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MW
Head

Colorado River War Relocation Project
Poston, Arizona

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September 10, 1942

Memorandum to: H. H. Townsend, Supply & Transportation Officer

From: A. W. Emple, Chief Administrative Officer

With the advance permission of the Project Director, Mr. Rupkey and I agreed that the operation and maintenance of garage facilities for all automotive equipment should be placed under the general supervision of the Administrative Branch, and under the direction of the Supply and Transportation Officer, effective August 1, 1942. For various reasons it appears that this whole transaction was not fully consummated effective as of that date. It is our desire to effect this arrangement as soon as possible and for this purpose the Shop Foreman and mechanics working on automotive equipment will come under your supervision.

In order to avoid complications which may arise on account of dual reporting and responsibility on the part of employees engaged in this work, it is my feeling that all repair shops, whether devoted to the repair and maintenance of automotive or heavy equipment, should come under your supervision and direction of a General Foreman in charge of all shop work.

I wish you would discuss this matter with Mr. Rupkey along these lines and arrange with him, if possible, to take charge of all shop work with the distinct understanding that two (2) separate units will be maintained; one, to be devoted exclusively to the repair of heavy equipment, such as drag lines, tractors, excavating and road building equipment, subjugation equipment, etc; and the other to the repair and maintenance of automotive equipment. This arrangement would appear to be the most logical since we are the Branch charged with the responsibility for maintaining an accurate and detailed record of the operation, repair and maintenance cost of all units of equipment, whether automotive or heavy construction.

I believe Mr. Rupkey will be agreeable to this arrangement if we can assure him of prompt service regardless of where the equipment is working or *where* whose direction various items of equipment may be serving to meet Project needs.

A. W. Emple,
Chief Administrative Officer.

AME:jbp

cc-Mr. Head. ✓

Mr. Rupkey.

Mr. Smith.

Mr
Head

Colorado River War Relocation Project
Preston, Arizona

September 10, 1942

Memorandum to: H. H. Townsend, Supply & Transportation Officer

From: A. W. Empe, Chief Administrative Officer

Reference is made to your Memorandum of September 9, relative to the quality of milk being received under Quartermaster contract with the Model Creamery.

Please consult with Mr. Palmer in regard to this matter and if we do not have a copy of the specifications on hand, steps should be taken to secure such specifications from the Quartermaster who negotiated the contract.

The milk should be inspected at frequent intervals and a full report made to the Quartermaster Depot in order that corrective measures may be applied.

A. W. Empe,
Chief Administrative Officer.

AWH:jbp

cc-Mr. Wickersham.

Mr. Palmer. (H.W.)

Mr. Head. ✓

Mr. Stults.

Mr Head

Colorado River War Relocation Project
Poston, Arizona

September 10, 1942

Memorandum to: H. H. Townsend, Supply & Transportation Officer

From: A. W. Empie, Chief Administrative Officer

Reference is made to your Memorandum of September 9, relative to the fire hazard which exists at the rail head warehouse, and the fact that pumping equipment is not available at the well.

Please confer with representatives of the U. S. Engineer's office to determine the status of this situation and make every attempt to hasten the delivery of pumping equipment.

It may be that substitute machinery could be installed pending the delivery of the equipment, which the Engineers expect to install later.

At any rate there is no question as to the urgent need for filling the barrels with water in order to take advantage of the facilities which have been provided.

As to the practice of smoking while in and around the warehouse buildings, I wish you would consult with Mr. Wickersham in regard to this matter and see what can be worked out. I realize that probably some arrangements should be made for smoking by the various employees but I believe under some working conditions on the out-side provision is made for smoking only at certain intervals and in no case should smoking be allowed where a spark from a cigarette could ignite inflammable materials.

I believe if it is explained properly to the Japanese working in the warehouse that this condition can be corrected.

A. W. Empie,
Chief Administrative
Officer.

AWB:jbp
cc-Mr. Head. ✓

Jup

Mr. Head

Colorado River War Relocation Project
Poston, Arizona

September 10, 1942

Memorandum to: H. H. Townsend, Supply and Transportation Officer
From: A. W. Empe, Chief Administrative Officer

Reference is made to your Memorandum of September 9, relative to the condition existing in the various kitchens with regard to the fire hazards, the fact that the stoves have been damaged, etc. We should, of course, follow this matter through in order to correct it as quickly as possible.

It occurs to me that we should call upon Mr. Rupkey for his assistance in making actual installations. I believe that his supply of cement would permit construction of the concrete platforms and we should be locating the sheet metal which will be required in addition to the amount already available in each kitchen.

Since this will be a sizeable construction project I believe the matter should be discussed with Mr. Rupkey and members of his organization, which you may have done already.

A. W. Empe,
Chief Administrative Officer.

AME:jbp
cc-Mr. Head. ✓
Mr. Rupkey.

Mr. Head

Colorado River War Relocation Project
Peston, Arizona

September 10, 1942

Memorandum to: Dr. Pressman, Director of Health and Sanitation

From: A. W. Emple, Chief Administrative Officer

Some definite price has to be set for various types of service rendered to Caucasian employees in the hospital, and so far as I know there has been nothing definitely accomplished in this regard.

Reference is made to Dr. Samvely's letter of April 18, and a reply thereto from the Indian Office of April 29, relative to charges for service rendered by the Agency Hospital, at Parker.

It occurs to me that we should use the same method of arriving at the various fees as would ordinarily be followed in regard to Indian Service hospitals, which I understand includes the provision for establishing current rates pending the compilation of costs upon which future rates are based.

I will appreciate you discussing this matter with Mr. Cecil C. Edwards, looking to the publishing of rates which will apply to all services performed for Caucasians, whether Project employees, Military Police, or out-siders.

A. W. Emple,
Chief Administrative Officer.

AWB:jbp

cc-Mr. Wade Head. ✓

Mr. Cecil C. Edwards.

Mr. Henry W. Smith.

dup.

MW Head

Colorado River War Relocation Project
Poston, Arizona

September 10, 1942

Memorandum to: H. W. Smith, Fiscal Officer

From: A. W. Empie, Chief Administrative Officer

Mr. Rupkey called my attention under date of September 9, to the request made by Mr. L. M. Armstrong, Superintendent of Subjugation, that arrangement be made whereby his office could compile data on operating cost for the various pieces of subjugation equipment being operated under his supervision.

I explained to Mr. Rupkey that within the Fiscal Division there had been organized a Proprietary Accounting Section and that a portion of their efforts were being devoted toward the assembling and compiling of cost data for all equipment regardless of its location or under whose supervision it was being operated.

There should be no reason why basic information, required by Mr. Armstrong should not be assembled and compiled at the same time other essential cost data is being compiled to meet the requirements of the WRA, the Office of Indian Affairs, and the General Accounting Office. It is requested, therefore, that Mr. Shepard be instructed to confer with Mr. Armstrong looking to the working out of a mutually agreeable arrangement whereby his requirements can be met without duplication of effort and to insure that information compiled is recognized as the official Project record.

A. W. Empie,
Chief Administrative Officer.

AW: jbp

cc-Mr. Head. ✓

Mr. Rupkey.

Mr. Armstrong.

Mr. Townsend.

Mr. Shepard.

Colorado River War Relocation Project
Poston, Arizona

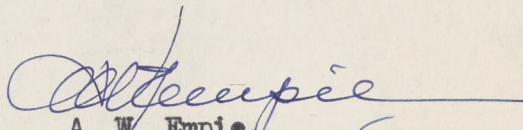
September 11, 1942

Memorandum to: Mr. Wade Head, Project Director

From: Mr. A. W. Empie, Chief Administrative Officer

I am in receipt of a Memorandum from Miss Clair S. Brereton, Chief, Mails, Files and Communications, asking whether a concerted effort can be made to have all visitors report to her for registration in order that she may be fully advised as to their name, project business, and forwarding address.

Considerable difficulty has been experienced in seeing to it that mail addressed to various people is satisfactorily delivered. Any assistance that you can render in this regard will be appreciated.


A. W. Empie,
Chief Administrative Officer.

cc-Miss Brereton.

Mr. John Evans Unit 1 Administrator

Colorado River War Relocation Project
Poston, Arizona

MEMORANDUM TO: Division Heads

FROM: Employment Division

SUBJECT: Procedure on Transfers--Division to Division and
Reclassification within the same Division

DATE: January 4, 1943

The following instructions will answer certain questions which Section Heads have raised in regard to promotions and transfer of evacuee personnel.

All transfers and reclassifications within the same Division are to be handled exactly in the same way as new employment. The steps are as follows:

1. Submit a letter of transmissal on a half sheet giving reason for request action and recommendation.
2. Attach job description for the new position.
3. Attach also "Requisition for Workers" and enter name of person transferred or promoted.
4. Send letter and forms to the Employment Division, Adm. #1 in Poston I and to the local Employment Office in Poston II and III.

The local Employment Office will investigate and make recommendation. If the request is approved, the Employment Office will issue Form WRA-21, Notice of Assignment, covering reclassification.

Upon the receipt of the Notice of Assignment, the Section Head (employer) should fill in Form WRA-114, Change of Status, and forward three copies to the Employment Division for distribution to Fiscal, Welfare, and Placement Divisions.

The Fair Practice Committee has the right to appeal any decision made by the Employment Office.

VERNON R. KENNEDY
Employment Division

H. W. SMITH
Fiscal Division

Mr. Gelvin

COLORADO RIVER WAR RELOCATION PROJECT
POSTON, ARIZONA

March 3, 1943

MEMORANDUM TO: W. Wade Head, Project Director

I am attaching hereto a memorandum from Mr. Wickersham, Chief Warehouseman, which indicates the current status of affairs at the warehouse with respect to employment requirements. It will be noted that the actual volume of work increased for the month of January over and above the average for the first six months of the fiscal year, whereas the total number of employees has been reduced to 51 as opposed to a total of 146 in the past.

This is a matter which is considered to be very serious inasmuch as the operation of all phases of the Project depend to a large degree on the efficiency with which supplies, materials, and equipment are received and distributed. Will you please request the Director of Employment and the Unit Administrator and other interested persons in a position to assist in this matter to confer with the Supply and Transportation Officer, Mr. Haverland, and Mr. Wickersham, Chief Warehouseman, looking to the re-staffing of the Warehousing Section?

A. W. Empie
Chief Administrative Officer

Attachment
cc: R. M. Gelvin
John Evans
F. M. Haverland
AWE:NN

COCONADO RIVER WAR RELOCATION PROJECT
POSTON, ARIZONA

March 2, 1943

Memo to: Mr. A. W. Emple, Chief Administrative
Officer

From: E. S. Wickersham, Chief Warehouseman

Subject: Japanese warehouse workers

For your information the warehouse force consists of the following:

	<u>Present</u>	<u>Past</u>
Clerical.....	9	15
Foremen (Warehouse).....	8	13
Laborers.....	34	118
	<u>51</u>	<u>146</u>

The tonnage of materials and supplies received for the month of January through the Parker Warehouses is 2,789.3 tons or 789.4 tons over the monthly average for the six months from July 1st to December 31st.

Requests, (written) for more workers, both clerical and laborers have been submitted to the Employment Office. Up to the present, results have been practically nothing and unless some kind of action is taken to give us more help, delay and more delay will be the result.

E. S. Wickersham
Chief warehouseman

ESW
mu

March 9, 1943

INVITATION TO: Mr. W. R. Kennedy of Employment office

On March 3rd, at the invitation of various interested departments in Unit I, the Temporary Community Council of that unit was authorized to hold a manpower conference arising from the opening of the camouflage factory, Army enlistments, and the relocation program of the War Relocation Authority.

Subsequently six preparatory committees were chosen as follows:

Food - Snelson, Kasuga, Nomura
Administration - Empe, Amano
General Welfare - Dr. Powell, Mrs. Kido, Okazaki
Construction - Warnock, Kurata, Hane
Manpower - Nelson, Labor Relations Board
Outside Income - Kennedy, Labor Relations Board

As the preliminary groundwork was laid, it was seen that in the warehouse, garage, hospital, project administrative offices, many people in Unit 1 were engaged in work that did not have any bearing on the welfare of their own Unit where they reside but were engaged in activities that concerned Unit 2 and Unit 3. Necessarily, representatives from these other Units will be invited.

At this conference, it is planned to have the appointed Administration department heads reveal their plans for the next 90 days. The plans will be discussed in light of the existing manpower and the possibilities and feasibility of its realization. Thus, the purpose of the conference will be:

- (a) to study, to survey, and to stabilize and to agree upon a solution for an intelligent distribution of the manpower;
- (b) to establish a manpower commission;
- (c) to deliberate and find a solution for the disposition of funds from outside activities, such as camouflage and other income.

These recommendations will be made for the benefit of the Councils in each Unit.

The conference will be held on Friday and Saturday, March 12 and 13, from 9:00 a.m. and through the day, at Ward 7 of the hospital.

Your participation in the conference is heartily welcomed.

Yours very truly,

TEMPORARY COMMUNITY COUNCIL, I

/s/ Franklyn S. Sugiyama
Chairman

(2086)

3/11

Food

1275 workers

1402

728 Joes do not include student
624 messes } may women
81 " } no available replacements

Agriculture - Food

15 div

250 employ-

7000 acres for 18,000 acre div
Hog Ransom

312,000 lbs veg crop locally produced

156 tons] Prospective production.

Big Production Fall garden

Spring

250 acres

Camp I - 100 acres prod food.

Includes block garden

Snelson. Chanton food

4 seed

10-15 acres in block garden.

between Agric + Food.

1744 - Camp I Food

Powell: How many essential to keeping food.

Snelson: Now at a minimum - would be crippled by further loss. might make ready. from younger to older people, can use more women in mess halls might mean total increase, but release of younger.

April 32,000 lbs dressed pork. to be slaughtered.

more meat per lbs than ~~other~~ Some cures.

no butter (butter substitutes)
milk short (milk cans)

5000 lbs bread daily - Olson Bakery -

4750 - 16000 gals milk daily -
5000 - (1-15) people -

WAR RELOCATION AUTHORITY
Washington

Memorandum

March 30, 1943

To: Relocation Supervisors

From: Thomas W. Holland, Chief, Employment Division

Subject: Public assistance for evacuees who are outside relocation centers.

(1) It should be definitely understood that the War Relocation Authority will not be responsible for the cost of medical or other assistance rendered to evacuees outside the relocation centers. Up to now there has been some confusion on this point.

(2) This explicit disclaimer by WRA of responsibility for payment for emergency assistance does not mean, however, that the evacuees will have no recourse to any public assistance after leaving the centers when they have need for it. In fact, the situation from now on in this respect should be much better than before. Prior to this time there has been considerable uncertainty in everybody's mind as to the person or agency which would pay for emergency assistance rendered the evacuees. This has now been straightened out through the agreement of the Social Security Board to pay for services rendered evacuees who are out of the projects and in need of assistance, provided such services are rendered by the appropriate local bureaus of public assistance.

(3) The Social Security Board has informed us that the basis and terms of its participation has been set forth in a memorandum of the Board dated April 30, 1942, prepared by the Bureau of Public Assistance and entitled, "Summary of Program for Providing Necessary Assistance to Enemy Aliens and Other Persons Affected by Restrictive Action of the Federal Government."

(4) The portions of that memorandum which are applicable to the problem of furnishing assistance to evacuees out of the centers on leave are as follows:

"The regional public assistance representative of the Social Security Board, under the direction of the regional director, has been authorized to proceed immediately to inform all of the States in his region of the provisions of this program and to arrange with

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Nossoff
Cushman
7/1/43
(Not distributed previously)
See page #3 to this being done?

the appropriate State department to provide the necessary assistance and services under the conditions defined in the scope of this program. The regional public assistance representative of the Social Security Board is authorized to assure the State agencies of reimbursement for expenditures made under the program. *****

"Federal reimbursements under this program may be made for:

1. Assistance and services to persons who meet the conditions described in this memorandum and who are in need:
 - a. Maintenance as necessary at standards of assistance, not above those prevailing in the community, including foster home care or institutional placement of children, and necessary medical care. The standards of assistance applied in the approved State plan for aid to dependent children or those in operation in the general relief program of the State or local community will be most nearly applicable to this program.
 - b. Transportation for persons and household effects including incidental expenses enroute at minimum rates when it is demonstrated that the individual or family can move to a place where they can be self-supporting or can be maintained with smaller expenditure of Federal funds, such plan to receive prior approval from the State agency. In exceptional instances, as in the case of children, where the most appropriate care can only be secured in another locality, transportation may also be authorized. All travel, of course, will be governed by rules of the Department of Justice.
2. Such other costs of operation as the agency may incur in carrying out the purposes of this program. *****

"Reimbursement for expenditures incurred by State and local public welfare agencies in providing assistance under this program will be made in the following manner: Claims for reimbursement of expenditures incurred shall be submitted monthly by the State agency to the regional office and by the regional office to the Washington Office of the Social Security Board. Upon approval of the claim for reimbursement by the Board, payment will be made to the State agency by the United States Treasury. State agency expenditures for which Federal reimbursement is claimed will be subject to audit by the Bureau of Accounts and Audits of the Social Security Board."

(5) Evacuees who are out on leave from the relocation centers come within the scope of the Board's memorandum. The reference to travel in paragraph 1-b above refers to the travel of aliens;

travel of evacuees who are American citizens has not been specially restricted except with respect to the evacuated area on the West Coast.

