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WAR RELOCATION AUTHORITY

WASHINGTON

MEMORANDUM

JUL 1 1943

TO: All Project Directors

Subject: Special work clothing issues to evacuee work crews.

This will refer to my memorandum of April 9 outlining conditions under which special work clothing could be furnished without charge to members of evacuee work crews employed on the Projects. On June 4, 1943, this memorandum was re-issued as Administrative Instruction No. 94.

Several Projects have requested that the Instruction be extended to cover additional items. Other Projects have apparently been able to operate under the Instruction as it stands. It was never intended that this Instruction would authorize the free issue of work clothing normally worn by employees. Certain special items were designated as "tools of the trade" to be issued free to certain designated categories of employees. Many of the new items suggested by the Project Directors are undoubtedly justified. However, if we continue to approve additional items as requested, we will eventually be providing work clothing far in excess of the basic intent of the Instruction.

After considering the suggestions of the Project Directors and with the advice of the various Division heads in Washington, I have authorized a revision of Administrative Instruction No. 94 to include additional items of work clothing designated as "tools of the trade".

I am asking the Project Directors to consider carefully the justification for any future requests of this nature to the Washington office. It is not anticipated that further revisions of the Administrative Instruction will be made.

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D. S. Myer

Director



James J. Lindley
Granada Relocation Center

WAR RELOCATION AUTHORITY

WASHINGTON

JUL 1 1943

W. J. Miller



Chron.

WAR RELOCATION AUTHORITY

Washington

July 5, 1943

MEMORANDUM TO: Project Directors
Assistant Field Directors
Relocation Officers

Attached for your information are copies of an exchange of correspondence between Mr. William G. Merchant, of the Down Town Association of San Francisco, and Assistant Secretary of War McCloy concerning the return of Japanese to the West Coast, and a letter to Miss Alice Burks, Chief Clerk of the Board of Supervisors of the County of Los Angeles, Los Angeles, from Colonel William P. Scobey, General Staff Executive in the Office of the Assistant Secretary of War, stating the War Department's attitude on the release of Japanese from relocation centers.

Excerpts from Mr. McCloy's letter were published in the Chicago Herald-Tribune of June 16, 1943, and in some West Coast papers. It is my understanding that excerpts from Colonel Scobey's letter also appeared in West Coast papers. It occurred to me that you would be interested in having the full text of the letters.

W.S. Meyer
Director

JUL 12 1943

C-0289-P1 of 7-NOBU-COS-WP

DOWN TOWN ASSOCIATION

85 Post Street

San Francisco

Office of the President

May 26, 1943

Hon. Henry L. Stimson
Secretary of War
Washington, D. C.

My dear Mr. Secretary:

The Down Town Association of San Francisco, an old established organization representative of property owners and business interests of San Francisco, has been deeply concerned about the threat to release certain Japanese from detention centers and to permit them to return to the Pacific Coast area. Most earnestly we endorse the policy which General DeWitt has adopted and put into effect, excluding all persons of the Japanese race from this critical combat area during the war emergency.

Respectfully, but with all the forcefulness of language that we can command, we protest against any sentimentality or impractical idealism that would permit Japanese to return to the Coast communities. We of the West know the Japs better than do theorists and self-styled humanitarians of the East whose contacts and impressions of the Japanese have been gained at long distance.

We do not believe it possible that not a single American born Jap had knowledge of the elaborate preparations made long in advance for participation by Honolulu Japs in the organized sneak attack on Pearl Harbor. Neither have we forgotten that there is no record made known to the public, so far as we are informed, that any American born Jap came forward to warn our government of the impending treachery.

It would, in our opinion, be foolhardy and a policy utterly lacking in realism to permit any Japanese to return to the coast areas during the war. Our highest Army and Navy officers continue to warn and even to alarm us into a realization that our coast area -- Seattle, San Francisco, Los Angeles -- will be raided and bombed by the Japs, if for no other reason than to lift Japanese home morale and to save face.

We would be the last to countenance violence or reprisals upon Japs within our borders. Any violence shown to Japs would probably have the horrible result of bringing torture and death to our men of Bataan and of the South Seas who are prisoners in Jap hands. The execution of our Tokyo fliers has shown the total savagery of this enemy.

C-0289-P3-BU-COS-WP

It would be a tragic lack of realism to think that the lives of any Japs loose in our coast area would be safe if there was a Jap air raid over our cities, with death, conflagration and destruction rained down upon our people from the skies. We are too close to Pearl Harbor and Corregidor and to the awful ordeals our men have endured on Guadalcanal, to expect that our people will be complacent and loftily idealistic about pure humanitarianism, if members of this race are at large in our midst while their compatriots are bombing and maiming and killing our people.

Any official or group of officials or citizens responsible for the return of Japanese to the Pacific Coast would have upon their heads the tragic consequences that might follow from such an ill-considered policy.

We urge upon you in the best interests of our Nation, not to permit this grievous mistake to be made.

Yours very truly,

Wm. G. Marchant, President
Down Town Association of San Francisco

June 4, 1943

Dear Mr. Merchant:

The Secretary of War has asked me to acknowledge your letter to him of May 26, on the question of the return of certain Japanese evacuees to the West Coast. This will also acknowledge your letter to General Marshall on the same subject.

In view of your expressions I feel it only fair to give you some information as to the War Department's policies in regard to the people of Japanese descent in California and elsewhere on the West Coast.

The War Department participated in and is responsible for the decision to move the Japanese descended people of the West Coast on military grounds and the suggestion that the views of the Department and of General DeWitt are at variance on any important particulars is entirely false. The War Department is aware that many of the evacuees, both citizens and aliens, are disloyal and in some instances even potentially dangerous. On the other hand, it is just as clear even after the experiences they have gone through that many of these people are entirely loyal to the United States. These people are still going through a rather severe test of their loyalty, and steps are being taken which should give us far greater information on this subject than we have ever had in the past. It seems entirely unnecessary and unjust to retain loyal citizens and others in restrictive custody when they could do their part toward the war effort. The War Department policy, therefore, is to afford to loyal Japanese every opportunity to make their contribution. This they have asked for, and it is not proposed, when they have demonstrated loyalty and adherence to this country, to prohibit them from doing their part. In line with this policy the War Department on January 28 announced its plan to organize a Japanese American unit for combat service. The personnel of this unit are all volunteers, and each individual has been carefully scrutinized as to loyalty and cleared for service in the Army. I think they will prove to be a real military asset to the country. Once they have taken the oath of a soldier and have been placed in uniform, these soldiers are to be accorded the privileges extended to any other soldier in the Army. This includes the privilege of returning on furlough to any part of the United States he desires. Certainly your organization would not feel that these people who have volunteered to face the enemy in battle should not be accorded this privilege and opportunity. There are very few individuals who will be covered by such regulations but the Army in any case, must and will afford its soldiers equal treatment. Such steps have been taken after consideration

C-0289-P5-BU-COS-WP

by the Army and in the light of advice from many officers who are entirely familiar with the Japanese, their language and their country.

I am no expert on Japanese matters but I am in a position where, from time to time, I see absolutely unmistakable evidence of loyalty to this country and hatred for the Japanese military system on the part of many of those of Japanese descent in this country. Such loyalty has been evidenced in many cases in the face of physical beatings and other duress. The Department is aware of the attitude of many people on the West Coast; the danger to the Japanese themselves, etc. which might result from a sudden letting down of the bars, but the War Department is merely charged with the military security of the country. The relocation of the Japanese is a social and national problem and only to the extent that it really affects our military security does the War Department presume to express any opinions on the subject. It is my hope that organizations similar to yours will give careful thought to the problem and lend their efforts to a sensible and fair solution of it. California and the other Western Defense States must certainly share in the solution.

While the War Department does support a recognition of the loyalty of many Japanese Americans, it retains its prime consideration for the security of not only our coasts but of all expeditionary forces. There is no immediate plan to return for residence on the Coast of any large number of evacuees. There are certain mixed marriage cases that after proper screening probably will be handled on an individual basis with a view of correcting an unnecessary separation of man and wife. There may be certain other steps taken to alleviate hardships in individual cases or to recognize the full responsibility of the country to a soldier in uniform, but this is all for the moment we are considering so far as reintroduction of Japanese American citizens into the Western Defense Command is concerned.

I hope these facts will give you an understanding of the War Department's attitude in the matter and will afford to you an opportunity to explore the matter further if you so desire.

Sincerely,

(signed)

JOHN J. McCLOY
Assistant Secretary of War

Mr. William G. Merchant, President
Down Town Association
85 Post Street
San Francisco, California

May 5, 1943

Dear Miss Burks:

Your letter of April 29 and the attached action of the Board of Supervisors of the County of Los Angeles, relating to the War Department's action on the release of the Japanese from relocation centers, has been transmitted to this office for acknowledgment and reply. The Board is thanked for its interest in the matter and for furnishing the Secretary with a copy of its resolution.

