chief.

4. PHYSICAL SECURITY.

a Offices, when vacated for the night, will normally be locked. During the day, each section will normally have at least one person present at all times in each office or suite of connecting offices.

b Should this headquarters be subjected to an armed attack, all personnel, military and civilian, will immediately be under the command of the senior line officer present for duty. While it is assumed that civilians will be released promptly from such control, they will, until such release, obey any and all commands of such officer.

The senior line officer, on assuming command, will

(1) destroy any files or other material which may be of interest to the enemy;

(2) report immediately, by quickest practicable means (telephone, if possible), to the Provost Marshal, W. D. C. and Fourth Army, for instructions.

(3) pending instructions, take such steps as he may deem proper for the active or passive defense of this headquarters.

5. SECURITY OFFICER. Captain Hugh T. Fullerton, (AGD), in addition to his other duties, is named Security Officer and is responsible for all measures connected with the security of this headquarters.

Karl R Bendetsen

KARL R. BENDETSEN
Colonel G. S. C.
Assistant Chief of Staff
Civil Affairs Division

6-6-10-13.

Please return to Sanitation Dept

WESTERN DEFENSE COMMAND AND FOURTH ARMY

WARTIME CIVIL CONTROL ADMINISTRATION
1231 Market Street
San Francisco, California

Telephone Klondike 2-2611

WCCA

May 8, 1942

Procedural Letter #4
H& F #3

TO: Managers, Reception and Assembly Centers

From: R. L. Nicholson

SUBJECT: U. S. Army Sanitary Regulations and Proccedures

1. MESS HALLS

A. Garbage. Garbage is disposed of by sale or gift to civilians to be used as food for hogs. This may lead to insanitary conditions about the center through spilling in transfer from garbage cans to other containers, leakage of containers, failure of collection, or unsatisfactory cleaning of cans. When thorough cooperation with the contractor can be maintained so as to insure cleanliness in the procedure, there is no objection to this method of disposal. However, the site of final disposal should be far enough removed from the center that odor and files will not become a nuisance in the center area. When garbage is to be used as food for swine, it is necessary to separate it into edible and non-edible portions, the latter being disposed of by incineration. Of the non-edible portions, that which cannot be burned must be hauled to a garbage dump and buried. It is suggested that G. I. cans be used for the four classified garbages and marked to indicate whether they contain edible, no-edible, burnable or non-burnable garbage.

b. Grease Traps. Grease traps should be installed for each mess hall, and daily skimming of grease, and disinfecting should be carried out. This prevents the side walls of the leaching system from becoming coated.

c. Fly Sprays. The use of fly sprays in mess halls is advocated. A satisfactory fly spray is made up as follows: Soak one pound of crude pyrethrum powder in one gallon of kerosene for two or three days. Then pour off the fluid for use as a spray. Flypaper is very useful when hung from the ceiling of the mess halls.

d. Fly Traps. Fly traps are the most valuable means for the destruction of adult flies. A satisfactory bait must have

an odor attractive to flies, and in turn not be offensive in appearance or odor in the vicinity. Fermented baits are generally very satisfactory. The best fermented bait is:

| | | |
|---|---|---|
| Cornmeal | --- | 1 pound |
| MMolasses | --- | ½ pint |
| Water | --- | 1 quart |
| Yeast | --- | ¼ ounce |

Mix the water and molasses and heat to boiling. Stir in the cornmeal and allow the mixture to cool. Then add the yeast and allow to stand in a warm place one or two days. It is then ready to use. Other fermented baits are two parts molasses and one part vinegar, crushed over-ripe bananas in mild, brown sugar, and sour milk. It is advisable to place fly traps in groups of two or three, and they should be protected from the wind. Fly traps should be placed in the light; those placed in dark corners or under shade are practically useless.

Liquid Fly bait should be placed in wide shallow containers with at least two inches between the edges of the bait pan and edges of the trap. The baits should be inspected daily, the containers kep filled to the desired level, cleaned and refilled whenever a scum forms or sediment accumulates, and emptied whenever a sufficient number of flies accumulate to interfere with the admission of light to the trap chamber. The captured flies may be killed by immersing the trap in soap suds. Practically constant attention is necessary if fly traps are to be effective in the control of flies.

