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UNITED STATES DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
Washington

Colorado River
Dr. Harris
20509

JAN 23 1945

TO ALL PROJECT DIRECTORS

It has just come to our attention that a few last-minute changes were made in Public Proclamation No. 21 after we had mimeographed the Proclamation here and sent copies to the field. Except for the insertion of two new paragraphs, the changes are chiefly editorial and do not alter the meaning of the Proclamation.

The paragraphs which have been added indicate that evacuees desiring to know their exclusion status and those who wish to obtain identification cards (for return to the evacuated area) should write to the Commanding General of the Western Defense Command. Since this information has already been conveyed to the evacuees in one way or another, we are not planning to get out a revised version of the Proclamation.

D. S. Myers
Director



Director

Proclamation.

We are not planning to get out a revised version of the statement which has been conveyed to the prisoners in one way or another, the Western Defense Command. Since this information has been conveyed (then) should write to the commanding general of who may to obtain identification cards (for return to the prisoners desiring to know their ex-conviction status and those the prisoners which have been added indicate that

after the meaning of the proclamation.

Prisoners, the changes are entirely editorial and do not come to the effect. Except for the insertion of two new after we had witnessed the proclamation here and sent where changes were made in public proclamation No. 21

It was that come to our attention that a few last-

TO THE DIRECTOR

JAN 5 1945

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WASHINGTON
THE DEPARTMENT OF JUSTICE
UNITED STATES DEPARTMENT OF THE INTERIOR

Received
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Misc. w R A
memo

FEB 12 1945

Sent to all projects including Tule Lake

Activities at several of the centers during the past few weeks have pointed to the desirability of specifically outlining what the objectives of the War Relocation Authority centers should be during the coming twelve months in regard to procurement and supply functions. The overall policy is clear — that the War Relocation Authority wants to close the centers with the least possible property and materials on hand that are in excess of its needs, based on a radically curtailed program in many departments.

Purchasing from here on out should be reduced to the lowest possible. The best chance for a coordinated supply program lies in the months ahead. Very accurate plans and estimates of supplies and materials, in detail, should be made for everything that is needed for center functioning, from now until December 31, 1945, if possible, but not less than 90 days at the minimum. Where definite estimates are not possible, there should be only "hand to mouth" buying to take care of a given situation.

Only needed items should be bought or used. Every attempt should be made to use up stocks on hand, making all possible substitutions and using all possible ingenuity and resourcefulness to adapt substitutions from existing inventories. Unnecessary activities or unauthorized projects should not be performed merely because the materials are on hand.

The Authority as a whole may have a full stock of given items but certain centers may be understocked or overstocked, as the case may be. We will want to shift materials and equipment from center to center. It is for that reason that all centers have been requested to submit complete inventories to the Washington office at the earliest possible date. Recently one center was buying 144,000 feet of lumber when another center was declaring surplus 220,000 feet of the same kind and size of lumber. This exacting need for knowing at a given moment what we have on hand and on order also requires that property record cards and warehouse bin cards be accurate and current.

Preliminary to any statements regarding what should or should not be bought is the good operating practice of first using up what we have on hand. Generally speaking, no equipment is to be purchased. Any exceptions must be specifically requested of the Director and approved by him.

Listed below are the major activities requiring purchases in the past, and a general statement regarding future purchasing activity to center closure.

Mess. Only what is needed for normal feeding to reduced population. Inventories on hand to be computed and redistributed. Stocks on hand to be used. No equipment.

Motor Pool. Essential parts to keep equipment running. No repair equipment.

Maintenance, Engineering, and Agriculture. Little or nothing. Use stocks on hand. Redistribute inventories. Use only materials essential to continuance of essential operations and provide for disposition of evacuee property.

Schools. Only what is absolutely needed for which there is no substitute. No equipment or textbooks.

Vocational Education and Adult Education. Only essential operating supplies and those things upon which a commitment was made prior to December 17, 1944.

Community Activities. Very little. Use substitutes where possible and develop resourcefulness. No priorities assistance.

Janitorial and Operations Supplies. Only those recurring items needed to carry to center closing.

Hospital. Only necessary supplies for operation. No major equipment.

Office and Administrative Supplies. Only essential needs. No equipment. Will need to shift equipment and supplies as needs of WRA change.

Your attention is invited to the several requests made during the past two months to submit inventories and to restrict expenditures and/or the allotment of funds for the purchase of materials and supplies pending receipt of all inventories of supplies now on hand. The communications are listed as follows. In the event center files are not complete, an immediate request for copies should be made.

- (1) Teletype signed by Mr. Clear dated 12-6-44 requesting complete inventories of construction, maintenance and operation supplies.
- (2) Teletype signed by Mr. Pitts dated 12-19-44 requesting inventories of all supplies.
- (3) Teletype bearing the Director's signature dated 12-22-44 withdrawing CMP-5A Priority, effective 1-1-45.
- (4) Teletype signed by Mr. Provinse dated 1-6-45 stopping the purchase and use of materials on approved construction projects, pending a resurvey of construction needs by the Director's office for all centers as a result of the revocation of the Exclusion Order.
- (5) Teletype signed by Mr. Larsen dated 2-1-45 requesting list and detail of unliquidated obligations as of 1-31-45.