It seems appropriate in replying thereto to inform the Board that the facts stated in its resolution have not been correctly determined. The War Department does not contemplate incorporating 28,000 native born Japanese into the armed service. It does have a current plan for organizing a combat team of American citizens of Japanese extraction which, when complete, will give to the Army approximately 9,000 Japanese.

The War Department was the agency responsible for the evacuation of the Japanese from the West Coast. Undoubtedly, you are aware that it was not intended that this mass evacuation imply disloyalty on the part of all Japanese. The occasion for the evacuation was the lack of information as to the individual disposition of the Japanese on the West Coast and the exigencies of the military situation then existing. Assuming that many of these Japanese are loyal, of which the War Department is convinced, it does not appear either right or in accordance with the American conception of democracy to retain these loyal Japanese in restricted custody, and it is not believed that your council would so subscribe. Certainly, the War Department does not concur in any action which would jeopardize the security of the West Coast, any other coast of the United States, or the safety of its military expeditions. It might be interesting for you to know that among the Japanese American soldiers now in the Army, many are in theaters of operation, and only recently three of these Japanese Americans were decorated by their theater commander for meritorious service.

It is hoped that this will give you some concept of the existing situation and the policy of the War Department on the matter.

Sincerely,

WILLIAM P. SCOBEE
Colonel, General Staff
Executive

Miss Alice Burks, Chief Clerk
Board of Supervisors
County of Los Angeles
Los Angeles, California

C-0289-P7-Final-NOBU-COS-WP

Don. Neher
COPY

WAR RELOCATION AUTHORITY
Washington

July 10, 1943

Office of the Director

To: Project Directors

Subject: Standard Evacuee Employment Schedule, Part I.

Attached hereto is Part I of a Standard Evacuee Employment Schedule, Job Titles and Compensation Rates (Tentative), Part II, consisting of the job descriptions, will be sent you within the next week or two.

This Standard Schedule is the third of the steps we are taking to rationalize employment on the projects. The first step was to analyze labor needs, as directed by my memorandum of May 11, 1943. The second step was to limit the number of jobs on each project. Now, we want to place the classification and description of jobs on a uniform basis for all projects, and establish the number of persons to be employed at each type of work. This is the purpose of the present Schedule of Job Titles and Compensation Rates. I want to emphasize that it is not our purpose, in this undertaking, to eliminate any desirable activity, whether administrative, productive, educational, or cultural, but only to achieve efficient practices in employment.

This Schedule is not mandatory at the present time. It is issued in tentative form in order to give each project an opportunity to study it and recommend changes. At a later date we expect to issue a definitive schedule which will have mandatory effect. We fully recognize that the present tentative schedule will not fit any project very closely, and in some respects, it may be very wide of the mark. It should serve, however, as a basis for reorganizing project employment and as a starting point for constructing a definitive schedule. The Schedule has been reviewed by all Division and Section Heads concerned and represents the collective judgement of the Washington office on the basis of available information.

I wish you would have this Schedule carefully studied in each Division on your Project and make whatever recommendations you think appropriate. Please indicate where jobs should be eliminated,

new jobs added, compensation rates changed, or a different number of incumbents provided for any job. Each recommendation for an additional job or for a larger number of incumbents or a higher compensation rate in any job, should be supported by description of the job and the amount of work and responsibility involved. In making your recommendations, please bear in mind that we are concerned to standardize only the normal, operating requirements of the projects. Seasonal and emergency needs are provided for by the Project Directors' authority to exceed their quotas by ten percent, when necessary.

Special mention should be made of trainees and part-time workers in relation to this Standard Schedule. We have not attempted at this time to set up any trainee jobs (\$12 rate) but have merely marked with a "T" those jobs which we felt might have training possibilities. In completing and revising this Schedule according to your needs, I wish you would consider setting up a number of trainee jobs in the appropriate places. My thought here is that there are many young workers in the projects who should have an opportunity to work and acquire some useful skills, although they would not be qualified for \$16 or \$19 jobs in the lines at which they desired to work. Such jobs might entail a combination of work and attendance at training classes. The compensation rate will be \$12. Part-time workers should be considered distinct from trainees. Probably they can be accommodated with the ten percent overage allowed to Project Directors.

The present Schedule will be more intelligible when Part II reaches you within the near future. Lacking the job description, some explanatory remarks are in order.

The job titles and compensation rates are standard for all projects. The number of incumbents assigned to each job has been estimated separately for each project. In response, to my memorandum of May 11, the projects reported a very wide variety of jobs. In setting them into a standard pattern some violence was necessarily done to project organization. Job titles were changed and duties were shifted around. We have tried to provide for every function recommended in the project reports but occasionally some function will be found in a different place and under a different series of job titles than the project had recommended. If you do not find some particular function at first sight you will probably be able to discover it at some other place by considering the Schedule as a whole.

The job code numbers are assigned in accordance with the WRA Handbook on Position Control, Exhibit 1, page 7, as revised, with the 500 series designating evacuee jobs. Jobs marked "classified" are those appearing on the project organization charts as WJ positions. These are to be filled either by evacuees or by appointed personnel,

but not both. Evacuees employed in these classified jobs are not to be included in the maximum which has been established for evacuees employment but the total number of incumbants in such jobs must not exceed the limitations established by the approved project organization chart. Evacuees filling classified positions must meet minimum qualifications for appointment for in-service training courses to be supplemented by adult education courses as and if required.

Under Community Activities, jobs have been established for athletic supervisors and handicraft instructors on the basis of one instructor for each kind of sport or each craft. Any other instructors should be on a voluntary basis.

Teachers in the schools will receive the \$19 rate when they have the necessary credentials required for appointed teachers and are appointed to classified teacher jobs, elementary or secondary. All other evacuee teachers (without credentials) are designated assistant teachers at the \$16 rate.

In the Standard Schedule, practically the entire janitor force has been transferred to the Operations Division. We suggest that groups using recreation and mess halls be responsible for leaving the buildings in the same condition in which they were found. Regular janitor work should be performed by the Operations Division janitor crew. Janitor jobs have been set up outside the Operations Division only for the schools and the hospital. Gardeners have likewise transferred to the Operations Division. Typewriter repair and sewing machine repair services have also been placed under the Operations Division in Construction and Maintenance.

The timekeeping force has been reduced on the basis that unit foremen and supervisors should be responsible for keeping daily attendance sheets and submitting them at the end of each day to the division timekeeper who will consolidate and submit required time cards, assignment slips, etc., to the Finance Section.

Sincerely,

D. S. Myer
Director

Attachement

COMMUNITY MANAGEMENT DIVISION

Health Section

<u>Job Description</u> <u>Code Number</u>	<u>Job Title</u>	<u>Compensation</u> <u>Rate</u>	<u>Number of</u> <u>Incumbents</u>
Classified	Medical Officer	\$19	6
"	Medical Social Worker	19	-
"	Dietician	16	1
"	Sanitarian	19	1
"	Laboratory Technician	19	1
"	X-ray Technician	19	1
"	Assistant Chief Nurse	19	-
"	Head Nurse	19	-
"	Sr. Staff Nurse	19	2
"	Jr. Staff Nurse	19	-
2-b-501	Secretary	19	1
2-b-502	Stenographer	16	1
2-b-503	Clerk-Typist	16	1
2-b-504	Typist-Receptionist	16	6
2-b-505	Record Librarian	16	-
2-b-506	Clerk-Typist	16	1
2-b-507	Sanitary Inspector	16	3
2-b-508	Stenographer	16	1
2-b-509	Laboratory Assistant	16	4
2-b-510	X-ray Technician's Ass't.	16	1
2-b-511	Dentist	19	4

COMMUNITY MANAGEMENT DIVISION

Health Section
(Cont'd.)

<u>Job Description</u> <u>Code Number</u>	<u>Job Title</u>	<u>Compensation</u> <u>Rate</u>	<u>Number of Incumbents</u>
2-b-512	Dental Aide	\$16	4
2-b-513	Chief Pharmacist	19	1
2-b-514	Pharmacist	19	5
2-b-515	Supervisor of Hospital Laundry	19	1
2-b-516	Laundry Worker	16	11
2-b-517	Linen Storekeeper	16	2
2-b-518	Seamstress	16	2
2-b-519	Chef	19	1
2-b-520	Head Cook	19	-
2-b-521	Cook	16	3
2-b-522	Kitchen Helper	16	4
2-b-523	Dishwasher & Potwasher	16	12
2-b-524	Waitress	16	5
2-b-525	Pantry Man	16	2
2-b-526	Baker	19	-
2-b-527	Sr. Storekeeper	16	-
2-b-528	Clerk-Typist	16	-
2-b-529	Warehouseman	16	3
2-b-530	Timekeeper	16	1

WAR RELOCATION AUTHORITY

Washington

MEMORANDUM

July 10, 1943

TO: All Project Directors
SUBJECT: Miscellaneous Construction

To avoid the necessity for preparation of individual PD-200's for miscellaneous small construction jobs and to insure uniform grouping of activities at WRA centers into projects as defined in Section II of Administrative Instruction No. 37 (Revised) Supplement I, we are listing below the classifications that should be used.

