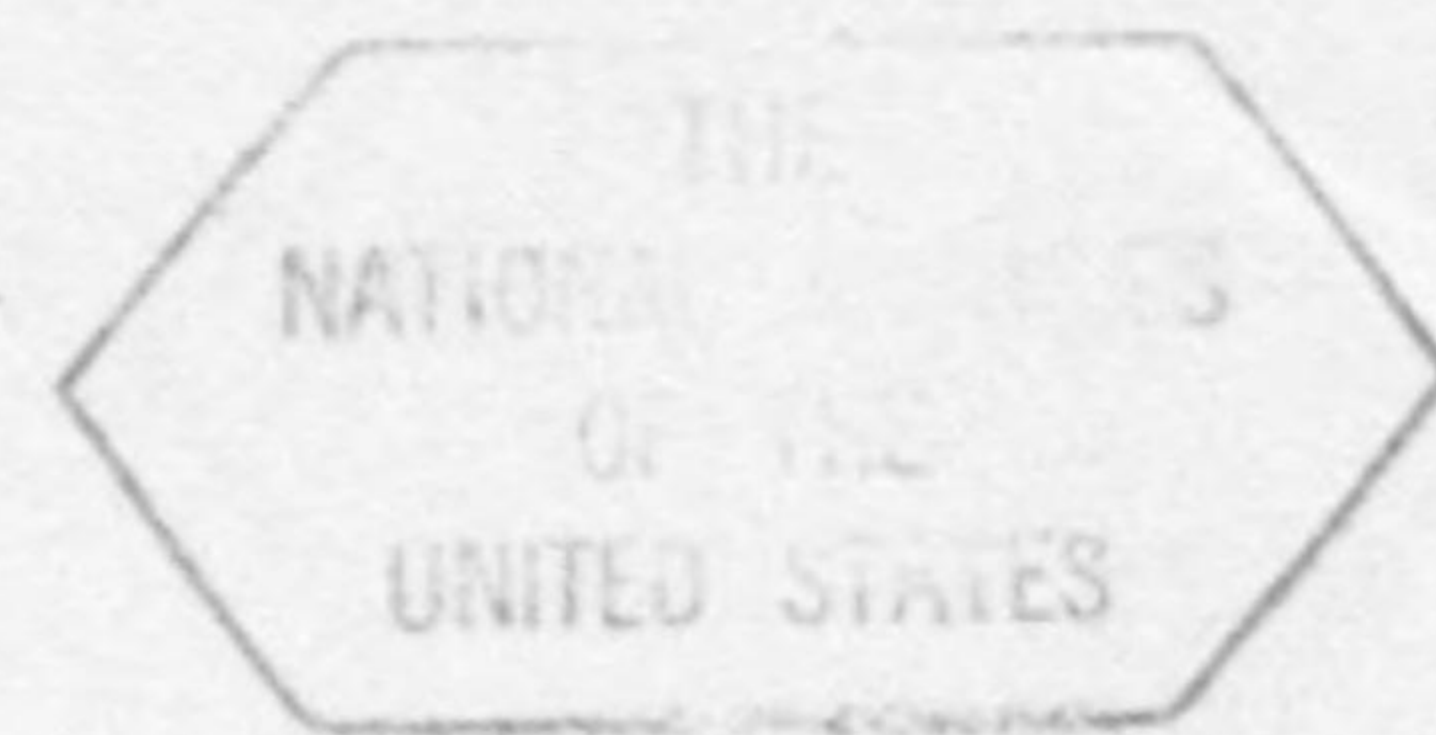


GHQ/SCAP Records(RG 331)
 Description of contents



- (1) Box no. 2759
- (2) Folder title/number: (15)
 Standard Operating Procedure - Labor Division
- (3) Date: ? - July 1950

(4) Subject:

Classification	Type of record
9032.2, 9035.3	e, 1

(5) Item description and comment:
 Kanto

(6) Reproduction: Yes No

(7) Film no.

Sheet no.

file

Employment of Indigenous Personnel

1	26 Oct. 1950	Chief, Lab. Rel. Div.	Chief, Econ. Sec.	1. Request approval to employ Okada, Fumio as advisor from 26 Oct. 1950, to fill one of the positions open in this division.
---	-----------------	-----------------------------	----------------------	---

----- M. T. CAMACHO -----
26-6850

2	26 Oct. 1950	Chief, Econ. Sec.	Deputy Chief	Approved
---	-----------------	----------------------	-----------------	----------

----- P. S. KEMSKE -----
26-6000

775013

Request No. Japanese National, Personnel Action Request Date of Request *11 July 1950*
 Advisor Technical and Professional Expert

1. Name of Requesting Unit Kanto Civil Affairs Region 26-7506 Phone No.	2. Address Mitsubishi Baka #11 Maunouchi, Chiyoda-ku
3. Officer in Charge Col. Julian Dayton	4. Position Requested Advisor - Technical Assistant
5. Duties and Responsibilities (Explain in Detail) <p>Incumbent will work directly under the supervision and direction of the labor officer to whom he has been assigned. He will accompany the labor officer in the performance of the latter's mission acting as advisor, interpreter and translator in accordance with the exigencies of the matters at hand. He will keep himself informed of the background and trends in the labor movement in Japan so as to better advise the labor officer of the best approach to be made in advancing the mission of the Labor Relations Division; and with a view toward this improvement he will review trade agreements and union constitutions under the supervision and direction of the labor officers. He will be required to make draft report of field trips for the labor officer. He will assist in the maintenance of the office files.</p>	Percentage of time on each task <p>100%</p>

