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WAR RELOCATION AUTHORITY

In reply, please refer to:

SAN FRANCISCO, CALIFORNIA, OFFICE
WHITCOMB HOTEL BUILDING

August 15, 1942

PRODUCER ENTERPRISES

Policy Recommendations

"Producer Enterprises" shall consist of all enterprises which employ evacuee labor to produce or manufacture goods in or adjacent to War Relocation Centers. These enterprises shall include both agricultural and industrial operations.

General Considerations

The operation of relocation centers by War Relocation Authority involves many new and unsolved problems not only in the conduct of community life but in the establishment of enterprises to provide employment for evacuees which may help make this community life more nearly normal.

These enterprises, both agricultural and industrial, are new in the locations where they are established. In many cases they will operate at a disadvantage as compared to similar operations in a normal community. Because of this, the solution of many of these problems can best be worked out within the relocation center with those who are closely associated with the enterprise established within the center.

It is recommended that policies be formulated by taking advantage of the experience already gained in operating relocation centers. These policies should be definite and specific to permit effective operation both at the regional and project levels, thereby eliminating unnecessary delays and permitting the most effective administration and management of producer enterprises.



I. Authority and Responsibility

A. Washington Office

1. The Washington Office should assume the responsibility of negotiations with the procurement divisions of our armed forces where the Washington offices of Government agencies make purchases and award contracts or where there may be a conflict of interest between relocation centers in other regions.
2. The Washington Office should make all contacts with other Government agencies in Washington where any type of negotiations or clearances are needed.
3. In many cases certain priority classifications are required in order to accomplish important functions in the various relocation centers. The Washington Office, through its familiarity with procedures and contacts in Government agencies can effectively expedite priority procedure.
4. If the scope of enterprises planned for the relocation center affects the operation of other relocation centers outside of the region then such enterprises should be submitted for the approval of the Washington Office.
5. Matters that have not already been determined by policies issued by the Director should be cleared through the proper channels in the Washington Office.
6. The Washington Office should assist in contacting outlets for manufactured products where the markets are primarily on the Eastern Seaboard.

B. Regional Office

1. The responsibility for helping to plan and develop producer enterprises in relocation centers within the region rests primarily in the Regional Office. In planning

industries, the Regional Office is in close touch with the project directors of the relocation centers within the region. Their familiarity, through direct contact with the relocation centers, enables the staff of the Regional Office to cooperate very closely in helping develop needed enterprises. It should be the responsibility of the staff of the Regional Office to help initiate and plan all enterprises whether such enterprises are limited in function to supplying one relocation center or all regional relocation centers.

2. The responsibility for operation of producer enterprises should be placed entirely under the authority of the Regional Director insofar as such authority does not conflict with established Government policies. The Regional Director may then delegate as broad authority as he deems practical to the regional staff and to the Project Director and his staff to the end that all enterprises may operate most effectively.
3. The staff of the Regional Office shall study the requirements of each relocation center to determine what items may be produced to advantage for consumption in one or more relocation centers and then make recommendations and propose and execute plans to establish such enterprises as are needed and approved.
4. The Industrial Division staff of the Regional Office shall make frequent surveys of private industries and actively endeavor to induce private industry to enter relocation centers to employ available evacuee labor.
5. The staff of the Regional Office shall prepare plans and assist in procuring equipment and materials. They shall also locate the personnel to operate enterprises approved and proposed by the Project Director.

6. The Regional Industrial staff shall assist in locating the industrial operating personnel for all relocation centers within the region when such personnel are needed. The Industrial staff shall also provide plant layouts, operating schedule, and general operating plans for all major industrial enterprises.
7. The Regional staff shall be responsible for the marketing of all items produced in the relocation centers within the region.
8. The Regional Industrial staff shall negotiate contracts for the manufacture of parts or subassemblies for private industries and shall lay out manufacturing plants and help locate and requisition the necessary material and equipment to place the plant in operation of such industries as are recommended and approved by the Regional Director.

C. Project Level

1. Producer enterprises for any relocation center should be established only with the approval of the Project Director.
2. The Project Director and his staff shall, after careful investigation, propose such producer enterprises as, in his opinion, should be established on the project.
3. The Project Director and his staff shall carefully study the possibilities for producer enterprises, develop plans for their installation and, after determining that there is no conflict between plans already developed in the Regional Office, proceed to establish such industries as are within the limits of the authority delegated to him by the Regional Director.
4. Within the limits of the general policy, the Project Director shall be given broad authority in the operation of producer enterprises. Procedure should be set up to facilitate procurement. Limitations

upon his authority to make decisions relating to reasonable questions affecting operation and procurement should be removed.

5. The Project Director shall determine the number that are available for employment in producer enterprises and shall inform the Regional Director at frequent intervals of the number of unemployed that are available for employment in new producer enterprises.
6. The Project Director shall be responsible for the efficient operation of all producer enterprises in his project.
7. The Project Director and his staff shall use all facilities at their command, including the advice of the evacuees, to determine what producer enterprises may be adaptable and practical for his own project.

II. Objectives

- A. The objectives of producer enterprises shall be to help create, develop and operate enterprises in relocation centers which will offer employment to all available evacuees in order that they may be employed to their greatest man-hour capacity so that the following may be accomplished:
 1. That evacuee labor may be used to the fullest extent in the production of goods for consumption within the relocation centers and for the War Program.
 2. That producer enterprises, through their earnings, may enable the evacuees to become as nearly self-supporting as possible.
 3. That the War Relocation Authority may help the evacuees increase their earnings by permitting them to retain the income from those producer enterprises which are operated in or adjacent to relocation centers, after certain relocation center expenses have been paid as hereinafter provided.

III. Corporation to Operate Producer Enterprises

- A. Purpose of Corporation. In order that the objectives of the approved producer enterprises may be realized and that these enterprises may operate effectively, it is recommended that a corporation be created in each relocation center to conduct and operate all producer enterprises.
- B. Use of the term "corporation." The word "corporation" will be used herein to designate the organization to be set up for the purposes indicated, whether a corporation, trust, cooperative, or other legal entity.
- C. Organization of Corporation. The proposed corporation will be organized by evacuees, and the beneficiaries of the corporation shall be all evacuees who work at or adjacent to relocation centers and reside at relocation centers irrespective of the field of employment.
- D. Government Loans. All money required to build, equip, develop and operate producer enterprises, and to pay allowances, cash advances and subsistence of the beneficiaries of the corporation, and also to pay allowances and subsistence of their dependents as hereinafter provided, shall be loaned to the corporation by the Government.
- E. Management Control. Management control of the corporation shall be retained in the War Relocation Authority as a condition of the loans to the corporation by the Government so long as the corporation shall be indebted to any agency of the Government.
- F. Distribution of Receipts. Receipts of the corporation shall become liable for payment for the following purposes in the order listed and as of the time stated, and such payments shall be made as funds become available.
 - 1. Operating expenses of the corporation and its producer enterprises from the time they are organized and begin to operate.

2. All allowances, cash advances and subsistence costs (used herein to mean food, clothing and shelter) prescribed by the War Relocation Authority for beneficiaries employed in the corporation and its producer enterprises, from the time they are organized and begin to operate.
3. All allowances, cash advances and subsistence costs of all beneficiaries of the corporation, except those employed in the divisions of health and education and on improvements which do not accrue directly to the benefit of the evacuees, from the time the corporation's producer enterprises are operating and are offering employment to more than 500 employees but not later than 90 days after the corporation is organized and begins to operate.
4. All allowances, and subsistence costs of all dependents of the beneficiaries of the corporation, except those employed in the divisions of health and education and on improvements which do not accrue directly to the benefit of the evacuees, from the time several of the corporation's enterprises are operating and are offering employment to 1,000 or more employees, but not later than one year after the corporation is organized and begins to operate.
5. Amortization of all loans to the corporation from the Government.
6. Payment of all other indebtedness of the corporation.
7. Distribution of the balance to the beneficiaries of the corporation according to their interests.

IV. Operation

Producer enterprises shall be divided into two general classes - agricultural and industrial. Many general rules will apply to both classes but for the purpose of establishing policy it is desirable to discuss them separately.

A. Industrial Enterprises

1. All industrial enterprises shall be operated by the Producer Enterprises Corporation.
2. In general there will be two classes of industrial operators - privately operated industries and industries operated by the Producer Enterprises Corporation.
3. Privately operated industries will be encouraged to establish factories and employ evacuee labor adjacent to or within the relocation centers.
4. As a condition to locating within a relocation center and employing evacuee labor within a relocation center or adjacent thereto, privately operated industries must pay the equivalent of wages prevailing in that industry and, in any case, not less than minimum wages established by law. State and federal laws and regulations, where applicable, must be observed.
5. Compensation
 - a. In the interest of fairness and equal opportunity to all evacuees, and to provide the most stable labor supply to all producer enterprises, the allowances and cash advances shall be the same for each class of labor for all evacuees employed and living in the relocation center.
 - b. Where privately operated industries pay prevailing or minimum wages as established by law, they shall pay to the evacuee only the amount provided in the schedule established by War Relocation Authority as a cash advance for evacuee labor. All amounts in excess of the cash advance shall be paid to an agency which will be either the Producer Enterprises Corporation or such fiduciary as may be established by War Relocation Authority for the benefit of all evacuee workers. Such agency shall assume the obligations of subsistence and allowances.

- c. In industries operated by the Producer Enterprises Corporation, all compensation shall be in accordance with the amounts and classifications in the schedule established by War Relocation Authority.
- d. Products manufactured by the Producer Enterprises Corporation and used in relocation centers shall be paid for in cash at the current market value.
- e. Articles or commodities manufactured by Producer Enterprises for any division of the armed forces, or any services performed for a division of the armed forces, shall be paid for in cash at the market value or at the prevailing, current war procurement contract price.
- f. Every precaution should be taken by Producer Enterprises Corporation to avoid the manufacture of those articles which may find their way into the channels of regular trade where they will compete with the established products of private industry. The manufacture of goods by the Producer Enterprises Corporation for outside consumer consumption should be confined, as far as possible, to those products of which there is a definite shortage due to shortage of labor, or to products which may be developed as substitutes for articles made of materials now restricted by war needs, or to other non-competitive articles such as those made by handicraft or which were formerly imported.
- g. The extension of the Geneva Convention affecting aliens will be strictly observed.
- h. If the War Relocation Authority provides the building for the use of a private industry, a reasonable rental shall be paid.
- h. Wherever possible, all industrial plants run by the Producer Enterprises Corporation should be operated on a basis of two or three shifts per day so that the buildings and equipment may be used to their greatest capacity.

