

WAR RELOCATION AUTHORITY

Issuance of Leave  
for Departure from a Relocation Area

Administrative Instruction No. 22  
(Revised)  
November 6, 1942

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WASHINGTON, D. C.

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ADMINISTRATIVE INSTRUCTION No. 22

(Revised)

Subject: Issuance of Leave for Departure from a Relocation Area.

Administrative Instruction No. 22, issued July 20, 1942, is hereby revised to read as follows.

I. INTRODUCTION

- A. Statement of Purpose. The issuance of leave for departure from a relocation area is governed by the regulations issued by the Director on that subject, published in the Federal Register, September 29, 1942, title 32, c. 1, pt. 5. This Administrative Instruction is issued for the purpose of specifying in greater detail the procedure to be followed under those regulations. This Instruction does not alter the regulations. All administrative action with reference to leave shall be taken with due regard to both the regulations and this Instruction.
- B. Project Leave Officer. The Employment Officer on each relocation center shall serve as the Leave Officer for the Center. The Project Director may delegate to the Leave Officer the discharge of all the duties imposed upon the Project Director hereunder, except the duty of general supervision and the ultimate responsibility for the efficient operation of the Relocation Center with reference to all matters of leave. He shall delegate to the Leave Officer all delegable duties which he cannot expeditiously discharge personally. The Project Attorney shall assist the Project Leave Officer on all legal questions involved in the administrations of the leave regulations and this Instruction.
- C. Application for Leave. Each person (except children under 17 years of age who accompany an applicant to whom leave has been issued) who wishes to depart from a relocation area, must file a separate application for leave in accordance with the terms of this Instruction, and must not depart before receiving such leave.



## II. SHORT-TERM LEAVE

A. Purpose of Short-term Leave. The purpose of a short-term leave is to permit an evacuee to leave the relocation area for a short period of time in order to attend to affairs requiring his presence outside the area. The person granted such leave is expected to return to the relocation center when the purpose of the leave has been accomplished. A short-term leave is not intended to permit an evacuee to accept employment outside the relocation area, and shall not be issued in anticipation of the granting by the Director of an indefinite leave. A short-term leave may be issued to permit an evacuee to be interviewed by a prospective employer, but shall not be issued to permit an evacuee merely to look for employment.

B. Execution of Application. An applicant for a short-term leave shall be required to execute one copy of Form WRA-127 unless he has had leave clearance in accordance with Section V of this Instruction, in which case he shall be required to execute one copy of Form WRA-128. Upon the execution of Form WRA-127, the Project Director shall interview the applicant, shall elicit any information that may be necessary to verify or to complete the answers, and shall complete and correct the answers accordingly. He shall pursue any further line of questions that shall seem pertinent, if he has any doubt concerning the frankness or the intentions of the applicant. Any further pertinent information elicited that is suitable for certification by the applicant's signature shall be written on to the form or stapled thereto. If sheets in addition to the printed form are used, the applicant shall be required to sign those sheets separately.

C. Investigation on Project. The Project Director shall make such further investigation as may be practical to verify and supplement at the project the information supplied by the applicant. This shall include a check with the Internal Security Officer of the project, and may include interviews with any references the applicant gives, and interviews with persons with or for whom the applicant has worked, so far as any of such references or other people are on or accessible from the project for personal interviews. Any material information not certified by the applicant's signature shall be embodied in a project investigation record.

D. Holding Application Pending Investigation off Project. The Project Director may call to the attention of the Director any particular matters which cannot be well investigated from the project, and transmit to the Director any available leads for further investigation. Ruling upon an application for short-term leave shall not, however, await advice from the Director, unless the Project Director has reason to suspect that issuance of leave will interfere with the war program or otherwise endanger the public peace and security, in which case he shall inform the Director and the applicant that he is holding the application under advisement pending further information or instructions from the Director. In such case, the Director will promptly advise the Project Director whether to continue to hold the application under advisement pending further investigation. If the Director orders the application so held, he will make such investigation as may be necessary. Otherwise, he will advise the Project Director that further



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- C. Application for Leave. Each person (except children under 17 years of age who accompany an applicant to whom leave has been issued) who wishes to depart from a relocation area, must file a separate application for leave in accordance with the terms of this Instruction, and must not depart before receiving such leave.



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B. Execution of Application. An applicant for a short-term leave shall be required to execute one copy of Form WRA-127 unless he has had leave clearance in accordance with Section V of this Instruction, in which case he shall be required to execute one copy of Form WRA-128. Upon the execution of Form WRA-127, the Project Director shall interview the applicant, shall elicit any information that may be necessary to verify or to complete the answers, and shall complete and correct the answers accordingly. He shall pursue any further line of questions that shall seem pertinent, if he has any doubt concerning the frankness or the intentions of the applicant. Any further pertinent information elicited that is suitable for certification by the applicant's signature shall be written on to the form or stapled thereto. If sheets in addition to the printed form are used, the applicant shall be required to sign those sheets separately.

C. Investigation on Project. The Project Director shall make such further investigation as may be practical to verify and supplement at the project the information supplied by the applicant. This shall include a check with the Internal Security Officer of the project, and may include interviews with any references the applicant gives, and interviews with persons with or for whom the applicant has worked, so far as any of such references or other people are on or accessible from the project for personal interviews. Any material information not certified by the applicant's signature shall be embodied in a project investigation record.

