

# War-time Civil Control Administration (WCCA)

WWII Evacuation + relocation  
Miscellaneous  
Instruction letters

## Instruction letters (numbered)

1. <sup>Re</sup> Power of attorney forms, forms appointing FRBSF as evacuees' attorney-in-fact
2. Re: Special blocked property
3. Confidential nature of communication to field representatives
4. Special blocked property
5. (Missing)
6. Purchase of property of an evacuee by employees of this bank (FRBSF)
7. Contraband items
8. Evacuee property program - exercise of freezing control in cases being litigated - special regulation number 1
9. Transfer of evacuee real property, or interest therein
10. Dissemination of information
11. Use of personal property forms, WCCA FRB-2
12. Storage of personal property and treatment of motor vehicles
13. (Suspended by instruction letter 17) Assembly centers
14. Use of motor vehicle registration form, WCCA Form FRB-3 and agreement regarding disposition of motor vehicle, WCCA Form FRB-4
15. Information available to the public
16. Correction in memorandum attached to instruction letter no. 14
17. Assembly centers
18. Storage of property in advance of controlled evacuation operations
19. Responsibility for protection of evacuee property
20. Compilation of information relative to reexamination of military areas + zones
21. Disposition of farm machinery and equipment
22. Japanese evacuation operations (memo attached)
23. Investigation of activities of persons dealing with evacuees
24. Personal dealing with evacuees



# FEDERAL RESERVE BANK OF SAN FRANCISCO

FISCAL AGENT OF THE UNITED STATES

March 18, 1942

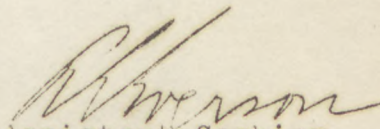
*See H.O. letter  
dated 3/19/42*

Field Representatives  
Evacuee Property Department

Instruction letter No. 1.

We are forwarding, under separate cover, a small supply of "Power of Attorney" forms, Numbers Mis. 235 and 236. You will observe that one form has been prepared for the use of an evacuee who is an individual or represents a partnership, and the other form for the use of a corporation. Both forms have been prepared merely for convenience of the evacuee and are therefore, suggested forms to be used at his option. These forms may be distributed to anyone requesting them.

For your information, we also have prepared, but are not distributing, similar forms wherein the evacuee appoints the Federal Reserve Bank of San Francisco as his attorney-in-fact, but which will be used only in extreme cases. Therefore, no power of attorney should be accepted by you in behalf of the Federal Reserve Bank of San Francisco as Fiscal Agent of the United States except under specific instructions from this office, which will be forthcoming only after a complete resume of the case submitted by you has been made.

  
Assistant Cashier

NOTE: This is the first of a series of numbered "Instruction letters". You should maintain a file of these letters and communicate with us should you fail to receive any letter, which would be indicated by a missing number.





# FEDERAL RESERVE BANK OF SAN FRANCISCO

FISCAL AGENT OF THE UNITED STATES

March 19, 1942,

Field Representatives

Evacuee Property Department

Instruction letter No. 2.

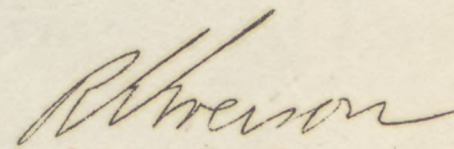
Reference is made to the EVACUEE PROPERTY DEPARTMENT CIRCULAR NO. 1 consisting of Special Regulation No. 1 and press release respecting that regulation.

In the interest of clarity and to be certain that the effect of the regulation is understood, your attention is called to the fact that the regulation vests authority in this bank over the property which may be designated as Special Blocked Property, but that property falls in this classification only when the steps indicated in the regulation are taken.

In other words, by the mere publication of the regulation, all property of "Evacuee Nationals" does not become Special Blocked Property, but it is possible for this bank to protect the interests of evacuees by conforming to the steps contemplated by the regulation in cases where warranted.

Please study this circular most carefully and bear in mind that caution must be used in the exercise of the powers which this bank holds in that connection.

Additional forms relating to this subject and the enforcement of the regulation will be forthcoming in due course. No steps should be taken by Field Representatives in exercising powers covered by this regulation without first referring the matter to this office.

  
Assistant Cashier





# FEDERAL RESERVE BANK OF SAN FRANCISCO

FISCAL AGENT OF THE UNITED STATES

March 20, 1942

Field Representatives  
Evacuee Property Department

Instruction letter No. 3.

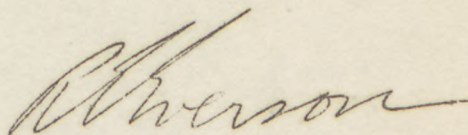
Subject: Confidential Nature of Communications  
to Field Representatives

Please bear in mind that the instructions, memoranda and other material going to you from time to time from this office are of a confidential nature intended for your own information and guidance and not to be distributed to others.

Subject: Santa Rosa Field Office

The list of locations of field offices dated March 18, 1942, should be changed as follows:

Under NORTHERN CALIFORNIA, second item in right column, change San Jose to Santa Rosa at address indicated.



Assistant Cashier.





# FEDERAL RESERVE BANK OF SAN FRANCISCO

FISCAL AGENT OF THE UNITED STATES

March 21, 1942.

Field Representatives  
Evacuee Property Department

Instruction letter No. 4.

SUBJECT: SPECIAL BLOCKED PROPERTY

Reference is made to Instruction letter No. 2, dated March 19, 1942, and to Evacuee Property Department Circular No. 1, consisting of Special Regulation No. 1 and Press Release respecting that Regulation.

Specific forms have been designed for the use of the various offices of this bank and our Field Representatives, to carry out the program of designating and freeing "Special Blocked Property", and a supply is being forwarded for your information and use as follows:

Form EP 4. Petition for Blocking under Special Regulations No. 1.

In reviewing this form you will observe that it is to be filed with the Federal Reserve Bank of San Francisco, by the evacuee, in instances where unsuccessful attempts to reach equitable settlements with his creditors have been made. The form should not be given out until such time as the Field Representative has exhausted every effort to bring together the evacuee and his creditor on a reasonable basis. If, after such effort has been made, you feel that the Federal Reserve Bank should take action in freezing the property concerned, the form should be executed and delivered to you, in triplicate, by the evacuee. Two copies of the form should immediately be forwarded to the Office of the Federal Reserve Bank, by which you were assigned to your duties, together with a detailed report of the transaction involved.

Form EP 1. Posting Notice No.....Special Blocked Property.

This form has been designed to carry out the provisions of Paragraph (3), (b), (i), of Special Regulation No. 1, and the original will be posted on or reasonably near property designated as Special Blocked Property.

Normally, these forms will be prepared by the Office of the Federal Reserve Bank in your zone, after complete analysis of the report which accompanied Form EP 4.





Field Representatives  
Evacuee Property Department

Instruction Letter No. 4.

Page 2

SUBJECT: SPECIAL BLOCKED PROPERTY

March 21, 1942

Form EP 2. Letter to Creditor Concerned.

This letter will be prepared by the Office of the Federal Reserve Bank in your zone and is for the purpose of notifying persons holding property, or having possession or custody thereof, or having an interest therein, that the particular property is Special Blocked Property, in accordance with Paragraph (3), (b), (ii), (iii) of Special Regulation No. 1 and also may be used in conjunction with Form EPI.

Form EP 3. Memorandum of Agreement and Settlement.

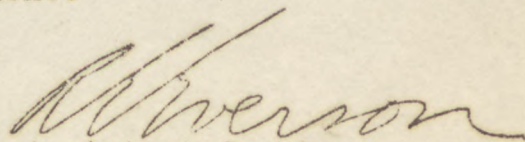
This form is to be executed in triplicate by the debtor and creditor, after a satisfactory settlement has been agreed upon by such persons.

You will observe that the form provides for witnesses, but does not necessarily have to be notarized.

At the time this form is submitted in duplicate to the Office of the Federal Reserve Bank in your zone, it should be accompanied by Form TFE-1 (Revised), in triplicate, which is the application form mentioned in Paragraph (2) of Circular No. 1, and which will be the basis for issuing a license, as indicated in Paragraph (1) of Circular No. 1. The application should, in each instance, indicate that the purpose for which the license is desired, is "to consummate a transaction covering Special Blocked Property", and the information required in Paragraph (2), (a), (b), (c), (d). A copy of Form TFE-1 is enclosed for your information and a supply will be forwarded to you later.

You will observe, from the above instructions, that no latitude in so far as posting or advising that certain property is Special Blocked Property, has been given to the Field Representatives; however, in cases of emergency, or when time is the essence, the report mentioned above may be submitted, in the first instance, by telephone, to the office with which you are affiliated, who may give you instructions as to the issuance of Forms Nos. EP 1 and EP 2, bearing in mind, at all times, that this authority will be given to a Field Representative only in unusual and urgent cases.

