

XXX. Policy governing transfer of evacuees under jurisdiction of W.C.C.A.

A. General:

1. The instructions contained below will govern for the transfer of evacuees between W.C.C.A. Assembly Centers and to W.R.A. Relocation Projects, except for those evacuees transferred to W.R.A. Relocation Projects under official numbered Transfer Orders issued by the Civil Affairs Division, Headquarters WDC and Fourth Army.

B. Conditions under which transfers will be authorized:

1. Except as noted in Paragraphs B-2 and D below, transfers will be made only for the purpose of reuniting immediate families, the members of which resided together prior to evacuation (see Paragraph 4 below for definition of the term "Immediate Families").
2. Consideration will be given to transfers of individuals who do not come within the classification given in B-1 above, only when such individual or individuals are physically or mentally dependent upon the family for maintenance.
3. Transfers between assembly centers will not be authorized when both assembly centers involved will be evacuated to the same relocation area within a reasonable length of time.
4. An immediate family is defined as follows: "Husband and Wife, their children and such other relations as actually resided with the family as a member of such family prior to evacuation". Except as indicated in paragraph B-2 above, this does not include persons unrelated to the family.

Neither does it include married children who prior to evacuation maintained a separate household.

C. Applications for Transfer:

1. Individuals desiring transfers for any reason coming within the purview of Paragraph B above, and Paragraph D below, will make application only to the Center Manager of the Center in which they are residents. In order to insure that applications are made only to Center Managers, the provisions of this paragraph of the Operation Manual will be placed on Center bulletin boards and otherwise disseminated so that all evacuees are acquainted with the contents thereof. At that time evacuees will be informed that request received in this office from sources other than through the Center Manager will be returned, without action, to the Center Manager for proper investigation and submission.
2. Applications forwarded by Center Manager to this office will include the following information:
 - a. The name, age, sex, family number, height and weight of the individual or individuals concerned.
 - b. The reason why transfer is desired.
 - c. The point to which transfer is desired.
 - d. A statement as to whether or not those requesting transfer can and will meet the expenses of such transfer, including transportation costs of an escort.
 - e. The approximate date on which transfer is desired.
 - f. The approximate weight of household goods and personal

impedimenta in use by the individual or individuals at their present location, and which will be involved in the requested transfer.

g. If practicable, information as to the storage location and approximate amount of household goods and personal impedimenta (other than that in use in the center).

3. On receipt by the Center Manager the application for transfer will be carefully reviewed and where the reasons for transfer are other than those enumerated in Paragraph B, or when action as indicated in Paragraph D does not appear to be warranted, will be returned to the applicant disapproved. When approved by the Center Manager, the application will be forwarded to the Chief, TSO Division through the Chief, Operations Branch, TSO Division, for appropriate action.

D. When reasons for transfer other than those authorized in Paragraph B above are presented to the Center Manager, and when in his opinion such reasons have merit, the application may be forwarded as set forth above for consideration.