Duties and Responsibilities (Continued)

Percentage of Time on Each Task

6. Recommended salary: **¥ 8,500.-**

7. Extenuating circumstances, if any, justifying salary

8. Individual, if any, recommended for this position

Name **ITOGA, Atsushi** Address **270 Fukami-cho, Kofu, Yamanashi-ken**

Name	Last	First	Address
9. Education: Name of College			
Tokyo University			Degree or Degrees
			BA
			Dates attending
			grad. 1926

10. Work Experience (Prior to Occupation by Allied Forces)

Title of position	Name of Employer	Address of Employer	Salary
1938 Second Secretary	Manchurian Govt	Manchurian Legation, Rome, Italy	
1943 First Secretary	" "	" " Madrid, Spain	
1944 Charge d'Affaires	" "	" " " "	

11. Work Experience (During Occupation by Allied Forces)

Title of position	Name of Employer	Address of Employer	Salary
Consultant	Yamanashi MG Team	Kofu, Yamanashi-ken	Aug 46 to June 47
Gen Aff. Dep. Chf.	Daito Engineering Works	66 Ichiba-machi, Tsurumi, Kanagawa-ken	

Repatriated to Japan 1946

12. Reason for leaving positions in #11

Lay-off due to suspension of production.

13. For further information, contact:
(Name, Title, Telephone)

Martin T. Canacho, Chief
Labor Relations Division, KaCAR
26-5850

14. Approved by: (Signature and Title)

George B. Niblock, Jr.
Maj Inf.
Deputy Chief, KaCAR, Tel 26-7506

*file under
SOP.*

Release of Indigenous Personnel

1. 26 June M. T. P. S.
1950 Camacho Kemske

1. It is requested that Mr. Tsuyoshi Miyazawa (Japanese national adviser) be relieved of assignment with this Division effective 30 June, so that he can be available for transfer to the Yamashiro Liaison Section.

----- M. T. CAMACHO -----
26-6850
(Lab Rel Div)

2. 26 June P. S. Major
1950 Kemske Niblock

Approved

----- P. S. KEMSKE -----
26-6000

PSK

HEADQUARTERS
KANTO CIVIL AFFAIRS REGION
APO 500

I-N-F-O-R-M-A-L
C-H-E-C-K S-H-E-E-T

FILE NO. _____

NOTE: Use this slip for notes in connection with this paper. All notes will be NUMBERED CONSECUTIVELY, top to bottom, all records necessary for intelligent action should be attached. A line will be drawn the full width of the slip below each note. Both sides will be used before additional sheets are added.

SUBJECT: Release of Personnel from Division

No.	DATE	FROM	TO	REMARKS
1	3 May 1950	J.N. Jones	Mr. P.S. Kemske	1. Mr. T. Ito, J/N technical advisor, may be released from this division for reassignment within the section as of this date.
----- J. <i>PK</i> JONES -----				
2	5 May 50	P. S. Kemske	Mr. M. T. Camacho	1. Mr. T. Ito has been released from the Distribution and Industry Division for assignment in your division.
----- P. S. KEMSKE -----				

(USE BOTH SIDES)

Hiro Mukai was released as of

29 Apr 1950

REMARKS	TO	FROM	DATE	NO.

Hiro Mukai was released as of

29 Apr 1950

*ref AVO. It'd
27 Feb 25 years
of Shouwa*

Mr. Camacho, Chief of Labor Service, Economic Section, Feb 26 1950

Indigenous personnel listed below are regarded as fully qualified to make unaccompanied field trips as fact finding agents, i.e., for the purpose of gathering any information required by this office. Trips will be devoted exclusively to collection of facts pertaining to labor disputes, disturbances, statistics on employment or unemployment, labor standards, or any other matter where the Japanese reports are ambiguous, incomplete, or not submitted and the situation merits further investigation, but not necessarily by DAC personnel. Indigenous personnel, however, will not serve in any advisory or consultative capacity, *give no talk or speeches, or give any instructions:*

- | | |
|----------------------|---------|
| F/N George Miki | Adviser |
| J/N Minoru Kobayashi | " |
| Masayoshi Murekami | " |
| Hiro Mukai | " |
| Tsuyoshi Miyazawa | " |
| Bantetsu Kikuchi | " |

MARTIN T. CAMACHO

STANDARD OPERATING PROCEDURE
LABOR DIVISION
ECONOMICS SECTION
KANTO CIVIL AFFAIRS REGION

The mission of the Labor Division, Kanto Civil Affairs Region will be accomplished principally by a division of work on a geographical basis. The Chief will have the primary responsibility of the prefectures of Tokyo and Kanagawa. The remaining eight prefectures will be the primary responsibility of the two assistant labor officers. However, in the matters of labor education and labor relations, the Chief will accompany as often as possible the assistant labor officers on their visits to their respective areas of responsibility.