As the power of designating property, as Special Blocked Property, is so great, it is requested that if this procedure is at all doubtful in your mind, you immediately contact the office of the Federal Reserve Bank in your zone.

  
Assistant Cashier



# FEDERAL RESERVE BANK OF SAN FRANCISCO

FISCAL AGENT OF THE UNITED STATES

March 23, 1942

Field Representatives  
Evacuee Property Department

Instruction letter No. 6.

SUBJECT: PURCHASE OF PROPERTY OF AN EVACUEE  
BY EMPLOYEES OF THIS BANK

The following is quoted from a letter sent to all branches on March 11, 1942:

"We cannot emphasize too strongly the necessity of instructions to employees of this bank prohibiting the purchase by them or members of their families of any property of an evacuee, the sale of which relates in any way to contacts with this bank. This, of course, does not mean that the employee or his family may not make purchases of an evacuee's goods offered for sale to the general public in the normal course of business."

The policy outlined above must be strictly observed.

*C. E. Carhart*

C a s h i e r.





March 25, 1942

Field Representatives  
Evacuee Property Department

Instruction letter No. 7.

SUBJECT: CONTRABAND ITEMS.

On January 3, 1942, the Office of the United States Attorney, sent to all state and local Police authorities, a notice calling their attention to the fact that the President had, by his proclamations of December 7 and 8, 1941, directed in the interests of national safety that alien enemies should not possess or use various items, such as firearms, weapons, ammunition, short-wave radio sets, signal devices, etc. The notice stated further it was necessary to require alien enemies to deposit such prohibited articles with law enforcement agencies and asked for the help and cooperation of the local police authorities throughout the country.

Public Proclamation No. 3, dated March 24, 1942, issued by J. L. DeWitt, Lieutenant General, U.S. Army, carries a provision that after March 31, 1942, no persons of Japanese ancestry shall have in his possession similar items.

We have determined locally that in many instances after the first order was given, Japanese aliens delivered such contraband to American citizens of Japanese ancestry, and the question therefore arises as to the amount of such contraband which has not as yet been deposited with state and local Police authorities.

In order that we might better be able to visualize this condition, we ask that each of our Field Representatives contact such law enforcement agencies in their particular territory, ascertaining in a general way the amount of such contraband now in their hands, and report their findings to the Office of the Federal Reserve Bank with which they are affiliated. Any information developed in instances where the amount on deposit would seem to indicate that there was still a considerable quantity remaining in the hands of U.S. citizens of Japanese ancestry, will be of great assistance.

*R. W. Iverson*  
Assistant Cashier.





March 25, 1942

Field Representatives  
Evacuee Property Department  
Instruction letter No. 7

SUBJECT: CONTRABAND ITEMS

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*[Signature]*  
Assistant Cashier



# FEDERAL RESERVE BANK OF SAN FRANCISCO

FISCAL AGENT OF THE UNITED STATES

March 28, 1942

Field Representatives  
Evacuee Property Department

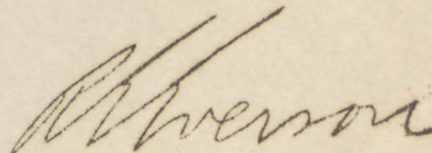
Instruction Letter No. 8

SUBJECT: EVACUEE PROPERTY PROGRAM - EXERCISE OF FREEZING  
CONTROL IN CASES BEING LITIGATED - SPECIAL RE-  
GULATION NO. 1.

The only cases in which the power of freezing control covered by Special Regulation No. 1 will be exercised are those in which it clearly appears either that the evacuation program will be delayed unless the power is exercised or the evacuee is being taken advantage of by reason of the fact that he is or may shortly be under orders to leave the community.

In those cases where the parties have resorted to civil litigation in order to settle conflicting claims regarding property interests; the exercise of freezing control will seldom, if ever, be justified. The use of these powers would be, in effect, to prejudge the rights of the parties litigant. Therefore, when the parties have resorted to litigation, we should leave them where we find them, especially so since in every case the evacuee, whether party plaintiff or defendant, would be in a position to continue the action even after evacuation, his testimony, if necessary, being taken by deposition.

Generally speaking, the only cases in which the freezing control, in relation to a situation which might be settled by litigation, would be justified are those in which the rights of the evacuee are clear and, by reason of indigence or the necessity for immediate departure from the community, the evacuee is not able to have his rights determined in our courts of law.



Assistant Cashier.





# FEDERAL RESERVE BANK OF SAN FRANCISCO

FISCAL AGENT OF THE UNITED STATES

March 28, 1942

Field Representatives  
Evacuee Property Department

Instruction letter No. 9.

SUBJECT: TRANSFER OF EVACUEE REAL PROPERTY, OR INTEREST THEREIN.

The following memorandum, dated March 25, 1942, was received from the Western Defense Command and Fourth Army, signed by Karl R. Bendetsen, Colonel G. S. C., Assistant Chief of Staff, Civil Affairs Division:

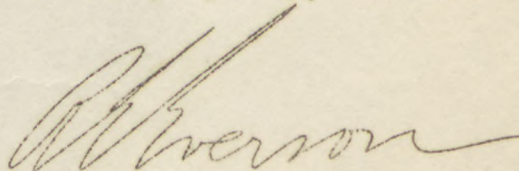
"MEMORANDUM for Mr. William M. Hale, Federal Reserve Bank, San Francisco

Subject: Reports to the FBI on substitute farmers

The Commanding General has directed me to request that you instruct your property protection field representatives engaged in the evacuation program to do the following:

a. Where substitute occupants of property formerly occupied, farmed, owned, rented or operated by Japanese have been procured by your representatives, or have been procured as a result of negotiation initiated by your representative, to furnish a list of such persons to the nearest FBI office for checking and to furnish a duplicate list through WCCA channels to this Division for delivery to the Military Intelligence Division."

In accordance with the above, Field Representatives are requested to forward a weekly report as of the close of business Friday, in triplicate, to the office of the Federal Reserve Bank of San Francisco, with which they are affiliated. This report should include the name of the evacuee, the name of the new owner or operator and a sufficient description of the property, so that it might be readily identified.



Assistant Cashier.





# FEDERAL RESERVE BANK OF SAN FRANCISCO

FISCAL AGENT OF THE UNITED STATES

April 3, 1942

Field Representatives  
Evacuee Property Department

Instruction letter No. 10.

SUBJECT: DISSEMINATION OF INFORMATION

The following text of a memorandum dated April 1, 1942, from Colonel Karl R. Bendetsen is set forth with the request that all our personnel be guided by its terms in connection with this program:

"1. It has come to my attention from reliable sources today, that during the course of planning for an evacuation from the San Francisco area, the tentative evacuation zone boundaries were described in the presence of a member of the Japanese-American Citizens' League, by a member of the civilian staff. This incident occurred prior to the time when the proposed boundary and the proposed evacuation project had been approved. The result was that the Japanese concerned immediately undertook to notify other Japanese of what he had overheard, by telephone.

"2. Even if the project had been then approved, the dissemination of such information in advance of the time for publication might have resulted in serious consequences.

"3. All persons, whether military or civilian, assigned to, serving with, or in any way connected with the Civil Affairs Division or the Wartime Civil Control Administration, are directed to exercise every precaution to insure the utmost secrecy of information regarding evacuation scheduling and planning. Such information must not be discussed in the presence of any person not officially connected with the project, or released for publication prior to approval for such release. The seriousness of violations of this directive cannot be overemphasized.

"4. Loose talk may cost lives, may retard the war effort, may invite serious direct action. Aside from the liabilities imposed by law, every person has a patriotic duty during time of war, to exercise the utmost discretion and to avoid unauthorized dissemination of military information. I ask that each person who reads this memorandum bring it to the attention of all concerned so that no one will fail to be reminded of his or her obligation in this connection."

*R. H. Benson*  
Assistant Cashier.





# FEDERAL RESERVE BANK OF SAN FRANCISCO

FISCAL AGENT OF THE UNITED STATES

April 3, 1942

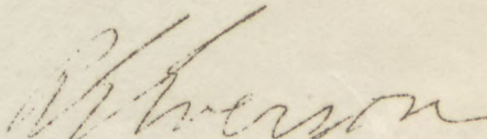
Field Representatives  
Evacuee Property Department      Instruction letter No. 11.

SUBJECT: USE OF PERSONAL PROPERTY FORMS, WCCA FRB-2.

We are enclosing, for your information only, a memorandum prepared for the use of our representatives in the first WCCA office established in San Francisco.

You will observe that we have outlined a method of procedure in the preparation of the handling of the Form, in which we have gone into quite some detail.

It does not necessarily follow that all subsequent offices will use the same procedure, as conditions in various locations obviously will not be the same, and will result in amending such procedure from time to time.

  
Assistant Cashier.

Enclosure





April 2, 1942

SUBJECT: Use of Personal Property Form (WCCA FRB-2)

Evacuee's First Visit

These forms will be available at all WCCA offices, and normally will be handed to evacuees by the representative of the Federal Security Agency at such offices, at the time the Family No. is assigned. It is believed that the "Instructions to Owner" for the preparation of the form are complete and self-explanatory.

