DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. _____

i. I have made application to 2nd Transportation Medium Port for return of dependents in accordance with Eighth Army Circular No. 63, 1948, as amended.

j. Transportation of household goods (is) (is not) desired. (Authorized only on termination of contract.)

k. Transportation of private automobile (is) (is not) desired. (Authorized only on termination of contract.)

l. I (do) (do not) desire to travel by privately owned automobile from:

(_) (1) Home to port
(_) (2) Port to home

3. Upon my return I (do) (do not) desire shipment of privately owned automobile to Japan. I have not had prior government shipment of automobile and I agree to remain in the theater one (1) year after return.

4. I will report to your office on call for exit processing. I understand that my orders will be prepared and transportation arranged on the basis of the above information. I further understand that orders and transportation arrangements will not be changed after completion for my convenience.

SIGNATURE _____

PRINT NAME _____

GRADE _____ DATE _____

1st Ind

HEADQUARTERS _____ DATE _____

THRU:

TO : Commanding General, Eighth Army, APO 343
(Attn: Civilian Personnel Office)

1. Employee's services (will) (will not) be needed in his present position upon return from leave.

2. Replacement (is) (is not) desired.

3. Employee has an efficiency rating of _____

4. Final time report will accompany employee to your headquarters (on termination only)

5. Baggage will be inspected prior to departure from duty station.

6. Employee (does) (does not) have dependents in this theater.

7. Employee (has) (has not) been declared a Critical Technical Specialist.

_____
SIGNATURE OF OPERATING OFFICIAL

_____
DATE

This letter will be completed and submitted thru channels to reach Hq Eighth Army, APO 343, 30 days prior to desired departure date.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. _____

( ) (Cross out non-applicable words)
(_) (Check (_) if applicable)

SUBJECT: Request for Return to (U.S.) (Hawaii) for (Leave) (Termination)

THRU :

TO : Commanding General
Eighth Army APO 343
Attn: Civilian Personnel Office

1. I desire to return to (US) (Hawaii) for:

(_) a. __ days leave under the provisions of:

(_) (1) "Ordinary Leave Plan" which provides that leave will commence the date of departure from duty station.

(_) (2) "Sixty Day Leave Plan" which provides that leave will commence on the date of arrival at the Port of Debarkation. I (have) sixty (60) days annual leave accrued and have three (3) continuous years of service.

(_) (3) CPR 150.6 Reemployment Leave which provides that leave will commence upon arrival at place of residence. Eligible upon completion of employment agreement. Shipment of household goods and private automobile not authorized.

(_) b. Termination

(_) (1) Due to completion of employment agreement which will be completed on _____.

(_) (2) Under Executive Order 10,000.

2. The following information is furnished for use in arranging transportation by reason of termination or for leave purposes. Personnel returning to the ZI for leave will fill in applicable items.

(_) a. I was separated from military service in this theater and (did) (did not) receive payment for land travel. Place of induction or entry on active duty was _____

b. My point of hire was _____

c. My actual residence is _____
(Government transportation when furnished will not be authorized beyond this point or a place more distant from the port)

d. I desire to be returned to _____

e. I prefer (San Francisco) (Seattle) port of entry.

f. My address while on leave will be _____

g. I desire to depart on or about _____

h. The following dependents (will) (will not) accompany me:

* Name	Age	Birthday	Relationship

* (wife's maiden name if married in this theater)

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. _____

i. I have made application to 2nd Transportation Medium Port for return of dependents in accordance with Eighth Army Circular No. 63, 1948, as amended.

j. Transportation of household goods (is) (is not) desired. (Authorized only on termination of contract.)

k. Transportation of private automobile (is) (is not) desired. (Authorized only on termination of contract.)

l. I (do) (do not) desire to travel by privately owned automobile from:

(_) (1) Home to port
(_) (2) Port to home

3. Upon my return I (do) (do not) desire shipment of privately owned automobile to Japan. I have not had prior government shipment of automobile and I agree to remain in the theater one (1) year after return.

