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May, 1943

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Staff meeting

Mr. Provinse

WAR RELOCATION AUTHORITY

WASHINGTON

MAY 3 1943

To: All Division Heads

From: Director Myer

Quarterly reports on the period closing March 31 are being received from the ten relocation centers, and are due May 1. It is presumed that all will be in hand soon after the deadline. It is the intent of the Authority to follow the practice of preparing a summary report on activities for this quarter, to be submitted to the President, to Congress, and to be made available to the public.

In order that the activities at the projects may be brought into proper focus, and presented in a well organized manner, I should like for each division head to prepare from the project quarterly, monthly, and weekly reports, and from such other data as may be available a summary report on the functions of the division as carried on at all ten projects. These reports should be submitted not later than May 15. They will then be used in preparation of the over-all report of the Authority for that quarter.

D. S. Myer
Director

FOR VICTORY
BUY UNITED STATES SAVINGS BONDS AND STAMPS

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WAR RELOCATION AUTHORITY

WASHINGTON

May 3, 1943

MEMORANDUM FOR ALL PROJECT DIRECTORS

Under a recently issued proclamation of the Western Defense Command (Public Proclamation No. 17, dated April 19, 1943), a copy of which is attached, the restrictions governing the presence, entry, or movement of persons of Japanese ancestry in the evacuated areas of the West coast are suspended as to (1) members of the Army of the United States on active duty and (2) persons who have been inducted and are in uniform while on furlough or leave. Formerly a military permit issued by the Western Defense Command had to be obtained before a soldier of Japanese ancestry could return to the evacuated area on furlough or leave.

You will note that the restrictions are lifted only as to persons inducted and in uniform.

The proclamation does not affect theprocedures of the War Relocation Authority governing entry into and departure from a relocation center.

S/d D. S. Myer

Director

Attachment.

COPY

HEADQUARTERS WESTERN DEFENSE COMMAND
AND FOURTH ARMY
Presidio of San Francisco, California

- - - - - - - - - -

PUBLIC PROCLAMATION NO. 17
April 19, 1943

- - - - - - - - - -

TO: The People Within the States of Washington, Oregon, California, Montana, Idaho, Nevada, Utah and Arizona, an the Public Generally:

WHEREAS, it appears desirable in the national interest to revise the restrictions governing the entry and movement of persons of Japanese ancestry within certain military areas of Western Defense Command, as specified below, to permit such persons who are members of the Army of the United States on active duty or who have been inducted and are in uniform on furlough or leave, to enter and travel within Military Area No. 1 and that portion of Military Area No. 2 lying within the State of California while on such furlough or leave:

NOW, THEREFORE, I, J. L. DeWitt, Lieutenant General, U. S. Army, by virtue of the authority vested in me by the President of the United States and by the Secretary of War, and my powers and prerogatives as Commanding General, Western Defense Command, do hereby declare and proclaim that:

All terms and conditions of Public Proclamations, Civilian Exclusion Orders and Civilian Restrictive Orders, this headquarters, heretofore issued, governing the presence, entry and movements of persons of Japanese ancestry within said military areas of Western Defense Command are suspended in said military areas as to persons of Japanese ancestry who are members of the Army of the United States on active duty or who have been inducted and are in uniform while on furlough or leave.

J. L. DeWITT
Lieutenant General, U. S. Army
Commanding

Unit 1-Empl. Office

WAR RELOCATION AUTHORITY
WASHINGTON

May 6th, 1943

MEMORANDUM TO: Project Directors

SUBJECT: Employment and Relocation Procedure

With the establishment of forty Relocation Offices and the supplying by these offices of a quantity of suitable jobs in private industry, an increased responsibility is laid on the Center personnel for securing evacuees to fill the jobs submitted.

Additional efforts must, therefore, be made both to select applicants suited to the jobs and to stimulate interest in the applicants selected to take such jobs. As a means to these ends the following concrete procedures are to be put into immediate operation:

1. As a first step a file of the available labor supply in your Center, classified by occupations, is essential. Such a file would consist of WRA Form 12 coded by Primary, Secondary and, in the place of Tertiary, Center employment. Files will be set up by Primary employment, occupational code or title. With such a file selective placement is made possible, i.e., when a job for a hospital orderly or a lathe hand comes in, it is possible to locate from the files all persons whose primary work experience has been in these fields and to call them for interview regarding the job in question. By this means only the persons qualified will be interviewed and, because they are qualified, their interest in taking the job will be stimulated.

2. This interview shall be conducted personally and in private conversation rather than in groups or by letting the applicants themselves go through the files of available jobs. There is reason to believe that persons who do not respond to the mass appeal of a sign on the bulletin-board or a notice in the newspaper will become interested when approached from the point of view of a specific job that met his particular qualifications.

I am relying on you to instruct your Employment Division to give this their immediate attention.

/signed/

Thomas W. Holland
Chief, Employment Division

WAR RELOCATION AUTHORITY

WASHINGTON

MEMORANDUM

To: Project Directors and Relocation Supervisors.

Subject: Statements regarding wage rates in connection with offers of employment for evacuees.

There is a rather wide-spread impression that the War Relocation Authority endeavors to set wage, housing, and other standards in connection with the employment of evacuees outside the relocation centers. Members of Congress, prospective employers coming into the Washington Office, and others are frequently surprised when they learn that this is not the case.

I wish to reemphasize that the War Relocation Authority is not a wage-fixing agency, and that the staff of the Authority should exercise care to see that no oral or written statements are made about the employment of evacuees which could be misinterpreted.

It is our expectation that the wages offered to evacuees will be those prevailing in the locality for each particular type of work, and statements may be made to this effect. It is also permissible, in response to specific requests for information, to state the facts about the wages being offered to evacuees in a particular locality for various types of work; or to refer persons inquiring to official figures on prevailing wages such as those on farm labor which are published monthly by the Department of Agriculture. Particular care should be exercised with respect to areas where prevailing wage standards tend to be low to insure that no statement about national averages or the wage rates in offers of employment received at a particular project give the impression that the War Relocation Authority is suggesting rates for evacuees higher than those prevailing for local people. Suggestions as to wage levels below which it is assumed that evacuees will not accept employment should not be made.

