

L1.54

67/14
C

File

PREAMBLE

We, the Block Managers of Granada Relocation Center in order to execute our duties efficiently do hereby establish this organization and by-laws Thereof.

ARTICLE 1 NAME

This organization shall be known as Block Managers Assembly of Granada Relocation Center.

ARTICLE 2 MEMBERSHIP

The membership shall be composed of all the duly appointed Block Manager of Granada Relocation Center or his representative in case of his absence.

ARTICLE 3 OFFICERS

1. Officers shall be Chairman, Vice Chairman and Secretary.
2. Officers shall be elected for tenure of six months term. Election to be held at first regular meeting in February and September.
3. Duties of officers:
 - A. Chairman shall preside at all regular and special meetings.
 - B. Vice Chairman shall assume the duties of chairman in absence of chairman.
 - C. Secretary shall keep all minutes of meetings and shall be a custodian of all documents pertaining to this organization.

ARTICLE 4 PROCEDURE

1. There shall be a regular meeting at least once a week.
2. Any special meeting may be called at discretion of Project Director or his agent, by order of Chairman of Assembly or by the request of one third or more of the members.
3. The meeting shall be deemed to have quorum when two thirds of members are present.
4. All matter of business shall be decided by majority votes.
5. All business matters requiring attention of Assembly are to be notified to the chairman prior to the meeting.

ARTICLE 5 AMENDMENT

1. Amendment may be initiated by a written resolution by any member.
2. Amendment shall be adopted by two thirds or more of the vote of the members of Assembly.

COLORADO RIVER WAR RELOCATION PROJECT

BLOCK MANAGER SYSTEM

ESTABLISHMENT PROCEDURE

1. The selection by the Administration of an official who temporarily assumes the title of Block Manager Supervisor, of a staff of two or three Assistant Block Manager Supervisors chosen for their aptitude, qualities of leadership, diplomacy, loyalty, energy, enthusiasm, intelligence, and past record of managerial ability, with the idea in mind of later elevating the best qualified to permanent appointment as Block Manager Supervisor.

2. On the first and second days after a block is filled, the Assistant Block Manager Supervisors conduct a survey of the block to select a natural leader. As many contacts as possible are made and interviews conducted. Upon selection, an interview is arranged for the candidate with the Administration official for his final approval and he is then appointed, the Temporary Block Manager. This procedure is followed in the case of the Assistant Block Manager.

3. Assistant Block Manager Supervisors may appoint without final approval of the Administration official, the Block Manager's staff other than Block Manager and Assistant Block Manager.

4. New blocks are serviced during this period by a Volunteer Block Manager's staff from previously established blocks. Volunteers also show the new staff their duties.

5. The Block Manager's staff consists of:

- A. Block Manager
- B. Assistant Block Manager
- C. Custodian
- D. Clerk or Secretary (Girl)
- E. One or more Janitors
- F. Night Watchman

This group, with the exception of 1, 2, and 3, may vary in numbers, depending on enthusiasms and other factors.

6. The Block Manager and Assistant Block Manager should be chosen to represent in their own persons:
(a) Issei and Nisei, (b) Block Population, if such population does not come from the same evacuation area or locality. The rest of the staff should also be chosen with these factors in mind.

7. Block Managers, through the medium of Block Managers' Meetings, daily at first and later at longer intervals, should be trained and educated into an efficient and cohesive group, instilled with a definite sense of responsibility to their blocks; alert to the general welfare, morale, cleanliness, and progressiveness of the block as a whole, as well as acquiring a more or less intimate knowledge of the individual residents. They should educate the residents to look to them for truthful information in answer to their

questions. The Block Managers will receive the answers to these questions during a "Question and Answer" period during Block Managers Meetings from the Administration official who will attend all meetings together with his secretary who will keep the minutes of the meeting.

9. The Block Managers and their staffs will have definite duties and functions as shown by Schedule "A" attached to this memorandum.

10. The Block Managers, though appointed to office in a temporary capacity as set forth above (Paragraph 2), should nevertheless be elected to permanent office by the majority vote of the block residents of voting age without regard to citizenship or work corps enlistment, at such time as the Administration official feels that the blocks are functioning with a reasonable degree of efficiency.

change

11. The election should be held with the definite understanding of the voters as well as the candidates for office, that upon election, the candidate will enter upon his duties in a status approximating that of Civil Service and will divorce himself thenceforth from any political activity, other than casting his own individual ballot for candidates to other offices. It will be further understood that the successful candidate is elected subject to the

approval of the Project Director, and will be required to pass an examination as prescribed by the Project Director. It is to be hoped that the Temporary Block Manager, as appointed in the procedure set forth above, will, in the majority of block elections, be the choice of the block residents.