1. Principal Duties of Staff Members:

Mr. Martine F. Camacho, Chief:

Supervision and guidance of all DAC's and indigenous personnel in the interest of accomplishing most effectively the mission of the Labor Division.

Planning and implementing programs related to division activities in accordance with operational directives and special assignments.

Planning programs of labor education and the development of sound labor relations considered necessary toward the fulfillment of the mission of the Labor Division.

Planning methods and techniques by which selected Japanese groups, both governmental and non-governmental, will be encouraged and trained to carry on programs of labor education and improve labor-management relations in the trade unions and among employer associations.

Planning field surveillance for all personnel and participating in the conduct of surveillance.

Reviewing activities and checking reports of division personnel, including field surveillance reports, special reports, and composition of monthly activities reports.

Making decisions regarding important matters relative to operating procedures.

He will have primary responsibility over the prefectures of Tokyo and Kanagawa in conducting surveillance in the following general areas of interest:

- (a) Labor Standards Law
- (b) Workman's Compensation Insurance Law
- (c) Women's and Minors' Bureau
- (d) Employment and Unemployment
- (e) Labor Relations
- (f) Labor Education

Mr. Ralph Friedrich, Assistant Labor Officer:

Incumbent, in the conduct of field surveillance, has primary responsibility over the prefectures of Nagano, Tochigi, Ibaraki, and Shizuoka. To accomplish the mission of the Labor Division, field surveillance will cover the following general areas of interest:

- (a) Labor Standards Law
- (b) Workmen's Compensation Insurance Law
- (c) Women's and Minors' Bureau
- (d) Employment and Unemployment
- (e) Labor Relations
- (f) Labor Education

He will have the responsibility of putting into operation such plans and programs as are devised by the Labor Division.

He will have primary supervision of two indigenous employees.

He will have the responsibility of preparing field surveillance reports and special reports, together with the responsibility of assisting in preparing the monthly activities report.

Mrs. Ida du Mars, Assistant Labor Officer:

Incumbent, in the conduct of field surveillance, has primary responsibility over the prefectures of Chiba, Gumma, Saitama, and Yamanashi. To accomplish the mission of the Labor Division, field surveillance will cover the following general areas of interest:

- (a) Labor Standards Law
- (b) Workmen's Compensation Insurance Law
- (c) Women's and Minors' Bureau
- (d) Employment and Unemployment
- (e) Labor Relations
- (f) Labor Education

She will have the responsibility of putting into operation such plans and programs as are devised by the Labor Division.

She will have primary supervision of two indigenous employees.

She will have the responsibility of preparing field surveillance reports and special reports, together with the responsibility of assisting in preparing the monthly activities report.

Mr. Chester Peck, Executive Assistant:

Incumbent will act as an executive assistant to the Chief, Labor Division.

He will keep the chief and the assistant labor officers informed concerning all important correspondence, news items, telephone calls, appointments, and meetings.

He will have charge of maintaining the office files and records.

He will compile and co-ordinate reports of a recurring nature, such as daily activities reports and monthly activities reports.

He will, on occasion, make such field trips as are required and specially directed by the Chief, Labor Division.

He will have supervision of approximately two indigenous employees who will assist him in conducting his work.

2. Indigenous Personnel:

The two assistant labor officers and the executive assistant will each have two indigenous employees assigned to them as assistants. Indigenous employees

in the technical advisory capacity will advise staff members on the following matters:

- a. Japanese laws, ordinances, etc.
- b. Problems arising in labor and industrial relations.
- c. Evaluation of programs of labor education.
- d. General trends in labor.

Technical assistants will keep staff members informed by reading material such as labor publications, pertinent news items, all laws and ordinances which refer to labor. In conjunction with staff members, they will study selected trade union agreements and union constitutions with a view toward their improvement. They will also serve as interpreters and assistants for staff members on field trips and will assist in preparing labor educational programs.

Due to a paucity of available talent, it is expected that, as the occasion arises, indigenous personnel in the interpreter-translator category will be requisitioned, with the expectation that through demonstrated initiative and ability they may be promoted to a technical advisory position.

3. Surveillance Procedures:

Standard practice will be to contact Japanese officials regarding all matters involving prefectural responsibility, contact to be made through KCAR Liaison Office. With regard to surveillance involving non-governmental personnel or organizations, prefectural officials will be informed as a courtesy, even though their participation may not be required. Insofar as possible, invitations to participate in programs and activities of major importance will be accepted. During field trips, all personnel will take advantage of the opportunity to obtain information regarding activities, trends, and problems in all areas of surveillance responsibility, even though these may not be included in the specific purposes of the trip. In this respect, particular attention will be given to the progress of labor education. Social activities which impose a burden on official organs, private organizations, or individual Japanese will be avoided. Labor Division personnel will conduct themselves in a manner which will enhance the prestige of KCAR.