Necessary care includes not only cleaning and replenishing bait but also moving the traps about to conform to changes in wind and sunlight.

e. Food Handlers. Food handlers should be examined by the doctor assigned to the reception or assembly center before beginning duty in the mess and each six months thereafter. The purpose of the examinations is to detect cases or carriers of communicable disease. All kitchen or mess personnel should be kept under daily observation for evidences of communicable diseases, particularly of colds or other respiratory diseases, diarrhea or other intestinal diseases. Such cases should be promptly relieved from duty. It is equally important that all mess personnel wear clean clothing and have clean hands at all times. The fingernails should be kep short. The hands should be washed immediately after visiting the latrine.

f. Food Inspection. All food should be inspected for freshness and quality when received at the mess. Canned goods should be inspected for leakage and for gas formation within the can, as evidenced by swelling of the can. When a can is opened the contents should be inspected for abnormal odor or color and, if found, the contents should be discarded. Food supplies should be protected from insects such as flies and roaches, from dust and dirt, and from rats and mice.

Perishable foods should be stored at a temperature that will inhibit the growth of molds and diseases organisms. Refrigeration at a temperature of 55 Deb. F. or less is desirable for meat and dairy products and for some vegs. and fruits. An important point in the storage of foods, particularly meat, is to avoid packing or hanging so closely that ventilation is impaired. Bread boxes or storage cabinits should be well ventilated but screened to prevent access of flies to the food.

g. Preparation of food. Thorough cooking and immediate serving after cooking are the best safeguards against the transmission of communicable diseases by food, provided care is taken not to contaminate the food after cooking. Disease-producing organisms will multiply rapidly in many cooked foods even when placed in the ordinary ice box. This is particulary true in the case of meat, hash, sausage, fresh pork, meat broth or soups, or dishes containing a preponderance of these materials. These foods should not be served as left-overs without adequage reheating. All vegetables that are to be eaten raw, and which cannot be peeled, should be thoroughly washed in running water before serving. This applies particularly to leafy vegetables such as lettuce, greens, and radishes.

h. Care of eating and cooking utensils. All eating and cooking utensils should be sterilized immediately after use by washing in hot soapy water, followed b rinsing in hot clear water. This is necessary to destroy disease organisms. The utensils should be air-dried. When not in use all utensils should be protected from dust and flies. The washing and rinsing procedure is applicable in the case where electric dish washing devises are in use, as well as other devises. Mess tables should be scrubbed thoroughly with soap and water after each meal.

i. Fly control in messes. If the mess is housed in a screened building, and the screening must be kept in repair. Screen doors should be kept closed when not in use. Flies gaining entrance into the mess hall should be destroyed by the use of traps, flypaper, sprays, and by swatting.

j. Garbage and Liquid Wastes. All garbage and liquid wastes should be promptly disposed of so as not to attract flies to the vicinity of the mess. Constant police of the mess is necessary to prevent accumulation of fragments of food. Where practicable, all garbage should be collected, as produced, in garbage cans, equipped with well-fitted lids. These cans should be kept outside of mess, either on a garbage stand or on firm, well-tamped soil. Garbage cans, if used, should not be screened as this increases the difficulty of keeping them clean and serves to attract flies. Garbage should be removed from garbage cans for incineration or burial at least twice daily, and preferably after each meal. This is done by personnel of the mess unless garbage is being hauled away for disposal outside of the center area. The garbage cans should be scoured with hot soapy water and lye at least once a day.

k. Mop and Broom racks. Mops and brooms should be cleaned after each use. Mops should be sunned frequently to keep them free from odors. Racks should be provided in each mess hall where all mops and brooms should be kept when not in use.

l. Hand Rails. As a safety precaution, where entrace to mess hall is by steps, handrails should be provided.