D. Holding Application Pending Investigation off Project. The Project Director may call to the attention of the Director any particular matters which cannot be well investigated from the project, and transmit to the Director any available leads for further investigation. Ruling upon an application for short-term leave shall not, however, await advice from the Director, unless the Project Director has reason to suspect that issuance of leave will interfere with the war program or otherwise endanger the public peace and security, in which case he shall inform the Director and the applicant that he is holding the application under advisement pending further information or instructions from the Director. In such case, the Director will promptly advise the Project Director whether to continue to hold the application under advisement pending further investigation. If the Director orders the application so held, he will make such investigation as may be necessary. Otherwise, he will advise the Project Director that further



investigation is unnecessary, and will issue instructions concerning the disposition of the application. Any further material information that the Director obtains he will report to the Project Director, who will enter it in the applicant's leave file and take such further action as may then be appropriate.

E. Check of References. Except in cases of urgency calling for immediate leave to last seven days or less, the Project Director shall, before issuing a short-term leave, mail to the references given by the applicant a request for information on Form WRA-141 with return addressed envelopes. Receipt of replies from references shall not be deemed essential to the granting of short-term leave, but the nature of the references given and their response or failure to respond on behalf of applicant may be taken into consideration by the Project Director in connection with all the circumstances of the case.

F. Military Pass and Escort for Prohibited Military Areas. Before short-term leave permitting entry into or travel in a prohibited military area may issue, a written pass or authorization shall be procured for the applicant from the appropriate military authorities and an escort shall be provided if required by the military authorities. Upon the request of the Project Director, the Regional Director whose region includes the military area in question shall procure the necessary pass or authorization from such military authorities and forward it to the Project Director, who shall deliver it to the applicant at the time that he issues the leave. Where a restricted or prohibited local area lies along a highway or along a route of a public carrier, no pass or other authorization is required to traverse such area while remaining on such highway or route within a vehicle in due course of travel.

G. Paroled Alien. Where the applicant is a paroled alien, the Project Director shall notify the Director, who will obtain from the Department of Justice a specification of the terms and conditions that are to apply to the parole during the contemplated short-term leave, and will transmit such terms and conditions to the Project Director for embodiment in such leave. These terms and conditions shall be stated on the reverse side of the leave form WRA-134, and shall be prefaced by the following sentence: "The holder having been paroled by order of the Attorney General of the United States, the following terms and conditions are, by further direction of said Attorney General, to apply to the parole during this leave:".

H. Issuance of Short-term Leave. Upon completing the steps above specified in this Section II, the Project Director shall issue the short-term leave, with or without special conditions, or shall deny such leave. He shall issue the short-term leave when satisfied that the leave is for a necessary and proper purpose and that the date, duration and itinerary are appropriate, where applicant agrees to comply with any special conditions attached to his leave, where applicant has made sufficient arrangement to pay his transportation and other expenses while on such leave, and where the Project Director has no reasonable ground to believe that the issuance of such leave in the particular case will interfere with the war program or otherwise endanger the public peace and security.



I. Notice to United States Attorney of Departure of Alien.

Where a short-term leave is issued to an alien, the Project Director shall notify the United States Attorney of the Judicial District in which the alien's destination is located concerning the name, description, last residence, destination, and date of departure from the relocation center of such alien. The Project Director shall also inform the alien that any subsequent travel within the terms of the leave may take place only with the permission of the United States Attorney in accordance with current regulations of the Department of Justice.

J. Assignment of Reasons for Conditions or Denials.

When the Project Director rules on an application for a short-term leave, he shall notify the applicant of the decision thereon on Form WRA-132. Where he issues a short-term leave on special conditions or denies such leave, he shall assign on Form WRA-132 a reason or reasons for such conditions or denial in the exact language of the applicable clause of Section 5.3 (f) of the leave regulations. Thus, he may deny leave because he has "reasonable cause to believe that issuance of leave will endanger the public peace and security." He shall, in that event, so state in precisely the words here quoted. Where the applicant for a short-term leave is participating in a work group outside relocation centers, Form WRA-132 shall be transmitted through the employment investigator.

K. Appeal.

The printed portion of Form WRA-132 advises the applicant of his right to appeal under the provisions of Section 5.4 of the leave regulations where his application for a short-term leave has been denied, or has been issued subject to special conditions. The applicant may within ten days execute a Form WRA-142 appealing from the denial of such leave, or a Form WRA-143 appealing from approval with special conditions of his application for such leave, and may submit any supplemental written statement he wishes in support of the appeal. Such a statement shall be incorporated in or stapled to the corresponding form. Within five days following receipt of such an appeal, the Project Director shall transmit the appeal and all related papers to the Regional Director together with any further supplemental statement he believes necessary or desirable.