4. I will report to your office on call for exit processing. I understand that my orders will be prepared and transportation arranged on the basis of the above information. I further understand that orders and transportation arrangements will not be changed after completion for my convenience.

SIGNATURE _____

PRINT NAME _____

GRADE _____ DATE _____

1st Ind

HEADQUARTERS _____ DATE _____

THRU:

TO : Commanding General, Eighth Army, APO 343
(Attn: Civilian Personnel Office)

1. Employee's services (will) (will not) be needed in his present position upon return from leave.

2. Replacement (is) (is not) desired.

3. Employee has an efficiency rating of _____

4. Final time report will accompany employee to your headquarters (on termination only)

5. Baggage will be inspected prior to departure from duty station.

6. Employee (does) (does not) have dependents in this theater.

7. Employee (has) (has not) been declared a Critical Technical Specialist.

SIGNATURE OF OPERATING OFFICIAL

_____
DATE

This letter will be completed and submitted thru channels to reach Hq Eighth Army, APO 343, 30 days prior to desired departure date.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. _____

( ) (Cross out non-applicable words)
(_) (Check (_) if applicable)

SUBJECT: Request for Return to (U.S.) (Hawaii) for (Leave) (Termination)

THRU :

TO : Commanding General
Eighth Army APO 343
Attn: Civilian Personnel Office

1. I desire to return to (US) (Hawaii) for:

(_) a. __ days leave under the provisions of:

(_) (1) "Ordinary Leave Plan" which provides that leave will commence the date of departure from duty station.

(_) (2) "Sixty Day Leave Plan" which provides that leave will commence on the date of arrival at the Port of Debarkation. I (have) sixty (60) days annual leave accrued and have three (3) continuous years of service.

(_) (3) CPR 150.6 Reemployment Leave which provides that leave will commence upon arrival at place of residence. Eligible upon completion of employment agreement. Shipment of household goods and private automobile not authorized.

(_) b. Termination

(_) (1) Due to completion of employment agreement which will be completed on _____.

(_) (2) Under Executive Order 10,000.

2. The following information is furnished for use in arranging transportation by reason of termination or for leave purposes. Personnel returning to the ZI for leave will fill in applicable items.

(_) a. I was separated from military service in this theater and (did) (did not) receive payment for land travel. Place of induction or entry on active duty was _____

b. My point of hire was _____

c. My actual residence is _____
(Government transportation when furnished will not be authorized beyond this point or a place more distant from the port)

d. I desire to be returned to _____

e. I prefer (San Francisco) (Seattle) port of entry.

f. My address while on leave will be _____

g. I desire to depart on or about _____

h. The following dependents (will) (will not) accompany me:

* Name	Age	Birthday	Relationship

* (wife's maiden name if married in this theater)

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. _____

i. I have made application to 2nd Transportation Medium Port for return of dependents in accordance with Eighth Army Circular No. 63, 1948, as amended.

j. Transportation of household goods (is) (is not) desired. (Authorized only on termination of contract.)

k. Transportation of private automobile (is) (is not) desired. (Authorized only on termination of contract.)

l. I (do) (do not) desire to travel by privately owned automobile from:

(_) (1) Home to port
(_) (2) Port to home

3. Upon my return I (do) (do not) desire shipment of privately owned automobile to Japan. I have not had prior government shipment of automobile and I agree to remain in the theater one (1) year after return.

4. I will report to your office on call for exit processing. I understand that my orders will be prepared and transportation arranged on the basis of the above information. I further understand that orders and transportation arrangements will not be changed after completion for my convenience.