12. The block residents will further choose by election, a Block Council, consisting of one member from each apartment building, two members from the men's barrack, one being an Issei and one a Nisei, the Kitchen Chef, and the Block Manager. This council will concern itself with block welfare, block problems, block morale, and block matters of all kinds, and make recommendations to the Block Manager to assist him in the efficient management of the block.

13. With the passage of time, the Administration official will delegate all reasonable responsibility and authority to the Block Manager Supervisor, whose duties are set forth in Schedule "B" attached to this memorandum.

14. The Block Managers shall requisition for, and distribute to the block residents, as shown by Schedule "C" attached to this memorandum, a list of expendable and non-expendable articles, in reasonable and economic quantities as shown in Schedule "D" attached to this memo-

randum.

15. For the filling of requisitions and the distribution of all articles appearing on the list of expendables and non-expendables (Schedule "D"), and for all other servicing of block needs, a Block Managers' Supply and Transportation Department, consisting of a foreman and two assistants is provided, and a truck is put at their disposal.

16. Schedule "E" attached to this memorandum shows a suggested broken office hour plan for Block Managers.

TO: Wade Head, Project Director

FROM: John G. Evans, Assistant to Project Director

Respectfully submitted.

June 18, 1942

DUTIES AND FUNCTIONS OF THE BLOCK MANAGER
AND OF THE BLOCK MANAGER'S OFFICE

1. Act as information center and to prepare a list of all questions which he is unable to answer for submission to the Block Manager Supervisor for answering.
2. Collection and distribution of mail.
3. Construction of office equipment.
4. Requisitioning of property.
5. Control and regulation of use of electrical appliances.
6. Report time on all Block Office employees.
7. Keep record of employables.
8. Report emergencies to health, fire, and police departments.
9. Supervise custodial work.
10. Organize and direct cleaning of grounds within the block.
11. Initiate and organize Block Councils.
12. Accountability for property: The Block Manager is responsible for all property issued through his office (expendable and non-expendable). A complete list of different kinds of property will be provided the Block Manager.
13. The Block Manager must maintain a record of the location of the residents of his block with the names of all persons so that any person's residence can be found immediately.
14. The Block Manager will maintain a bulletin board for the posting of all public notices, announcements, and other matter.
15. The Block Manager or the Assistant Block Manager must be on duty at the office during working hours.
16. The Block Manager will comport himself in a manner commensurate with his responsibility. He will never expose himself to criticism or the grounds of officiousness, favoritism, or laxity in the performance of his duties.
17. The Block Manager will issue property in a reasonable and economic fashion, and instill the residents of his block with a sense of economy as part of their contribution to the total war effort. He will only requisition for such property as is definitely needed, and well in advance, in order to facilitate the work of the Supply and Transportation Department, as well as to assure a supply at hand of all articles at all times.
18. The Block Manager will assume no responsibility for the morale, work conditions, or food conditions in the kitchen. He will, however, bring to the attention of the Block Manager Supervisor all complaints by residents on kitchens.

or other matters. The Block Manager Supervisor will take up with the Administration such complaints for appropriate action.

19. The Block Manager is responsible for the performance of their assigned duties by the members of his staff.
20. The Block Manager must maintain adequate property records and checking systems which, at all time will show distributions of property such as: garden tools, carpenter's tools, and any other property which should be kept within the Block Office.

21. The Block Manager should so organize his staff that the office will have the atmosphere of a service bureau. It is his responsibility to instruct and to advise his staff in coordinating an efficient and pleasant environment in the office.

The needs of the residents of his block are the primary consideration of the Block Manager. He must have an alert staff ready to render service at all times; he must be ready to offer his services before he is asked. In this respect, a resident is comparable to a customer approaching a salesman, who, in this case, is any one of the staff. The customer never asks for service in a well organized and successful business house. The salesman must offer his services without using "high-pressure" tactics.

22. The Block Manager should be a "dispenser" of good will among the residents of his block. A great deal of this type of service cannot be done in the office - personal contact must be made with individuals insofar as possible. He should make periodic calls on families and individuals and offer his services in any way possible to relieve them of problems and grievances.

THE DUTIES OF THE BLOCK MANAGER SUPERVISOR

1. The Block Manager Supervisor must at all times act in the capacity of the main liaison, with the full cooperation of the Assistant Supervisors, between the Block Managers and the Administration. He must use good common sense, combined with tact and diplomacy, in minimizing the routing of everyday problems and questions to the Administration.

