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As already noted, cooperating Federal agencies had agreed to staff the Civil Control Stations with a team, which, in concert with an Army representative, registered and processed the Japanese population within the area. The functions of the Army and of each agency can be briefly stated:

a. The Federal Security Agency, through the United States Employment Service, located, established, organized and operated the Civil Control Stations. This agency provided suitable space and equipment for all agencies which operated in the Station. The Manager of the Civil Control Station was named by the Federal Security Agency and was usually a representative of the United States Employment Service. He was responsible for the organization, supply and administration of his Control Station and for the distribution of instructions received by him to the civilian staff.

b. The Federal Security Agency through the Bureau of Public Assistance of the Social Security Board registered all evacuees, and social workers arranged to aid potential evacuees in the solution of family problems, and in some instances gave financial assistance to those who wished to leave the area and who submitted approved plans for relocation.

c. The Federal Security Agency through the United States Public Health Service provided for the medical examination of all evacuees either during processing at the Civil Control Station or upon arrival at an Assembly Center.

d. The Federal Reserve Bank of San Francisco, by authority of the Treasury Department and Alien Property Custodian, arranged for the storage of household goods, acted in the settlement of creditor-debtor disputes and assumed a protective function for all real and personal property of evacuees, except farm property. This agency also provided for the storage and for the sale to the United States Government of privately owned automobiles not otherwise disposed of by the evacuees.

e. The Farm Security Administration as the designee of the United States Department of Agriculture, assumed responsibility for the agricultural aspects of the program such as the securing of substitute operators for Japanese farms to assure continued production of food and to protect the Japanese operators against loss.

f. The Sector Commander provided such military personnel as he deemed necessary at the Civil Control Station. He also was responsible for posting Civilian Exclusion Orders and instructions throughout the specific area, for the escort of evacuees to Assembly Centers and, in some instances, for the transportation of evacuees.

g. All major transportation requirements determined by Wartime Civil Control Administration were procured by the Western Defense Command Rail Transportation Officer under the Quartermaster through the Assistant Chief of Staff, G-4, Western Defense Command and Fourth Army. These arrangements provided virtually for direct liaison between the transportation officer, Wartime Civil Control Administration, and the Rail Transportation officer, Western Defense Command and Fourth Army. The Sector Rail Transportation Officer concerned was kept informed of the transportation schedules and acted as the field transportation operations officer for each movement.

h. The Sector Commander, through his Provost Marshal, issued all permits to enter or leave designated areas, passed on requests for deferment from evacuation, and provided internal external security for Civil Control Stations.

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May 4, 1942

MEMORANDUM FOR THE FILES:

SUBJECT: Procedures in Process of Evacuation

The following is a resume of a discussion with Mrs. Staudt of Dr. Dedrick's office:

The various steps in a process are known as:

R-Day. Placards are posted in the communities which are to be moved. The population is told to report at the control station beginning the following day for registration. Next R-Day (2 days) Registration days for a unit of approximately 1,000 persons; S-Days (2) These are Service days in which the Federal Reserve Bank arranges for disposal or other treatment of property, businesses, management, furniture, contracts, and so forth. The Farm Security Administration treats farm property, sale, lease, rental and similar negotiations.

Key stations are then opened and operated. Three E-Days follow, which are evacuation days. The reception staffs are evacuated on the first day and two days later the main groups are evacuated to assembly centers. The mechanical procedures are approximately and tentatively, as follows:

Proclamation is issued by the Military, designating as prohibited zones: Zone 1--zones in which aliens and Japanese cannot operate and are prohibited zones, and Zones 2 to 5--restricted zones. Japanese can then travel no more than five miles without a permit. These are applicable, principally, however, to military areas No. 1 (prohibited zones). The Provost Marshall is the responsible officer in charge and will permit some movement and change of residence upon completion by the applicants and approval of change of residence report, Certificate of change of residence Notice, and Travel Permit.

It is interesting to note that there are now approximately 800 changes a day in residence prior to evacuation. Voluntary evacuation, as such, has been halted. The W.C.C.A. is in a position to treat special cases of address and residence and trace them if they are provided with a previous residence address.

At the control station the evacuees are given a registration envelope and some pre-education in the evacuation. The envelope contains all forms. On the outside is an inquiry and reference slip and an appointment slip with the social data registration worker. The social data registration is the first permanent form completed. Only the head of the family needs to report. Unattached single persons can elect to join family groups or form family groups of their own. Four copies are made of the social data registration form.

Page 2.

The original copy is maintained by the U.S.E.S., one is maintained by the statistical division of the W.C.C.A., one goes in the assembly center and one copy goes with the evacuees, first to the assembly center, if that is the case, and then to the relocation center.

No medical inspection is required unless requested by the evacuee or obviously needed within approximately 100 miles. The evacuees are given a medical examination in the assembly center. The personal property form is completed and an agreement made regarding the disposition of motor vehicles. If the assembly center is within 100 miles they may take their own automobiles with them, but must dispose of them at the assembly centers on an assistant price basis. From 1100 evacuees only five retained their autos. The Government has the right to buy these automobiles at the assembly centers on or before necessity arises.

Baggage and identification tags are also issued. There are other Farm Security Administration and Federal Reserve Banking facilitating forms which are used in their specific functions. After they have arrived at the assembly centers an occupational record is prepared and a copy of that record will follow the worker to the relocation center.

Some vaccine and inoculations are administered principally for smallpox and typhoid and immunization record is maintained.

At the assembly centers the W.C.C.A. has also maintained a family ledger record and other operational records and reports for budgetary and administrative purposes.

Robert A. Petrie,  
Executive Assistant.

San Francisco, California  
March 24, 1942

MEMORANDUM NO. 1

To: Members of Public Assistance Staff Assigned to WCCA Local Offices

From: Phoebe Bannister  
Assistant Regional Representative  
Bureau of Public Assistance, Region XII

Subject: Manual Material  
Telephone and Telegraph Service  
Supervisory Areas and Field Service  
Additional Materials to be Sent to  
Local Offices

#### Manual Material

The Manual of Policies and Procedures sent to you on March 19 is for your guidance in performing the work assigned to you as a member of the WCCA team. Revisions of, and additions to the Manual will be sent to you as they become necessary. All Manual material released will be identified as to section so that it can be inserted in its proper place in the Manual.

The most recent Manual material sent to you was Section IV relating to policies and procedures governing financial assistance; instructions for preparing disbursing orders, and Government requests for transportation; and instructions for the use of the inquiry and reference slip, form WCCA-S-1. Section IV is to be inserted in your Manual immediately following Section III, and the above-mentioned instructions are to be inserted in the Appendix section. A table of contents, which will indicate clearly all of the material belonging in the Manual, will be sent to you within a few days.

#### Field Service and Supervisory Areas

It has been necessary to increase the number of supervisory areas outlined in Section II of the Manual, and it is likely that there will be a further increase in the number, particularly in the southern part of California. The supervisory areas as they are now established, with the local offices covered and the names of the area supervisors, are presented below.

The establishment of supervisory areas should facilitate greatly the service offered by the central office. The area supervisor will serve both as a field representative of this office and as the immediate supervisor of the public assistance workers in the local WCCA offices. All questions with respect to policies and procedures and actions on individual cases should, insofar as possible, be referred to the Area Supervisors rather than to the central office. Those sections of the

Memorandum No. 1 (continued)

Manual referring to Regional Office approval, may now be interpreted to mean approval of a representative of the Regional Office, or in other words, approval of the Area Supervisor. Area Supervisors will correspond directly with you concerning their proposed visits to local offices and their headquarters when they are in the field.

Supplies and printed or mimeographed instructions will continue to be sent to the local offices from the central office. The establishment of supervisory areas does not alter those provisions of the Manual relating to the sending of transmittal lists and duplicate copies of the social data form to the central office. Area Supervisors may, however, ask you to send direct to them a copy of the transmittal list sent to the central office.

Supervisory Area No. 1  
(all of Washington)

Mr. Martin

1. Seattle
2. Bremerton
3. Yakima
4. Raymond
5. Tacoma
6. Bainbridge

Supervisory Area No. 2  
(all of Oregon)

Mrs. McCord

1. Portland
2. Hood River

Supervisory Area No. 3

Mr. Vernier

- |                  |              |
|------------------|--------------|
| 1. San Francisco | 5. Hayward   |
| 2. Oakland       | 6. Pittsburg |
| 3. Berkeley      | 7. Richmond  |
| 4. Alameda       |              |

Supervisory Area No. 4

Mr. Vasey

1. San Mateo
2. San Jose
3. Salinas
4. Watsonville
5. Santa Maria

Supervisory Area No. 5

Mr. Ruby

1. Chico
2. Marysville
3. Sacramento
4. Stockton
5. Santa Rosa

Supervisory Area No. 6

Mr. Newton

1. Merced
2. Fresno
3. Visalia
4. Bakersfield

Supervisory Area No. 7

Miss Ryder

- |                 |                    |
|-----------------|--------------------|
| 1. Los Angeles  | 10. Pasadena       |
| 2. Alhambra     | 11. Pomona         |
| 3. Burbank      | 12. San Fernando   |
| 4. Inglewood    | 13. Ventura        |
| 5. Long Beach   | 14. El Centro      |
| 6. San Pedro    | 15. Redlands       |
| 7. Santa Monica | 16. Riverside      |
| 8. Whittier     | 17. San Bernardino |
| 9. Torrance     | 18. San Diego      |

Telephone and Telegraph Service

A "Government rate" should be requested for all telegrams which are sent. The telegraph companies give the Federal Government a 40 per cent reduction on the cost of wires. When a long distance telephone call is made, explain to the operator that it is a Government call, and that the tax is not to be charged.

Additional Material to Be Sent to Local Offices

The material listed below will be sent without a covering memorandum and is called to your attention in this memorandum so that you can identify it when it arrives at your office.

1. A copy of a report of the work performed by the staff of the Social Security Board in this Region on the evacuation of enemy aliens from areas designated by the Department of Justice as prohibited areas.

This report will give you general background information in connection with the evacuation programs.

2. California State Department of Social Welfare Bulletins No. 181 and 183.

These will not be sent to the Oregon and Washington offices. Bulletin 181 explains the plan agreed upon by the California State Department of Welfare and the Social Security Board whereby the County Departments of Welfare assumed responsibility for offering service to those aliens of enemy nationality found to be in need of continuing care during the evacuation under Department of Justice orders. Bulletin 183 explains the WCCA organization to county departments and instructs the counties as to their responsibilities with respect to the offering of aid to individuals or families affected by evacuation orders.

3. A form letter and wire to be used when corresponding with State Agencies concerning relocation plans.

This material has been prepared in order to accelerate the procedural steps outlined in Item III-8 on page 4 of Section III of the Manual. The first wires and letters of this nature which you prepare should be cleared with the Area Supervisor who may later direct you to assume full responsibility for them.

4. A table of contents for the Manual.
5. Instructions governing the use of Forms WCCA-PM 1 and 2

These instructions are to be inserted in the Appendix section of the Manual.

Phoebe Bannister

Rec'd 3-20-42

Sum

MEMORANDUM TO ALL EMPLOYMENT OFFICES AND FEDERAL SECURITY AGENCY  
PERSONNEL ASSIGNED TO PERFORM SERVICES FOR THE  
WARTIME CIVILIAN CONTROL ADMINISTRATION

I. General Background

A. Previous Orders of Attorney General

The evacuation of certain classes of persons, deemed necessary for the national security, was first initiated by action of the Attorney General of the United States who heretofore designated certain areas as prohibited to enemy aliens and certain other areas as areas in which their movements were restricted, under the authority of the Presidential Proclamations of December 7 and December 8, 1941, vesting in the Attorney General power to prescribe the conduct to be observed by all enemy aliens in the continental United States. A number of so-called prohibited "Class A" areas and restricted "Class B" areas were established in the States on the Pacific Coast by the Attorney General and evacuation of enemy aliens from those areas designated as prohibited was completed February 24, 1942.