The basic operating policy of the War Relocation Authority is that loyal citizens and residents of this country residing in relocation centers should as quickly as possible resume their normal place in American life. Their status with respect to wages and employment conditions is no different than that of anyone else.

Director

WAR RELOCATION AUTHORITY

WASHINGTON

May 7, 1943

Memorandum

To: Relocation Supervisors

Subject: Reference to the Federal Bureau of Investigation in connection with leave clearance granted to evacuees.

I should like to remind you once more to impress upon your staff the importance of being very careful and exact in referring to the cooperation of the Federal Bureau of Investigation with this Authority. The Federal Bureau of Investigation does not "clear" or "investigate" evacuees. The Federal Bureau of Investigation's role is simply that of making available to this Authority information which it has on any evacuee. This information, if any, is considered by the War Relocation Authority in deciding whether or not to grant leave clearance. The leave clearance itself is granted by the War Relocation Authority.

The Director of the Federal Bureau of Investigation has written us several times about the fact that newspaper items have attributed to War Relocation Authority relocation officers statements which indicate that the Federal Bureau of Investigation has "cleared" or "investigated" evacuees given indefinite leave. I realize that this is a matter on which it is very easy to be misquoted; but I want the relocation officers to make every effort to give their listeners a clear understanding of the procedure. Cordial relationships with the Federal Bureau of Investigation are very important to this Authority.

It may be that in a month or two we may be able to use a statement that a joint board composed of representatives of the War and Navy Departments has recommended indefinite leave on evacuees, but the board has not yet acted on enough cases to begin talking about it.

(signed) Robert W. Frase

(for) Thomas W. Holland
Chief, Employment Division

EXTRACTS FROM TESTIMONY OF EDGAR J. HOOVER
BEFORE THE SUBCOMMITTEE OF THE
COMMITTEE ON APPROPRIATIONS
HOUSE OF REPRESENTATIVES

February 18, 1943

Mr. Hoover. We have had practically no trouble with the Japanese in Hawaii. I made the statement before that there has been no sabotage or espionage committed in Hawaii, subsequent to Pearl Harbor. There was espionage committed prior to Pearl Harbor, but not by the Japanese population as such, but by espionage agents and consular agents of the Japanese Government.

Mr. Carter. (Calif.) Of course, you have pretty well corralled the Japanese in this country?

Mr. Hoover. Yes.

Mr. Carter. I understand that we have a good many of them in the Army. This is not within your jurisdiction, but do you know of any trouble that we have had with them?

Mr. Hoover. I have not heard of any.

Immediately following the incident at Pearl Harbor on December 7, 1941, we were called upon to effect the apprehension of potentially dangerous alien enemies. I have here for the committee's information a tabulation showing the number of alien enemies who have been apprehended as of December 31, 1942, by nationalities, and their disposition. There was a total of 12,272.

Dispositions of alien enemies apprehended as of Dec. 31, 1942.

	Japanese	Germans	Italians	Hungarians	Rumanians	Bulgarians	Total
Interned	2,712	1,522	230	1	1	1	4,467
Paroled	1,448	1,121	33[illegible]	0	3	0	2,903
Released, repatriated or deceased	678	1,559	1,5[illegible]	4	1	0	3,760
Dispositions pending	225	717	191	5	4	0	1,142
Total	5,063	4,919	2,270	10	9	1	12,272

WAR RELOCATION AUTHORITY
Washington

Memorandum

May 8, 1943

To: Project Directors

Subject: Issuance of indefinite leave to evacuees to go to specified localities on request of relocation officers prior to definite job offer

We have been advised by some of the relocation supervisors that it would be possible for them to assist more evacuees to find jobs in their areas if the evacuees were on hand in the community and were available for personal interviews with prospective employers. These relocation supervisors have suggested that an additional number of evacuees be allowed to come into their areas prior to the securing of a definite job and, with the assistance of the relocation staff, to get placed after arrival.

We are aiming to make our relocation procedures as simple and flexible as possible and the step suggested appears to be an advance in that direction. It would permit additional evacuees to leave the projects with reasonable assurance of securing employment because of the definite concern which the relocation staff would have in the placement of these evacuees upon arrival. We have already authorized this sort of thing in connection with the hostels and the offering of individual hospitality to evacuees. Up to date these methods have proved successful in assisting some of the evacuees to leave the projects prior to securing jobs and in rendering them assistance in securing jobs after arrival at their destination.

The method now being proposed for expediting relocation is nothing more than an extension of present practice. It means simply that an additional number of people should be enabled to depart from the projects without securing definite job offers in advance of their departure. An evacuee departing in this way would, of course, have to be eligible for indefinite leave in accordance with existing instructions. They would be eligible for travel assistance just as if they were taking a job. In fact, the whole transaction should be handled just as if the evacuee did have a definite job in advance of departure.

The relocation officers are being advised to get in touch with you on this matter whenever they are in a position to assist in the placement of an additional number of evacuees who would leave the projects and come into their areas without previously

having secured a job. In his communication with you the relocation officer will state the number of evacuees who probably could be placed within a given time and will convey information about the type of jobs that are available, wages, housing, cost of living, and other pertinent information relating to employment opportunities and the community.

You are authorized, upon receipt of such a communication from a relocation officer, to issue indefinite leave to evacuees who are interested in going to the area in question.

D. S. Myer
Director

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WAR RELOCATION PROJECT
EDEN, IDAHO

WAR RELOCATION AUTHORITY
Washington

Memorandum

May 8, 1943

To: Project Directors

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D. S. Myer
Director

Mr. Conerley

WAR RELOCATION AUTHORITY

WASHINGTON

Mr. Conerley
Mr. Robertson

516

May 10, 1943

Memorandum to all Project Directors

Subject: Community Enterprises

During the past week we received a memorandum from Mr. Ralph Merritt, Project Director at Manzanar which was accompanied by a lengthy statement from the Board of Directors of the Manzanar Community Enterprises. This statement was addressed to the WRA Administration and was a restatement of many of the previous requests which have been made from time to time, of the WRA on all projects.