As explained in Supplement I, expenditures on any project, as defined in Conservation Order No. L-41, for construction work (material and labor) in excess of \$1,000.00 per 12 month period, must have the prior approval of the War Production Board. In addition to the \$1,000.00 limitation prior approval must be obtained if priorities are required to obtain materials or if any materials will be used to provide electric, gas, water, steam or sanitation services.

It is the recommendation of the Washington Office that all centers take advantage of the provision in the "General Instructions for Preparation of Form PD-200" which is quoted below:

"one application may be filed by operators of office or loft buildings, apartment houses, hotels, industrial plants, or other substantial buildings or projects to cover a period of not more than six (6) months for any number of routine miscellaneous construction jobs required in connection with the process or use for which a single building, structure, or project has been designed, provided no single job included therein costs \$10,000. or over."

Application for these routine construction jobs should be made on the basis of projects as listed in this memorandum.

Provision has been made for this type of construction in your 1944 budget under the heading "Miscellaneous Center Building Construction".

I. Farm Project.

A. Agricultural Products Handling and Processing.

Vegetable handling and packing sheds, root cellars, canning, dehydrating, slaughter houses and other buildings used for storing agricultural products pending shipment or issue for local consumption or for processing such products including grain storage, list by class and applicable unit of measure or capacity.

Memo: To All Projects
Subject: Miscellaneous Construction

B. Poultry Unit.

List all buildings and other units by class indicating number and size of each class.

C. Hog Unit.

List all buildings and other units by class indicating the number and size of each class.

D. Dairy Unit.

The buildings used for storing feed and supplies, milk handling and storage barn, corrals and other units of this project should be listed by class. Barns or sheds used for work horses and mules should be included in this project as well as buildings used to store feed for such stock. List the number of units of each class and the size or floor space of each class.

E. Irrigation Project.

The main canal and lateral distribution system in linear feet. All pumps, give capacity and other equipment or buildings that are a part of the irrigation system.

II. Evacuee Barracks Project.

Includes all minor construction in connection with the evacuee barracks. Indicate total number of buildings and size or square feet of floor space and specify work to be done.

III. Evacuee Service Buildings Project:

This project will include all dining room and kitchens, garbage racks, laundries, latrines. List all buildings giving size or square feet of floor space.

IV. Community Buildings Project.

School buildings, recreation buildings and other buildings being used for the above purposes. List the number of each kind of building, the size or square feet of floor space for each class.

V. Staff Housing Project.

All dormitories, apartments, cottages being used or available for occupancy by center employed personnel. List each class of housing

Memo: To All Projects
Subject: Miscellaneous Construction

separately stating the number of units(single or family) of each class. Give dimensions of plan or square feet of floor space for each building. List any service buildings such as storage, laundries, latrines, garages for storing privately owned cars, recreation buildings, store or canteen and any other buildings provided for the center employed staff.

VI. Administrative Buildings Project.

A. Office Buildings.

List all office buildings, the Post Office, fire station, police station and other buildings used for administrative purposes. List all buildings by type, indicating the size of each building or the total square feet of floor space.

B. Warehousing.

This project should include all buildings being used for warehousing regardless of their original purpose. List all buildings by class and size. Include all cold storage warehouses.

VII. Industrial Buildings Project.

Those buildings being used to manufacture or fabricate equipment or supplies for activities other than WRA. (Do not report buildings under this heading that were constructed as industrial buildings but are used for other purposes.) List the number and class of buildings and their size.

VIII. Service Buildings Project.

Will include such buildings as garage repair shop, service station, maintenance shop, cabinet shop, buildings used for the storage of miscellaneous supplies, tools and light equipment used by the construction, building and plant maintenance and equipment sections. List buildings by class and size stating number of each.

IX. Utilities Project.

A. Water Supply.

Include your water distribution system, wells, pumps, storage facilities, treatment facilities. List all equipment by trade name and size. Include all of the distribution system outside of the center buildings. List all buildings that are a part of this utility.

Memo: To All Projects
Subject: Miscellaneous Construction

B. Sanitary Facilities.

List the sewage disposal system and all equipment and buildings, treatment equipment and plants and buildings that are a part of disposal system outside of the center buildings. Include garbage can washing equipment under this project. List buildings by size and class. Size and rated capacity of out-fall sewer line and pumps.

C. Power and Communication Lines.

All power lines and power line equipment and fittings outside of center buildings. Telephone and fire reporting lines and equipment, listing the number and size of transformers, the number of telephones and fire reporting transmitters, switch boards and the rated capacity of power sub-station, the approximate feet of power line, telephone and fire reporting system line.

IX

(Project Nos. A,B,C will include all utilities outside of all buildings, such installations inside of buildings will be considered a part of the building.)

X. Military Police Unit Project.

List all buildings by class and size.

XI. Hospital Unit Project.

List all buildings and wards, list total linear feet of enclosed gallery. Warehouses and all other building units used exclusively by the Health Section by class and size.

XII. Roads and Bridges Project.

The miles of roads of each class and all bridges.

Memo: To all Projects
Subject: Miscellaneous Construction

INSTRUCTIONS AND PROCEDURE FOR BLANKET APPLICATIONS FOR MISCELLANEOUS ROUTINE CONSTRUCTION WITH OR WITHOUT PRIORITY ASSISTANCE OR ALLOTMENTS OF CONTROLLED MATERIALS.

The War Production Board recognizes that the cost limits set forth in Conservation Order L-41 are too small to permit the owners of large industrial plants and other substantial buildings to carry on necessary incidental construction. Consequently the Board will consider applications from the owners of such plants and buildings for permission to do miscellaneous routine construction over a fixed period of time. For such routine construction as is determined to be essential an appropriate order will be issued.

The application should be made on Form WPB-617 (formerly PD-200 Revised). Separate applications must be made for each project as the word is defined in paragraph A-8 of Order L-41. The materials list should be filled out and broken down to the fullest extent possible, but may be based on estimates, inasmuch as it is impossible to list accurately and in detail all materials required for such jobs over a six-months period. Materials on hand, including those salvaged, should be included. Items for which priority assistance or controlled materials allotments are needed should be indicated and the quarter in which deliveries thereof are required should be stated. The general nature of the construction to be performed must be set forth, and all applicable questions on Form WPB-617 (PD-200 Revised) must be answered. The application in all cases should be filed with the Washington WRA Office for transmittal to the War Production Board, Washington, D. C.

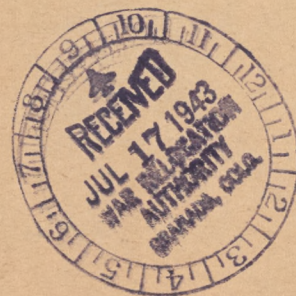
The order issued pursuant to the application will authorize the builder to perform miscellaneous routine construction using the materials listed in the application as approved. Priority assistance and allotments of controlled materials will be granted only for jobs essential to the war effort. While the blanket order will cover a number of jobs, no one job costing more than \$10,000 will be authorized thereunder and in certain instances a lower cost limit per job may be fixed. The blanket order will also contain a cost limit as to the total cost of construction authorized. The period of time to be covered by the order will be six months or less.

Report to War Production Board.

At the expiration of the six month's period for which miscellaneous construction has been authorized, a report on the materials actually used and the construction actually performed will be required. This report should be made on Form WPB-617 (PD-200 Revised) and the materials should be broken down in the manner and to the extent required under said form. The report should be mailed to the Washington WRA Office for transmittal to WPB.

W. S. Meyer
Director

C-0330-P5-Final-NOBU-COG



WAR RELOCATION AUTHORITY

WASHINGTON

JUL 22 1943

July 12, 1943

TO: All Project Directors

SUBJECT: Hours of Duty for Appointive Employees of
The Fire Control Division

The work schedule of appointive employees of the Fire Control Division will consist of an eight hour day on a six day week basis.

The regular eight hours of active duty may be scheduled at any time during the 24 hours, although the nature of the positions may require that employees be on call for the remaining 16 hours in the day. The time when these employees are on call is not to be considered as active duty as contemplated by the eight hour work day.

