

Air Mail

Earl D. Brooks,
Personnel Division
War Relocation Authority
Barr Building
Washington D.C.

Dear Mr. Brooks:

In reply to your teletype of December 6, 1943 in reference to the Internal Security Staff at the Tule Lake Center, Newell, California, the following may be added to the job description of the present CAF-7 position for the purpose of the description of the CAF-8 position:

CAF-8 Position:

Acts in capacity of a mobile unit in obtaining and immediately relaying to the Internal Security Headquarters, by radio of a two-way type, information concerning the present center status. Will submit on the spot evaluation of conditions, circumstances, fact and significant trends so as to maintain center tranquility or the suggestions for the need and type of tactical function necessary to prevent overt acts against the center's proper operation.

On the original contact with Mr. Provinse and his summarization of the teletype as of December 3, he mentioned in some instances functions of persons instead of ratings, for example:-

In the mention of four gatemen at CAF-7, the original draft was for four CAF-7's. The function they were to do was in connection with ingress and egress of evacuees from the center to the Administrative Area at a certain center line gate where workers were to be processed.

To overcome the situation and to prevent any requirement for a separate job description would suggest that four CAF-7 Internal Security Offices be added to the present twenty-two (22) already allowed.

The function of the gatemen job is not merely to watch a gate, the job concerned has all of the functions of the CAF-7 Internal Security Officer plus the ability to ~~see~~ weigh problems that involve

an even flow of persons within the Center and to and from restricted areas, namely, the administration area. The present thought is that workers to the administrative area, if any, will be processed in exactly the same manner as to the farm area.

The same ~~thing~~ holds true for the two secretaries at \$1800. They can be classified at the present standard for clerk-stenographers at CAF-4.

The procurement situation, ~~I know~~ ^{as} you are aware, is a very difficult task on the Pacific Coast. I rather doubt if anyone could be obtained ^{the} on a basis of a 30-day appointment, therefore, a "go-ahead" for recruiting on an indefinite basis will be more expedient to augment the present allocation of personnel.

~~under~~ ^{are} I also call your attention to the the fact that the CAF-9 position ^{under "Desirable qualifications"} qualifications ~~is~~ ^{are} lower than ^{the} minimum qualification of the CAF-7 from the educational standpoint. The CAF-9 states "high school graduation or equivalent." The CAF-7 states "high school graduation." I believe the CAF-7 should be added to ^{and state also} ~~be also including~~ "or the equivalent."

Due to the stated recruitment difficulties, I suggest some thought be given to lowering the experience from two years to one year. In the past, various government agencies have hired inexperienced persons and initiated a training program for the purpose of fulfilling a particular function. I am wondering if it would be possible to open the field of ~~CAF-7 position~~ of Internal Security Officer to inexperienced persons and initiate a sound and practical training program for the help required. This would be an answer to our difficult task of procurement. It would also open the possibility of having persons from other branches of WRA to fit in ^{the} policing field and would

benefit us by having the background and policies of the WRA already present in the individual.

Also, in the initial request teletyped ^{to} ~~by~~ Mr. Myer ^{by Provine,} mention was made of the uniforming of members of the appointed staff of ^{the} Internal Security Section. These uniforms would be paid for by the ^A Agency as done in many other government agencies. May we be favored with a reply in this regard?

Mr. Best, who is already on the way to Washington, is aware of the things mentioned in this letter, and it was his understanding also that the uniforms were to be paid for by the agency.

I suggest you discuss this with Mr. Best on his arrival in Washington.

Very truly yours,

Willard E. Schmidt
Internal Security Officer

cc Best
Coggins
Provine
Fagan
file
Wash