4. Reports:

Reports of surveillance trips will be completed and submitted to the Chief, Labor Division, on the day following return from the field. Reports will be in the form of a memo for record and will embody all pertinent data: location, date, duration of inspection or conference, personnel or organizations involved, subjects discussed, suggestions or recommendations made, and results achieved. Monthly activities reports will be compiled by assistant labor officers and submitted to the division chief in draft form. A monthly report giving an overall picture of the current labor situation in each prefecture will be submitted by prefectural authorities in accordance with the following schedule:

- a. Types and trends of disputes and strikes.
- b. Trends in labor standards.
- c. Trends in labor relations.

- d. Weaknesses or evidences of retrogression.
- e. Status of unemployment insurance collection.
- f. Emergence of new ideas and practices in union organization and activities.
- g. Statistical information sufficient to clarify trends, problems, etc. that are reported.

5. Files:

Files will be maintained in such a manner as to serve as a ready reference for all personnel. Copies of memos for record and daily activities reports will be filed.

6. Charts, Graphs, etc.:

Charts, graphs, and maps will be maintained to the extent that they serve a useful purpose in the fulfillment of the division's mission.

7. Labor Education Materials:

A master file of labor education materials will be maintained for use by all personnel. Additional copies of such materials will be made available for loan to interested Japanese agencies and individuals.

8. Office Standards:

The appearance of the office will at all times be orderly and tidy. The conduct and attire of all personnel will be such as to inspire confidence and respect.

9. General Regulations:

Office hours will be adhered to both in the headquarters and in the field. Time off will be granted upon request to the Chief, Labor Division. Grievance and friction among personnel will avoided.

LABOR REQUISITION FOR ALLIED COMMISSIONS AND DELEGATIONS

Date _____

TO: HEADQUARTERS COMMANDANT, GENERAL HEADQUARTERS, UNITED STATES
ARMY FORCES, PACIFIC

Labor as listed below is required on _____
(time and date wanted)

for the following project _____
(brief description of job)

and will report to _____
(officer in charge) (name of place)

Moreover, each of the aforementioned is responsible for receiving telephone reports of serious labor disturbances, disputes, strikes, and subsequent ~~developments from the ten labor policy sections in the Kanto Region.~~ These reports must be ^(Japanese address)scrutinized for reasonable completeness and accuracy and prepared in acceptable form. This information is then telephoned to the Econ Div Hq CA Sec by ^{the} chief clerk of the labor division.

NUMBER REQUIRED

TYPE OF WORK

Probable duration of job _____

Signature _____ Using Unit _____

Address _____ Phone No. _____

Hidenobu Osaji - (Int/trans)

Translates all incoming Japanese material. Serves in the same capacity as the others when necessary.

Note: *Submit in triplicate*

Incl 2

Minoru Keyayashi
Masayoshi Murekami
Tsuyoshi Miyazawa
Bentetsu Kikuchi

*Submitted to Mr
Kemake 20 Mar*

These men are used by the Chief of the Labor Division and his ~~xxx~~ assistants as interpreters and advisors in the ~~the~~ field and in the office. They alternate in accompanying the Chief and the assistants on field trips, and upon returning ~~xxx~~ they are responsible for submitting a draft report of field trip. (The submission of these draft reports is an excellent device for spreading the labor Officer's time over a larger area of activity than would be possible if the labor officer had to take time out to accurately ~~ix~~ report in memorandum ~~form~~ form the activities in which he has been engaged.) ~~At~~ These men are also required, ~~xxxxxxx~~ from time to time in accordance with the needs at hand, to translate programs, articles, news items, court decisions from Japanese to English and from English to Japanese. From time to time ~~ing~~ these men are assigned to attend meetings being conducted within the Kanto Region by DAC personnel from other headquarters such as the Labor Division, ESS, SCAP. In connection with all of the aforesaid duties each advisor is responsible for keeping himself well-informed in the field of work to which he has been assigned. He is ~~xxxx~~ responsible for a working knowledge of the Japanese Labor ~~xxxx~~ Laws and trends in the field of labor management relations.

Foreign Nationals

Mr. George Miki

Exercises general supervision over indigenous personnel. Accompany^{ies} Chief of Labor Division and assistant~~s~~ labor officers on field trips and is responsible for preparation and for submission of a draft report on field trip. Interviews visitors when the nature of their business is to report only. In the event visitors seek advice he prepares a synopsis of their problem for presentation to the labor officer. This device has been found to save the labor officer considerable time. Very often because of the pressure of work he delegates the last two responsibilities to indigenous personnel..

Japanese Nationals (Advisors)

Hiro Mukai

Principal duty is drafting of labor education programs as outlined by the Chief of the division. This entails compilation of extracts from labor literature from English-speaking sources and from Japanese sources. Mr. Mukai is also used as an advisor and interpreter in the field and in the office as the occasion requires.

~~XXXXXXXXXXXXXXXXXXXX~~

Hedenbu Osaji - Interpreter-
Translator

Principal duty is in translating all in-
~~coming~~
coming Japanese material of interest to the
Labor Division. Serves in the same capacity
as the others when necessary.

File

Duties and Responsibilities (Continued)

Percentage of Time on Each Task

--	--

6. Recommended salary: **35,500**

7. Extenuating circumstances, if any, justifying salary Incumbent's actual work performance since he was initially classified proves conclusively that he was underrated. Salary increase from 7,550 to 8,500 will place employee in same wage bracket as other advisors in the Division.