B. Transfer of Wartime Civilian Control to Army

Under date of February 19, 1942, the President issued Executive Order No. 9066, in which he authorized the Secretary of War and the military commanders whom he may designate to proclaim "military areas" in such places and of such extent as he or the appropriate military commander might determine, and from which any and all persons (whether aliens or citizens) may be excluded and with respect to which the right of any person to enter, remain in or leave is subject to whatever restrictions the Secretary of War or the appropriate military commander may impose. This authority supersedes that of the Attorney General within the military areas as they are proclaimed.

The Secretary of War on February 20, 1942, designated Lt. Gen. John L. DeWitt as the military commander to carry out the duties and responsibilities imposed by Executive Order No. 9066, for that portion of the United States embraced in the Western Defense Command, which includes all of the continental United States within the States of Washington, Oregon, California, Idaho, Nevada, Arizona, Montana and Utah.

C. Action Taken by General DeWitt under Executive Order No. 9066

1- Public Proclamation No. 1

On March 2, 1942, General DeWitt issued his Public Proclamation No. 1, copies of which have been heretofore supplied to your office.

This proclamation established two military areas which together comprise all of Washington, Oregon, California and Arizona. Military Area No. 1 has two zones, viz: "Prohibited Zone A-1" and "Restricted Zone B". Although the proclamation differentiates between these two zones, persons of Japanese ancestry will be required to evacuate from both of them. German and Italian aliens may be permitted to remain in or enter upon Zone B, subject to conditions and restrictions, but ultimately will be required to move from Zone A-1 in Military Area No. 1, and from Zones A-2 to A-99 in Military Area No. 2, which will become prohibited to all these classes, with limited exceptions.

## 2 - Public Proclamation No. 2

On March 16, 1942, Public Proclamation No. 2 was issued and copies sent to your office the same day. This proclamation created four additional military areas, viz: No. 3, Idaho; No. 4, Montana; No. 5, Nevada; and No. 6, Utah. Within Military Areas 1 and 2 and these four additional military areas, the proclamation also creates further zones, viz: A-100 to A-1033, which it is contemplated will become prohibited to all Japanese and to all nationals of Germany and Italy.

Neither of these two proclamations presently orders anyone to move or restricts the movements of any person, excepting only that the 6th paragraph of Proclamation No. 1 continues in force and effect the prohibited areas and restricted areas theretofore designated by order of the Attorney General, and the prohibitions and restrictions with respect to these areas which had been prescribed by him. The proclamations do establish the whole of the Western Defense Command as a "Military Area" and thereby clothe the Commanding General with the broad power of exclusion, etc., conferred by Executive Order No. 9066 throughout this area. They also indicate for the guidance of the classes of persons who will be affected, information as to the proposed limits of the areas which are to become prohibited to them, in order to permit them, where possible, to remove themselves beyond these areas to places from which it is unlikely that they will be required to move again.

Other aspects of the proclamations issued to date and the probabilities as to future proclamations will be discussed below under appropriate headings.

## 3 - Wartime Civilian Control Administration

General DeLitt has created the above named administration under the immediate direction of Colonel Karl R. Bendetsen, his Assistant Chief of Staff for Civil Affairs, to carry out the evacuation program. Under the President's Executive Order No. 9066, the General is authorized to take such steps "including the use of federal troops \* \* \* and other federal agencies" as he may deem advisable. Under this authority a number of civilian agencies have been called upon to render services and a civilian staff for the above mentioned administration

has been recruited. Headquarters are located in the fourth floor of the Whitcomb Hotel, San Francisco.

As now outlined, the evacuation program will deal first with the Japanese and will have five phases, viz: (i) a period during which voluntary evacuation from the potentially prohibited zones to other areas will be permitted and facilitated; (ii) the designation and effectuation of evacuation areas by the Army; (iii) the establishment of induction centers in or near the designated evacuation areas for evacuees who have not theretofore voluntarily removed, and their transfer to reception centers; (iv) the receiving and caring for evacuees at reception centers, now being located and constructed by the Army; and (v) ultimate relocation and resettlement of the evacuees in non-prohibited areas. The first four phases are to be administered by the Wartime Civilian Control Administration. It is contemplated that the fifth phase will be administered by a new agency set up by Presidential Order, which may be designated as the "War Relocation Authority".

The foregoing is a tentative outline of the evacuation program as it is known to date. Changes dictated by experience and necessity are probable and this outline is therefore subject to revision at any time.

(A) Operations during Phase (i)

During the voluntary evacuation period, prior to the designation of evacuation areas, the affected classes of persons are to be encouraged to remove themselves from the areas which will become prohibited to other areas. Specifically,

(1) Japanese - it is contemplated that all Japanese, whether aliens or citizens, (with certain limited exceptions) will ultimately be removed from all of Military Area No. 1. As previously noted, this area includes both the "Prohibited Zone A-1" and the "Restricted Zone D", as shown on the map, pages 16 and 17, Public Proclamation No. 1. In addition, this class of persons must ultimately remove themselves from all of "Zones A-2 to A-1035", inclusive. Therefore, persons of this class should be advised that in effecting voluntary evacuation they should effect change of residence from all of Military Area No. 1 and Zones A-2 to A-1035, inclusive. In giving such advice care must be exercised not to commit the error of facilitating a removal from Military Area No. 1 or these zones to a place within or immediately adjacent to any other of the zones.

We are informed that the selection and designation of evacuation areas for Japanese will be determined as rapidly as there are adequate facilities for transfer to and care at the reception centers, and that the order of evacuation will be determined by the Army on a basis of national security priority. Presumably areas adjacent to strategically important military and industrial installations, particularly along the

Coast, will rank high in the order of the evacuation. The evacuation areas will be hereafter announced by public proclamation of General DeWitt and in order that the evacuation processes may be orderly and coordinated, the Wartime Civilian Control Administration will receive the earliest possible notice of these moves and this information, as soon as released, will in turn be promptly communicated to all personnel assigned to this work.

## (2) Germans and Italians

Plans for evacuating German and Italian aliens await substantial fulfillment of the evacuation plans for the Japanese. Meanwhile, German and Italian aliens who wish to do so, may voluntarily leave areas which it is indicated will be eventually prohibited to them and establish residence in other areas, but they will not be required to do so until orders are issued by the Army. The services of the local office representatives of the Wartime Civilian Control Administration will be available to voluntary evacuees in these classes where such service is requested. As the plans of the Army which affect these classes of persons are formulated and announced you will be promptly notified so that you can give accurate advice to them.

## (b) Organization of Field Service of WCCA

In order to encourage and expedite voluntary evacuation it was determined to establish in all areas having a substantial Japanese population, field offices at which the services of all governmental agencies participating in the program could be made available. In the four large cities of Los Angeles, San Francisco, Portland, and Seattle special offices have been established. In other areas having a concentration of Japanese population the offices and facilities of the United States Employment Service have been made available. There is attached hereto a list giving the addresses of the offices in the four large cities and the addresses of the United States Employment Service offices which have been designated as local field offices of the WCCA. The offices in the four large cities were established by the Federal Reserve Bank of San Francisco and its representative in those offices will act as office manager, responsible for office management, including provision for all necessary supplies, equipment and for stenographic and clerical services which representatives of other agencies using those offices do not themselves have available in such offices. Similarly, in the United States Employment Service offices which have been designated, the USES manager will act as the office manager and be responsible for the office management function.

The federal agencies offering services at these offices are:  
(1) United States Employment Service; (2) Bureau of Public Assistance, Social Security Board; (3) The Federal Reserve Bank of San Francisco, and (4) The Farm Security Administration.

The functions and services to be performed by the Federal Reserve Bank of San Francisco and the Farm Security Administration will not be outlined in detail in this memorandum. The representatives of those agencies in each office have received or will receive appropriate instructions from their respective agencies and information regarding their services should be obtained from each such representative. In general the Federal Reserve Bank is concerned with the program of assisting the classes of persons affected in making just and equitable arrangements for the disposition or preservation of their properties and assets, other than farm properties. The Farm Security Administration will perform similar functions with respect to farm properties and is also concerned with working out arrangements under which the production of crops will continue uninterrupted.

The functions and duties of the United States Employment Service and the Bureau of Public Assistance will be outlined in detail in the following sections.

The orders and directives of the Army require that the representatives of each of these four agencies work together in a field office as a team for the purpose of offering a coordinated and unified service which will encourage and expedite voluntary evacuation. The full cooperation and effort of the personnel of all agencies concerned is necessary to accomplish this purpose.

The Army will also request the services of this personnel in the third phase of the evacuation program, i.e., the establishment and operation of induction centers for the induction and transfer from evacuation areas of those persons who have been unable to make and execute plans for voluntary evacuation. It is anticipated that the experience gained by this personnel during the first phase of the program will provide training which will enable them to carry out the same duties and functions at the induction centers more efficiently and expeditiously. The operation at the induction center will, of course, be more urgent and intensive and the use of this personnel at the induction center is mentioned at this time so that it may be in contemplation and appropriate arrangements made by the time that this assignment is received.

## II. United States Employment Service Duties and Functions

The functions of the USES at the offices designated to give the unified services of the WCCA are:

### A. Office Managerial Services at USES Offices

To provide office management services which will assure all necessary space, supplies, equipment, stenographic and clerical services for all the representatives of the cooperating agencies, i.e., the Bureau of Public Assistance, the Federal Reserve Bank and the Farm Security Administration. The representatives of these agencies may themselves have in whole or in part the needed items but to the extent that other items are needed, it will be the responsibility of the local employment office manager to see that they are promptly procured.

The procedure will be for the local employment office manager to send requisitions by telegraph to the Regional Director of the United States Employment Service at San Francisco for the items needed at his office. The Regional Director of the USES will promptly refer the requisition to the Office of Emergency Management, which has agreed to promptly fulfill all requisitions through its representatives up and down the entire area.

### B. Receptionist Interviewers at all Offices of WCCA

An interviewer of the USES will be assigned the function and duty of receiving all evacuees coming to the local office and conducting a brief interview, the primary purpose of which is to ascertain the nature of the problem presented. An interview and route slip form, No. WCCA 51, has been printed and a temporary supply is being forwarded with this memorandum. This form will be used in making these interviews and for intra-office routing. A telegraphic report from the local office to the Regional Director of the USES at San Francisco, showing: (a) total number of persons making inquiries for advice or service; (b) number referred to Federal Reserve Bank representative; (c) number referred to the Farm Security Administration; (d) number referred to the Public Assistance representative; (e) number interviewed by the Employment Service for job placement and (f) number of travel permits issued, is to be made daily.

### C. Job Placement Interviews at all WCCA Offices

All evacuees indicating a desire for employment in non-prohibited areas must be given the regular job placement interview and registration for work.

### D. Issuance of Travel Permits at all WCCA Offices

Evacuees, whether aliens or citizens, desiring to travel from the areas which will become prohibited to areas beyond may secure travel permits.

As to all evacuees appearing at the USIS office, the permit will be issued by the employment office manager or an assistant designated by him to perform this function. Printed forms of travel permit will be made available by the Army and a temporary supply will be forwarded to each office. Meanwhile, no service will be available for issuing travel permits to citizen Japanese, and alien Japanese, Germans and Italians desiring to travel for the purpose of effecting change of residence must comply with the regulations of the Attorney General which require that prior permission for travel beyond certain limits be secured from the nearest U. S. Attorney. In addition, all enemy aliens must continue to observe the requirements of the Department of Justice, that notice of change of permanent address be given to the Immigration and Naturalization Service at Washington, D.C., and the nearest FBI office. Finally, all German and Italian aliens, and all persons of Japanese ancestry, must comply with Paragraph 5 of Public Proclamation No. 1, which requires that they must execute a change of residence notice at a U.S. Post Office not more than five or less than one day prior to a change of habitual residence. Negotiations between the government agencies concerned, to simplify these requirements, are pending and are expected to result in simplification of these requirements within a few days.

#### E. Evacuee Placements

The USIS has assumed responsibility for attempting to find job opportunities for evacuees in the non-prohibited areas. The Farm Placement representative attached to the regional office is devoting full time to developing job opportunities for the evacuees, particularly in the Rocky Mountain area States. Orders, when received, will be cleared with local offices in accordance with the established procedures.