B. Agricultural Enterprises

1. The objectives of the agricultural enterprises are:

- a. To produce as much of the food needed by the evacuees in the various centers as possible.
- b. To produce those commodities most needed to further the War Effort as defined by the National Food Requirements Committee. These products may be disposed of by contract or by open market sale.

2. Compensation

- a. The prevailing rate of cash advances will apply to agriculture as well as to industry.
- b. In agricultural enterprises operated by the Producer Enterprises Corporation all compensation shall be in accordance with the amount and classification in the schedule established by the War Relocation Authority.

3. Operation

- a. All agricultural enterprises will be operated by the Producer Enterprises Corporation.

4. Payment

- a. Agricultural products produced by the Producer Enterprises Corporation and used in relocation centers shall be paid for in cash at the current market value.

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These enterprises, both agricultural and industrial, are new in the locations where they are established. In many cases they will operate at a disadvantage as compared to similar operations in a normal community.

Because of these conditions, those who must work out the solution of these problems need for their guidance the experience already gained in the operation of established relocation centers. Many of the problems can best be worked out within the relocation centers themselves, or with the help of those who have been closely associated with the enterprises established within the centers.

It is recommended that policies be formulated by taking advantage of the experience already gained in operating relocation centers. These policies should be definite and specific to permit effective operation both at the regional and project levels, thereby eliminating unnecessary delays and permitting the most effective administration and management of producer enterprises.

1. Authority and Responsibility

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industries, the Regional Office is in close touch with the project directors of the relocation centers within the region. Their familiarity, through direct contact with the relocation centers, enables the staff of the Regional Office to cooperate very closely in helping develop needed enterprises. It should be the responsibility of the staff of the Regional Office to help initiate and plan all enterprises whether such enterprises are limited in function to supplying one relocation center or all regional relocation centers.

2. The responsibility for operation of producer enterprises should be placed entirely under the authority of the Regional Director insofar as such authority does not conflict with established Government policies. The Regional Director may then delegate as broad authority as he deems practical to the regional staff and to the Project Director and his staff to the end that all enterprises may operate most effectively.
3. The money provided in the budget appropriation available for development of producer enterprises shall be allotted to the Regional Office in proportion to the number of evacuees under the jurisdiction of the region. The Regional Director shall be given broad authority to use the allotment in his region without restriction as to the amount involved in each enterprise. Where there may be a conflict with the operation of enterprises proposed for other regions, then the Regional Director shall secure clearance from the Director in Washington.
4. The staff of the Regional Office shall study the requirements of each relocation center to determine what items may be produced to advantage for consumption in one or more relocation centers and then make recommendations and propose and execute plans to establish such enterprises as are needed and approved.

5. The Regional staff shall make frequent surveys of private industries and actively endeavor to induce private industry to enter relocation centers to employ available evacuee labor.
6. The staff of the Regional Office shall prepare plans and assist in procuring equipment and materials for projects proposed by the Project Director. They shall also locate the personnel to operate enterprises when approved.
7. The Regional staff shall assist in locating the industrial operating personnel for all relocation centers within the region when such personnel are needed. The staff shall also provide plant layouts, operating schedule, and general operating plans for all major industrial enterprises.
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2. Producer enterprises for any relocation center should be established only with the approval of the Project Director.
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4. The Project Director and his staff shall carefully study the possibilities for producer enterprises, develop plans for their installation and, after determining that there is no conflict between plans already developed in the Regional Office, proceed to establish such industries as are within the limits of the authority delegated to him by the Regional Director.
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7. The Project Director shall determine the number that are available for employment in producer enterprises and shall inform the Regional Director at frequent intervals of the number of unemployed that are available for employment in new producer enterprises.

(Note: Supplement to Pages 6 and 7)

On pages 6 and 7 immediately following, is proposed the formation of a producers enterprise corporation. On this page is the suggested procedure for organizing the corporation.

In creating the proposed "Producer Enterprises Corporation" by evacuee incorporators, it is not necessary to either sell stock or to get consent of the evacuees in any Relocation Center in order to form the corporation and make all of the evacuee workers the beneficiaries of the remainder of net earning.

A practical procedure of organizing the corporation is as follows:

1. Arrange for three evacuees in each Relocation Center to form a producer enterprises corporation for that center.
2. The stock when issued would be of nominal value, issued to the incorporators and deposited with a trustee for the benefit of all evacuee workers, who will be the sole beneficiaries of the income from the stock.
3. The evidence of the interest of each worker would be represented by a trustee's certificate on each pay day, showing the number of hours worked during the period. A permanent record would be kept of the number of hours credited to each worker so that the hours recorded would be accumulated on the record to represent, finally, the interest each worker has in whatever may remain from the income of stock. This remaining amount will eventually be distributed on a pro-rata basis among all workers in relation to the number of hours worked by that worker as compared to the total number of hours worked by all evacuee beneficiaries.

II. Objectives

- A. The objectives of producer enterprises shall be to help create, develop and operate enterprises in relocation centers which will offer employment to all available evacuees in order that they may be employed to their greatest man-hour capacity so that the following may be accomplished:
1. That evacuee labor may be used to the fullest extent in the production of goods for consumption within the relocation centers and for the War Program.
 2. That producer enterprises, through their earnings, may enable the evacuees to become as nearly self-supporting as possible.
 3. That the War Relocation Authority may help the evacuees increase their earnings by permitting them to retain the income from those producer enterprises which are operated in or adjacent to relocation centers, after certain relocation center expenses have been paid as hereinafter provided.

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- A. Purpose of Corporation. In order that the objectives of the approved producer enterprises may be realized and that these enterprises may operate effectively, it is recommended that a corporation be created in each relocation center to conduct and operate all producer enterprises.
- B. Use of the term "corporation." The word "corporation" will be used herein to designate the organization to be set up for the purposes indicated, whether a corporation, trust, cooperative, or other legal entity.
- C. Organization of Corporation. The proposed corporation will be organized by evacuees, and the beneficiaries of the corporation shall be all evacuees who work at or adjacent to relocation centers and reside at relocation centers irrespective of the field of employment.
- D. Government Loans. All money required to build, equip, develop and operate producer enterprises, and to pay allowances, cash advances and subsistence of the beneficiaries of the corporation, and also to pay allowances and subsistence of their dependents as hereinafter provided, shall be loaned to the corporation by the Government.
- E. Management Control. Management control of the corporation shall be retained in the War Relocation Authority as a condition of

the loans to the corporation by the Government so long as the corporation shall be indebted to any agency of the Government.

F. Distribution of Receipts. Receipts of the corporation shall become liable for payment for the following purposes in the order listed and as of the time stated, and such payments shall be made as funds become available.

1. Operating expenses of the corporation and its producer enterprises from the time they are organized and begin to operate.
2. All allowances, cash advances and subsistence costs (used herein to mean food, clothing and shelter) prescribed by the War Relocation Authority for beneficiaries employed in the corporation and its producer enterprises, from the time they are organized and begin to operate.
3. All allowances, cash advances and subsistence costs of all beneficiaries of the corporation, except those employed in the divisions of health and education and on improvements which do not accrue directly to the benefit of the evacuees, from the time the corporation's producer enterprises are operating and are offering employment to more than 500 employees but not later than 90 days after the corporation is organized and begins to operate.
4. All allowances, and subsistence costs of all dependents of the beneficiaries of the corporation, except those employed in the divisions of health and education and on improvements which do not accrue directly to the benefit of the evacuees, from the time several of the corporation's enterprises are operating and are offering employment to 1000 or more employees, but not later than one year after the corporation is organized and begins to operate.
5. Amortization of all loans to the corporation from the Government.
6. Payment of all other indebtedness of the corporation.
7. Distribution of the balance to the beneficiaries of the corporation according to their interests.

IV. Operation

Producer enterprises shall be divided into two general classes - agricultural and industrial. Many general rules will apply to both classes but for the purpose of establishing policy it is desirable to discuss them separately.

A. Industrial Enterprises

1. All industrial enterprises shall be operated by the Producer Enterprises Corporation.
2. In general there will be two classes of industrial operators - privately operated industries and industries operated by the Producer Enterprises Corporation.
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4. As a condition to locating within a relocation center and employing evacuee labor within a relocation center or adjacent thereto, privately operated industries must pay the equivalent of wages prevailing in that industry, and, in any case, not less than minimum wages established by law. State and federal laws and regulations, where applicable, must be observed.
5. Compensation
 - a. In the interest of fairness and equal opportunity to all evacuees, and to provide the most stable labor supply to all producer enterprises, ~~the allowances and cash advances shall be the same for each class of labor for all evacuees employed and living in the relocation center.~~
 - b. Where privately operated industries pay prevailing or minimum wages as established by law, they shall pay to the evacuee only the amount provided in the schedule established by War Relocation Authority as a cash advance for evacuee labor. All amounts in excess of the cash advance shall be paid to an agency which will be either the Producer Enterprises Corporation ^{to} such fiduciary as may be established by War Relocation Authority for the benefit of all evacuee workers. Such agency shall assume the obligations of subsistence and allowances.
 - c. In industries operated by the Producer Enterprises Corporation, all compensation shall be in accordance with the amounts and classifications in the schedule established by War Relocation Authority.
 - d. Products manufactured by the Producer Enterprises Corporation and used in relocation centers shall be paid for in cash at the current market value.
 - e. Articles or commodities manufactured by Producer Enterprises for any division of the armed forces, or any services performed for a division of the armed forces,

shall be paid for in cash at the market value or at the prevailing, current war procurement contract price.