After inventories are received from all centers and carefully reviewed, a procedure will be put into operation to transfer surplus supplies between centers. This will reduce purchases of materials and supplies so sorely needed by the armed forces or for other war production, and make it possible to reduce our surplus inventory at the same time.

When we were assured the restriction would be lifted and evacuees allowed to return to their homes in the several Pacific Coast states, plans were made for the relocation of the center residents, and for disposal of all physical property, equipment and supplies, looking toward the closing of each center in an orderly manner at the earliest possible date. The question of surpluses came up for consideration, particularly in view of our experience in disposing of surpluses when the Jerome center was closed. It was decided to set up the mechanics necessary to draw from surpluses that were on hand those supplies necessary to operate all centers, and to restrict purchases of supplies to emergency purchases for the period of time required to complete all inventories. When all inventories are received, it will be possible to transfer supplies between centers where there is an obvious surplus shown on the inventory over and above that center's estimate of need (and this should be a reasonable estimate). The inventories that have been received revealed there are surpluses now on hand of some classes of supplies far in excess of the estimated total need at all centers, under normal operating conditions between now and December 31, 1945.

A careful check of incoming purchase order copies indicates business is being conducted as usual at many centers, purchase orders being issued bearing an emergency purchase stamp that cannot be justified as emergencies and that add to the already over-stocked supply of that particular commodity on hand at that center with no apparent regard for substitute material on hand.

Several centers are continuing to extend the AA-2 MRO-5A priority rating, long after my teletype of 12-22-44, even though no funds were allotted for such purchases in the third quarter.

The purchase order copies indicate there are many other violations of the Handbook and Manual instructions. I am quoting, for your convenience, the definition of an emergency (Manual section 20.6.9) and expect that this will be used as a guide in making emergency purchases in the future:

"The word 'Emergency' as used in this Handbook is defined as a situation that demands immediate attention to protect health, life or Government property, or to insure the uninterrupted operation of an essential service. The simple determination that an item is necessary is not sufficient to place it in the category of an 'emergency', unless one of the circumstances mentioned above is present. Although the failure of a Center to adequately foresee its needs may result in an emergency, it is definitely an indication of non-compliance with a basic WRA policy which stresses advance estimating of supplies and equipment for the planned Center program."

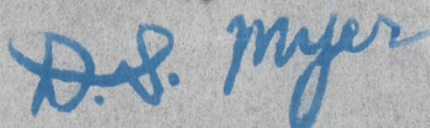
It is not my intention to restrict the purchasing of necessary operation supplies at any Center and, if budget and procurement instructions included in Manual sections 20.2 and 20.6 are complied with, no difficulty will be encountered in obtaining funds for the necessary operating supplies. Emergency purchases will continue to be handled as special requests for the present or until inventories are received from all centers and until the control procedure has been strengthened.

Starting March 1, 1945, each Section Head in the Washington office will review copies of purchase orders issued for supplies for the representative section at the centers and if purchases are made in violation of specific instructions, or if the supplies are already on hand, or if other supplies can be substituted, collection from the employee responsible for the purchase will be requested.

I am sure each Project Director will cooperate fully when the serious nature of the surplus of supplies now on hand is understood. May I suggest each center call a special meeting of staff members including the Supply and Procurement officers pointing out the need for utilizing existing stores insofar as that is possible and maintaining a current inventory and by making substitutions where necessary. Upon receipt of an inventory and an estimate of requirements from each center, a surplus list will be prepared, from which requirements at all centers insofar as possible will be filled. Only after the needs of all centers are taken care of will stocks be declared surplus to the appropriate disposal agency.

I will be glad to consider suggestions from all Project Directors for reducing surplus stocks now on hand and for controlling unnecessary purchasing in the future. The essential thing that project directors must impress upon the appointed staff and they in turn make clear to the evacuees is that nothing is to be purchased or built except what is absolutely essential to the proper protection of life, health, and property, and the minimum operating requirements of the center and has been approved by the Director. Only by the cooperation of all concerned can a proper job of utilization of inventories and restricted operations be completed.

Sincerely,



Director

CC: R. B. Cozens

MEPitts:vc:sh

Doxonan Stewart

UNITED STATES DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
Washington

May 25, 1945

TO ALL PROJECT DIRECTORS (except Tule)

Despite all the emphasis that has been placed by this office on the closing of centers by January 2, 1946, I am still receiving reports which indicate that some of our project personnel remain skeptical. Some staff members apparently are not only dubious in their own minds of our ability to complete the relocation job on schedule, but many of them are openly expressing their doubts in the presence of evacuee residents.

If these reports are true, I am deeply disappointed. Personnel who engage in this kind of activity are not only disloyal to the program of which they should be an integral part but are doing a serious disservice to the residents by building up expectations which cannot and will not be realized. The status of our operating funds and our relocation plans is such that there is no feasible alternative to closing the eight relocation centers on schedule even if we felt postponement would be desirable — which we do not.