L. Transmission of Appeal to the Director.

Upon receipt of such an appeal the Regional Director shall within five days supplement the Project Director's findings with such additional facts as may be available, make such further investigation in connection with the application as he deems necessary, and transmit the papers with his comments thereon to the Director. The Director will thereupon consider the appeal as if it were a proper original application to him and will issue instructions to the Project Director for the issuance or denial of the short-term leave accordingly, or he will, if necessary, call for further information. The Director will notify the Regional Director and the Project Director of his disposition of the appeal. The Project Director shall notify the applicant accordingly, using Form WRA-144 for notice of allowance of leave pursuant to appeal, Form WRA-145 for notice of denial of leave pursuant to appeal, or Form WRA-146 for notice to furnish further information in connection with an appeal.



M. Leave Forms WRA-133 and WRA-134. Short-term leave shall be issued on Form WRA-133 to citizens who have a birth certificate or passport to evidence citizenship; on Form WRA-133a to citizens who do not have such evidence of citizenship; and on Form WRA-134 to aliens. Routes and destinations shall be accurately specified.

N. Notice of Prospective Departure. The Project Director shall facilitate the applicant's giving notification of his leave and probable time of arrival to friends or relatives or to the persons with whom applicant expects to transact business at his destination.

O. Instructions to Applicant. Applicant shall be furnished with written recommendations and instructions concerning his duties and conduct while on leave.

P. Extensions. A person absent from a center on a short-term leave may submit a written application for an extension of such leave for a specified period, stating in detail his reasons therefor and any corrections or additions to the information supplied in connection with the original application for such leave. Such an application must be submitted in due time for consideration before the original leave expires. There shall be no implied authorization to remain on leave pending disposition of an application for an extension. The Project Director may grant such an extension, in his discretion, but only when he is satisfied that the extension is really necessary for the dispatch of the business or for the accomplishment of the purpose of the leave. Original applications may be granted for a period allowing reasonable latitude for contingencies, accompanied by the limitation that no short-term leave shall run longer than necessary for the dispatch of the business or the achievement of the particular purpose for which the leave is issued. In order to promote the filing of original applications for short-term leave in a manner that will afford an opportunity for adequate consideration of the full needs of applicant, it is important not to extend short-term leaves as a matter of course, but to require an adequate showing that the extension is necessary and an explanation of why the original application did not disclose its need.

Q. Application for Indefinite or Work Group Leave Submitted by A Person Absent from A Center on Short-term Leave. In no case shall a short-term leave be extended as such so as to be prolonged beyond a total period of 60 days; but in cases where the Project Director does not deem further personal interviews with the applicant to be necessary applications for indefinite leave or leave to participate in a work group may be made and processed while the applicant is absent from the center on short-term leave; and, in cases where it is advantageous, the applicant may receive the necessary papers and proceed from short-term leave to such other leave without returning to the center. In such cases particular care must be taken to see that the terms of the new leave are understood and that all arrangements for transportation and for reception of the evacuee at his first destination under the new leave are perfected.



R. Violations and Revocations. Where the Project Director has reason to believe that a person on short-term leave has departed from an authorized route or has violated any other condition of such leave, or acquires information revealing that the leave should not have been issued, he may, with the prior approval of the Regional Director, obtained by telephone or otherwise, revoke any short-term leave. He shall thereupon promptly notify the Director, and the Regional Director if the latter is not already fully advised, stating his reasons for having taken such action. Upon revoking such leave, he shall notify the person on leave at once, if such person can be reached by mail or wire. If such person cannot be so reached or does not respond and return promptly to the center upon notification that his short-term leave is revoked, the Project Director may request the assistance of the appropriate local office of the Federal Bureau of Investigation and of the State or local authorities. If it appears that the intervention of the Regional Director or the Director would be helpful in procuring the necessary cooperation of the Federal, State or local officers in question, the Project Director shall promptly notify the Regional Director or the Director of all relevant facts with his recommendations thereon.

S. Monthly Reports. The Project Director shall make monthly reports to the Director and Regional Director concerning all short-term leaves issued or denied. In the case of each denial, the reasons therefor shall be stated, not merely in the language of Section 5.3 (f) of the leave regulations, but with an indication of the supporting facts. Such reasons may be briefly stated, but shall be set forth with a view to transmitting an adequate analysis of the considerations in each case. In each case where a short-term leave has been issued notwithstanding circumstances which could have been made the grounds for denying leave, a like statement of the circumstances and the reasons for issuing such leave shall be included. The report shall also in such case state the name and family number of the applicant, and the dates, destinations, and purposes assigned in the application for short-term leave. Such report shall also state the number of persons who have returned to the relocation center upon expiration of short-term leave during the month and in cases where report of departure was made by name and family number the return shall be reported with the same particularity.

T. Failure to Return. The Project Director shall promptly notify the Regional Director and the Director of the names of any persons who have failed to return to the relocation center upon the expiration of short-term leave, and shall otherwise proceed as required in Paragraph R. of this Section II in the case of a failure to return upon revocation of a short-term leave.

### III. LEAVE TO PARTICIPATE IN A WORK GROUP

A. Execution of Application. An evacuee who desires to leave a relocation center in order to participate in a work group shall execute an application on Form WRA-129. Where he has not already submitted an application for leave clearance, he shall be required to submit one



on Form WRA-126, which shall be processed in due course as provided in Section V of this Instruction.