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- 8 f. Every precaution should be taken by Producer Enterprises Corporation to avoid the manufacture of those articles which may find their way into the channels of regular trade where they will compete with the established products of private industry. The manufacture of goods by the Producer Enterprises Corporation for outside consumer consumption should be confined, as far as possible, to those products of which there is a definite shortage due to shortage of labor, or to products which may be developed as substitutes for articles made of materials now restricted by war needs, or to other non-competitive articles such as those made by handicraft or which were formerly imported.
- 9 g. The extension of the Geneva Convention affecting aliens will be strictly observed.
- 10 h. If the War Relocation Authority provides the building for the use of a private industry, a reasonable rental shall be paid.
- 17 i. Wherever possible, all industrial plants run by the Producer Enterprises Corporation should be operated on a basis of two or three shifts per day so that the buildings and equipment may be used to their greatest capacity.

B. Agricultural Enterprises

1. The objectives of the agricultural enterprises are:

- a. To produce as much of the food needed by the evacuees in the various centers as possible.
- b. To produce those commodities most needed to further the War Effort as defined by the National Food Requirements Committee. These products may be disposed of by contract or by open market sale.

2. Compensation

- a. The prevailing rate of cash advances will apply to agriculture as well as to industry.
- b. In agricultural enterprises operated by the Producer Enterprises Corporation all compensation shall be in accordance with the amount and classification in the schedule established by the War Relocation Authority.

3. Operation

- a. All agricultural enterprises will be operated by the Producer Enterprises Corporation.

4. Payment

- a. Agricultural products produced by the Producer Enterprises Corporation and used in relocation centers shall be paid for in cash at the current market value.

August 17, 1942

ALTERNATE PLAN
PRODUCER ENTERPRISES

Creation of Evacuee Trust Fund and Distribution of
Income of Producer Enterprises and Income from
Private Employment

1. Income of Producer Enterprises

The income of producer enterprises shall be from two main sources:

- a. The sale of goods and commodities.
(Under the Appropriation Act income from sale of goods and commodities must be deposited in a special fund for use by the War Relocation Authority for approved purposes.)
- b. The sale of services such as may be provided in a contract made on a "cost plus" basis to manufacture goods, parts or subassemblies in which a manufacturer furnishes all or part of the raw material to War Relocation Authority and pays either on a "cost plus" or other contractual fee basis for the manufacturing or assembling of articles, parts, or subassemblies.

2. Income From Private Employment

Private industry employing evacuee labor in or adjacent to War Relocation Centers shall pay prevailing or minimum wages established by law. The difference between prevailing or minimum wages and the WRA established schedule of wages shall be paid by private industry into the evacuee trust fund as hereinafter provided.

3. Creation of Evacuee Trust Fund

An evacuee trust fund shall be created in each Relocation Center under general supervision and control of the War Relocation Authority and the beneficiaries of such trust fund shall be all evacuees who work at or adjacent to Relocation Centers and reside at Relocation Centers irrespective of the type of employment.

4. Deposits in Trust Fund

All receipts of the producer enterprises which result from the sale of services together with all income ^{to be} paid into the trust fund by private employers representing the difference in prevailing wages and evacuee established wage scale shall be deposited in the evacuee trust fund.

5. Distribution of Receipts

All proceeds of the evacuee trust fund, and all income of producer enterprises from the sale of goods and commodities in excess of the cost of raw materials deposited in the special fund, shall become liable for payment for the following purposes in the order listed and as of the time stated. Such payment shall be made first from the special fund and then from the trust fund as moneys therefor become available:

- a. Operating expenses of the producer enterprises from the time they are organized and begin to operate.
- b. All allowances, cash advances, and subsistence costs (used herein to mean food, clothing and shelter), prescribed by the War Relocation Authority for the beneficiaries of the evacuee trust fund employed in the producer enterprises, from the time such enterprises are organized and begin to operate.
- c. All allowances, cash advances, and subsistence costs of all beneficiaries of the evacuee trust fund except those employed in the divisions of health and education and on improvements which do not accrue directly to the benefit of the evacuees, from the time the producer enterprises are operating and are offering employment to more than 500 employees but not later than 90 days after such an enterprises are organized and begin to operate.

- d. All allowances and subsistence costs of all dependents of the beneficiaries of the trust fund, except those employed in the divisions of health and education and on improvements which do not accrue directly to the benefit of the evacuees, from the time several of the producer enterprises are operating and are offering employment to 1,000 or more employees but not later than one year after the producer enterprises are organized and begin to operate.
- e. Payment of all indebtedness of the producer enterprises.
- f. Repayment to the War Relocation Authority for all sums expended by the Authority in building, equipping, developing, and improving and operating the producer enterprises.
- g. Distribution of the balance to the beneficiaries of the trust fund on a pro rata basis according to the number of hours worked by each beneficiary as compared to the total number of hours worked by all beneficiaries.

Medline - Work Programs
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TENTATIVE PROPOSALS FOR THE DEVELOPMENT OF COMPREHENSIVE
WORK PROGRAMS AT RELOCATION CENTERS

The Need for Comprehensive Work Programs

An intelligent work program for any one of the several divisions of the War Relocation Authority, such as industry and agriculture, cannot be developed in any of the Relocation Centers nor for the War Relocation Authority as a whole unless such a divisional program is closely integrated with the work programs of all other divisions, and the whole work program planned on the basis of a comprehensive scheduling of the total labor available.

The need for such comprehensive scheduling is readily understood when it is realized, for example, that it would be an economic waste and unwise to undertake an agricultural operation unless the availability of the necessary labor for such an operation could be assured for all phases of that operation throughout the growing season. Likewise it would be unwise or impolitic to enter into an industrial operation, especially one involving an agreement with a private operator, unless some assurance could be given him regarding the continued availability of the labor required. Such assurances can only be given if all labor requirements in a given Relocation Center are known as far in advance as possible. In other words, a comprehensive work schedule for that Center must be prepared.

Elements Involved in Preparing a Work Schedule

The preparation of a comprehensive work program or schedule involves:

1. Full determination of all work items which either need to be undertaken, or are believed to be desirable, including not only industrial operations and opportunities, but housekeeping requirements such as operation of the mess, fire and police services, etc., needs for agricultural operations and all other phases of work in

which the colonists may participate.

2. A determination of the labor available in each Center, by classes and sex (on whatever basis of enlistment such labor may be selected).

3. The organization of all proposed work items into programs or work schedules organized in the order of their determined importance or relative need and in relation to the total labor force available.

Programs so developed should cover at least a full year's activities with, if possible, some indication of what will be the general requirements for at least a second year of operations. It is, of course, recognized that such schedules will at best be only approximations, and must certainly be subject at all times to revisions to meet changing policies or conditions. In fact, they should preferably be revised each month and brought up to date in the light of such changing conditions, always extending the program forward, however, so that there is always at least a full year's work scheduled in advance with a second year roughly outlined.

While these programs are considered flexible and are subject to periodic revision, their development will nevertheless provide an effective guide to the efficient utilization of all available labor and will, therefore, permit each project office and the headquarters office to know what labor will be available for each of the several operations being planned. In this connection, it should be remembered, however, that it is not necessary to delay the undertaking of certain operations until a complete work program has been

developed, provided the work item proposed has been determined to be essential and of such high priority that it would be undertaken in any case. Certainly the operation of the mess and of sanitary facilities will go on regardless of other phases of the program, and workers must be provided. In such cases, it is only necessary to keep in mind the relationship of these items to other operations in developing the remainder of the program.

Method of Procedure in Developing Programs

1. In order for the Project Director to develop a comprehensive work program, it is essential that he receive as much data on the various phases of such a program as may be available from each of the divisions in Washington. It is, therefore, suggested that each division immediately submit such data as has been developed on its proposed program, to each of the project directors. For example, the Community Services Division might well supply each project director with general over-all guides as to the average amount of labor required and the standards to be met in supplying various community needs, such as sanitation, fire and police protection, mess hall operation, etc.

While these would be averages, they would be helpful in determining the amount of labor which should probably be allocated for these services as the camps develop.

The Agricultural Division should supply data on various agricultural products determined to be needed for the Army, Navy, Lend-Lease, and for the general over-all requirements of the Relocation Centers themselves, perhaps allotting quotas to the various centers based on their agricultural capacities. Data on labor requirements

for raising various types of crops might also be supplied as a guide to the project directors.

The Industrial Division should supply data as it becomes available on proposed manufacturing operations, possible opportunities that may be investigated locally, data on manufacturing requirements related to the military services or Lend-Lease, etc., again perhaps indicating the camps in which certain of these operations might best be undertaken. Opportunities for private employment might be indicated both by the Industrial and Employment Divisions.

2. Local division of work.

In the actual development of the program, the project director should himself take the initiative and assume the responsibility, but should assign various of his staff members to the actual work of developing the details. Thus the members of his staff in responsible charge of agriculture, industry, community services, public works, employment, and other phases of the operation of the camp should each be delegated to the task of developing the data regarding programs for each of these departments.

In proceeding with their separate tasks, the individuals assigned should take full cognizance of data or suggestions furnished by headquarters, but should not be limited by them. Thus for example, the individual in charge of the industrial operations, should make a thorough investigation of all the potentialities in the region for industrial work, taking into account the resources of the area and discussing the potentialities with such organizations as trade associations, and in any other way possible running

down opportunities for industrial development. The Community Service Section will, of course, have to determine what is required in the way of labor and operations to keep the camp running. The Public Works Division will determine what roads, streets, buildings, irrigation works, and other public improvements are required. The Agricultural Division must lay out a program of agricultural operations related not only to the supplying of camp needs, but those of an over-all character indicated by the Washington office, and including any local developments which may have come to their attention.

The Employment Division should undertake the task of determining possibilities for private employment and the total labor supply and the characteristics of the various individuals involved, on whatever basis or policy the Washington office may finally determine. They should also take into consideration the possibility of any retraining programs that may be necessary. It is highly likely that many of the skills required for the various operations will not be immediately available in the colonist population. A work program for the Relocation Centers should in all cases be based entirely upon the need for the products rather than upon the available skills of the population, and the workers retrained if necessary.

3. When all the data has been accumulated, the project director with the advice and assistance of his staff members should proceed to lay out a work program, scheduling the work in accordance with the degree of urgency of each of the items concerned. For this purpose it will be necessary to determine some order of priority

for considering the projects. For example, it is apparent that community services would have first call on any labor available, since the community must be kept going regardless of all else. Therefore, the first order of priority would be the scheduling of that labor involved in providing necessary community services such as mess hall, fire and police protection, operation of public utilities, etc. The next order of importance might well be that of improving the community, involving either the construction of roads or buildings, or the development of irrigation works, or it might involve immediate agricultural operations to raise a badly needed crop. This can best be determined at the project level.