The evacuee should take 4 copies of the form to his place of residence for completion, including the "Personal Property Inventory List" on the reverse of the form.

Evacuee's Second Visit

All copies of the form should be returned to the Evacuee Property representative, who should check them for conformity, delivering one copy to the evacuee for his record.

It should be explained to the evacuee at this time, that any property not included in the Inventory List will not be taken from the residence at the time that the other items are removed therefrom. For example:

If a stove, refrigerator or any other item is found at the place of residence and is not included on the Inventory List, it will be assumed that such items belong to the landlord or that proper arrangements have been made with a finance company, or other person, for their disposition. This point cannot be too strongly emphasized.

It should be explained to the evacuee that all such items as stoves to be stored with us, should be disconnected and that wherever possible, goods should be crated for their protection, as we do not assume any responsibility for breakage, etc.

The evacuee should then be given a sufficient number of Storage Tags (WCCA Form FRB-1), bearing in mind at all times that the number of pieces indicated in the columns provided for that purpose on the Inventory List, would not necessarily indicate the number of tags needed. For example:

In moving and storing a grand piano, the three legs are removed therefrom, therefore, a grand piano might require 4 storage tags. Likewise, a bed will consist of the headboard, footboard, side rails, slats, springs and mattress, and consequently would require at least 6 tags. The storage tags must be completed by the evacuee, giving the family name, Family No. and indicating the office of issuance, i.e., San Francisco.

At this time arrangements must be made so that the furniture movers will have access to the property. If the keys to the premises are delivered to us, we should immediately attach Form VT 17D, which was not drawn for this purpose but which will suffice until such a form has been prepared. The evacuee's Family No. should be shown on this form, as well as his name and address - and most important, the name and address of the person to whom the keys are to be returned after the furniture has been removed from the premises. If the key is not delivered to us the evacuee must indicate on the form, the name and address of the person holding the key, who must be located in the immediate vicinity.



### Drayage Instructions

The first copy of WCCA Form FRB-2 should be delivered to the person designated as a coordinator for the various moving concerns, who will take care of the furniture from this point to the time that it is actually delivered in our warehouse. The second copy will be placed with other similar forms, arranged numerically, and delivered to our representative at the warehouse. The third copy should be retained by our representative in the WCCA offices, in a numerically arranged file.

### Delivery of Furniture at Warehouse

Arrangements have been made with the furniture moving people, not only to take care of the cartage but also to properly stack the furniture in the warehouse. Therefore, we will not receipt to the driver of the van, for furniture off the tail-gate, but rather will make our check of the inventory as the furniture is stacked.

On the Inventory List, immediately following the description of the article, the moving people will indicate, in the column headed "Article", the number of pieces which are being delivered. For example:

Piano, Grand - 4

Our representative, in checking the goods into the warehouse, will indicate the number of pieces in the column "Rec'd", which should correspond with that inserted by the movers, and we will receipt on a form provided by the movers for the total number of pieces indicated in the "Rec'd" column, rather than the number of pieces indicated in the column headed "Number of Pieces".

After the Personal Property Inventory List has been checked, the checker will retain the list until the end of the day, or some other convenient time, to be delivered to our representative at the WCCA office.

Because of the possibility that a great number of items, particularly refrigerators, have not been completely paid for, and it might therefore be necessary to examine these items for Serial Nos., etc., in connection with claims from the finance companies, we have requested that in storing the furniture, refrigerators be placed as close to the aisle as possible, so that they will be more readily available.

### Office Routine

After the furniture has been properly stored, receipted for to the movers, etc., copies of WCCA Form FRB-2 will be returned to the Main Office of the Evacuee Property Department for proper distribution to the War Relocation Authority and the evacuee.



# FEDERAL RESERVE BANK OF SAN FRANCISCO

FISCAL AGENT OF THE UNITED STATES

April 4, 1942

Field Representatives  
Evacuee Property Department

Instruction letter No. 12.

SUBJECT: STORAGE OF PERSONAL PROPERTY AND TREATMENT OF MOTOR VEHICLES

We are enclosing for your information the following:

1. Personal Property Form (WCCA - Form FRB-2)
2. Motor Vehicle Registration Form (WCCA - Form FRB-3)

These forms are intended for use in connection with controlled evacuation operations in each area as evacuation occurs. They are forwarded to you in order that you may be apprised of the procedure to be followed in this connection.

## PERSONAL PROPERTY FORM (WCCA - FORM FRB-2)

This form is provided at Civil Control Centers by Federal Security Agency Representatives to permit evacuees to indicate the household furniture and other personal property of a substantial nature, crated articles and inventories of acceptable merchandise properly crated, which the evacuee proposes to store with us. The use of this form is discussed in Instruction letter No. 11.

As is indicated, this bank will arrange warehouse facilities at owner's risk for the above types of property which the evacuees desire to leave in our care under those circumstances, as each area is evacuated.

In this connection, Field Representatives are requested to investigate warehousing facilities in their respective areas to determine what storage will be available when the need arises. The Army has requested that we do not make use of existing private warehouse facilities, but that we endeavor to obtain facilities not now in use or the use of which would not be anticipated for regular storage purposes.

In considering storage facilities, it should be borne in mind that unloading facilities such as door space should be adequate in order to minimize the need for tying up numerous vans and trucks at the warehouse point through bottleneck of unloading facilities.

As not only must we arrange for storage but for pickup of goods as well, Field Representatives are also requested to explore with local drayage companies possible arrangements for them to pick up property from various addresses, moving it to and storing in such storage location as may be obtained at which point our representatives will check it in and guard the goods.





Field Representatives  
Evacuee Property Department

Instruction letter No. 12.  
Page 2.  
April 4, 1942.

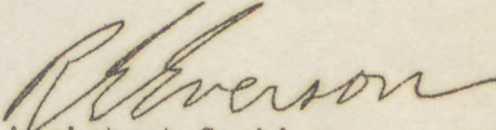
SUBJECT: STORAGE OF PERSONAL PROPERTY AND TREATMENT OF MOTOR VEHICLES

Please make your preliminary investigation and give us the results of your survey.

MOTOR VEHICLES REGISTRATION FORM (WCCA - FORM FRB-3)

This form is for use in connection with the obligation placed on this bank to make arrangements for the storage of such motor vehicles as evacuees may desire to place in our care in open-air storage at the risk of the evacuee. It is intended that this form shall be completed at the Civil Control Center by our representatives. The plan contemplates that the form will be prepared from the registration certificate and identification tag of the evacuee, in triplicate. The details of the use of the form will be the subject of a separate Instruction Letter.

It is intended that space will be provided at Assembly Centers or other places which may be designated later for storage by this bank at that point.

  
Assistant Cashier.

Enclosure



## PERSONAL PROPERTY FORM

NAME OF OWNER.

FAMILY No.

ADDRESS AT WHICH PROPERTY IS LOCATED:

(NUMBER)

(STREET)

(FLOOR, OR APT. NO.)

(CITY)

(STATE)

The property described on the reverse side of this form located at the address given above is delivered to the Federal Reserve Bank of San Francisco, as Fiscal Agent of the United States, at the sole risk of the undersigned. It is agreed that no liability or responsibility shall be assumed by the Federal Reserve Bank of San Francisco for any act or omission in connection with its disposition. It is understood that no insurance will be provided on this property.

WITNESSES.

FOR

SIGNATURE OF OWNER

ILLITERATES.

**Note to Owner: DO NOT WRITE BELOW THIS LINE**

## STORAGE NOTICE

The list of items appearing on the reverse side of this form have been placed in storage at the place indicated below with the exception of those items specifically indicated on the reverse side of this form as not found, or not delivered to the undersigned representative of the Federal Reserve Bank of San Francisco, as Fiscal Agent of the United States, or as not being of the proper type for storage. The stored items are identified as to the number of items, crates, or boxes, and not as to the contents thereof.

DATE \_\_\_\_\_

SIGNED \_\_\_\_\_

Representing the Federal Reserve Bank of San Francisco,  
as Fiscal Agent of the United States.

PLACED IN STORAGE AT.

## INSTRUCTIONS TO OWNER

Before any property will be accepted for storage by the United States Government four (4) copies of this form must be filled in and returned to the Civil Control Station at which you registered for evacuation. On the back of each copy the items to be left for storage must be carefully listed. Items not on the printed list should be written in the blank spaces provided on this form.

Small articles must be securely packed in crates or boxes of not less than two (2) cubic feet capacity and will be indicated simply as to number of boxes, no attempt being made to itemize on this form the articles therein. All crates and boxes must be securely packed and fastened. Each box, crate, or article must be identified with tags obtained from the Civil Control Station.

No loose bundles of clothes, linens, utensils, or other small or unsubstantial household items will be accepted for storage. Farm products, farm machinery, automobiles, land, livestock, or pets must not be listed as personal property on this form.