It is deemed advisable, as a part of work organization at the center and as a matter of convenience to the employees, to schedule hours of work in advance wherever possible. Although the employees' preference should be taken into consideration if this can be done without detriment to necessary work at the center, it is not a right of the employee to elect to work on any shift which he may desire.

An employee is not to be considered in a duty status merely by confining himself to the center or remaining in close proximity to his quarters. A regular tour of duty for an appointive employee of the Fire Department would consist of eight hours spent in fire control work or inspection or remaining in close proximity to his quarters. A regular tour of duty for an appointive employee of the Fire Department would consist of eight hours spent in fire control work or inspection or remaining at the fire station.



020891



If it should become necessary to require an employee to work on the seventh day of any week, the work performed on that day may be considered as overtime and compensatory leave granted to him in like amount. This compensatory leave may be accumulated, but must be taken within 90 days from the time the work is performed.

Stu Rowalt

Acting Director



*Head
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Distributing*

WAR RELOCATION AUTHORITY
WASHINGTON

MEMORANDUM

*Zimmerman
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22001

*Furner
make changes*

July 14, 1943

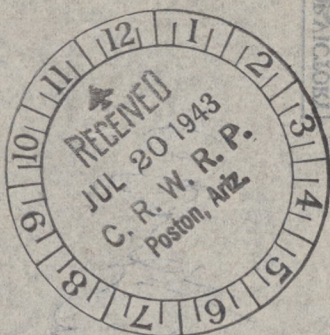
To: ALL PROJECT DIRECTORS

Reference is made to Page 4 of Administrative Instruction No. 10, Revised, Supplement 1, Revised, June 10, 1943. The schedule of per hour rates shown for September under the \$19.00 class should be .099 rather than .989 as shown.

Please correct your copies accordingly.

J. W. Clear
J. W. Clear
Finance Officer





John C. [Signature]
John C. [Signature]
John C. [Signature]

James [Name] from [Address] [City] [State]

Office [Address] [City] [State]

Enclosed [Address] [City] [State]

Religious [Address] [City] [State]

For [Address] [City] [State]

July 17, 1943

Enclosed [Address] [City] [State]

Washington

WAR RELOCATION AUTHORITY

Chron.

WAR RELOCATION AUTHORITY
WASHINGTON

July 15, 1943

To: All Project Directors
Field Assistant Directors
Relocation Officers
Supervisory Officials in Washington Office

From; The Director

Subject: Draft Deferments

This memorandum is filed with "SELECTIVE SERVICE" material.

RETIREMENT AND DISABILITY FUND COLLECTIONS

1943
General Regulations No. 87
Supplement No. 1

General Accounting Office
Office of the Comptroller General
of the United States
Washington, July 12, 1943

The use of Standard Form No. 1070-Revised, prescribed by General Regulations No. 87 dated June 25, 1936, for preparation by administrative officers in scheduling credits to the Civil Service Retirement and Disability Fund, is hereby discontinued. In lieu thereof there will be used Standard Form No. 1096, Schedule of Voucher Deductions, on which will be listed the amount of deductions for credit to the Civil Service Retirement and Disability Fund, showing, according to voucher number, the total amounts deducted on each pay roll and pay voucher, (see in this connection paragraphs Nos. 11, 12, and 13 of General Regulations No. 87). Collections representing contributions to the Civil Service Retirement and Disability Fund will be scheduled as heretofore on Standard Form No. 1044-Revised, Schedule of Collections, showing names of employees and amounts contributed by each.

When used in scheduling credits to the Civil Service Retirement and Disability Fund, no copies of either Standard Form No. 1096 or of Standard Form No. 1044-Revised will be prepared for or furnished to the United States Civil Service Commission.

General Regulations No. 87, dated June 25, 1936, and all other regulations providing for the preparation and use of standard forms No. 1070 and No. 1070-Revised are amended to conform to the procedure hereinabove set forth.

(Signed) FRANK L. YATES

Acting Comptroller General
of the United States

UNITED STATES MARINE CORPS

WASHINGTON

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WAR RELOCATION AUTHORITY
WASHINGTON

July 15, 1943

To: All Project Directors
Field Assistant Directors
Relocation Officers
Supervisory Officials in Washington Office

From: The Director

Subject: Draft Deferments

In accordance with the provisions of Executive Order 9309, a copy of which was attached to the Circular Letter of May 3, 1943, we submitted to the Review Committee on Deferment of Government Employees of the War Manpower Commission a list of positions in the Authority which were considered essential to the war effort and the furtherance of our program. We recommended that these positions be placed on the key list as contemplated by the Executive Order.

We have received from the Committee an approved key list consisting of Solicitor, Head Medical Officer and Chief Internal Security Section on the Washington staff, and Project Director, Project Internal Security Officer and Medical Officer at each relocation center. Our recommendations with respect to the various field offices were disapproved. In fact, the majority of the positions which we recommended for inclusion in the list for both departmental and field service were disapproved by the War Manpower Commission. The Committee has taken no action with respect to positions occupied by incumbents 45 years of age and over since no military liability exists with respect to them.

The fact that an employee occupies one of the positions on the key list does not mean that he may be deferred for an indefinite period or that we have any assurance that the Local Board will approve an initial request for deferment. It simply means that requests for deferment in these cases need not be submitted individually to the War Manpower Commission for prior approval but may be submitted directly to the Local Draft Board by this office. The Committee in approving the key list has pointed out that we are to keep in mind that the purpose of any deferment which may be granted is to provide time to obtain a replacement, if possible to do so, and not to provide an exemption from service.

If any occupants of the positions listed receive notices of their proposed induction into the Armed Forces, please notify us immediately if you wish to request a deferment. Your request should be accompanied by an original and three copies of Form 42, which is the official form for requesting deferments, and should contain complete information under each item particularly with respect to the availability of replacements and any unique qualifications which the employee may possess for the position.

Although it is the policy of the Authority to request deferments in as few cases as possible, we will present requests for deferment or delayed inductions for employees occupying positions other than those on the key list where an unusual or emergency situation exists. For your ready reference there is quoted Paragraph III, 2 of Executive Order 9309, concerning key positions which may be used as a criterion in determining the types of positions which may be included in this latter category.

"2. Key positions shall be limited to positions involving serious difficulty of replacement because a scarcity of available qualified personnel exists and because any incumbent of the positions must have had, in order to perform the duties effectively, an extended period of training or specialized experience. The designation of key positions shall be further governed by the following criteria:

"a. The work is of a responsible administrative, executive, or supervisory character in activities directly related to the war effort, or to the essential maintenance of orderly government (including the maintenance of the health, morale, and security of the nation); or

"b. The work is a part of the actual production, transportation, or handling of war materials, equipment, or commodities, or of the maintenance or operation of war equipment, or of the transportation of war equipment, or of the transportation of war personnel; or

"c. The work is of a professional, semi-professional, or highly specialized character, requiring extended training, in an occupation where a known scarcity of manpower exists; or

"d. The work usually requires male employees because of peculiar circumstances or requisite physical abilities, including the occupations of seamen, investigatory agents, forest rangers, border patrolmen, prison guards, and other comparable occupations wherein replacement within necessary age limits is difficult."

D. S. Meyer
Director



OM-45

OM-43

Mr. Cawley

Heist
Mr. Harkness
Mr. J.P. Cash
Mr. Silbenthorn
Mr. [unclear]
Mr. [unclear]

Office of the Director

WAR RELOCATION AUTHORITY
WASHINGTON

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July 17, 1943

AIR MAIL

MEMORANDUM FOR ALL PROJECT DIRECTORS

The attached material forms a basis for a section in the handbook on segregation operations which will be distributed to you at the Denver Meeting July 26 and 27.

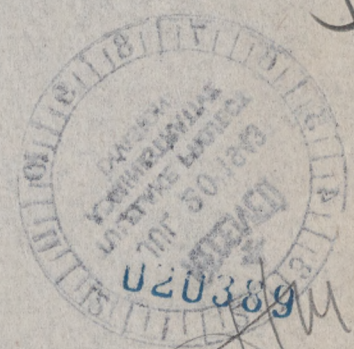
I am sending this to you in this form with the hope that you will find some time to study it before the sessions at Denver. It describes the hearing procedures which have been devised for selecting the segregants for residence at the segregation center.

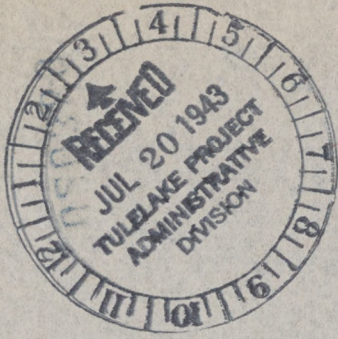
Please distribute copies of this material to all persons who will attend the Denver meeting.

E. M. Rowalt
Acting Director

Enclosures (4)

B





Edward M. P.