2. He is to conduct himself in a manner which does not give the impression to his assistants that the Supervisor is their superior in every respect. He must create a mutual feeling of confidence and usefulness in order to coordinate their efforts in the interests of the welfare of the community as a whole.

3. He must not lose direct contact with the Block Managers; it is imperative that he does not create an appearance of aloofness. Periodic personal calls on the Block Offices is an essential routine of the Supervisor.

4. He is to study carefully the reports of the Assistant Supervisors, and to discuss freely with them the merits and demerits of said reports. The action to be taken when necessary, should be taken into consideration with a great deal of thought and deliberation.

5. He should, whenever possible, show interest in individual cases which need special attention or consideration. He must at all times show a keen interest in the welfare of the community.

6. He will act as chairman of the Block Managers' meetings.

Mr. Burge

DUTIES OF THE ASSISTANT BLOCK MANAGER SUPERVISOR

1. The Assistant Blk. Mgr. Supervisor is directly responsible to the Blk. Mgr. Supervisor in matters pertaining to the functions of the Blk. Mgr. Staffs. He should strive to attain perfect harmony and cooperation within the community by developing and maintaining an efficient staff in the Block Offices. He must impress upon the Blk. Mgrs. that the Supervisors are advisors, who are ready to offer counsel and assistance at all times .

2. He should at all times, in cooperation with the Supervisor, act in the capacity of a liaison between the Block Managers and the community as a whole, and the Administration. He should have a working knowledge of the various departments in order to route correctly various questions and problems to their respective places. He should be resourceful enough to segregate unnecessary and unimportant matters which are often directed to the Administration. Alleviation of unnecessary work from the officials is essential.

3. He will make periodic surveys of all blocks with regard to morale, welfare, cleanliness, and progressiveness. The report is to be submitted to the Supervisor; it should not be made on the basis of criticism only, but as a means of emphasizing commendable features as well.

4. He is authorized to issue requisitions for work cards to anyone responsible to the Block Manager (the Block Manager and the Assistant Manager are excepted).

ms

DUTIES AND FUNCTIONS
OF THE BLOCK MANAGER'S OFFICE STAFF

THE BLOCK MANAGER SHALL:

1. Act as information center and prepare a list of all questions which he is unable to answer for submission to the Supervisors of Block Managers for answering.
2. Supervise the construction and maintenance of office equipment.
3. Supervise cutodial work.
4. Be responsible for a comprehensive Daily Log.
5. Initiate and organize Block Council; also participate in all meetings of the Council.
6. Be responsible for property issued through his office. (expendable and non-expendable). The Block Manager and his staff will issue property in a reasonable and economical fashion and instill upon the residents of the block a sense of economy as part of their contribution to the total war effort.
7. Maintain adequate property records and checking systems which, at all times, will show distribution of property such as tools and other articles which should be kept in the block office.
8. Together with the Assistant Manager, organize and direct cleaning of grounds within the block. He is responsible for the upkeep and appearance of the block.
9. Be on duty within the block during office hours except at times when he shall appoint his Assistant to take his place.

At least one member of the office staff or one responsible resident appointed by the Manager must be available during off hours. This person shall be authorized to act in the capacity of a staff member in the event if an emergency.
10. Assume no responsibility for the morale, work, or food conditions in the kitchen; he will, however, bring to the attention of the Block Council and the Municipal Councilman all major complaints made by residents in regards to the kitchen.
11. Be responsible for the performance of the assigned duties of the members of his staff. Also, he will be responsible

for the performance of the assigned duties of any other employees whose time is kept by the Block Manager's office.

12. Organize his staff in such a manner that the office will have the atmosphere of a service bureau. It is his duty to instruct and to advise his staff in coordinating an efficient and pleasant environment in the office. He shall, with a great deal of discretion, assume such responsibilities as he deems necessary to coordinate and attain a harmonious atmosphere within his block.

ASSISTANT BLOCK MANAGER SHALL:

1. Assume the duties of Block Manager in the absence of the latter.
2. Be responsible for the collection and distribution of mail.
3. Maintain a daily-strength report.
4. Assume the responsibility for the reporting of all emergencies such as health, fire, police, maintenance, and others.
5. Maintain a bulletin board for the posting of all authorized public notices, announcements, and other matters.
6. Act as a source of information.

THE CLERK SHALL:

1. Keep an accurate Daily Log under the supervision of the Block Manager.
2. Report time on all Block Office employees.
3. Assist the Custodian in the control and regulation of the use of electric appliances and other articles.
4. Maintain a record of the addresses of all the residents in the block in such a manner as to facilitate the location of any person within the block.
5. With the co-operation of the Custodian, make requisitions for such property as is definitely needed in advance to insure a supply on hand at all times.