After all copies of the form have been filled in and returned to the

Civil Control Station, one copy, checked for conformity with the other three, will be given to the owner of the property. The copy delivered to the owner will be evidence merely that other copies of the form have been delivered. At this time the owner must leave the keys to the place where the property is to be found, or make arrangements to deliver the keys to the representative of the Evacuee Property Department of the Federal Reserve Bank of San Francisco before leaving the area of his residence.

The copy delivered to the owner merely shows the number of items, boxes, and crates which the owner claims he has prepared for storage. It does not constitute an agreed inventory. It does not constitute a verified list. It does not constitute any evidence of the number of items actually stored or of the contents of boxes, crates or packages. Verification of the inventory list of items actually stored will be made as storage is accomplished. A verified list will then be forwarded to the owner.

*The copy of the list mailed to the owner will serve as a permanent record and should be carefully preserved by him.*



## PERSONAL PROPERTY INVENTORY LIST

OWNER'S REPORT  NUMBER OF PCS.	ARTICLE	ITEM CHECK		OWNER'S REPORT  NUMBER OF PCS.	ARTICLE	ITEM CHECK		OWNER'S REPORT  NUMBER OF PCS.	ARTICLE	ITEM CHECK	
		REC'D	SHIPPED			REC'D	SHIPPED			REC'D	SHIPPED
LIVING ROOM				BEDROOM				KITCHEN — (Con't)			
	Bookcase				Bassinet						
	Book shelves				Beds, Incl. spring & matt.						
	Chair, arm				Double						
	Chair, Occasional				Single						
	Chair, overstuffed				Box springs for double bed						
	Chair, straight				Box springs for single bed						
	Davenport				Carton, clothes						
	Desk				Chair, boudoir						
	Lamp, floor				Chair, straight						
	Music cabinet				Chair, rocker						
	Piano, Grand				Chest, cedar						
	Piano upright				Chest of drawers						
	Piano bench				Child's bed						
	Phonograph				Child's rocker						
	Radio, cabinet				Child's table and chairs						
	Radio, table model				Chiffonier						
	Rocker				Dresser						
	Rug, large				Dresser, vanity						
	Rug, small				Dresser, vanity bench						
	Rug, pad—large				Hamper, clothes						
	Smoking Stand				Lamp, floor						
	Stool, foot				Lamp, table (no shade) box						
	Studio couch				Night table						
	Table, coffee				Rug, large						
	Table, dropleaf				Rug, small						
	Table, end				Suitcase						
	Table, gateleg				Trunk						
	Table, library										
	Table, nest										
	Table, occasional										
	Telephone stand & chair										
DINING ROOM				KITCHEN				MISCELLANEOUS			
	Buffet				Brooms & Mops, bundle				Barrel		
	Chair, arm				Chair				Basket		
	Chair, straight				Highchair				Bicycle		
	China closet				Ironing board				Boxes		
	Dinette table				Kitchen cabinet				Buggy		
	Rug, large				Linoeum				Cartons		
	Rug, small				Range				Card table		
	Table, extension				Refrigerator, electric				Cot, folding		
					Refrigerator, ice				Day bed		
					Stool				Folding chair		
					Table				Heater		
					Utility cabinet				Lawn mower		
									Mangle		
									Play pen		
									Porch chair (wicker)		
									Porch rocker		
									Porch davenport		
									Porch rug, large		
									Porch table		
									Sewing cabinet		
									Sewing machine		
									Step Ladder		
									Tool chest		
									Tub		
									Vacuum cleaner		
									Wash boiler		
									Wasning machine		
									Work bench		

If the property herein claimed to have been delivered, and which actually was delivered is lost, damaged, or destroyed as the result of negligence while it is in the possession or custody of the United States, or of any agency acting for it, the Congress of the United States will be asked to take appropriate action for the benefit of the owners.



# MOTOR VEHICLE REGISTRATION FORM

(See instructions on back of this sheet)

Name of Registered Owner \_\_\_\_\_ Family Number \_\_\_\_\_

Address of Registered Owner \_\_\_\_\_

Name of Legal Owner (if different) \_\_\_\_\_

Address of Legal Owner \_\_\_\_\_

License Number \_\_\_\_\_ Serial Number \_\_\_\_\_

Make of Vehicle \_\_\_\_\_ Engine Number \_\_\_\_\_

Date First Sold \_\_\_\_\_ Type of Vehicle \_\_\_\_\_

Accessories (Indicate number on vehicle): Spare Tire(s) \_\_\_\_\_ Fog Light(s) \_\_\_\_\_ Radio \_\_\_\_\_

Heater \_\_\_\_\_ Other \_\_\_\_\_

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

## W A I V E R

The motor vehicle described in this form is delivered to the Federal Reserve Bank of San Francisco, as Fiscal Agent of the United States, at the sole risk of the undersigned. It is agreed that no liability or responsibility shall be assumed by the Federal Reserve Bank of San Francisco for any act or omission in connection with its disposition. It is understood that no insurance will be provided on this property.

Witnesses \_\_\_\_\_

for

Signature of Owner \_\_\_\_\_

Illiterates \_\_\_\_\_

## RECEIPT FOR VEHICLE

Place of Delivery \_\_\_\_\_

Receipt of the vehicle described above is hereby acknowledged.

Date \_\_\_\_\_

Representing the Federal Reserve Bank of San Francisco,  
Fiscal Agent of the United States.

Placed in Storage at \_\_\_\_\_



# MOTOR VEHICLE REGISTRATION FORM

(See instructions on back of this sheet)

Family Number

Name of Registered Owner

Address of Registered Owner

Name of Legal Owner (if different)

Address of Legal Owner

License Number

Make of Vehicle

Date First Sold

Accessories (Indicate number)

Color

Remarks

## Instructions to Owner

To be accepted for storage by the United States Government, the motor vehicle must be in proper running order.

The procedure for registering and storing a motor vehicle is as follows:

- (a) The State Motor Vehicle Registration Certificate for this vehicle must be submitted at the Civil Control Station, and three copies of this form (FRB-3) will then be prepared.
- (b) Two copies of this form, together with the Registration Certificate, will be handed to the evacuee for his retention until arrival at the designated Assembly Center. The third copy will be retained at the Civil Control Station.
- (c) The evacuee will be given an identification tag which he will tie securely to the steering apparatus of the motor vehicle.
- (d) On arrival at the Assembly Center the evacuee will deliver to the representative of the Federal Reserve Bank of San Francisco the two copies of this form, the Registration Certificate, and the keys to the vehicle.
- (e) The representative of the Federal Reserve Bank of San Francisco will check all numbers on the form and if found to be correct will acknowledge receipt of the motor vehicle by signing one copy of the form and delivering it to the evacuee.

If the motor vehicle described in this form is lost, damaged, or destroyed as the result of negligence while it is in the possession or custody of the United States, or any agency acting for it, the Congress of the United States will be asked to take appropriate action for the benefit of the owner.

\*\*\*\*\*

Place of Delivery

Receipt of the vehicle described above is hereby acknowledged

Date

Representing the Federal Reserve Bank of San Francisco  
Federal Agent of the United States

Placed in Storage at



# FEDERAL RESERVE BANK OF SAN FRANCISCO

FISCAL AGENT OF THE UNITED STATES

April 4, 1942

Field Representatives  
Evacuee Property Department

Instruction Letter No.13

SUBJECT: ASSEMBLY CENTERS

The following is a list of Assembly Centers for various areas in Military Area No.1 which the Army has tentatively determined will be available for use in the controlled evacuation program:

<u>State</u>	<u>Capacity</u>	<u>Location</u>
<u>Washington</u>		
Puyallup	8000	Fair Grounds
Yakima	1200	Golden Hop Yard near Toppenish
<u>Oregon</u>		
Portland	6500	Pac.Int.Livestock Expo- sition
<u>California</u>		
Arcadia	15000	Santa Anita Race Track
Sacramento	5000	Wallergero Advanced Depot
Stockton	5000	Fair Grounds
Marysville	3000	Sec's. 19 & 30, T. 14 N., R.4E., W.D.B.& M., about one mile S. of Marysville
Turlock	4000	Fair Grounds
Tulare	5000	Fair Grounds
Merced	5000	Fair Grounds
Fresno	5000	Fair Grounds
Pinedale	5000	Sec.32, T.12S., R.20E., M.D.B.& M.
Salinas	3000	Fair Grounds
Pomona	5000	Fair Grounds

In most cases, areas in the Assembly Centers will be available for the parking of motor vehicles at owner's risk under guard provided by this bank; in other cases it may be necessary for us to arrange for automobile storage space.

The general procedure in the evacuation plan at this time contemplates the establishment of Civil Control Centers as valves of the areas to be drained, as those areas are reached, with a view toward processing the evacuees at that point, including making arrangements for disposition of their properties, and then directing the evacuees to the Assembly Center for transportation to re-settlement areas.

The general program will vary in specific instances, but the general outline has been determined upon by the Army.