#### F. Distribution of Exemption Applications at all WCCA Offices

Exemptions from the forthcoming evacuation proclamations will be granted upon individual application therefor by evacuees in certain limited classes. Details regarding this matter are not yet available. It is probable that in the case of the Japanese, the classes whose members may apply for exemption will be limited to those confined to institutions or who are so ill that evacuation would endanger life. Certain additional classes may be established which will apply only to German and Italian aliens.

The forms of exemption application when released by the Army will be supplied to the field offices of the WCCA, together with specific instructions to Employment Service managers governing their use. Until then persons inquiring about the matter should be advised to return to the offices in a few days, when more specific information may be available.

### III. Bureau of Public Assistance Duties and Functions

The functions of the Bureau of Public Assistance at the offices designated to give the unified services of the WCCA are:

#### A. Information Service

To provide general information service to any individual requesting information relating to the designation and boundaries of prohibited and restricted areas established by the Department of Justice as well as by the War Department; limitations on travel and movement of enemy aliens; removal to induction and reception centers and plans for relocation from reception centers; and other general information which is not the responsibility of one of the other agencies represented in the WCCA office.

#### B. Services to Evacuees

To assist any family or individual, who may seek such service, in developing and carrying out sound plans for relocation outside the prohibited and restricted zones. Such services will be rendered by family counseling, correspondence to out-of-town sources involved in the relocation on behalf of the family, and calling in other social welfare organizations to assist the family in carrying out its plans. This includes referral to local County Welfare Departments of any family or individual needing financial assistance in the interim between the time of application and the date of removal to induction centers.

#### C. Financial Assistance to Evacuees

To issue financial assistance, on the basis of verified need, to facilitate voluntary evacuation of families and their relocation when they are unable to finance the plan entirely from their own resources. Such assistance is given only for travel expenses, including maintenance enroute, for transportation of household and personal effects, and for expenses incident upon moving. Assistance is contingent upon the capacity of the family to re-establish itself economically at the point of relocation, and the availability of resources for its well-being, such as medical facilities and adequate housing.

#### D. Recommendation for Travel Permit

To make a recommendation that a travel permit be issued to individuals in families whom the public assistance staff member has assisted in working out relocation plans and to whom financial assistance is being given in carrying out the plans. Such a recommendation will be made only when the relocation plan has been determined to be sound in that the family will be able to re-establish itself satisfactorily at the point of relocation.

RECEIVED  
JUL 20 1942  
BENEFIT  
Dist. No. 3

March 25, 1942  
San Francisco, California

To: Members of Public Assistance Staff Assigned to WCCA Local Offices

From: Phoebe Bannister  
Assistant Regional Representative  
Bureau of Public Assistance, Region XII

Subject: Directory of Public Welfare Agencies  
in States in Social Security Board  
Regions X and XI.

The following information, which is contained in the Public Welfare Directory for 1942 published by the American Public Welfare Association, will assist you in addressing communications by letter or wire to State departments of public welfare.

REGION X

TEXAS

Where to Write. The State Department of Public Welfare will act as a forwarding center for inquiries. Letters should be addressed to  
State Department of Public Welfare  
Austin, Texas.

Communications regarding verification of legal residence, authorization to return, and requests for social information should be sent directly to the state agency rather than to one of the local units. The State Department asks that three copies of all inquiries be sent.

Routine interstate inquiries concerning the ability of relatives to provide financial support should be sent to the relatives themselves, and not to either the state or local agency. The State Department of Public Welfare will give service on interviews with relatives requiring social planning.

LOUISIANA

Where to Write. All correspondence with out-of-state agencies is handled directly by the parish departments of public welfare. All inquiries should be sent to the local parish offices but if the proper parish is not known the inquiry may be sent for forwarding to the Department of Public Welfare, State Office Building, Baton Rouge, Louisiana. Parish departments of public welfare ask that all requests for information be prepared in duplicate and that in cases where forwarding to more than one parish department of public welfare is involved, a sufficient number of additional copies of the request be enclosed.

NEW MEXICO

Where to Write. The State Department of Public Welfare will act as forwarding center for inquiries. Letters should be addressed to  
New Mexico Department of Public Welfare  
Box 1391  
Santa Fe, New Mexico

Communications regarding verification of legal residence, authorization to return, and requests for social information should be sent directly to the state agency rather than to one of the local units. The Department asks that two copies of all inquiries be sent. (If the inquiry requires that more than one copy be forwarded from the state office, enough copies should be enclosed for the purpose.)

The Department advises that neither state nor local agencies can handle inquiries asking for verification of employment records or routine requests for visits to relatives for the purpose of determining financial ability to support. Such requests should be sent directly to employers and relatives, respectively.

REGION XI

ARIZONA

Where to Write. The State Department of Social Security and Welfare will act as a forwarding center when the local agency is unknown or in controversial cases. In such cases letters should be addressed to the  
State Department of Social Security and Welfare  
128 North First Avenue  
Phoenix, Arizona

Otherwise, correspondence concerning verification of legal residence authorization to return, and requests for social information should be sent directly to the Secretaries of the County Boards of Social Security and Welfare of the several counties. Two copies of all inquiries should be sent.

Routine interstate inquiries concerning the ability of relatives to provide financial support should be sent to the relatives themselves, and not to either the state or local agency.

COLORADO

Where to Write. The State Department of Public Welfare will act as a forwarding center for inquiries. Letters should be addressed to  
Earl M. Kouns, Director  
Colorado State Department of Public Welfare  
State Capitol Annex Building  
Denver, Colorado

Correspondence concerning verification of legal residence, authorization to return, and requests for social information should be sent directly

to the state agency rather than to one of the local units. Two copies of all inquiries should be sent, with as many additional copies as there are separate investigations to be made.

Routine interstate inquiries concerning the ability of relatives to provide financial support should be sent to the relatives themselves, and not to either the state or local agency.

IDAHO

Where to Write. The Idaho Department of Public Assistance will act as a forwarding center for inquiries. Letters should be addressed to  
Inter-City Correspondent  
Department of Public Assistance  
Box 1189  
Boise, Idaho

Communications and inquiries accepted for forwarding by the department are: verification of legal residence, authorization to return, and requests for social information and service, and should be sent directly to the state agency rather than to one of the local units. The Department asks that enough copies (on letterheads) of all inquiries be sent to allow the department to keep one copy and to forward copies to all agencies from which information is requested.

Routine interstate inquiries concerning the ability of relatives to provide financial support should be sent to the relatives themselves, and not to either the state or local agency.

MONTANA

Where to Write. The State Department of Public Welfare will act as a forwarding center for inquiries. Letters should be addressed to  
Inter-Agency Correspondent  
State Department of Public Welfare  
Helena, Montana

Communications regarding verification of legal residence, authorization to return, and requests for social information should be sent directly to the state agency rather than to one of the local units. The State Department asks that three copies of all inquiries be sent.

Routine interstate inquiries concerning the ability of relatives to provide financial support should be sent to the relatives themselves, and not to either the state or local agency.

UTAH

Where to Write. The State Department of Public Welfare will act as a forwarding center for inquiries. Letters should be addressed to the  
Utah State Department of Public Welfare  
State Capitol  
Salt Lake City, Utah

Correspondence regarding verification of legal residence, authorization to return, and requests for social information should be sent directly to the state agency rather than to one of the local units, except that such correspondence may be sent directly to the county departments of public welfare in the following five counties: Cache County (Logan, Utah), Carbon County (Price, Utah), Salt Lake County (Salt Lake City, Utah), Utah County (Provo, Utah), and Weber County (Ogden, Utah). Two copies of all inquiries should be sent.

WYOMING

Where to Write. The State Department of Public Welfare will act as a forwarding center for inquiries. Letters should be addressed to  
State Department of Public Welfare  
Cheyenne, Wyoming

Communications regarding verification of legal residence, authorization to return, and requests for social information should be sent directly to the state agency rather than to one of the local units. The State Department asks that two copies of all inquiries be sent.

Routine interstate inquiries concerning the ability of relatives to provide financial support should be sent to the relatives themselves, and not to either the state or local agency.

Phoebe Bannister

MANUAL OF POLICIES AND PROCEDURES FOR USE OF SOCIAL WORK  
STAFF IN W.C.C.A. OFFICES

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*Section I*MEMORANDUM TO ALL EMPLOYMENT OFFICES AND FEDERAL SECURITY AGENCY  
PERSONNEL ASSIGNED TO PERFORM SERVICES FOR THE  
WARTIME CIVILIAN CONTROL ADMINISTRATIONI. General BackgroundA. Previous Orders of Attorney General

The evacuation of certain classes of persons, deemed necessary for the national security, was first initiated by action of the Attorney General of the United States who heretofore designated certain areas as prohibited to enemy aliens and certain other areas as areas in which their movements were restricted, under the authority of the Presidential Proclamations of December 7 and December 8, 1941, vesting in the Attorney General power to prescribe the conduct to be observed by all enemy aliens in the continental United States. A number of so-called prohibited "Class A" areas and restricted "Class B" areas were established in the States on the Pacific Coast by the Attorney General and evacuation of enemy aliens from those areas designated as prohibited was completed February 24, 1942.

B. Transfer of Wartime Civilian Control to Army

Under date of February 19, 1942, the President issued Executive Order No. 9066, in which he authorized the Secretary of War and the military commanders whom he may designate to proclaim "military areas" in such places and of such extent as he or the appropriate military commander might determine, and from which any and all persons (whether aliens or citizens) may be excluded and with respect to which the right of any person to enter, remain in or leave is subject to whatever restrictions the Secretary of War or the appropriate military commander may impose. This authority supersedes that of the Attorney General within the military areas as they are proclaimed.

The Secretary of War on February 20, 1942, designated Lt. Gen. John L. DeWitt as the military commander to carry out the duties and responsibilities imposed by Executive Order No. 9066, for that portion of the United States embraced in the Western Defense Command, which includes all of the continental United States within the States of Washington, Oregon, California, Idaho, Nevada, Arizona, Montana and Utah.

C. Action Taken by General DeWitt under Executive Order No. 90661- Public Proclamation No. 1

On March 2, 1942, General DeWitt issued his Public Proclamation No. 1, copies of which have been heretofore supplied to your office.

This proclamation established two military areas which together comprise all of Washington, Oregon, California and Arizona. Military Area No. 1 has two zones, viz: "Prohibited Zone A-1" and "Restricted Zone B". Although the proclamation differentiates between these two zones, persons of Japanese ancestry will be required to evacuate from both of them. German and Italian aliens may be permitted to remain in or enter upon Zone B, subject to conditions and restrictions, but ultimately will be required to move from Zone A-1 in Military Area No. 1, and from Zones A-2 to A-99 in Military Area No. 2, which will become prohibited to all these classes, with limited exceptions.

## 2 - Public Proclamation No. 2

On March 16, 1942, Public Proclamation No. 2 was issued and copies sent to your office the same day. This proclamation created four additional military areas, viz: No. 3, Idaho; No. 4, Montana; No. 5, Nevada; and No. 6, Utah. Within Military Areas 1 and 2 and these four additional military areas, the proclamation also creates further zones, viz: A-100 to A-1033, which it is contemplated will become prohibited to all Japanese and to all nationals of Germany and Italy.

Neither of these two proclamations presently orders anyone to move or restricts the movements of any person, excepting only that the 6th paragraph of Proclamation No. 1 continues in force and effect the prohibited areas and restricted areas theretofore designated by order of the Attorney General, and the prohibitions and restrictions with respect to these areas which had been prescribed by him. The proclamations do establish the whole of the Western Defense Command as a "Military Area" and thereby clothe the Commanding General with the broad power of exclusion, etc., conferred by Executive Order No. 9066 throughout this area. They also indicate for the guidance of the classes of persons who will be affected, information as to the proposed limits of the areas which are to become prohibited to them, in order to permit them, where possible, to remove themselves beyond these areas to places from which it is unlikely that they will be required to move again.

Other aspects of the proclamations issued to date and the probabilities as to future proclamations will be discussed below under appropriate headings.