6. Keep an accurate record of all employed and employables in the block.
7. Be responsible for any other Clerical duties.

THE CUSTODIAN SHALL:

1. Maintain and see that equipment is properly in place and kept in the best possible condition.
2. Control and regulate the use of electrical appliances and other articles.
3. Co-operate with the clerk in requisitioning for such property as is definitely needed.
4. Keep an accurate account of all property in the block office.
5. In the absence of the Clerk, assume the duties of the latter.

CODE OF THE BLOCK MANAGER'S OFFICE

1. All members of the Block Manager's staff will comport themselves in a manner commensurate with their responsibility. They will never expose themselves to criticisms on the grounds of officiousness, favoritism, or laxity in the performance of their duties.
2. The Block Manager shall be held responsible for the conduct of his office. No persons shall indulge in card games, profanity, or loud conversation in any manner which is unnecessary in the office.
3. The Block Manager's Office Staff should be "dispensers" of good-will among the residents of the block. A great deal of this type of work cannot be done in the office; personal contacts must be made with individuals insofar as possible. Periodic calls should be made on families and individuals. The Staff must be prepared to offer their service in any way possible to relieve any problem or grievance which might arise.
4. The needs of the block residents are the primary consideration of the block office Staff. They must be alert and ready to render courteous service at all times. They must be ready

to offer services before they are asked; in this respect, a resident is comparable to a customer approaching a salesman who, in this case, is anyone of the Staff. The customer never asks for service in any well-organized and successful business house.

5. Any member of the staff must report his whereabouts and approximate time of his return during office hours.
6. The Block Manager's Office Staff must not feel that their duties are limited to the "Duties and Functions". Every member must show initiative and interest to take part or assist in any work or activities which are relative to the best interests of the people of the block and of the Community as a whole.

510.03

WAR RELOCATION AUTHORITY
GRANADA PROJECT
AMACHE, COLORADO

OFFICE MEMORANDUM

March 16, 1943

To: All Block Managers
Subject: Clothing Allowances

Since some misconceptions have arisen regarding clothing allowances, may I make the following points clear:

1. Clothing allowances are issued at the present only to family heads who are working and to their dependents. If a family head works for Community Enterprises, he receives his clothing allowance from Community Enterprises, but his family receives clothing allowances through the Public Welfare Section.
2. The work requirement states that a person must have worked fifteen days in a given month.
3. This ruling is not one arrived at at this project alone, but is to be found in Administrative Instructions 27 from the W.R.A. Office in Washington, and applies to all centers.
4. The present arrangements on family heads was made in November through personal interview with these people.
5. Subsequently, announcement was made that a new family head might be designated, and a deadline was set for making such change prior to the preparation of the clothing allowances for October, November, and December. Since these allowances have been prepared, any changes now made will not effect allowances for that period. However, if a family is in need, application may be made for public assistance grant.
6. Preparation is now under way for the January, February, March allowances. Any changes in family head affecting these allowances will have to be made not later than April 1.

March 16, 1943

7. It is the sincere desire of the Public Welfare Section to be of utmost help to families in this center, and we have no desire to deal with them arbitrarily. However, we are bound by certain regulations within which we have to work.

We are happy to confer with block managers concerning any problems at any time.

Cordially,

John J. O. Moore, Counselor
Public Welfare Section

JJOM:t

114
WAR RELOCATION AUTHORITY

GRANADA PROJECT

April 13, 1943

MEMORANDUM

To: All Division Heads
and
All Block Managers

From: Mr. James G. Lindley
Project Director

Subject: Clean-Up-Week

Beginning Saturday morning, April 17th, all divisions will organize and carry on the general clean-up program. Transportation facilities will be organized to take care of the clean-up program and will continue on the program until the job is done.

This year, 1943, should record a Clean-Up Campaign effort redoubling that of any former year. Tons of metal scrap, rubber, paper, silks and other products should be brought out of useless storage and put to work for Victory. It is unusually vital that we intensify this feature of our campaign. Every person on the Project should enlist in this worth-while program --- your supreme effort is needed.