WASHINGTON
NATIONAL ASSOCIATION OF
TULSA



WAR RELOCATION AUTHORITY

WASHINGTON

June 18, 1943

GENERAL LETTER TO ALL PROJECT DIRECTORS

Subject; Visits of Evacuees to Alien Detention Camps.

The Immigration and Naturalization Service has requested that we advise Directors of Relocation Centers that Alien Detention Camps operated by that Service are not authorized to maintain visitors at camps, and that visits to such camps must be restricted to a few hours. It is also requested that permits to visit Alien Detention Camps be issued only after prior approval by the Commanding Officer of the camp to be visited.

It will be appreciated if you will bear these points in mind in granting leave to evacuees for the purpose of visiting Alien Detention Camps in the future.

Sincerely yours,

D.S. Myer /s/
Director

COPY

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WAR RELOCATION AUTHORITY

Washington, D. C.

July 20, 1943

TO PROJECT DIRECTORS:

Attention: Superintendents of Education
Night School Directors

The attached bulletin on adult education prepared by the Education Section is timely in view of recent modifications in employment policies. A splendid program has been carried on during the past year despite the necessarily experimental nature of your undertaking. It seems advisable as soon as possible to survey your program in the light of suggestions contained in this bulletin, evaluate it in terms of your own observations and knowledge, and then seek to make improvements where they are needed.

Now that relocation is playing so large a part in the WRA program, Adult Education should take an ever increasing and expanding function in this program. Much more can be done educationally to prepare residents of the various centers for the adjustments necessary to life outside the centers. This bulletin contains suggestions on Adult Education in general and on Education for Relocation in particular. Any statements from you as to the helpfulness of this bulletin or any other materials which will keep our office up to date on what you are doing in Adult Education will be greatly appreciated.

John H. Provinse /s/
JOHN H. PROVINSE, Chief
Community Management Division

Copy to:

Stafford
Pomeroy
Fogarty

COMMUNITY SCHOOL FORUM

War Relocation Authority

VOL. I, No. 3

Washington

July, 1943

This bulletin is intended to be a medium through which ideas and experiences can be exchanged concerning the various problems which constantly emerge in the schools on projects. Again, it is suggested that, wherever applicable, the materials contained herein be discussed in your curriculum workshops, and as discussion materials at some of your teachers' meetings. Please send us any suggestions on subjects which you would like to see discussed. The bulletin this month will be devoted to the problems of adult education. This part of the educational program plays a larger part in preparation for relocation than any other. Great work has been done in it during the past year. However, some suggestions for further development, especially in relation to newer objectives, seem in order.

THE ADULT EDUCATION PROGRAM

INTRODUCTION

When Mr. Eisenhower and his staff set up the basic policies of the WRA and wrote into them - "In the last analysis, each relocation community will be approximately what the evacuees choose to make it. The standards of living and the quality of community life will largely depend on their initiative, resourcefulness, and skill." - they insured the emergency of a community and a society. They had taken the steps which differentiate relocation centers from concentration camps. Basically here is the difference between the democratic and the Nazi philosophy. Shortly after, when this policy became further implemented in the form of administrative instructions, definite provision was made for the inclusion of adult education in schools of Relocation Centers. Administrative Instruction No. 23 says in regard to this program:

"...An adult education program to meet the needs of adult evacuees shall be organized on all projects. Instruction shall be carried on by qualified evacuees, project employees and teachers employed in the elementary and secondary school program. Where there is not a center resident with the training and experience necessary to organize and supervise this work, a Caucasian Night School Principal may be employed."

Under the provisions of this instruction, directors of adult education were employed on all projects and a program of education established "to meet the needs of adult evacuees." This program from the very beginning has been one of the most potent factors in helping to weld a rather chaotic, formless mass of resentful, disillusioned individuals into a more articulate society. Sometimes its efforts have been implemented through the more formalized educational procedures of organized courses. At other times, in its more functional aspects, it was a part of the process inherent in the development of cooperative group action.

It has grown in answer to the needs, interests and the problems of the people. At the same time it has sought to assist the people to see more clearly these needs and problems. It has varied from center to center which is as it should be. The WRA has never attempted to freeze the pattern. Freedom for exploration is inherent in democratic education. This bulletin wishes only to make suggestions, impart ideas, and share experiences which have been gleaned from all the centers.

NEED FOR EVALUATION AND OVERHAULING

Now that the period of youthful trial and error is over, the time for taking stock and evaluating our past program is at hand. This is all the more imperative in view of recent policies from the Washington Office in regard to employment. In a memorandum to all project directors, dated May 11, the Director asked for a study of the employment situation on all projects. This memorandum was necessary because in too many cases project employment was on the basis of making work for able-bodied evacuees. Work activities had been set up for which the evacuee community should have taken responsibility without pay. In other cases more personnel had been assigned to necessary tasks than were needed. This criticism can be aimed as well at the Adult Education program as at other project activities.

The present policy calls for a general tightening up of project employment requirements with a view to reducing the evacuee payrolls to the minimum required to perform essential tasks. At the present time all divisions are restudying the whole situation pertaining to project employment for the purpose of securing greater efficiency. An attempt is being made to establish employment quota on each project on the basis of maximum number of employees necessary to perform essential tasks. Each project has been requested to reduce evacuee employment by one-third. Only those persons are to be hired whose services are necessary to maintenance and operation of the project.

In carrying out this general policy the Employment Division has no desire to limit or to cripple the adult education program. They simply wish to insure maximum efficiency in the employment of all evacuees. They do not intend arbitrarily to suggest cuts in the personnel or the elimination of classes. In view of their general policy, they desire the Education Section to survey the Adult Education program to see if it is functioning at maximum efficiency and if it is not, to make such changes and revisions as will insure such functioning. They wish to leave any changes in the hands of the educators whom they feel will do their part to carry out the policies of the Employment Division. This would seem to necessitate the re-evaluation of your adult education program in order that it be placed

on the soundest possible basis from the standpoint of personnel and adequacy of the program. In this survey the following points seem important:

1. Evaluate your program in terms of present and future needs of evacuees.
 - a. What classes and courses can be eliminated?
 - b. What other courses can be added to meet more adequately existing and future needs of evacuees?
 - c. How can a fairer teaching load be established?

Adult education teachers should be required to spend a minimum of twenty-four hours per week in teaching classes and in counseling and individual guidance of students. In addition, this would allow twenty hours per week for preparation. No satisfactory standard can be set for the size of classes. Some classes of less than twelve members may be extremely important while, in other cases, large classes may be dispensed with as being of little value in contributing to the real needs of the program. One questions the advisability of maintaining classes with over 500 students in flower arrangement when other more valuable classes might be organized. Many classes of this type probably had a great deal of value in the early days when leisure time activities necessarily had major emphasis. This criticism does not imply that adult classes in arts and crafts and other avocational fields are not important and should be eliminated. In fact, these possibly should have as large a place on the program as any other activity. It would seem there should be a fairly equal distribution of activities satisfying the various objectives of the adult education program.

OBJECTIVES OF ADULT EDUCATION

It is always difficult to define or circumscribe an adult education program. It necessarily differs from all other programs because of its voluntary nature. It is based entirely upon the interests and needs of adults. Since these interests and needs are of such a wide variety, they demand for their satisfaction broad and comprehensive educational offerings, cross-sectioning many phases and units of educational work. It is most difficult to set these offerings within the limits of a particular program. In fact, the best adult education is to be found in community group action, especially when such action becomes coordinated and directed toward the solution of common problems. This is democracy in action and the proper objective of all education. As one educational authority suggests, "Government in a democracy is education" for it implies the hard, democratic way of study, thought, discussion, and group decision and action. It would be well for educators on projects to take cognizance of these various groups who meet outside of formal instructional periods. These are as truly adult education groups as if they were meeting in formal instruction periods. They too, are meeting in response to needs and interests. In these groups a democratic process is going on which, if it is to be anything more than will-o'-the-wisp, must take on the very nature of education. Educators should help in the coordination and direction of their efforts and by so doing insure the finest kind of adult education.

One of our adult leaders defines the purpose of the adult education program on the projects as being the job of giving the individual who is wrestling with problems of his own, a chance to identify them with larger problems. At the same time an attempt should be made to broaden the outlook of the evacuees by relating their own racial and minority and group problems to a larger context. If a circumscribing definition is necessary it will grow out of the practices and programs as they develop on each project.