8. Individual, if any, recommended for this position

Name **KIKUCHI, Santetsu** Address **#207, Hinatawada, One-nachi, Nishitama-gun, Tokyo-to**

9. Education: Name of College	Degree or Degrees	Dates attending
Tokyo University Graduate Course of Tokyo Univ.	Bachelor of Arts	Apr 1940 - Sept 1942 Oct 1942 - Sept 1944

10. Work Experience (Prior to Occupation by Allied Forces)			
Title of position	Name of Employer	Address of Employer	Salary
Managing director	Yamagata Mechanical Science Co. Ltd.	#1, 1-chome, Jindo-cho, Kanda, Chiyoda-ku, Tokyo-to.	310,000

11. Work Experience (During Occupation by Allied Forces)			
Title of position	Name of Employer	Address of Employer	Salary
Advisor	Kanto Civil Affairs Region	Mitsubishi Baka #11, Marunouchi, Chiyoda-ku, Tokyo-to.	37,550

12. Reason for leaving positions in #11

Still in service

<p>13. For further information, contact:</p> <p><i>Master: Camacho</i> (Name, Title, Telephone) Martin Y. Camacho, SAC Chief, Labor Relations Division, KAGAR Tel. 26-6850, 26-8649.</p>	<p>14. Approved by: (Signature and Title)</p> <p>GEO. B. WILLOCK Jr. Major, Inf Deputy Chief Tel. 26-7506</p>
---	--

Request No. Japanese National, Personnel Action Request Date of Request Advisor Technical and Professional Expert	
1. Name of Requesting Unit Kanto Civil Affairs Region 26-7506 Phone No.	2. Address Mitsubishi Bldg #11, Marunouchi, Chiyoda-ku, Tokyo-to.
3. Officer in Charge Col. Frank A. Hollingshead	4. Position Requested Advisor - (Technical Assistant)
5. Duties and Responsibilities (Explain in Detail)	Percentage of time on each task
Incumbent will work directly under the supervision and direction of the labor officer to whom he has been assigned. He will accompany the labor officer in the performance of the latter's mission acting as advisor, interpreter, and translator in accordance with the exigencies of the matters at hand. He will keep himself informed of the background and trends in the labor movement in Japan so as to better advise the labor officer of the best approach to be made in advancing the mission of the Labor Division; and with a view toward this improvement he will review trade agreements and union constitutions under the supervision and direction of the labor officers. He will be required to make draft report of field trips for the labor officer. He will assist in the maintenance of the office files.	100%

File copy

Duties and Responsibilities (Continued)

Percentage of Time on Each Task

6. Recommended Salary: ¥9,600

7. Extenuating circumstances, if any, justifying salary Incumbent's actual work performance since he was initially classified previously that he was underrated. Salary increase from 7550 to 9600 will place employee in same wage bracket as other advisors in the Division.

8. Individual, if any recommended for this position

Name KIKUCHI, Bantetsu Address #207, Hinatawada, Ome-machi, Nishitama-gun, Tokyo
 Last First

9. Education: Name of College Degree or Degrees Dates attending
 Tokyo University Bachelor of Arts Apr 1940--Sept 1942
 Graduate Course of Tokyo Univ Oct 1942--Sept 1944

10. Work Experience (Prior to Occupation by Allied Forces)
 Title of position Name of Employer Address of Employer Salary
 Managing director Yamagata Mechanical Science Co.Ltd. #1, 1-chome, Jinbo-cho, Kanda, Chiyoda-ku, Tokyo-To ¥10,000

11. Work Experience (During Occupation by Allied Forces)
 Title of position Name of Employer Address of Employer Salary
 Advisor Kanto Civil Affairs Region Mitsubishi, Naka #11, Marunouchi, Chiyoda-ku, Tokyo-To ¥7550

12. Reason for leaving positions in #11
 Still in service.

13. For further information, contact: (Name, Title, Telephone)
Martin I. Camacho
 Martin I. Camacho, DAC
 Chief, Labor Relations Division,
 KCAR Tel. 26-6850, 8649

14. Approved by: (Signature and Title)
 GEORGE E. WIBLOCK JR
 Maj Inf
 Deputy Chief, KCAR, Tel. 26-7306

Submitted to Admin Sec 7 Oct 50

File copy

Duties and Responsibilities (Continued) Percentage of Time on Each Task

6. Recommended Salary: ¥9,600

7. Extenuating circumstances, if any, justifying salary
Incumbent's actual work performance since he was initially classified ~~proved~~ ^{proved} inclusively that he was underrated. Salary increase from 7550 to 9600 will place employee in same wage bracket as other advisors in the Division.

8. Individual, if any recommended for this position

Name KIKUCHI, Bantetsu Address #207, Hinatawada, Ome-machi, Nishitama-gun, Tokyo

Last First

9. Education: Name of College	Degree or Degrees	Dates attending
Tokyo University	Bachelor of Arts	Apr 1940--Sept 1942
Graduate Course of Tokyo Univ		Oct 1942--Sept 1944

10. Work Experience (Prior to Occupation by Allied Forces)

Title of position	Name of Employer	Address of Employer	Salary
Managing director	Yamagata Mechanical Science Co.Ltd.	#1,1-chome, Jinbo-cho, Kanda, Chiyoda-ku, Tokyo-To	¥10,000

11. Work Experience (During Occupation by Allied Forces)

Title of position	Name of Employer	Address of Employer	Salary
Advisor	Kanto Civil Affairs Region	Mitsubishi, Wake #11, Marunouchi, Chiyoda-ku, Tokyo-To	¥7550

12. Reason for leaving positions in #11

Still in service.