The reply sent by Mr. Myer to Mr. Merritt answers the statement from the Board of Directors. Might we suggest that you pass this on to the Community Enterprises Superintendent for his information should he find similar problems arising within his program.

John H. Provinse

John H. Provinse, Chief,
Community Services Division

Attachment

FOR VICTORY BUY UNITED STATES SAVINGS BONDS AND STAMPS

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WAR RELOCATION AUTHORITY

WASHINGTON

Mr. Connelley

AIR MAIL

MAY 6 1943

Mr. Ralph P. Merritt, Project Director
Manzanar Relocation Center
Manzanar, California

Dear Mr. Merritt:

This is to reply to your letter of April 14 including the statement addressed to Dr. William Bruce, from the Board of Directors of the Manzanar Community Enterprises.

Might I suggest that you discuss the reply as set forth in this letter with the Board of Directors rather than just route the communication to them.

At the outset may I state that we are fully aware of the tremendous hardships endured by the evacuees and their families as a result of the evacuation. The War Relocation Authority however, is not able, and I do not think the evacuees expect it to be able to make restitution for these things, for many of them are impossible of repair by any means. The most we can do as the Agency designated to operate the Relocation Centers is to exert every effort to be fair and conscientious in conducting our program.

The War Relocation Authority is charged with operating the Relocation Centers within the limits of its budget, the rules applicable to all governmental agencies, the instructions set forth by the military and the regulations of Congress. Due to the restricted movement of the evacuees, and the relative isolation of the centers it was necessary from the very outset to plan for store facilities to make available to the evacuees the things the War Relocation Authority did not furnish them. It might be worth while to retrace the thinking that finally led us to adopt the Consumer Cooperative policy. It was recognized from the beginning that some kind of cash compensation from which the evacuees might purchase individual necessities, as toilet articles, drugs, and semi-luxuries as tobacco, etc., would be far superior to operating a commissary carrying a restricted line of goods_

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TULELAKE PROJECT

These to be issued to those who worked, according to some formula in lieu of paying cash compensation for services rendered. More than this, it was felt that a cash clothing allowance as well as a cash wage would provide greater opportunities for freedom of choice on the part of the individual in selecting his necessities, as well as in choosing where and how much to spend for his few luxuries and his recreation. There were three ways in which the enterprises could be operated.

1. As a private business concern by granting a concession to some individual or group to operate the stores. This would mean that either some outside interest or some small group of evacuees would advantage themselves at the expense of all of the evacuees. I think we all agree that this is the least desirable way to handle the stores.

2. By operating the stores as a division of the WRA - a "Government Store". If this were done the stores would have to bear the expenses of operation, in other words the retail price of the merchandise would include the costs of operating the stores. This would include at least maintenance and depreciation on buildings, utilities and servicing, cash wages, clothing allowances and subsistence of evacuee employees, and the salaries of several appointed personnel to handle fiscal, merchandising and procurement. The profits if any of such an operation would be deposited in the United States Treasury as "Miscellaneous Receipts" and lost to the WRA as well as the evacuees. Furthermore, the stores would be stocked and operated in accordance with WRA, and not evacuee policies. They would operate on a minimum scale, providing only a limited line of merchandise and services, thus requiring the evacuees to use mail order facilities or local shopping facilities to fulfill other wants at an ultimately higher cost.

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AUTHORITY
TULELAKE PROJECT

3. Organized as a Consumer cooperative association, we felt that the store program would be much more to the liking of the evacuees, for a number of reasons: First and most obviously, they would exercise the maximum of control over its policies; second, it would offer one program in which there would be a minimum of "WRA control". It is hoped that the role of the Superintendent of Enterprises in all of the projects will more and more become that of advisor; and that the services of the Enterprises Division will be available to the association as a liaison and information service and in the areas in which the association is handicapped because of the restricted movements of its employees. Third, with evacuee ownership and control, there would not be the need for the close supervision by the WRA of fiscal, procurement and store operations necessary when "Public Funds" are involved. Fourth, with evacuee control, the stores would be more apt to satisfy the needs of the member-owners. Fifth, the cooperative manner of doing business is a recognized form of non-profit operations and is granted special exemptions in tax legislation. Sixth, the "profits" are refunded to the members as an "overcharge" on purchases, thus the community does not lose these funds and the patrons purchasing power is increased. Seventh, the cooperative program provides an opportunity for evacuee training for reemployment. The opportunities for responsibility, initiative, and a variety of work experience are here available to the evacuee to a greater degree. Eighth, the evacuee cooperative member is learning a business technique whose very practices tend to reduce racial discrimination. The implications of this for the post-war should not be over-locked.

With the greater freedom for action in the sphere of enterprises, comes the greater opportunity for making the enterprises serve the community and I commend the sincerity of the Board's efforts to save money for the residents.

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TULELAKE PROJECT

There are several practices that I have observed or had called to my attention that I should like to call to the attention of the Board of Directors. These practices are detrimental to the welfare of the community, in that they funnel off into the pockets of a very few (either among the evacuees or outsiders), funds far in excess of any savings possible through rental reduction or waiving clothing allowances. The enterprises are the only ones that can stop these practices, although the WRA can help if the Board of Directors takes the initiative. The practices referred to, are:

1. Beauticians operating a private business after hours.

2. Barbers operating private practices after hours.

3. The practice of individual or groups importing fresh or frozen chickens frozen vegetables, fruits, shrimp, fish, etc. (in a town nearby to one project an evacuee has established a fish market and does a thriving business in the project.)

This latter problem has taken many forms, with some of these you are better acquainted than I. It is only by meeting the demand for these goods and services through the Cooperative that this demoralizing and costly "bootlegging" will stop. With the increasing shortages of available goods it is important that the enterprises have a favorable contract with one or several mail order houses. (One project recently cancelled its only contract with a mail order house, so that now a huge volume of goods is flowing into the project with no benefit of savings to the evacuees.) It is not difficult to see that the eighty or ninety cents per person per year spent in rent and clothing allowances is insignificant compared to the loss to the community if these practices are permitted to continue. No doubt the Board of Directors has taken steps to correct several of these, may I urge it on with all the fervor it has shown in pursuing the reduction of rent and elimination of clothing allowances.