## 3 - Wartime Civilian Control Administration

General Delitt has created the above named administration under the immediate direction of Colonel Karl R. Bendetsen, his Assistant Chief of Staff for Civil Affairs, to carry out the evacuation program. Under the President's Executive Order No. 9066, the General is authorized to take such steps "including the use of federal troops \* \* \* and other federal agencies" as he may deem advisable. Under this authority a number of civilian agencies have been called upon to render services and a civilian staff for the above mentioned administration

has been recruited. Headquarters are located in the fourth floor of the Whitcomb Hotel, San Francisco.

As now outlined, the evacuation program will deal first with the Japanese and will have five phases, viz: (i) a period during which voluntary evacuation from the potentially prohibited zones to other areas will be permitted and facilitated; (ii) the designation and effectuation of evacuation areas by the Army; (iii) the establishment of induction centers in or near the designated evacuation areas for evacuees who have not theretofore voluntarily removed, and their transfer to reception centers; (iv) the receiving and caring for evacuees at reception centers, now being located and constructed by the Army; and (v) ultimate relocation and resettlement of the evacuees in non-prohibited areas. The first four phases are to be administered by the Wartime Civilian Control Administration. It is contemplated that the fifth phase will be administered by a new agency set up by Presidential Order, which may be designated as the "War Relocation Authority".

The foregoing is a tentative outline of the evacuation program as it is known to date. Changes dictated by experience and necessity are probable and this outline is therefore subject to revision at any time.

(A) Operations during Phase (i)

During the voluntary evacuation period, prior to the designation of evacuation areas, the affected classes of persons are to be encouraged to remove themselves from the areas which will become prohibited to other areas. Specifically,

(1) Japanese - it is contemplated that all Japanese, whether aliens or citizens, (with certain limited exceptions) will ultimately be removed from all of Military Area No. 1. As previously noted, this area includes both the "Prohibited Zone A-1" and the "Restricted Zone D", as shown on the map, pages 16 and 17, Public Proclamation No. 1. In addition, this class of persons must ultimately remove themselves from all of "Zones A-2 to A-1033", inclusive. Therefore, persons of this class should be advised that in effecting voluntary evacuation they should effect change of residence from all of Military Area No. 1 and Zones A-2 to A-1033, inclusive. In giving such advice care must be exercised not to commit the error of facilitating a removal from Military Area No. 1 or these zones to a place within or immediately adjacent to any other of the zones.

We are informed that the selection and designation of evacuation areas for Japanese will be determined as rapidly as there are adequate facilities for transfer to and care at the reception centers, and that the order of evacuation will be determined by the Army on a basis of national security priority. Presumably areas adjacent to strategically important military and industrial installations, particularly along the

Coast, will rank high in the order of the evacuation. The evacuation areas will be hereafter announced by public proclamation of General DeWitt and in order that the evacuation processes may be orderly and coordinated, the Wartime Civilian Control Administration will receive the earliest possible notice of these moves and this information, as soon as released, will in turn be promptly communicated to all personnel assigned to this work.

## (2) Germans and Italians

Plans for evacuating German and Italian aliens await substantial fulfillment of the evacuation plans for the Japanese. Meanwhile, German and Italian aliens who wish to do so, may voluntarily leave areas which it is indicated will be eventually prohibited to them and establish residence in other areas, but they will not be required to do so until orders are issued by the Army. The services of the local office representatives of the Wartime Civilian Control Administration will be available to voluntary evacuees in these classes where such service is requested. As the plans of the Army which affect these classes of persons are formulated and announced you will be promptly notified so that you can give accurate advice to them.

## (b) Organization of Field Service of WCCA

In order to encourage and expedite voluntary evacuation it was determined to establish in all areas having a substantial Japanese population, field offices at which the services of all governmental agencies participating in the program could be made available. In the four large cities of Los Angeles, San Francisco, Portland, and Seattle special offices have been established. In other areas having a concentration of Japanese population the offices and facilities of the United States Employment Service have been made available. There is attached hereto a list giving the addresses of the offices in the four large cities and the addresses of the United States Employment Service offices which have been designated as local field offices of the WCCA. The offices in the four large cities were established by the Federal Reserve Bank of San Francisco and its representative in those offices will act as office manager, responsible for office management, including provision for all necessary supplies, equipment and for stenographic and clerical services which representatives of other agencies using those offices do not themselves have available in such offices. Similarly, in the United States Employment Service offices which have been designated, the USES manager will act as the office manager and be responsible for the office management function.

The federal agencies offering services at these offices are:  
(1) United States Employment Service; (2) Bureau of Public Assistance, Social Security Board; (3) The Federal Reserve Bank of San Francisco, and (4) The Farm Security Administration.

The functions and services to be performed by the Federal Reserve Bank of San Francisco and the Farm Security Administration will not be outlined in detail in this memorandum. The representatives of those agencies in each office have received or will receive appropriate instructions from their respective agencies and information regarding their services should be obtained from each such representative. In general the Federal Reserve Bank is concerned with the program of assisting the classes of persons affected in making just and equitable arrangements for the disposition or preservation of their properties and assets, other than farm properties. The Farm Security Administration will perform similar functions with respect to farm properties and is also concerned with working out arrangements under which the production of crops will continue uninterrupted.

The functions and duties of the United States Employment Service and the Bureau of Public Assistance will be outlined in detail in the following sections.

The orders and directives of the Army require that the representatives of each of these four agencies work together in a field office as a team for the purpose of offering a coordinated and unified service which will encourage and expedite voluntary evacuation. The full cooperation and effort of the personnel of all agencies concerned is necessary to accomplish this purpose.

The Army will also request the services of this personnel in the third phase of the evacuation program, i.e., the establishment and operation of induction centers for the induction and transfer from evacuation areas of those persons who have been unable to make and execute plans for voluntary evacuation. It is anticipated that the experience gained by this personnel during the first phase of the program will provide training which will enable them to carry out the same duties and functions at the induction centers more efficiently and expeditiously. The operation at the induction center will, of course, be more urgent and intensive and the use of this personnel at the induction center is mentioned at this time so that it may be in contemplation and appropriate arrangements made by the time that this assignment is received.

## II. United States Employment Service Duties and Functions

The functions of the USES at the offices designated to give the unified services of the WCCA are:

### A. Office Managerial Services at USES Offices

To provide office management services which will assure all necessary space, supplies, equipment, stenographic and clerical services for all the representatives of the cooperating agencies, i.e., the Bureau of Public Assistance, the Federal Reserve Bank and the Farm Security Administration. The representatives of these agencies may themselves have in whole or in part the needed items but to the extent that other items are needed, it will be the responsibility of the local employment office manager to see that they are promptly procured.

The procedure will be for the local employment office manager to send requisitions by telegraph to the Regional Director of the United States Employment Service at San Francisco for the items needed at his office. The Regional Director of the USES will promptly refer the requisition to the Office of Emergency Management, which has agreed to promptly fulfill all requisitions through its representatives up and down the entire area.

### B. Receptionist Interviewers at all Offices of WCCA

An interviewer of the USES will be assigned the function and duty of receiving all evacuees coming to the local office and conducting a brief interview, the primary purpose of which is to ascertain the nature of the problem presented. An interview and route slip form, No. WCCA 51, has been printed and a temporary supply is being forwarded with this memorandum. This form will be used in making these interviews and for intra-office routing. A telegraphic report from the local office to the Regional Director of the USES at San Francisco, showing: (a) total number of persons making inquiries for advice or service; (b) number referred to Federal Reserve Bank representative; (c) number referred to the Farm Security Administration; (d) number referred to the Public Assistance representative; (e) number interviewed by the Employment Service for job placement and (f) number of travel permits issued, is to be made daily.

### C. Job Placement Interviews at all WCCA Offices

All evacuees indicating a desire for employment in non-prohibited areas must be given the regular job placement interview and registration for work.

### D. Issuance of Travel Permits at all WCCA Offices

Evacuees, whether aliens or citizens, desiring to travel from the areas which will become prohibited to areas beyond may secure travel permits.

As to all evacuees appearing at the USLS office, the permit will be issued by the employment office manager or an assistant designated by him to perform this function. Printed forms of travel permit will be made available by the Army ~~and~~ a temporary supply will be forwarded to each office. Meanwhile, no service will be available for issuing travel permits to citizen Japanese, ~~and~~ <sup>but</sup> alien Japanese, Germans and Italians desiring to travel for the purpose of effecting change of residence must comply with the regulations of the Attorney General which require that prior permission for travel beyond certain limits be secured from the nearest U. S. Attorney. In addition, all enemy aliens must continue to observe the requirements of the Department of Justice, that notice of change of permanent address be given to the Immigration and Naturalization Service at Washington, D.C., and the nearest FBI office. Finally, all German and Italian aliens, and all persons of Japanese ancestry, must comply with Paragraph 5 of Public Proclamation No. 1, which requires that they must execute a change of residence notice at a U.S. Post Office not more than five or less than one day prior to a change of habitual residence. Negotiations between the government agencies concerned, to simplify these requirements, are pending and are expected to result in simplification of these requirements within a few days.

#### E. Evacuee Placements

The UCBS has assumed responsibility for attempting to find job opportunities for evacuees in the non-prohibited areas. The Farm Placement representative attached to the regional office is devoting full time to developing job opportunities for the evacuees, particularly in the Rocky Mountain area States. Orders, when received, will be cleared with local offices in accordance with the established procedures.

#### F. Distribution of Exemption Applications at all VCCA Offices

Exemptions from the forthcoming evacuation proclamations will be granted upon individual application therefor by evacuees in certain limited classes. Details regarding this matter are not yet available. It is probable that in the case of the Japanese, the classes whose members may apply for exemption will be limited to those confined to institutions or who are so ill that evacuation would endanger life. Certain additional classes may be established which will apply only to German and Italian aliens.

The forms of exemption application when released by the Army will be supplied to the field offices of the VCCA, together with specific instructions to Employment Service managers governing their use. Until then persons inquiring about the matter should be advised to return to the offices in a few days, when more specific information may be available.

### III. Bureau of Public Assistance Duties and Functions

The functions of the Bureau of Public Assistance at the offices designated to give the unified services of the WCCA are:

#### A. Information Service

To provide general information service to any individual requesting information relating to the designation and boundaries of prohibited and restricted areas established by the Department of Justice as well as by the War Department; limitations on travel and movement of enemy aliens; removal to induction and reception centers and plans for relocation from reception centers; and other general information which is not the responsibility of one of the other agencies represented in the WCCA office.

#### B. Services to Evacuees

To assist any family or individual, who may seek such service, in developing and carrying out sound plans for relocation outside the prohibited and restricted zones. Such services will be rendered by family counseling, correspondence to out-of-town sources involved in the relocation on behalf of the family, and calling in other social welfare organizations to assist the family in carrying out its plans. This includes referral to local County Welfare Departments of any family or individual needing financial assistance in the interim between the time of application and the date of removal to induction centers.

#### C. Financial Assistance to Evacuees

To issue financial assistance, on the basis of verified need, to facilitate voluntary evacuation of families and their relocation when they are unable to finance the plan entirely from their own resources. Such assistance is given only for travel expenses, including maintenance enroute, for transportation of household and personal effects, and for expenses incident upon moving. Assistance is contingent upon the capacity of the family to re-establish itself economically at the point of relocation, and the availability of resources for its well-being, such as medical facilities and adequate housing.

#### D. Recommendation for Travel Permit

To make a recommendation that a travel permit be issued to individuals in families whom the public assistance staff member has assisted in working out relocation plans and to whom financial assistance is being given in carrying out the plans. Such a recommendation will be made only when the relocation plan has been determined to be sound in that the family will be able to re-establish itself satisfactorily at the point of relocation.

## II. ORGANIZATION OF SOCIAL WORK STAFF

### II-1 Person Responsible for Social Work Program

The Regional Representative of Public Assistance, is responsible for the administration of the assistance program to persons affected by Public Proclamation Nos. 1 and 2. All of the social service staff of the program are under her general supervision. Through the Regional Coordinator in accordance with policies of the Western Defense Command she will make plans with representatives of other agencies serving in the WCCA with respect to the social service phase of the work.