*R. H. Henson*  
Assistant Cashier





# FEDERAL RESERVE BANK OF SAN FRANCISCO

FISCAL AGENT OF THE UNITED STATES

April 4, 1942

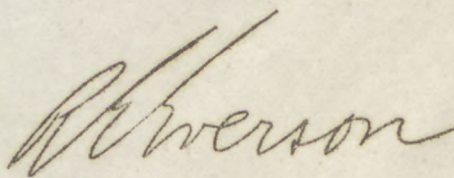
Field Representatives  
Evacuee Property Department

Instruction Letter No.14

SUBJECT: USE OF MOTOR VEHICLE REGISTRATION FORM, WCCA  
FORM FRB-3 AND AGREEMENT REGARDING DISPOSITION  
OF MOTOR VEHICLE, WCCA FORM FRB-4.

We are enclosing, for your information only,  
a memorandum prepared for the use of our representatives  
in Civil Control Stations, established or to be established,  
throughout the military area.

We believe that the information furnished in  
this memorandum, together with that contained in the two  
forms mentioned, will give you a clear picture of the  
manner in which the program is progressing, insofar as  
motor vehicles are concerned.



Assistant Cashier

Enclosures





MEMORANDUM

April 4, 1942

SUBJECT: USE OF MOTOR VEHICLE REGISTRATION FORM, WCCA FORM FRB-3  
AND AGREEMENT REGARDING DISPOSITION OF MOTOR VEHICLE,  
WCCA FORM FRB-4.

Evacuee's First Visit

One copy of each of these forms should be given to the evacuee on his first visit, in order that he might study them and know the contents thereof.

Evacuee's Second Visit

The State Motor Vehicle Registration Certificate, for the vehicle, must be submitted at the Civil Control Station and should immediately be checked to see that the owner's signature appears on the reverse.

Three copies of each form should be prepared at this time and WCCA Forms FRB-3 and FRB-4 should be stapled together in sets.

Two sets, together with the Registration Certificate, and an identification tag which the evacuee will tie securely on the steering apparatus of the motor vehicle, should be placed in an envelope and handed to the evacuee at this time, with instructions to bring all of these documents to the designated automobile storage point at the proper time. The third set should be retained as office copies. FRB-1

ALTERNATIVE NO. 2. (Sell to Army)

If Alternative No. 2 has been indicated, and the evacuee is the legal owner of the motor vehicle, he must at this time present the Ownership Certificate, duly endorsed (lines 1 and 2 on reverse) and the Ownership Certificate should be attached to the office set of WCCA Form FRB-3 and FRB-4. The endorsements must be exactly the same as the name inscribed on the face of the form.

If Alternative No. 2 has been selected and the evacuee is not the legal owner of the motor vehicle, the Ownership Certificate, being in the hands of the legal owner, will obviously not be available.

Delivery of Automobiles at the Place of Storage

From the above, you will observe that when the evacuee arrives at the place of storage, the only documents he will present, will be the tag to be placed on the steering apparatus, two sets of WCCA Form FRB-3 and FRB-4 and the Registration Certificate. At this point, all the numbers appearing on WCCA Form FRB-3 should be thoroughly checked, together with the information concerning accessories, etc., and any exceptions should be noted on both copies of the form. Inspection should be made to see that the tag is securely tied to steering apparatus. The space provided for "Receipt for Vehicle" on WCCA Form FRB-3 (both copies), should be completed and one set handed to the evacuee. The remaining set should be held and delivered to the Main Office of the Evacuee Property Department, together with the Registration Certificate and the Keys.



WESTERN DEFENSE COMMAND AND FOURTH ARMY  
WARTIME CIVIL CONTROL ADMINISTRATION  
San Francisco, California

INSTRUCTIONS TO EVACUEES  
REGARDING DISPOSITION OF MOTOR VEHICLES



Evacuees will not be permitted to take their motor vehicles to reception centers. No assurance whatever can be given that evacuees will be enabled at some future time to have the motor vehicles now owned by them returned for their individual use.

The United States Army is authorized, in its discretion, to purchase motor vehicles from evacuees.

Prior to evacuation, motor vehicles may be stored, sold or otherwise disposed of by the owner privately, without governmental interference or assistance.

ALTERNATIVES OF STORAGE OR SALE

The other alternatives presented to the evacuee who owns a motor vehicle are as follows:

*Alternative 1.* To deliver his motor vehicle to Federal Reserve Bank of San Francisco, as Fiscal Agent of the United States, for storage at the owner's risk, without insurance; which storage will, in most instances, be in open areas (at Assembly Centers or other designated places) and must of necessity be of a character which will subject motor vehicles to a more or less rapid deterioration.

*Alternative 2.* To offer his motor vehicle for sale to the United States on the following basis:

The motor vehicle will be appraised by two disinterested appraisers and, in its discretion and at its option, the Army may buy the motor vehicle at the appraised price which shall not, however, exceed the Blue Book wholesale value in the locality where the purchase is consummated.

PURCHASE OF MOTOR VEHICLES BY THE  
UNITED STATES

A. If the evacuee is **NOT** the legal owner of the motor vehicle, in order to arrange for a sale to the Army, he must present to the Federal Reserve Bank of San Francisco, as Fiscal Agent of the United States, at the Civil Control Station, or such other place as may be directed, the following:

1. Registration certificate, duly endorsed.
2. The agreement on the reverse hereof, duly signed and witnessed.
3. Such other authorization and assurance as may be required by the Federal Reserve Bank of San Francisco, as Fiscal Agent of the United States.

In case the evacuee is not the legal owner, it must be clearly understood that if the indebtedness against the motor vehicle is equal to or

greater than the appraised value so that the evacuee has no equity, no sale to the United States will be consummated. In such an instance the right of any creditor to repossess or recapture, as provided by law, will not be resisted by the custodian of the motor vehicle.

B. If the evacuee **IS** the legal owner of the motor vehicle, he must, in addition to the foregoing, present the ownership certificate, duly endorsed.

DEFINITIONS AND CONDITIONS

Included in the term "motor vehicle" are the following:

1. Passenger cars, light and medium. Heavy passenger cars in order to come within the purchasable category must be classed as "medium", as the Army is not authorized to purchase any "heavy" passenger cars.
2. Motorcycles.
3. Busses and trucks of all types, including pick-up and delivery trucks; and tractors, including semi-truck tractors.

It is not intended to include within the term "motor vehicle" those self-propelled motor vehicles suited only for farm operation.

In the event that the sale of any motor vehicle is not completed or appears not feasible, the Federal Reserve Bank of San Francisco, as Fiscal Agent of the United States, acting for and as agent of the evacuee, reserves the right to store such motor vehicle at the owner's risk, as above set forth, or to make such other disposition of such motor vehicle as may, in its sole discretion, appear to be just and equitable, including the right to permit the legal owner of such motor vehicle to take his legal recourse for repossession or otherwise.

It is intended that the above procedure will provide a feasible means of protecting the interests of evacuees in their motor vehicles, without prejudice to the interests of others therein, and thus will effect an equitable disposition of such property.



## Agreement Regarding Disposition of Motor Vehicle



THIS IS TO CERTIFY that the undersigned has read and understands the instructions on the reverse hereof regarding the disposition of the motor vehicle described on WCCA Form FRB-3, [to be attached hereto and incorporated by reference herein if this Agreement is signed] which the undersigned has signed concurrently herewith.

Said instructions and those on the reverse of WCCA Form FRB-3 are a part of this Agreement.

The undersigned desires to dispose of the aforesaid motor vehicle according to Alternative No. \_\_\_\_\_ set forth on the reverse hereof, and requests the Federal Reserve Bank of San Francisco, as Fiscal Agent of the United States, to act accordingly. If the accomplishment of the alternative herein selected appears to said Bank, in its sole discretion, impossible or not feasible, said Bank is authorized to make such other disposition of said motor vehicle as it deems proper.

Said motor vehicle is delivered to said Bank at the sole risk of the undersigned, and it is agreed that no liability or responsibility shall attach to said Bank for any act or omission in connection with the handling of said motor vehicle or disposition of the proceeds thereof.

The undersigned further agrees, upon demand, to reimburse the Federal Reserve Bank of San Francisco, Fiscal Agent of the United States, in full for all charges and expenses incurred in connection with the disposition of said motor vehicle, and authorizes and instructs said Bank to deduct from the proceeds of the sale of said motor vehicle any of such expenses incurred.

Executed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 1942.

Family No. \_\_\_\_\_

WITNESS:



# FEDERAL RESERVE BANK OF SAN FRANCISCO

FISCAL AGENT OF THE UNITED STATES

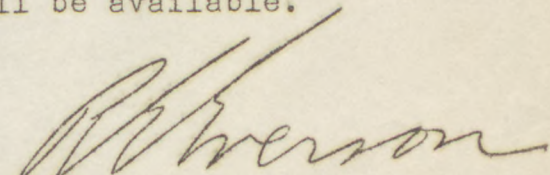
April 4, 1942

Field Representatives  
Evacuee Property Department Instruction Letter No. 15.