2. LATRINES

Latrines must be kept clean and free from odors and flies. Crude oil or a mixture of crude oil with fuel oil or kerosense applies to the interior of pits and boxes is of value in eliminating odors and repelling flies. Crankcase drainings may be used but they are less satisfactory. Lime is of no practical value in latrine pits except as a deodorant. The burning out of latrine pits is not advisable since it does not accomplish incineration of excreta and does interfere with measures taken for making the pit and box flyproof. Special attention must be given to the cleanliness of urine troughs. The following points are partcicularly important:

a. The contents of the pit, the sides of the pit and the interior of the box should be sprayed with crude oil daily.

b. The seats should be scrubbed daily with soap and water, and twice a week should be scrubbed with a 2% cresol solution. They should be dried after cleaning.

c. The urine throughs should be scrubbed daily with soap and water.

d. The seat covers should be closed when not in use.

e. The box should be kept flytight by repairing it as necessary.

f. Fly traps should be placed near each latrine.

g. An ample supply of toilet paper should be available.

h. The latrine building itself should be flyproofed by the use of screen doors, screening over openings, etc. Strips of fly paper from the ceiling aids in flyproofing.

i. Sanitary Napkins. Covered G. I. cans should be installed in all women's latrines for disposal of discarded sanitary napkins and other similar items. G. I. cans should be thoroughly scoured daily. Rigid inspection should be forced to insure that the provisions of this section are observed and sanitary napkins and like items are not dropped in latrine pits.

j. Storage racks. Racks for the storage of mops, brooms and cleaning materials should be provided in all

latrines. Mops and brooms must not be returned to racks until thoroughly cleaned.

3. SHOWER HOUSES

a. Foot bath. Shower houses should be equipped with foot baths to be located at the entrances to the baths. The tubs should be broad enough so that all individuals will have to step in them going to and from the showers. They should be at least six inches deep, and should be constructed of concrete or rubber. They should contain a solution of grade A calcium hypochlorite in the proportion of one ounce of the dry chemical to each gallon of water. This yields .5 percent of available chlorine. A fresh solution should be prepared daily.

b. Scrubbing and cleaning. The most effective control measure is disinfection of bath house floors and equipment. Bath house floors and equi ment, including mats, benches and chairs should be scrubbed daily with soap and water. It is also advisable to scrub them with a disinfectant such as 2 percent cresol, or a solution of calcium hypochlorite, one ounce to the gallon of water. There sh uld be revmovable duckboards in shower baths. These should be thoroughly scrubbed and then exposed to the sunlight for several hours each day.

4. INCINERATORS

Incinerators should be constructed at all rece tion and assembly centers, the number of which all depend upon the size and population of the center.

In connection with sanitary requirements, a paper bailer should be secured for the purpose of saving all paper possible.

5. BARRACKS

a. Housekeeping. Evacuees will be expected to keep their living quarters clean at all times. Monitors should be appointed (at least one for each eight barracks) to supervise the housekeeping and to see that cleaning material and quipment is provided and properly cared for. The Japanese Council can probably be useful in formulating a systematic cleaning program.

b. Sanitation Day. A sanitation day should be scheduled for each barracks weekly, when mattresses and bedding is removed for airing and sunning. It is better to stagger the sanitation days by clocks; Monday, A Street; Tuesday, B Street, for example. When Bedding and mattresses are out of the barracks, floors, should be scrubbed, windows washed, and the living quarters otherwise thoroughly cleaned.

c. Brooms and mop racks. Racks should be provided for mops and brooms, where they should always be kept from

not in use. Mops and brooms should be thoroughly cleaned after each use.

d. Policing of grounds. Grounds around living quarters should be policed daily. Where barracks floors are on pier foundations, aground area underneath should be policed, and kep clear from paper and other waste accumulations.

e. Heating devices. Where barracks are quipped with heating devices, care must be exercised to see that they are kept clean and flues and vents are installed and vents are installed and in proper working order. Special care must be taken to keep oil heaters cleaned as a precaution against backdraft ~~d~~explosions.

f. Hand rails. Where entrace to barracks is by stairs of three or more risers, hand rails should be installed.

g. Good in barracks. Preparation or storage of food in barracks should be prohibited.

h. Bed sacks. Bed sacks should be laundered at least once a month. Straw should be changed in bed sacks semi-monthly or oftener if inspectors indicated necessity. A sewing project should be inaugerated in the center for the purpose of repairing bed sacks and other articles.