(6) Relocation Supervisors should make contacts as soon as possible with the appropriate officials of the Social Security Board in their areas in order to advise with them as to the most expeditious manner of putting the program into effect for the evacuees. All Relocation Officers should become thoroughly acquainted with the appropriate State and local public assistance agencies in order to be able to advise evacuees as to the agency to which an application for assistance should be made. Relocation Officers should assist evacuees in making needed contacts with the public assistance agencies and upon request should advise with the agencies about the handling and disposition of individual cases.

(7) Every evacuee before leaving a project on seasonal or indefinite leave will be furnished with the following notice:

Will be given out at Departure station ss.

"Assistance and Other Welfare Services. The WRA will not be responsible for medical or other assistance to evacuees outside of relocation centers. If you become financially unable to meet your needs, you may make application for assistance at the local public welfare agency in the community in which you are working. If there is more than one local welfare agency in the community, the Relocation Officer will advise you as to which agency will take your application. Arrangements have been made by the Social Security Board with public welfare agencies to provide such emergency assistance to evacuees who may be financially unable to provide for their own needs."

(8) I have no doubt that many problems will arise in connection with this public assistance program for evacuees which have not been answered here. When problems arise see if you can straighten them out with the local and State agencies and the officials of the Social Security Board in the field. When you need our advice here write in or wire.

(9) Attached you will find a copy of a letter from the Director of WRA to the Chairman of the Social Security Board concerning the service to evacuees under this program.

/s/ T. H. Holland

Attachment

WAR RELOCATION AUTHORITY
Washington

March 24, 1943

Mr. Arthur J. Altmeyer
Chairman, Social Security Board
1825 H. Street, N.W.
Washington, D.C.

Dear Mr. Altmeyer:

Members of the War Relocation Authority staff have conferred with officials of the Bureau of Public Assistance regarding the possibility of furnishing assistance, under the program for providing temporary assistance to enemy aliens and other persons affected by governmental action, to former residents of relocation centers who have been relocated in a community and who need assistance.

Under existing regulations governing the relocation of evacuees, the Authority does not anticipate a great volume of cases which will need either assistance or service from some outside source. However, emergencies do arise and adjustment in a new community may fail unless emergency situations can be met. The budget of the Authority does not include funds for such assistance, nor will such funds be included in next year's budget.

At a conference held March 17, 1943, between members of my staff and officials of the Bureau of Public Assistance, the following plan was developed for providing public assistance:

- (a) The Authority will inform each evacuee leaving the center for outside employment that, should he need assistance or service in an emergency, it is available through the local public welfare agency.
- (b) Referrals to the public welfare agency may be made either by direct application of an evacuee, by a member of the War Relocation Authority staff, or through any other source.
- (c) Assistance or service will be given in accordance with state standards and with the agreement between the Social Security Board and the state agency.
- (d) After financial assistance has been furnished for a period of three months, the situation will be reviewed jointly by the Public Assistance representative of the Social Security Board and the Relocation Officer of the Authority. In those situations in which it is jointly agreed that a person is not able to adjust in the community, he may be returned to the relocation center.

This is in further clarification of the proposal contained in my letter of January 8 to Miss Jane Hooy, based upon earlier proposals presented by Miss Hooy as of November 28, 1942.

Very truly yours,

/s/ D. S. Myer

Director

Nossaff

6/30/43

For your information. Through
an oversight this memo was not
distributed previously.

D. Stevick

WAR RELOCATION AUTHORITY
Washington

Memorandum

April 10, 1945

To: Relocation Supervisors and Project Directors
From: Thomas W. Holland, Chief, Employment Division
Subject: Recent developments in the outside relocation program.

In the past few days several steps of major importance have been taken in the outside relocation program. Some matters have come to a head and have been settled; other matters are still up in the air. I thought that it would be useful to you to have a summary of these problems and developments.

1. Recent Administrative Instructions relating to the leave program:

- a. Administrative Instruction No. 22 (revised), Supplement 8, March 16, 1943. The provision for seasonal work leave. This is a substitute for last year's work group leave procedure.
- b. Administrative Instruction No. 22 (revised), Supplement 7, March 20, 1943, provides for issuance of indefinite leave, where leave clearance previously granted, when the offer has been referred or checked by a relocation officer, and for certain other types of relocation opportunity.
- c. Administrative Instruction No. 45 (revised), March 24, 1943, makes available to evacuees who need it assistance in paying fare and provides for additional financial assistance in relocating on indefinite leave.
- d. Administrative Instruction No. 22 (revised), Supplement 9, April 2, 1943, makes provision for the issuance of indefinite leave under certain specified circumstances where leave clearance has not been granted.
- e. Administrative Instruction No. 88, April 9, 1943, indicates relationship between, and responsibilities of, project directors, relocation supervisors, and relocation officers in connection with the handling of relocation opportunities.

2. Purpose of the new instructions.

The new instructions have been designed to simplify and facilitate our leave procedures. I am acutely aware of the difficulty under which you have been laboring during the past few weeks in your relations with the leave section here in Washington. Our job has been to set up as quickly as possible a large scale enterprise for processing a total of around 60,000 leave clearance cases. The main objective has been to establish standards of action and a uniform procedure for handling the leave program in order to provide a basis for public acceptance of our outside leave program. Bottlenecks and delays developed and were of as much concern to us here as to you in the field. We have studied the problem and I trust that remedies have not been too slow in emerging. There is nothing new standing in the way of granting indefinite leave to the majority of those who apply, provided the applicant has a job or a reasonable assurance of getting one in an acceptable community. We still have pending the problem of those people who have poor FBI reports and there is also the problem of what to do about the negative answers to question 28 insofar as the leave program is concerned. But leaving these problems aside for the moment, I think that the leave procedure now provides a reasonably quick way for an evacuee who is entitled to get leave to depart from a project for relocation outside. The intention of the Administrative Instructions is to place the operation of the leave program primarily in the hands of the project directors and the relocation officers.

3. Indefinite leave prior to securing leave clearance.

I want to mention particularly the Administrative Instruction which provides for the issuance of indefinite leave prior to the completion of the process of leave clearance here in Washington. Practically all of the evacuees over 16 years of age have now been registered. We have in the office here thousands of registration forms and we are moving them under a new procedure with the Federal Bureau of Investigation more rapidly than hitherto through the Bureau's checking process and through our own reviewing system. It is evident, however, that we can not get back to you a large number of cleared people during April. It is anticipated that the whole job will be done at least by the middle or the end of June. You are beginning to feel the heavy pressure from the farmers and others for the people to get out right away and we do not want to slow up the placement process during April and May by the possibility that many of the people will not have received leave clearance. Consequently, the new instruction was designed, not to change the established leave clearance system, but rather to establish an interim kind of procedure which will permit you to go ahead under the provisions in the Administrative Instruction and grant indefinite leaves to evacuees who meet certain standards although the full process of leave clearance has not been completed here in Washington.

The privilege of receiving an indefinite leave in advance of clearance applies only to people who meet the standards established and does not apply to anyone else. Those who do not meet the standards must wait for clearance in the usual fashion and in some cases clearance may not be granted at all. What we have done, in brief, is merely to establish a system of mass classification and provisional clearance for a large number of individuals.

We intend to supplement this mass classification system by advising you from time to time of particular cases for which clearance is denied or suspended for further investigation. It is important that your leave officers maintain lists of such denials or suspensions, as well as lists of repatriates, paroled aliens, and persons who gave negative or qualified affirmative answers to the loyalty question, in order that indefinite leaves not be inadvertently granted to these people.

The new procedure does not mean that we are changing our basic leave clearance machinery. Within a few weeks, as I have said, the question of granting or withholding leave clearance should have been decided for everyone. But in the meantime the new method gives us the flexibility for going ahead to grant indefinite leave to a large number of meritorious people. It gives us the opportunity to keep the outside relocation program moving and should save us from the criticism that our leave clearance procedures may have worked to slow down placement and even to cost people jobs.

4. Washington Leave Section.

The main function of the leave section in Washington from now on will be to carry forward the leave clearance work. We will not be primarily concerned in Washington with indefinite leave authorization. Indefinite leave is mainly for the project directors and the relocation officers to work out together through direct communication. However, there are two classes of cases that should continue to come to Washington for prior authorization. Until we can arrange for a new method of handling student applications for colleges or universities the file should come to the Washington leave section. All cases where the destination is within the Eastern Defense Command or adjacent to the Gulf of Mexico should continue to come in here, too. In addition, should you wish to have a decision or advice on any particular case we will handle it here if you make a request.

As we go forward with the leave clearance process there will be some cases in which the FBI report or other evidence will be adverse to the applicant for clearance. It will be necessary to suspend the application until a fuller investigation can be made of the applicant. This suspension does not mean necessarily that leave clearance will be denied but we cannot go ahead in the face of the evidence and act favorably on the application. The problem involved is similar in character

to the negative answers to question 28. We can't go ahead without further investigation. When an adverse FBI report turns up on a person or there is other adverse evidence the project director will be notified promptly that leave clearance is suspended and, until notification is received that leave clearance has been granted, this person should not be given leave.

In some cases, under the new Administrative Instructions the notification of suspension of leave clearance may not reach the project director until after the leave has been granted and the person has already departed from the project. In these cases please notify Washington at once stating the type of leave granted and the address. We are now developing a procedure to handle these cases where an adverse record is discovered subsequent to the issuance of leave.

For the advice of the relocation officers, I am reproducing a telegram which was sent to all project directors on April 3:

"Until further notice we have discontinued processing indefinite leave applications here in Washington where the issuance of the indefinite leaves is covered by the terms of the Administrative Instruction recently air mailed you. This instruction has authorized you to issue indefinite leave under specified circumstances where leave clearance has not been granted. You should go ahead and take action at once on the indefinite leave applications that you can handle under the new instruction even though you have previously sent the applications in to Washington. We will assume that you are handling these indefinite leaves directly and without further word from this office unless you request our advice on a specific case. For the time being it will be necessary for Washington to continue to authorize issuance of indefinite leave for students going to college. Hope we can decentralize this too as soon as the necessary arrangements are made. There are some applications for leave clearance or indefinite leave from your project which will have to be suspended pending further investigation because of the FBI report. Until notified by this office that leave clearance has been granted do not issue indefinite leave to the following people: ***"

5. Relocation Field Staff.

Since January first WRA has developed a field staff across the country to supervise, encourage, and assist in the relocation of the evacuees outside the projects. We call these people relocation officers. Some of the relocation officers have been designated as relocation supervisors and put in charge of the outside relocation work over a considerable area. A relocation supervisor is stationed in each of the following cities: Salt Lake City, Denver, Kansas City, Chicago, and Cleveland. Recently Mr. Whitaker, the Assistant Field Director, has agreed to act in Little Rock as a relocation supervisor in

New y

in New York City where he has already been acting for WRA in another connection.

The recent Administrative Instruction making possible the issuance of indefinite leave where the relocation officer has forwarded the relocation opportunity or has checked on it appears to be working out in practice very well. This procedure cuts out the loss of time involved in the previous system of sending the job offers to Washington.

Already questions have begun to come in from the project directors about the functions and responsibilities of the relocation officers and supervisors and their proper relationship to the project directors. In three or four instances the project directors have written to Mr. Myer protesting about the receipt of instructions from the relocation supervisors. The project directors, of course, are responsible directly to the Director in Washington. Relocation supervisors are responsible directly to the Chief of the Employment Division. If the occasion arises where the relocation supervisor wants the project directors to do something specific I wish that he would notify me and I will take the request up with the Director if I believe it to be necessary. I hope that we will be able to keep our lines of authority clear and definite.

The employment Division has had assigned to it the general responsibility for relocation outside the projects. The relocation field staff, that is to say, the relocation supervisors and the other relocation officers associated with them, are carrying out this assignment in the field. They are, in general, responsible for the relocation program outside the projects. The Administrative Instructions that have recently been issued define the responsibilities and mutual relationships of the relocation field staff and the project directors. I know, however, that many problems will arise that are not covered by the instructions. Just as fast as we are able to do so we will fill in with further instructions the points that have been left uncovered.

Administrative Instructions are very fine documents and I approve of them highly but they are no substitute for a friendly, cooperative attitude on the part of all of us who are concerned with this relocation problem. I am asking the relocation staff to establish friendly and cooperative relationships with the project directors and the project staff, to recognize the tremendous responsibilities and difficulties involved in operating a project and to use tact and forbearance and good, common horse sense in their relations with the projects. Unless we have this sort of relationship we are apt to run into countless irritations and disputes about jurisdiction and recriminations about handling a number of problems. I would like to appeal to the project directors to take the same attitude in

their relations and the relations of their staff to the outside reemployment staff as the one I have indicated here.

Recently I wrote to one of the relocation supervisors as follows:

"In order to avoid any future objections from the project directors, will you please write or wire to me when you have some instruction that you wish to have issued to the project directors? I will then ask the Director to issue the instruction if I think that it is desirable and necessary.

"The reason for this procedure is that the project directors are responsible to the Director of WRA. Neither I nor members of the staff of the Employment Division of WRA are authorized to issue instructions to the project directors.

"Relations between the project directors and the relocation supervisors and officers have been recently stated in the Administrative Instruction on seasonal work leave, on the decentralization or issuance of indefinite leave, and one now being prepared on the handling of job offers. In these instructions the Director has set forth the respective duties of the project directors and the outside relocation staff. It is to be expected that numerous questions will arise that are not specifically covered by these Administrative Instructions. As fast as the need becomes apparent, the instructions will be amplified by the Director.

"I would like to suggest to both the project directors and the relocation staff that the best way to handle relations is on the basis of friendly cooperation and understanding. It is important that there be a close working relationship established.

"When situations arise that cannot be handled in this manner, the relocation supervisors should write their problems in to me in Washington and I will take the matter up with the Director, if the necessity for that course is indicated."

On this subject of relationships between relocation officers and project directors Mr. Myer recently wrote as follows to one of the project directors:

"As rapidly as possible and as the need arises, the relationship between the projects and the relocation offices will be covered by Administrative Instructions. An instruction now covers seasonal leave, there is one on the decentralization of issuance of indefinite leave, and one is being prepared on the handling of employment offers.

"The success of our relocation program depends to a considerable extent on the close and friendly cooperation between the staff of the WRA on the projects and those engaged

in the outside relocation work. It is expected, of course, that the directions in the Administrative Instructions will be followed by all persons to whom the instructions apply. But a really successful relationship depends on something more than this. It is my earnest hope that the outside relocation staff and the projects will become acquainted with each other's problems and personnel and that a friendly and closely cooperative relationship will be firmly established."

6. Payment of Fare.

One of the new Administrative Instructions provides for the payment of fare and a certain amount of subsistence. This, no doubt, will be a considerable stimulus to the evacuees to go outside. It should make possible permanent relocation for many who would not otherwise be able to leave the projects. Prior to the issuance of this Administrative Instruction in order for an evacuee to get his fare paid it was necessary that the seasonal work leave procedure be used. Now, transportation expenses can be provided, when needed, for persons going out on indefinite leave. Evacuees should be told definitely that we do not expect them to apply for travel money under the new procedure if they are only going out temporarily. It is only when they are planning to relocate permanently through the indefinite leave procedure that we will subsidize this travel and in the event that they come back to the centers after having received such subsidy they would not be eligible for further financial assistance in leaving the center again.

7. Public assistance.

WRA is definitely stating that it assumes no responsibility for medical and other services rendered evacuees who relocate outside the projects. This does not mean, however, that there is no provision being made for public assistance for evacuees who may need it. The situation now, I believe, is better than hitherto in this respect. We never have had a clear cut policy prior to this time or any arrangements with the public assistance agencies for taking care of needy evacuees. This has now been done. We have made arrangements with the Social Security Board to underwrite through the special fund that they have for the purpose any assistance that the local public welfare agencies may give to evacuees who are outside the projects. I have written the relocation supervisors a memorandum on this subject, dated March 30, 1943, and have sent copies to the project directors.

8. Return to projects after going out on indefinite leave.

By this time project directors and relocation officers will probably have received the Director's memorandum of March 31, 1943, stating our policy on return to the projects after evacuees have gone out on indefinite leave. In case it is not in everybody's

hands yet, I am reproducing it here:

"Several Project Directors have requested a statement of policy concerning circumstances under which evacuees given indefinite leave may be re-admitted to Relocation Centers. It is reported that, in some instances, evacuees have been reluctant to accept relocation opportunities because of fear that they might fail to make satisfactory adjustment outside. A number of inquiries have been made as to whether, in the event an evacuee failed to make satisfactory adjustment outside, he would be allowed to return to a Relocation Center.

"As you know, it is the policy of the War Relocation Authority to encourage residents of the Centers to accept fair employment opportunities and return as rapidly as possible to normal life in American communities. Employment opportunities outside the Centers take precedence over all Project needs. The following measures have been taken to assist evacuees to establish themselves outside the Centers.

"(1) Relocation Offices have been established throughout the country to develop relocation opportunities and explain the program to the public.

"(2) WRA provides transportation and initial subsistence expenses to evacuees receiving indefinite leave and needing such assistance.

"(3) Federal funds are available through the Social Security Board and affiliated local public welfare agencies for emergency assistance to evacuees who may, through illness or other misfortune, need help after relocation.

"(4) The United States Employment Service, as well as WRA Relocation Offices, will assist evacuees on indefinite leave to find employment.

"With the above provisions in effect, and in view of the abundant employment opportunities at the present time, it is believed that there will rarely be genuine need for evacuees to return to the Projects after having once obtained indefinite leave. Evacuees who obtain indefinite leave should realize that they are not expected to return to the Relocation Projects at any time in the future except for occasional visits. Evacuees should be encouraged to take the view that they are going out to re-establish themselves on a permanent basis.