The week of April 17-24 has been designated as Clean-Up-Week for this Project, and it is proposed that this program be carried out in the following manner:

1. All private dwellings, including apartments and barracks in general should be given a thorough renovation, both inside and out. Particular attention should be given to disposing of all food scraps and other items of refuse that will tend to attract ants, flies, and other pests. The area outside of the barracks in most cases is now covered with all kinds of wood scraps and various piles of material which should be disposed of insofar as possible to eliminate the fire hazard. The area around the mess halls and bath houses should be cleaned as a community project.
2. By definite designation of transportation facilities to take care of drayage and hauling of all refuse and all other surplus materials from the blocks, administrative areas, hospital area, and other areas of the project in need of being cleaned.
3. That each block and area be organized into a working group to collect all refuse material, and place it in a designated spot within the block, to be picked up with the available transportation and hauled to garbage dumps, material yards, or equipment areas,

- 2 -

All Division Heads
and
All Block Managers

April 13, 1943

4. Scrap heaps have been designated both on the center and in the farm area, and all metals and other materials of this nature should be taken to these designated areas.

It is absolutely necessary that each division, section and block cooperate in this program in the interest of health, sanitation and fire protection.

James G. Lindley
James G. Lindley
Project Director

3
WAR RELOCATION AUTHORITY

GRANADA PROJECT

OFFICE MEMORANDUM

To: ALL BLOCK MANAGERS

Date: 8-4-43

From: W. Ray Johnson

Subject:

Attached are three copies of Mr. Myer's statement "Policy Regarding Segregation" in both Japanese and English. Will you please read this statement in the messhall, then post a copy in the messhall and also on your own bulletin board in the information office.

It is hoped that the statement by Mr. Myer will help the people of the Center to understand better the reasons for segregation.

STATEMENT OF POLICY REGARDING SEGREGATION

by Dillon S. Myer

The War Relocation Authority is responsible for the welfare of all the people of Japanese ancestry who live in relocation centers. The execution of this responsibility is made more difficult by the fact that some of the relocation center residents have indicated that they are neither loyal to this country nor sympathetic to its war aims, while the great majority have indicated that they wish to be American. The War Relocation Authority has an obligation to each of these groups, and it also has an obligation to safeguard the further national interest.

After long and serious deliberation, the decision has been made that the responsibilities of the War Relocation Authority can best be fulfilled if a segregation is made between those who wish to follow the American way of life, and those whose interests are not in harmony with those of the United States.

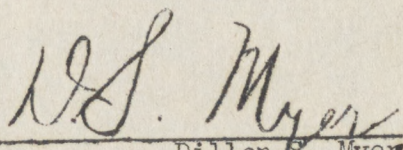
Accordingly, procedures for a program of segregation have been developed. All relocation center residents found not to be loyal or sympathetic to the United States will be moved to the Tule Lake center, and those Tule Lake residents found to be American in their loyalties or sympathies will be moved to other centers or, preferably, given permission to relocate outside. The population of the relocation centers after segregation will be composed of those whose interests are bound with the welfare of the United States and who therefore are eligible to move from the relocation centers to outside communities.

The program of segregation is not being undertaken in any sense as a measure of punishment or penalty for those who will be moved to the Tule Lake center. The War Relocation Authority recognizes the integrity of those persons of Japanese ancestry who frankly have declared their sympathy for Japan or their lack of allegiance to the United States. While the privilege of leave will be denied to those assigned to the Tule Lake center, this privilege would not have been available to them had they remained in their present center.

Segregation offers promise of giving to those evacuees who want to be American the opportunity to live as Americans and to express their Americanism without interference. It should result in increased assurance of harmony in the relocation centers. It should increase public acceptance of those granted leave clearance, and thus aid in the relocation of these people.

The decisions as to who will be segregated will be made in a spirit of fairness and justice. While it is recognized that the segregation process will put to much trouble those persons who must move, I have no question but that the national interest and the long-range welfare of the thousands of loyal American citizens and law-abiding aliens justify the step to be taken.

I urge every resident of a relocation center to make himself familiar with the objectives of the segregation program and with the procedures for carrying it out, so that the adjustment may be made with the least possible difficulty to everyone concerned.


Dillon S. Myer
Director

隔離收容方針に關する聲明

戰時轉住當局は全轉住所内に居住する日系人の安寧に対し絶体的責任あるものであるが、大多數の居住民は米國に対し忠誠を表示してゐるにも拘らず一部不忠分子の存在の爲、當局として其の職務遂に多大なる困難を生じてゐるのは事實である。

戰時轉住局は之等の部類に対しても責任あると同時に國策保護の大なる責任も有するものである。

故に當局としても慎重なる長期に亘る討究の結果、若し此處に忠誠不忠誠を分離し收容したるれば、戰時轉住局の義務は容易に遂行し得るの決論に達した。

現に隔離收容方針は進捗中である。各轉住所居住民にして不忠誠と認められし者はツールレーキ隔離收容所に輸送され又ツールレーキ居住民にして忠誠と認められし者は他の轉住所に夫れづゝ分割輸送されるか、出来得れば永久的許可の下に外部移住を望むものである。而して不忠誠隔離收容完了後の各轉住所の住民は絶体米國に忠誠であり外部移住に際しても其處に何等の支障なく出所出来得る者でなくてはならない。