13. For further information, contact:
(Name, Title, Telephone)

Martin T. Camacho
Martin T. Camacho, DAC
Chief, Labor Relations Division,
KCAR Tel. 26-6850, 8649

14. Approved by: (Signature and Title)

GEORGE B. NIBLOCK JR
Maj Inf
Deputy Chief, KCAR, Tel. 26-7506

Submitted to Adam Sec 7 26 50

Request No. Japanese National, Personnel Action Request Date of Request
 Advisor Technical and Professional Expert

1. Name of Requesting Unit Kanto Civil Affairs Region Tel. 26-7506	2. Address Mitsubishi Naka #11 Marunouchi, Chiyoda-ku.
3. Officer in Charge Col. Frank A. Hollingshead	4. Position Requested Advisor-(Technical Assistant)
5. Duties and Responsibilities (Explain in Detail)	Percentage of time on each task

Insubent will work directly under the supervision and direction of the labor officer to whom he has been assigned. He will accompany the labor officer in the performance of the latter's mission acting as adviser, interpreter, and translator in accordance with the exigencies of the matters at hand. He will keep himself informed of the background and trends in the labor movement in Japan so as to better advise the labor officer of the best approach to be made in advancing the mission of the Labor Division; and with a view toward this improvement he will review trade agreements and union constitutions under the supervision and direction of the Labor officers. He will be required to make draft report of field trips for the labor officer. He will assist in the maintenance of the office files.

100%

File

SUBJECT: Recommendation for Language Differentials
 TO: Tokyo -To Labor Bureau
 THRU: CAMP Tokyo Liaison Office, APO 500

Date ~~6 February 1950~~

Unit	Unit or Installation and its Recommending Officer		
Kanto Civil Affairs Region	GEORGE B. HIBLOCK JR Maj Int		
Person Recommended	Present Position		
Hiroo Mukai	Deputy Chief		
Job Title & Job Description (explain in detail)			
<p>Technical Advisor</p> <p>Incumbent will work directly under the supervision and direction of the labor officer to whom he has been assigned. He will accompany the labor officer in the performance of the latter's mission, acting as advisor, interpreter and translator in accordance with the exigencies of the matter at hand. He will keep himself informed as to the background and trends in the labor movement in Japan so as to better advise the labor officer as to the best approach to be made in advancing the mission of the Labor Division.</p> <p>With a view toward this improvement he will review trade agreements and union constitutions under the supervision and direction of the labor officer. He will be required to make draft reports of field trips for the labor officer.</p> <p>He will assist in the maintenance of the labor files.</p>			
Amount of Foreign Language Used			
100%			
Language Proficiency			
Translation Ability		Conversation Ability	
Tr. Into Foreign Lang.	Tr. Into Japanese	Foreign Lang.	Japanese
* 10	* 10	* 10	* 10
Diligence towards work			
* 10			
Additional Technical Aptitude, if any (i. e. Typing etc.)			
* Typing			
Remarks			

- Note: 1. For each of the items marked *, grade the person's proficiency (the possible maximum is 10 points).
 2. Amount of Foreign Language used is to be shown with percentage (the possible maximum is 100 %).

3 Sep

Person entitled to lang diff.

Date 15 December 1949

SUBJECT: Recommendation for Language Differentials
 TO: Tokyo -To Labor Bureau
 THRU: CAMP Tokyo Liaison Office, APO 500

Unit	Unit or Installation and its Recommending Officer
Kanto Civil Affairs Region	GEORGE B. NIBLOCK JR Maj Deputy Chief Inf
Person Recommended	Present Base: <i>NAJ</i>

Job Title & Job Description (explain in detail)

Incumbent will work directly under the supervision and direction of the labor officer to whom he has been assigned. He will accompany the labor officer in the performance of the latter's mission acting as adviser, interpreter, and translator in accordance with the exigencies of the matters at hand. He will keep himself informed of the background and trends in the labor movement in Japan so as to better advise the labor officer of the best approach to be made in advancing the mission of the Labor Division; and with a view toward this improvement he will review trade agreements and union constitutions under the supervision and direction of the labor officers. He will be required to make draft report of field trips for the labor officer. He will assist in the maintenance of the office files.

He will accompany the labor officer as an interpreter on field trips and in the office in the matter of advancing the mission of the Labor Division. He will be required to translate assigned documents from Japanese to English and vice versa. He will assist in the maintenance of the office files.

Amount of Foreign Language Used

0-100%?

Language Proficiency

Translation Ability		Conversation Ability	
Tr. Into Foreign Lang.	Tr. Into Japanese	Foreign Lang.	Japanese
*	*	*	*

Diligence towards work

*

Additional Technical Aptitude, if any (i. e. Typing etc.)