"This policy does not mean, however, that Centers will be absolutely closed to any evacuee who has received indefinite leave. Brief visits will be permitted upon application to the Project Director. Applications to visit Tule Lake or Manzanar must be approved by the Western Defense Command, since visits to those Projects involve travel through prohibited military areas. If a situation should arise wherein an evacuee on inde-

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finite leave finds it impossible to maintain employment or residence outside the Relocation Center, he may apply in writing to the nearest Relocation Officer for permission to return to a Center as a resident. His application will be carefully investigated and every effort will be made to enable him to remain on indefinite leave. As a last resort and if circumstances of the particular case warrant, the evacuee will be re-admitted to a Relocation Center."

9. Two basic leave procedures for outside work.

The outside relocation program now has, under the Administrative Instructions, two basic procedures. One is the seasonal work program or, as we used to call it, the work group leave. The other is the indefinite leave program.

Some question is being raised by the project directors now as to the types of employment situation to which these procedures would respectively apply. Where the work is seasonal in character and the work opportunity is evidently of a temporary nature and the evacuee expects to return to the center when the job is over, the seasonal work leave should be utilized. Leave clearance for this type of leave is not necessary but there are certain limitations defined in the Administrative Instruction which apply to the seasonal type of leave. It is definitely a limited kind of leave and it seems to me that its main purpose is to provide a chance for a person to get out and work as a migratory or seasonal laborer and then come back to the project. In other words, the project remains the home or the residence of the evacuee. He is simply out to go to work under certain restrictions. Our experience last year when we had no other type of leave available was that the seasonal or work group leave had its definite uses and made quite a significant contribution to the labor supply in the western States. However, the seasonal or work group leave has always been considered by us as a stop gap kind of proposition. It was designed under the pressure of circumstances last year to provide a means of getting people out into the agricultural fields. It has its very definite limitations as far as a device for real outside relocation is concerned.

We now have available the indefinite leave procedure and I would like to suggest and encourage you to put as much of the outside relocation as possible on the basis of indefinite leave rather than the seasonal leave. There is no reason why this cannot be done. We do not want to use seasonal leave as a substitute for indefinite leave but there is no reason at all why a person going out in agricultural work or other work who may have a seasonal term of employment should not go out on indefinite leave if he wants to stay out of the center and has reasonably good prospects of being able to support himself. The fact of seasonality of employment is in itself no bar to indefinite leave. It is very likely that many evacuees would be able to use these shorter job possibilities as stepping stones to more permanent relocation.

As I see it, the thing to watch in advising between these two types of leave is whether the evacuee is going out with the intention of staying and finding a permanent relocation elsewhere or whether he wants to keep his residence on the project and to come back there when he has finished his seasonal employment.

10. Jobs and standards.

There is fear on the part of some people that about the only kind of jobs that the evacuees will be able to get will be domestic jobs and farm jobs. I don't think this is so. It is my hope that the farmers will all get out on the farms and that the people who want to be domestic servants will find excellent opportunities for doing so. I believe it is a great mistake, however, for the evacuees to take domestic jobs just for the sake of getting out and then leave them quickly. Enough variety in occupational offers is beginning to develop so that during the next few months there should be a whole range of job offers. The relocation field staff is being advised particularly to stimulate the job offers to provide outlets for the qualifications of the evacuees in all types of occupations.

We are always between a cross fire in this relocation work. Some people say that we should go much faster and at all costs get the people out of the relocation centers and not pay any attention to the type of jobs the evacuees go into. Other people take another view on this matter and say that we should go much more slowly even than we have been doing and be sure that all jobs secured by evacuees are of unimpeachable standards.

The view that is guiding WRA in this is that we should proceed rapidly as possible but at the same time pay attention to certain elemental standards. We have to take into account that we are working with unusual haste and that we cannot expect to have the same type of standards assured that might be feasible if we were able to proceed at a more leisurely pace. Also, the job market is favorable now to the worker. Jobs are easy to get and if a job is not to a person's liking these days he can usually get another one without difficulty. At the same time that we recognize the need for quick action we don't want to encourage an evacuee to go into a community on a job that pays less than the prevailing wage in the community for his type of work. Nor do we want to encourage an evacuee to take a job that is sub-standard in other respects. It is important, also, that a job taken by an evacuee be in line with conditions established by collective bargaining if the occupation is organized. It is evident that unless we pay some attention to certain primary working standards the evacuee may not be accepted in the community to which he goes and may not be able to make a satisfactory adjustment to his new environment.

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One of the recent Administrative Instructions calls for a check on labor standards before a job offer is sent in to the project by the relocation officer. I would like to emphasize, however, that this provision will not serve as a substitute for the sound judgment on the part of the relocation officers. It is not an easy matter to decide whether or not a job meets the labor standards prevailing in a community. Indeed, the question will frequently be whether any standards prevails at all; actually there may be a wide range of wages and working conditions for the same type of work. The standards have been suggested as a general guide for the relocation officer. They are not intended as a basis for bargaining with prospective employers over the terms of the job. Within the general terms provided for his guidance it will be up to the relocation officer to decide whether a particular offer opens up a desirable relocation opportunity for an evacuee.

11. Agricultural work.

Food is gradually disappearing from the tables of the American consumer. Here in Washington during the past month it has been amazing to see the tightening which is developing in the food supply available and this is the case throughout the country. As one reads the newspapers and listens to debates in Congress and talks with people about the problem, it is perfectly evident that one of the vital issues of the war period is the provision of the food supply for our troops and our civilian population. We will have an extremely difficult time in explaining the idleness or the partial use of any labor that could possibly assist in the production of the nation's food. I believe that it is vitally important to the evacuees, the War Relocation Authority, and the country that we encourage, without stint of any kind, the employment of evacuees in agriculture this season. Special effort should be made to get the older people, who are generally the more experienced farmers, to go out into farm work. Attention should be given to the possibilities of leasing and share dropping arrangements wherever they offer the possibility of stimulating greater interest in farming outside the projects. These people who don't want to go out at this time permanently should be encouraged to go out on seasonal leave.

12. Civil Service.

For some time the Civil Service Commission has had a rule which has prevented easy placement of evacuees in Civil Service jobs. The requirement has been that U. S. citizens of Japanese ancestry had to have a prior investigation before they could be hired in Civil Service jobs. This had practically eliminated appointments of persons of Japanese ancestry because of the length of time involved in the completion of a prior investigation. Repeated efforts made by the Director with the Civil Service Commission have at last borne fruit. The Commission

has prepared a circular to go out to its offices which will, in effect, place the people of Japanese ancestry in the same position with regard to Civil Service jobs as any other citizens. During the next few months this step by the Commission should make possible the opening up of many desirable jobs for the evacuees. The relocation officers have already received numerous expressions of interest from various government agencies wanting to hire evacuees but up to now they haven't been able to make any progress. We hope that from now on there will be no stumbling block in the way of qualified evacuees getting Civil Service positions. A copy of this circular from the Civil Service Commission has been sent to you.

13. Eastern Defense Command.

This situation is one of our principal unsettled problems at the moment. When we were drafting the leave regulations last summer the War Department requested that prior to the issuance of indefinite leave to a person to come into the Eastern Defense Command or the area around the Gulf that special clearance of the person should be obtained in advance from the War Department. When the directive on the combat team was issued it contained a provision for a War Department Board to examine the applications of evacuees for employment in War work or employment by the War Department; it was also decided then that this Board would review the applications of evacuees who were applying for indefinite leave to come into the Eastern Defense Command and the Gulf area. We have on hand the applications of a number of evacuees who have jobs within this area and these applications have been submitted to this Board. It is taking, at the present moment, quite a bit of extra time to get this Board action. Some of the cases have already been acted upon and you have been notified to issue indefinite leave for them. This question of the special clearance to come into the Eastern Defense Command area is a matter that we hope to have reviewed and to get a better and quicker system of handling before very long. It is one of the main problems that our leave program faces and I am very anxious that some improvement be accomplished before long.

I would like to point out that this agreement with the War Department to check specially prior to issuing indefinite leave for destinations within the Eastern Defense Command and the Gulf area does not mean that persons of Japanese ancestry are barred from these areas. There is no such exclusion. Nor does it mean that an evacuee who has been given indefinite leave from a center cannot go into the Eastern Defense Command or the Gulf area. There is no prohibition in here against his doing so. All this business means about the special clearance is that the WRA will not issue indefinite leave to an evacuee whose first destination is within this area without first of all having the individual checked specially with the new Board that

has been set up and securing from them an okay. Many times we are asked whether it means, for instance, that if an evacuee is working in Chicago and secures a job in New York he can't go there or that he has to be specially checked again. The answer to this is that he is perfectly free as an American citizen to travel in the United States, outside of the evacuated area, wherever he wants to go, and if he is an alien Japanese he is as free to travel, outside of the evacuated area, as any other enemy alien. I don't think that I can adequately explain this Eastern Defense Command-Gulf area situation to you because it doesn't make too much sense when put down on paper. It is just one of those things that has developed in the course of our relocation program and we recognize it as a distinct problem and are trying to work it out fairly and reasonably with the authorities who are concerned with the problem.

14. Jobs in war plants.

I mentioned this Board that was set up in the War Department to pass specially on evacuees who want jobs in war plants or in the War Department. This is the same Board that I have just mentioned as the one handling the Eastern Defense Command situation. Up to date the processes and procedures to check specially on those who want war jobs and War Department jobs have not been developed sufficiently to permit a worthwhile observation. I do hope that the work of the Board will be of genuine benefit to the evacuees who want to get into work more closely tied up with war production. Just now the procedures are being developed and I will have to wait until later to report to you on what prospects for this type of work we will have through the action of the Board.

15. Seamen.

Some time ago we began negotiations with the maritime authorities to try to get the seamen, cooks, and engineers now in the centers back on the sea. Before any progress can be made in this direction, it is necessary for these evacuees to be checked specially by the Board referred to above. This is being done and already the Board has approved some of the men. We are pushing for action on these cases and hope before long to have Board action on the whole group. Favorable action by the Board certifies the individual but does not guarantee that employment on the sea will necessarily be secured. The unions in the maritime field have indicated, however, that they would secure employment for their members once the Board has acted favorably.

There appears to be some opportunity for the men on the Great Lakes and recently one of the unions has arranged to take care of the employment of its evacuee membership out of lake ports for the time being.

I think that these seafaring evacuees should be gotten back into their chosen work as rapidly as possible and before long I expect that those who are members of the maritime unions will be able to be at work either out of east coast or lake ports.

16. Cooperation of private agencies with the relocation program.

Interest in relocating evacuees outside the centers continues among local agencies. New local cooperating committees have been developed and private agencies are being of considerable assistance in finding jobs and housing for the evacuees. Local cooperating agencies are turning more of their attention toward the housing problem and it is expected that they can be of real assistance to the evacuees along this line. The hostels established in Chicago by the Brethren and the Friends are operating successfully. Plans for hostels elsewhere are under consideration.

In some places the local cooperating agencies have been developing plans to extend individual hospitality to evacuees. In such cases, as with hostels, where the evacuee has a place to go under good auspices it is proper to issue indefinite leave.

The policy of WRA toward the place of hostels and individual hospitality in the relocation program has been stated in the following memorandum from the Director:

"The American Friends Service Committee and the Church of the Brethren have established hostels in Chicago, which will provide housing accommodations for a few evacuees for a limited period of time until employment can be secured for them. Indefinite leave will be granted to evacuees having leave clearance who are accepted in these hostels by the Friends Service Committee and the Church of the Brethren.

"The Friends Service Committee will extend invitations to evacuees known to the Committee. At the present time the Committee will not request nominations from the War Relocation Authority. The Church of the Brethren may possibly ask for nominations from the Authority.

"In certain other places local cooperating committees may arrange for 'hospitality' in private homes. Instead of living in a hostel, evacuees would be accommodated for a short period in the homes of committee members or other interested people.

"Invitations to evacuees to come to hostels or to accept hospitality arrangements may be considered the equivalent of an employment offer. The Employment Division of the War Relocation Authority will have a relocation officer in or nearby

each city where hostels or hospitality arrangements may be established. In accordance with Supplement 4 of Administrative Instruction No. 22 (revised), issued March 3, 1943, the normal procedure will be for a relocation officer of the Authority to write or telegraph to a project that a place in a hostel or hospitality arrangement is available for a specific individual who has leave clearance, or for a certain number of individuals who have leave clearance and certain occupational skills. On receipt of such a wire or telegraph, Project Directors are authorized to grant indefinite leave to evacuees who have leave clearance to proceed to the hostel or hospitality arrangement, in accordance with Supplement 4 of Administrative Instruction No. 22 (revised). Project Directors shall also submit to the Washington Office a copy of Form WRA 130 as provided in that supplement.

"Relocation officers will inform Project Directors of each new approved hostel or hospitality arrangement which is established."

17. Cooperation of public placement agencies with the relocation program.

Under the instruction applicable to seasonal work leave it should be noted that the offer of employment must be approved by the U. S. Employment Service or some other Federal agency assigned responsibility for the recruitment of the type of labor involved. It has not been entirely clear to date just which Federal agency or agencies would be responsible for recruiting the country's supply of seasonal labor this year. WRA will cooperate fully with any agency or agencies of the Government which are concerned with the seasonal labor supply. We have been in constant touch over the past few weeks with the U. S. Employment Service, the Farm Security Administration, and other officials in the Department of Agriculture working on the seasonal labor supply.

For some time we have had under discussion with the U. S. Employment Service officials here in Washington the issuance of a general statement by that agency which would lay down a procedure for the U.S.E.S. offices to follow in referring jobs to evacuees. This statement would cover referrals to the type of jobs that the evacuees would be given indefinite leave to take.

Briefly, the procedure under consideration provides that local U.S.E.S. offices may take orders from employers who are interested in employing evacuees and may send such orders directly to the relocation centers. Or the U.S.E.S. offices may advise interested employers to communicate directly with a project or to get in touch with the nearest relocation officer.

I hope that this bulletin from the Washington headquarters of the U.S.E.S. will soon be ready to go out to the local offices. The policy of WRA is to welcome the cooperation of the U.S.E.S. and other governmental agencies in the employment of evacuees outside the centers. Most of the relocation officers have by this time made contacts with the Manpower and U.S.E.S. officials in the areas where they are working. As far as we are concerned, any method that can be worked out between the relocation officers and the local officials to stimulate and expedite placements will be satisfactory here.

As soon as the bulletin is released by the U.S.E.S. headquarters here copies will be sent to the projects and the relocation offices.

18. Student relocation.

Because of the prior commitments made to the War Department, it has been decided to continue to process the indefinite leave applications for college students in the Washington office. We hope that this will be only temporary and that this type of case can be decentralized as well as the others. Until further notice, the college student applications should come in to Washington.

19. Checking on the location of evacuees after they leave projects.

One of the new Administrative Instructions provides for the sending of notification from the project to the relocation office in the area to which the evacuee is bound. After this system gets geared up the relocation offices will have on hand information as to the first destination of the evacuee. More difficult is the development of a system to keep the various relocation offices abreast of changes of address. We are working on that problem now.

It will be necessary to summarize our records here by geographic destination for the indefinite leaves issued down to the end of March. Since the new system of decentralized control over indefinite leaves went into effect we do not have the up-to-date figures in this office. Lists of people who were given indefinite leave prior to the end of March will be prepared by States and will be sent to the relocation offices. If we can do it we will also send copies of the WRA-26 for these people at the same time.

The FBI and Office of Naval Intelligence have asked us to provide for some system of keeping them informed of the indefinite leaves issued evacuees by geographical location. Some Governors have also asked for this information. We are working on the problem now and shortly will have something worked out which I hope will be satisfactory to all interested parties.

20. Draft status.

Several relocation officers have inquired about the draft status of the evacuees. At the present time their draft status remains unchanged. They are all in 4-C, under a directive of Selective Service. I understand, however, that there is now under consideration a reclassification but we have no information here on the details or how soon a combat team have not yet been inducted. There appears to be a real chance that the young women will be eligible for the WAACs.

Colorado River War Relocation Project
Poston, Arizona
April 12, 1943

mm *Gelen*

MEMO TO: Mr. W. Wade Head, Project Director

FROM: Giles L. Zimmerman,
Chief, Employment Division

SUBJECT: Mr. Bennett's Letter of April 7.

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Regarding Mr. Bennett's suggestions for a more rigid control of short term leaves effecting not only the Gila Project but also Phoenix, we are revising our short term conditions to provide the following:

A total weekly quota to Gila of not more than 15, broken down to allow 7 individuals from Unit 1 and 4 from Unit 2 and 4 from Unit 3. We propose that these trips be held to necessary business only and we shall definitely limit the time a person may stay on such visits. We further suggest that if a person overstays his time that he be considered still within the quota with the resulting effect that the persons waiting to go will be penalized. They will have to wait until the person returns. In placing this quota into effect, we will stagger the quota so that not more than 5 persons leave for Gila at any one time, and by following through in this procedure, we shall have a triple turnover of three batches of 5 each once a week.

Our present quota to Phoenix gives us a total of 16 persons allowing 8 from Unit 1; 4 from each of the other two Units. Prior to this time we have committed 8 of these visits to be strictly personal business and visits, and 8 to be held to necessary business. We now propose that this entire quota be held to necessary business, and we are setting up a mechanism whereby the unit administrators will make the selection of the persons under this quota.