之の隔離收容の目的は断じて懲罰を意味するものでなく、日本國家忠誠者の、実直性を認めツールレーキに隔離されるもので收容後の外出は絶体に許可されないものであるが之は現在居住中のセンターに於て之等部類に対し外出の特権がないと同様である。

之の不忠誠隔離に依り今後居住民は支障なく米國式に順化し得るのみならず公然と米國に忠誠を表示し得る機會が与へられるものである。更にセンター内の調和は計られ外部移住に際しても米人社会の好感を得、進んでは再轉住方針の促進を援助する事になるのである。

「唯が隔離されるか」は公平正當主義の精神の下に断行されるものであつて隔離されるものにとつては面倒此の上なき事であるが、幾多の忠誠市民及び善良なる外人の爲、正義を重んじ断行を余儀なくされたものである。

全住民は須く之の隔離方針根本精神を尊重し以て隔離遂行円滑化に援助あらん事を希望するものである。

轉住局長

デロシ エス マイヤー

WAR RELOCATION AUTHORITY

Granada Project
Amache, Colorado

Marked
March 28, 1944

TO ALL BLOCK MANAGERS

FROM: W. Ray Johnson

SUBJECT: Duties of Block Clerk

The main assignment for the block clerk is that of an assistant to the Block Manager. The clerk is supposed to be in the Block Information Office from 8:00 a.m., until 4:30 p.m. The clerk will naturally take any messages from the residents of the block concerning any special requests of the Block Manager. The clerk should keep a record of all meetings held within the block. This record should show the purpose of the meeting, the topics discussed, and decisions made by the block residents. A file should be kept of all memoranda from the administration taking up certain problems with the Block Managers. The clerk should be responsible for orderly arrangement of the Information Office and should use particular care in the receiving and distribution of mail.

The position of Personnel Director will be abolished as of March 31, and all employees in these positions will be either terminated or transferred to other positions. Much of the work performed by the block Personnel Director will be assumed by the Personnel Management Section; however, there are several duties and responsibilities that should be accepted by the Block Manager which were formerly carried on by the Personnel Director:

- (1) Compiling and submitting to the Statistical Section, Form BEO-2, Rev.; (Population Summary Report) weekly
- (2) Compiling and submitting to the Personnel Management Section, Form BEO-6, (Visitors' Report) weekly
- (3) Distribution of Workers' Copy of Notice of Job Assignments and Terminations

It is probable that requests will be made from time to time for reports or surveys that can best be accomplished from records maintained in the office of the Block Manager.

The block clerk will naturally assist the Block Manager in the securing and compiling of the information requested above and will take any and all special assignments from the Block Manager concerning any type of work for the block or for the administration.

WAR RELOCATION AUTHORITY

GRANADA PROJECT

OFFICE MEMORANDUM

To: W. Ray Johnson, Assistant Project Director
From: Personnel Management Section
Subject: Transfer of Duties of Block Personnel Directors

Date: March 27, 1944

The position of Block Personnel Director will be abolished as of March 31, and all employees in these positions terminated or transferred. Much of the work performed by these employees will be assumed by the Personnel Management Section. However, there are several duties and responsibilities that should be accepted by the Block Co-ordinators, which are enumerated as follows:

Compiling and submitting to the Statistical Section Form BEO-2 Rev. (Population Summary Report) weekly.

Compiling and submitting to the Personnel Management Section, Form BEO-6 (Visitors' Report) weekly.

Distribution of Workers' Copy of Notice of Job Assignments and Terminations.

It is probable that requests will be made, from time to time, for reports or surveys that can best be accomplished from records maintained in the office of the Block Co-ordinator.

Your co-operation and assistance in completing the above-mentioned transfer of duties is greatly appreciated.

Walter N. Moers
Walter N. Moers
Personnel Officer

100-
T

WAR RELOCATION AUTHORITY
Granada Project

MEMORANDUM

March 30, 1944

To: Block Managers

From: H. F. Halliday
Assistant Project Director

(The following is information which has been given to The PIONEER concerning the census which is to be taken Sunday, April 2, 1944. This is for your information.)