B. Investigation on Project. Where the Director has transmitted to the Project Director no ruling upon the evacuee's application for leave clearance, the Project Director shall at once make such investigation as can be made on the project in the light of the information set forth on applicant's Form WRA-126, following insofar as time permits the procedure specified in Section IV, Paragraphs A, B, and C of this Instruction with reference to proceedings at the project upon applications for indefinite leave. Where the Director has approved an application for leave clearance, the Project Director need make only such further investigation as he believes desirable under the circumstances. The Project Director shall issue to the applicant a Form WRA-132 announcing the approval, disapproval, or approval subject to special conditions, of the application to participate in a work group.

C. Military Pass and Escort for Prohibited Military Areas. Before a leave to participate in a work group permitting entry into or travel in a prohibited military area may issue, a written pass or authorization shall be procured for the applicant from the appropriate military authorities, and an escort shall be provided if required by the military authorities. Such pass or authorization may be procured by telegraph in accordance with the provisions of the Administrative Instruction shortly to be issued with reference to the employment of work groups outside relocation centers.

D. Paroled Aliens. Where the applicant is a paroled alien, the Project Director shall make sure that his application for leave clearance, Form WRA-126, discloses that fact, and if the Director has not already done so, the Project Director shall request the Director to obtain from the Department of Justice a specification of the terms and conditions that are to apply to the parole during the contemplated leave to participate in a work group, and shall embody such terms and conditions in the leave. These terms and conditions shall be stated on the reverse side of leave form WRA-136, and shall be prefaced by the following sentence: "The holder having been paroled by order of the Attorney General of the United States, the following terms and conditions are, by further direction of said Attorney General, to apply to the parole during this leave:".

E. Issuance of Leave Permit for Work Group. Where the Project Director decides that a leave to participate in a work group shall be issued, with or without special conditions, he shall issue the leave on Form WRA-135 if the leave is issued to a citizen who has a birth certificate or passport to evidence his citizenship; on Form WRA-135a if the leave is issued to a citizen who does not have such evidence of citizenship; and on Form WRA-136 if the leave is issued to an alien.

F. Notice to United States Attorney of Departure of Alien. When a leave to participate in a work group is issued to an alien, the Project Director shall notify the United States Attorney of the Judicial District in which the alien's destination is located concerning the name, description, last residence, destination, and date of departure



from the relocation center, of such alien. The Project Director shall also inform the alien that any subsequent travel within the terms of the leave may take place only with the permission of the United States Attorney in accordance with current regulations of the Department of Justice.

G. Appeal. Where the application is denied, or approved subject to special conditions, the applicant may appeal as in cases of application for short-term leave, pursuant to Paragraphs K and L of Section II of this Instruction.

H. Pending Application for Leave Clearance. Where an evacuee leaves the center to participate in a work group while his application for leave clearance is pending in Washington, the Project Director shall promptly notify the Director of applicant's name and family number, and shall call the attention of the Director to the fact that an application for leave clearance is pending in order that the Director may have an opportunity to give priority to the consideration of such application. If, upon investigation, the Director finds that the applicant is not eligible for leave, he will instruct the Project Director concerning any action to be taken with reference to revocation of leave to participate in a work group.

I. Application by a Person on Work Group Leave for Leave to Participate in a Different Work Group. When an evacuee on leave to participate in a work group wishes to accept employment in a county that has been approved by the Director or the Regional Director for work group recruitment, he may apply to the Employment Investigator for a new work group leave. The Employment Investigator may issue a new leave for not more than three months for this purpose on Form WRA-135, Form WRA-135a, or Form WRA-136 if the employer offers to pay prevailing wages. If the new job will last for more than three months the evacuee should apply for indefinite leave in accordance with the provisions of Section VI, Paragraph C. of this Instruction. When a new work group leave is issued, the Employment Investigator shall notify the Project Director who issued the original work group leave. If the applicant is an alien, the Employment Investigator shall help him secure the necessary travel permit from the United States Attorney.

J. Violations and Revocations. Where the Project Director has reason to believe that an evacuee on leave to participate in a work group has violated any condition of such leave, or acquires information revealing that the leave should not have been issued, he may, with the prior approval of the Regional Director, obtained by telephone or otherwise, revoke any leave to participate in a work group. He shall thereupon promptly notify the Director, and the Regional Director if the latter is not already fully advised, stating his reasons for having taken such action. Upon revocation of leave to participate in a work group, the Project Director shall notify the person on leave at once if such person can be reached by mail or wire or through the Employment Investigator. If such person cannot be so reached, or does not comply promptly with directions concerning return to the center on notification that his leave to participate in a work group is revoked,



the Project Director may request the assistance of the appropriate local office of the Federal Bureau of Investigation and of the State or local authorities. If it appears that the intervention of the Regional Director or the Director would be helpful in procuring the necessary cooperation of the Federal, State or local officers in question, the Project Director shall promptly notify the Regional Director or the Director of all relevant facts with his recommendations thereon.