As here defined adult education shall include all organized classes and/or laboratories and field activities carried on as a regular instruction program and certain other related educational activities carried on for persons above high school. Wherever extension courses are offered of junior college or university grade, they shall also be considered a part of the adult education program. "Certain other related educational activities" include those community group activities, vocational training and re-training of an in-service type, and those extra-classroom efforts whose object is education for relocation. Regular instruction programs or classes shall be those having:

1. Fixed term for classes.
2. Regular enrollment.
3. Fixed time and place of meeting.
4. Organized instruction program.

The purposes of adult education may vary with the interests of the individuals participating. Authorities in the field have agreed rather generally on the following purposes of adult education:

1. Education for vocational improvement and adjustment.
2. Education for greater assimilation into democratic living.
3. Education for improved home and community living.
4. Education for general cultural and intellectual growth.
5. Education for wise use of leisure time.

In keeping with the basic aims of the WRA program, the adult education program on projects should consider the following major problems of adjustment and re-education:

1. Education for Relocation
2. Education for Family Welfare
3. Education for Assimilation or Acculturation
4. Education for Project Development.

One cannot draw hard and fast lines between these various objectives and say that one course gives education that will satisfy one aim and another course will satisfy another aim. A course may have cultural and intellectual values at the same time that it will prepare for worthy home and community living. Even training in the vocational skills should in its most comprehensive meaning possess some cultural and intellectual values. It is hoped that the adult teacher and leader will not insist upon a compartmentalization of knowledge and understandings and skills and will carry on instruction with some idea of the inter-relatedness of all these aims. Furthermore, it

would seem that all these objectives should be realized in any adult education program if we are to prepare these people adequately to take their place again in normal American life outside relocation centers.

The actual curriculum planning must be done at each center with full regard for improvement of the project community, preparation for relocation, availability and efficient use of evacuee instruction and other factors. The following are component parts of each of the major objectives sought.

EDUCATION FOR RELOCATION

This should receive the strongest emphasis at this time. The adult education program should assume its share of the responsibility for relocation guidance. Its purpose should be to bring about the successful social and economic adjustment of evacuees to normal American life by assisting in developing more favorable attitudes toward relocation by the evacuees.

One project has reported concern over the very small enrollment in Adult Education Courses dealing with Americanization and Relocation. A survey was made by their Social Analyst to ascertain the explanation for this situation.

The results of this survey have been summarized in the attached mimeographed pamphlet entitled "Factors Influencing Low Enrollment in Certain Adult Education Courses." All directors of adult education will find this study highly instructive and suggestive.

The following courses are suggestive of the type called for to prepare for employment and resettlement off the projects:

- A. English - with emphasis on functional grammar, spelling, pronunciation, and oral expression.
- B. Discussion Groups, Forums, Individual Counseling and Guidance on Problems of Resettlement and Minority Groups.
- C. Vocational Training and Retraining Courses.

1. Services

- a. Cosmetology
- *b. Waitress Training
- *c. Janitorial Service
- d. Shoe Repair
- *e. Cleaning and Dyeing
- *f. Laundry
- *g. Domesticity
- *h. Hotel and Restaurant Service
- i. Baking
- *j. Stewards
- k. Second cooks.
- *l. Salad Girls

Subjects starred represent job opportunities where no previous training is necessary. In other words, if in other respects an evacuee is prepared for relocation, and job opportunities present themselves, there is no necessity to spend time in training before accepting the job. Training can be given on the job after relocation. Relocation should never be delayed by taking retraining in such jobs. The general rule should be not to offer such retraining courses on a mass basis, but only where it has been determined that the evacuee will not immediately relocate. He should understand that many opportunities are open in these fields and that training is possible after he gets on the job.

2. Agriculture, farm management and general farming

- a. Animal husbandry
- b. Dairying
- c. Crops
- d. Farm mechanics
- e. Soils and Fertilizers
- f. Marketing
- g. Nursery practice
- h. Vegetable production
- i. Poultry raising
- j. Truck gardening
- k. Landscape gardening
- l. Horticulture
- m. Pest control
- n. Floriculture

3. Industrial Arts and Crafts

- a. Auto-mechanics
- b. Radio mechanics
- c. X-ray technicians
- d. Mill work
- e. Carpentry
- f. Plumbing
- g. Mechanical drafting
- h. Electricity
- i. Tailor designing and pattern drafting
- j. Clothing manufacturing
- k. Woodworking
- l. Machine shops
- m. Architectural drafting
- n. General metal work
- o. Building construction
- p. Cabinet making
- q. Bookbinding
- r. Foundry work
- s. Welding

4. Office and Commercial work

- a. Typing
- b. Shorthand
- c. Clerical and filing

- d. Bookkeeping and accounting
- e. Office practice
- f. Salesmanship
- g. Everyday Business
- h. Office machines
- i. Business Law
- j. Business English

D. Geography (physical, economic, and social).

- 1. Provide more assistance in adjusting conditions in new areas.
This will include:
 - a. Study of climatic, crop and industrial conditions.
 - b. Information on living at income levels.
 - c. Stability of occupations.
 - d. Information on schools.
 - e. Some background on local histories, traditions and customs.

E. Home making courses.

- 1. Foods - nutrition, meal preparation, food preservation, etc.
- 2. Clothing - sewing, dress making, darning, mending.

F. Consumer Education

- 1. Economic problems of citizens as consumers in war time.
 - a. Personal and financial management problems.
 - b. Changed income.
 - c. Increased taxes - Victory tax and Income Tax.
 - d. Purchasing problems arising with shortages, substitutes, price ceilings, rent and credit control, and rationing.
 - e. Wise use, care, repair, renovation and remodeling of clothing, household furnishings, tools and equipment.
 - f. Home production and preservation and home service.

G. Job Application

- 1. Applying for a job.
 - a. Personal interviews
 - b. Letters
- 2. Employment agencies available
- 3. Studying employment advertisements
- 4. Prevailing wages
- 5. Responsibility to employer and other employees.

6. Responsibility toward property of others.
7. Selecting friends.
8. Selecting living quarters.
9. Use of money.
 - a. Methods of saving money.
 - b. Simple budgeting.

EDUCATION FOR FAMILY WELFARE

Emphasis on relocation need not blind us to the fact that many of these people are going to live on projects for some time to come and therefore need assistance in the solution of the many problems attendant upon that fact. Problems of family welfare will assume major importance as long as projects last. The social problems associated with the break-up of the old world family tradition were in evidence before relocation. They have been accentuated by the change in family responsibilities brought about by living conditions on the projects. The Issei feel that family life is breaking down because of conditions of mass feeding and lack of privacy. They feel resentful of this. They feel that they are losing control of their children.

There is a tendency also to recoil from modernism into the comfortable grooves of traditional security. This is apparent among Issei men in their tendency to invoke such older cultural norms as "woman's place is in the home." There are other evidences of this recoiling from the present and more immediate past into an earlier haven.

The Adult Education Program should be cognizant of such trends and should endeavor to prevent their occurrence through a well planned program of family welfare education. Other questions concerning the younger adults are whether to marry on projects and whether to have children. Some of them have asked for instruction in preparation for marriage and parenthood.

Courses in family relations and family welfare should not be for young people alone. They must include older people. We must interpret to the older people the educational program we are developing for the younger people, and the kind of training that is desirable if they are to live successfully in this country. On the other hand, the Nisei should be brought to recognize the fine qualities of the Issei. It is a matter of developing more satisfactory relationships between the Issei and Nisei.

Courses that may be suggested dealing with the problems of family welfare are:

1. Problems of family living.
2. Preparation for marriage.
3. Parent education and child care groups identified with each age group; infant, pre-school, elementary, junior high, and senior high.
4. Mental hygiene.

5. Home making
 - a. Foods - nutrition, meal preparation, etc.
 - b. Clothing, sewing, dress making, darning, mending.
 - c. Home nursing.
 - d. Home decoration.
 - e. Home gardening.
6. Personality Development.

EDUCATION FOR ASSIMILATION AND ACCULTURATION

On the projects there is imminent danger of Japanese folk culture crowding out American folk culture. Assimilation does not mean that a people drop its old culture. It means that they have a sense of membership and of belonging in the total American community, and an identification with its present and its future. The thing which is disturbing on the projects is that young people are not identifying themselves with this country, but are turning toward Japan. Democracy is under attack. The study of American history should include the influence of American democracy on our customs and habits. Our American marriage customs, for instance, are not understood by the older Japanese. They are a part of our democratic pattern of living. So is the freedom of our young people and the absence of rigid authoritarian discipline in the schools. In these communities we have an excellent opportunity to show people the group process as a method of democratic action. The importance of education in democratic processes should be kept in mind by staff members. In the urge to get things done on the projects, group processes should never be sacrificed to administrative control and speed-up. It has been repeatedly stressed that they are of primary importance in adult education. Where provision is made for groups to meet and solve their problems, then other more difficult problems are foreseen and examined before they become crises. The adult education department, if it is not able to be represented at all the discussion and action groups which are meeting on projects, should at least be cognizant of the educational value of such groups. Classes or courses for training discussion leaders would be valuable in assisting this implementation of working democracy. The holding of a conference or discussion group with a schedule of meetings is an excellent technique for arousing and focusing interest on a problem or a group of related problems. Other techniques are the seminar, the workshop and the forum. With the exception of the forum, groups should be small.