Next in importance might be the manufacturing of items required for the operation of the camp itself, followed by the operation of factories for the production of items needed in other camps or the raising of crops to feed other centers. The manufacture of items intended for Lend-Lease or the military services, or the granting of permission to colonists to work in nearby factories organized for the production of military goods might come next in order. No specific order of priorities can here be given, since these will depend entirely on local circumstances in each Relocation Center. The intent here is to merely suggest that it will be necessary for the project director to establish some basis of evaluating the degree of urgency of each of the operations proposed in order to develop a work schedule.

Such a schedule must also take into account the fact that some operations will be continuous in character, but others will have a limited duration; therefore other work items must be scheduled in

such a way as to immediately absorb the labor released when short-term operations of this character end. The schedule should be prepared in such a way that the project director will always have enough projects planned in advance to employ people released from projects being terminated.

The schedule when completed should indicate for at least one full year ahead the items of work of all kinds which it is proposed to undertake, with an indication of the number of persons to be assigned to each operation, and the duration of the operation. This schedule should include not only operations conducted by the War Relocation Authority, but those in which it is proposed to permit colonists to work under private direction on locations outside the center. After the initial preparation of the schedule, it should be revised each month as heretofore discussed, in order to reflect changing policies or conditions.

Over-all Work Programming at the Headquarters Level

Coordination of the over-all work program should be accomplished at the headquarters level through a close integration of programs of the several Relocation Centers with the proposals of the several divisions. For this purpose, copies of the individual work programs of each Relocation Center, and of each monthly revision thereof, must be submitted to the Washington Office. These, coupled with data on the general characteristics of each of the Relocation Centers will permit the headquarters office to plan the location of those operations which affect the entire War Relocation Authority program rather than that of any individual camp. Thus, it would be possible for the central office to determine in an intelligent fashion the logical location for, say, a furniture factory or a lens grinding plant which was intended to supply all the

Relocation Centers or to manufacture articles for the Army or Navy. Such decisions should preferably be arrived at by joint effort of the division heads, rather than through the individual decision of the department head affected by the operation involved. There would thus in effect be established at the headquarters level, a programming committee, consisting of all department heads, in much the same fashion as the staff committee established at the project level under the project director.

Plan/Gen

Kittredge Building
Denver, Colorado

Plan for Industries F2
✓

August 24, 1942

MEMORANDUM

To: Jos. H. Smart

Re: INDUSTRIAL PLANNING
General ✓

From: John R. Camp

From my work with the proposed industrial policy to date, I believe we have a workable charter for establishing industries at our relocation centers.

In brief, the important elements of the policy are:

I. Goods to be produced

- A. Supplies and equipment for use on the projects
- B. War goods
- C. Essential consumer goods.

II. Types of operations

- A. Private industries at the projects using colonist labor and paying prevailing wages.
- B. Colonist operated cooperative industries.
- C. WRA operated industries.

III. Criteria for desirable industries

- A. Industries operated by the colonists
- B. Industries requiring least amount of heavy equipment
- C. Industries using large amount of labor and hand skills
- D. Industries that will provide useful training and experience to the colonists.

In applying this policy I have tried to carry on an investigation of a number of

factors affecting the establishment of industries at the centers, relating primarily to the manufacture of project needs and war goods. Included are such factors as (1) Amount and character of labor force available in each center. (2) Idle or partially used industrial equipment available in the region. (3) Availability of management or supervisory personnel in the region. (4) Types of industrial products needed. In addition, I have tried to follow up specific leads and suggestions obtained from contacts made here.

I. Labor force analysis. Using 1940 census data on the population makeup and work status of the Japanese in California, a tentative and somewhat theoretical labor schedule for the Heart Mountain Center was developed. It shows an estimated 3340 persons out of 10,000 in the labor force, 2250 male and 1090 female. Copies of this analysis were sent to Mr. Kimmel in San Francisco to have it checked against the actual situation in one or more of the centers now fully operating. Copies were also sent to the project directors in this region for their information, and there are also copies in the region's files. It would be too much to expect that these calculations will check with the actual situation at the centers, but they do provide the best preview of what we can expect without making an actual survey. It is absolutely essential that we have some indication of the amount and character of the labor available not only as a basis for establishing industries but for all other work at the centers. This I understand will be taken care of as a part of the registration procedure. Following this, the Project Directors will be able to more definitely work out the labor schedule for work at the centers.

II. Manufacture of project requirements. One of the most obvious points of departure in lining up industrial work for the relocation centers is to manufacture as much of the centers' own requirements as possible. The principal requirements are (1) food, (2) clothing, (3) household and project goods (including the more simple types of supplies and equipment needed on the projects). Food production is being taken care of by the agricultural operations. The obvious bottleneck in producing the other two groups of essentials is equipment, principally sewing machines, wood working and metal working equipment and other general shop tools. Mr. Pitts is endeavoring to obtain as much of this equipment as possible from supplies surplus to WPA, NYA, CCC and not needed by the Army. He tells me it will be a matter of six weeks, (Oct. 1 - 15) before we can expect it. Obtaining this equipment is essential to the whole operation of this phase of the industrial program, assuming that we do not want to buy or lease equipment, (if it can be obtained).

In the meantime, consider the types of shops suitable for each center. I recommend that we plan for (1) a sewing shop, and, (2) a woodworking or general purpose shop, on each project built around this surplus equipment that we expect to obtain. I have recommended this to Mr. Kimmel and believe it would be much more desirable than having one shop to manufacture clothing or furniture requirements for all the projects. This is further substantiated by my contacts with WPA here in Denver (Miss Puckett, 16 W. 13th Ave., CHerry 3951). WPA has a sewing factory here manufacturing all types of apparel, but principally work clothes for all the welfare agencies in the state. Miss Puckett, the factory supervisor, is helping me to estimate the likely clothing requirements of our centers, and in turn the equipment required. When this is obtained, and assuming approval of such a setup, I would recommend that we employ someone competent in this field to draw

up a specific operations plan for a sewing shop for each of the two centers. As a preliminary calculation, I estimate that 50 to 200 machines employing from 200 to 250 people would form the nucleus of such a shop. If this proposal is generally acceptable for all WRA centers it would probably be desirable for the sewing shop at each center to specialize on one particular type of apparel, ie, work clothes, ladies dresses, undergarments, childrens' clothes, etc. The apparel then could be interchanged among the projects. The same procedure holds for making rugs, bedding, mattresses, etc.

The makeup of a general purpose shop with wood working, metal working and related equipment is more difficult to plan. The volume of furniture and other miscellaneous household goods needed cannot yet be determined. Neither can supplies and equipment needed at the centers, such as small tools, chicken houses, hog pens, etc. be estimated until the agricultural program is fully developed. However, these estimates should be made at the earliest opportunity by the Project Directors. In the meantime, I expect to follow up other leads, particularly, with NYA. I can investigate Oregon's WPA Art Project which may give us an example. The Oregon WPA Art Project has completely furnished the Tongue Point Naval Air Station - 280 pieces, including chairs, tables, beds, lamps, ashtrays, drapes, pictures, murals, pottery, etc. In the meantime, we should proceed to line up all the surplus shop equipment. Assuming this proposal is approved I recommend that we employ a competent person in this field to draw up an operating plan for such a shop at each center.

I realize that both of the above proposals overlap the field of community services but they also offer opportunities for war production and the production of essential consumer goods. Once these shops are set up and organized to produce project requirements I think we should also plan to produce war goods at the shops and in the process make them into colonist operated cooperative enterprises. Furnishing Army and Navy establishments is one possibility. Making military apparel is another.

III. Manufacture of War Goods. In approaching this assignment, I first contacted persons most likely to be best informed about war production in this region. Consequently, I talked first with the Director of the State Planning Commission (Mr. ElRoy Nelson, 130 State Office Building, Keystone 1171 - Ext. 214) and Mr. C. C. Hartzell, Regional Manager of the Contract Distribution Branch of WPB (6th floor Kittredge Building).

In general, it can be said that most of the war industry production in this region, (Wyoming and Colorado) is limited to the Denver area. Metal products make up the bulk of war contracts. Canvas products, including tents, mattresses, bedrolls and bedding are also important. In June, war contracts totalling \$1,700,000, chiefly in metal products and bedding, were let in the Denver and Boulder areas. \$3,000,000 in similar contracts were let in July in Denver, Boulder, Colorado Springs, and Montrose. War contracts in Wyoming have been insignificant. This, of course, applies to manufactured products and does not include the basic extractive industries - agriculture, forest products, mining and clay products. The great volume of war construction in the region is also another matter.

In general, a labor shortage has not as yet been felt by the war goods manufacturers in this region, primarily, because they have attracted personnel

from the lower paid industries, such as agriculture, forest products and the small machine and manufacturing shops in the Denver area. However, the canvas goods manufacturers are just now beginning to feel a labor pinch. Some industries are shut down, primarily sheet metal plants that cannot obtain materials and have failed to convert to war production, and canneries because of lack of cans, etc. A number of small timber operations are also shutting down because of lack of woods labor. Some Wyoming timber operators are importing labor from the Missouri Ozarks.

In general, I interpret this to mean that the two general industrial fields offering possibilities are (1) basic industries including harvesting and processing agricultural products, forest products, mining and mineral products, clay products (ceramics) and (2) processing industries not requiring heavy equipment or strategic raw materials (Particularly metals); where labor shortages are impending, but where plant conversion to war production is possible. These industries manufacture such items as bedding, boxes, brushes, brooms, canvas products, clothing, fishing equipment, glass, leather goods, optical goods, paints, plastics, skis, sewed furs, tar, wood preserving products and miscellaneous wood products. These are all Colorado manufacturers.

To determine the types of war industries suitable for our relocation centers I have tried to follow the course of combing the whole field as well as following up on specific ideas and suggestions. The orderly way is (1) to determine through our Washington contacts with the Army, Navy and Maritime Commission, the various types and amounts of goods they need and the degree to which these goods are considered critical and (2) to survey the manufacturers of the region where the centers are located to determine the types and availability of raw material, equipment and management that might be utilized in the manufacture of war goods. This latter (2) is the phase I am now working on but both (1) and (2) should be approached concurrently.