K. Monthly Reports. The Project Director shall make monthly reports to the Director concerning the issuance or denial of leaves to participate in work groups. In the case of each denial, the reasons therefor shall be stated, not merely in the language of Section 5.3 (f) of the leave regulations, but with an indication of the supporting facts. Such reasons may be briefly stated, but shall be set forth with a view to transmitting an adequate analysis of the considerations in each case. In each case where a leave to participate in a work group has been issued notwithstanding circumstances which could have been made the grounds for denying leave, a like statement of the circumstances and the reasons for issuing such leave shall be included. The report shall also state the number of persons who have returned to the relocation centers during the month after participating in work groups, and in cases where report of departure was made by name and family number returns shall be reported with the same particularity. The report shall further indicate the number of new work group leaves issued by the Employment Investigator and reported to the Project Director in accordance with the provisions of Paragraph I of this Section III.

L. Failure to Return. The Project Director shall promptly notify the Regional Director and the Director of the names of any persons who have failed to return to the relocation center after participating in a work group and shall otherwise proceed as required in Paragraph J of this Section III in the case of a failure to return upon revocation of such leave to participate in a work group.

#### IV. INDEFINITE LEAVE

A. Execution of Application. Unless an applicant for an indefinite leave has already executed Form WRA-126, for leave clearance, he shall be required to execute that form in duplicate in connection with his application for indefinite leave. In any case, he shall be required to submit his application for indefinite leave on Form WRA-130, in duplicate. The Project Director shall interview the applicant, shall elicit any information necessary to verify or to complete the answers accordingly. He shall pursue any further line of questions that seem pertinent, if he has any doubt concerning the frankness or the intentions of the applicant. Any further pertinent information elicited suitable for certification by the applicant's signature shall be written on to the form or stapled thereto. If sheets in addition to the printed form are used, applicant shall be required to sign those sheets separately. Separate applications shall be filed and fully processed for applicant's wife and for each dependent 17 years of age or over whom it is proposed to have accompany the applicant. Applications for all members of a family who are to leave together shall be submitted together whenever possible.



B. Investigation on Project. The Project Director shall make such further investigation as may be practical to verify and supplement at the project the information supplied by the applicant. In cases where the applicant has not already had an application for leave clearance processed on the project, the Project Director shall follow the procedure specified in Section V, Paragraphs B, C, D, E, and F, of this Instruction.

C. Project Investigation Record. Any material information not certified by the applicant's signature shall be embodied in a project investigation record.

D. Transmission of Application to Director. When the Project Director is satisfied that the file of the case contains all the relevant information more accessible from the project than from Washington, he shall transmit to the Director the application for indefinite leave, Form WRA-130, and the project investigation record. He shall also comply with the provisions of Section V of this Instruction with reference to any accompanying application for leave clearance. He shall retain a copy of all papers transmitted. At the same time, he shall advise the Regional Director of the applicant's name, family number, names of members of applicant's family to accompany him, and the date of transmission to the Director of the application for indefinite leave. When the applicant is to be accompanied by members of his family or other dependents 17 years of age or over, a full set of papers shall be transmitted for each member of applicant's family or other dependent to accompany him. Where children under the age of 17 are to accompany the applicant, their name should appear on his application and it will be necessary to send to the Director only one copy of an Individual Record, Form WRA-26, for each such child.

E. Director's Investigation and Ruling. The Director, upon receipt of such file from the Project Director or the employment investigator, will investigate the applicant's prospective employment or other means of support and the conditions and factors affecting the applicant's proposed residence. If the applicant has not previously obtained leave clearance, the Director will conduct the further investigation described in Section V, Paragraph G of this Instruction. Where a considerable time has elapsed since the applicant secured a leave clearance, the Director will take such measures as he deems appropriate to bring down-to-date the investigation pertinent thereto. Upon completing the investigation appropriate in any case, the Director will instruct the Project Director to issue or to deny indefinite leave, or to issue such leave on special conditions, and will inform the Regional Director of such instructions. The Director will further advise the Project Director of the reasons for denying any such leave or for imposing special conditions upon the issuance thereof. He will assign such reason or reasons in the language of paragraph 5.3 (f) of the leave regulations. For example, where there is reasonable cause to believe that the applicant cannot successfully maintain residence at the proposed destination, and where the Director decides that indefinite leave shall be denied upon that ground, the Director will state that he finds reasonable cause to believe the applicant cannot successfully maintain a residence at the proposed destination and that the indefinite leave



is denied for that reason. The Director will ordinarily send the Project Director only a list of the names and family numbers of the individuals whose applications are approved. Where applications are disapproved, or approved subject to special conditions, the Director will ordinarily cause to be prepared a Notice of Decision on Application for Leave, on Form WRA-132, suitable for the signature of the Project Director and for transmission to the applicant.

F. Director's Ruling Prior to Complete Investigation. When an immediate ruling is needed on an application for indefinite leave and the applicant has not previously obtained leave clearance, the Project Director may recommend that the Director approve the immediate issuance of the leave before consulting the Department of Justice in accordance with the procedure described in Section V, Paragraph G. of this Instruction. The reasons for the recommendation shall be stated in full. If the Director approves the immediate issuance of the leave, he will instruct the Project Director to issue the leave with the understanding that it may be revoked after further investigation if the circumstances warrant such action.

G. Issuance of Form WRA-132. The Project Director shall promptly execute such Notice of Decision and deliver it to the applicant. The Notice of Decision shall state, in the exact words used by the Director, the reasons assigned by the Director for denying leave or for imposing conditions upon leave. Where the applicant is at the time participating in a work group outside the center, Form WRA-132 shall be transmitted to him through the employment investigator.