SIGNATURE _____

PRINT NAME _____

GRADE _____ DATE _____

1st Ind

HEADQUARTERS _____ DATE _____

THRU:

TO : Commanding General, Eighth Army, APO 343
(Attn: Civilian Personnel Office)

1. Employee's services (will) (will not) be needed in his present position upon return from leave.

2. Replacement (is) (is not) desired.

3. Employee has an efficiency rating of _____

4. Final time report will accompany employee to your headquarters (on termination only)

5. Baggage will be inspected prior to departure from duty station.

6. Employee (does) (does not) have dependents in this theater.

7. Employee (has) (has not) been declared a Critical Technical Specialist.

_____
SIGNATURE OF OPERATING OFFICIAL

_____
DATE

This letter will be completed and submitted thru channels to reach Hq Eighth Army, APO 343, 30 days prior to desired departure date.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. _____

( ) (Cross out non-applicable words)
(_) (Check (_) if applicable)

SUBJECT: Request for Return to (U.S.) (Hawaii) for (Leave) (Termination)

THRU :

TO : Commanding General
Eighth Army APO 343
Attn: Civilian Personnel Office

1. I desire to return to (US) (Hawaii) for:

(_) a. __ days leave under the provisions of:

(_) (1) "Ordinary Leave Plan" which provides that leave will commence the date of departure from duty station.

(_) (2) "Sixty Day Leave Plan" which provides that leave will commence on the date of arrival at the Port of Debarkation. I (have) sixty (60) days annual leave accrued and have three (3) continuous years of service.

(_) (3) CPR 150.6 Reemployment Leave which provides that leave will commence upon arrival at place of residence. Eligible upon completion of employment agreement. Shipment of household goods and private automobile not authorized.

(_) b. Termination

(_) (1) Due to completion of employment agreement which will be completed on _____.

(_) (2) Under Executive Order 10,000.

2. The following information is furnished for use in arranging transportation by reason of termination or for leave purposes. Personnel returning to the ZI for leave will fill in applicable items.

(_) a. I was separated from military service in this theater and (did) (did not) receive payment for land travel. Place of induction or entry on active duty was _____

b. My point of hire was _____

c. My actual residence is _____
(Government transportation when furnished will not be authorized beyond this point or a place more distant from the port)

d. I desire to be returned to _____

e. I prefer (San Francisco) (Seattle) port of entry.

f. My address while on leave will be _____

g. I desire to depart on or about _____

h. The following dependents (will) (will not) accompany me:

* Name	Age	Birthday	Relationship

* (wife's maiden name if married in this theater)

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. _____

i. I have made application to 2nd Transportation Medium Port for return of dependents in accordance with Eighth Army Circular No. 63, 1948, as amended.

j. Transportation of household goods (is) (is not) desired. (Authorized only on termination of contract.)

k. Transportation of private automobile (is) (is not) desired. (Authorized only on termination of contract.)

l. I (do) (do not) desire to travel by privately owned automobile from:

(_) (1) Home to port
(_) (2) Port to home

3. Upon my return I (do) (do not) desire shipment of privately owned automobile to Japan. I have not had prior government shipment of automobile and I agree to remain in the theater one (1) year after return.

4. I will report to your office on call for exit processing. I understand that my orders will be prepared and transportation arranged on the basis of the above information. I further understand that orders and transportation arrangements will not be changed after completion for my convenience.

SIGNATURE _____

PRINT NAME _____

GRADE _____ DATE _____

1st Ind

HEADQUARTERS _____ DATE _____

THRU:

TO : Commanding General, Eighth Army, APO 343
(Attn: Civilian Personnel Office)

1. Employee's services (will) (will not) be needed in his present position upon return from leave.

2. Replacement (is) (is not) desired.

3. Employee has an efficiency rating of _____

4. Final time report will accompany employee to your headquarters (on termination only)

5. Baggage will be inspected prior to departure from duty station.

6. Employee (does) (does not) have dependents in this theater.

7. Employee (has) (has not) been declared a Critical Technical Specialist.

SIGNATURE OF OPERATING OFFICIAL

_____
DATE

This letter will be completed and submitted thru channels to reach Hq Eighth Army, APO 343, 30 days prior to desired departure date.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO.