In the field of assimilation and acculturation the following courses are suggested:

- A. English and oral expression.
- B. American history (designed to give students an appreciation of the main lines of development of American history and American ideas).
- C. The American scene - a study of present day American problems.

- D. War and peace - a study of changes brought about by the war and post-war problems and the relations of nations.
- E. American and global geography.
- F. Aesthetics - arts and handicrafts, music, dramatics.
- G. Current Events.

EDUCATION FOR PROJECT DEVELOPMENT

Finally, there seems to be every evidence that some of these relocation centers shall be operative for the duration. Therefore, a program of adult education should be continuous to insure the best adjustment of the evacuees to their environment. Such a program should have a major part in improving life and living in the centers. There are many ways in which education for project development can be conducted. Some are applicable in one field and some in another but all of them should emphasize group participation and discussion. It has been repeatedly stressed throughout this bulletin that group action is the best method of education in a democracy. Through it the experiences of all are utilized in reaching group decisions, each contributing according to his experiences and ability. It is the process by which all people develop their concepts of democracy and gain experiences in democratic ways of working. Adult educators will do well to employ it to the maximum.

The following courses are suggested as those concerned with the problems of Community Development:

1. A study of War Relocation Authority policies and programs.
2. Community Government.
3. Cooperative Education.
4. Consumer Education.
5. Labor Relations.
6. Community Planning.
7. Improving Vocational Skills.
8. Current Events.

USE OF LIBRARY IN ADULT EDUCATION

One of the difficulties in the program will be the lack of reading material and of current magazines. A fairly adequate school and community library is essential in supplying teaching materials. They should be the supply centers for printed materials in the field of vocational training as well as information about good citizenship and democracy. The library should be an essential auxiliary for attainment of the objectives of all community leaders, including educators. In this connection the American Library Association has a recent annotated bibliography of books aiding the Adult Education Program.

Books For Adult Beginners. Readers' Bureau, Cincinnati Public Library. 1939. 64p. 65¢; 10 copies or more, 50¢ each.

Makes educators of adults realize that half of adult population is beyond reach of their efforts because of inability to read even simplest books; lists books to aid in guiding reading of adults at the sixth grade level or lower.

Helping Adults to Learn. The Library in Action. John Chancellor, ed. 1939. 308p. Cloth, \$3.

Readable, stimulating reports of experience of 26 libraries, large and small. Timely, practical, forward looking, it suggests more far-reaching possibilities for future services. Six speculative articles looking to future of adult education in libraries emphasize specific developments needed.

Helping the Reader Toward Self-Education. John Chancellor, Miriam D. Tompkins, Hazel I. Medway. 1938. 126p. Cloth, \$1.25.

Briefly answers questions often asked concerning advisory service - on interviewing, publicity, records, follow-up, course-making, tools, service by staff group. Discusses fundamental problems: how to achieve background understanding of essentials; how to judge readability.

ADULT EDUCATION AND COMMUNITY ACTIVITIES

It has always been a difficult problem to determine where Adult Education leaves off and Community Activities begin. There is a twilight zone where the purposes of both groups merge. There is no point in drawing artificial lines between the two. A compartmentalized program is unnecessary and undesirable. Both groups have similar aims in mind in such programs as Americanization, nursery schools, art, music, and drama, lectures and forums, and certain phases of athletics. It is desirable that these two sections set an example in cooperation and group action. Wherever there are decisions concerning jurisdiction, the Chief of Community Management is in best position to make them. In some projects weekly meetings of the Community Management staff insures the merging of ideas and energies and the operation of an inter-related program.

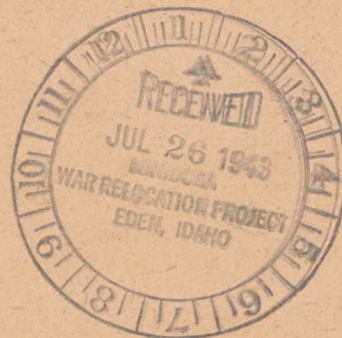
ASSISTANCE FROM THE WASHINGTON OFFICE

It is hoped that Adult Education leaders at the projects will consult with the Washington Office concerning any assistance they may require. Whenever staff members are in the Washington Office the following types of services may be available:

1. In serving as a central resource for the Adult Education Sections at the Projects which require information concerning source of supplies, literature in various fields, films, and any other data

concerning program and program materials, which may be obtainable. An extensive list of film catalogues have been sent to Chiefs of Community Activities on all projects by the Washington Office. Education Sections should contact this officer on projects for lists of available educational films. Additional lists will be sent to you as they are prepared by the Washington Office.

2. In developing desirable standards for the operation of the Adult Education Program on the projects, including suggested forms and procedures, methods of financing, styles of reporting, criteria for staffing, etc.
3. In providing an interchange of information on Adult Education developments at the various centers so that useful program suggestions can be exchanged and experiences gained at one project may be shared with others.
4. In suggesting methods of collaboration of Adult Education with other sections of the Community Management Division and with other Divisions of WRA.



#13.200

WAR RELOCATION AUTHORITY

WASHINGTON

MEMORANDUM

July 21, 1943

To: All Project Directors

There is attached a copy of General Regulations
No. 87, Supplement No. 1, covering schedule of Civil
Service Retirement and Disability Fund credits.

J. W. Clear

J. W. Clear

Attachment





Handwritten signature or initials, possibly 'D. B.' or similar, in blue ink.

WASHINGTON
WAR RELOCATION AUTHORITY

Spinked

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WAR RELOCATION AUTHORITY

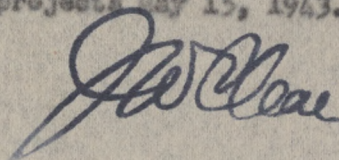
WASHINGTON

MEMORANDUM

July 24, 1943

TO: All Project Directors

Attached is an amendment to Sec. 20.9, Part 20 -
War Overtime Pay Regulations, Administrative Personnel.
Part 20 was forwarded to all projects May 15, 1943.



J. W. Clear

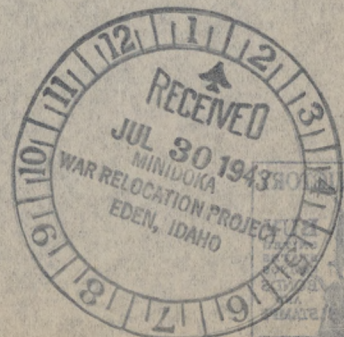


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WAR RELOCATION AUTHORITY

WASHINGTON

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WAR RELOCATION AUTHORITY

Washington

MEMORANDUM

July 24, 1943



To: All Project Directors

Subject: Surplus Property

Transmitted herewith are copies of a consolidated list of property declared surplus to the centers during the June survey.

Redistribution of this property will be made on the basis of a current need or justification and with a budgetary charge to the receiving project through allotment advice decrease.

A sufficient number of copies of the list are enclosed to furnish each Division with one for its use and determination of its needs. Requests from the divisions, however, must be consolidated by the Procurement Officer and submitted to the Washington Office on or before August 15, 1943. Only one copy of the list should be sent to this office indicating in the "request" column the items required by your center. No requests by teletype or telegram will be honored. The lists with desired quantities indicated in the "request" column opposite the appropriate items may, however, be supported by a letter of transmittal or justification and air mailed in order that it may reach the Washington Office before August 15.

After August 15, each center concerned will receive a final list indicating the disposition of the surplus property together with appropriate shipping instructions. Any remaining items to be reported to the regional office of the CAS will be indicated in the "surplus" column.

Items shall be shown on Form OEM 61 by the shipping project at a current value. The current value on Class "A" equipment shall be calculated on the basis of the acquisition price less depreciation for each month's usage, depreciation to be calculated as prescribed in the accounting manual on the basis of estimated longevity.

For transfers of surplus property the shipping project shall make the following General Ledger entries:

For items of Class "A" equipment purchased or acquired in prior fiscal years for which no depreciation reserve has been established:

For book value

Dr. 59 Invested & Donated Capital

Cr. 33 Equipment

For items of Class "A" equipment on which depreciation reserve has been established the above entry should be made and also the following entries:

Dr. 55.1 Reserve for Depreciation -
Equipment

Cr. 59 Invested & Donated Capital

(All items acquired during the fiscal year of 1944 must have a depreciation reserve established).

The receiving project will make the following entries:


For actual value shown on Form OEM 61

Dr. 33 Equipment

Cr. 59 Invested & Donated Capital

Form OEM 61 shall show both the acquired cost or value and the current value.