H. Dependents. Under the policy presently in effect under Administrative Instruction No. 27 persons on leave are not required to pay for the support of their dependents left in the relocation center. Accordingly, no action is at present required under Section 5.3 (i) of the leave regulations.

I. Military Pass and Escort for Prohibited Military Areas. Indefinite leaves will not ordinarily be issued permitting entrance into a prohibited military area, except for such transit as may be incidental to traveling from or to the relocation center. Before any indefinite leave permitting any such entry, for transit purposes or otherwise, is issued, a written pass or authorization shall be procured for the applicant from the appropriate military authorities and an escort shall be provided if required by the military authorities. When the Director instructs the Project Director to issue an indefinite leave that involves entry into a prohibited military area and informs the Regional Director of such instruction, as provided in Section V, Paragraph E of this Instruction, he will also instruct the Regional Director whose region includes the military area in question to procure the necessary pass or authorization from such military authorities and forward it to the Project Director, who shall deliver it to the applicant when the leave is issued to him. Where a restricted or prohibited local area lies along a highway or along a route of a public carrier, no pass or other authorization is required to traverse such area upon such highway or route while remaining within a vehicle in due course of travel.



J. Aliens on Parole. Where the applicant is a paroled alien, the Project Director shall make sure that his application for leave clearance, Form WRA-126, discloses that fact. In such cases the Director will obtain from the Department of Justice a specification of the terms and conditions that are to apply to the parole during the contemplated indefinite leave and will transmit such terms and conditions to the Project Director for embodiment in such leave. These terms and conditions shall be stated on the reverse side of the leave form, WRA-138, and shall be prefaced by the following sentence: "The holder having been paroled by the Attorney General of the United States, the following terms and conditions are, by further direction of said Attorney General, to apply to the parole during this leave:".

K. Issuance of Indefinite Leave. Where the Director decides that indefinite leave shall be issued, with or without special conditions, the Project Director shall issue the leave, on Form WRA-137, if the leave is issued to a citizen who has a birth certificate or passport to evidence his citizenship; on Form WRA-137a if the leave is issued to a citizen who does not have such evidence of citizenship; and on Form WRA-138 if the leave is issued to an alien. Any special conditions or restrictions shall be inserted upon the reverse side of such leave forms.

L. Notice to United States Attorney of Departure of Alien. When an indefinite leave is issued to an alien, the Project Director shall notify the United States Attorney of the Judicial District in which the alien's destination is located concerning the name, description, last residence, destination, and date of departure from the relocation center, of such alien. The Project Director shall also inform the alien that any subsequent travel within the terms of the leave may take place only with the permission of such United States Attorney in accordance with current regulations of the Department of Justice.

M. Resubmission of Application. When an application for indefinite leave has been denied or has been approved subject to special conditions, a new application for indefinite leave may be submitted to the Director when in the opinion of the Project Director the facts have not been adequately understood or new facts have subsequently developed or been discovered.

N. Arrival and Change of Address Forms - Instructions to Applicant. The indefinite leave, on Form WRA-137 for citizens and on Form 138 for aliens, may be transmitted to the applicant along with Form WRA-132 informing him of the Director's decision on his application, or, in cases where leave is not to commence forthwith, Form WRA-137 or WRA-138 may be issued to the applicant at any time in due season to enable him to take the leave form with him upon departure. He shall also be furnished one notice of arrival card, Form WRA-147, and one notice of change of address card, Form WRA-148. Both cards shall be pre-addressed to the Director. The applicant shall be instructed to send the Director Form WRA-147 upon his arrival, and to send the Director Form WRA-148 when he changes his job, school or residence. The applicant shall further be furnished with written instructions concerning his duties and conduct while on leave. The timely return of Forms WRA-147 and WRA-148 shall also be emphasized by oral instructions. The Employment



Investigator shall give the requisite forms and instructions to evacuees issued such leave while participating in a work group outside of any relocation area.

O. Notice of Departure. In cases where the leave prescribes or contemplates immediate employment or attendance at an educational institution, the Project Director shall give timely and suitable notification to the prospective employer or educational institution of the applicant's departure and expected day and hour of arrival. He shall also facilitate applicant's giving appropriate notification to friends or relatives or other persons expecting to receive applicant at his first destination.

P. Director's Action on Receipt of Notice. The Director will acknowledge the receipt of notice of change of address, Form WRA-148, by sending a corresponding blank form to the person on leave at his announced new address, with instructions to use the form upon the next occasion to make a like report. Information thus reported will be recorded in the leave files in the Director's office.

Q. Violation of Terms, etc. - Revocation of Leave. Where the Project Director or employment investigator has reason to believe that a person on indefinite leave has not reported his address, or has violated any other condition of the leave, or acquires information revealing that the leave should not have been issued, he shall promptly report the relevant facts and circumstances to the Director, with any recommendations he deems appropriate concerning investigation of information not accessible from the project or concerning the revocation of leave. The Director will acknowledge any such information and take any further appropriate action. Where the Director revokes the leave, he will promptly notify the Project Director and the Regional Director of that fact (unless the leave was not issued through any project) and transmit information concerning arrangements for the travel of the evacuee concerned.