COPY

9A-17

CIVILIAN PERSONNEL SECTION
HEADQUARTERS EIGHTH ARMY
APO 343

AGCPH - 248

22 August 1949
Date

Subject: Transmittal of Checks

TO: Commanding Officer
Oita C.A. Team

1. Forwarded herewith are checks covering payment of civilian employees for pay period ending 6 August 1949.

2. Request all inclusures be withdrawn and receipt acknowledged by indorsement hereon.

/s/ Marie H. Stanton
/t/ MARIE H. STANTON
Certifying Officer

1 Incl
cks 59,557 to 59,558 and 59,560 to 59,562

1st Ind

Date

To: Civilian Personnel Section, Hqs. 8th Army, APO 343

Receipt acknowledged.

Name & Rank

Incl w/d

NOTICE: Regulations require that checks be acknowledged. Request compliance upon date of receipt. ANY changes in address that will help expedite checks would be greatly appreciated.

COPY

Standard Form No. 1135
Form prescribed by
Comptroller General, U. S.
June 28, 1946
General Regulations No. 102

File

PAYROLL No. 163
Sheet No. 1 of 1

TIME AND ATTENDANCE REPORT

A—Annual Leave
S—Sick Leave
O—Other Leave With Pay
W—Leave Without Pay
SUS—Suspension
AWL—Absence Without Leave
C—Compensatory Leave Taken
CT—Compensatory Time Worked
TS—Travel Status
HW—Holiday Work
ND—Night Differential Time
OT—Overtime Worked

NOTE.—Above code to be placed on second line of each daily block, below the hours on first line of same block, followed by employee's initials on third line.

Agency	Reporting Unit	Block	Tour of Duty	Pay Period No.
Eighth Army Civ Affairs Sec	Oita Civ Affairs Team	APO 24 Unit 2	8 hrs-Mon-Tues-Thurs-Fri; 4 hrs-Wed-Sat	7 Aug THRU: 20 Aug 49

	Name of Employee	First Week							Second Week							Hours in Pay Status				Comp. Time Wkd.	Time Absent				
		Sun. 7	Mon. 8	Tue. 9	Wed. 10	Thu. 11	Fri. 12	Sat. 13	Sun. 14	Mon. 15	Tue. 16	Wed. 17	Thu. 18	Fri. 19	Sat. 20	Kind	1st Week	2d Week	Pay Period Total		Ann.	Sick*	LWOP	Comp.	Other
1	Kessler, William C., Jr. BQ 1	DO	8AL SF-71	8AL	4AL SF-71	8AL SF-71	8AL	4AL SF-71	DO	8AL SF-71	8AL	4AL SF-71	8AL SF-71	8AL	4AL SF-71	Base	40	40	80		80				
2	Lain, Phyllis J. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
3	McNeely, Samuel S., Jr. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
4	Neary, Robert V. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
5	Osterdahl, Ethel V. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
6	Thomas, Helen S. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4AL SF-71	8AL	8AL SF-71	4AL SF71	Base	40	40	80		24				
7	Umphrey, Samuel B. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
8																Base									
9																Base									
10																Base									
11																Base									
12																Base									
	Totals																280	280	560		104				

REMARKS

Certified correct: Albert E Wakefield
ALBERT E WAKEFIELD, 1st Lt, INF — Oita 1
(Supervisor or timekeeper) (Telephone)

*I certify that this absence was due to illness which incapacitated me for duty

0186—FEC PRINTING PLANT—11/47—35M

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

DECLASSIFIED E.O. 12065 SECTION 3-402/NMDG NO. 770013

Name Kessler, William C. Date 3 June 49
(Print or type—Last, First, Middle Initial)

Organizational unit Oita Mil Govt Team

TYPE of LEAVE
- ☑ Annual
- ☐ Sick*
- ☐ Other (Specify)
- ☐ Without pay
- ☐ Compensatory

No. of hours 80 to begin 7 Aug 49 (Month, date, time) {a.m. To end 20 Aug 49 {p.m.

NOTE:—Annual leave authorized in excess of that to your credit will be charged to leave without pay.