SUBJECT: INFORMATION AVAILABLE TO THE PUBLIC

We have previously stressed that information contained in Instruction Letters is of a confidential nature, however, information contained in printed forms which are already being used in Civil Control Stations, is in the hands of the public and you should discuss freely such information contained therein, with persons interested in the subject. The Instruction Letters are for your own further guidance in such discussions.

The program of storing motor vehicles, furniture, etc., has been established and although we will not give service along these lines until the particular area is to be evacuated, you may nevertheless inform evacuees that such services will be available.

  
Assistant Cashier.





# FEDERAL RESERVE BANK OF SAN FRANCISCO

FISCAL AGENT OF THE UNITED STATES

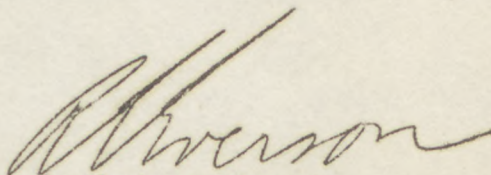
April 6, 1942

Field Representatives  
Evacuee Property Department

Instruction Letter No. 16

SUBJECT: CORRECTION IN MEMORANDUM ATTACHED TO INSTRUCTION  
LETTER NO. 14.

In line 5 of the last paragraph of the memorandum, WCCA Form FRB-4 is mentioned. This should be WCCA Form FRB-5. The sentence will then read "At this point, all the numbers appearing on WCCA Form FRB-3 should be thoroughly checked, ....."

  
Assistant Cashier





# FEDERAL RESERVE BANK OF SAN FRANCISCO

FISCAL AGENT OF THE UNITED STATES

April 6, 1942

Field Representatives  
Evacuee Property Department

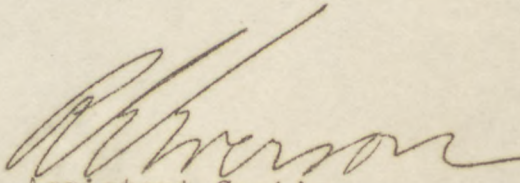
Instruction letter No. 17.

SUBJECT: ASSEMBLY CENTERS

The following is a revised list of Assembly Centers for various areas which the Army has tentatively determined will be available for use in the evacuation program:

<u>State</u>	<u>Capacity</u>	<u>Location</u>
<u>Washington</u>		
Puyallup	8000	Fair Grounds
Yakima	1200	Golden Hop Yard near Toppenish
<u>Oregon</u>		
Portland	6500	Pac. Int. Livestock Exposition
<u>California</u>		
Arcadia	15000	Santa Anita Race Track
San Bruno	10000	Tanforan Race Track
Sacramento	5000	Wallergero Advanced Depot
Stockton	5000	Fair Grounds
Marysville	3000	Sec's: 19 & 30, T. 14N., R.4E., M.D.B.&M., about one mile S. of Marysville
Turlock	4000	Fair Grounds
Tulare	5000	Fair Grounds
Merced	5000	Fair Grounds
Fresno	5000	Fair Grounds
Pinedale	5000	Sec. 32, T.12S., R.20E., M.D.B. & M.
Salinas	3000	Fair Grounds
Pomona	5000	Fair Grounds
<u>Arizona</u>		
Near Phoenix	300	CCC Cave Creek Camp
" "	300	CCC Mayer Camp

This supersedes Instruction letter No. 13 and Memorandum No. 8 which should be disregarded.

  
Assistant Cashier.





# FEDERAL RESERVE BANK OF SAN FRANCISCO

FISCAL AGENT OF THE UNITED STATES

April 10, 1942

Field Representatives  
Evacuee Property Department

Instruction letter No. 18.

SUBJECT: STORAGE OF PROPERTY IN ADVANCE OF CONTROLLED  
EVACUATION OPERATIONS

While storage facilities under the supervision of this bank will not be provided for evacuees under present plans, before controlled evacuation occurs in each area, it is recognized that many practical difficulties will be involved, particularly in the rural areas, in arranging for the pick up and storage of the properties of evacuees during the short time available in any given evacuation operation.

In view of this fact we are encouraging evacuees to make preliminary storage arrangements so far as they may care to do so at their own risk and on their own account, with a view toward having their properties deposited in some central location in each area from which they can be picked up and stored by us at the time of evacuation. In many cases evacuees are depositing their properties at their own church or association premises with this objective in view. Naturally it will be necessary at the time actual evacuation operations are started to request evacuees to take additional steps in identifying their properties by tag and to otherwise place them in proper condition for storage.

It is believed that the best interests of evacuees will be served wherever they can make preliminary arrangements of this character.

Please inform us as to the solution you propose to find for your area.

*M. Hale*  
Vice President.





# FEDERAL RESERVE BANK OF SAN FRANCISCO

FISCAL AGENT OF THE UNITED STATES

April 10, 1942

Field Representatives  
Evacuee Property Department

Instruction letter No. 19

SUBJECT: RESPONSIBILITY FOR PROTECTION OF EVACUEE PROPERTY

Reference is made to Instruction Letters No. 4 (Special Blocked Property) and No. 8 (Exercise of Freezing Control).

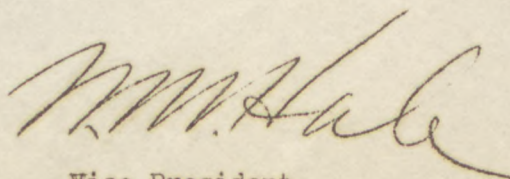
We have every reason to believe that evacuation in remaining areas will be carried forward in a comparatively short time. Experience indicates that the actual evacuation is greatly facilitated when property problems have been satisfactorily adjusted prior to notice of evacuation. We therefore urge that every effort be made to contact potential evacuees in your area to the end that a solution be found to any property problems they may have.

We wish to reiterate that it is our responsibility to see that such settlements are carried through on an equitable basis. It is not sufficient merely to advise the evacuee to settle his affairs or consult his creditors. You should, in each instance, go sufficiently into the details of the problem to satisfy yourself as to the character of the problem and then follow through until you have definite knowledge that it has reached a satisfactory conclusion.

We further request that you review your interview files and, in instances in which advice was given but you do not know the final disposition, that you endeavor to contact the evacuee and learn from him the results of his efforts. This will then enable you to complete your file.

Your reports and records should fully set forth a complete history of the case so that in future the file will reflect fully the problem presented and the solution arrived at. Remember, undoubtedly cases will be found in the future in which we shall be called upon to defend our actions.

That we have not had referred to us more critical cases raises a question in our minds as to whether field representatives are getting close enough to the problems presented, and being thorough enough in their investigations. We of course do not welcome the use of the freezing power; nevertheless, such power is available and, as previously instructed, you should promptly contact the office of the Federal Reserve Bank of San Francisco in your zone if its use seems desirable.



Vice President





# FEDERAL RESERVE BANK OF SAN FRANCISCO

FISCAL AGENT OF THE UNITED STATES

April 11, 1942

Field Representatives  
Evacuee Property Department

Instruction letter No. 20.

SUBJECT: COMPILATION OF INFORMATION RELATIVE TO RE-EXAMINATION OF  
MILITARY AREAS AND ZONES

Following is the text of a memorandum dated April 8, 1942, from Colonel Karl R. Bendetsen, Assistant Chief of Staff, Civil Affairs Division, Western Defense Command and Fourth Army, relating to the above subject:


"1. On the assumption that the matter of designating military areas and zones is one for continuing study and that there will be necessity for the future clarification, correction and extension of Military Areas, and particularly Prohibited Zones A, as already set forth in Public Proclamations No. 1 and No. 2, it is desired that all communications, data, files and information bearing upon this subject be assembled for the purpose of study and the determination of a general policy in this regard.

2. The major part of the information available in this connection will appear in the correspondence and written recommendations that have reached this Division, either direct or by transmittal from Headquarters Western Defense Command and Fourth Army. In addition to the material that has already been assembled, it is assumed that there are also communications scattered throughout the Division which have been retained by various Sections for lack of information as to where they should be forwarded or for the purpose of handling additional matters referred to therein not related to the subject matter of this memorandum.

3. It is directed that all such communications, data, files and information referred to heretofore received, be forwarded to Captain Truman R. Young, Room 420, to reach him not later than Friday, April 10, 1942, and that similar disposition be made of such material received in the future.

4. Any suggestions or ideas that WCCA personnel may have on the matter of the readjustment of military areas, prohibited and restricted zones, which may have occurred to him by reason of participation in activities of the Division, or that may have been communicated to him orally from outside sources, will be placed in the form of a written memorandum and referred to Captain Young within the time specified in the foregoing."

Any information of the character referred to which is now in your hands or which may come to your attention in the future should be forwarded to the office of the Federal Reserve Bank of San Francisco with which you are affiliated for transmission to the proper authorities.

  
Assistant Cashier.