In this way not more than 16 persons will be in Phoenix at any one time from this Project. This, added to the 10 persons permitted from Gila, would make a total of 26. I feel that you and Mr. Bennett should decide whether this is too much for Phoenix and advise us so that we can act accordingly. We have the further complication that all persons going to Gila must go through Phoenix. If the train is on time they have a 30 minute connection with the bus for Gila. If, however, the train is late they have a 5 or 6 hours stopover in Phoenix. On the return trip, they must leave Gila early in the morning to make a bus connection that takes them to the 5:30 train returning. If they miss this connection, they then have a 24 hour stopover. It is therefore possible that the Phoenix total could be

increased by 10 or 20 persons, depending on their success with train and bus connections. The final complication is that all persons going to Lordsburg have to, of necessity, wait in at Phoenix 24 hours to make connections. It is therefore possible that in view of our quota of 26 in Phoenix that we could have the additional 30 people, and none of these figures take into consideration the emergency cases over which we have little control.

In view of our conversation Saturday morning, April 10, and coupled with Mr. Bennett's letter, I wonder if it would not be well if you were to investigate this matter and give us your instructions in this regard. We would be happy to send someone from this department to investigate the Phoenix situation, but since it involves a matter of buying policy as well, I doubt if our man could solve all the problems satisfactorily. May we have your suggestions?

GILES L. ZIMMERMAN,
Chief, Employment Division

GLZ:mf

Colorado River War Relocation Project
Poston, Arizona
April 12, 1943

Memorandum to: Manager, Employment and Leave Offices Poston Unit 1, 2, 3
and others concerned with granting of Indefinite Leave.

From: J. W. Shepard, Acting Fiscal Officer

Subject: Method of handling application for financial assistance for
persons leaving on Indefinite Leave.

Attached is a sample form of Application for Assistance (Indefinite Leave). When an applicant has come to a decision to leave the project the manager of the Leave Office, or an authorized assistant, will discuss with the applicant his eligibility for financial assistance as stated in Administrative Instruction No. 45 (Revised) dated March 24, 1943. If it is determined that the applicant is not eligible for assistance, the Manager of the Leave Office, or his authorized assistant, will have the applicant sign the application blank with the notation thereon that this grant has been discussed with him (the applicant) and that he is not eligible for, or does not want assistance under the regulations. If it is determined that the applicant is eligible for assistance and wants assistance, the application will be filled out and handled as follows:

With the aid of the Leave Office Manager, or other authorized person, the applicant will fill out the face of the leave application, filling in all blanks. In case the applicant has no dependents it should be so stated in the space provided for listing dependent members of the family. In many cases the applicant will have cash due him from the project for unpaid cash advances and clothing allowances. These amounts should be determined by inquiry from the Timekeeping Unit of the Proprietary Accounting Section before making up the application and should be added to whatever other cash resources the applicant may acknowledge. It should be impressed upon the applicant that by cash resources we mean any cash whatever either in hand or in bank which he can obtain for use in paying transportation or subsistence expenses involved in making his change of location. After an application has been fully executed by the applicant it should be attached to the leave docket and forwarded to the project office for processing.

When the application for leave is received in the project office it should be routed to the person delegated to compute the allowance. All information required on the reverse of the application under the heading "Computation of Allowance" should be filled in with special attention to accuracy. In accordance with Administrative Instruction No. 45 (Revised) the applicant is entitled to cash advance for himself and for dependents accompanying him when he leaves Poston. In case the dependents are not going until a later date, the applicant is entitled only to cash advance for himself as computed and shown in

item 9 "Amount to be paid applicant when he leaves Poston". A file should be set up in the Leave Office for applications covering cases in which dependents will leave at a later date, so that when the dependent leaves later, reference may be had to the application covering the amount available for the dependent's expenses. When the computations is completed, the person who made the computations will sign on the line indicated "Computed By" and will forward the application to the person designated to audit the same. This person should check the entire application, including the applicant's statements and the computations and then sign his name on the line indicated "Audited By". The space at the bottom on the reverse side headed "Directors Approval" should be changed to "Leave Officers Approval".

After auditing, the application should be routed to the leave officer, or his authorized representative, for his approval in the space provided at the bottom, on the reverse. After being approved by the leave officer, or his representative, the application is ready for vouchering. The Application for Assistance will be vouchered on W.R.A. Form No. 77, Voucher for Public Assistance Grant. A voucher should be made up each day covering evacuees who will be leaving Poston the evening of the next day or the morning of the second day. All applications in any one lot will be listed on one voucher by the use of continuation sheet No. 77A. On form No. 77 "Accounting Classification" at the foot of the sheet will be left blank by the Leave Office. The Disbursing Office requires the original and two carbon copies of the voucher. The original signed "Application for Assistance" should be attached to the original voucher and one copy of the application to each carbon copy of the voucher. After the voucher has been completed and checked, the person who prepared the voucher should sign on the line provided for that purpose on Form No. 77, and the voucher should then be forwarded for the approval of the Project Director or the person authorized by him to approve these vouchers. After approval by the Director, or his representative, the voucher will be forwarded to the Disbursing Officer for completion and payment to the evacuees.

Until such time as complete arrangements have been made by which we may be certain of having sufficient cash on hand at all times to meet payment of these vouchers, the Leave Office representatives should make no promises that payment for cash can be made to them. The above procedure is stated on the premise that cash is available but it will be necessary for the present, and for an indefinite period, that evacuees provide themselves with enough money for their immediate needs with the exception that we can pay them their February cash advance and possibly their November and December clothing allowances in cash before they leave, and this is the amount which it is provided above should be deducted on the face of the application as a part of the applicants cash resources available. This means that the balance shown as payable to the applicant will, for the time being, necessarily be forwarded to him by check from the Regional Disbursing Office. In case an applicant must have his money before he can leave the project, it will be necessary that the Leave Office process his application and forward it through the

(3)

prescribed channels with the note to the effect that the applicant is going to await payment before leaving the project, and that it has been explained to him that such payment cannot be made in less than ten days from the date of receipt of the application in the Fiscal Office. Such applications will then be forwarded to the Regional Disbursing Office with a request that the check be mailed to the project. When the check is received here, the applicant will be notified, and the check will be given to him when he calls for it at the Disbursing Office in the Administration Building.

J. W. Shepard
J. W. Shepard
Acting Fiscal Officer

G. J. Zimmerman
Giles Zimmerman
Chief, Employment Division

Approved by:

A. W. Empie
A. W. Empie
Administrative Officer

Poston, Arizona
April 13, 1943

Manpower Commission
Unit 1
Poston, Arizona


Gentlemen:

In response to your request for a statement on the number of workers in the Employment Division required in the vital classification, I am submitting herewith the requirements by Sections.

A summary of the personnel required is as follows:

	<u>Male</u>	<u>Female</u>	<u>F or M</u>	<u>Total</u>
Main Executive Office....	11	12		23
Leave Department.....	16	27	3	46
Block 27 Office.....	18	16	3	37
Census.....	—	—	<u>4</u>	<u>4</u>
TOTALS	45	55	10	110
(Part time.....	18	6		24)

Respectfully yours,


GILES L. ZIMMERMAN,
Chief, Employment Division

*messenger and part time are
an exception*

4151

VITAL WORKERS

MAIN EXECUTIVE OFFICE

(for 3 Units)

	<u>Male</u>	<u>Female</u>	<u>F or M</u>	<u>Total</u>
Administrative Assistant.....	1			1
Project Employment Coordinator.....	1			1
Mail and Telegram Clerk.....		1		1
Assistant.....		1		1
Secretaries and Typists.....		4		4
" " " (Part-time)...		2		2
Messengers (Part-time).....	4			4
Drivers.....	2			2
Statistician.....	1			1
Associate.....	1			1
Clerks.....		4		4
Information Officer.....	1			1
TOTALS	11 x	12 x		23 x
	7	10		17

JUSTIFICATION

It must be understood that although this office is located in Unit 1 Administration Building, this main office is for all three Units. Its function is to coordinate the employment office and leave program. Under the chief of the Employment Division is the coordinator who visits the unit office and coordinates the employment and leave program. An evacuee project employment coordinator assists him and at the same time keeps the chief informed of the camouflage net project problems. The administrative assistant assists the chief of the Employment Division. All mails and telegrams are routed through the main office.

Because of the changing national program, the correspondence will be heavy. Information officer will keep the Chronicle furnished with the latest information.

STATISTICAL DEPARTMENT

The functions of the Statistical department are as follows:

1. Project employment records to WRA.
2. Employment studies at the request of the chief.
3. Outside employment studies to keep residents informed.
4. In charge of the employment records.
5. Setting up of the master files.

VITAL WORKERSLEAVE DEPARTMENT

	<u>Male</u>	<u>Female</u>	<u>F or M</u>	<u>Total</u>
<u>INDEFINITE LEAVE</u>				
Administrative Assistant.....	1			1
Secretaries.....		2		2
Messenger (Part-time).....	2			2
<u>SHORT TERM LEAVE</u>				
Secretary.....		1		1
Messenger (Part-time).....	2			2
<u>STUDENT AND HOSTEL SERVICE</u>				
Administrator.....			2	2
Secretary.....		1		1
<u>TRANSPORTATION AND CASH ALLOWANCE</u>				
Administrator.....	1			1
Secretary.....		2		2
<u>ESCORT AND GENERAL INFORMATION</u>				
Manager.....		1		1
Assistants.....		2		2
<u>POOL TYPISTS</u>				
Typists (Part-time).....		4		4
<u>MASTER FILE</u>				
Manager.....		1		1
File Clerks.....		2		2
<u>DEPOT</u>				
Assistant Manager.....	1			1
Secretary.....		1		1
Messengers.....	2			2
Clerks (4 shifts--24 hours).....	4	4		8
<u>SEASONAL LEAVE</u>				
Administrator.....	1			1
Secretary.....		1		1
<u>OUTSIDE EMPLOYMENT</u>				
Manager.....	1			1
Assistant Manager.....			1	1
Secretaries.....		3		3
<u>POPULATION BUREAU</u>				
Manager.....	1			1
Clerks.....	—	3	—	3
TOTALS	16	27	3	46

LEAVE DEPARTMENT

JUSTIFICATION

The leave department functions as the main office for all three Units. Its function is to carry out the major program of the WRA to relocate as fast as possible those people who desire to return to the life on the outside. We must function efficiently if we are to help those who, by their own wish, pursue life, liberty, and happiness in the outside world.

With the new regulations, placing the burden of determining leave clearance in the hands of the project director, this office that carries out the mechanism of this work for the project director will need the most efficient help it can obtain. We must keep complete and up-to-date records so that the leave program will not suffer. Washington has to be kept informed of every move we make and if someone wants to know on a certain date the whereabouts and number of every person formerly connected with the project, we must be able to produce it. This last point is very important if the WRA is to stand investigation for the welfare of the evacuees.

INDEFINITE LEAVE

The administrative assistant will aid the leave officer in coordinating the leave office. The secretaries will take care of the voluminous correspondence with the Washington office in keeping up the changes.

SHORT TERM LEAVE

The secretary will aid the short term leave officer in keeping the records and forwarding records to Washington of all three Units.

STUDENT AND HOSTEL SERVICE

The administrator must keep in touch with the Student Relocation Council in Philadelphia, and counsel the applicants. Special leave clearance must be obtained from Washington which involves much detailed work.

TRANSPORTATION AND CASH ALLOWANCE

The manager will process the applications for all three Units through the fiscal office.

ESCORT AND GENERAL INFORMATION

The most direct and shortest route out of Parker to anywhere is through the military zone No. 1. Since any travel through this zone requires a permit from the Fourth Command-U. S. Army in San Francisco and a escort, this office must arrange for this service ahead of time. Transportation information must be given to many;

it will be the first time they will ride the train. Wires for reservations must be made. People coming up from Unit offices must be routed to the proper offices.

POOL TYPISTS

The typists will be typing the many forms that will be required for record and transmission to the relocation offices and Washington.

MASTER FILE

Every resident in all three Units will have a separate folder, including his census (WRA 26), leave application (from mass registration) and application to leave with the copy of his permit to leave.

DEPOT

Because the military police who are passing on the permits to leave are not directly connected with the project, the leave office had difficult time keeping the records straight. The depot will be the clearing office for all who leave and enter the project. Therefore, 24 hour service must be maintained. The depot will arrange for all the miscellaneous services such as baggage, transportation to Parker, sugar ration books, etc. The depot will aid the population bureau in their 24 hour report which must be made to Washington.

SEASONAL LEAVE

All contracts will be studied and approved for WRA regulations and sent to the Unit offices. Records are kept on the seasonal workers. This office works with large groups and a great deal of checking and clearing is necessary, to see that the groups leave when the special transportation arrangements are made. The administration must continually expedite these matters.

OUTSIDE EMPLOYMENT

All job offers funnel through this office. Offers must be acknowledged and the employer kept informed as to the status of his offer. This means letters, etc. The offers are copied and sent to the Unit offices and condensed and mimeographed for the bulletin. Records must also be kept of the acceptance letters from the employers.

POPULATION BUREAU

This bureau obtains and transmits to Washington the Daily Evacuee Population Summaries as required in Administrative Instruction No. 76. The following reports must be submitted daily in triplicate:

Admission Advice (WRA-177)
Departure Advice (WRA-178)
Daily Evacuee Population Summary (WRA-176)

VITAL WORKERSBlock 27 Employment Office

	<u>Male</u>	<u>Female</u>	<u>M or F</u>	<u>Total</u>
Office Manager.....	1			1
Assistant Managers.....	2			2
(Project and Leave)				
Receptionists.....		2		2
Executive Secretary.....		1		1
<u>PROJECT EMPLOYMENT</u>				
Senior Interviewer.....			1	1
Interviewer.....			1	1
Coding Clerk.....		1		1
Assistant Coding Clerks.....		2		2
General Clerk-Typists.....		3		3
Messenger.....	1			1
<u>LEAVE DEPARTMENT</u>				
Short Term Leave Officer.....	1			1
Indefinite Leave Interviewer.....			1	1
Seasonal Leave Interviewer.....	1			1
Secretaries.....		2		2
General Clerks.....		3		3
Messenger.....	1			1
<u>EMERGENCY CREW</u>				
Supervisor.....	1			1
Workers (Part-time).....	10	—	—	10
TOTALS	18	16	3	37

JUSTIFICATION

The project employment office, as set up in Block 27, is for Unit 1 only. Other Units have their own individual offices and are composed of departments as listed below for the Unit 1 office.

For project employment, the procedures of keeping the records of employment are based on WRA uniform procedures. All other 10 relocation centers follow the same procedures. Individual employment records are transferred the same time the individual transfers. The procedures are based on WRA Uniform Placement Office Procedures, Employment Division, dated August 18, 1942. The records are kept on the following cards: Employee Record Card (WRA-12), Referral Card (WRA-13) and Notice of Assignment (WRA-21)

As far as the leave is concerned, in order that Unit 1 be placed on equal basis with the other units and to avoid congestions in the main project office, all applications for leave are initiated in Block 27 Employment Office. An office force is necessary to process the leave applications.

The coding clerks are required to code all the individual employment cards (WRA-12) and file. The general clerks keep the work order records up to date. This is the ledger of the number of workers on a particular project. If, for example, a certain quota is set as to the number of workers on a project, this work ledger becomes indispensable. This ledger is also used as a basis of many WRA reports.

VITAL WORKERS

CENSUS DEPARTMENT

	<u>M or F</u>	<u>Total</u>
Manager.....	1	1
Issei Interviewer.....	1	1
Interviewer-Clerk.....	1	1
Clerk.....	1	1
TOTALS	4	4

JUSTIFICATION

The function of the Census department is to keep the WRA 26 (Census Record Individual) up to date for Unit 1 only. They interview the returning internees and the transfers from other projects. They must keep in touch with Tule Lake, which is the headquarters, as far as the WRA 26 is concerned, for the 10 relocation centers. Up to date a total of 7 copies of the WRA 26 had to be made under request of the WRA.

The Census department will be located next to the master files for all three Units.

Colorado River War Relocation Project
Poston, Arizona

April 14, 1943

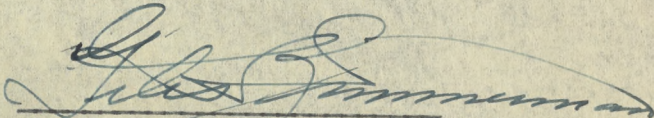
MEMO TO: W. Wade Head ✓
Ralph Gelvin
A. W. Empie
T. H. Haas
Nell Findley
R. G. Rupkey
John Evans
M. S. Burge
J. D. Crawford
H. A. Mathiesen
R. W. Schmitt
F. M. Haverland
H. W. Palmer
C. H. Smith
N. James

A. Pressman
M. Cary
E. Miller
J. W. Powell
J. F. Reinhardt
H. M. Knutson
A. W. Leighton
L. Nelson
J. W. Shepard
Employment Office Manager, Unit 1
" " " Unit 2
" " " Unit 3
R. Drennen
D. Stevick

FROM: Giles L. Zimmerman,
Chief, Employment Division

It has been called to my attention that there has been some laxness in observing Mr. Head's instructions of March 10, requesting that all workers give their employers seven days' notice when they are changing or leaving a job. Not only is this a necessity to the department heads in planning their program, but also is good employment procedure and training for the individual involved. May I ask that you remind your employees of this regulation and advise them that I am asking the employment offices to adhere to this regulation as strictly as possible.

I have received several complaints that the camouflage factory was not cooperating in this regard, and I have had an understanding with Mr. Bilicke, manager of the camouflage factory, that he will assist us in carrying out this regulation. Your cooperation will be appreciated.