The Arizona State Sales Tax Commission has just ruled that the Poston Community Enterprises are liable for the State Sales Tax. This substantiates Solicitor's Opinion SF 14, rendered earlier, to the effect that the enterprises would be liable for State Sales Taxes. As

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AUTHORITY
TULELAKE PROJECT

a matter of public policy I am sure the evacuees would find their position untenable shortly, should they be able to obtain exemption from State Sales Taxes.

The Washington Office would welcome some concrete, constructive, well organized and economically justified proposals for projects whereby the enterprises could increase the savings to the residents through additional services or through processing goods for evacuee consumption.

May I now reiterate that the War Relocation Authority does not contemplate any change in the existing policies relative to compensation, rent or clothing allowances for the Community Enterprises.

I believe that this covers the problems enumerated by the Cooperative Board of Directors in the Memorandum of February 19, and recently forwarded to me.

Sincerely,

D. S. Myer

Director

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AUTHORITY
TULELAKE PROJECT

May 10, 1943

MEMORANDUM

To: Project Directors

Subject: Application of Administrative Instruction No. 45 (revised) to evacuees given indefinite leave to go to hostels.

This memorandum is designed to clarify any problem of interpretation which may arise concerning travel assistance to evacuees given indefinite leave to go to hostels or hospitality arrangements. Since my memorandum of March 18 on hostels and hospitality arrangements states that "Invitations to evacuees to come to a hostal or to accept hospitality arrangements may be considered the equivalent of an employment offer", assistance under Administrative Instruction No. 45 should be provided on application from evacuees going to hostels or hospitality arrangements on indefinite leave.

D.S. Myer

Director

cc Relocation Supervisor

WAR RELOCATION AUTHORITY
Washington

May 10, 1943

MEMORANDUM

TO: PROJECT DIRECTORS AND RELOCATION SUPERVISORS

SUBJECT: Employment of American Citizens of Japanese Ancestry in Army Posts and Establishments.

This memorandum summarizes the contents of a letter from the Adjutant General to various military commanders throughout the United States on this subject, dated May 3, 1943, file reference AG-291.2 (5-3-43) OB-S-F-M.

1. Previous War Department instructions regarding employment of American citizens of Japanese ancestry have been amended to permit employment of such individuals, except with respect to prohibited zones within the military areas now or hereafter established by the Western Defense Command. Insofar as the prohibited zones within the military areas now or hereafter established by the Western Defense Command are concerned, the previous instructions shall remain in full force and effect.

2. The employment of civilian employees of Japanese ancestry in Army establishments, including departmental and field service employees, is now authorized under the following conditions:

a. The applicant must be an American citizen.

b. Prior to employment, the Commanding Officer of any post or establishment seeking to employ any American citizen of Japanese ancestry must request permission in letter form directed to the Provost Marshal General, Washington, D. C., stating the name and the date and place of birth of the applicant and the type of work to be performed. Upon receipt of request, the Provost Marshal General will, if a questionnaire (Form DSS 304A or WRA 126, rev.) has not already been accomplished, forward a questionnaire in triplicate for execution by the applicant, analyze the answers thereto, and make appropriate check of the records of government intelligence agencies and such investigation as may be necessary.

c. The War Department will:

(1) transmit the investigation report, if any, and a copy of the questionnaire to the Commanding Officer of the post or establishment seeking to employ the applicant, and

(2) state whether it has any objections to the employment of the applicant in posts or establishments of the War Department, and will also state whether applicant's employment may be unrestricted or limited as to type and classification of work.

3. The provisions of this order are not applicable to persons of Japanese ancestry presently employed by Army posts and establishments in specialized services.

4. There was attached to this order a copy of Circular letter No. 3982, issued by the Civil Service Commission on March 27, 1943, which sets forth procedures to be followed by the Commission in recruiting and examining subject individuals for Federal employment, the provisions of which are in addition to the requirements of paragraph 2 above. The Civil Service Commission Circular letter is being amended to read "Japanese-American Joint Board" at some points where Eastern Defense Command appears.

Relocation Officers and Project Directors in communication with Army posts and establishments about employment of evacuees will need to be familiar with this procedure, and be prepared to furnish the information on the evacuees proposed to be employed which the Commanding Officer needs to send in his letter to the Provost Marshal General. The chances of approval of employment in Army posts and establishments are greater for evacuees for whom the Japanese-American Joint Board has already recommended indefinite leave, and selections for such employment should be made from among this group of evacuees wherever possible.

D. S. Myer
Director

WAR RELOCATION AUTHORITY
Washington

May 11, 1943

RESTRICTED

MEMORANDUM TO: Project Directors

SUBJECT: Project Employment

I should like you to give particular attention during the next few weeks to a study of the employment situation on your project. I have the general impression that on most relocation centers we do not demand and are not securing a full day's work from the evacuee personnel. We have, I am afraid, developed bad work habits and an attitude toward project work which, if it continues, will have an increasingly bad effect on evacuee morale. I should like to call to your attention certain specific phases of the problem.

1. Generally, project employment was initiated in an atmosphere in which emphasis was placed on finding work for all able-bodied evacuees. In too many cases the objective to some extent changed from "finding work" to "making work." In some cases this has resulted in setting up as work projects activities for which the evacuee community should take responsibility without pay; in other cases it has resulted in assigning to necessary tasks more personnel than are needed.

2. Doubling up of persons on individual assignments has been increased by the fact that trained personnel are often the first to leave the center on relocation. While a training program designed to replace personnel as they go out is essential, it should not take the form of having evacuees assigned two and three deep to every task.

3. A good many offices are not arranged or managed so as to encourage efficient use of work time. For example, in many offices there is no way of keeping visitors and other unauthorized personnel out of the work space. This problem needs study for the purpose of protecting workers from interference by visitors. At the same time provision must be made for allowing visitors adequate waiting space.