* I certify that this absence was due to ☐ illness which incapacitated me for duty;

☐ medical, dental, or optical treatment by ..... (Name of practitioner)

(If absence was in excess of 3 days, obtain medical certificate or state, under "Remarks," why certificate was not obtained.)

Albert E Wakefield 1st Lt (Approving officer) William C Kessler Jr (Signature of employee)

S. F. NO. 71 (CSC)
October 1944

APPLICATION FOR LEAVE

Form approved.
Budget Bureau No. 50-R022.

DECLASSIFIED E.O. 12065 SECTION 3-402/NMDG NO. 170019

CERTIFICATE OF PHYSICIAN OR PRACTITIONER

I CERTIFY that ..... **was under my professional**

care from ..... **, 19** ..... **, thru** ..... **, 19** .....
(Month and day) **(Month and day)**

....
(Date) **(Signature)**

.....
(Address)

REMARKS:

0498—FEC Printing Plant—2/48—75M

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 770019

Name Thomas, Helen S. (Mrs.) Date 15 Aug 1949
(Print or type—Last, First, Middle Initial)

Organizational unit Oita Civil Affairs Team

TYPE of LEAVE
- XX Annual
- ☐ Sick*
- ☐ Other (Specify)
- ☐ Without pay
- ☐ Compensatory

No. of hours 24 to begin 17 Aug 1949 (Month, date, time) {a.m. ~~p.m.~~ To end 20 Aug 1949 {~~a.m.~~ p.m.

NOTE:—Annual leave authorized in excess of that to your credit will be charged to leave without pay.

* I certify that this absence was due to ☐ illness which incapacitated me for duty:

☐ medical, dental, or optical treatment by ..... (Name of practitioner)

(If absence was in excess of 3 days, obtain medical certificate or state, under "Remarks," why certificate was not obtained.)

Herbert E Wakefield 1st Lt. (Approving officer)

Helen S. Thomas (Signature of employee)

S. F. NO. 71 (CSC)
October 1944

APPLICATION FOR LEAVE

Form approved.
Budget Bureau No. 50-R022.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 770013

CERTIFICATE OF PHYSICIAN OR PRACTITIONER

I CERTIFY that ..... **was under my professional care from** ..... **, 19** ..... **, thru** ..... **, 19** .....
(Month and day) **(Month and day)**

....
(Date) **(Signature)**

.....
(Address)

REMARKS:

0498—FEC Printing Plant—2/48—75M

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 770919

COPY

CIVILIAN PERSONNEL SECTION
HEADQUARTERS EIGHTH ARMY
APO 343

9A-16

AGCPH - 248

4 August 1949

Subject: Transmittal of Checks

To: Commanding Officer
Oita Civil Affairs Team

1. Forwarded herewith are checks covering payment of civilian employees for pay period ending 23 July 1949.

2. Request all inclosures be withdrawn and receipt acknowledged by indorsement hereon.

/s/ Marie H. Stanton
/t/ MARIE H. STANTON
Certifying Officer

1 Incl
Cks 56,889 to 56,890 and 56,892 to 56,894

1st Ind

OITA CIVIL AFFAIRS TEAM, APO 24 Unit 2

9 August 1949

To: Civilian Personnel Section, Hqs. 8th Army, APO 343

Receipt acknowledged.
FOR THE COMMANDING OFFICER:

ALBERT E. WAKEFIELD
1st Lt, INF
Acting Adjutant

Incl w/d

NOTICE: Regulations require that checks be acknowledged. Request compliance upon date of receipt. ANY changes in address that will help expedite checks would be greatly appreciated.

97

DECLASSIFIED E.O. 12065 SECTION 3-402/NMDG NO. 170019

OITA CIVIL AFFAIRS TEAM
APO 24 UNIT 2

AEW/rs

11 August 1949

SUBJECT: Efficiency Rating Forms - Samuel S. McNeely and Ethel V. Osterdahl

TO: Chairman, Civilian Efficiency Rating Committee, Civil Affairs Section, Headquarters Eighth Army, APO 343

Completed Standard Forms No. 51 on Mr. Samuel S. McNeely and Miss Ethel V. Osterdahl are returned herewith.