Expendable property shall be transferred at cost and shall be handled by both the shipping and receiving project through Account 59.


J. W. Clear
Finance Officer

Attachments

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WAR RELOCATION AUTHORITY

Washington

July 26, 1943

MEMORANDUM

To: ALL PROJECT DIRECTORS

Subject: ATTACHED CIRCULAR CONCERNING STEEL VALVES

The attached copy of Bureau of the Budget Circular dated July 12, 1943 concerning steel valves is self-explanatory.

Your report in response to this circular must be submitted to this office on or before August 15.

/s/ J. W. Clear

J. W. Clear
Finance Officer

Attachments

EXECUTIVE OFFICE OF THE PRESIDENT
BUREAU OF THE BUDGET
Washington, D. C.

July 12, 1943

TO THE HEADS OF THE EXECUTIVE DEPARTMENTS, INDEPENDENT
ESTABLISHMENTS, AGENCIES, AND GOVERNMENT-OWNED
CORPORATIONS (Except War and Navy Departments,
Maritime Commission and War Shipping Administration,
Petroleum Administrator for War, Office of the Rubber
Director, and the War Production Board).

SUBJECT: Steel Valves -- Declaration of Surplus and Report of Stand-by and
Idle Inventory

A critical shortage of steel valves (defined below) is currently delaying some of the most vital projects of the war construction program, especially shipbuilding. This situation makes it necessary to redistribute all surplus steel valves and to secure data on all nonsurplus (stand-by and temporarily idle) steel valves which may be diverted subject to replacement after November 1, 1943, on dates specified by the presently holding agency.

The urgency of the current need requires full cooperation and extremely close estimating of construction and maintenance needs by each agency.

(1) Valves to be Reported

For the purpose of this memorandum, "steel valves" means all gate, globe, angle, cross, lift check, angle check, swing check, stop check, bar stock, or plug valves (including variations of these types, such as valves generally referred to as quick-opening, blow-off, YOtype, and hydraulic), whose body and bonnet are made entirely of steel, which are one-quarter inch ($\frac{1}{4}$ ") or greater in size, and which are designed for 150 pounds per square inch SWP, or more.

(2) Declaration of Surplus

Under authority of Executive Order No. 9235, dated August 31, 1942, all steel valves of the types described in (1) above, in possession of, or under control of, Government agencies (regardless of location or custody), which are in excess of needs for presently approved projects, or for minimum maintenance requirements during the fiscal year 1944, are hereby declared to be surplus.

(3) Report of Surplus Steel Valves

A. Valves surplus under (2) above are to be reported on or before August 1, 1943, to the Federal Property Utilization Branch, Procurement Division, Treasury Department, Washington, D. C., in triplicate, prepared in accordance with Procurement Division procedure outlined in Procurement Circular No. 675 and supplements thereto, except that these reports are not to be directed to Regional Property Officers of Treasury Procurement. The report is to be submitted in three parts, as follows:

1. New valves;
2. Valves which have been reconditioned and brought up to usable condition;
3. Valves which can be reconditioned and brought up to usable condition.

B. A separate report is to be submitted for each location showing:

1. Name and address of agency office having jurisdiction;
2. Location of valves reported.

C. If the proceeds are to be credited to a reimbursable appropriation or fund, pertinent information is to be shown on each report affected.

D. For the purpose of proper identification of valves, the following information is required:

1. Lot Number Report as one item all valves of identical description, and number each lot in sequence.
2. Size. Give the size of the valves in inches (IPS).
3. Type of Valve. Give the general type of valve, describing it as fully as necessary to identify it accurately; for example, flow line gate, swing check, vertical check, wedge gate, lubricated plug, etc.

If raising stem, designate by entering "R"; if non-raising stem, enter "N".

If gear-operated, enter type of gear: worm, spur, bevel, etc. If Motor-operated, so specify. If operated by any means other than a handwheel, report type of operation: universal joint, flexible, shafting, etc.

If the valve is provided with indicator, bypass, drain, etc., indicate as the case may be.

4. Manufacturer's Name and Catalog Number. Give the manufacturer's name and catalog figure or serial number; or the manufacturer's name and drawing number; or Army, Navy, etc. specification or drawing number.
5. Materials. State whether valve is cast, forged, or bar stock (wrought). Show separately material of body, stem, and trim. (Note: If your valve identification tag reads only "steel", the body is made of carbon steel.) Enter the stem material; enter the trim material (seat and disc). In entering materials, use the ASTM symbol whenever possible. If you do not have the ASTM symbol, enter the manufacturer's trade name for the material (e.g., Stellite, Exalloy) or the alloy composition of the material (e.g., "Cr 18%, Ni 8% for wrought 18-8 stainless steel") or the Army/Navy specification number.
6. Pressure Rating. Enter the pressure rating (pounds per square inch). Specify whether the rating is WOG; SWP; or test rating. (Important note: When the identification tag records the pressure rating without letters following the number, such rating is an SWP rating. Test ratings and WOG ratings are specifically identified as such on the identification plate.)
7. End Connection. Enter the type of end connection, specifying whether screwed, flanged, welding, etc. If the connection is flanged, specify whether drilling is standard, or made to special specifications. Then describe facing, specifying whether large or small, male, female, tongue, or groove; 1/16", 1/4" raised face, etc., ring joint, etc.
8. Number of Valves. Enter the number of valves in the lot.

Stand-by and Temporarily Idle Steel Valves

Bureau of the Budget Circular No. 417 defines equipment of a stand-by and temporarily idle category. If the quantity of steel valves declared surplus from all sources does not meet the needs of the war program, it may become necessary to redistribute stand-by and temporarily idle steel valves. Steel valves so obtained will be replaced after November 1, 1943, on the basis of negotiations between the owning agency, the Metals Reserve Corporation, and the War Production Board. These steel valves shall be reported so as to furnish the same information as in the case of surplus steel valves except that the report shall not constitute a declaration of surplus and shall clearly show that these valves are subject to replacement on date fixed and indicated by the agency. Agencies shall indicate for each lot the very latest date on which replacement will be required. This report shall NOT be prepared on Form 812, but in tabular form, and shall be Transmitted in duplicate to the Equipment and Supply Section of the Bureau of the Budget on or before August 1, 1943.

The reporting of the stand-by and temporarily idle steel valves shall not prohibit the use of such valves if needed by the agency before physical delivery is made of such valves for use by war industries through the Metals Reserve Corporation.

HAROLD D. SMITH
Director

WAR RELOCATION AUTHORITY

WASHINGTON

JUL 26 1943

MEMORANDUM

To: Project Directors

Subject: CAA Pilots' and aircraft mechanics' certificates held by evacuees.

This will refer to Mr. Rowalt's memorandum of April 19 on the same subject, in which it was stated that the Civil Aeronautics Administration would review the cases of American citizens of Japanese ancestry holding CAA certificates with a view toward confirming or reissuing such certificates.

We have asked that action be initiated on the cases which Project Directors have submitted in accordance with the April 19 memorandum. We are now informed, however, that final action will not be taken by the Civil Aeronautics Administration until a personal application for renewal or reissuance is made to the Civil Aeronautics Administration by the holder of the certificate. Please bring this matter to the attention of certificate holders so that they may make such a personal application to the Civil Aeronautics Administration.

Leland Barrows
Acting Director

cc Relocation Supervisors



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WAR RELOCATION AUTHORITY

WASHINGTON

JUL 2

MEMORANDUM

To: Project Directors

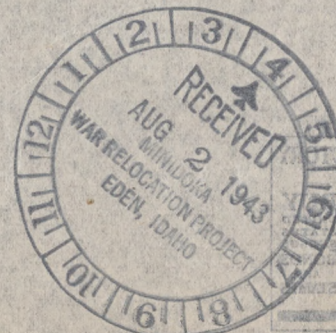
Subject: CAA Pilots' and aircraft mechanics' certificates held by evacuees.

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Director

cc Relocation Supervisors



WAR RELOCATION AUTHORITY

WASHINGTON

July 31, 1943



MEMORANDUM

To: Project Directors

Subject: Use of "Application for Private Employment by Relocation Center Resident" as a standard practice.

The Chicago Relocation office has distributed copies of a multilithed form entitled "Application for Private Employment by Relocation Center Resident" to all of the relocation centers for use by evacuees in writing to prospective employers and to relocation officers concerning employment.

This has proved to be a useful form and we have therefore asked the Chicago office to send a considerable additional supply to each of the relocation centers for general use. Evacuees writing directly to employers and to relocation officers should be encouraged to supplement their letters with a copy of this form.

Thomas W. Holland

Thomas W. Holland
Chief, Employment Division

cc Relocation Supervisors
Relocation Officers