With the cooperation of the Colorado Manufacturers Association and the regional office of WPB a canvas of the manufacturers of this state is in prospect. A draft of a letter has already been prepared and submitted to Mr. Allen Flint, Manager of the Association. We should see action on this next week, (the 24th). Results of the canvas to be made through the Manufacturers Association should enable us to determine the degree to which private industry is interested in locating on or near the centers, or are willing to lease or sell their equipment and managerial services to the WRA. This, I believe, is the most orderly and plan-wise approach. It will cover the field (the Manufacturers Association will handle the canvas for us) and give private industry an opportunity to respond. If the response is inadequate, we have cleared the way for colonist operated industries or for the WRA to establish and operate its own industries.

IV Specific Industries Investigated;

1. Lens Grinding. Of course you are familiar with the lens grinding proposal for the Heart Mountain Center. The report of our trip with Mr. Albert Shuman of the Polarizing Instrument Company of New York, with my recommendations, is contained in my letter to Mr. Kimmel of August 14, 1942. Assuming that WRA approves the establishment of this industry at Heart Mountain, it will be necessary to follow up in Washington on the plant establishment and contract negotiations as soon as possible.

2. Angora Rabbit Wool. Following up your suggestion, I had quite a long

discussion last weekend with Mr. C. W. Orr of Palmer Lake, Colorado regarding the feasibility of raising Angora rabbits in connection with the relocation centers. (Your contact in Colorado Springs passed away over a year ago.) From my discussion with Mr. Orr, who is apparently one of the leading producers in this country and also secretary of the "American Angora Rabbit Breeders Cooperative", I find myself quite enthusiastic about the prospects of this industry for our relocation centers.

Angora rabbit wool is certainly a very critical war material. Mr. Orr believes that the relocation centers can make a real contribution to the war effort in this field. I have covered this proposal in some detail in letters I have written to Mr. Rachford and Mr. Lindley. The file also contains literature on the subject given to me by Mr. Orr. There is also a sample of the No. 1 grade raw wool in the file. If you would look this material over and at your first opportunity I think we should discuss this with Mr. Orr. He has an office here in Denver and can be reached almost anytime. If this project has possibilities, I think it would be wise to employ such a person as Mr. Orr on a consulting basis for a time sufficient to work out a detailed operating plan for one or both of the centers.

3. Ceramics. The ceramics industry (pottery, brick, tile and so forth) notably uses a very small amount of critical materials, (largely gauges and temperature control equipment for the kilns). It is also a type of industry that requires a large amount of hand labor, particularly in the making of pottery. I have discussed this matter with Mr. Charles H. Butz, formerly with the Denver Fire Clay Company who has submitted an application to us for employment. He thinks the proposal for a ceramics industry at the relocation centers is a good one. However, Mr. Butz is not a ceramicist, but a combustion engineer. I do not believe he would be the type of a man to supervise such an enterprise. I have also had an opportunity to discuss the possibility of ceramics with Mr. Maynard Boos, a consulting geologist, (PEARL 5207) referred to me by Mr. Butz. Mr. Boos believes that there are possibilities for a ceramics industry at both the Heart Mountain and Granada centers. He showed me a geological map of the section of the state around Granada and indicated a geological type called Benton shale which appeared to be included in part of the relocation area. This shale is only suitable for making brick and tile. Of course, Mr. Boos was interested in our employing his services to determine the feasibility of such an industry from a geological standpoint. He was kind enough to give me references to individuals who are more familiar with the production phase of the ceramics industry. They include Mr. Ryland of Coors Pottery at Golden; Mr. George W. Mueller of the Golden Brick and Fire Clay Company; Mr. Robert Ray who is also employed by Coors Pottery and whom Mr. Boos said was the best ceramicist in this region. He also suggested seeing Dr. Heiland of the Colorado School of Mines, Golden, who has specialized in this field. I intend to follow up on this.

4. Forest Products. I have discussed this matter in some detail with Mr. John Spencer, Chief of the Division of Timber Management in the Denver office of the Forest Service. Following my discussion with him, I am prepared to recommend that we consider a logging and milling operation including a box factory at the Heart Mountain Center, and a small woods operation and saw mill to supply project needs at Granada. As you know, both Colorado and Wyoming import most of their lumber and box and crate material from the south and from the west coast. (Establishment of a local lumber industry is a standing recommendation of the State Planning Commission).

Colorado produces only 20% of its box and crate requirements. Lumber is certainly a vital material needed in packaging the agricultural crops of both states and in the manufacture of grain bins. Wooden boxes are also needed for the packaging of ammunition and other ordnance supplies. The Sheridan Trunk Manufacturing Company of 1050 South Broadway is one local company making ammunition boxes for the Army. The Whitney-Newton Lumber Company of Pueblo, Colorado has a contract for ten million board feet of spruce from the Forest Service to go into the construction of ammunition boxes. Our problem, however, is that both projects are not too well located from the standpoint of manufacturing such products. The best prospect appears to me to be in connection with the Heart Mountain center. This would involve harvesting spruce and lodge-pole pine timber from the Bighorn National Forest which is 40 to 50 miles from the Heart Mountain Center. It would also involve our using colonist labor in the woods, but I believe this can be handled by organizing a logging crew after the manner of the CCC and possibly housing the crew in a CCC camp, now vacant. This of course involves an important question of policy. The same would hold for a small logging and saw mill operation for the Granada Project, probably located on the San Isabel National Forest west of Pueblo. Mr. Spencer thinks we would be justified in attempting such an operation for Granada to supply our own requirements and it would prove to be much cheaper than buying lumber. This again involves taking a crew of colonists into the woods - 100 or more miles from the relocation center. There is also the problem of developing competent woods workers out of the colonists, but I believe this can be done. It should also be remembered that woods operations in this region normally shut down for the winter months, January, February and March, because of severe weather conditions.

Further followup on this proposal probably should await completion of the canvas now being undertaken by the Colorado Manufacturers Association to see if any of the woodworking industries respond to the idea of establishing wood working plants in connection with relocation centers. If we get no response I can follow up with two or three of the important wood using industries here in Denver to see if we can employ a competent man to look into this for us. Or possibly we can get someone from the Forest Service to develop this proposal. Mr. Spencer indicated that we could possibly get someone from either of the two companies I have already mentioned, or from the Weston Lumber Company, a local box manufacturing concern, or from the E. W. Robinson Lumber Company. He also said that the Home-Stake Mining Company of Lead, South Dakota has a complete lumber mill for sale at Moskee, Wyoming. The key to the fabrication of our own timber products in this region is kiln drying. I do not believe it would be difficult to locate a suitable dry kiln for the operation at Heart Mountain. I understand the E. W. Robinson Company has one for sale. Also for small production, the Forest Products Laboratory can help us build a portable kiln that will handle 7,000 feet of lumber at a time.

5. Brooms. Following up your suggestion that we might consider the manufacturing of brooms at Granada, I mentioned this to Mr. Lindley and he is looking into the broom corn situation in the area near his project. He seems to think that it has possibilities. Here again, we will be able to reach the broom manufacturers in Denver and Pueblo through the Colorado Manufacturers Association canvas. If we get no response we can contact one or two of the manufacturers

directly. I understand from the local office of the National Resources Planning Board that practically all of the state production of 15,500,000 lbs. of broom corn comes from Baca and Prowers County, Colorado and goes to broom manufacturing plants in Kansas and Pueblo.

6. Wool scouring. I have not yet looked into this proposition. It was suggested to me by Mr. Paul Harley, local consultant with the National Resources Planning Board.

7. Pilot Plants (In Cooperation with the Bureau of Mines). I discussed this matter briefly with Mr. Jacobson, Supervising Engineer in Colorado for the Bureau of Mines. He had very little to suggest as a possibility for either of these projects from the standpoint of mining. The Granada Project is entirely out of the mineralized zone and while there is gold, copper, chrome, sulphur, and other minerals in the Cody area, he could not see just how we could utilize the colonists in extracting or reducing these ores. In connection with the "pilot plants", sponsored by the Bureau of Mines, he indicated that they are miniature operations and would employ only 25 or 30 people, so that they would not be an important factor in providing employment for the relocation centers. He suggested that I discuss this further with Mr. S. R. Zimmerley, Regional Engineer for the Bureau of Mines located in Salt Lake City.

Industrial Interests of the Burlington and Santa Fe Railroads. I discussed our industrial interests with Mr. L. R. Schramm, General Freight Agent for the Burlington Railroad who seemed to be quite interested in the possibilities for industrial development at the Heart Mountain Center. He suggested that I talk with Mr. John Lamson and Mr. O. Waggoner, who are the Director and Assistant Director of the Department of Industry and Agriculture for the Burlington Railroad with offices at 547 West Jackson in Chicago. In a similar way, I was also referred to Mr. P. E. Taylor, General Industrial Agent for the Santa Fe, with offices in Topeka, Kansas. This I want to follow up.

V. List of Personal Contacts. (Other than those already mentioned - with comments).

Harold F. Silver - Silver Eng. Works - President of Board of Directors of Colorado Manufacturers Association, KE 1393. A friend of Mr. Smart. Was very helpful in arranging to have the Manufacturers Association make the canvas of Colorado manufacturers for us.

Mr. ElRoy Nelson, State Planning Board - 130 State Office Bldg. KE 1171-214. Was very cooperative and has all of the facts at his fingertips concerning Colorado, Wyoming and New Mexico resources and industries. Formerly with local office of WPB.

Leslie Miller, Regional Director, WPB.

Clyde C. Hartzell, Regional Manager, Contract Distribution Branch. Very helpful in providing information on industries in his region which includes Colorado, Wyoming, Montana, Utah, Idaho, Arizona and New Mexico. He has a complete list of all the manufacturers in Colorado, New Mexico and Wyoming and will have complete lists soon for all of the other states in his region.

He also has many other contacts with industries in this region and can be very helpful to us in lining up desirable war work for our projects.

Lee Casey, Associate Editor, Rocky Mountain News.

James G. Patton, Farmers Union, CHerry 4461.

Walker Van Riper, Colorado National Bank.

Morrison Shafroth, Attorney, Equitable Building, TAbor 5111.