This statement should be brought to the attention of the appointed personnel at your center and may be published— if you think it desirable—in the project newspaper for the information of the residents.

/S/ D. S. Myer
Director

Files 40 WAR RELOCATION AUTHORITY *1069*

Washington

August 9, 1945

MEMORANDUM

To: Project Directors and California Area and District Relocation Officers

Attention: Relocation Program Officers
Head Counselors
Relocation Adjustment Advisers

SUBJECT: Referral of Dependency Cases to the State of California after
August 10, 1945

By August 10, 1945, the centers will have completed referral of all dependency cases known as of that date, to Relocation Adjustment Advisers in West Coast Area offices. The procedure has heretofore provided for a review of incoming and outgoing summaries (Forms WRA-390) in the Area office. At this stage, however, it is essential to bring the District relocation offices in California more directly into contact with the county welfare offices. This closer contact will not only speed the relocation of dependent persons, but should provide for a better working basis between the county and the district relocation office on this type of case. Consequently, the following new procedure will be effective August 10, for all California cases:

1. Beginning August 10, 1945, any new Form WRA-390 summaries originating at a relocation center shall be sent directly to the District Relocation Officer, with a copy to the Area Relocation Adjustment Adviser. Follow-up correspondence on pending cases should also be addressed to the District Relocation Officer with a copy to the Area Office. If, in the judgment of the Head Counselor at the center, a case presents special problems of which the Area Relocation Adjustment Adviser should be aware, and in which his assistance may be needed at the state level, a covering memorandum to this effect should be attached to the Area copy.
2. All Form WRA-390 summaries under review in Area offices on August 10, 1945, or arriving after that date, shall be sent to the District office for direct negotiation by them with the county.
3. The Area Office shall prepare duplicate lists for the District office and county involved of all Form WRA-390 summaries which have been sent out by them to county welfare offices and on which no reply has been received. The Area office shall request the county to send the reply on such cases directly to the District relocation office. The District Office in turn will have the responsibility of notifying the appropriate center and the Area Office of the county's decision.
4. Immediately upon receipt of a Form WRA-390 summary, the District Relocation Officer shall appraise the housing situation for the family or individual involved. The District Relocation Officer shall also take the initiative in consulting with the county welfare department and shall render them all possible assistance in establishing eligibility for the family in the county.

5. The District Relocation Officer should use Form WRA-390 in reporting back to the Welfare Section at the center on the results of negotiations with the county welfare department on a particular case. The main purpose of the report should be to inform the center as to whether the family's eligibility for public assistance has been established. The District Relocation Officer may add such constructive comments as he may care to make on the availability of temporary housing or other facilities or services. The District Relocation Officer has the ultimate responsibility for housing resettlers and should use his ingenuity in making advance arrangements wherever possible. It should be borne in mind, however, that the housing needs of most dependent families are not different from those of other families, and that special accommodations are necessary only where unusual health or social conditions are presented. Therefore, once the county welfare department has indicated that a family is eligible for public assistance, the relocation plans for that family should proceed on the same basis as those for other families. This may include a period after relocation during which the family or individual will be temporarily housed in the new community in a hostel or other interim accommodation. It is not mandatory that permanent housing be arranged for before departure from the center.
6. In accordance with Administrative Notice No. 285, the centers shall forward to each District office the list of those dependent persons who have been accepted by their state of legal residence, but for whom housing has not been located. The lists should indicate any cases where special housing facilities are needed. A copy of the District lists for each Area should go from the center to the Relocation Adjustment Adviser in the Area office.
7. District Relocation Officers should make a special effort to arrange for suitable temporary or permanent housing for dependent families so that their return to their state and county of legal residence will not be delayed because housing is not available for them.
8. Each District Office shall forward to the Area Relocation Adjustment Adviser a weekly progress report incorporating the following information concerning action on dependency cases.
 - a. Number pending at beginning of week
 - b. Number received by District during week
 - c. Number referred to county during week
 - d. Number accepted by county during week
 - e. Number rejected by county during week
 - f. Number returned to center for more information
 - g. Number relocated during week
 - h. Number pending at end of week
9. The foregoing instruction will relieve the Area Relocation Adjustment Adviser of much of the detail in connection with review of Form WRA-390 summaries. He should now be free to devote the major portion of his time to field work with the District Officers in their processing of these cases and in their contacts with the county welfare agency. The services of the Relocation Adjustment Adviser should be available to the District Officers at all times in the handling of specific cases presenting problems which may need special consultation with the state agency.

Stafford
Weston
Nichols
Forrest
McLaughlin
Anderson
Newell
Niver
Roth
Alexander
Caward
Isom
Hobson
Harding
Shellhorn
Williams
Chapman
~~Smith~~
~~Robison~~
~~Verminington~~
~~Watts~~
Kimmerling
Carper
Finnell
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Wilhelm
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~~Wright~~
N. Hobson
Barber
Gwinn
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