WCCA
W. Ray Johnson
C1.02

WARTIME CIVIL CONTROL ADMINISTRATION
1231 Market Street
San Francisco, California

August 26, 1942

SUBJECT: Regulations and Instructions Governing the Repatriation of Japanese Nationals in Assembly Centers and Relocation Projects

TO : All Assembly Center Managers
All War Relocation Project Directors
(NOT for distribution to evacuees)

For the Assistant Chief of Staff
Civil Affairs Division

William A. Boekel
Lt. Col., F.A.
Ass't. A.C. of S.

OFFICIAL

Albert H. Moffitt, Jr.
Captain, F.A.
Executive Officer

REGULATIONS AND INSTRUCTIONS

GOVERNING THE REPATRIATION OF JAPANESE NATIONALS

IN ASSEMBLY CENTERS AND RELOCATION PROJECTS

REGULATIONS AND INSTRUCTIONS

GOVERNING THE REPATRIATION OF JAPANESE NATIONALS

IN ASSEMBLY CENTERS AND RELOCATION PROJECTS

(For use of Center Managers, Project Directors and staff members, only. NOT for distribution to evacuees)

Section 1. Eligibility for repatriation.

a. Persons who are Japanese nationals or who are of Japanese descent become immediately eligible for repatriation when their names appear on an official list prepared by the State Department. Such lists are transmitted to the WCCA, the WRA and other agencies having custody of, or information about Japanese in the United States. These agencies then take steps: (1) To determine whether the listed persons and their dependents desire to be repatriated; and if so (2) to assist them in arranging their affairs; and (3) transport them to the place from which the repatriation vessel will sail.

b. In addition to those persons whose names appear on the State Department list, all persons who are members of the immediate families of listed persons have derivative rights and are ordinarily eligible for repatriation. However, all persons who may be eligible because of derivative rights must be cleared with the WCCA office before this fact can be established.

c. The "immediate family" includes all of the following:

(1) The spouse

(2) Dependent parent, grandparents

(3) All unmarried children living in the immediate household of the family, including adult children. (Children includes stepchildren, foster children.) Married children, and brothers and sisters of eligible persons are not included.

d. In some instances the wife and children are separated from the husband. That is, the woman and children may be listed as eligible but the man is not. Should the wife and children of a Japanese man who is not immediately eligible for repatriation desire to return to Japan without him, they will be permitted to do so.

e. The fact that a person's name does not appear on any State Department list up to this time does not mean that such a person will never have the opportunity for repatriation. It is understood that new lists are being prepared for future exchanges, between the United States and Japan.

Section 2. Persons who have requested repatriation.

a. Many families in Assembly Centers and Relocation Projects have availed themselves of the opportunity to request repatriation by submitting a properly filled out "Individual Request for Repatriation" (Form R-100). This procedure was instituted to make it easier for residents in Assembly Centers and Relocation Projects to make their desires known to the State Department and other government agencies concerned with this problem. All such requests are submitted to the interested agencies and will be considered in the preparation of future lists of repatriation. Any person who wishes to submit such a request at this time may do so.

b. When a final list of persons eligible for repatriation is received by the WCCA from the State Department it is broken up into individual lists according to the place of residence of the listed person. The Center Manager or Project Director should consult each listed person and determine whether he (or she) wishes to accept repatriation.

c. Only those persons whose names appear on the list, or who have derivative rights because they are members of the immediate families of listed persons, should be consulted. It is permissible, of course, to request information as to the present location of listed persons who have been given permits to leave the Center or Project, or concerning members of the family who have not been evacuated to Centers or Projects.

d. It is not possible for an individual or family declining repatriation to transfer eligibility for repatriation to an unlisted person or family.