GILES L. ZIMMERMAN,
Chief, Employment Division

GLZ:mf

Colorado River War Relocation Project
Poston, Arizona
April 15, 1943

MEMO TO: Unit Employment Managers, Units 1, 2, and 3
Miss Stevick
Mr. Nossoff
Mr. Drennen
✓ Kaz Nadaoka

FROM: Giles L. Zimmerman
Chief, Employment Division

Attached is a procedure for handling "Applications for Travel Assistance". I believe this explanation is self-explanatory. We do not at the moment have the application blanks as we have had to revise them. They are being mimeographed today and they will be forwarded to you as quickly as possible. It will be the responsibility of the unit leave office to type out an original and 3 copies with the understanding that the original and 2 copies will go to the Fiscal Department, as they have been properly processed in the project leave office and the 3rd copy will remain in the applicant's individual file in the ^{unit} leave office. This copy can be used as a work sheet in preparing the final copies for Fiscal. It is important that the applicant sign all copies on the face when making his application.

I know that all of you will have many questions, especially the interviewers talking with the individuals concerning these matters. There are many questions of policy that need to be determined and our plan is to have Mr. Empie, Mr. Head, Mr. Calvin, and Mr. Nossoff and myself discuss these questions and arrive at a decision. However, in order that we may treat this problem justly, we have with-held our meeting until those of you who contact the public can prepare a list of the questions asked of you. We are asking that you keep a record of these questions and submit them to my attention no later than Tuesday, April 20. Since Mr. Dillon S. Myer and Solicitor Glick of the War Relocation Authority, will be in Poston on April 22 we would like to consolidate these reports, answering as many of the questions as we can here and saving the remaining questions for Mr. Myer and Mr. Glick. Please make every effort to assist us in this plan.



Giles L. Zimmerman
Chief, Employment Division

C O P Y

COLORADO RIVER WAR RELOCATION PROJECT
POSTON, ARIZONA

WAR RELOCATION AUTHORITY
COMMUNITY ANALYSIS SECTION

*Manpower
Community*

April 23, 1943

Mr. Harold James
Senior Employment Officer
War Relocation Authority
Barr Building
Washington, D.C.

Dear Mr. James:

In your letter of April 13 you requested additional information regarding the Poston Works Authority as referred to in the Poston Project Attorney's Report. I find that the attorney used the incorrect title for this group as we know it as the Poston Manpower Commission of Unit I. I am attaching herewith a brief history of the Manpower Commission prepared by Franklyn S. Sugiyama, Chairman of the Manpower Commission, as well as copies of two letters signed by Ralph M. Gelvin, Acting Project Director at the time the Commission was set up. I am further attaching a list of departments or sections of departments classified in the "A" group by the Commission. We have not completed final action in this survey but we do feel that we are well on our way to the final goal.

While this only applies to Unit I, we understand that similar commissions are being established in Unit 2 and 3 and we hope that by clearance we can arrive at a similar solution to this problem. Not only will the Commission's findings attempt to solve our present manpower shortage, but also establish a base for the distribution of the trust fund contributed by the camouflage workers.

I believe you can well understand the many reasons for our present manpower shortage. Just since the first of April we have had 215 indefinite leaves under the new procedures. In addition to this we have had 288 seasonal leaves since February 1 and at the present time have 110 people out on short term leaves. On April 1 we have had 626 persons working in the camouflage factory. In a normal community of this size we feel confident that at least 5000 persons could be wage earners without making a direct contribution to the employment needs of the project other than their financial contribution but because of the many unnatural employment conditions created by the forced evacuation we find this is not possible in this isolated community. Perhaps the greatest determining factor is the lack of normal incentive for the individual workers. It is our hope that by establishing certain groups in the "A" or vital category and adding to that the percentage from the trust fund, we will thereby create a favorable

Mr. H. J., page 2.

incentive. We then hope to take it to the next step and set up categories "B" which are essential and "C" which are highly desirable and thereby proportion our workers accordingly. If we do not have sufficient manpower to cover all jobs as they are now set up we feel that the "C" category group should be the first group affected.

I hope this will answer some of your questions and if I have not made the picture clear to you, please do not hesitate to call upon me for further explanation.

Sincerely yours,

/s/ Giles L. Zimmerman

GILES L. ZIMMERMAN, Chief
Employment Division

GLZ:GC
encs.

BRIEF HISTORY OF THE MANPOWER COMMISSION
APRIL 16, 1943

About the middle of March, 1943, the camouflage net factory started operating on the project taking about 300 Nisei workers. Army enlistments took another toll of about 100. These two reasons together with the news that leave clearance was to be accelerated anticipated a manpower shortage that was apparent in all departments. When the volunteers for the U.S. Army signed up they were given the impression that they were leaving immediately and consequently they quit their jobs. Thus at one time approximately 400 workers were drained off project labor. It was realized from previous figures that there was sufficient manpower but it was unbalanced, causing a strain in some departments. However, to justify carrying on certain services and work essential to the welfare, health, and security of the project, it was felt that an educational campaign must be carried on.

Because the evacuation had caused deep resentment it was believed by both the appointed staff and the evacuees that a joint board named the Manpower Commission should study the facts and try to readjust the policies for mutual benefit. A manpower conference was assembled on March 12, 13, and 15, in the community under the sponsorship of the Temporary Community Council with both evacuees and appointed personnel being present. As a result of this conference at which time the whole project program was discussed and the need for progress in certain lines became evident, the conference adjourned with a recommendation to the Project Director asking that a joint Manpower Commission be formed with six representatives from the Temporary Community Council, Unit 1, and six representatives from the administration.

Ralph M. Gelvin, Acting Project Director, endorsed the Commission as shown by the attached two letters.

At the first meeting representing the appointed staff were: A. W. Empie, Chief of the Administrative branch; Nell Findley, Community Services; R. H. Rupkey, Chief Engineer; H. A. Mathiesen, Chief of Agriculture and Industries; V. Kennedy, Director of Employment; J. G. Evans, Unit 1 Administrator; and representing the evacuees were: Franklyn S. Sugiyama, Chairman of the TCC, Unit 1; K. Matsumoto, Executive Board; Frank Fukuda, Labor Relations Board; Tom Yanai, Labor Relations Board; Bob Kinoshita, Camouflage Shop Committee; and N. Mizushima, Advisory Board Chairman.

The first meeting was more or less preliminary. Many of the people were not acquainted and most of the time was spent in the discussion of our problems and how to go about solving them. However, it was decided that the Manpower Commission's work would be solely confined to Unit 1. Previously, invitations to the meeting had been sent to Units 2 and 3 but since they did not send delegates, it was construed to mean that they had no interest.

Meetings have been held on the average of two to three times weekly starting from 2 o'clock and lasting usually until 5:00. One of the accomplishments of these meetings has been to grade the various occupations on the project as vital, Class A, as judged from the security, life, and health of the project. In this classification, there have been approved a total of $1821\frac{1}{2}$ workers. Attached is the breakdown of A category.

In Mr. Mathiesen's department, the whole of agriculture, hog farm, and poultry, with the exception of landscaping gardeners and flower nursey workers were included for the reason that they were considered essential in food production. The $24\frac{1}{2}$ jobs are those engaged in actual food production such as noodles, soy bean cakes, and bean sprouts. Mr. Rupkey's breakdown includes maintenance of essential services such as garbage disposal, maintaining water, sewage, electric lights, road maintenance, and irrigation. It might be interesting to note that road construction and land levelling were listed in the B category. The land levelling is so far ahead of the irrigation construction that the commission felt that it could be deferred to the lower category for at least three months.

In Miss Findley's branch, the hospital from the top to the bottom was included together with the evacuee school teachers and school administrative workers. Community Services includes clothing allowance, public assistance, and welfare. Although the school operations does not enter into the absolutely essential category, the Commission felt that it was vital on the ground that the children must be trained to accept the future responsibilities of life. The janitors, who are part of school operations, were not included in the A category. This seems highly inconsistent but the Commission believes that anybody can be a janitor but not a teacher. Turning to Mr. Empie's department, all of the administrative branch was justified on the ground that the project paper work must be carried on. However, to operate the warehouses, Mr. Empie was limited to a total of 85 workers. In the mess halls, only 240 cooks and assistant cooks were given consideration. As long as the cooks are on the job it was believed that with his direction meals could be served. Mr. Evans' branch, firemen and police, were limited to 36 members; block managers and supervisors needless to say are essential to the security of the people. In concluding the A category, Mr. Zimmerman who has replaced Mr. Kennedy, submitted 110 people for leave clearance and project employment who were justified on the ground that they were vital because it is important to work either on the project or on the outside.

All of these $1821\frac{1}{2}$ jobs have been recommended by the Commission and approved by the project director for \$19 per month on the basis that they are essential. No changes of the \$19 class has been made except that these jobs are included in that category because it is vital that this work be carried on to maintain the project.

The Commission has just started to work on B category which will include the highly desirable occupations such as the engineering departments, field parties, and drafting room, post office, express office, legal department, assistant block managers, council committees, such as executive board and labor relations board. In the C category, essential, we will include all of the people not mentioned in the above listed classes. One of the aims of the commission is to keep the manpower in balance by making the inducements of the A category jobs as lucrative as possible in order to keep them filled at all times. Further inducement will be added when a distribution of the camouflage income is divided on a basis of A, B, and C categories. It is hoped by the Commission that a person looking for a job will naturally seek the job with the most money, thus the A job will pay the top evacuee wages plus the largest division of the camouflage income.

During the course of the meetings it has revealed the difference of viewpoints. The evacuees seem to have the labor angle while the appointed personnel attempt the capitalistic stand. It is amusing to note that during the meetings, some times the appointed staff and evacuees take diametrically opposite views; the staff defending the working evacuees' position while the evacuee representatives attack from what normally would be the employer's stand. Because labor is the key that unlocks the future plans of the project, the Manpower Commission indirectly is a policy forming group. It is the first time that the evacuees have had a hand in this field. However, since the aims of the appointed personnel and the evacuees are for the welfare of the project, the last meetings were harmonious and the work seems to be progressing nicely.

The Commission was born of necessity and it is yet in the experimental stage. There are no rules or regulations to govern its action. The public opinion from the evacuees seems very favorable and the appointed staff is cooperating nicely which leads the Project Director, Mr. Head, to feel very optimistic about the whole plan.

Franklyn S. Sugiyama, Chairman
Manpower Commission

WAR RELOCATION AUTHORITY

Colorado River War Relocation Project
Poston, Arizona

March 18, 1943

Mr. Franklyn Sugiyama
Chairman, Temporary Community Council
Poston I, Arizona

Dear Mr. Sugiyama:

I am glad to acknowledge receipt of a recommendation from the recent Poston I Manpower Conference asking our participation in a joint Manpower Commission which shall recommend to the Project Director policies and actions relating to the manpower needs and resources of this Unit. After a full discussion in a meeting of the Executive Staff, it was unanimously agreed that the Administration should participate fully and officially in a proposed joint body.

I am happy to endorse that action by appointing to the proposed commission the Staff members named in the recommendation. It is our hope that the other Units will be working at the same time on the development of similar machinery for dealing with their manpower problems.

This first step toward the development of genuine joint participation in planning for the Project Units is a very significant one, and its implications for the future of Poston are bounded only by the wisdom and goodwill of the cooperating bodies. I am delighted that this step is being taken and I have great faith in its success.

Sincerely yours,

Ralph M. Gelvin
Acting Project Director

WAR RELOCATION AUTHORITY

Colorado River War Relocation Project
Poston, Arizona

March 18, 1943

MEMORANDUM TO: Franklyn Sugiyama
Chairman, Temporary Community Council

FROM: Ralph M. Gelvin
Acting Project Director

SUBJECT: Manpower Conference

I understand the following to be the terms of the recommendation made by the Manpower Conference on March 15:

1. A joint Manpower Commission of twelve members shall be instructed to come together to deal with the manpower problems of Poston, Unit I. Its members shall be the chairmen of the following agencies: Temporary Community Council, the Issei Advisory Council, the Executive Committee, the Labor Relations Board, the Camouflage Workers Shop Committee, the Fair Practice Committee, and representing the Administration, the four Branch Chiefs, the Chief of Employment, and the Unit Administrator.
2. This body shall have the power to recommend to the Project Director policies and actions required by the manpower emergency; and when he has approved such policies and actions, this body shall have the power to carry them into effect.
3. The creation of this joint commission will require ratification by the Temporary Community Council of Poston I, the Camouflage Workers Shop Committee, and the Executive Staff of the Project.

Ralph M. Gelvin
Acting Project Director

TOTAL NUMBER OF POSITIONS IN "A" CATEGORY

Unit I

H. A. Mathiesen	Agriculture Department	187
	Industry	24
R. H. Rupkey		185
Miss Nell Findley	Hospital	316
	Nurse Aides	60
	Educational	134
	Community Service	18
Mr. Empie	Administration	432
	Kitchen	257
Mr. Evans	Firemen	36
	Policemen	36
	Block Managers	
	Supervisors secretaries	43
Mr. Zimmerman		110
	Total	1838

COLORADO RIVER WAR RELOCATION PROJECT
Poston, Arizona
April 23, 1943

MEMO TO: Mr. Shepard
Mr. Rapie
Mr. Taylor
Miss Atalos
Mr. T. Hata
Miss Kinote
Unit Employment Managers, Units 1, 2 & 3
Attention: Leave Officers

FROM: Oiles L. Zimmerman, Chief, Employment Division

SUBJECT: Application for Financial Assistance

We now have the corrected figures for the railroad trip from Parker, Arizona to Chicago, Illinois. These figures were given to us by Mr. Rowan of the AT&S Railroad and are as follows:

Via WICKENBURG:	
Fare	\$42.80
Tax	4.22
Total	47.02
Via CADIZ:	
Fare	\$43.45
Tax	4.35
Total	\$47.80

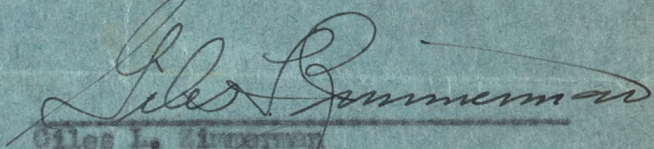
Since there is a difference of \$8.23 when you take into consideration the number of days enroute, it would be necessary to justify to the Fiscal Department the expense of either trip and why a certain route was selected. Since the cheapest route is now through Cadiz and since this is the most convenient route, I fully expect the bulk of the travel to be this way. However, when we are definitely unable to obtain the necessary military permit or time does not permit us to obtain this permit, it will then be necessary to send a person via Wickenburg, but be sure and note this on the Application for Financial Assistance so that the Fiscal Department will have a justification for paying the additional money. It is most important that this suggestion be followed and that a complete explanation is made as government regulations require that we take the most direct and cheapest route.

As we put this plan into operation, Mr. Shepard now finds that he must have an original and three copies of the Application for Financial Assistance. Since the Leave Department should also have a copy of this Application, it will be necessary for the unit leave office to prepare an original and four copies to meet the requirements.

It is also necessary that the unit leave office signify which applicant is waiting for his money before leaving or which applicant is leaving immediately pending future payment. To handle this satisfactorily, on the applications of those persons wishing to have money sent to them at a later

date, it will be necessary to place the forwarding address of the individual in the upper left corner of the face of the application just opposite the place for the applicant's signature and his Poston address. Any form that does not have this forwarding address on it, the Project Office will assume that said person is waiting for the financial grant before leaving the Project and process it accordingly. If a person is unable to give you his forwarding address and does not wish to wait for his money, do not accept the Application until such a forwarding address is available.

SPECIAL ATTENTION TO THE PROJECT LEAVE OFFICE. When you prepare the Voucher for Public Assistance Grant, WRA Form No. 77, it will be necessary to place the applicant's forwarding address in the right hand column opposite the name of the individual and the amount of his grant for persons who want this money sent to them. Be sure this address is the exact one as the check will be mailed from the Los Angeles office of the Treasury Department directly to the applicant and the address will be taken from the Voucher for Public Assistance Grant. If the person is waiting on the project, leave this space blank so that the applicant may sign his name as receipt for the money granted. When you make up the Voucher for Public Assistance Grant and you do not have sufficient space on the original voucher, and it is necessary to prepare a continuation voucher, the continuation voucher should be made up as follows: 1 original (white copy), 3 carbon copies (yellow copies).


Giles L. Zimmerman
Chief, Employment Division

GLE:mf

Mr Head

Colorado River War Relocation Project
Poston, Arizona

May 5, 1943

Commissioner of Indian Affairs,
Merchandise Mart,
Chicago, Illinois.

Att: W. E. Greenwood

Dear Sir:

Receipt is acknowledged of your letter dated April 28,
relative to the construction of personnel quarters on
the Colorado River War Relocation Project.

Mr. Head informs me that he discussed this matter with
you by telephone and as a result of your conversation
you are proceeding to secure a wage predetermination
from the Department of Labor.

We are, therefore, proceeding with the issuance of an
advertisement to cover the construction of these

quarters and plan to make a part of the resulting contract the scale of wages which we hope will be available at the very earliest date.

Yours very truly,

ASE:jbp
cc-Mr. Head
Mr. Schoenhut

A. W. Emple,
Chief Administrative Officer.

COLORADO RIVER WAR RELOCATION PROJECT

Poston, Arizona

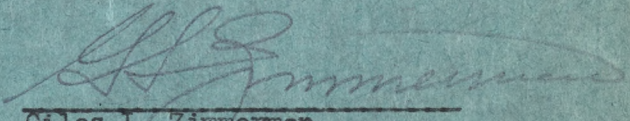
May 5, 1943

MEMO TO: Unit Leave Managers, Units 1, 2 and 3

SUBJECT: Travel Grants to be Paid in Cash

Effective today, May 5, it will now be possible to pay travel grants in cash within 48 hours after the application leaves the project leave office. Mr. Shepard has requested that we notify the individuals affected that they should call at the project disbursement office between the hours of 3:00 and 4:30 ~~5:00~~ p.m. on the second day following the filing of the application. It will be necessary, therefore, that we expedite these cases so that Mr. Taylor will receive the certified voucher the morning of the day of payment.