4. Some projects have hesitated to start certain work programs, particularly in agriculture and industry, for fear the evacuees would refuse to work on them. It seems to me this problem

might be approached in two ways: In the first place by securing some indication of evacuee approval and support of the program before it is initiated, and in the second place by a general tightening up of employment practices so that only essential workers in essential activities are kept on the pay roll.

5. In some centers I have observed a laxness about requiring the evacuees to report to work on time and put in a full day's work on the job. Moreover, I have been told that evacuee timekeepers do not report accurately tardiness and absence. Sometimes the administrative staff does not set a very good example in this regard, and I have noticed in some quarters the tendency on the part of appointed personnel to condone laxness on the part of evacuees by finding fault with the wage scale of the Authority.

These specific comments are merely suggestive of the type of problem to which I should like you to give particular attention. There must be a general tightening up of employment requirements with a view to reducing the evacuee payroll during the next month or six weeks to the minimum essential to perform essential tasks. In bringing about the reduction in force which I am sure will be involved in such an effort, people who are consistently tardy or absent, and those in supervisory posts who fail to perform their duties (this includes particularly foremen and timekeepers) should be among the first to be dropped. At one time we were under obligation to furnish employment on the center to all who were willing to work. This is no longer the situation. The ease of securing indefinite leave by all those whose records are clear and the large number of jobs being submitted through relocation offices and otherwise largely takes away that obligation. Instead it becomes our obligation to secure from every able-bodied evacuee on our pay roll an honest day's work in legitimate necessary employment.

To provide the projects with some comparative information on the present use of manpower at the several projects, and to provide material on which policy may be written in support of project action in this matter, the Project Directors are asked to submit to the Washington office the following information:

1. Using the attached sample Division and Section Breakdown Exhibit 1, and report form Exhibit 2, list all job titles and the number of incumbents now assigned under each title, by sex. Use a separate report form for each Division and Section as required.

2. Assign a priority rating, or degree of essentiality factor of 1, 2 or 3 to each job title.

3. Estimate the minimum number of employees that would be required to operate the Division or Section if a normal measure of work is realized from each assigned worker, if regular working hours are maintained and

if full cooperation from appointive staff is realized.

I am willing to support this effort by any general announcements of policy which will be of value. I should like, however, for each project to approach the problem on a basis of local conditions and the best judgment of the project staff as to the way to deal with it. I should like also to receive your comments on this problem, together with a report on the way in which you are dealing with it and your suggestions as to action which might be taken by this office.

Sincerely,

(signed) D.S. Myer
Director

Attachements

EXHIBIT I. - UNIFORM DIVISION AND SECTION BREAKDOWN

I. Project Administration

- A. Executive
- B. Fiscal
- C. Legal
- D. Community Government
- E. Post Office

II. Internal Security

III. Fire Protection

IV. Employment

- A. Placement
- B. Leaves
- C. Labor Relations

V. Public Works

- A. Building Construction
- B. Maintenance
  - 1. Janitorial (inside)
  - 2. Grounds Maintenance

VI. Transportation and Supply

- A. Warehousing and Motor Pool
- B. Mess Operations
  - 1. Kitchen Help
  - 2. Waiting Service
  - 3. Steward (supply)

VIII. Health and Sanitation

- A. Hospital
- B. Other

IX. Community Services

- A. Education
- B. Recreation
- C. Public Welfare
- D. Housing

X. Community Enterprises

XI. Reports and Press

EXHIBIT II. Report Form

EMPLOYMENT REPORT

Division and Section _____, _____

Job Title	Number now employed		Degree of Essentiality 1, 2, 3	Minimum number with which could operate
	Male	Female		

(2946)

Please read and initial - Thank you.
C.K.

COPY

WAR RELOCATION AUTHORITY

Washington

May 11, 1943

MEMORANDUM

To: Project Directors and Relocation Supervisors.

Subject: Statements regarding wage rates in connection with offers of employment for evacuees.

There is a rather wide-spread impression that the War Relocation Authority endeavors to set wage, housing, and other standards in connection with the employment of evacuees outside the relocation centers. Members of Congress, prospective employers coming into the Washington Office, and others are frequently surprised when they learn that this is not the case.

I wish to reemphasize that the War Relocation Authority is not a wage-fixing agency, and that the staff of the Authority should exercise care to see that no oral or written statements are made about the employment of evacuees which could be misinterpreted.

It is our expectation that the wages offered to evacuees will be those prevailing in the locality for each particular type of work, and statements may be made to this effect. It is also permissible, in response to specific requests for information, to state the facts about the wages being offered to evacuees in a particular locality for various types of work; or to refer persons inquiring to official figures on prevailing wages such as those on farm labor which are published monthly by the Department of Agriculture. Particular care should be exercised with respect to areas where prevailing wage standards tend to be low to insure that no statement about national averages or the wage rates in offers of employment received at a particular project give the impression that the War Relocation Authority is suggesting rates for evacuees higher than those prevailing for local people. Suggestions as to wage levels below which it is assumed that evacuees will not accept employment should not be made.

The basic operating policy of the War Relocation Authority is that loyal citizens and residents of this country residing in relocation centers should as quickly as possible resume their normal place in American life. Their status with respect to wages and employment conditions is no different than that of anyone else.

(signed) D. S. Myer

Director

gmk.
K.M.

May 11, 1943

Glenn

WAR RELOCATION AUTHORITY

WASHINGTON

May 12, 1943

Air Mail

To: All Project Directors

Attached is General Regulations 54, Supplement 15, providing for overtime increase in compensation under Public Law 49, May 7, 1943. Accordingly, supplemental pay rolls to cover overtime compensation may now be processed for the period beginning May 1, 1943.

Please note that the following changes in the salary tables for salary grades from $600 to $1,380, inclusive, supersede the salary table published heretofore in General Regulations 54, Supplement 14:

Salary Grades	Rate of Increase
$600 - $1140 (inclusive)	25% of basic annual salary
$1200 - $1380 (inclusive)	$300 per annum

The rate of increase for salaries $1440 and above is the same as prescribed in General Regulations 54, Supplement 14, and there have also been included the salary grades of $4400 and above.