Section 3. Acceptance of repatriation.

a. Any eligible person may accept repatriation merely by expressing to the Center Manager or Project Director (or a designated employee of the Center or Project) his desire to be repatriated. If he has already filled out an "Individual Request for Repatriation" (Form R-100) no further "paper work" is necessary in the acceptance procedure. If an "Individual Request for Repatriation" has not been executed, this form should be filled out in duplicate and given to the Manager or Director as evidence of the desire for, and acceptance of repatriation.

b. Persons eligible for repatriation are not required to accept

repatriation if they do not wish to do so, but rejection of repatriation will not operate in their favor to facilitate release from a Center or Project or otherwise change their status. If an eligible person declines repatriation when initially offered he does not thereby make himself ineligible in the future if his name again appears on an official list.

c. Prior to release from the Center or Project any person who accepts repatriation must submit to such regulations and perform such duties relating to income tax, customs inspection, contraband inspection, disposition of property, etc., as may be applicable in his case.

d. Eligible persons who accept repatriation have certain privileges such as: (1) Communicating at government expense, through the Center Manager or Project Director, with relatives concerning their decision and in order to make the necessary preparations; (2) having certain stored personal property brought to the Assembly Center or Relocation Project (See Section 9); and (3) receiving, by special permission on other than regular visitor's hours and days, visitors with whom they have necessary business to conclude in order to prepare for repatriation.

Section 4. Declination of repatriation.

a. Each eligible person who is 18 years of age or older has the right to determine for himself (or herself) whether he (or she) will accept or reject the offer to be repatriated. A child who has not attained its 18th birthday, must abide by the decision of its parents or guardian. A married person, however, of whatever age, may make his or her own election as to repatriation.

b. Any eligible person who is 18 years of age or older and does not wish to return to Japan shall, in complete privacy, sign the following declaration. The declaration must be prepared and signed in five copies, all of which will be forwarded to the Wartime Civil Control Administration, attention Dr. C. L. Dedrick. Copies of these forms must be transmitted by this headquarters to the State Department as evidence of the action of the eligible individual.

c. The form of declaration shall be:

"DECLARATION.

I, (insert name), hereby declare that I am eligible for repatriation and have been so advised, and that I do not now wish to go to the Empire of Japan nor otherwise to be repatriated."

(Signature)_____

(Date) _____

Section 5. Date of departure.

a. The Center Manager or Project Director will be informed by the WCCA concerning the date when persons who have accepted repatriation will leave the Center or Project in order to arrive at the port of embarkation on schedule.

Section 6. Transportation to port of embarkation.

a. Persons who elect to be repatriated will be transported to the port of embarkation and maintained until the sailing date at government expense. All travel to the port of embarkation will be arranged by the WCCA. Travel from Relocation Projects to the train will be arranged by the WRA subject to WCCA supervision and direction. Personal baggage consisting of not more than three suit cases (or hand bags) and not more than 30 cubic feet of "hold" baggage may be taken free of charge. (See Section 9 for detailed instructions concerning baggage.)

Section 7. Personal funds.

a. Each person 21 years of age or older who elects to be repatriated may take not more than $300 out of the United States. An emancipated child under 21 years of age who is eligible and traveling alone, may take $300 from the United States. This sum may be drawn from a checking or savings account even though such an account has been "blocked" under provisions of law and regulations governing enemy alien funds (See Section 8).

b. Persons with accounts which are not "blocked" are free to withdraw such funds as may be necessary for the purchase of clothing, baggage, etc., but in no case may more than $300 in cash per adult be taken from the United States.

Section 8. Blocked accounts.

a. The repatriate should be informed in reference to blocked accounts as follows: Any Japanese alien who has been in the United States continuously since June 17, 1940, is now considered to be a generally licensed person. A family consisting of more than one adult may withdraw not to exceed an aggregate of $300 per adult person from the blocked accounts of any or all members of the family. The remainder of the funds will attain the status of a blocked account the moment the alien steps aboard the SS Gripsholm, and he will not thereafter be able to deal with his funds as a generally licensed person. For this reason the alien repatriate should appoint an attorney-in-fact, preferably a corporate trustee. Such attorney-in-fact will then be able to conduct the necessary business of the repatriate, such as the payments of taxes,

rent, insurance, the receiving and depositing of moneys, etc. The attorney-in-fact will also be able to obtain special licenses for the use of the blocked funds as may be necessary. Such power of attorney should be acknowledged before a notary public if it is also to be used in connection with the handling of real estate. Should the repatriate be unable to arrange for the granting of such power of attorney, his property will be taken charge of and administered by the Alien Property Custodian. In like manner, the Alien Property Custodian will take charge of the property of Japanese-Americans who fail or are not able to make the necessary arrangements for the management of their properties through an attorney-in-fact or trustee.