William S. Jackson, Supreme Court (Home in Colorado Springs.)

Governor Ralph L. Carr.

Chancellor Caleb F. Gates, President of Denver University.

Farrington Carpenter, Collector of Revenue for the State of Colorado and close associate of the Governor.

Willard W. Hield, Assistant Regional Representative, Labor Supply Committee, War Manpower Commission.

F. T. Lacy, Production Engineer, Stearns-Roger Mfg. Co.

George E. Collisson, Secretary-Manager Denver Chamber of Commerce.

Carl E. Berg, Director of Industrial and Market Development, Denver Chamber of Commerce.

Allan T. Flint, Manager, Manufacturers Association of Colorado
503 Denver National - KEystone 5349. Handling
the circularizing of Colorado Manufacturers for us. Is man
to contact on this.

JRCamp/els

J. Plan / Gen

WAR RELOCATION AUTHORITY

WASHINGTON

*File
plans for
industrial*

August 11, 1942

AIR MAIL

Mr. John R. Camp
& Mr. Joseph Smart
Regional Director
War Relocation Authority
Denver, Colorado

Re: INDUSTRIAL PLANNING
General

Dear John:

I have just received a copy of your letter of August 7 to Roy in which you discuss the development of industrial programs and suggest the possibility of establishing woodworking and clothing plants in each of the Relocation Centers. A few thoughts on the subject have occurred to me and I am offering them for what they are worth.

Unquestionably, there should be some sort of woodworking plant in each camp for the manufacture of such things as chicken coops, etc. It occurs to me, however, that the manufacture of furniture is a little more complicated process, and calls for a more highly organized shop if quantity production is to be achieved. The same is true of sewing. It might be well to have a small sewing shop in each camp, but the manufacture of large volumes of clothing calls for a high degree of organization which it might not be possible to attain if clothing manufacturing was disseminated throughout a number of plants.

In view of this possibility, I think the first essential before making a decision on your suggestion would be to find out two basic things: first, how much clothing and furniture is needed in total; second, what is the probable volume of output of plants of the size proposed for clothing manufacture at Manzanar and furniture at Tule Lake. It might well be that these two plants alone would be able to turn out all the clothing and furniture needed by all of the camps without too much effort.

In this connection, I should like to raise another point and this is as much for Roy's benefit as for your own. It involves the final determination of just where these factories should be located, and I do not believe that this can be settled entirely at the project level. For example, the question has been raised with me as to why so many factories are being proposed for Tule Lake when Tule Lake is probably more advantageous for



agriculture than many of the other areas. I agree if Tule Lake is better suited for agriculture, it might be much better to establish the furniture factory at one of the centers which does not have as advantageous an agricultural possibility.

It seems to me that for the final decision with respect to factories of this type, manufacturing articles for over-all consumption rather than for a specific Center, decision regarding location should be reached by the heads of divisions jointly, such as Mr. Utz, Mr. Provinse and Mr. Kimmel and such a decision should be based upon an understanding of the characteristics of all the camps, rather than upon the immediate expediencies of the moment. I admit that there will be other extraneous circumstances such as the immediate need for certain articles, the fact that not all camps are yet occupied, the availability of transportation and supplies of raw materials and, in the case of manufacturing for sale outside of the centers, the problem of the ultimate development of over-all programs of a balanced character. I think, therefore, that the decision with respect to operations of this type should not be left to the individual Project Director, but should take into account the programs at other Centers and of the War Relocation Authority as a whole.

I notice in the tentative monthly labor schedule attached to your letter, which I presume is developed for the Cody Project alone, that industrial operations are scheduled only for the winter months. This, I presume, means that the Cody Project is, in your estimation, more suited in general for agriculture than for any other kinds of operations. If this is the case, I agree, but I just wanted to get your reasoning behind the schedule you propose.

I have a further suggestion regarding your present effort which relates to the problem of developing industrial programs in the other centers. We don't know yet whether we shall have a representative of the Industrial Division in each center, but if that should develop, your present experiences would be invaluable to them. I suggest, therefore, that you keep an accurate diary of your experiences, including comments on the receptions you receive and the reactions you engender, as well as a catalogue of contacts and how you uncovered them. Such data might be very useful to another person, in a general suggestive fashion.

There are no new developments in Washington as we are still waiting for the report from Wright Field with respect to the lens plant and are prodding the Army every day to get a decision on the tent factory.

Best wishes,

Melvin E. Scheidt

CC: Mr. Provinse
Mr. Utz
Mr. Kimmel ✓

1942

Federal Register

Title 32 - National Defense

Chapter 1 - War Relocation Authority

Part 5 - Employment, Compensation and Allowances

Pursuant to the provisions of Executive Order No. 9102 of March 18, 1942, the following regulations are hereby prescribed:

Subpart 1. GENERAL

5.1 Definitions

Subpart 2. EMPLOYMENT ON PROJECTS ADMINISTERED BY THE
WAR RELOCATION AUTHORITY

5.2 Persons eligible for employment

5.3 Procedure for determining work assignments

5.4 Work on arms and munitions

5.5 Physical condition of workers

5.6 Hours of work

5.7 Compensation

5.8 Subsistence

5.9 Cash advances

5.10 Work clothing

5.11 Cash advance during illness

5.12 Assignment or pledge of cash advances

Subpart 3. EMPLOYMENT IN PRIVATE ENTERPRISES WITHIN
RELOCATION CENTERS

5.13 Establishment of private enterprises

5.14 Information to be furnished Project Director

5.15 Rental of space

5.16 Cooperation with enterprises

5.17 Loans to cooperatives

5.18 Labels, trade marks, and trade names

5.19 Employment of work corps enlistees

5.20 Payment of subsistence charge

5.21 Compliance with labor laws

Subpart 4. EMPLOYMENT BY PRIVATE CONCERNS OUTSIDE
RELOCATION CENTERS

5.22 Employment of groups of residents of relocation centers

5.23 Employment of single individuals or single families out-
side a relocation center

5.24 Private employment within daily travelling distance of
the centers

- 5.25 Furloughs
- 5.26 Subsistence for persons not enlisted in the work corps
- 5.27 Subsistence credits for families
- 5.28 Care of persons without means of support
- 5.29 Burial or cremation of deceased residents
- 5.30 Assignments to administrative positions
- 5.31 Amendment of regulations

Sections 5.1 through 5.31 inclusive, issued under Executive Order No. 9102, 7 F.R. 2165.

Subpart, General

Section 1. Definitions. As used in this Part --

(a) The term "Director" means the Director of the War Relocation Authority.

(b) The term "Regional Director" means a Regional Director of the War Relocation Authority.

(c) The term "Project Director" means the chief executive officer designated by the Director for a Relocation Center and Area.

(d) The term "Relocation Center" means a community administered by the War Relocation Authority pursuant to the provisions of Executive Order No. 9102, issued March 18, 1942.

(e) The term "Relocation Area" means the entire area which surrounds and includes a Relocation Center, which is under the general administrative jurisdiction of the War Relocation Authority, and which has been designated a military area pursuant to Executive Order No. 9066, issued February 19, 1942.

(f) The terms "Center Resident" or "Resident of a relocation center" means a resident of a Relocation Center and Area, who has been evacuated from a West Coast military area designated by the Military Commander of the Western Defense Command and Fourth Army of the United States.

(g) The term "work corps" means the War Relocation Work Corps, established within the War Relocation Authority by Executive Order No. 9102, issued March 18, 1942.

(h) The term "enlistee" means a person who has enlisted in the War Relocation Work Corps in accordance with the procedure prescribed by the Director.

(i) The term "subsistence" includes food, housing, sanitary facilities, light, heat, access to available recreational and educational facilities, and medical, hospital and dental care.

(j) The term "standard charge for subsistence" means the actual average cost to the Government, exclusive of administrative expenses, of the food, housing, sanitary facilities, light, heat, recreational and educational facilities, and medical, hospital and dental care for an individual resident of a relocation center for a given period of time. Until more accurate cost figures can be obtained from experience in operating relocation centers, the standard charge for subsistence shall be calculated upon the basis of \$20.00 per month per person.

(k) The term "cash advance" means the money advanced to residents of relocation centers as compensation for work done on projects administered by the War Relocation Authority. The amounts of such cash advances shall be determined by the rules contained in section 5.9 of Subpart 2 of this Part.

(l) The term "Dependent" includes any adult who is physically unfit for enlistment and service in the work corps, or any woman whose household duties are such that the Project Director has certified that it would be impracticable for her to enlist and serve in the work corps, and any child under the age of 16 years, in such a status with respect to another resident of a relocation center that he or she would normally rely upon such person for support; provided, however, that a child above the age of 16 years who is attending school shall be regarded as a dependent during the school term.

SUBPART 2. EMPLOYMENT ON PROJECTS ADMINISTERED
BY THE WAR RELOCATION AUTHORITY

Section 5.2 Persons eligible for employment. Employment on projects administered by the War Relocation Authority shall be limited to persons who are enlisted in the work corps, except that children above the age of 14 years, when not required to be in attendance in school, may be employed in agricultural or project maintenance work in accordance with instructions to be issued by the Director.

Section 5.3 Procedure for determining work assignments. The assignment of enlistees in the work corps to particular work tasks on projects administered by the War Relocation Authority, and the classification of such assignments in accordance with the classes specified in Section 5.9 of this Subpart, shall be the responsibility of the Project Director. The Project Director is hereby authorized and directed:

- (1) To analyze the occupational and work experience and training of persons enlisted in the work corps for the purpose of classifying the enlistees according to occupational training and experience.
- (2) To make every reasonable effort, consistent with prompt employment and efficient administration of the work projects, to assign enlistees to work at their usual or related occupations.
- (3) To maintain occupational classification records for each enlistee, showing work experience, qualifications, primary and secondary occupational classifications and other related information.

Section 5.4 Work on arms and munitions. No enlistee who shall not be a citizen of the United States shall be assigned to work on the manufacture or transportation of arms or munitions of any kind, or to other work having a direct relation with war operations.

Section 5.5 Physical condition of workers. No person whose age or physical condition is such as to make his employment dangerous to his health or safety, or to the health or safety of others, shall be employed on projects administered by the War Relocation Authority. This section shall not be construed, however, to prohibit the employment of physically handicapped persons, otherwise employable, where such persons can be assigned to work that they can safely perform.