J. W. Clear
Budget & Finance Officer

Enclosure

FOR VICTORY BUY UNITED STATES SAVINGS BONDS AND STAMPS

RECEIVED
MAY 17 1943
MINIDOKA
WAR RELOCATION PROJECT
EDEN, IDAHO

Mr. Cowley
Education

H. M. Coverley -
Tule Lake

WAR RELOCATION AUTHORITY

WASHINGTON

5-20

MAY 13 1943

To All Project Directors

In connection with the current training and retraining program now going ahead at the projects under the guidance of the Washington Committee headed by Dr. Joseph Samler, one or two inquiries have come from projects requesting the establishment of a new position to be known as Director of Vocational Training. Because of the recent ruling on numbers of project jobs, such new position cannot be established. It was, of course, contemplated at the initiation of the program that the training and retraining work would head up through the Education Section of Community Services, the burden of responsibility to be carried by the Night School Director. This procedure is still desirable.

If there are projects where the present burden of work of the Night School Director is too great to permit effective handling of the new program or where the qualifications of the present incumbent of that position do not equip him to handle the program, it is urged that present available personnel on the project be evaluated from the standpoint of effecting transfers or job exchanges which will secure qualified supervision of the program. In some cases an opening may be available in some other comparable school position, such as elementary or high school principal, to which the Night School Director might be transferred, his position then to be refilled with a candidate qualified to supervise both the training and retraining program and the other adult education work.

In making adjustments of the type indicated, care should be exercised, of course, not to jeopardize appreciably the adult education work now in progress and desirable to continue. The training and retraining work is in fact simply an added function of the adult education program and represents a changing emphasis on content of that program rather than a break with it.

D. S. Myer

Director

FOR VICTORY BUY UNITED STATES SAVINGS BONDS AND STAMPS

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MAY 18 1943
WAR RELOCATION
AUTHORITY
TULELAKE PROJECT

MAY 13 1943

WAR RELOCATION AUTHORITY
WASHINGTON

LOYOLA

WAR RELOCATION AUTHORITY
WASHINGTON

May 15, 1943

To Project Directors and Field Assistant Directors

The reluctance of center residents to accept offers of outside employment has become the most serious impediment to the furtherance of the W.R.A. program. It has become a matter of deep concern in the Washington office, and must become the deep concern of our entire personnel at all levels. Relocation in normal communities of those center residents who qualify for indefinite leaves is the major objective of our program, and every effort must be made to carry it to a successful conclusion.

Many problems are involved in the conditions and influences retarding outside relocation. These problems need to be replored, and ways of meeting them need to be devised. We must bring to a focus the facilities of WRA in all divisions and at all levels to increase the movement from the centers into outside communities.

To this end, a Relocation Committee has been established in the Washington office to develop suggestions for coordinating and integrating efforts all along the line. The personnel of the committee is as follows: Philip Barber, Chairman, representing Community Services; Harold James alternating with Davis McEntire, representing Employment; John Embree, representing Community Analysis; Frank Cross, representing Reports.

A tentative instruction, proposing the functions of the Relocation Committee and suggesting further steps to develop an integrated and coordinated program, is submitted to you herewith for your consideration. It will be introduced for discussion at the Washington meeting of the Project Directors and Field Assistant Directors scheduled for May 24.

/s/ D. S. Myer
Director

Harry L. Stafford

WAR RELOCATION AUTHORITY

WASHINGTON

Office of the Director

MAY 15 1943

Memorandum to: All Project Directors

This letter will introduce First Lieutenant Thomas F. M. Adams, AUS, who is attached to the Far East Section of the Research and Analysis Branch of the Office of Strategic Services, Washington, D. C.

Permission is hereby granted Lieutenant Adams to enter or leave the relocation centers at will at any time during the next three months. He will wish to interview certain individuals within some of the centers and I am sure he will cooperate with the project directors in working out plans for such interviews in such manner as not to disturb the equilibrium of the center.

D. S. Myer

Director

Stafford

Com. Enterprise

516

WAR RELOCATION AUTHORITY

WASHINGTON

MAY 17 1943

MEMORANDUM

TO: All Project Directors

Reference is made to my memorandum of March 30 regarding the payment of unemployment compensation to former employees of Consumer Enterprises.

The question has been raised as to whether or not former employees of Consumer Enterprises who have exhausted their sick leave and are ill may receive unemployment compensation. It is the intent of Administrative Instruction No. 27 to provide unemployment compensation for former employees of Consumer Enterprises under the same conditions as for employees of the War Relocation Authority. Accordingly, employees of Consumer Enterprises whose employment is terminated because of illness, and who remain ill beyond the fifteen days provided for sick leave, may receive unemployment compensation. The cost of such compensation is to be borne by the War Relocation Authority and not the Consumer Enterprise.

E. M. Powell

Acting Director

FOR VICTORY BUY UNITED STATES SAVINGS BONDS AND STAMPS

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WAR RELOCATION AUTHORITY

WASHINGTON

MAY 17 1943

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MAY 28 1943
WAR RELOCATION
AUTHORITY
TULELAKE PROJECT

E. M. Fawcett

Action

FOR VICTORY
BUY
UNITED
STATES
SAVINGS
BONDS
AND
STAMPS

WAR RELOCATION AUTHORITY

In reply, please refer to:

Evac. Prop.

San Francisco, California, Office
Whitcomb Hotel Building

May 18, 1943

MEMORANDUM TO: ALL PROJECT DIRECTORS

SUBJECT: Preparation of Forms
WRA 155 and 156

In order to eliminate unnecessary delay in the handling of evaduees' requests for storage or transportation of property, and in order to avoid wasting time or money in collecting evacuees' goods, it is essential that we have full and accurate information with each request submitted by an evacuee. With this thought in mind, we are quoting a portion of a report recently submitted by one of the Traffic and Property Officers indicating some of the problems that have arisen in the field because of insufficient or inaccurate shipping instructions:

"Would it be possible to make a suggestion to all property officers at Relocation Centers, upon approving requests for transportation and storage, to have the Evacuee give a more definite description and location of where his propert is stored?