*

Remarks

- Note: 1. For each of the items marked *, grade the person's proficiency (the possible maximum is 10 points).
 2. Amount of Foreign Language used is to be shown with percentage (the possible maximum is 100 %).

*in trip
5 days
in trip
1 day*

23 Dec

A definite program with particular emphasis on labor education, will be ^{and/or labor-management relations} inaugurated. The success of these programs will be initiated from time to time, and since some of the Japanese were specialists depend in great part on the insight and appreciation of Japanese thinking and experience in the particular field of labor education and/or labor management relations in which the Labor Relations Division personnel is engaged. To obtain ~~that~~ ^{the insight and appreciation requisite for the success of these programs} able him to fit into our scheme when it is ready for inauguration. The specific assignment of Japanese personnel to DACs has not and, in all probability, will of necessity require a good deal of research and advice ~~from~~ ^{from} the part of the Japanese personnel attached to the Division.

File under
S.O.P.

- Mr George Miki (F/N) (Exercises supervision over Japanese as directed by chief of Lab Div) (adviser)
- Mr Minoru Kobayashi (adviser)
- Mr Hiro Mukai (SL from 18 Nov 49) (adviser)

Above three used interchangeably by labor officer and his assistants on field trips and in the office.

Mr Hidenobu Osaji (Spec Int-Trans)

Serves as translator for all incoming Japanese reports, etc.

Mr Tsujoshi Miyazawa (adviser)

Mr Bantetsu Kikuchi (adviser)

Engaged in labor research under the direct supervision of the chief of the Labor Division. Japanese wage scales, working conditions, labor practices and underlying philosophies, etc, are noted and made readily available to the chief of the Division and his assistants so as to allow for more intelligent planning of everyday intercourse with the Japanese.

Mr Masayoshi Murakami (adviser)

Temporarily assisting in establishment and maintenance of Division files. In his spare time he, too, engages in labor research.

all serve as interpreters when the occasion demands

LABOR SECTION

KANTO CIVIL AFFAIRS REGION PROJECTED JTO

Designation	Present	Future
Technical labor adviser	None	3
Technical interpreter-translator	One vacancy	3
Typist	None	2

Justification: The duties of the Technical Labor Advisor will be to advise staff members on the following matters:

1. Japanese laws, ordinances, etc.
2. Problems arising in labor and industrial relations.
3. Evaluate programs on labor education.
4. General trends in labor.

He will keep staff members informed by reading selected material such as labor publications, pertinent news items, all laws and ordinances which reflect on labor. In conjunction with the staff officers, he will study selected trade union agreements and union constitutions with a view toward their improvement. He will also serve as an interpreter and assistant for staff members on field trips and assist in preparing labor educational programs. He will be a person of sufficient competency to make individual field trips without being accompanied by staff members.

Technical Interpreter-Translator: This person will serve as an interpreter on staff field trips and in the office. He on many occasions will act as a recorder of the proceedings at various conferences. He will translate from Japanese to English and vice-versa, newspaper articles, pamphlets, bulletins, and especially selected labor contracts and constitutions. The interpreter-translator will fit in nicely with the present program on case union studies inaugurated by the Kanto Region.

Typist: This person will do general typing of reports, records and other material. She will assist in maintaining files, answering telephone calls, etc.

At present the Labor Section lacks the above type of technical and advisory assistance. Interpreter service has been furnished at the prefectural team level while on field trips. This has been in many instances wholly inadequate because of the lack of familiarity of terms on the part of

prefestural team interpreters. The teams also have furnished translation service especially in the matter of translating union contracts and constitutions in connection with the Kante program on union case studies. The work load of the Region will increase and additional staff members are to be added in accordance with the civil affairs reorganization plan.

Labor Division
Economics Section, T.C.A.T.

- Mr Camacho - Chief of the Division, will have primary responsibility for Tokyo-Kanagawa area to accomplish the mission of the Labor Division, however, he will accompany his assistants in the field as often as possible and as often as necessary, especially on matters of labor education and labor relations. In addition to active participation in the labor program he will plan the programs and assist his assistants.
- Mr Friedrich - Responsible for Nagano, Tohigi, Ibaraki and Shizuoka prefectures.
- Mrs Dukars - Responsible for Chiba, Gunma, Saitama and Yamanashi Prefectures.
These two assistants will cover field surveillance in their respective areas principally on Labor Standards Law, Workmans Compensation Insurance Law, Women's and Minors Bureau, Employment and Unemployment, Labor Relations and Labor Education.
- Mr Peck - Field and Office Clerk and administrative Assistant. Correspondence, files, records, coordinate reports and general assistance of administrative nature. He will do field surveillance as directed by the Division Chief.

POSITION DESCRIPTION
(For information only)Regional Civil Affairs Team
Economics Section

T/O Position: Chief, Labor Division

Business Specialist

Duties and Responsibilities

Under the general supervision of the Chief, Economics Section, incumbent is responsible for surveillance of and reporting on all labor programs in the Kyushu Region.