In compliance with teletype instructions received the evening of the 29th from the Washington office, it is necessary that a complete census be taken of all evacuees residing in the Granada Relocation Center. In order to accomplish this the assistance of the Block Coordinators and their Clerks has been enlisted and administrative appointees are being assigned from all sections. The plan for completing the census with a minimum of inconvenience to all concerned is as follows:

- (1) Control will be placed at the main gate at midnight, Friday, March 31, to assure that all visitors and other persons returning to the Project can be accounted for and to assure that all persons leaving the Project on any type of leave are promptly recorded. This is necessary because the census taken on Sunday must be adjusted to show figures as of midnight, March 31st.

Effective at 8:00 A.M., Sunday morning, and until the census is completed no one will be permitted to enter or leave the Project. It is estimated that this freeze on movements will be in force for approximately four hours.

- (2) Effective at 8:00 A.M., Sunday, April 2, 1944, all residents with the exceptions noted below are requested to report to and remain at their apartments until the whole census has been completed. Announcement will be made of completion of the census after all census takers have reported to the police station. This announcement will consist of sounding of mess hall gongs under the direction of the Internal Security Section.

- (3) The following persons will not be required to remain in their apartments during the census period mentioned above:

- (a) Policemen on duty on day shift who will be expected to remain at the police station except in the event of an emergency.
- (b) Water Pump Operator on day duty who will be expected to remain at the main pump except in the event of an emergency.
- (c) All hospital personnel, including boilermen, who will be expected to remain at the hospital from 8:00 A.M. until the mess hall gongs are sounded except in the event of an emergency.

- (d) Fire department personnel on day shift who will be expected to remain at the Fire Station during the period from 8:00 A.M. until the gongs are sounded except in the event of an emergency.
- (e) Block mess hall employees must remain at their apartments until they have been registered by the census takers. When the census taker has completed registration, mess hall workers should identify themselves so that they may be given a ticket by the census taker. Upon receipt of this ticket they must report only to their block mess hall for duty, and when the block census has been completed, the census taker will return to the mess hall and pick up the tickets previously released. Only persons who have such tickets will be permitted in the kitchen until after the census is completed.
- (4) Parents are requested to keep children in immediate proximity of their apartments in order to assure their inclusion in the census.
- (5) Residents are requested to recheck their family and alien registration numbers to assure that correct numbers are given census takers.

The cooperation of all residents will assist in expediting the completion of the census and will reduce the amount of time required to accomplish it.

To: *Complete (C) 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100*
(Presented to PIONEER)

March 30, 1944

In compliance with teletype instructions received the evening of the 29th from the Washington office, it is necessary that a complete census be taken of all evacuees residing in the Granada Relocation Center. In order to accomplish this the assistance of the Block Coordinators and their Clerks has been enlisted and administrative appointees are being assigned from all sections. The plan for completing the census with a minimum of inconvenience to all concerned is as follows:

- (1) ~~A rigid~~ control will be placed at the main gate at midnight, Friday,

March 31, to assure that all visitors and other persons returning to the

Project can be accounted for and to assure that all persons leaving the

Project on any type of leave are promptly recorded.

This is necessary because the census taken on Sunday must be adjusted to show figures as of midnight March 31st.
Effective at 8:00 A.M. Sunday morning and until the census is completed

no one will be permitted to enter or leave the Project. It is estimated that this freeze on movements will be in force for approximately four hours.

- (2) Effective at 8:00 A.M. *Sunday, April 2, 1944* all residents with the exceptions noted below are requested to report to and remain at their apartments until the whole census has been completed. Announcement will be made of completion of the census after all census takers have reported to the Police Station. This announcement will consist of sounding of mess hall gongs under the direction of the Internal Security Section.

- (3) The following persons will not be required to remain in their apartments during the ^{census} period mentioned above:

- (a) Policemen on duty on day shift who will be expected to remain at the Police Station except in the event of an emergency.

- day*
Day
- (b) Water Pump Operator on ^{Day} duty who will be expected to remain at the main pump except in the event of an emergency.
 - (c) All hospital personnel, including ~~boilermen~~ ^{from 8:00 a.m.}, who will be expected to remain at the hospital until the mess hall gongs are sounded except in the event of an emergency.
 - (d) Fire Department personnel on day shift who will be expected to remain at the Fire Station during the period from 8:00 AM until the gongs are sounded except in the event of an emergency.
 - (e) Block mess hall employees must remain at their apartments until they have been registered by the census takers. When the census taker has completed registration, mess hall workers should identify themselves so that they may be given a ticket by the census taker. Upon receipt of this ticket they must report only to their block mess hall for duty, and when the block census has been completed, the census taker will return to the mess hall and pick up the tickets previously released. Only persons who have such tickets will be permitted in the kitchen until after the census is completed.

- (4) Parents are requested to keep children in immediate proximity of their apartments in order to assure their inclusion in the census.