The Regional Representative will function in the areas of general administration, policy determination, and clearance with other Federal agencies. More immediate supervision of the staff is assigned to one of the Assistant Regional Representatives of Public Assistance.

### II-2 Central Office, Supervisory Areas, and Unit Offices

The Regional Office of the Social Security Board, 785 Market Street, will be considered the central office for the administration of social service. The Region shall be divided into four supervisory areas - Washington, Oregon, Northern California, and Southern California. Within each area there will be unit WCCA offices designated by Headquarters of the Western Defense Command and Fourth Army. These unit offices in which social workers will be located may be in the local U.S.E.S. offices.

All selection and assignment of staff will be made through the central office.

### II-3 Responsibilities of Staff

The field staff working out of the central regional office, will offer consultant service to the social work staffs in the unit offices. The social work interviewers in general perform the following activities: (a) interview persons as referred by the receptionist or other member of the team; (b) give information or refer to the proper source of information; (c) collect and record all significant financial or social data; (d) make all necessary verifications; (e) determine disposition to be made of the case; (f) assist family in formulation of a social plan; (g) arrange for utilization of available services; (h) authorize transportation if plan at point of destination has been substantiated.

### III. PROCEDURES AND POLICIES GOVERNING ACTION ON CASES

#### III-1 Receptionist

An applicant for any services provided in local WCCA units is seen initially by the joint office receptionist. The function of this staff member is to refer the individual to the appropriate staff representative. In making referrals to the social worker, the receptionist will complete a brief referral slip containing the name of the individual referred and a brief statement of the request he has made. Individuals may also be referred by representatives of one of the other agencies functioning in the local WCCA unit.

#### III-2 First Interview

The social worker conducts the first interview following the initial appearance of the individual at the office and his referral by the receptionist or other staff member. The scope of this interview is determined by the nature of the problem presented; i.e., sufficient information is obtained to provide the assistance or service requested. At the same time, some effort should be made to determine whether or not other services offered by the social work staff may be needed. In all instances, the Social Data Registration Card is completed in duplicate at the time of the first interview, even though the inquiry may be very brief.

The purpose of the interview is to determine the nature of the individual's problem, and other problems which may arise, and to determine what can be done under the policies to assist in the solution of this problem.

The first step is to secure from the individual his own statement of the problem which has brought him to the office and the assistance he believes he needs. Following this, further information as indicated by the nature of the problem presented is secured. This includes particularly information regarding financial resources and household possessions necessary to the formulation of a social plan.

If only information has been requested, and the need for further service does not appear probable, it should be ascertained that the questions asked have been answered as completely as possible, and that the individual has a clear understanding of the information given him.

If any further contacts are indicated following the first interview, as definite a statement as possible should be made to the individual, including (a) what assistance and service he may be able to secure on the basis of the information he has given, and (b) what arrangements will be made by the interviewer to follow up the interview.

### III-3 Referral to Other Agency Representatives in the Local WCCA Unit

If problems come to light during the interview which are the responsibility of other agencies represented in the local unit, a referral is made directly to the appropriate staff member. It is particularly important that referrals to the USES representative be made in every instance in which new employment must be secured.

### III-4 Types of Assistance Which Can Be Rendered by the Social Worker

(a) Information. If the individual needs any information regarding military zones; regulations governing travel, change of residence, permits, dates of evacuation; removal to induction and reception centers; and general information such as police protection en route, the social worker is responsible for giving this information as accurately and completely as possible. Questions which cannot be answered from instructions issued should be referred to the Regional Office for clearance.

(b) Services. The social worker's essential function is to assist families in developing and carrying out sound plans for relocation. In instances of health problems, custodial care, breaking up of family groups and related family difficulties with which the family cannot deal independently as a result of having to evacuate, the social worker is responsible for helping the family solve such difficulties to the extent it is possible to do so. Family counseling, out-of-town correspondence, and mobilizing of existing community resources where needed are means by which such services may be rendered.

(c) Financial Assistance. Assistance is issued by the social worker only to facilitate voluntary evacuation which the family is not able to finance entirely from its own resources. Assistance of this kind is limited to travel, transportation of personal property, maintenance en route, and other expenses incident upon moving. It will only be given in instances in which verified means of complete self-maintenance exist at the point of arrival. Other factors of social well-being, including the availability of health facilities, freedom from discrimination, freedom from over-crowded housing conditions, etc., are to be considered in approving plans of resettlement involving assistance.

#### FORMULATION OF A SOCIAL PLAN

### III-5 Nature of Social Plan

In the facilitation of voluntary relocation outside prohibited and restricted areas, a social plan is to be formulated and recorded. The plan is the basis of any assistance rendered. It contains four elements: (a) the details of the relocation plan worked out by the family; (b) verification of the factual basis of

the plan; (c) an analysis of the family's requirements and resources for meeting these requirements during the period covered by the plan; and (d) the amounts of financial assistance, if any is to be given, and the requirements which will be met by the assistance. No financial assistance will be provided until the indicated verifications have been made.

### III-6 Responsibility of the Social Worker

The social worker is to assist the family in making its plans for relocation to the extent this may be needed. She is also responsible for making all necessary verifications, and determining the amount and kinds of financial assistance to be given. Finally, upon completion of the plan, the social worker makes a recommendation to the proper authority that the necessary change of residence forms and travel permits be executed.

### III-7 Acceptability of Relocation Plan

Resettlement plans will be acceptable only when it has been verified that upon arrival at the new location the family has definite and adequate means of support. The plan must include definite housing facilities upon arrival. If the plan is not acceptable, the social worker will not assume any responsibility in connection with the issuance of travel permits, nor is she authorized to issue financial assistance to the family.

### III-8 Verification of Acceptability of Relocation Plan

It is necessary first to determine that the family is living in a military zone designated as "A" and <sup>is</sup> ~~not~~ relocating in a military zone "A" or "B".

The source of support at the point of arrival must be verified. If this is employment, the verification will be made by direct contact with the new employer unless employment was secured by the local USES office, in which case verification will be made directly through that organization. Two factors which must be considered are (1) the degree of permanence and continuity of the employment and (2) the degree to which earnings will meet continuing needs of the family which are not met from other sources. Out-of-town verifications should be made by telegram or, if not too distant, by phone.

If the source of support is to be relatives or friends, this will be verified through public welfare authorities. If a family claims support by relatives or friends in another county, this claim should be verified through the County Welfare Department of the county of non-residence. In securing such verification, a wire or telephone call may be made to such county department requesting that a visit be made for the purpose of ascertaining the authenticity of the new address and the claim that continued

support is available. The reason for the request should be made clear by indicating that it is in connection with evacuation of aliens.

Such wires or letters should be addressed to the Director of the County Welfare Department and should be signed by the social worker as a representative of the Federal Security Agency. These wires and/or telephone calls may be charged to the Employment Security Office. The form of the wire is as follows:

Name  
Director County Welfare Department  
Address

Re Enemy alien evacuation. John Doe and family of six children have requested assistance in moving to 201 Main Street, X County. Claim that John Brown brother will support family in his home. Will you please visit Brown family and advise us by wire or phone of correct address and authenticity of Doe family claim.

Jane Smith, Worker  
Social Security Board

If support from relatives or friends in another State is claimed, the following procedure will be used in every instance: Full information with respect to the reason for such a contemplated move, the addresses and names of persons in the other State who will provide such support will be transmitted to the Regional Office by wire, letter or phone for clearance with the other State. Such wire and phone calls may be sent collect to the Social Security Board office, 785 Market Street, San Francisco.

### III-9 Verification of Financial Resources

Such verification may serve two purposes: (a) the source of support at the point of arrival may be the family's own resources, and the verification would then be sufficient to indicate the acceptability of the plan; and (b) it is the basis of determining that <sup>in addition to transportation or travel to the point of relocation</sup> financial assistance may or may not be needed to effectuate the relocation. Verification of financial resources will be made to the extent there is time and opportunity. Sources of verification include any or all of the following:

- (a) Reliable references.
- (b) Clearance with banks to determine bank accounts. (A signed release of information form must be secured in such instances).
- (c) Clearance with the unit representative of Farm Security Administration, Federal Reserve Bank, and USES to obtain exact

information they have regarding resources with which they are concerned, including Unemployment Benefits.

(d) Clearance with marketing cooperatives, union, employers and other sources of information regarding current income and income in the immediate past.

(e) Clearance with local welfare agencies interested in the family.

Financial eligibility for assistance is discussed in Chapter IV, Determination of Assistance Payments.

### III-10 Relationships with County Welfare Departments

Families in need of immediate financial assistance to meet usual living requirements are to be referred to the local County Welfare Department in every instance. These departments are prepared to grant aid to such families during the interim pending their removal from the prohibited area. The county departments, however, will assume no responsibility in connection with removal, and the cost of any transportation and other expenses incident to moving at the time when the family must leave the area will be met by the WCCA program. A Social Data Registration Card is to be prepared for these families and should contain a notation of the referral. The referral is to be made by phone or letter, and an accurate list of all referrals of this kind with dates of referral is to be maintained.

County welfare departments in turn will refer all alien and citizen Japanese families now carried on their assistance rolls to the social worker in the local WCCA office for information concerning evacuation orders. For all these families, a Social Data Registration Card, showing the source of referral, is to be prepared.

## ADMINISTRATIVE PROCEDURES

### III-11 Master Index of Social Data Registration Cards

This form is always completed in connection with first interviews, even when brief, in duplicate. Instructions for completion appear in the Appendix. An alphabetical file of all these forms in the original is to be maintained in the local WCCA unit by the social worker. The duplicate is forwarded to the Regional Office at the close of business on the day completed. When a case record is made for a family, the Social Data Registration Card which would be filed in the Master Index is placed in the case folder to serve as a face-sheet. In this instance, a blank 5 by 8 inch card containing at the top the name, address and case number of the family is placed in the Master Index so that a complete file is available in one place.

Since the Social Data Registration Card filed in the Master Index is forwarded to the Regional Office upon disposition of the case, it will be necessary to prepare the same substitute card as described above for insertion in the Master Index.

### III-12 Case Numbers

Case numbers will be assigned to all families and individuals for whom a Social Data Registration Card is prepared, regardless of the extent of service. A case number register will be maintained on a sheet of paper, and as a case number is assigned, the corresponding number on the sheet will be crossed off, indicating that it has been assigned.

Each WCCA office has had a number prefix assigned to it for purposes of this part of the program. A list of these offices with their number prefixes appears at the end of this Section of the Manual. Whenever a case number is used, the office prefix number should appear in front of it, separated by a dash, viz., 10-32.

### III-13 Case Records

Case records, contained in manila folders, will be prepared when continuing contacts, possible financial assistance, or complex problems are presented in case situations. Records will consist of the Social Data Registration Card, a case narrative, correspondence, the proper copy of disbursing orders, and other relevant material. Narratives will be prepared in duplicate on separate sheets of standard typing paper, and will be typed (unless this is clearly impossible). Narrative entries will be in chronological order, the date of the entry appearing in the margin to the right of the first line of each new entry. Contained in the narrative will be the Social Plan, discussed in Section III-5. Case records are to be filed by case number. Duplicates of case narratives are filed in the case record and forwarded as an attachment to the original of the Social Data Registration Card at the time the case is disposed of.

### III-14 Confidential Nature of Information

Information concerning those who have applied for any form of assistance is not to be divulged except to established social welfare agencies; individuals and organizations acting in behalf of the family at its request; and to military authorities and other Federal instrumentalities performing specified services for the War Department.

### III-15 Transmittals

At the close of business on each day all duplicate copies of the Social Data Registration Card and appropriate copies of disbursing orders, as well as original copies of the Social Data Registration Card in cases which have been disposed of, are transmitted to the Regional Office attached to the Daily Transmittal form. It is important that the duplicates of the Registration Cards and copies of the disbursing orders be transmitted on the day completed.

#### IV. POLICIES AND PROCEDURES GOVERNING FINANCIAL ASSISTANCE <sup>1/</sup>

##### IV-1 Eligibility for Financial Assistance--General Statement

All assistance is contingent upon acceptability of the relocation plan, discussed in Section III-7. Assistance payments are designed to provide funds for specified purposes in connection with voluntary evacuation and relocation of families and individuals who must evacuate designated military zones. These expenses, in general, are: travel, transportation of household and personal possessions, maintenance en route, and other expenses incident upon removal, particularly storage of essential household and personal goods left behind.