We are not publicizing this move as the disbursement office does not have sufficient money at the moment to meet all requests. We are therefore asking that you notify those individuals who absolutely have to have the money before they leave. If it is possible for some applicants to receive their money at a later date by mail, this practice should be encouraged until the disbursement office is in a little better position to meet all requests.


Giles L. Zimmerman
Chief, Employment Division

GLZ:mf

cc to: Mr. Ralph Drennen
Mr. Charles Taylor
Mr. Shepard
Miss Misako Kimoto ✓

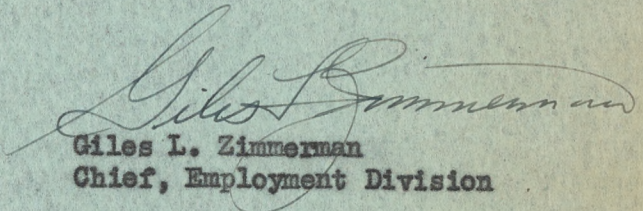
May 12, 1943

MEMO TO: Unit Leave Offices, Miss Misako Kimoto, and Mr. Drennen
From: Giles L. Zimmerman, Chief, Employment Division
Subject: Sign ing of Application Blanks

I have received a memorandum from Mr. Shepard regarding the signing of application blanks. The memo follows:

"On Application for Assistance (Indefinite Leave) received by me attached to a voucher for certification, Irene Tanigaki address, 19-1-B and Ken Yamaguchi address, 5-7-B signed their ~~Leave~~ application with lead pencil. Will you please advise your Leave Office employees that all applications must be signed with in k. Inasmuch as these two people have left the Project and are expecting their checks to be forwarded to them, I have allowed the applications to go through as made up and hope there will be no complications."

Please make every effort to comply with this instruction.


Giles L. Zimmerman
Chief, Employment Division

GLZ/bm

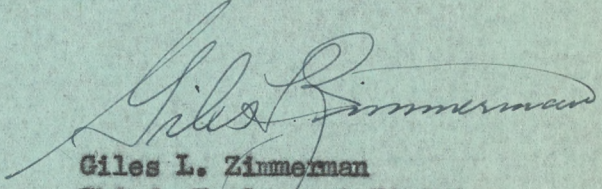
May 12, 1943

MEMO TO: Unit Leave Offices, Mr. Drennen, Miss Misako Kimoto
FROM: Giles L. Zimmerman, Chief, Employment Division

The following memorandum was received from Mr. Shepard regarding applications for financial assistance. Please follow his suggestions.

"In looking over Application for Assistance (Indefinite Leave) I notice that when they are made up in the Leave Office the statement on the reverse is not changed in item 3-b which states \$25 for one dependent \$50 for five or more. As you know, an error was made in cutting the stencil for this form and where it says \$50 for five or more, it should read \$50 for two or more. Will you please instruct the clerk or clerks who type this form that, when they are typing in the amounts, they should also x out the word five and type in the word two immediately below it.

"In making up the voucher Form 77 and 77-A in cases where we have more than 10 applicants to go on the voucher, please have the typist list all applications on Form No. 77-A and use form No. 77 only as a completion sheet. I am attaching a sample form to show you how this should be done. "


Giles L. Zimmerman
Chief, Employment Division

GLZ/bm

COLORADO RIVER WAR RELOCATION PROJECT
Peston, Arizona

May 28, 1943

MEMO TO: Mrs. K. Shimonishi
Unit I, Employment Office

Ken Sato
Unit II, Outside Employment

Joe Ohashi
Unit III, Outside Employment

FROM: Tats Kushida, Project Office

SUBJECT: Domestic Offers Under New Policy

As you will notice on the employment bulletin for Saturday, May 29, we are going to expand the program of granting indefinite leaves to the extent of issuing these permits even to those who have no specific job offers. You will find attached a copy of a letter from Director Dillon S. Myer, dated May 8, which will provide a background for the wire from Elmer L. Shirrell, dated May 11, which is the follow-up to this letter. Mr. Shirrell's wire says that three girls or women and two couples each week are invited to go to Chicago without any specific job offers. The stipulation, however, is that these persons must have intent to do domestic work and be willing to stay with the employer, providing conditions are satisfactory.

This is a procedure that we would like to set up. It is necessary for each applicant (under this new policy) to make out an application form. This form is entitled "Application For Private Employment By Relocation Center Residents". We are including with this memorandum a number of such application blanks, which are to be filled out in duplicates and BOTH copies forwarded to the Project Office.

It is obvious that some quota system must be worked out between our three units in making the selections as to who are qualified to leave each week. The selections will be made from the Project Office with due regard to the quota, which is now being determined. Applicants will be called to the Project Office for a personal interview with the Placement Officer or some other responsible person, and the eligibility of such applicants will be determined on the basis of the interview, as well as the applications. You may take as many applicants as possible with the understanding, of course, that all will not be able to leave together, but that they will go according to their selection and with regard to the quota.

Tats Kushida

31-
Shaw
COLORADO RIVER WAR RELOCATION PROJECT

Poston, Arizona

May 29, 1943

MEMO TO: Block Manager
FROM: Labor Relations Board
SUBJECT: Volunteer for School Construction

As a result of a meeting with Dr. Harris, Director of Secondary School, and Labor Relations Board, it was decided that all available High School students who are 16 years old and over, be asked to volunteer for school construction half a day Saturday, 8:00 to 12 o'clock.

A memo in regard to above matter has been issued to the students from Dr. Harris's office.

May we take the liberty in asking for your cooperation on this matter.

The following schedule has been set up:

June 5-----block 2, 3, 4, 5, 6, 11

June 12-----block 12, 13, 14, 15, 16, 17

June 19-----block 18, 19, 21, 22, 26, 27

June 26-----block 28, 30, 31, 32, 35, 36

July 3-----block 37, 38, 39, 42, 43, 44

July 10-----block 45, 46, 53, 54, 59, 60

Joe H. Mahan
Labor Relations Board
Executive secretary

COLORADO RIVER WAR RELOCATION PROJECT
TUSTON, ARIZONA

June 10, 1943

Memo To: Mrs. K. Masuda

Subject: Master Files

It has been called to my attention that documents concerning individuals applying for employment, for various types of leave, and appeals for removal from the stop list are not all being placed in the proper individual folders in our master files. It is becoming increasingly important that all such material be placed in the folder for the individual. There should not be more than one folder for each individual in the master files. If material is to be kept in a separate file for working purposes, the master file folder shall contain one copy of each document contained in the working folder.

This is your authorization to provide the master files department with copies of all documents which are not contained in the master files. The originals of all forms, correspondence, and other material should be sent to the master files whenever possible.

In line with this memorandum it is also increasingly important that the master files be operated by the staff organized for that purpose. Therefore, individuals not authorized to operate the files shall remain away from the files and shall request folders from proper staff.

Edward Nosscoff
Edward Nosscoff
Chief, Employment Division

EN/fa

Nesoff

334 Atlas Bldg.
Salt Lake City 2, Utah

June 11, 1945

MEMORANDUM TO: All Project Directors
FROM: Henry Harris, Jr.
Acting Relocation Supervisor
SUBJECT: Offers of Employment from Arizona

As you probably know, about the middle of May the situation in Arizona became very unfavorable in regards to relocation. As a result of this, Director Myer advised us to close our Phoenix office and not release any seasonal workers to Arizona.

From communications which I received, I was of the opinion that all Projects had been advised of the above facts direct from Washington. However, I have just received a bundle of accumulated correspondence from Projects which had been addressed to Mr. Shelley since the closing of our office in Phoenix. In view of this, I should like to advise you that we have closed our Phoenix office and that any correspondence relative to relocation in the State of Arizona should be sent directly to this office in Salt Lake City.

As stated above, there will be no seasonal leave permits for Arizona and only the exceptional offers of employment for indefinite leave will be acted upon. If you have inquiries concerning relocation in Arizona, we should be glad to answer them if you wish to forward them to this office.

E. H.

June 23, 1942

From: Mr. James
To: Mr. Head

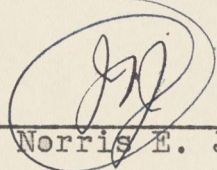
Re: WRA Work Corps Participation In
Fourth of July Celebration

1. I should like to suggest that the WRA Work Corps be prominently identified with the Fourth of July Celebration in Poston, through a parade of our various project groups.

2. Through the cooperation of various project administrators, it should not be difficult to assemble various and interesting parade units:

- (a) Truck corps
- (b) Tractor corps
- (c) Soil subjugation crew
- (d) Tom Fukuda and his older men
- (e) Various divisions of stenographic and office personnel.

3. I believe, with the assistance of WRA Regional Offices in S.F., we can secure a suitable WRA Work Corps banner, which we could officially present to the corps.


Norris E. James

COLORADO RIVER WAR RELOCATION PROJECT
Peston, Arizona
June 28, 1943

20

MEMO TO: Members of the Staff of the Employment Division
SUBJECT: Record of Attendance of Project Workers
FROM: Giles L. Zimmerman, Chief, Employment Division

At the Staff Meeting held on June 26, the Project Director announced that following instructions from Dillon S. Myer, the 44 hours a week regulation for project workers, would be strictly enforced.

Beginning July 1, any worker who, without adequate excuse approved by the Division Chief, does not work 44 hours a week shall either have his pay reduced by the amount of his absence, or released from the Division.

There will be a meeting of all members of the staff at 4:30 p.m. on Tuesday, June 29, 1943, to discuss the best method of keeping a record of the attendance of each worker. Please be ready to offer your suggestions.


Giles L. Zimmerman
Chief, Employment Division

Press Release

June 30, 1943

A combined meeting of representatives of three labor commissions was held together with the following representatives of the appointed personnel:

L. L. Nelson	John Powell
M. Burge	Giles Zimmerman
J. D. Crawford	R. Rupkey
H. Mathiesen	Mary Hayes
J. W. Sheppard	

The purpose of this meeting was to find the solution to meet the drastic cut in project employment effective July 1 as the teletype received from D. S. Myer, WRA Director reads:

In view of this directive from the Director, and the basic WRA policy to resettle the greater number of evacuees permanently outside, the residents must face the facts as fact.

There will be no more workers for the whole of Poston than 5600 evacuee paid employees and furthermore the \$19-group will be cut from present 50% of work corps to 10%.

5600 total work corps simply means a cut of about 30% evacuee workers for the three projects. According to the directive, this 30% cut is inevitable.

In order to cut down the work corps in most wise manner, this representative body has appointed a group of seven representatives to represent from labor organs of three units. This group of seven will meet with all the departments of respective units in order to submit the minimum number of workers required to operate each department with (1) efficient management and distribution of labor (2) every employee to work full eight hour day with same standard of efficiency as in private employment.

Let us not consider our employment in terms of \$16.00 and \$19.00 but in the light of usefulness and for the benefit of the community.

Wherever the ax may fall, let us cooperate and consider this first step toward re-relocation.

/signed/
S. Nomura, Chairman
Local Council, Unit I

K. J. Takashima, Chmn. K. Uyeno, Chairman
Local Council, Unit III Local Council, Unit II

Colorado River War Relocation Project
Poston, Arizona

July 1, 1943

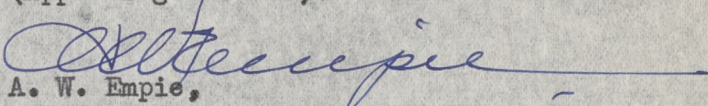
Memorandum to: Employment Division
Attention: Leave Officer

Hereafter in submitting applications for Travel Grants the following certificate must accompany the application:

"I hereby certify that the railway, or bus, fare (s) shown on the attached approved application No. _____, for which cash is to be advanced is (are) the true current cost of the claim of transportation stated between the points named, as furnished this office by _____

(Insert source and date furnished)

(Approving Officer)."


A. W. Empie,
Chief Administrative Officer.

cc-Mr. Palmer
Mr. Knutson
Mr. Shepard

COLORADO RIVER WAR RELOCATION PROJECT
POSTON, ARIZONA

July 1, 1943

MEMORANDUM TO: Employment Division

Congress has not yet passed the 1944 fiscal year appropriation not making money available for expenditure for War Relocation Authority. The latest action was by the Senate, which reduced the amount approved by the House.

We do not know, therefore, how much money will be available for expenditure by each division of this project by the first or ensuing quarters of this fiscal year. All operations, therefore, must be confined to a minimum. There is no way of estimating the date on which money will be available for making payments. Even though a minimum of obligations are incurred, actual cash will not be on hand for sometime. This means that it will not be possible to grant leave and transportation assistance until cash has been received. As soon as word has been received as to what final notion Congress has taken and how much action by Congress effects our 1944 project budget such information will be released.

Sgd/ N. W. Empie
Chief Administrative Officer

Approved:

Sgd/ W. Wade Head
Project Director

July 2, 1942

MEMO TO MR. JAMES CRAWFORD
DIRECTOR OF CAMP #2

When the Employment Office moves to Camp #2, we would like to introduce a slightly different employment procedure. No Work Card or Notice to Report Blanks will be issued. Instead the attached Job Referral Card will go to the employers.

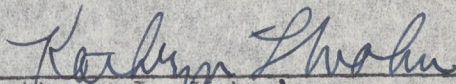
JOB REFERRAL CARD, 3x5, printed, is to be made out addressed to the employer and signed by the Interviewer. On the reverse side, the employer's action is to be recorded. This employer's action, whether the employee is hired, rejected, or application pending is entered on the Work Order Japanese Personnel Card and on the applicant's registration card blank. The returns of these card should be made by messenger or by mail but not by applicants because of the confidential nature of the information.

It will be up to each Foreman, Department Head or Employer to keep his attendance and time record. Requisitions will be accepted as they are in Camp #1, and the Occupational File will be kept on each applicant for work. This change was made upon the recommendation of Mr. Davis McIntire, Assistant Employment Director, W.R.A., San Francisco.

We would appreciate your help in coordinating the employment at Camp #2. It is confusing to applicants and employers to have the Commissary Department hire people for kitchen work, the Business Enterprise for the canteens, and the agricultural and landscaping through the Recreation Hall #37. How do you suggest that we meet these problems? May we have a mail box placed in a conspicuous location where employers may drop their Job Referral Cards so that they can be collected easily?

-2-

Please be assured of our whole-hearted cooperation in making Camp #2 a prosperous city of 5000.


Kathryn L. Mahn
Director of Employment

KLM/bn

JOB REFERRAL CARD

NAME _____ ID. NO. _____

REFERRED TO _____ ADDRESS _____

AS _____

INTERVIEWER _____

Employer endorse on the back and return to the Employment Office.

EMPLOYER'S ACTION

HIRED _____ E.O.D. DATE _____

REJECTED _____ REASON _____

OTHER ACTION _____

COMMENTS _____

PIHS 6 20 42 10M

SIGNED _____

9/10
Noss
Colorado River War Relocation Project
Poston, Arizona

July 2, 1943

Memorandum to: Giles L. Zimmerman, Chief, Employment Division

From: A. W. Empie, Chief Administrative Officer

Reference is made to your memorandum of June 22, covering the subject of escorts for evacuees traveling through military areas.

In accordance with the request of your division an estimate of \$16,380 was presented to the War Relocation Authority covering the employment of escorts. Traveling expenses in accordance with the estimate submitted by your division was also included together with a complete justification for carrying on this work. While we do not, as yet, have any information as to the extent which travel money will be available for escort work it has been indicated that money will be made available for this purpose.

The item of \$16,380, however, was deleted in its entirety, which means that any escort work will have to be performed by a person, or persons, serving in permanent positions. The following permanent positions have been included in the budget which, we understand, will be approved:

Senior Employment Officer	1	\$4,600
Leave Officer	1	3,200
Placement Officer	2	3,200
Asst. Director of Employment	1	2,900
Asst. Placement Officer	<u>1</u>	<u>2,300</u>
Total positions	6	
Total		\$19,400.

So far, no money has been added to cover overtime, which is to be paid, and the latest information with regard to this question is that we will be expected to absorb this cost under each division unless Congress makes a provision for appropriating additional money. This means that approximately \$3,200 will have to be saved out of the \$19,400 to cover overtime. The only immediate solution, therefore, I can see to the escort problem is to use a person, or persons, occupying one of these permanent positions. We could issue Travel Orders to cover reimbursement of travel expenses although it will be some time before cash is made available from which these vouchers could actually be paid. Perhaps we will get some assistance as a result of a telegram which your office prepared for Mr. Head's signature calling attention to the urgency of this situation.

A. W. Empie
A. W. Empie,
Chief Administrative Officer.

cc-Mr. Head
Mr. Gelvin
Mr. Culbertson

COLORADO RIVER WAR RELOCATION PROJECT

Poston, Arizona

July 5, 1943

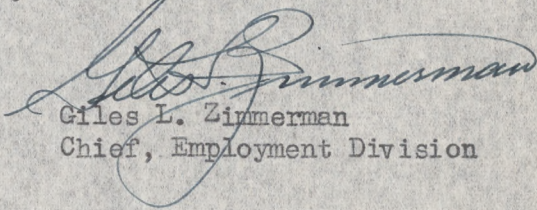
Memorandum to: Edward Nossoff ✓ Akira Aisawa
J. G. Hunter Roy Yoshida
Allen Cushman Fred Okamoto
Ralph Drennen Dorothy Stevick
Managers, Unit Employment Offices, 1, 2 & 3
Unit Administrators, Units 1, 2 & 3

Subject: Leaves to the State of Arizona

Until further notice, all leaves to the state of Arizona granted to persons will not be valid unless countersigned by me personally.