# FEDERAL RESERVE BANK OF SAN FRANCISCO

FISCAL AGENT OF THE UNITED STATES

April 24, 1942

Field Representatives  
Evacuee Property Department

Instruction letter No. 21.

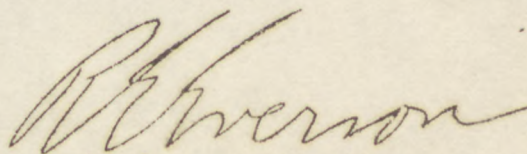
SUBJECT: DISPOSITION OF FARM MACHINERY AND EQUIPMENT

Considerable confusion has existed as to the definition of "farm machinery" and as to the eligibility of property which might conceivably fall within that definition for the benefits of Alternative No. 2 contained in WCCA Form FRB-4.

After consultation between this bank and the Farm Security Administration the following matters have been determined upon by the military authorities:

1. All machinery and equipment primarily susceptible of use in farm operations shall be subject to disposition or care under the supervision of the Farm Security Administration.
2. The determination of the proper classification of machinery and equipment will be made at each Civil Control Station by consultation between the representatives of the Farm Security Administration and this bank with respect to such property.
3. The basis of classification of such machinery and equipment shall be whether it is the type which an implement dealer can ordinarily sell to farm trade, this exclusive of trucks of all types.
4. Trucks and all other equipment which does not fall within the foregoing definition of farm equipment will be regarded as qualifying for disposition by this bank under either of the alternatives set forth on WCCA Form FRB-4.

It is believed that close cooperation between our Field Representatives and the Farm Security Administration will result in the solution of any problems with respect to the foregoing, and our Field Representatives are requested to extend full cooperation in this regard.

  
Assistant Cashier.





# FEDERAL RESERVE BANK OF SAN FRANCISCO

FISCAL AGENT OF THE UNITED STATES

April 25, 1942

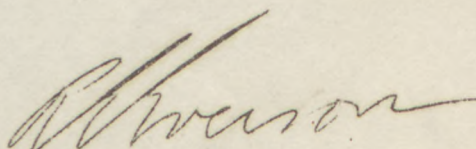
Field Representatives  
Evacuee Property Department

Instruction letter No. 22

Subject: Japanese Evacuation Operations

Attached is a copy of a memorandum from Headquarters, Western Defense Command and Fourth Army dated April 23, 1942, setting forth the general instructions regarding evacuation operations.

As the memorandum indicates, additional specific instructions will be provided regarding each operation as it occurs in a given area; however, the accompanying instructions will apply to all operations.



Assistant Cashier.

Enclosure.





HEADQUARTERS WESTERN DEFENSE COMMAND AND FOURTH ARMY

MEMORANDUM

Office of the Commanding General  
Presidio of San Francisco, California.

April 23, 1942

SUBJECT: Japanese Evacuation Operations

TO: All Sector Commanders  
All Civilian Agencies, Wartime  
Civil Control Administration

1. References:

Public Proclamation No. 1, this Headquarters, March 2, 1942  
Public Proclamation No. 2, this Headquarters, March 16, 1942  
Public Proclamation No. 3, this Headquarters, March 24, 1942  
Public Proclamation No. 4, this Headquarters, March 27, 1942  
Public Proclamation No. 5, this Headquarters, March 30, 1942

2. The following instructions will guide the activities of Sector Commanders and Civilian Agencies in the evacuation processes. The instructions contained herein will replace the separate directives which previously have been forwarded for each evacuation project. The practice of distributing such separate directives is discontinued. It is contemplated that only such advance information as is pertinent to an evacuation project will be forwarded.

3. The evacuation of all Japanese, both aliens and non-aliens, from the area of the Western Defense Command will be directed by this Headquarters. Pending the resettlement of such persons by the War Relocation Authority, evacuees will be provided temporary shelter and other facilities at Assembly Centers and Reception Centers.

4. Numbered Exclusion Orders issued from this Headquarters with Instructions pertaining thereto will provide for the exclusion by a specific time of all Japanese, both aliens and non-aliens, from a specifically described area. The Sector Commanders are charged with the supervision of the evacuation from their respective Sectors of all affected persons within such areas to Assembly Centers or Reception Centers to be designated by this Headquarters. They will cause Exclusion Orders and Instructions pertaining thereto to be posted at prominent points throughout the prescribed areas during such hours as are specified by this Headquarters. A suitable supply of such Orders and Instructions will be furnished by this Headquarters at the earliest practicable date preceeding the effective date of each Exclusion Order. The Officers specifically charged with the posting of Exclusion Orders and Instructions pertaining thereto will execute certificates of such posting to include the area, the date, the time and manner of posting. These certificates will be forwarded to this Headquarters within twelve hours after completion of posting.

5. For the purpose of registering and processing evacuees, Civil Control Stations will be located in each area to be evacuated. The Federal Security Agency will locate, establish, organize, and operate these installations. That agency is authorized to deal directly with the Office of Emergency Management and other Federal Agencies as may be needed in the establishment and operation of Control Stations. Within each such station there will be included appropriate sections to render services applicable to the several interested Civilian Agencies. The Civilian Agencies concerned will provide for the personnel and the instruction of the personnel assigned to these sections. The Supervisor of each section will control all matters pertaining to the services rendered by his particular Civilian Agency.

6. The manager of each Control Station will be named by the Federal Security Agency. This manager will receive instructions with reference to the evacuation project from the representative of the Sector Commander at the Control Station and will be responsible for the distribution and execution of these instructions by Supervisors of sections within the Control Station.

7. The several Civilian Agencies will control the services rendered by their representatives at Control Stations but, insofar as the coordination and operation of the installation as a whole is concerned, Supervisors of sections will receive their instructions from the manager of the Control Station.

8. The Federal Security Agency, the Department of Agriculture, and the Federal Reserve Bank of San Francisco will provide for necessary general services such as:

- a. The registration of all evacuees.
- b. The medical examination of all evacuees either during processing or after their arrival at an Assembly Center.
- c. Medical aid, including hospitalization, and social welfare service for and during the processing.



- d. The settlement and protection of all the real and personal property of the evacuees, including the registration of those private automobiles belonging to evacuees to be used as transportation to an Assembly Center.
- e. Storage facilities for items not otherwise disposed of, parking and immobilization of private automobiles at the Assembly Center or other designated place, and provision for proper policing thereof.
- f. All forms, and operating details incidental to the foregoing, and the maintenance of an adequate filing system for all documents and other data assembled in connection with a particular project or combination of projects.

9. A physician will be made available by the Federal Security Agency at the Civil Control Station during the entire period of registration and processing to attend invalid and other exception medical cases.

10. In addition to their prescribed functions, the Civilian Agencies mentioned above will assist the Sector Commander in the discharge of his duties pertaining to the evacuation.

11. The Sector Commander will provide such military personnel as he deems necessary for and during the registration and processing of evacuees.

12. Sector Commanders will be responsible for the supervision of all movements of evacuees from affected areas in their respective Sectors to the destination designated by this Headquarters. Arrangements for all transportation other than by private conveyance will be made by this Headquarters for movements of evacuees from control stations in affected areas to Assembly Centers and Reception Centers. Any additional transportation for evacuees within an affected area will be arranged for locally by the Sector Commander.

13. In certain cases where specifically directed by this Headquarters, evacuees will be permitted to use their own private automobiles as transportation to an Assembly Center. All private automobiles so used will first have been registered with the representative of the Federal Reserve Bank of San Francisco at the Control Station and provision made by that Agency for the disposition of such automobiles upon arrival at the Assembly Center. As soon as is practicable after registration, the Sector Commander will cause a schedule of such movement to be prepared for the Civil Control Station concerned and provide for adequate supervision of convoys of not more than twenty-five cars each. Arrivals of these groups of automobiles will be spaced throughout the travel day with emphasis being placed upon morning arrivals in order to permit the early settlement of evacuees at the point of destination.

14. The Sector Commander will provide such military personnel as he deems necessary for and during all movements of evacuees. In addition thereto, appropriate maintenance personnel and wrecking equipment will be provided by the Sector Commanders for all movements in supervised groups involving the use of private automobiles by evacuees.

15. The Federal Security Agency will provide medical aid, to include an appropriate number of physicians, and social welfare service for and during all bus and train movements of evacuees from Control Stations in the affected areas to Assembly Centers and Reception Centers. For movements of evacuees by private automobiles, the Federal Security Agency will make appropriate arrangements for medical service.