R. Return. When a person upon indefinite leave returns to the relocation center from which he was issued leave, by reason of revocation or termination of his leave or for any other reason, the Project Director shall promptly notify the Regional Director and the Director of the fact of such return. Where a person required to return from such leave does not return as expected, the Project Director shall promptly give like notices of that fact.

## V. LEAVE CLEARANCE

A. Application. An application for leave clearance shall be filed on Form WRA-126 executed in duplicate, and shall be accompanied by Form WRA-26 executed in sextuplicate. Such an application must be filed, either before or simultaneously with, an application for indefinite leave or an application for leave to participate in a work group. Any evacuee wishing to obtain leave clearance and have his references checked, so that a subsequent application for leave of any type may be expeditiously processed, may file an application for leave clearance. Such applications shall be encouraged in order to build up a register of persons interested in and eligible for outside employment, but



priority shall be given to the investigation of those applications accompanied by applications for indefinite leave or for leave to participate in a work group, particularly when the requested leaves are to begin at an early date. The Project Director shall carefully explain to evacuees at the time they submit an application for advance clearance that such application is necessary if the applicant wishes assistance in finding outside employment but that it does not constitute an application for leave, and that suitable application should be separately made at any time the evacuee shall wish to apply for leave.

B. Examination of Applicant. Upon the execution of the application for leave clearance, Form WRA-126, the Project Director shall interview the applicant, shall elicit any information necessary to check or to complete the answers, and shall complete and correct the answers accordingly. He shall pursue any further line of questions that seem pertinent if he has any doubt concerning the frankness of the intentions of the applicant. Any further pertinent information elicited suitable for certification by the applicant's signature shall be written on to the form or stapled thereto. If sheets in addition to the printed form are used, the applicant shall be asked to sign those sheets separately. Separate applications shall be filed and fully processed for applicant's wife and for each dependent 17 years of age or over whom it is proposed to have accompany the applicant.

C. Investigation on Project. The Project Director shall make such further investigation as may be practical to verify and supplement at the project the information supplied by the applicant. This shall include a check with the Internal Security Officer of the project and may include interviews with any reference the applicant gives and interviews with persons with or for whom the applicant has worked, so far as any of such references or other people are on or accessible from the project for personal interviews. He shall send out to all other references given by the applicant a franked envelope addressed to the Director in Washington and a form letter, WRA-138, which requests a reply to be sent to the Director in Washington. He shall embody in a project investigation record any material information not certified by the applicant's signature.

D. Recommendations by Project Director. The Project Director shall then recommend the disposition to be made of the application for leave clearance -- which may be either allowed, disallowed, or allowed with special conditions. Unless he deems the applicant entitled to clearance without doubt, he shall state reasons for the recommendation made. It will be recognized that in many instances these recommendations will be made upon only incomplete evidence, but they are to be recorded for consideration with such evidence as may be developed by subsequent investigation. These reasons may be stated briefly or at length, according to the circumstances, but in any case the significant facts shall be referred to and identified by their location on Form WRA-126 or by the page number of the project investigation record.

E. Investigation Outside Project. When the case suggests a need for further investigation concerning particular matters, such as



addresses, ship manifests, or organizations, which cannot be investigated on the project, the project investigation record shall call particular attention to these matters and shall list them together with any available leads for further investigation.

F. Transmission of Papers. When the Project Director is satisfied that the file on the application contains all the relevant information more accessible from the project than from Washington, he shall transmit the Individual Record, Form WRA-26, in quadruplicate, and one copy of the application for leave clearance, the project investigation record, and his findings and recommendations, to the Director. He shall retain a copy of these papers. At the same time, he shall send the Regional Director a copy of applicant's Form WRA-26 and a statement of the recommendation made by him. When an applicant is likely to be accompanied by members of his family or other dependents 17 years of age or older, a full set of such papers shall be transmitted for each such family member or dependent. Forms WRA-26 for children under seventeen should accompany Form WRA-126, whenever possible. If they do not accompany Form WRA-126 they shall be transmitted along with an application for indefinite leave as specified in Section IV, Paragraph D.

G. Director's Investigation and Ruling. The Director, upon receipt of such file from the Project Director or employment investigator, will secure from the Department of Justice such information as may be obtainable, will examine any letters received from applicant's references, and will take such steps as may be necessary to satisfy himself concerning the probable effect upon the war program and upon the public peace and security of issuing indefinite leave to applicant. The Director will thereupon instruct the Project Director whether applicant is eligible to be entered upon the register of those cleared for indefinite leave, and whether any special conditions are to attach to any leave issued pursuant to such clearance, and will inform the Regional Director of such instructions in each case. The Director will further advise the Project Director of the reasons for denying such clearance or for directing that such conditions attach to any leaves issued pursuant thereto. He will assign such reason or reasons in the language of paragraph 5.3 (f) of the leave regulations.

