

REVISED SUGGESTIONS ON METHOD OF PROCEDURE  
FOR THE PLACEMENT OF JAPANESE EVACUEES

GENERAL PRINCIPLES

In the beginning we suggest that we attempt to place only those evacuees who are known to Friends or other individuals whom we know personally. This is desirable because the placement is to be made through application records and not through personal interviews. Therefore, some of the references should be from persons whom the Committee knows personally. Evacuees should not be recommended for placement unless the person making the recommendation knows the evacuees well enough to justify sponsorship. It is very important that all evacuees whom we place should make good both in the job and in their community relationship. <sup>for</sup> Evacuees unknown to us who are seeking employment <sup>independently</sup> probably should be referred to other agencies.

In Chicago many evacuees will make application personally for jobs. On these cases the Chicago office will have to be the judge as to whether to sponsor the applicant or seek other references.

1. Function of the West Coast Offices

Each of the offices on the West Coast: Southern California, Northern California and Seattle - would ask their workers to contact the Japanese whom they know and ask them if they are interested in securing work outside the Relocation Centers. If so, when they fill out W.R.A. blank #26 <sup>application</sup> and make application to leave camp, they should also fill out A.F.S.C. Application for Employment in triplicate which will be sent to them from the A.F.S.C. branch office. <sup>hostel</sup> These blanks should be returned to the branch office in which they originated, as indicated in the heading of the Application for Employment Blank.



It is then the duty of the branch office to secure the references that have been indicated on the blank and assemble all available material, adding such material as would aid in placement. When the file is complete, one copy should be kept by the office preparing the file and one copy sent to Chicago and one to Philadelphia. If the evacuee requests placement in either the Mid-West or the East, the file should be sent only to the office where placement is requested.

Interested Friends and other persons should not send out the Application for Employment Blanks directly, but should submit the name of the prospective applicant to the Branch Office and then the Branch Office should send the forms to the prospective applicants. This is suggested to avoid unnecessary duplication.

## II. Responsibility of Branches for Relocation Centers

In order to eliminate duplication of effort, it is suggested that the Branch Offices give special attention to servicing the Relocation Centers as follows:

### Southern California

Poston  
Manzanar  
Gila

### Northern California

Tule Lake  
Central Utah

### Seattle

Minedoka  
Heart Mountain

Further investigation will be made concerning methods of servicing Granada in Colorado and the Centers in Arkansas.

## III. Preparation of Records by Branch Office

### 1. Handling of Records

It shall be the responsibility of the Branch Office to



prepare the Application Records, secure references and <sup>copy</sup> summarize references for submission to the Placement Office. They shall number these records and this number will carry through on all records in all offices.

2. Occupational File

An occupational file including four major abilities of an applicant should be made for all applicants. Three copies of these Occupational Cards should be made. One to be retained in the Branch Office, one to accompany the Application Record to be sent to the Chicago Office and one to the Philadelphia Office. If the application is to be sent to only one of these offices, only two copies of Occupational files need to be made. (See Occupational Card File)

3. Master Index Card

A Master Index Card should be made out for all applicants. Three copies of these Master Index Cards should be made. One to be retained in the Branch Office, one to accompany the Application Record to be sent to the Chicago Office and one to the Philadelphia Office. If the application is to be sent to only one of these offices, only two copies of the Master Index Card need to be made. (See Master Index Card.)

4. Summary of Records

When the references have been summarized and the Branch Office is prepared to recommend the applicant for placement, the following application record material should be sent to the Placement Offices, indicating whether sole responsibility for placement rests with one office or whether applications have been sent to both Chicago and Philadelphia Offices:

(1.) Application for Employment.



(2) <sup>Two</sup> ~~Summary~~ of references.

(3) Occupational file card.

(4) Master Index file card.

5. Assignment of Applicants

Applicants should be assigned to the Placement Offices on the following basis:

1. (1) When the applicant requests to be placed in a particular area, i.e., the East, the record should be sent only to Philadelphia.

(2) When the applicant is prepared to go to any community, the application should be sent to both Chicago and Philadelphia.

6. Incoming Offer of Employment

The Branch Offices are to attempt to find available applicants whom they are prepared to sponsor when Offers of Employment come for which no application is on file.

IV. Workers in Centers

When a Friends' worker in a Center wishes to recommend an evacuee for placement, the worker will forward the Recommendation Blank and Application for Employment with his own recommendation to the Branch Office servicing the Relocation Center.

V. Placement Offices

A. When application record is received from the Branch Office the following procedure should be observed:

1. A preliminary survey for job openings should be made.
2. When there is a good prospect for placement, the Placement Office should notify the other Placement Offices of this fact if no specific location has been requested by the applicant and therefore his



record has been sent to all offices). When only one Placement Office is handling the record, this procedure is not necessary.

3. When the placement is made, then the office making the placement should notify the other Placement Office and the Branch Office if the record has been sent to all of the Placement Offices. When only one Placement Office has received the record it is only necessary for that office to notify the Branch Offices of the placement. (See Job Clearance Form and Placement Notice Forms)

B. Offer of Employment

When a Placement Office obtains an Offer of Employment for which there is no applicant, this request should be sent to all three offices on the Coast to see if a suitable applicant is available. (See Offer of Employment Form)

VI. Job Requests from Applicants directly to the Placement Office

When applicants write directly to the Placement Office requesting a job, this letter should be sent directly to the Branch Office servicing the Relocation Center in which the applicant is located with the request that the Branch Office make an investigation to determine whether or not Friends should sponsor the applicant. If so, Branch Offices should secure information to prepare the application record to be submitted to the Placement Office.

VII. Procedure Until Machinery is Established.

In order that there should not be too much delay in securing initial placements while the above machinery is placed in operation, Placement Offices will proceed to prepare files on applicants that have been referred to them by Friends or others known to us. As soon as the machinery is organized, this procedure will



cease and gear in as outlined above.

VIII. Jobs Secured and Applicants Selected

When a job offer is secured for a suitable applicant, three copies of Offer of Employment will be filled out by a Staff representative. Two copies to remain in the Placement Office and one copy to be sent to the applicant together with a covering letter which requests that the applicant notify the Placement Office of his acceptance or rejection of the job offered. (See Covering Letter for Offer of Employment) When word is received in the Placement Office that he accepts the offer, then the following information will be sent to Mr. Thomas Holland, War Relocation Authority, Barr Building, Washington, D. C.:

1. A copy of Offer of Employment.
2. A copy of applicant's acceptance of the offered position.
3. A statement of community acceptance and a plan for housing.
4. A request for a travel permit.

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