FOR THE COMMANDING OFFICER:

ALBERT E. WAKEFIELD
1st Lt, INF
Acting Adutant

2 Incls:
1 - SF No. 51 for Mr McNeely (dup)
2 - SF No. 51 for Miss Osterdahl (dup)

96

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 770019

HEADQUARTERS EIGHTH ARMY
Civil Affairs Section
APO 343

28 JUL 1949

SUBJECT: Efficiency Rating Forms - Samuel S. McNeely Jr.
- Ethel V. Osterdahl

TO : Chief
Oita Civil Affairs Team
APO 24 Unit 2

1. Enclosed herewith are Standard Forms No. 51 to be completed in duplicate and in accordance with existing Civil Service Regulations. Instructions are attached for your information.

2. It is requested these forms be returned to Civilian Section. Headquarters Eighth Army at the earliest practicable date.

Richard A. Anderson
RICHARD A. ANDERSON
Chairman
Eff Rating Committee

4 - Incls:

1. SF No. 51's (2)
2. Instruc. Sheet (2)

"See Note D-2 of Instruc. Sheet"

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 770013

CIVILIAN PERSONNEL SECTION, HEADQUARTERS EIGHTH ARMY, APO 343

INSTRUCTION SHEET - EFFICIENCY RATINGS FOR GRADED EMPLOYEES

I

A. TYPES OF RATINGS

1. REGULAR RATINGS. Regular efficiency ratings will be given every employee six months from date of EOD or date of last position change and all employees as of 31 March, except when an employee has served less than six months in the position of current service, grade or class, as of that date.

a. FORMS. Forms will be prepared by Civilian Personnel Section, Headquarters Eighth Army, for each employee when a rating is due and will be forwarded to the operating unit for completion. Ratings will be prepared in duplicate on Standard Form No. 51 and will be returned to Civilian Personnel Section promptly.

b. RATING INSTRUCTIONS. A summary of rating and reviewing instructions is given below. For detailed information, including an explanation of each element on Standard Form No. 51, refer to the "Rating Officials Guide" booklet. Copies of this booklet have been furnished for each supervisor. Additional copies may be obtained from the Civilian Personnel Section, Headquarters Eighth Army on request.

c. RATING AND REVIEWING OFFICIALS. The Rating Official will be the employee's immediate supervisor. The Reviewing Official will be the supervisor highest in line of authority above the Rating Official who has personal knowledge of the general performance of the employee to be rated.

2. ENTRANCE RATINGS. The Civil Service rules concerning efficiency ratings have recently been changed to require a new kind of efficiency rating called an "ENTRANCE" rating. If an official rating for a graded job has not been given, the employee automatically has an "entrance" rating of "good". If an official rating has been given while serving in one job and the employee is then promoted, reassigned, or transferred, or changed to lower grade, the entrance rating in the new job will be the same as the last official rating in the old job, except that if the old rating was "unsatisfactory" the entrance rating will be "fair". Entrance ratings are official ratings and they are used to determine eligibility for periodic pay increases and retention credits in a reduction-in-force.

II

A. RATING OFFICIALS' INSTRUCTIONS.

1. You, as a supervisor, are required to evaluate the services of an employee for specified periods of time. Ratings should be based on performance in the position occupied. Your objective in rating is "How Well A Man Does A Job". The efficiency rating is not an evaluation of the employee, but of his work performance.

2. Since efficiency ratings are an important factor in the consideration of proposed personnel actions and are part of the permamemt records of employees, each employee should thoroughly understand his rating. In fact, the effectiveness of supervision and the success of the work program depend upon a thorough understanding between the supervisor and the employee concerning the

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 770013

duties assigned, the performance requirements, and methods of attaining the desired performance. Frank discussions on these subjects should be held whenever necessary in order to develop and maintain the efficiency of every member of a working unit; if this has not been done during the rating period, it may be done during the preparation of the rating, before the rating is submitted to the reviewing official, after the rating has been completed and passed upon by the reviewing official, or after it is approved by the efficiency rating committee. In any case, it should be done before the employee receives a cold, formal, unexplained notice of his rating.