(a) Eligibility for travel and transportation of possessions. Travel by rail, bus or private automobile to the point of relocation and transportation of possessions are not contingent upon any factor of need or availability of resources. An allowance for the transportation of possessions is not to exceed \$100 for any individual or family.

(b) Eligibility for other types of financial assistance. Maintenance en route and assistance for packing and transporting goods to storage points are contingent upon verified need for such assistance. Storage facilities will be provided through military authorities and will be managed by the Federal Reserve Bank. The determination of need in such instances is made by comparing all expenses anticipated by the family in evacuating with all financial resources which it can mobilize to defray these expenses. When resources are less than expenses, including a reasonable sum for contingencies, the above-mentioned forms of assistance may be provided.

##### IV-2 Persons Who May Be Included in Assistance Payments

The basic group for which assistance is given is the family group as it will be constituted in the course of evacuation and at the point of relocation. When families break up into smaller units for purposes of evacuation, each unit should be considered as a separate family group, provided they have different destinations. The persons who may be included in assistance payments are those who must evacuate eventually, those who are dependent upon the evacuees, and those whose presence at the point of relocation is necessary to the successful re-establishment of the family.

The joint resources and requirements of the family group as defined above shall be considered in determining eligibility for forms of assistance, the granting of which is contingent upon need. Exceptions to this policy may be made only when there is an important reason for considering resources and needs of some member of the family separately. Single individuals are considered in the same manner as families.

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<sup>1/</sup> Refer to the Appendix for instructions governing the disbursement procedures

#### IV-3 Consideration of Requirements in Determining Assistance Payments

Three classes of requirements are discussed in this section: (a) requirements for which assistance is provided contingent only upon verification of the acceptability of the relocation plan; (b) requirements for which assistance is contingent upon need; and (c) requirements for which assistance may not usually be given, but which must be considered in the determination of need.

(a) Requirements for which assistance may be given without reference to need.

(1) Travel. Travel by rail, bus or private automobile will be provided in those instances in which the relocation plan has been found acceptable. The cost will therefore not be considered in any other aspect of assistance determination. This includes sleeper accommodations on railroads, depending upon the least expensive type of accommodation available at the time of movement.

Transportation by rail or bus will be provided through the issuance of government transportation requests. (Instructions for using these requests are included in the Appendix.)

If travel is by private automobile, it will be necessary to work out an estimate of the total quantity of gas and oil which will be consumed, and then determine the cost through contacting a local gasoline dealer. It must be remembered that prices of gasoline vary from one locality to another en route.

(2) Transportation of possessions. The cost of transportation of household and personal possessions, up to a maximum of \$100, will be provided in every instance in which the relocation plan has been found acceptable. In instances of family groups which are separating into smaller units for purposes of relocation, the maximum of \$100 applies to each separate unit of the group which is going to a separate destination.

No determination as to method of transportation can be made until the exact cost has been determined by actual weight. Estimates prior to packing are necessarily subject to correction. It will be necessary for the family to obtain estimates of costs by rail and by motor. Rail freight is usually less expensive in very long hauls, but goods that are moved in this way must be crated, which involves an added item of expense.

Payment for transportation of household possessions will be made by issuance of a disbursing order to the carrier.

If the family needs no assistance other than travel and transportation of goods, no question will be raised as to the use of family funds to pay transportation costs above the \$100 allowed. If, however, family resources are not sufficient to meet other needs, it will be necessary to make a determination as to whether or not the extra freight is necessary for the family's comfort and well being in the new location.

(b) Requirements which may be provided for on the basis of need.

(1) Maintenance en route. If the family's available cash and liquidable resources are insufficient to cover this item as well as all other expenses, an amount sufficient for this requirement may be provided. An estimate of the anticipated cost of this item of expense will be made on the basis of the type of travel, the number in the family, and the time en route. This will vary for rail, bus and private automobile travel.

(2) Storage of possessions left at the point of evacuation. Military authorities plan to provide storage facilities for this purpose. However, they will accept only such possessions as are intrinsically valuable or of use in relocation and which cannot be readily replaced. All such property must be crated and ready for storage before it will be accepted.

The family is expected to meet this expense of transporting its possessions to storage but, on the basis of need, assistance may be given to meet packing and transportation charges. Follow the same procedure for determination of cost as that described for transportation of possessions to points of relocation.

(3) Other items of expense arising from evacuation. In some special instances, assistance may be allowed for other urgent needs immediately connected with moving to the point of relocation. In every instance any such plans must be referred to the Regional Office for decision.

(c) Requirements for which assistance is not<sup>usually</sup> provided, but which must be considered in determining eligibility for forms of assistance contingent upon need.

(1) Normal expenses prior to evacuation. It will be necessary to obtain an estimate of all these expenses. The family's estimate will be accepted if it appears reasonable and no budget guide will be provided. If there is need for immediate assistance, the family is to be referred to the local county welfare department. If the local department fails to provide the assistance needed, this should be reported at once to the Regional Office presenting the facts of the case.

(2) Special requirements prior to evacuation. Auto repairs and servicing, travel in connection with disposal of property, and other related expenses will be considered when the question of need arises. The family's explanation and estimate will be accepted if they appear reasonable. Verification that the car is in a condition to make the projected trip should be secured.

(3) Requirements arising at the point of relocation. On arrival the family will probably have various and continued expenses. An estimate will be difficult to make, but as careful an analysis as possible should be made, taking into consideration the time when a new source of income will become available and how much it will probably be. This figure should be a very flexible one, allowing for special contingencies which may arise.

#### IV-4 Consideration of Resources in Determining Amounts of Assistance.

Resources in the form of cash or readily liquable assets are those to be considered in determining the extent of need for assistance. From other members of the WCCA local staffs, it will be possible to determine whether Unemployment Compensation and assets arising from adjustments of property will be available to the family. An estimate of the total amount of such available resources should be made in careful consultation with the family.

#### IV-5 Determination of Assistance Payments Contingent Upon Need

The amount of difference, if any, between requirements as computed under Section IV-3 and resources as computed under Section IV-4 will determine the extent to which assistance may be provided for items of expense other than those provided without reference to need. If the family does not have sufficient funds from all sources to finance the entire relocation plan after adding all possible assistance from the WCCA, this would usually indicate that the relocation plan is not acceptable as already defined.

#### IV-6 Approval of Social Plan by Regional Office

In every instance in which financial assistance will be provided in effectuating a relocation to a point out of the State of residence, prior approval of the Social Plan must be secured from the Regional Office. This will be done by letter, forwarding a summary of the Social Plan as outlined in Section III of the Manual to the following address:

Regional Office  
Social Security Board  
785 Market Street  
San Francisco, California  
Attention: Bureau of Public Assistance

The plan will be reviewed in the Regional Office and a decision made. If further information is necessary, this will be secured from the social worker. The social worker will be notified by wire or phone of the decision.

LIST OF OFFICES IN CALIFORNIA AND ARIZONA  
TO WHICH SOCIAL WORKERS HAVE BEEN ASSIGNED

Office Number  
(Prefix)

- |   |   |
|---|---|
| 1. <u>Alameda</u><br>1536 Park Street                     | 16. <u>Pasadena</u><br>745 E. Green Street        |
| 2. <u>Alhambra</u><br>27 E. Valley Blvd.                  | 17. <u>Pittsburg</u><br>480 Black Diamond Street  |
| 3. <u>Bakersfield</u><br>1300 - 18th Street               | 18. <u>Pomona</u><br>145 W. Fifth Ave.            |
| 4. <u>Berkeley</u><br>2459-63 Shattuck Ave.               | 19. <u>Redlands</u><br>14 E. Vine Street          |
| 5. <u>Burbank</u><br>131 E. Magnolia Blvd.                | 20. <u>Richmond</u><br>601 Hevin Street           |
| 6. <u>Chico</u><br>345 W. Fifth Street                    | 21. <u>Riverside</u><br>3469 Main Street          |
| 7. <u>El Centro</u><br>540 State Street                   | 22. <u>Sacramento</u><br>1330 J. Street           |
| 8. <u>Fresno</u><br>2146 Inyo Street                      | 23. <u>Salinas</u><br>7 Natividad Street          |
| 9. <u>Hayward</u><br>963-67 C. Street                     | 24. <u>San Bernardino</u><br>352 Court Street     |
| 10. <u>Inglewood</u><br>319 E. Hillcrest                  | 25. <u>San Diego</u><br>1165 Front Street         |
| 11. <u>Long Beach</u><br>416 Pine Ave.                    | 26. <u>San Fernando</u><br>132 N. Maclay Street   |
| 12. <u>Los Angeles</u><br>Van Nuys Bldg. 7th & Spring St. | 27. <u>San Francisco</u><br>500 California Street |
| 13. <u>Marysville</u><br>321 C. Street                    | 28. <u>San Jose</u><br>393 S. 2nd Street          |
| 14. <u>Merced</u><br>622 - 19th Street                    | 29. <u>San Mateo</u><br>15 B Street               |
| 15. <u>Oakland</u><br>12th & Oak Streets                  | 30. <u>San Pedro</u><br>362 W. Seventh Street     |

31. Santa Ana  
501 W. 5th Street
32. Santa Maria  
310 W. Main Street
33. Santa Monica  
1558 Fifth Street
34. Santa Rosa  
501 Third Street
35. Stockton  
201 N. San Joaquin Street
36. Torrance  
2300 Carson Street
37. Ventura  
53 S. California Street
38. Visalia  
500 N. Garden Street
39. Watsonville  
21 W. Lake Avenue
40. Whittier  
214 W. Philadelphia Street

ARIZONA

41. Phoenix, Arizona  
220 West Jefferson Street

LIST OF OFFICES IN OREGON AND WASHINGTON TO  
WHICH SOCIAL WORKERS HAVE BEEN ASSIGNED

OREGON

Office Number  
(Prefix)

101. Portland  
Porter Building
102. Hood River  
Hood River Hotel Building

WASHINGTON

Office Number  
(Prefix)

201. Seattle  
808 Second Avenue
202. Bremerton  
650 Fourth Street
203. Raymond  
406 First Street
204. Tacoma  
112 South Twelfth Street
205. Yakima  
101 South First Street

APPENDIX

## SOCIAL DATA REGISTRATION FORM

### General Instructions

The Social Data Registration cards are intended to be folded in the center, thereby forming an 8 x 5 index card. They are to be prepared in original and carbon copy. Please use a hard pencil and pencil carbon, so that the carbon copy is legible.

A set of these cards (original and carbon copy) is to be prepared for every inquiry referred to the social worker.

The original of the Social Data Registration form is to be folded as indicated and kept in the social worker's local master index file until a disposition of the case is made (see detailed instructions for item 19 below).

The carbon copies of the Social Data Registration forms are to be transmitted at the end of each day to the Social Security Board (785 Market Street, San Francisco, California) through the medium of the Transmittal Sheet.

The copies of the Social Data Registration forms, together with other records, will furnish the basis for weekly reports and subsequent complete analysis of the case load, which are to be prepared in the Regional Office.

**17. Arrangements at Relocation in Voluntary Removal Plans :**

- Own arrangements; own resources (verified );  Employment waiting (verified );  
 To live with relatives or friends;  Group arrangement;  Other (specify).....

**18. Family Group as Presently Constituted : (Fill out only for other than "Information Only" cases)**

NAME	Relation to Head	Age last Birthd.	Country of Birth	Occupation	Physical Condition	Public Aid	Remarks	Travel Permit

**19. Disposition of case at Point of Origin : Date.....**

- Moved to Relocation Address date.....  
 Without Financial Assistance  Financial Assistance Given :  
 Transportation of Persons  
 Transportation of Household Goods  
 Maintenance to (date).....  
 Controlled Removal to.....