Surveillance will cover the fourth largest region in Japan, comprised of seven prefectures and 2,228 surrounding islands with a population of 11,660,000 (14% of the total population of Japan). There exists in the Kyushu region a total of 3,809 unions having a membership of 982,144 workers, 43 Labor Administration Bureaus, 44 Labor Standards Offices and 59 Public Employment Security Offices which exert a direct influence on the progressive accomplishment of this surveillance.

Incumbent is responsible for complete surveillance, including evaluation of economic conditions as they affect established programs concerning labor activities, plans for continued surveillance over these programs, execution of surveillance plans by observation, conference and field inspections, and reporting on the progress made to his immediate supervisor. Surveillance will cover:

- a. The effective operation of the Trade Union Law, the Labor Relations Adjustment Law, the Public Corporations Labor Relations Law and the Mariner's Law.

b. The effective operation of the labor education program sponsored by the Labor Ministry to ensure the adequacy of instructions and lecturers and appropriateness of material, and the adequacy of supply and use of labor books, pamphlets, film strips and posters.

c. The effective operations of the Labor Standards Law to ensure proper functioning of the Labor Standards Office. Inspection programs to see that full compliance of the law is carried out; that employers correct violations; that restitution to workers is made of wages due; that willful violators and recalcitrant employers are prosecuted. Problems of forced labor, "child selling", safety and sanitation will be given special attention.

d. The effective operation of the Mariner's Law to ensure proper inspection programs to see that full compliance of the law is carried out and that violations of the law are prosecuted.

e. The effective operations of the Workmen's Accident Compensation Insurance Law to ensure that steps are taken in checking claims for benefit payments and in auditing employers' wage records in connection with premium payments.

f. The effective operation of Women's and Minors' Bureau to ensure that field representatives are operating effectively in promoting education regarding the Labor Standards Law and are actively working with women's sections of trade unions to assist women in participation in union affairs.

g. The effective operation of the unemployment security programs as delineated in the Employment Security Law, the Unemployment Insurance Law and the Emergency Unemployment Counter-Measures Law to

evaluate the difficulties and the progress of those programs and their administration.

Incumbent is required to observe, analyze and evaluate the progress of the labor programs as directed by higher headquarters, analyzing existing labor conditions as they affect established programs, and advising the Japanese on the procedures and corrective action to be taken in order to come within the provisions of SCAP directives and reporting to SCAP on the existing situation or problems and action taken. In his evaluation incumbent will utilize information acquired from Civilian Censorship Division, Counter Intelligence Corps and intelligence officers of tactical units.

In the plans outlined above, incumbent will provide for personal conferences or direct his assistants to confer periodically with all Japanese regional government offices concerned with labor programs, the prefectural governors and their staffs, and appropriate local governmental agencies, and representatives of private industrial concerns, labor unions and civic bodies. The conferences will be planned to determine the extent of the progress of specific labor programs and the understanding of the Japanese agencies and personnel as to SCAP directed programs, and to advise them on procedures to be followed or corrective action to be taken in order best to accomplish SCAP directives.

The planning mentioned above will be carefully made with scheduling prepared by the incumbent to maintain the maximum efficient utilization of available personnel in order to assure the most effective surveillance of all the labor programs, considering the importance of each

program nationally, and its relative importance to other economic programs within the Kyushu region, the amount of time that should be spent on each program in keeping with its importance in the economy in the region, the number of personnel available, the geographical area to be covered, method of travel and time required, groups or elements to be contacted, and the methods by which contact is accomplished and considering finally, the importance of labor problems that the Japanese bring to the regional team, and the amount of time that should be spent on these problems. Such planning requires a thorough familiarity of: all the labor programs and their importance within the region; the existing economy of the region, including the developed industries and their organization, the labor organization, the financial structure of the region and its relation with the national system; the organization of the regional, prefectural and local Japanese government agencies, boards, commissions, and committees, the organization of prefectural governments, the police systems, and the various responsibilities of these groups in respect to the labor programs.

Incumbent will be required to conduct periodic field inspections to insure that all labor programs are being effectively covered and that Japanese governmental labor agencies, private industries, labor unions, and interested individuals are cognizant of all phases of these economic programs and their responsibilities in connection thereto. Conferences will be held during these inspection trips with representatives of aforementioned groups as may be required.

The incumbent will report to his immediate superior as directed on

the surveillance conducted including field inspections made, conferences attended, observations and impressions on developments, trends, progress and specific problems in connection with assigned programs. In connection with this reporting, incumbent must exercise judgment in: determining the accuracy of information available; the origin of the information; dependability of the source; and the ability of the source to represent its group or the entire element of that particular labor phase of the region. The exercising of such judgment requires a thorough knowledge of the Japanese people, their habits and customs, the organizations within the region and their motives, methods and purposes. The incumbent must be watchful against well organized and strong minority groups that are apt to gain his attention, divert his efforts to wrong channels and cause him to misrepresent a particular problem, a particular program or the entire economic or social condition within the region.

He will be required from time to time to confer with SCAP personnel and representatives of other Civil Affairs teams for the purpose of gaining information and comparing conditions and methods in carrying out SCAP directed programs. He will confer and coordinate with other divisions and sections of his own region on the relation of labor programs to other economic programs.

He will inform the team commander of the actions of his section and will advise him on labor matters of the Kyushu Region.