Due to the tense situation within the state of Arizona, it is vitally important that we be extremely cautious in issuing leaves of any type for residence, either temporarily or permanently, within the state. Mr. Dillon S. Myer, Director, and Mr. W. Wade Head, Project Director, have made promises to various officials throughout the state and it is our duty to help these men keep their promises. Please use extreme caution in this and let's not have any slip-ups.

It will, under certain circumstances, be possible to grant leave to persons for trips within the state but all circumstances surrounding the case must be presented to Mr. Head and receive his personal approval. It will be your responsibility, therefore, to prepare these cases for my attention and I will personally submit them to Mr. Head.


Giles L. Zimmerman
Chief, Employment Division

GLZ:mf

cc: Mr. W. Wade Head
Mr. Ralph M. Gelvin

COLORADO RIVER WAR RELOCATION PROJECT

Poston, Arizona

July 7, 1943

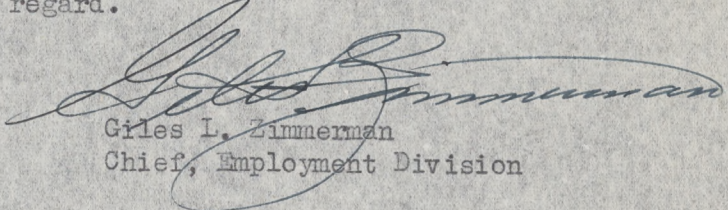
Memorandum to: Edward Nossoff ✓
John G. Hunter
Allen Cushman
Frank Takenaga, Unit I
Joe Owashii, Unit III
Ken Sato, Unit II
Roy Yoshida

Subject: Physical Examinations for Evacuees Leaving
Project

Effective July 8 it will no longer be necessary for those persons proposing to depart on indefinite leave to have a physical examination.

It will still be necessary, however, for all persons departing on seasonal leave to continue to take physical examinations before leaving the project. Please make the necessary changes to place this plan into effect as soon as possible. When necessary Dr. Pressman will arrange on individual basis to give examinations, but these examinations should be held to a minimum.

This procedure has been adopted in the interest of speeding up the procedure of processing these papers. It is vitally essential that we continue to speed up this process and I will welcome any suggestions you care to make in this regard.


Giles I. Zimmerman
Chief, Employment Division

GLZ:mf

cc: Mr. Ralph Drennen, Camp III

COLORADO RIVER WAR RELOCATION PROJECT

Poston, Arizona

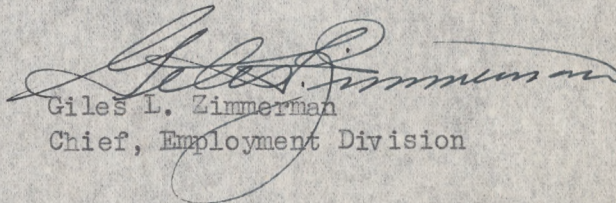
July 7, 1943

J 3.91

Memorandum to: Edward Nossoff, John G. Hunter, Allen Cushman, Roy Yoshida, Frank Takenaga, Ken Sato, Joe Owashi.

Effective Friday, July 9, we will permit departures for every day in the week including Friday and Saturday. At present time these will be held to morning departures except where Mr. Cushman, assistant leave officer in charge of the arrival and departure station, feels that evening departure is in order and necessary arrangements can be made.

This is a second step taken in the interest of speeding the necessary process in assisting a person to leave this project.


Giles L. Zimmerman
Chief, Employment Division

GLZ:mf

cc: Mr. Ralph Drennen, Camp III

July 11, 1942

Labor 8/14

Memo To: Mr. A. W. Empie
Subject: Labor Difficulties
From: Roy Potter

We continue to experience considerable difficulty in obtaining sufficient labor to operate properly the warehouse and handle the equipment and materials as it arrives.

It appears to me that around 100 willing workers are doing all the work for the entire camp. The large percentage of the men whom we have employed at the shop and warehouse are competent and willing to go to extremes in their efforts to get the job done. We have assigned one of our assistant warehousemen to supervise an extra crew which goes on duty at 1 P.M. working through until 9 P.M., but this crew has dwindled down until yesterday only two appeared for duty, and although we have had a request with the Employment Office for from 15 to 25 men for the past ten days, none have reported for work, and they inform us that they are unable to obtain the necessary labor. The consequence of this, freight which arrives in the evening is unloaded by volunteers from the group who have been on duty the entire day; when a truck arrives after six o'clock, Mr. Campbell, who is held in high regard by his employees, contacts some of these day crews and they report to help him out in the emergency. It is reported to me that numerous Japanese who are idle harass these willing workers reminding them that they could get by without working the same as they, the idlers, have been doing.

Another concrete evidence of the labor difficulties is with the Roads Division: on the ninth it was necessary that a bridge which would carry a semi-trailer truck loaded with stove oil be constructed across the ditch running through the North end of camp. They notified the Employment Office that a certain amount of labor would be needed and brought their equipment and men the morning of the tenth to do the job, but they were unable to obtain anyone to help get the bridge in. At noon I learned of this condition and knowing that it was necessary to get the stove oil to the north end of camp, I went to a crew which was working for the Irrigation and got them to loan their men to the Road Division for completion of the bridge.

Another incident which occurred at the warehouse last week was when an entire group sent out on a job demanded that they be assigned easier tasks. When this became known

Project

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to Mr. Campbell, he remarked to them that the usual procedure for anyone who wasn't satisfied with the job on which he was working was to quit, and that that was their privilege. They immediately availed themselves of this privilege. The majority of this group, I believe, were from Salinas. Continually during the operations at the warehouse, men have quit the job because the task was too difficult and Mr. Campbell has kept the list of all these men and we have decided that they will not be given another opportunity to work in any of the warehouse activities.

Numerous other instances could be related as evidence of this labor situation. I am of the opinion that projects should be originated which would put every man to work. There is now an abundance of hand tools such as shovels, picks, etc. in the warehouse which would be available for constructing by hand the numerous ditches which would be needed within the area and also streets and roads could be improved and graded with hand tools.

If the time should arrive when this sort of work could be started, then I am certain they would have no difficulty in obtaining the labor needed to do the necessary work and building within the project area.

Hoy Potter
Transportation & Supply Officer

RP:MY

cc Mr. W. Wade Head

COLORADO RIVER WAR RELOCATION PROJECT

Poston, Arizona

July 13, 1943

Mr. Crawford
Unit 1

[Signature]

Memorandum to: Mr. John G. Hunter Mr. A. Cushman
 Mr. Ralph Drennen Mr. Roy Yoshida
 Unit Employment Offices, Units 1, 2 & 3
 Unit Administrators, Units 1, 2 & 3

Subject: Travel Within the State of Arizona

In view of the tense situation in Arizona regarding travel of evacuees, it will be necessary that we keep very strict control on all evacuees traveling within the state regardless of the fact that they may or may not be former Arizona residents.

Effective immediately I would like to review all issuances of either leaves and/or gate passes for persons going to the state of Arizona. You already have instructions regarding the issuance of leaves to non-Arizona residents covering this area. It is not the purpose of this instruction to deny completely the travel privileges of former Arizona residents but it is necessary that we restrict such travel to a minimum. If a former Arizona resident is returning to his home and intends to remain there for an indefinite period he shall be given permission to do so. If it is necessary for him to visit his proposed location prior to his taking permanent residence, we shall grant him permission to make the necessary exploratory trip. It is very necessary, however, that we reduce unnecessary trips to a minimum, and it is for this reason that this instruction is written. While technically we have no jurisdiction over former Arizona residents if they wish to return to their homes on a permanent basis--if it is their intention to remain in this project on a permanent basis--Mr. Head then has power to control their arrivals and departures and it is under this authority that this instruction is issued.

May I ask your complete understanding and cooperation in this regard.

[Signature: Giles L. Zimmerman]
Giles L. Zimmerman
Chief, Employment Division

GLZ:mf

[Red Stamp: File]

m i l e

COLORADO RIVER WAR RELOCATION PROJECT

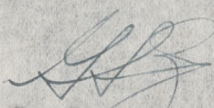
Poston, Arizona

July 20, 1943

Memorandum to: Secretaries--Employment Division

From: Giles L. Zimmerman, Chief, Employment Division

On all letters written for Mr. Head's signature the initials of the person dictating the letter and the initials of the secretary handling the letter must appear on all carbon copies. This is very important for our record for Mails and Files and they will not release these letters until the initials appear. Please make an effort to comply with this in the future.


Giles L. Zimmerman
Chief, Employment Division

GLZ:mf

COLORADO RIVER WAR RELOCATION PROJECT

Poston, Arizona

July 23, 1943

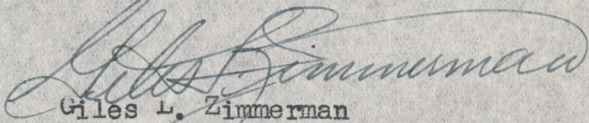
Memorandum to: Miss Misako Kimoto

Subject: Payment of Dependency Claims of Travel Request Applications Made Prior to June 30.

I have been advised verbally by Mr. Shepard that it will be possible to pay these claims when they become active. You will, therefore, put through the usual payment request, dated the day that the supplementary application is processed.

Please attach a special memorandum to the covering voucher to this effect:

This dependency application was made by _____ on _____
name date
and the financial obligation was established before June 30, 1943.


Giles L. Zimmerman
Chief, Employment Division

GLZ:mf

COLORADO RIVER WAR RELOCATION PROJECT

Poston, Arizona

July 23, 1943

Mr. Mossaff

Memorandum to: Department Heads Within the Employment Division
Unit Employment Managers, Units 1, 2 & 3

Subject: Transfer Cases

There has been some confusion regarding the correct procedure to follow in the matter of transfer cases from this project to another project. All such applicants should be referred to the Welfare Department who has complete jurisdiction of this matter. Upon receipt of such applications the Welfare Department investigates the case, arranges transportation and clears with the other project for their approval. When this approval is received the Welfare Department interviews the individual involved and clearly determines when that individual wishes to leave. When this has been clearly determined 3 memorandums are issued by the Welfare Department:

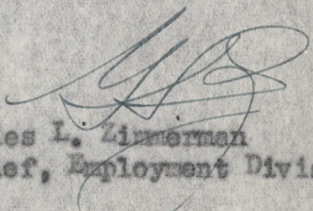
1. to the Unit Leave Office, advising them of the action of the case to date;
2. to the Project Leave Office, attention: Roy Yoshida for his attention; and
3. to the Arrival and Departure Station to make the necessary departure arrangements.

These memorandums will be your authorization to proceed with the case, issuing the necessary notices for departure.

As soon as the action is completed the personal case record should be immediately brought to date and submitted to the Welfare Department for transmittal to the project receiving the transferee.

It is vitally important that attention be noted of all persons on the "stop" list, and clear and concise description of the reasons for such action should be noted. This must be made a part of the individual case record.

When persons are transferred to this Center the Welfare Department will immediately notify us if they are on the "stop" list and their case should be handled under the procedure established for such persons.


Giles L. Zimmerman
Chief, Employment Division

glz:mf

COLORADO RIVER WAR RELOCATION PROJECT
Poston, Arizona
July 29, 1943

Memorandum to: All Department Heads Within the Employment Division
Unit Employment Offices, Units 1, 2, & 3
Mr. Ralph Brennan

From: Elias L. Zimmerman, Chief, Employment Division

Subject: Payment of Travel Expenses Through the Use of
Government Travel Request

On July 26 we received the following teletype message:

"EFFECTIVE IMMEDIATELY TRANSPORTATION FOR EVACUEE TRAVEL SHALL BE PURCHASED THROUGH THE USE OF STANDARD GOVERNMENT TRANSPORTATION REQUESTS. WHEN EVACUEES ARE TRAVELING WITHOUT ESCORT, THE ISSUING OFFICER SHALL BE THE PROJECT DIRECTOR OR PERSONS DESIGNATED BY HIM, PREFERABLY THE HEAD OF THE ADMINISTRATIVE MANAGEMENT DIVISION, AND, IF MORE THAN ONE EVACUEE IS TRAVELING ON THE REQUEST, ONE MEMBER OF THE PARTY SHOULD BE SELECTED TO SIGN AS THE TRAVELER. THE ISSUING OFFICER SHALL SUBMIT TO THIS OFFICE FOR TRANSMITTAL TO THE GENERAL ACCOUNTING OFFICE, VOUCHER FORM 1012 FOR WHICH NO REIMBURSEMENT IS CLAIMED, LISTING THEREON THE TR-S AND THE POINTS AND TIME OF TRAVEL.

IF THE EVACUEES ARE TRAVELING WITH ESCORT, THE ESCORT MAY SIGN AS THE ISSUING OFFICER AND AS THE TRAVELER AND ACCOUNT FOR THE REQUESTS ON HIS REIMBURSEMENT VOUCHER.

THERE SHOULD BE ATTACHED TO THE VOUCHERS A MEMORANDUM OF AUTHORITY, SIGNED BY AN OFFICIAL AUTHORIZED TO DIRECT TRAVEL, CITING THE FACT THAT THE EVACUEES NAMED THEREON ARE AUTHORIZED TO PERFORM TRAVEL BY COMMON CARRIER BETWEEN DESIGNATED POINTS ON OR ABOUT SPECIFIED DATES.

THE REQUESTS SHALL IN ALL CASES INDICATE THE NUMBER OF PERSONS IN THE PARTY TRAVELING. TRAVEL OF EVACUEES AND ESCORTS SHALL BE CHARGED TO OBJECTIVE CLASSIFICATION 02.2"

Signed: LELAND BARROWS

Effective July 29 all applications for travel assistance will be handled under this new arrangement. In the future it will not be necessary to compute the actual travel costs since these will be handled by these Government Travel Requests and they will be computed through the Accounting Department. The subsistence enroute and the terminal cash allotment will be paid in cash as usual as soon as the project receives the necessary funds to meet these obligations. At this time it will be possible for the traveler to receive his travel request certificate 48 hours after his applica-

Encl.

tion reaches the Project Office. I strongly recommend that persons be encouraged to take advantage of this new system and leave as soon as possible. The cash money due them will be mailed to them at their destination as soon as the necessary funds are received.

We now have a number of applications on hand. All persons who have left this project prior to 8:00 a.m. July 29 will receive the full amount due them by check to be mailed to their destination. All persons who have applied for travel assistance prior to 8:00 a.m. July 29 but who have not left the project as of this time will receive these travel request certificates in lieu of our actual transportation costs. The necessary changes in the applications for this group will be made in the Project Office.

The Unit Office will continue to take the applications as they have in the past. This new method will not necessitate any changes at the Unit level. All necessary changes will be handled in the Project Office.

It will be the individual traveler's responsibility to secure these travel request certificates prior to his departure. If he leaves the project after 8:00 a.m. July 29 and does not secure one of these certificates he does so at his own risk and no cash payment will be made to cover his expenses.

Giles L. Zimmerman
Chief, Employment Division

GLZ:mf

cc: Mr. Shepard
Mr. Angel

COLORADO RIVER WAR RELOCATION PROJECT
Preston, Arizona
August 2, 1943

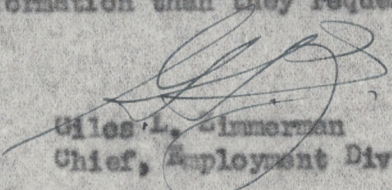
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Memorandum to: Department Heads Within the Employment Division
From: Giles L. Zimmerman, Chief, Employment Division
Subject: Dealings with National Agencies who send representatives to this Project, i.e., F.B.I., C.R.I., Provost Marshal General's Office, A.A.A., etc.

We have definite instructions from Mr. Myer that no information shall be given to a national organization unless it is done at the Washington level of the War Relocation Authority.

It should be the intention of this department to cooperate with these bona fide representatives to the best of our abilities; however, please determine that they have the necessary approval.

When said persons approach you for information you may answer their questions to the best of your abilities, using our file material whenever necessary. However, at no time should the files be given to the individuals directly unless you are requested to do so by W. Wade Head, Ralph M. Galvin, or Giles L. Zimmerman. You may use this information before the authorized representative, answer their questions based on the information in the folders, but do not actually give them the folders. It is often necessary to give them factual information but we are not required to give them more information than they request.


Giles L. Zimmerman
Chief, Employment Division

GLZ:mf

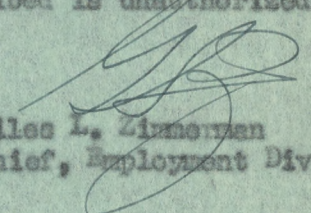
COLORADO RIVER WAR RELOCATION PROJECT
Peston, Arizona
August 9, 1943

Memorandum to: 3 Unit Employment Offices
Mr. E. Nossoff Mr. R. Yoshida
Mr. R. Drennon Mr. J. C. Hunter
Mr. A. Cushman

Subject: Travel Within the State of Arizona

Due to the lack of escort money, it is necessary to send the bulk of the departing evacuees via Wickenburg and Ashfork. In view of the tense Arizona situation it will be necessary to restrict their leave permits so that these individuals will not travel elsewhere in the state of Arizona, except as necessitated by the route of the common carrier. You will, therefore, place on the back of all permits the following statement:

"All traveling through the state of Arizona will be restricted to the most direct route of the common carrier. Travel other than prescribed is unauthorized."