Section 5.6 Hours of work.

(a) The Project Director shall be responsible for determining the hours of work for enlistees in the work corps, while they are employed on projects administered by the War Relocation Authority, in accordance with the provisions of this section.

(b) Hours of work on projects administered by the War Relocation Authority shall be eight hours per day, 48 hours per week, except in the case of:

- (1) Such projects or portions of projects as the Director, or his authorized representative, may hereafter exempt from this provision, in which case the hours shall be such as shall be stated by the Director or his authorized representative.
- (2) An emergency involving the public welfare or the protection of work already done on a project, when so authorized by the Regional Director.
- (3) Making up lost time due to conditions which in the judgment of the Regional Director warrant authorizing enlistees to make up lost time.
- (4) Seasonal work that may require attention without delay.

(c) The Project Director shall have authority to grant persons employed on projects administered by the War Relocation Authority compensatory leave for a number of hours equal to the time that they are required to work in excess of 200 hours per month.

(d) Persons employed on projects administered by the War Relocation Authority shall not be required to work on holidays that are observed by the administrative employees, except in the instances excepted in subsection (b) hereof. The usual work days of each week shall be Monday through Saturday, and enlistees shall be permitted to have 24 consecutive hours of rest in each week.

Section 5.7. Compensation. The compensation for work performed on projects administered by the War Relocation Authority shall consist of the sum of:

- (a) The allowance of subsistence for work corps enlistees and their dependents.
- (b) Cash advances to be made in accordance with the provisions of Section 5.9 of this Subpart, and
- (c) The furnishing of clothing in the cases to which Section 5.10 is applicable.

Section 5.8. Subsistence. Enlistees shall be entitled to subsistence for themselves and for their dependents from the date of acceptance of their enlistment in the work corps, during the period of their good standing in such corps.

Section 5.9. Cash Advances.

(a) The amount of cash advance to which each person employed on projects administered by the War Relocation Authority is entitled shall be determined on the basis of the classification of the work to which he is assigned. All assignments shall be classified according to the following rules:

- (1) Assignments to work or services of a professional or highly technical nature for which considerable scientific training and experience are required, and assignments to the most responsible administrative and supervisory positions shall be classified as Class I. Such assignments shall include:

(a) The following positions on the administrative staff:

Assistant Editor, Assistant Community Worker, Community Activities Supervisor, Associate Enterprise Superintendent, Associate Attorney, Medical Officer, Associate Medical Officer, Senior Medical Technician, Medical Technician, Dental Officer, Associate Dental Officer, Chief Nurse, Dietitian, School Department Head, Elementary School Principal, Associate Design Engineer, Chief Construction Foreman, Farm Superintendent, Associate Agronomist, Assistant Farm Superintendent, Plant Superintendent, Junior Marketing Specialist, Chief Foreman, Head Storekeeper, Motor Pool Supervisor, Project Steward, Assistant Project Steward, Chief Garage Foreman, Buildings and Grounds Superintendent, Registrar of Occupational Coding, Procurement Officer, Junior Administrative Assistant, Junior Fiscal Accountant, Junior Cost Accountant, Senior Photographer, Social Worker, Adult Activities Leader, Assistant Chief Nurse, X-Ray Technician, High School Instructor, Junior High School Instructor, Junior Supervisory Teacher, Senior Construction Foreman, Principal Agricultural Aide, Senior Foreman, Senior Storekeeper, Principal Dispatcher, Foreman Mechanic, Blacksmith Foreman, Senior Foreman Painter, Senior Carpenter Foreman, Senior Foreman Plumber, Senior Foreman of Communications, and Foreman of Refrigeration.

(b) Any other assignments which correspond to such positions as would be classified under the Classification Act of 1923 as P-1, SP-6, CAF-5, CU-3 or higher.

- (2) Assignments to work requiring experience, skill, or technical training of a specialized type shall be classified as Class II. Such assignments shall include:

(a) The following positions on the administrative staff:

Assistant Clerk Stenographer, Youth Activities Leader, Head Nurse, Nurse, Principal Hospital Attendant, Clerk, Assistant Clerk, Assistant Teacher, Engineering Aide, Architectural Draftsman, Cartographic Draftsman, Assistant Engineering Draftsman, Assistant Cartographic Draftsman, Statistical Clerk, Junior Construction Foreman, Senior Foreman of Laborers, Junior Foreman, Assistant Storekeeper, Dispatcher, Supervisory Truck Driver, Heavy Duty Truck Driver, Senior Steward, Head Cook, Chief Baker, Baker, Senior Mechanic, Junior Mechanic, Welder, Blacksmith, Senior Carpenter, Senior Painter, Senior Plumber, Senior Gardener, Foreman of Maintenance, Occupational Coding Clerk, Payroll Clerk, File Clerk, Supervisory Telephone Operator, Assistant Mail Clerk, Assistant Duplicating Clerk, Audit Clerk, Assistant Audit Clerk, Assistant Fiscal Accounting Clerk, Cost Accounting Clerk, and Timekeeper.

(b) Any other assignment which corresponds to such positions as would be classified under the Classification Act of 1923 as SP-4, CAF-3, or CU-5 or higher but lower than SP-6, CAF-5 or CU-8.

(3) Assignments to common labor, vocational training, and other work that does not require specialized training shall be classified as Class III. Such assignments shall include:

(a) The following positions on the administrative staff:

Junior Clerk Stenographer, Playground Supervisor, Junior Engineering Aide, Junior Storekeeper, Under Storekeeper, Junior Dispatcher, Junior Clerk, Cook, Kitchen Helper, Machinist Helper, Blacksmith Helper, Carpenter's Helper, Painter's Helper, Plumber's Helper, Junior Gardener, Senior Janitor, and Electrician Helper.

(b) Any other assignments which correspond to such positions as would be classified under the Classification Act of 1923 as SP-3, CAF-2, CU-4 or lower.

(b) Enlistees shall be paid cash advances on the basis of \$19.00 per month for assignments in Class I; \$16.00 per month for assignments in Class II; and \$12.00 per month for assignments in Class III. In addition, the Director may subsequently issue instructions pursuant to which any profits from the operation of a project may be distributed at the end of any fiscal year to work corps enlistees as additional cash advances.

(c) Persons employed on projects administered by the War Relocation Authority shall receive compensation in the form of cash advances only for the time spent in performing work. Deductions from the base pay because of voluntary absence from duty or because of lack of work to be done shall be made in the amount of one two-hundredth of the monthly cash advance for each hour not spent in performance of work.

Section 5.10 Work clothing. Enlistees who are engaged in outdoor work on projects administered by the War Relocation Authority, in the performance of which the wear on clothing or shoes is substantially more rapid than in other types of work, shall be issued outer work clothing. It shall be the responsibility of the Project Director to determine to whom such clothing should be issued, and in what quantity.

Section 5.11 Cash advances during illness. Cash advances in the amounts to which they would be entitled if actually working shall be made to enlistees during periods of illness not to exceed 15 days for each work year. A work year shall begin on July 1 of each year. Persons who enlist in the work corps after July 1 shall receive cash advances during illness in proportion to the fraction of the work year that shall remain after the date of enlistment.

Section 5.12 Assignment or pledge of cash advances. Cash advances to be paid by the War Relocation Authority may not be pledged or assigned, and any purported pledge or assignment shall be null and void.

SUB PART 3. EMPLOYMENT IN PRIVATE ENTERPRISES
WITHIN RELOCATION CENTERS

Section 5.13. Establishment of private enterprises. Residents of relocation centers may establish and operate cooperative enterprises to provide goods and services within such centers, and either private or cooperative enterprises for the manufacture or production of goods to be sold in markets outside the centers, provided that the establishment of each such enterprise shall be approved in advance by the Project Director. The operation of a private enterprise for the sale of goods within relocation centers shall not be permitted unless such enterprise is organized and operated as a cooperative.

Section 5.14 Information to be furnished Project Director. Residents intending to organize such an enterprise shall inform the Project Director of the nature of the activities of the proposed enterprise and the names of the proposed owners, partners or members thereof. If the enterprise is to be organized as a cooperative, the organizers shall furnish the Project Director with a copy of the proposed by-laws.

Section 5.15. Rental of space. The Project Director may lease available space to an enterprise at a reasonable rental.

Section 5.16. Cooperation with enterprises. The Project Director shall assist such enterprises by making available advice and technical guidance in their organization, operation and management.

Section 5.17. Loans to cooperatives. Applications from cooperatives for loans shall be handled by the Project Director in accordance with applicable administrative instructions to be issued from time to time by the Director. No cooperative shall be eligible to receive such loans, unless the Project Director shall be satisfied:

(a) That the cooperative is needed for the improvement of living conditions within the center;

(b) That the residents are not able to obtain sufficient capital elsewhere;

(c) That the enterprise has been organized in accordance with approved cooperative principles; and

(d) That a sound operating plan, including a repayment schedule, has been prepared.

Section 5.18. Labels, trade marks, and trade names. No label, trade mark or trade name shall be used in the sale of goods manufactured or made within a relocation center unless such label, trade mark or trade name has been approved by the Project Director.

Section 5.19. Employment of work corps enlistees. Any such enterprise may offer employment to work corps enlistees or other residents of relocation centers. Work corps enlistees who wish to enter the employment of such enterprises shall obtain furloughs from the work corps for such purpose by applying to the Project Director.

Section 5.20. Payment of subsistence charge. Enlistees serving as employees of such enterprises shall be required to pay the standard charge for subsistence for themselves and their dependents while on furlough from the work corps.

Section 5.21. Compliance with labor laws. Such enterprises shall comply with the provisions of all applicable wage, hour, social security, workmen's compensation and other applicable laws relating to labor conditions and standards.

SUBPART 4. EMPLOYMENT BY PRIVATE CONCERNS
OUTSIDE RELOCATION CENTERS

Section 5.22 Employment of groups of residents of relocation centers.

The employment of groups of residents of a relocation center by private concerns upon work to be performed outside the limits of a relocation center shall be permitted only when the following conditions have been satisfied:

(a) Assurance by State and local officials. The Regional Director shall obtain written assurances from the Governor of the State and from the local authorities that law and order will be maintained at the place of employment.