H. Issuance of Form WRA-131. The Project Director will enter these instructions in the applicant's leave file and make suitable entry upon the register of those eligible for indefinite leave. He shall also notify the applicant on Form WRA-131 of the disposition of this application for leave clearance. The notice shall state, in the exact words used by the Director, the reasons assigned by the Director for denying clearance or for directing that conditions be attached to leaves issued pursuant thereto. The notification shall be made through the Employment Investigator if the applicant is away from the relocation center on a leave to participate in a work group. The Project Director shall, so far as practicable, give preference in the recruitment of outside work groups to persons whose names appear on the register of those cleared for indefinite leave.

I. Resubmission of Application. When an application for leave clearance has been denied or has been approved subject to special conditions, a new application for leave clearance may be submitted to the



Director when in the opinion of the Project Director the facts have not been adequately understood or new facts have subsequently developed or been discovered.

#### VI. APPLICATION BY PARTICIPANTS IN WORK GROUPS FOR OTHER LEAVE

A. Application through Employment Investigator. An evacuee participating in a work group outside a relocation area may apply for short-term leave, indefinite leave, or leave clearance, through the Employment Investigator covering the territory in which he is working. Such Investigators shall accordingly procure from their regional offices a supply of blank Forms WRA-26, 126, 127, 128, 130, 131, 132, 133, 133a, 134, 135, 135a, 136, 140, 141, 142, 143, 144, 145, 146, 147, and 148.

B. Short-term Leave. This paragraph relates to issuance of short-term leave under the leave regulations, as distinct from permits merely to leave the county named in a work group permit for a short period to shop or to receive medical treatment in a neighboring county. The Employment Investigator, upon receiving an application for a short-term leave shall cause Forms WRA-127 or 128 to be properly executed as prescribed for the Project Director in Paragraph B of Section II of this Instruction, and shall conduct such further investigation as may be practical in the field by inquiring of those supervising the applicant's work, consulting with available references given by the applicant, and any other persons available who he believes may impart reliable information relative to applicant's character and associations. He shall then transmit the forms to the relocation center from which the applicant came. If the applicant has never been in a relocation center, the Employment Investigator shall learn from him where his family, friends and associates are and shall transmit the papers to that center where applicant is best known. In such case he shall enclose an Individual Record Form WRA-26 for the applicant, which he shall prepare for that purpose. In case of an appeal from the action of the Project Director the Employment Investigator shall forward the appeal and all related papers direct to the Regional Director and shall advise the Project Director of the fact of such appeal and the reasons assigned therefor. The Project Director shall then transmit to the Regional Director all related papers and may include a supplemental statement for inclusion in the file on appeal.

C. Indefinite Leave. Upon receiving an application for indefinite leave on Form WRA-130 from any person participating in a work group outside any relocation area, the Employment Investigator shall see that the forms are properly executed as prescribed for the Project Director in Paragraph A of Section IV, and shall conduct a further investigation of the scope described in Paragraph B of this Section VI. He shall then transmit the application for indefinite leave, Form WRA-130, in duplicate, to the relocation center from which applicant came. If applicant has never been in a relocation center, the employment investigator shall examine him to determine where his family, friends and associates are and shall transmit the papers to that center where applicant is best known. In such case, he shall also transmit an Individual Record, Form WRA-26, which he shall prepare for that purpose.



D. Leave Clearance. The Employment Investigator shall accept applications for leave clearance on Forms WRA-126 from persons participating in a work group outside any relocation area, and shall process and transmit them as prescribed for applications for indefinite leave in Paragraph C of this Section VI. He shall set up a register of those reported to him by the Project Director as eligible for indefinite leave. The names and family numbers of evacuees obtaining leave clearance upon applications transmitted from employment investigators through projects shall also be entered on the registers at the respective projects. Entries on such field or project registers shall be made in compliance with the provisions of Paragraph G, Section V of this instruction.

## VII. LEAVE FILES

A. Project Files. Project leave files shall be kept and classified so that they are accessible for use in connection with individual cases.

B. Field Files. An Employment Investigator, subject to the directions of his Regional Director, shall be responsible for the leave files of evacuees who are not identified with any project and who have applied for leave to such Investigator. When such an evacuee goes to a relocation center, his leave file shall be sent to that center. When applications are routed by the Employment Investigator through projects pursuant to Section VI of this Instruction, the leave files shall be kept at such projects.

C. Washington Files. The Washington office will maintain a complete file on every application for leave clearance or for indefinite leave.

## VIII. PROCEDURE IN THE WASHINGTON AND REGIONAL OFFICES.

A. Referral of Applications. All applications for leave received in the Washington and Regional offices shall be referred to the Employment Division for review, further investigation if necessary, and recommendations.

B. Communications on Leave. Communications with references given by applicants, with prospective employers, and communications with other persons and agencies (except the Department of Justice and the heads of other Federal departments and agencies) in order to complete the leave dockets for consideration by the Director or Regional Director, as the case may be, may be issued over the signature of the Chief of the Employment Division. Communications with the Department of Justice and other Federal agencies and all documents indicating approval or disapproval of leave applications referred to the Washington office shall be issued over the signature of the Director.



Sample copies of Forms WRA-126 to WRA-148, inclusive, are attached as Exhibits to this Instruction. They will be reproduced and distributed from the Washington office. Pending their receipt, however, Project Directors may mimeograph a supply for temporary use. A copy of Form WRA-26, Revised is also attached.

D. S. Myer  
Director