Section 9. Baggage regulations.

a. Each person, regardless of age, may take without charge, 30 cubic feet of "hold" baggage and, in addition thereto, three suit cases which will be carried on the train and as stateroom baggage on the vessel. "Hold" baggage, that is baggage which will be shipped below decks on the boats, may include trunks and boxes with handles, provided the boxes are not larger than trunks. "Hold" baggage cannot be opened between the time of its inspection at the Center or Project and its embarkation. Labels will be provided for both "hold" and hand baggage.

b. If more than 30 cubic feet of "hold" baggage and three suit cases per person is to be taken out of the United States, all baggage in excess of amounts indicated must be shipped at the expense of the repatriate. (It is understood that the cost for shipping such baggage by railroad freight to the port of embarkation amounts to about $6.00 per 100 pounds, and a charge of 85¢ per cubic foot will be made for the ship).

c. Evacuees are advised against taking baggage in excess of that which is shipped free of charge as specified above Excess baggage is expensive and delivery aboard the repatriation vessel cannot be guaranteed. ONLY hand and normal "hold" baggage accompanies the repatriation train. No government agency can assume the responsibility for the delivery of such excess baggage and private arrangements must be made for its delivery.

d. If the repatriate owns personal property which is privately stored or in the custody of a public warehouseman located at some distance from an Assembly Center or Relocation Project, the repatriate may arrange at his own expense for the delivery of such stored property at the Assembly Center or Relocation Project for the purpose of selecting therefrom such personal property as may permissibly be taken to Japan. The repatriate may also make appropriate arrangements for the storage, at his own expense, of any such personal property as may not be taken by him to Japan. As indicated in Paragraph 8, the repatriate

should make arrangements for the care of property not taken to Japan by the appointment of a trustee or attorney-in-fact. Should the repatriate be unable to complete these arrangements, the Alien Property Custodian will take charge of and administer such property.

e. All baggage which is to be shipped must be inspected and sealed at the Assembly Center or Relocation Project prior to departure and cannot again be opened before embarkation.

f. Eligible persons should notify the Manager or Director immediately concerning what dispostion he wishes to make of any baggage or property he is not able to take with him. (See Section 12 on Property of Evacuees.)

Section 10. Contraband and articles which may not be taken by repatriates.

a. All baggage will be inspected by agents of the United States Customs and by Officers of the Interior Security Police before it leaves the Center or Project. All "hold" baggage will be sealed immediately after inspection. The inspection of suitcases and hand bags which are carried by the repatriates on the train will be made immediately before departure from the Center or Project and may not be opened again until on the train.

b. All contraband and articles which may not be taken out of the United States will be removed from the baggage at the time of inspection A receipt for such articles will be given to the repatriate. Such contraband will be kept separate and apart from other contraband in the Center or Project for ultimate disposal in accordance with law or international agreement.

c. The following general class of articles cannot be taken from the Assembly Center or Relocation Project by any Japanese repatriate:

(1) Any printed matter or documents (except passports). This includes books of all types, diaries, notebooks, files and papers, etc.

(2) Any financial papers. This includes stocks, bonds, notes and bills receivable, mortgages, deeds, and all other evidences of property ownership, credit or debit.

(3) Photographs, paintings, sketches, (except portraits) or maps.

(4) Radios, pianos and furniture.

(5) Sewing machines.

(6) Fire-arms.

(7) Gold objects, except ordinary personal ornaments, and jewelry.

(8) Any other article which might contain information helpful to the enemy or which might be convertible into international credits.

(9) All articles which are classified as contraband by proclamation of the Commanding General of the Western Defense Command and Fourth Army or by respective regulations of Assembly Centers and Relocation Projects.

(10) All articles the exportation of which require export license under Federal regulations.

d. As indicated by the above list the only goods which may be taken with repatriates are personal effects such as clothing, silver, or art objects (other than those classified as documents, printed matter or furniture), and personal jewelry. Automobiles, refrigerators and machinery of all types are excluded in the definition of personal effects for this purpose

e. The Center Manager or Project Director will arrange an appropriate time and place for the inspection of baggage by officers assigned to this function by the United States Customs and by the Chief of Interior Security of the Assembly Center or the corresponding officer of the Relocation Project. The Manager or Director will also provide for the safe storage of sealed baggage from the time of inspection until the departure of the repatriate from the Center or Project. For purposes of this, properly accredited officials of the United States Customs shall be granted permits to enter Assembly Centers and Relocation Projects.