1. Last Name First Middle 2. Alien Registration No. 3. Office Prefix & Case No.

4. Present Address 5. Nationality  
 Japanese—Native Born  
 Japanese Alien  
 German Alien  
 Italian Alien  
 Other (specify).....  
6. Year of Birth.....  
7. Sex :  
 Male  
 Female

8. Whereabouts of Normal Head of Family :  With Family  Interned  Elsewhere

9. Occupation of Present Family Head :  
 No Wage Earner  Retail Dealer  
 Farm Owner, Tenant, Manager  Sales Person  
 Farm Laborer  Fisherman  
 Professional or Related Service  Unknown  
 Domestic & Personal Service  
 Other (specify).....

10. Other Occupations or Skills :  
11. Physical condition :  
13. Relocation Address :  
.....

12. Assistance : REQUESTED (check one or more)  
 Information Only  12a. NEEDED.  
 Travel Permit to Relocation   
 Counseling   
 Transportation of Household Effects   
 Transportation of Persons   
 Maintenance   
 Medical Care   
 Property Disposal and/or Custody   
 Other (specify).....

13a. Travel Permit Issued   
14. Total Number of Persons in this Family  
(Need not be filled out if Item 18 is used)  
Under 14 years : Over 14 years of age :  
.....

15. Date of Registration : 16. Interviewer :  
.....

### Specific Instructions

- Item 1. Enter in the appropriate spaces the last, first, and middle name of the present head of the family, or the name of the client if he is a single individual. The present head of the family group may be an adult who is not normally the head of the family group. For example the mother of the family group would be considered the present head if the father (normal head) were interned.
- Item 2. Enter here the Alien Registration Number as it appears in the Certificate of Identification (Form AR-AE-23) on the top of the buff page above the photograph of the alien . For native born Japanese, run a line through this item.
- Item 3. Enter the number of the office at which this card is being prepared. This number (office prefix) appears in a separate list of offices. Assign case numbers in sequence beginning with number 1 in each office. For example the first case in office number 12 would be marked 12-1.
- Item 4. Present address. On the first line in this space enter the street and number, or RFD; on the second line enter the City or Town; on the third line enter the County and State. This entire item is for the present address of the client, that is the address at which the client lives at the time this card is prepared.
- Item 5. Nationality. Check in the appropriate square to **indicate** the client's nationality status.
- Item 6. Year of birth. Enter in this space the year of birth of the client.
- Item 7. Sex. Check the appropriate item to indicate the sex of the present family head named in item 1.
- Item 8. If the normal head of the family is the same as the present head of the family, check the square indicating "with family". If the normal head is not the person named in item 1, indicate whether "Interned" or "Elsewhere".
- Item 9. Occupation of present family head. Indicate, by check in the appropriate space, the principal occupation of the present family head. If the present family head is the mother of the family, who has no occupation besides her household management, check "No Wage Earner". If "other" is checked, specify briefly the occupation.

Item 10. Indicate which, if any, other occupations or skills the present family head claims.

Item 11. Indicate briefly the physical condition of the person named in item 1. Obviously no diagnosis is expected; designate any visible handicaps, or any information given by the client (such as "weak heart", etc.).

Item 12 and 12a. Indicate in this item the assistance and/or service, or services which were requested by the client. In the squares under item 12a indicate the assistance or services which the social worker deems necessary. These would not be the same requested by the client, but those discovered, during the interview, to be needed. For example the client may request transportation to a relocation address, but the worker observes that the client will require medical care.

Item 13. Relocation address: This item will be filled out only when a definite relocation address is given by the client, or after definite plans for relocation have been completed. The relocation address must be outside of all Prohibited Zones "A" and outside of Restricted Zone "B". Use the lines in this item in the same way as in item 4.

Item 13a. This item is to be checked only after it is determined that move to the relocation address is warranted. When the necessary arrangements are completed, the worker will refer the client for issue of a travel permit (Change of Residence Report) and will check the issuance of the Certificate Change of Residence or Travel Permit in this item.

Item 14. This item is filled out only if it is not deemed necessary to fill out Item 18 of the Social Data Registration. (Single individuals, for example). In that event indicate the total number of persons represented, who are under 14 years of age, and the total number of persons over 14 years of age. This latter would include the adult named in item 1.

Item 15. Insert the date of registration. This is the date on which the above information was recorded in this form.

Item 16. This item provides for the signature of the person interviewing the client and preparing the registration card.

Item 17. Arrangements at Relocation. This section is utilized to indicate the type of arrangements made by the client at the

relocation point. Some families may have, or may work out, definite complete plans for resettlement at the relocation point, requiring no assistance in connection with such resettlement. In that event the subitem "own arrangements" would be checked. As a part of such plans, consideration must be given to the provisions for continued maintenance at the point of relocation. For this reason if the client has own resources, such must be verified. (Check in appropriate space.) If the client has employment waiting for him, or members of his family, at the point of relocation, this should be indicated and again verified. If the client is to live with relatives or friends at the point of relocation, the proper sub-item must be checked. If the client, and his family, participate in group arrangements for resettlement at the point of relocation, check the appropriate sub-item. Group arrangements in this item are voluntary arrangements made by churches, societies, etc. for its members. If other voluntary arrangements for resettlement are made, the proper sub-item must be checked and the type briefly specified.

This item is not intended to indicate the plans for the removal, but refers only to the plans at the relocation point. (The removal plans are indicated in item 19.)

Item 18. Family group as presently constituted. This item is to be filled out for all cases except the "Information Only" cases so indicated in item 12. Indicate the appropriate information for each member of the family group on the appropriate line. In the NAME column list the spouse on the first line and follow with other members of the family. In the appropriate columns indicate (a) relation to head, which is the person named in item 1; (b) age last birthday; (c) country of birth (U.S.A., Japan, Germany, etc.); (d) occupation: use classifications given in item 9 as much as possible; otherwise indicate housewife, student, etc.; (e) Physical Condition: indicate briefly following instructions for item 11; (f) Public Aid: Indicate whether any member of the family group is receiving public aid. Use the accepted abbreviations as follows: OAA - Old-age-assistance, ADC - Aid to Dependent Children, AB - Aid to the Blind, GA - General Assistance (relief); (g) Remarks: Use this column for recording any pertinent information regarding the members of the family group, such as: needs, medical care, etc. For all members of the family who are aliens under 14 years of age, insert in this place the Alien Registration Number; (h) In this column check each applicable line indicating that Change of Residence Notice or Travel Permit has been executed. This information is applicable

to all persons over 14 years of age who are Japanese, German, or Italian aliens, or persons of Japanese ancestry.

Item 19. Disposition of case at point of origin. This item will be filled out only at the time of disposition of the case in the office in which registered. Some cases may be disposed of on the same day on which they were registered. For example, a person making his own arrangements and having sufficient resources for maintenance at point of relocation would need only Change of Residence Notices or Travel Permits and could proceed to the point of relocation. In such cases original and duplicate of Social Data Registration Card would be transmitted simultaneously. Other cases will be disposed of at a date subsequent to the first interview. Whenever the case is disposed of--at least as far as the office of the original registration is concerned--the disposition is indicated in this item and the original of the Social Data Registration Card is transmitted to the Regional Office. At the time of such transmittal, there should be attached to the card the originals of any case records which may have been prepared during the handling of the case. The worker in the office of origin should keep copies of any such case records, together with the pink copies of the Disbursing Orders (if any assistance provided) and any other material pertaining to the case.

Since after such disposal of the case there would be only the copies of case records and Disbursing Orders available in the office of origin, cases should not be disposed of unless the worker is reasonably certain that the case is completed as far as the office of origin is concerned. In the event of a return to the office of origin of a case formally disposed of, it will be necessary to prepare another set of Social Data Registration Cards. Such cards must be plainly marked as "Re-opened" to avoid duplication of count.

While the worker is completing or verifying plans previously discussed with the client, the client may make other arrangements and notify the worker that he is moving. In that event the worker would complete Item 19 as follows:

(a) On the first line of this item insert the date on which you were advised of the client's plans.

(b) Check item "moved to relocation address" and in the place for date write "removing--plans unknown." This would be considered as a "disposal" as far as the office of origin is concerned.

In the space provided in Item 19, insert the date of disposal of case. Then check the appropriate disposition:

(a) Moved to relocation address--date. Check this item when you are assured that the family has left the original address and has started for the relocation address. Insert the date on which the removal to the relocation address began.

(b) Check whether case moved to relocation address without any financial assistance, or whether financial assistance was given. In the latter event the type of financial assistance given must be indicated. If family is provided with a grant covering maintenance expenses (food en route, etc.) insert the date to which such maintenance expenses were provided.

(c) Controlled Removal to \_\_\_\_\_: This disposition will apply to all persons who do not resettle in advance of deadline announced for any part or parts of the evacuation areas. Such persons would be relocated by means referred to as "Controlled Removal." The first stage in such process would be the removal to the Induction Centers. Accordingly, all cases remaining in an area after the announced deadline for voluntary evacuation would be "disposed of" through the controlled removal. The induction centers for each area will be announced prior to the deadline. At that time the disposition of the case will be indicated in this manner and the induction center will be indicated in the space provided. All the records for such cases will then be transmitted to the Regional Office for use in follow-up at the induction and reception centers.

## DISBURSING ORDER

### General Instructions

The Disbursing Order form WCCA-FSA-dsa-3 is the medium used by the social worker for granting financial assistance.

The Disbursing Orders are serially prenumbered and should be used in numerical sequence as much as possible. All sets of Disbursing Orders must be accounted for; accordingly in case any forms are spoiled, they must be returned for cancellation to the Regional Office at San Francisco. The Disbursing Order is prepared by the worker in four copies; please use a hard pencil and pencil carbons, so that all copies are legible.

The four copies of each Disbursing Order are utilized and routed as described below, depending on the type of assistance covered:

#### (a) Cash Grant of Assistance

If a cash grant of assistance is to be provided to the client, the social worker sends the original (white) copy and the yellow copy of the Disbursing Order, properly filled out, to the Regional Office at the end of each day via the Daily Report and Transmittal Sheet. The check, in the amount indicated, will be mailed from the Regional Office directly to the client's address. Cash grants cannot be promised to clients earlier than 3 or 4 days after the Disbursing Order is written by the worker.

Each order written for cash must be signed by the client on the white copy (in item 10) at the time of issue.

The green copy of the Disbursing Order is mailed at the end of each day to the Regional Office together with other records via the Daily Report and Transmittal Sheet.

The pink copy is retained for the case record at the office of issue.

#### (b) Assistance in Form of Transportation by Rail or Bus

Unless the client and his family are to travel by private automobile, all transportation expenses will be provided through the medium of the regular Government Request. The workers are supplied with books of Government Requests for Transportation. These must be treated by the worker as though actual cash were disbursed.

When a Government Request for Transportation is issued to the client, the worker will indicate on the Disbursing Order the number of the request, on what company or railroad, and the amount represented. The value will have to be obtained, prior to issuance of the request, from the railroad or bus company involved. Prepare only one Request for Transportation of a family group traveling together. (See detail instructions for use of Government Requests for Transportation.

The worker will obtain the client's signature in original on the white copy of the Disbursing Order and in carbon on the three remaining copies when she delivers the Travel Request to the client.

In these transactions the worker will retain the white copies of the Disbursing Order in a separate personal file as a receipt to account for the requests issued to clients.

The yellow and green copies of the order are mailed at the end of the day to the Regional Office via the Daily Report and Transmittal Sheet.

The pink copy is attached to the case record.

(c) Assistance in Kind and/or in Services Requiring Payment

If assistance is provided by payment for transportation of household goods, or any type of merchandise or service in which a third person (the vendor) is involved, the worker gives the original (white) copy and the yellow copy to the client. The client presents the Disbursing Order for delivery of the goods or services in lieu of payment.

The client must sign in item 10 on the green copy of the Disbursing Order at the time the white and yellow copies are issued to the client. The white and yellow copies, in this instance, are not to be signed by the client until after the delivery of services by the vendor. (For example after crating for storage is done, or after household goods are consigned for shipment.)

The green copy of the Disbursing Order is mailed at the end of the day to the Regional Office via the Daily Report and Transmittal Sheet. The pink copy is attached to the case record.