16. It is contemplated that the number of evacuees moved from one affected area under a given project will not exceed five hundred per day and the number of evacuees arriving at any one Assembly Center or Reception Center from all areas being evacuated under simultaneous operations will not exceed one thousand per day. If practicable, rail transportation will be utilized for all movements involving travel of more than one hundred miles and for all trips during which a meal must be served to the evacuees. At least one tourist-sleeper will be provided for each train to insure appropriate accommodations for medical cases. Once the mode of transportation has been established and a schedule determined, evacuees will be assigned by the manager of the Control Station to a particular bus, street-car, railroad-car or motor convoy in sufficient numbers as directed by the Sector Commander. Close liaison between the representatives of the Sector Commander at the Control Station and the Assistant Chief of Staff, G-4, this Headquarters, is essential during the entire period of processing, in order to coordinate specific transportation requirements and transportation schedules. In the preparation of all transportation schedules, primary consideration should be given to the capacity of a given Assembly Center or Reception Center to assimilate properly the arriving evacuees. In this connection, movements from affected areas will be coordinated so that all arrivals will be spaced and timed as early as is practicable during daylight hours in order to insure proper settlement in the Center prior to darkness. Sector Commanders will designate specifically a train Commander for each train used in transporting evacuees from his Sector to a Center. Similarly, Commanders will be specifically designated for all other group movements of evacuees.

17. Sector Commanders will inform other Sector Commanders concerned if the route of a movement of evacuees from his Sector to an Assembly Center or Reception Center requires the crossing of, or movement into, another Sector. This action is designed to obviate tactical complications and the possibility of rail and highway congestion.

18. Sector Commanders will cause the following reports to be made at the times indicated:



- A. At noon and at 5:00 p.m. of each day of registration a statement as of that time showing the total number of families registered and the total number of individuals to be evacuated thereunder, will be forwarded by wire or teletype to the Wartime Civil Control Administration, 1231 Market Street, San Francisco, California.
- b. At least forty-eight hours prior to departure of evacuees, a statement showing the exact number of persons who will require rail or bus transportation to the Assembly Center or Reception Center, will be forwarded by wire or teletype to the Assistant Chief of Staff, G-4, Headquarters, Western Defense Command and Fourth Army, Presidio of San Francisco, California.
- c. At least forty-eight hours prior to departure of evacuees for Assembly Centers or Reception Centers, a statement showing the total number of persons for which lunches are to be prepared, will be forwarded by wire or teletype to the Assistant Chief of Staff, G-4, Headquarters Western Defense Command and Fourth Army, Presidio of San Francisco, California. In rendering this report, full consideration should be given to the number of children and infants requiring food and formula milk and ingredients.
- d. At least twenty-four hours prior to departure of evacuees, the Manager of the Assembly Center or Reception Center concerned will be informed by the most expeditious means of the total number of evacuees to be expected with the mode or modes of travel, date, and the probable time of arrival.
- e. Upon departure of evacuees, a statement showing the exact number of evacuees who departed, the type of transportation utilized, the number of private cars in any and all convoys, with the date and the probable time of arrival thereof, will be forwarded to the Manager of the Assembly Center or Reception Center concerned, by the most expeditious means.
- f. Upon departure of evacuees for Assembly Centers or Reception Centers, a statement showing the exact number of evacuees who departed, the type of transportation utilized, the number of private automobiles in any and all convoys, the time of departure and the destinations of such movements will be forwarded by wire or teletype to the Wartime Civil Control Administration, 1231 Market Street, San Francisco, California.
- g. Timely information will be forwarded to the Manager of the Assembly Center or Reception Center concerned in order that appropriate arrangements can be made for unloading, if the nature of the baggage or other equipment forwarded with evacuees to the Assembly Center or Reception Center cannot be adequately handled by the evacuees.
- h. Within seventy-two hours after the completion of the evacuation of any specified area, the Sector Commander will forward a report covering the operation of the evacuation project with such recommendations as he desires to make thereon, to the Wartime Civil Control Administration, 1231 Market Street, San Francisco, California.
- i. Within seventy-two hours after the completion of the evacuation of any specified area, the Control Station Manager and the Supervisor of each Civilian Agency involved in the evacuation project will forward through their immediate superiors, a report covering their actions in connection with such evacuation project with such recommendations as they desire to make, to the Wartime Civil Control Administration, 1231 Market Street, San Francisco, California. Copies of the reports by the Civilian Agencies concerned with each evacuation project will be made available to the Federal Security Agency at the time they are submitted to the Wartime Civil Control Administration.

19. Aliens failing to comply with the Exclusion Order and the Instructions issued thereunder are subject to immediate apprehension and detention. Alien and non-alien Japanese alike are subject to the penalties provided by Public Law No. 503, 77th Congress, approved March 21, 1942, entitled, "An Act to Provide a Penalty for Violation of Restrictions or Orders with Respect to Persons Entering, Remaining in, Leaving, or Committing any Act in Military Areas or Zones". Sector Commanders will make suitable provisions for bringing this matter to the attention of the Federal Civil Authorities for any necessary action. Sector Commanders are authorized to call upon the Federal Bureau of Investigation for the enforcement of the statute and for the apprehension of any aliens failing to comply with published orders and instructions.

By Command of Lieutenant General DeWitt:

(signed) Hugh T. Fullerton  
Captain A. G. D.  
Assistant Adjutant General

Distribution "M"



# FEDERAL RESERVE BANK OF SAN FRANCISCO

FISCAL AGENT OF THE UNITED STATES

May 1, 1942

Field Representatives  
Evacuee Property Department

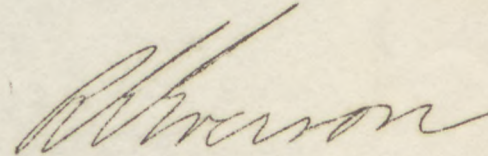
Instruction Letter No. 23

SUBJECT: INVESTIGATION OF ACTIVITIES OF PERSONS  
DEALING WITH EVACUEES

In addition to the freezing powers available to this bank under Special Regulation No. 1, set forth in Evacuee Property Department Circular No. 1, for the protection of evacuees, which is ordinarily set in motion at the request of the evacuee, this bank has at its disposal the assistance of the Foreign Funds Control Investigative Unit of the Treasury Department for the investigation of transactions where such a step seems appropriate.

You may encounter cases which, in your opinion, demand inquiry into the motives and good faith of persons dealing with evacuees, even though the evacuee may be satisfied with the arrangement he contemplates or may already have made. Cases of this character should be referred to the office of this bank with which you are associated, in order that they may be brought to the attention of the Investigative Section to which they should properly be presented, rather than enforcement agencies whose interest therein might be doubtful.

It is not intended that all transactions which involve the question of exercise of the freezing power be so submitted, but it is our thought that we should make use of this facility where the services of an investigative agency would be warranted, particularly where fraud or dishonesty might be involved. This step should certainly be taken where illegality is suspected.



Assistant Cashier.





# FEDERAL RESERVE BANK OF SAN FRANCISCO

FISCAL AGENT OF THE UNITED STATES

June 24, 1942

Field Representatives  
Evacuee Property Department

Instruction Letter No. 24

SUBJECT: PERSONAL DEALINGS WITH EVACUEES

The following is the substance of a memorandum from Colonel Bendetsen, dated June 9, 1942, directed to all agencies serving in or with the Wartime Civil Control Administration:

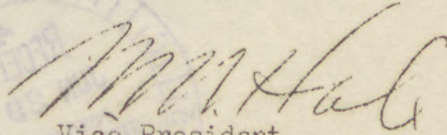
"SUBJECT: Personal dealings with Evacuees

TO: All Agencies serving in or with  
Wartime Civil Control Administration

1. It has come to my attention that there may have been personal financial transactions or negotiations between personnel serving in or with the Wartime Civil Control Administration and Japanese evacuees.

2. Any such practice by persons connected with the Wartime Civil Control Administration in any capacity cannot be tolerated and it is requested that you caution any of your officers or employees serving with or in Wartime Civil Control Administration that they are required to confine their relationships and dealings with such evacuees to official business only. No personal business of any nature between Wartime Civil Control Administration personnel and such evacuees is permitted."

We understand that the memorandum has been given general circulation among all of the agencies working with the Wartime Civil Control Administration and their personnel.

  
Vice President





# FEDERAL RESERVE BANK OF SAN FRANCISCO

FISCAL AGENT OF THE UNITED STATES

June 29, 1942

Field Representative  
Revenue Property Department  
Investigation Letter No. 24

SUBJECT: PERSONAL DEALINGS WITH JAPANESE

The following is the substance of a memorandum from  
Colonel Benedict, dated June 9, 1942, directed to all agencies serving  
in or with the War Relocation Authority:

SUBJECT: Personal dealings with Japanese

TO: All agencies serving in or with  
War Relocation Authority

1. It has come to my attention that there may have  
been personal financial transactions or negotiations  
between personnel serving in or with the War Relocation  
Authority and Japanese agencies.

2. Any such practice by persons connected with the  
War Relocation Authority in any capacity  
cannot be tolerated and it is requested that you  
caution any of your officers or employees serving  
with or in War Relocation Authority that  
they are required to confine their relationships and  
dealings with such agencies to official business only.  
No personal business of any nature between War Relocation  
Authority personnel and such  
agencies is permitted.

We understand that the foregoing has been given general  
circulation among all of the agencies working with the War Relocation  
Authority and their personnel.