Section 11. Income tax returns and settlements.

a. All repatriates who are wage earners or who have received any income during the past year are required to make a complete statement concerning income and expenditures as required by the Bureau of Internal Revenue, Income Tax Division.

b. The Center Manager or Project Director will inform all repatriates concerning this matter and will deliver to them such forms and literature as may be provided for this purpose by the Bureau of Internal Revenue. To complete the filing of such returns and to collect income tax due from repatriates, officials of the Bureau of Internal Revenue shall be granted free access to repatriates in Centers and Projects and shall be provided with such facilities as may be necessary for interview-repatriates.

Section 12. Property of evacuees (other than baggage and money).

a. In addition to bank accounts, discussed in Section 8 above, some repatriates may own real or other personal property. Before repatriation each eligible person should make such arrangements as may be necessary for the custody or management of all property which he is not allowed to take with him. All property which is not disposed of by the repatriate, or for which management has not been provided through an attorney-in-fact or trustee, will be delivered to the custody of the Alien Property Custodian for disposition in accordance with law.

Section 13. Communication with relatives.

a. Persons who are eligible for repatriation may communicate by telephone or telegraph at government expense with relatives concerning this decision and in order to make the necessary preparations for repatriation. Such messages are to be sent by the Manager or Director on behalf of the evacuee. If the message is for the purpose of communicating with evacuee relatives in other Centers or Projects, or with internee relatives, the message will be sent to the Center Manager (or Director) or to the Commanding Officer of the internment camp by the Manager or Director. Otherwise the communication cannot be at government expense.

Section 14. Persons transferred from Assembly Centers to Relocation Projects.

a. The repatriation of Japanese Nationals should not be suspended in any case because of the prospective transfer of the repatriate from an Assembly Center to a Relocation Project. The WCCA and WRA are undertaking joint action in this matter so that repatriation activities initiated in an Assembly Center can be completed in a Relocation Project without interruption or change of procedure.

b. The Manager of Assembly Centers which are in process of being transferred to Relocation Projects will observe the following rule:

> If the freight and baggage of a person (or family) which is eligible for repatriation has not been transferred to the Relocation Project it should be held and his transfer should not be made. If, however, the freight and baggage has already been forwarded and the evacuee cannot travel to Japan with the baggage remaining in his possession, he should be transferred immediately to the Project, reunited with his baggage and then transported from that Project with its other repatriates.

a. Repatriates are not required to have Japanese passports and need take no steps to secure such passports before embarkation. If, however, the repatriate has a properly issued passport it shall be carefully inspected by the Interior Security Police and if satisfactory shall be returned to the repatriate before he leaves the Center or Project.

Section 16. Responsibility for internees and detained aliens.

a. By arrangement with other departments of the government the WCCA may become responsible for the maintenance and transportation of internees and of aliens in West Coast Detention Camps who are immediately eligible for repatriation. Such persons may be transferred for a short period to Assembly Centers. The Center Manager will be given special instructions governing the processing and inspection of all such cases.

For the Assistant Chief of Staff
Civil Affairs Division

William A. Boekel
Lt. Col., F.A.
Ass't. A.C. of S.

OFFICIAL:

Albert H. Moffitt, Jr.
Captain, F.A.
Executive Officer

W.C.C.A. Form T.S.O. 5

WESTERN DEFENSE COMMAND AND FOURTH ARMY

WARTIME CIVIL CONTROL ADMINISTRATION

_____ CENTER

VISITORS REGISTER

_____ 1942

DAILY REPORT

SHEET NO. _____

| VISITOR | | | PERSON VISITED | PURPOSE OF VISIT | PARCELS | | | | | ARRIVAL | | DEPARTURE | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | NUMBER | INSPECTED | | CONT'BND | | | | | |
| PASS NO. | NAME | ADDRESS | | | | Yes | No | Yes | No | HOUR | AM/PM | HOUR | AM/PM |
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