"In many cases there are a good many Evacuees who have their property stored altogether in basements or storerooms, and we have spent a considerable amount of time trying to find each individual's property. In some instances we are unable to find the belongings that are requested without moving the entire amount of storage, which takes extra time and labor amounting to more than the transportation would originally cost.

"We also find cases where the Evacuee has leased his home furnished and then sends us a request to pick up some of the same property that had been leased.

"We have found, too, that some of the property is stored at the address given on the request, but part of it is stored someplace else. It would be of great help if the Evacuee, knowing all of this, would attach a note to the request giving us more definite information; thereby eliminating needless expense and lost time."

We shall appreciate it if Evacuee Property Officers at the projects, or any other members of your staff who assist evacuees in preparing Forms WRA 155 and 156, will make every effort to see that these forms are carefully and accurately prepared.

/s/ Victor L. Furth
Victor L. Furth
Acting Chief
Evacuee Property Office

Wade Head, Project Director
Colorado River Relocation Center
Poston, Arizona

#13.700

Sprinkel

WAR RELOCATION AUTHORITY

WASHINGTON

May 20, 1943

TO: ALL PROJECT DIRECTORS

There are attached for your information copies of the Civil Service Commission's Departmental Circular 257, Revision 2, dated April 13, 1943, setting forth procedures for making promotions and reassignments. This Circular became effective in the field service on May 2.

The Commission may, if it feels that the provisions of the Circular are abused, withdraw from the War Relocation Aughority the power to make promotions and reassignments without prior approval of the Commission. Therefore, all such proposed changes should be carefully considered to be certain that they are warranted. If it is determined that the promotion or reassignment does not comply with the requirements outlined in the Circular, Form OEM-28 must be submitted to the Personnel Management Section in Washington for approval, regardless of the salary involved. A detailed justification must also be submitted covering (1) the employee's performance in his present position; (2) reasons why his promotion is considered unusual and meritorious. Two copies of S.F. 62, with parts A and C completed, must be submitted with the OEM-28. In this connection, if the employee meets the minimum qualifications for the position to which he is to be promoted, or if he has served satisfactorily for 3 months prior to a recommended promotion of less than $600 and 6 months in case of promotion of $600 or over, this office will give consideration to the recommendation.

For personnel employed at Relocation Offices and Field Offices (except San Francisco) the action, if approved, will be journalized in Washington. One copy of the S.F. 62 will be attached to the Commission copy of the journal and submitted to the Commission.

It will be observed that this Circular supersedes the letter of October 6, 1941, under which changes in status were previously made. Effective immediately, all journals for promotions or reassignments which were made under the letter of

FOR VICTORY BUY UNITED STATES SAVINGS BONDS AND STAMPS

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MAY 25 1943
MINIDOKA
WAR RELOCATION PROJECT
EDEN, IDAHO

October 6, 1941, will show the Civil Service authority as "Departmental Circular 257, Revised."

A small initial supply of S.F. 62 is also enclosed. Subsequent supplies of this form should be requisitioned from the CAS Regional Offices.

Very truly yours,

Edward B. McMenamin

Edward B. McMenamin
Personnel Officer

Enclosures

RECEIVED
MAY 29 1942
MANUSCRIPT
NATIONAL EDUCATION ASSOCIATION
BOISE, IDAHO

15819

RECEIVED
MAY 25 1943
MINIDOKA
WAR RELOCATION PROJECT
EDEN, IDAHO

Mr. Hope
Mr. Gilberson

5/6

Stafford

WAR RELOCATION AUTHORITY

WASHINGTON

MAY 21 1943

Memorandum to all Project Directors

Attention: Community Enterprises Superintendents

Administrative Instruction No. 26, Supplement II as amended by Supplement III and Supplement IV, requires Rental Agreements to be effected between the Enterprises and the Authority. Instruction No. 26 contemplates an Operating Agreement likewise to be negotiated between the Enterprises and the Authority. In a Memorandum to all Project Directors dated February 25, 1943, we forwarded sample Rental Agreements and Operating Agreements in the hope that they would be of help (even though the agreements were to be in effect by March 1.) We believe that ample time has elapsed to negotiate these and would appreciate having copies forwarded to Washington.

On April 10, Administrative Instruction No. 26, Supplement VII was issued and forwarded to all projects. It includes report forms WRA-233 and WRA-234. As yet, we have received none of these forms either for the month of March or the month of April and should appreciate having them forwarded immediately.

If you have recently completed either or both of the above please disregard this memorandum.

D. S. Myer

Director

16690

B

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MAY 26 1943
WAR RELOCATION AUTHORITY
TULELAKE PROJECT

3

WAR RELOCATION AUTHORITY
Washington

May 21, 1943

MEMORANDUM

To: Project Directors

Subject: Eligibility for war production employment, and indefinite leave in the Eastern Defense Command and the Gulf Coast Area.

There has been established a joint board composed of representatives of the War Department, Navy Department, and the War Relocation Authority. This joint board will review the leave clearance applications of all evacuees who are United States citizens to establish their eligibility for work in vital war plants which are protected by the Provost Marshal General's plant protection officers. As soon as the board begins to act on cases in any volume, the lists of persons granted leave clearance which are sent to you will be marked to indicate those who have been determined eligible for vital war work by the board. Since this eligibility is only established after field investigation, it will be some weeks before any considerable number of eligibility determinations reach you. Eligibility for war work does not, of course, mean that such employment can be assured. Employment in war plants will be secured like any other type of employment: through the U. S. Employment Service, the relocation offices of the War Relocation Authority, and the efforts of evacuees themselves. When particular evacuees have good prospects or actual offers of employment in war plants, their names should be submitted to the Chief of the Employment Division, Washington, in order that the joint board may be asked to expedite action on their cases.

This joint board will also confer eligibility for indefinite leave for employment or residence in the Eastern Defense Command and the area immediately adjoining the Gulf of Mexico. All cases where evacuees have or wish to secure employment in the Eastern Defense Command and the Gulf Coast are now being submitted to the board. A certain proportion of these Eastern Defense Command and Gulf Coast cases will be acted upon only after a field investigation by the board, and this investigation may take a month or six weeks. All requests for indefinite leave for employment or residence in the Eastern Defense Command and Gulf Coast area and inquiries about the status of such requests should be directed to this Office in the regular manner. Inquiries should not be directed to the board.