Itemized Instructions

(1) Case No. - Indicate the case number together with the office prefix number.

(2) Award No. - Indicate whether this is the first, second, etc., order issued to this case. This will be ascertained from orders already in the case record.

(3) No. of Persons Incl. - Indicate the number of persons in the family for which the order is issued. If a single individual indicate "one", etc.

(4) Date - Date of issue of order.

(5) To - This section provides for recording the name and address of the vendor (drayage company, railroad, etc.) who is to furnish the goods or services described in the order. When an order is used to request a cash grant, or to cover the issuance of government transportation requests, this section will be crossed out with a large X.

(6) In this item give the name and address of the beneficiary, (the client) who is to receive the articles or services described in item 8. When an order is used to request a cash grant the name of the beneficiary must be given exactly as usually written, and the address must be accurate since the check will be made out in accordance with this item.

(7) Insert here the total amount which - in accordance with the plan made - should cover the articles or services ordered.

(8) In this item give the quantity, description, unit price, and the amount of all articles, or services ordered. If the order is issued to request a cash grant for the beneficiary, this section should provide all of the usual essential information. For example: Food for three persons for two weeks, ending March 27, 1942, and the amount. All of the requirements budgeted in one cash grant must be on one order.

If a Government Request for Transportation is issued to the client, the worker will indicate on the Disbursing Order the serial number of the request, on what company or railroad, and the amount represented. The value will have to be obtained, prior to issuance of the request, from the railroad or bus company involved.

(9) This item provides for vendor's certification and billing, and must be left blank by the worker issuing the order.

(10) This item provides for receipt by the client. Each order issued on a vendor must be countersigned on the white and yellow copy by the client after he receives the articles or services ordered. The client must be instructed about this by the worker at the time the order is issued. The green copy only must be signed by the client at the time of issue.

Each order written for cash must be signed by the client on the white copy at the time of issue.

When an order is used to cover the issuance of Government Request for Transportation (of persons), this item must be signed by the client on all copies (use carbon), as a receipt to the worker issuing such request.

(11) Each order must be signed by the worker issuing the order. The order is not considered valid unless properly signed in this space.

(12) This item is for use of the Regional Office and is to be left blank.

INSTRUCTIONS FOR PREPARATION OF GOVERNMENT  
REQUESTS FOR TRANSPORTATION

IMPORTANT: Sign the white receipt attached to each book of requests and return immediately to the Regional Office.

The regular Government Requests for Transportation shall be issued whenever a provision needs to be made for railway or bus transportation of clients and their families. Each request must be prepared in duplicate in ink or indelible pencil; carbon is attached to the back cover of the book of Requests. The green copy is given to the client, who must sign for same on the appropriate Disbursing Order. The client should be instructed that the railroad or bus company will issue the necessary tickets upon presentation of the Request at the regular ticket counters.

The white copy of used Requests should be detached from the book and forwarded to the Regional Office at the end of each day. The value of the transportation covered by each Request should be written in the appropriate space on the white copy of the Request.

Preserve the covers of the used books of Requests; these covers must be returned to the Regional Office immediately after all requests in a book are used.

## DETAILED INSTRUCTIONS

- (a) Requests the \_\_\_\_\_ . In this space write the name of the railway or bus company which is to furnish the transportation.
- (b) Name of traveler. In this space write the client's name. This must be the same as the name usually signed by the client. If there are members of the client's family, who will travel with him, the notation "and party of \_\_\_\_\_" (inserting the number of additional travelers) must be made in this space.
- (c) From \_\_\_\_\_ . Insert the name of City from which the transportation is desired.
- (d) To \_\_\_\_\_ . Insert the name of the place of destination.
- (e) Via \_\_\_\_\_ . Insert the name or names of connecting lines, if any, over which travel will have to be performed in order to reach the destination.
- (f) In the block in the upper right-hand corner of the Request, the following information is recorded:
- (1) Class. If travel is by bus, a line is drawn through this space. If used for railway transportation, the class of travel must be indicated. For short distances requests should be made by "Coach" class; for long distances "Tourist" class will be used.
  - (2) Number of Persons. In this block indicate the total number of persons to be furnished transportation.
- The rest of the spaces in this block will not be used in most cases and a line should be drawn through them. If railway transportation is furnished for a long distance requiring overnight travel, the "Tourist" class of "Upper" and "Lower" berths will be used and properly indicated.
- (g) Place of issue. Write in the City and date of issue.
- (h) Signature of issuing officer. This space provides for the signature of the worker issuing the Request.
- (i) Title \_\_\_\_\_ . In this space write the title "Representative"
- (j) Place. Write in the City from which client will use this transportation, together with the date on which transportation will begin.
- (k) Signature of traveler. The client will sign in this space at the time the Request is prepared so that his signature will also appear on the white copy.
- (l) Title. Run a line through this space.

TO OFFICE MANAGERS: Please see that a copy of these instructions is given to the receptionist and every representative of the cooperating agencies in your office.

Instructions for Use of Inquiry and Reference Slip  
(WCCA: Form S-1)

As indicated by the title of this form, it is intended to furnish the basic count of persons requesting any type of service rendered in the local offices in connection with the evacuation activities of the Wartime Civilian Control Administration.

An Inquiry and Reference Slip must be prepared by the office receptionist (or any person acting in lieu of the receptionist) for every person inquiring for services every time the inquirer comes into the office.

Instructions to Receptionist

In the upper left-hand corner write the Office Number of the office at which the slip originates. This number can be obtained from the Manual of Policies and Procedures for Use of Social Work Staff.

Write the Name and Address of the inquirer in the space indicated. The inquirer is the person making inquiry for himself or on behalf of others.

Check the proper square to indicate Sex and Class (Nationality) of inquirer.

In the section under Service Requested check the inquirer's requests:

(1) If "Travel Permit and Change of Residence Report" is requested, check this item and refer inquirer to the person authorized to issue travel permits. This, in most offices, will be a representative of the U.S. Employment Service.

(2) If "Employment information and service" is requested, check this item and refer inquirer to the representative of the U. S. Employment Service. This item will also be checked for unemployment compensation inquiries.

(3) If "Property Service" is requested, determine whether inquiry concerns farm property or other property. If farm property is concerned, check this item, write "farm" on the same line, and refer inquirer to the representative of the Farm Security Administration.

If other than farm property is concerned, check this item and refer inquirer to the representative of the Federal Reserve Bank.

(4) For "Information Only," Social Service, or any other requests not mentioned above, check the applicable item, or write in the service requested under "other" and refer inquirer to the Social Worker.

It is possible that more than one, or possibly all services may be requested. In that event, check each applicable item in accordance with above instructions and refer inquirer to the Social Worker.

On the "Date" line write the date of inquiry. On the line marked "Per" write your signature.

Then give the "Inquiry and Reference Slip" to the inquirer to present it to the person to whom referred.

At the end of each day collect all "Inquiry and Reference Slips" from all representatives. All of these forms must be mailed at the end of each day to:

Wartime Civilian Control Administration,  
Whitcomb Hotel,  
San Francisco, California

Attention: Dr. C. L. Dedrick

#### Instructions to Representatives

As indicated above, the "Inquiry and Reference Slip" originates with the receptionist. Each inquirer referred to you will present this slip with the "service requested" checked.

In the section under Disposition check the applicable item. It should be noted that more than one item under Disposition may be checked by one or more representatives.

If you furnish all of the requested services, check "Service without referral." If you are authorized to issue travel permits, and such were issued, check "Travel permit issued." If inquirer is referred to other representatives in the office, check "Referred to others, this office" and direct inquirer to the proper representative with the "Inquiry and Reference Slip." If inquirer is referred to another WCCA office, check the proper item, but retain the slip for collection at the end of the day. If inquirer must seek service from other organizations, or if his request cannot be complied with, check "Not able to handle" and explain briefly in the "Remarks." The reference slip is retained by the representative for later collection.

All "Inquiry and Reference Slips" must be retained for forwarding to headquarters. Accordingly, the representative last dealing with the inquirer in the office keeps the slips until the end of the day when they are collected by the receptionist.

# INQUIRY AND REFERENCE SLIP

Name \_\_\_\_\_

SEX

Address \_\_\_\_\_

Male . . . .

Female . . .

Class: Japanese  German  Italian  Other \_\_\_\_\_

### SERVICE REQUESTED

- Information only
- Travel permit and change of residence report
- Social service
- Employment information and service
- Property service
- Other: (specify) \_\_\_\_\_

### DISPOSITION

- Service without referral
- Travel permit issued
- Referred to others, this office
- Referred to another WCCA office
- Not able to handle (explain)

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Per \_\_\_\_\_

Federal Security Agency  
Services for Wartime Civilian Control Administration  
March 20, 1942

Japanese going to induction or reception centers voluntarily or otherwise will be permitted to take with them only essential belongings for eating, sleeping, and wearing. If they drive in their own automobiles to the reception centers they also may take light articles of furniture, such as rugs, lamps, small chests of drawers, et cetera.

The general plan is that families going by train will take only what they can carry. This should include clothing, bedding, and such basic eating equipment as knife, fork, spoon, cup and saucer, and plate for each individual. Cots will be furnished at the reception center. Radios will probably not be permitted.

Families going to induction or reception centers should deliver all other furniture and personal belongings to warehouses now being set up by the Evacuee Property Department of the Federal Reserve Bank. Personal property so delivered should be boxed or crated so that it can be (a) stored safely, and (b) handled readily in forwarding to eventual destination. Families should be encouraged to dispose of trivial possessions or items not adaptable to their new homes.

March 20, 1942

TO ALL MEMBERS OF THE PUBLIC ASSISTANCE STAFF

Due to the speed with which it has been necessary to recruit and organize a staff for the special work to which you have been assigned, it has not been possible to meet you personally nor to call you into the office to give you specific instructions as to the work which you will be doing. We fully appreciate the responsibility that we are placing upon you to expedite the offering of services to the group of persons affected. Consequently, it will be necessary for you to use judgment, discrimination and tact in meeting situations as they arise and to keep us informed as to any difficult situations and as to the progress of your work. In emergencies, you may telephone this office collect (see mail address).

A Wartime Civilian Control Administration has been created by General DeWitt to carry out the evacuation program in connection with the designated military areas. In order to expedite and encourage voluntary evacuation, field offices have been established at which the services of all governmental agencies participating in the program are made available. In each office there are to be representatives of the United States Employment Service, the Bureau of Public Assistance of the Social Security Board, the Federal Reserve Bank of San Francisco, and the Farm Security Administration. Representatives of the above-mentioned agencies are to work as a team in the local offices, and as a member of this team, you should acquaint yourself with the work of the other members and relate your activities to others. It is expected that some explanation of functional responsibilities of the several team members will be forthcoming in the future.

For your guidance in performing the work which you have been assigned to do, a manual of instructions has been sent to you. This manual may be subject to revision, and additional sections will be sent to you within a short time.

The important thing to remember is that this program is an emergency program and as such must be put into effect promptly and expeditiously at the same time that the policies and procedures for its operation are being developed. Again we remind you that it will be necessary for you to use judgment and all of your social work skills in meeting individual problems and in recognizing those which will require a longer period for solution.

In performing the work which has been assigned to you, you will be a member of the staff of the Bureau of Public Assistance. As Regional Representative of the Bureau of Public Assistance of the Social Security Board, I am responsible for the functioning of the social work staff assigned to the local offices. To facilitate

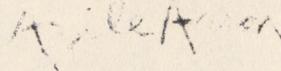
To All Members of the Public Assistance Staff - 3/20/42

operation I have delegated immediate supervision of the operating program to one of my assistants, Miss Phoebe Bannister, and you may direct inquiries to her.

While you are functionally responsible to this office, you are, in the local United States Employment Service offices, administratively responsible to the Manager of that office. All of your needs for supplies, stenographic service and equipment should be made known to the Employment Manager. Again let me remind you to keep in touch with this office and to call upon us for any assistance which you may need. Mail should be addressed as follows:

Regional Director - Attention: Miss Phoebe Bannister  
Social Security Board  
785 Market Street  
San Francisco, California

Sincerely yours,



Azile H. Aaron,  
Public Assistance Representative