The cooperation of all residents will assist in expediting the completion of the census and will reduce the amount of time required to accomplish it.

- (5) Residents are requested to recheck their family and alien registration numbers to assure that correct numbers are given census takers.

file copy

WAR RELOCATION AUTHORITY
Granada Project

M E M O R A N D U M

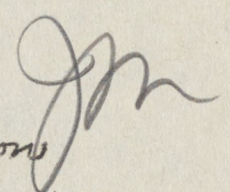
June 27, 1944

To: All Block Managers
Subject: Count of Center Population

In lieu of the customary census the Washington office requests that a count of center residents as of June 30, 1944, be made by the Block Managers.

At your June 22nd meeting a letter from the Statistical Office was read requesting you to have on your block file cards the same information that is listed in the Census Roster for each individual in your block.

As of midnight on Friday, June 30th, cards for those persons who are out on short term, group or seasonal leave (as well as those on indefinite leave) should be removed from your files so that the only cards remaining in the file are those of persons actually residing in the Center. The information regarding these residents should then be recorded on the attached tabulation sheet. You will receive detailed instructions at your Thursday morning meeting regarding the completion of this report. All Block Managers should be present at this meeting.


W. Ray Johnson
Acting Project Director

Attachment - 1

SUMMARY OF QUARTERLY CENSUS ROSTER

Center _____ For Quarter Ending Midnight _____, 194____
(Month) (Day)

I. AGE GROUPS BY SEX AND CITIZENSHIP

Age on Last Birthday	MALE		FEMALE		Total
	Citizen	Alien	Citizen	Alien	
Under 1					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22-24					
25-29					
30-34					
35-39					
40-44					
45-49					
50-54					
55-59					
60 & Over					
Total by Sex & Cit.					
Total by Sex					

II. MARITAL STATUS BY CITIZENSHIP & SEX

Marital Status	CITIZEN		ALIEN		Total
	Male	Female	Male	Female	
Single					
Married					
Widowed					
Divorced					
Separated					
Total by Cit. & Sex					
Total by Cit.					

WAR RELOCATION AUTHORITY
Amache, Colorado

61.54

December 7, 1944

Mr. James G. Lindley
Project Director
Granada Relocation Center

Dear Sir:

Referring to your memorandum of November 27, asking suggestions we may have in regard to the relocation program. We have brought the subject before our Assembly on November 30 for discussion.

Because of the importance and detailed problems involved, the body decided to form an additional Committee on Relocation to study the subject. As you notice the Assembly has not any committee assigned to study to date.

For your information, the following were selected to the committee:

Mr. Y. Yoshizawa	11K
Mr. S. Fujino	7G
Mr. S. Kuramoto	11E
Mr. K. Nozawa	12H
Mr. T. Nishizaki	6H

At our first committee meeting the following suggestions were primarily made for your consideration:

- I To take full advantage of Federal Agencies such as Farm Security Administration or Reconstruction Finance Corporation, etc., evacuees should be fully informed of their functions. Therefore, we would like the War Relocation Authority to invite responsible officers to the center to deliver their messages. Particularly is this beneficial if San Francisco or Los Angeles offices were contacted, pending re-opening of coast area to us.
- II Referring to the above, we recommend the Administration to utilize as many WRA officials, in various agencies mentioned, who have had close contact, experience and interest with the evacuees and their problems to aid us financially most effectively.
- III Through Relocation Committee, WRA and evacuees continuously study the problems and make a policy according to needs and changes, to meet the requirements and desires.

Our committee will be glad to meet with you and study further at any time.

Very sincerely yours,
BLOCK MANAGERS ASSEMBLY

By _____

<u>Block</u>	<u>No. of Eligible Voters</u>	<u>No. Voted</u>	<u>Percentage</u>
325	211	184	87%
317	200	188	94%
316	216	143	66%
306	231	226	98%
309	219	177	80
305	208	186	89%
326	199	134	67%
307	222	184	83%
318	221	174	79%
308	244	203	83%
	<hr/> 2171	<hr/> 1799	<hr/> 83%

To Mr. Bury
 sent copy
 mailed 9/14/42
 to Mr. Bury
 Ted Haas
 M.D.

<u>Block</u>	<u>No. of Eligible Voters</u>	<u>No. Voted</u>	<u>Percentage</u>
325	211	184	87%
317	200	188	94%
316	216	143	66%
306	231	226	98%
309	219	177	80%
305	208	186	89%
326	199	134	67%
307	222	184	83%
318	221	174	79%
308	244	203	83%
	-----	-----	-----
	2171	1799	83%
	-----	-----	-----