(b) Need for laborers. Recruiting of residents of relocation centers for private employment outside such centers shall not be permitted unless the Project Director has received from the United States Employment Service a certification based upon a determination that the supply of local labor is inadequate to meet the given situation and that adequate supplies of labor cannot be more economically secured elsewhere and that there is a specific need for labor at the place of employment.

(c) Living standards. The Project Director shall obtain assurances from the United States Employment Service:

(1) That adequate housing facilities that meet reasonable minimum standards are available for such workers;

(2) That adequate medical care is available at rates commensurate with the earnings of the workers;

(3) That adequate school facilities are available for any children accompanying the workers.

(d) Continuity of employment. The Project Director shall be satisfied that reasonable provision has been made to assure that full time employment will be furnished for the entire period covered by the contract of employment. The employer shall be required to guarantee to pay the worker, total wages, with respect to the period covered by the contract, equal to not less than two thirds of the total full time wages for such period.

(e) Transportation. The Project Director shall obtain satisfactory assurance that transportation will be provided to take the workers from the place where they are recruited to the place of employment and upon termination of the employment contract to return them to the place of their recruitment, all at no cost to the worker, provided, however, that at the option of the Regional Director the employer may be required to pay to the War Relocation Authority, in lieu of providing the transportation, the reasonable cost of such transportation. The Project Director shall require that facilities, duly licensed to transport passengers as a public service, shall be used for the transportation of workers for distances in excess of 100 miles, except as may be otherwise permitted by the express authorization of the Regional Director. The cost of the transportation of the workers (including the cost of food while in transit) from the place of their recruitment to the place of employment, and their return, shall be paid by the employer.

(f) Wages. The workers shall be paid wages at rates not less than the wages prevailing for similar work at the place of employment and not less than the minimum rates prescribed by law. No worker while engaged in such employment shall be charged any rent, fee or other type of exaction for housing, fuel or water. The wages shall be paid in full without any rebate or deductions whatsoever, except the deductions provided in subsection (n) hereof and such other deductions as are required by law.

(g) Recruitment. All recruiting shall be on an entirely voluntary basis and shall be done through the facilities of the United States Employment Service. Recruitment shall be limited to the work corps.

(h) For whom recruitment may be done. The Project Director shall permit recruiting only on behalf of an employer or an agent of an employer.

(i) Workers to be fully informed. At the time of recruitment, prospective workers shall be clearly informed in a language that they understand, of the work to be performed, the place of employment, the wages to be paid, the hours and conditions of work, the housing and living conditions to be available, and the approximate duration of the employment.

(j) Contract and bond. In his discretion, the Project Director may require an employer or the agent of an employer to execute an employment contract and to furnish a good and sufficient bond guaranteeing that the employer or agent will comply with the conditions set forth in this section relating to transportation, continuity of employment, wages and such other conditions, not inconsistent with these regulations, as the Project Director may deem appropriate. The bond shall contain appropriate provisions authorizing the Attorney General to institute proceedings in any court of competent jurisdiction on behalf of the United States or any person damaged by the failure of the employer to comply with the stipulations in the contract and bond.

(k) Transfer of workers. Upon approval by the Regional Director, a group of workers who were originally recruited for a specific employer may, when that employment is finished, be transferred through the facilities of the United States Employment Service to another employer whose need for workers has been certified in the same manner as the original employer. The original employer shall not be relieved

of his obligations and responsibilities under such an arrangement until the United States Employment Service and the Regional Attorney of the War Relocation Authority have certified that all of his obligations and responsibilities have been fulfilled, or assumed by the new employer.

(l) Claims and complaints. The Project Director shall instruct the workers to report wage claims and any other grievances relating to labor standards, transportation facilities or living conditions to the representative of the United States Employment Service stationed nearest the place of employment.

(m) Release of worker in special cases. The Regional Director upon application of any worker and upon finding that good cause therefore exists in his case shall be authorized to release any such worker from his contract of employment. Any employer or agent notified of such release, shall there upon be liable for the return of such worker and his family to the place of their original recruitment.

(n) Subsistence for dependents. A resident of a relocation center who enters private employment outside relocation centers shall be required to pay the War Relocation Authority the standard charge for subsistence for each of his dependents who remains at the relocation center. The Project Director shall require assurances from the employer that he will deduct from the wages of the worker an amount sufficient to pay such subsistence charges and transmit such sums to the person or official designated by the Project Director.

Section 5.23 Employment of single individuals or single families outside a relocation center. The Regional Director is authorized, in his discretion, to grant permission to single individuals or single families to leave a relocation center and enter private employment. The Regional Director, in determining whether a particular center

resident shall be granted permission to enter such employment, shall be guided by such of the standards and conditions governing group employment, prescribed in Section 5.22 of this article, as he shall deem appropriate.

Section 5.24 Private employment within daily travelling distance of the centers. (a) The Project Director shall have authority to permit residents of relocation centers to engage in private employment within daily travelling distance from such centers. He shall require such assurances with respect to wages, working conditions and personal safety of the workers as he shall deem adequate.

(b) Such workers shall not be transported at the expense of the War Relocation Authority.

Section 5.25 Furloughs. Any resident of a relocation center who desires to enter private employment outside a relocation center shall apply for a furlough from the work corps and permission to leave the center in accordance with the regulations relating to furloughs and leave.

Section 5.26. Subsistence for persons not enlisted in the work corps.

(a) All residents of relocation centers who are eligible to enlist and who have not enlisted in the work corps shall be required to pay the standard charge for subsistence for themselves and for their dependents, in accordance with the following rules:

- (1) Each resident of a relocation center who has not enlisted in the work corps, and who is financially able to make such payment, shall be required to pay the standard charge for subsistence for himself and for each of his dependents.
- (2) If such a resident is not financially able to pay the full amount of the standard charge for subsistence for himself and for each of his dependents, he shall be

required to pay such part of such standard charge for subsistence as he is able to pay. The unpaid balance shall be entered on an account to be maintained for the particular individual or his family. If such resident shall later enlist in the work corps, not less than one half of the cash advances to which he shall become entitled shall be deducted as a means of gradually reducing his indebtedness to the Government.

- (3) If a resident of a relocation center is not able to pay or desires not to pay the standard charge for subsistence for himself and his dependents and also refrains from enlisting in the work corps, the full facts shall be reported by the Project Director to the Regional Director, who shall have authority to determine that in the public interest the resident and his dependents shall be moved to a different relocation area.

(b) If a work corps enlistee shall refuse to perform the duties that are assigned to him, the Project Director shall have authority to suspend him from the work corps. During such period of suspension, and until he is reinstated, he shall be required to pay the standard charge for subsistence for himself and his dependents, or the charge shall be entered on his account as unpaid.

(c) No charge shall be made for the subsistence of any child over 16 years of age during the period that such child is in attendance at school in any case in which the person upon whom such child is dependent for support has enlisted in the work corps.

(d) It shall be the responsibility of the Project Director to maintain complete and accurate accounts on all indebtedness to the

Government and, pursuant to the applicable administrative instructions, to take appropriate steps to collect such indebtedness.

(e) Payment of the standard charge for subsistence shall be made to the bonded finance officer designated by the Project Director as the person authorized to receive such payments.

(f) All such payments of the standard charge for subsistence shall be covered into the Treasury of the United States as miscellaneous receipts.

Section 5.27. Subsistence credits for families. Where both husband and wife have enlisted in the work corps, the credit for the subsistence of their dependents shall be divided equally between them. Where both husband and wife shall be eligible to enlist in the work corps and either of them shall fail or refuse to enlist and the other shall so enlist, such non-enlisted person shall be required to pay, or shall have charged against his or her account, the standard charge for his or her subsistence and, in addition thereto, one half of the standard charge for subsistence for the dependents in the family except that the Project Director may, on the request of the person so enlisted, regard all of such dependents as being wholly dependent upon such enlisted person. Where either husband or wife shall enter private employment, and the other shall remain employed on work projects of the War Relocation Authority, the standard charge for subsistence for their dependents shall be divided equally between them, the person in private employment to pay one half the standard charge for subsistence for their dependents and credit to be given the other spouse as a part of the compensation for work performed on the project.

Section 5.28 Care of persons without means of support.

(a) In addition to allowance of subsistence, public assistance grants at a rate not to exceed \$3.00 per month for unattached

individuals, \$5.00 per month for a family of two, \$6.00 per month for a family of three, \$7.00 per month for a family of four, and \$7.50 per month for a family of five or more, shall be made in the following cases:

- (1) To individuals who are unable to work because of illness (after 15 days of sick leave) or incapacity.
- (2) To children without support under 16 years of age.
- (3) To families no member of which is able to work.

(b) In cases where the public assistance grant is to be made because of the physical incapacity of the individual, a doctor's certificate to the effect that such person is physically unable to work, and indicating the nature of the incapacity, shall be required.

(c) The Project Director shall make a special monthly report on public assistance grants to the Regional Director, indicating the amount of all such grants, the number and names of persons receiving grants, the justification for making the grants in each case, and such other information as the Regional Director may require.

Section 5.29 Burial or cremation of deceased residents. The Project Director is hereby authorized to make necessary expenditures for the burial or cremation of deceased residents of relocation centers, but the maximum expenditure to be made by the Project Director for a single funeral shall not exceed \$75.00. The funeral expenses of minor children shall be paid by their parents, or shall be charged to the parents' accounts with the War Relocation Authority, if the parents are financially able to pay such expenses. Burial expenses shall include the furnishing of a casket and the expense of cremation or embalming and interment.

Section 5.30 Assignments to administrative positions. Enlistees in the work corps may be assigned to service in designated positions on the administrative staff of the Project Director. Such assignments

however, shall not be deemed to be appointments of such enlistees as employees of the United States within the meaning of the statutes relating to the appointment of employees to classified or civil service positions in the Government of the United States, and shall not be deemed to entitle such enlistees to any rights or benefits conferred under such statutes. Such enlistees shall be paid, and their assignments shall be classified in accordance with Section 5.9 of Subpart 2 of this Part.

Section 5.31 Amendment of regulations. The right is reserved to amend, supplement, or revoke these regulations, in whole or in part, at any time and without notice.

Issued at Washington, D. C., the date of , 1942.

M. S. Eisenhower
Director
War Relocation Authority