Giles L. Zimmerman
Chief, Employment Division

GLZ:mf

5 carbons

COLORED RIVER WAR RELOCATION PROJECT
Poston, Arizona

Mr. A. W. Empire

September 29, 1943

Pracker
has the only
one in our
section - He
is writing it
now

Memorandum to: All Branch Chiefs

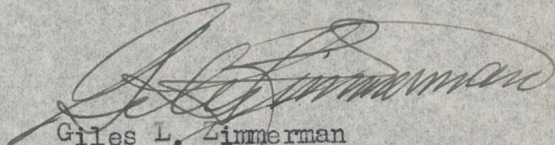
From: Giles L. Zimmerman, Chief, Employment Division

Subject: Personal work recommendations on persons going to
Tule Lake.

CHIEF ADM. OFFICER	
REC'D	62 43
NOTED	
POSTED	
FW'D	SEP 29 '43

This is to remind you of Mr. Gelvin's request during last Saturday's staff meeting that you submit to this office a list of those persons formerly employed by you but recently terminated because they are going to Tule Lake. If you are in a position to recommend these people highly, it will be very helpful to them and to the Tule Lake Administration if you can write a short recommendation for them. Please submit these recommendations to this office no later than October 1st so that we may add them to the occupational list now being compiled.

GLZ:mf
cc: Unit Administrators


Giles L. Zimmerman
Chief, Employment Division

6 copies
COLORADO RIVER WAR RELOCATION PROJECT
Poston, Arizona

MEMO TO: All Department Heads

DATE: November 1, 1943

SUBJECT: Employment Procedure

During the past month the Project Employment office has supervised the issuance of all assignments, terminations and transfers to reduce, insofar as possible, the movement of workers from urgent jobs into other activities. This has met with some success, due largely to the cooperation received from all individuals concerned, both worker and employer.

The original order issued on October 2 by Mr. Gelvin, Acting Project Director, was extended on October 15 from 15 to 31 days to allow you to make necessary adjustments within your department, and for the Employment Division to formulate a stabilization plan. This plan is nearing completion and will be issued in the near future, based considerably upon revised quotas and upon procedures designed to keep workers at approved, necessary and urgent activities.

Therefore, assignments and terminations will no longer require the personal signature of Mr. Edward Nossoff, Assistant Chief of Employment, or myself. They will be honored when they carry the signature of the department head or a member of his appointed staff. Workers should not be put to work until the Notice of Assignment has been officially accepted by the Timekeeping office and a time sheet issued.

Department heads may continue to withhold Termination Notices from workers whom they deem essential and who cannot be replaced. It is the responsibility of this division to secure replacements, and additional services in this regard are being planned.

Will you supply your staff with copies of this memorandum?

Giles L. Zimmerman

Giles L. Zimmerman
Chief, Employment Division

cc: W. Wade Head ✓
Ralph M. Gelvin
A. W. Empie
J. W. Powell
R. H. Rupkey
L. L. Nelson
Moris Burge

J. D. Crawford
O. L. Prather
Edward Nossoff
Unit I Employment
" III "
" III "
Zimmerman

copies sent: 11/2
Brown
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Schmitt
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Com. Council.
ds. 415

COLORADO RIVER WAR RELOCATION PROJECT
POSTON, ARIZONA

December 6, 1943

MEMO TO: James Sera
Reports Office
Administration Building
FROM: Unit II Employment & Relocation Office
SUBJECT: Unit II Employment & Relocation Weekly Report
Week of November 29 to December 4, 1943, inclusive

PROJECT EMPLOYMENT DIVISION

Total No. of Inquiries:		508
Total No. of Interviews:		106
Pro. & Clerical	6	
Service	27	
Skilled	7	
Unskilled	29	
Agricultural	7	
Part time workers	3	
New Requisition		22
Workers wanted	40	
Unfilled openings	27	

RELOCATION DIVISION

Outside Employment interviews	38
Special interview by Mr. Edwin Hullinger, Deputy Director of the Foreign Broadcast Intelligence	7

LEAVE DIVISION

Departures:	
Seasonal	0
Indefinite	4
Visitors returning	21
Short term	3
Admissions:	
Seasonals	28
Indefinite	2
Visitors	5
Short term	2
Leave pending:	
Short term	3
Indefinite	2

WAR RELOCATION AUTHORITY
COMMUNITY ANALYSIS SECTION

Employment
Labor Rel.

From a letter from Poston
March 30, 1944

.....

The fourth quarter employment quota for the block staff has been announced by the administration here as being $3\frac{1}{2}$ workers: the block manager, a secretary, and $1\frac{1}{2}$ janitors. The 16 blocks in Unit I (also 3 in Unit II and 1 in Unit III?) that have extra work because they contain schools, etc., will be permitted to have an extra $\frac{1}{2}$ janitor, totaling 2.

The blocks have had a staff of 7 during the past months. In recent negotiations the spokesmen for the block managers of Unit I have indicated that they would settle for 5 workers, but not $3\frac{1}{2}$ (or 4). The project administration has been firm in regard to the $3\frac{1}{2}$ figure; last Monday this was made definite in a memorandum to the Unit Administrator, Nomura. The block employment quota is the main "issue" in a deadlock that has developed. There apparently has been quite a bit of preliminary propaganda work going on in the blocks to prepare the people for the stand the managers are now taking. Following last Monday, the rumor factories have been working fulltime and the people are lining up behind the managers.

On the nights of the 27th, 28th, and 29th, block meetings were held; the largest number were held on the 28th. The managers presented their case. The line that they seem to have taken then and at all other times is that, "We can't run the block with $3\frac{1}{2}$ workers." They say that under these circumstances there is nothing for them to do but resign. I understand that by yesterday 18 of them had formally indicated their intention to do so by April 1st, and that 30 out of the 36 will ultimately do so.

None of those sympathetic with the managers are calling this a strike. The managers themselves are careful to resign in a number of different ways; perhaps they are giving different excuses. No one is making threats.

The charges that are levelled against the administration by the managers and the people are: (1) the cut to $3\frac{1}{2}$ people is a step in the direction of making life uncomfortable so relocation will be furthered; (2) more cuts will follow; (3) the administration was dictatorial in its announcement of the new quota. The memorandum, particularly, was an insulting way to convey information; (4) other centers (Gila) and other units (III) were compared with Unit I in arguing about employment -- Unit I conditions are different, you know; (5) Evans promised telephones in all the blocks -- only 6 in the most isolated blocks have materialized; and, (6) the cut in employment is unnecessary as evidenced by the large number of appointed

personnel that are arriving -- one Civil Service salary equals many evacuee salaries. Other charges revolve around details in the manner of handling the employment and other matters.

A danger is that the furor over the block managers will be fused with other discontents -- the dissatisfaction over the changes in the Red Cross setup, but particularly the Selective Service controversies.

..... There has been anti-Burge agitation for some time, but since Monday, it has been intensified. As a matter of fact, it could be that a plot to "get" Burge, or teach him a hard lesson, is the main reason for the incident. He has been the one that has dealt directly with the block managers the most often during the negotiations.

Mills has naturally backed Burge up, but, if the incident succeeds in discrediting Burge, his policies, and his methods, Mills and the WRA might, in the block managers' eyes, be considered to have learned a lesson too.

There is a strong pro-Nelson move afoot in some blocks. He is being run for either Mills' or Burge's job.

None of the evacuees are very angry at anyone at the moment. The ones that are in favor of the resignations (not a strike, remember) are not mad at those who aren't.

The pro-resignation group has been led by block managers executive committee members.

Units II and III are said to be watching I. The former two would have accepted the cut, I believe, if Unit I had not resisted. They might accept it anyhow.

The block managers are important enough administratively and powerful enough politically to tie things up pretty badly if they persist in their resignations. They could well make it impossible for others to take their places.

The Unit I Council is rumored to be falling in line behind the block managers, but I'm not sure what that will mean in terms of action.

New political methods are observable here. Until the 20th, most of the administration did not know that they had on their hands a threatened strike (that would not look like a strike). The pro-block manager forces appeared to be more divided than they actually were. Leaders seemed to be following the dictates of their individual consciences, when really they were cooperating.

I just heard a rumor that a plan sponsored by Nomura, which would in effect give 5 workers, will be accepted by the administration. Under the plan there will be 1 manager, 1 secretary, 2 janitors, and

1 gardener, paid by agriculture but assigned to the blocks except during special times, like harvest.

If the above is true, the block managers have won a complete victory. Consequently, there would be no reason for the resignations to go through. Some of the block managers would be disappointed in a victory because they are tired and have been hoping for a vacation.

Employment

COLORADO RIVER RELOCATION CENTER
Poston, Arizona
March 31, 1944

MEMORANDUM

To: Duncan Mills, Project Director
From: John W. Powell
Subject: Employment policies.

1. I have established the following tentative quotas for the Community Management Division, aggregating 863 positions in addition to the 100 non-transferable apprenticeships in the vocational program:

Office of the Assistant Project Director	1
Health and Sanitation	245
Education	253
Community Activities	162
Welfare	36
Community Analysis	8
Internal Security	118
Community Government	36
Business Enterprise	4

This releases seventy additional positions to you, to be used in alleviating the position of the block managers' offices.

2. In partial response to John Province's instructions and memorandum, I have agreed to reduce the present Red Cross office force by fifty per cent, to 8 workers paid by the project. The membership and Executive Committee of the Chapter feel very strongly that if their staff is reduced below 13 for the three unit offices, their service to the community cannot be maintained at the level which the community expected when it oversubscribed the fund drive in the three units. Therefore, I am recommending that you authorize the Community Council, after suitable investigation, to permit the employment of such additional workers as are deemed essential, out of the budget already agreed upon by the local Chapter, the Area Office of the American Red Cross, and the Project Administration. The local chapter believes that by curtailing its publicity and similar expenses, it can meet the cost of employing additional members without increasing its budget.

Since the Area Office has already given the local chapter authority to

dispose of its funds as the Executive Committee sees fit, I do not believe the consent of the American Red Cross to this proposed change will be necessary. As to the WRA, there is the precedent of employment of ministers and priests out of donations from their congregations; and the further local precedent of the Council's permission to the Shibai Associations to retain their contributions and use them if necessary for the remuneration of actors and other workers within the Association.

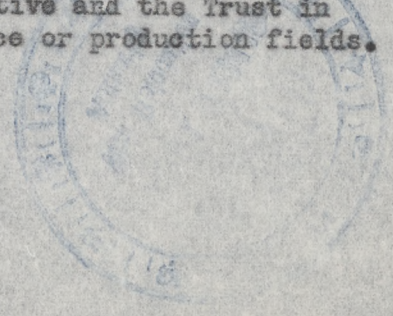
The local Red Cross chapter has earned, by its hard work, efficient organization, and unstinting service, the solid respect of this community. It has had, as you know, almost the status of a separate Section within the Division, since its interests supplement those of many other sections: welfare, health, education, as well as community activities. It has served perhaps primarily the Issei section of the population, though its staff members have contributed enormously to the school and Boy Scout programs as well.

The transfer to Community Activities of the titles of those remaining on our payroll is, therefore, purely nominal. I have encouraged the Chapter to retain its present offices and to continue its essential services. The Life Guards have asked that they continue to be supervised by the Red Cross; and I see no reason why this should not continue as before, though they too will be, officially, within the Community Activities Section.

3. I have, at Washington's behest, terminated all but twelve of the more than 80 sewing, pattern-drafting, and tailoring workers on the Project. Those remaining are transferred to Adult Education, whose new program is being worked out by the three Unit principals and Adult Education staffs under the general supervision of Mr. Conlin, Assistant Principal.

I have encouraged Community Enterprises to set up custom dressmaking shops; and I have also asked Council support in establishing a Community Activities Trust to handle the various financial transactions involved in recreational, educational, art, and service activities in which WRA does not offer employment.

At the suggestion of Messrs. Currie and Katow, we are planning to establish a Board composed of two representatives each from the Council, Community Enterprises, and Community Activities. This Board will review new activities and assign them either to the Enterprise Co-op or to the Activities Trust, according to their nature. In this way we hope to avoid needless competition between the Co-operative and the Trust in such areas as sewing, arcraft, and other service or production fields.



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4. In short, Sir, I have gone as far down the line of duty as my sense of the realities of this community, and of my obligation to it, would permit me to go.

I am happy that the misunderstanding over the Divisional ceiling enabled this Division to contribute to the solution of the block management problem. I believe, also, that it will prove good and useful for us to have tightened our controls over private enterprise, and to have developed with the Council's aid new devices under which the Community can carry out its own wishes in a legitimate and responsible manner.

I am pleased to report that the quotas of Education, Health, Welfare, and Community Analysis are adequate to their present levels of available workers. Neither Internal Security nor Community Government has been cut below the minimum essential to their increased responsibilities.

Actually, the major impact of the Divisional limitations, imposed specifically by the Authority, fell on Community Activities. On this score, I feel that I have both the right and the obligation to protest. The Section developed its program and its personnel initially under my supervision, and I have some understanding of its relation to the community which I am here to help serve.

(a) The reduction of our population through relocation and transfer does not automatically reduce the load on the Activities staff. Rather, it makes the job more difficult: first, by removing the younger leaders, who looked after the bulk of Nisei activities; and second, by developing a homogeneous residuum of Issei, whose recreational and cultural interests are persistently belittled by the Authority.

Of the 162 employees in the Section, only about twelve--less than 7 $\frac{1}{2}$ %--are specifically employed in positions devoted to Issei recreational and cultural interests. Teachers of classical Uta carry on a large number of classes with devoted students; but they cannot be recognized through Project employment. Possibly the most ambitious and expert performance of the classical Japanese theatre in present-day America was presented here last winter by the combined talents of the three unit Shibai Associations; but we are permitted only the most meagre recognition of that branch of the arts. The Nisei theatre is the mechanical one of the talking screen; and this we are expected to provide. Scores of positions are set up for post-high school clubs and athletics, when the available leaders and participants are leaving as rapidly as the Army and the Relocation Division can arrange.

Poston, in short, is becoming an old people's town, except for the school-age population and their preoccupied mothers. But at every point we are discouraged from continuing the chief activities of the

older group: sewing and pattern-drafting; plays and music; and the traditional social and family services to which our professional resources in the Administration are not always appropriate.

(b) Let me remark, in passing, that our activities personnel is not so far "out of line with other centers" as John Provinse suggests. Evacuee employment in Community Activities in the other eight relocation centers is approximately 400 to a little less than 60,000 population, an average of one worker to 150 residents. For the population of Camp I this would indicate an average level of 53 workers. As of April 1, including Red Cross but excluding Life Guards, who do not exist on other centers, Camp I is employing approximately 60 workers. Camp II and III have a larger ratio of workers because it is necessary to maintain as nearly as possible equal programs in those two units, even though they are smaller in population.

I must protest here again, moreover, that to cut every center to the employment level of the lowest is more than likely to ignore and destroy the actual social efficiency and initiative which in some other center may accompany and be reflected in its larger employment.

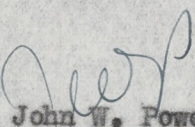
(c) I believe, as I have indicated in a recent memorandum to Mr. Myer, that the Authority is underestimating the genuine institutions of the California-Japanese family community; and over-estimating the potentialities of individual Nisei escape into urban assimilation. I stress institutions, in the sociological sense, to indicate that I do not mean merely the flotsam and jetsam of local politics. I am not concerned with political stratagems aimed at saving the jobs of ambulance drivers, political appointees, or health cultists. What I regard as genuine institutional developments include the block-leadership machinery, the religious integration, the emancipation of the older women into cultural and social activity, the social-service agencies, and the development of mature and responsible controls over community action and attitude, in place of the irresponsible and self-seeking controls which were prominent earlier in our history. These things do not develop by the book, and are not taken account of in the Manual.

It is our responsibility, in this Administration, to discriminate between institutional developments within the genuine community, and political or neurotic cults and pressure-groups. I do not believe that all of us who are concerned with the management of the community are sufficiently alert to these differences; and so there is always the danger that the genuine may be thrown out with the false. It has even happened in Poston that the false has been approved, the genuine rejected. And so long as this discrimination remains our obligation, I cannot agree to be bound in every judgment by directives or manual sections which seem to me at variance with reality.

I have continued, and am continuing, the Red Cross. I have continued, and shall continue, the teaching of Japanese reading and writing to the out-of-school Nisei who feel the need for it. I shall find ways to continue the support of the classical Japanese culture and arts, wherever there is genuine evidence of community interest and response. I shall press for increased concessions to the felt needs of the religious groups: I am encouraging them to submit plans for a church building; and I shall ask approval for additional service from outside religious workers wherever their personal character and aim would be of benefit to this community.

I have never supported the older group in its occasional attempts to restrict the independence of judgment or action of the Nisei. But I recognize the claims of the Issei community in respect to its own interests and purposes, and I shall try to help fulfill those claims.

For the present, we have enough to do to reorganize our activities so as to provide independent areas of action and self-support for the institutions the Authority is reluctant to recognize. As we approach the end of the fiscal year, in June, I anticipate further reductions and restrictions. All I can say now is that I shall hope to have fences and storm-cellars ready to receive those^{on} whom the next cold blast may fall, and on whom the continued health and leadership of the community nevertheless may continue to depend.


John W. Powell
Assistant Project Director
Chief of Community Management