There are attached three forms on which you will be receiving notification of leave clearance. Form WRA 258 is for clearance approved by the War Relocation Authority on cases which have not yet been considered by the joint board. Form WRA 258a is for cases where eligibility for the granting of indefinite leave to the Eastern Defense Command has been established as a result of consideration by the joint board, but eligibility for employment in vital war plants has not yet been conferred. Form WRA 258b is for cases where both Eastern Defense Command and vital war plant eligibility have been conferred by the joint board.

The Relocation Officers of the Employment Division in the Eastern Defense Command are being supplied copies of Form 258a so that they may know the number of persons eligible for indefinite leave in that area, the occupations represented, and the names of the individuals concerned. All seven relocation supervisors are being supplied copies of Form 258b on evacuees eligible for work in vital war plants.

D. S. Myer

Director

Attachments

Ward
Powell
Cary

Powell
Cary
Rec 3/

WAR RELOCATION AUTHORITY
WASHINGTON

13720

May 26, 1943

MEMORANDUM TO ALL PROJECT DIRECTORS

Attention: Chief, Community Services

Attached is a Statement of Relationships with the War Relocation Authority which has been worked out by the National Congress of Parents and Teachers in collaboration with this office.

We will be interested to have word from you concerning the plan of affiliation which you are able to work out as a result of the procedure outlined in this Statement.

Edward B Marks Jr.

Edward B. Marks, Jr.
Community Activities Adviser

Attachment
cc: Collier (2)
Whitaker
Pitts
Cozzens

RECEIVED
JUN 1 1943
C. R. W. R. P.
Poston, Ariz.

13720

NATIONAL CONGRESS OF PARENTS AND TEACHERS
600 South Michigan Blvd. - Chicago, Ill.

STATEMENT OF RELATIONSHIPS WITH THE WAR RELOCATION AUTHORITY

1. Correspondence

Correspondence concerning the cooperative relationships between the War Relocation Authority and the National Congress of Parents and Teachers should be addressed to the President of the National Congress of Parents and Teachers, Mrs. William A. Hastings, at the National Office - 600 South Michigan Boulevard, Chicago, Illinois.

A vice-president, Mrs. J. W. Bingham, 2005 Cowper Street, Palo Alto, California, has been appointed to represent the National Congress of Parents and Teachers in cooperating in the plan of establishing parent-teacher associations in the War Relocation centers.

2. Organization

Some teachers in the relocation centers have had parent-teacher organization experience. Many teachers in the centers have been members of the parent-teacher organization before being relocated. Those who have held administrative offices in parent-teacher units will understand the procedure for organizing and they should be encouraged to undertake the organization of units. Units may be organized in elementary schools and high schools. Pre-school sections or study groups should also be included for parents of pre-school children. When there is no local person who is familiar with parent-teacher organization procedures an organizer may be sent from the state congress or the National Congress. Arrangements for this service may be made through a national vice-president, Mrs. Bingham.

3. Dues

Associations in relocation centers may determine the amount of their local dues. This sum, however, must include National per capita dues and state per capita dues if the association is a part of the state branch. National dues are five cents per member if the association is within the organized state territory or ten cents per member per year in unorganized state territory. A relocation center is considered unorganized territory until it is accepted into the state branch. Upon organization instructions will be given as to where to send the dues.

4. Material

Essential publications are supplied without charge to parent-teacher associations. Certain books and publications are made available also at established prices, and may be purchased directly from the National Office, 600 South Michigan Boulevard, Chicago, Illinois. A list of publications of the National Congress of Parents and Teachers will be sent upon request.

NATIONAL CONGRESS OF PARENTS AND TEACHERS
600 South Michigan Blvd. - Chicago, Ill.

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RECEIVED JUN 1 1943 W.R.A.

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Every parent-teacher association receives a copy of the National Congress Bulletin sent to the president's home address. Extra copies may be obtained at the price of twenty cents per year. The National Congress Bulletin is a four page periodical issued eleven times a year. It contains organizational news and information of timely interest.

The National Parent-Teacher is the official magazine of the organization. The subscription price is $1.00 a year. It contains articles and special features concerning home and school cooperation, parent education, social welfare, and other subjects related to the program of service of the organization.

5. Supervision and Assistance

Direct supervision and assistance will be provided through state officers, National regional vice-presidents of the National Congress, and field workers. Arrangements for this service may be made through Mrs. Bingham.

May, 1943.

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May, 1943.

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C. R. W. R. P.
Poston, Ariz.

WAR RELOCATION AUTHORITY

WASHINGTON

MAY 26 1943

MEMORANDUM TO: PROJECT DIRECTORS

Subject: Unemployment Compensation

On May 11th I sent you a memorandum on project employment dealing with the efficient employment of evacuee personnel. As stated in that memorandum, the policy originally governing project employment was initiated in an atmosphere in which emphasis was placed on finding useful work for all able bodied evacuees within the relocation centers because of the absence of such opportunities elsewhere. It was consistent with that policy that unemployment compensation should be provided to permit the purchase of certain minimum essentials not furnished otherwise to evacuees for whom useful work was not available.

There are now more than sufficient employment opportunities outside the relocation centers to absorb all of the evacuees not employed in project operations. Since the need for unemployment compensation as a partial substitute for income earned through employment has disappeared, I am issuing the attached instruction which will authorize unemployment compensation for a limited period only for those workers involuntarily unemployed due to illness occuring while engaged in project employment. Under this policy it becomes increasingly important that every eligible evacuee be assisted and encouraged to relocate and become self supporting in a normal community. It is also the responsibility of the Project Directors to give careful attention to the efficient use of the manpower remaining at relocation centers.

D. S. Myer

Director

FOR VICTORY
BUY UNITED STATES SAVINGS BONDS AND STAMPS

J. G. Lindley
Granada Relocation Center

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MAY 29 1943
WAR RELOCATION
AUTHORITY
GRANADA, COLO.