B. RATING ELEMENTS.

1. The efficiency rating form is designed for rating a considerable variety of positions in the Federal service. Accordingly, no job will require rating on all elements. The particular points on which the employee is rated, are those which are REQUIREMENTS OF THE POSITION HE FILLS.

2. The items stamped in red have been selected by the Efficiency Rating Committee as the elements usually pertinent to respective positions. Out of these pertinent elements you are to select those which are ESPECIALLY IMPORTANT in the particular job you are rating. UNDERLINE THESE ESPECIALLY IMPORTANT ELEMENTS. At least one-third (1/3) of the pertinent elements must be UNDERLINED, to afford an adequate basis for applying the standard at the bottom of the Standard Form No. 51.

3. If the selected elements do not cover the position which you are rating, or if you disagree with the choice of elements, you may add or change as many as you desire and explain the reason for deviation on the reverse of the efficiency rating form.

C. RECORDING OF EVALUATION.

1. THE RATING MARKS are plus (+), check (✓), or minus (-).

A. If the employee's performance in the particular element being rated is that which would reasonably be required, mark with a check indicating adequate performance.

B. If the employee's performance is distinctly better than that which should be reasonably required in that particular element, mark with a plus, indicating outstanding performance.

C. If the employee's performance is below that which should be reasonably required in that particular element, mark with a minus, indicating weak performance.

D. NOTE, THE WORD "REASONABLY" IS YOUR KEY.

2. "To assure a full and mutual understanding of each employee's relative proficiency in terms of the requirements of his official position, the rating official will discuss performance in terms of the element pattern fully and frankly with each employee, except where an employee may be on extended leave or travel status throughout the period in which the rating must be prepared". (CPR 95.1-2) As verification of compliance with this regulatory requirement, THE EMPLOYEE'S SIGNATURE AND DATE OF INTERVIEW WILL APPEAR ON THE REVERSE SIDE OF THE SF-51, INDICATING THAT EFFICIENCY RATING HAS BEEN DISCUSSED, OR, IN THE

NOTE

NOTE

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 770013

EVENT THE EMPLOYEE IS ON LEAVE STATUS, THE RATING OFFICIAL WILL SO INDICATE ON REVERSE SIDE OF SF-51.

3. Apply the standard at the bottom of Standard Form No. 51, which determines adjective ratings. Insert adjective rating in space designated "Rating Official".

4. IF THE ADJECTIVE RATING IS "FAIR" OR "UNSATISFACTORY", REFER TO THE PARAGRAPH ON "FAIR OR UNSATISFACTORY RATINGS", IN PART IV-A OF THESE INSTRUCTIONS.

5. Sign your name, insert your title, and date the rating in the space provided at the bottom of the form.

6. Refer the rating to the Reviewing Official.

III

A. REVIEWING OFFICIAL'S INSTRUCTIONS.

1. As reviewing official, it is your responsibility to see that the ratings given employees under your supervision are just and equitable.

2. Discussion of Rating Process. Wherever possible, the elements involved in the ratings should be discussed with the rating officials prior to preparation of the forms to insure a more uniform conception of the rating standards. "The Rating Officials Guide" booklet, may be used, as a basis for these discussions.

3. Consideration of Rating. After receiving the rating forms from the rating official, examine them by grade and class using the following check list taken from Chapter E1-17 of the Federal Personnel Manual:

A. Has the space at the top of the form been checked to show whether the rating is regular?

B. Do the dates filled in at the top of the form show the exact period of time considered in the rating?

C. Do the classification symbols and office designation show the employee's current status?

D. Has the block on the right-hand side of the form been checked to indicate whether the position of the employee is or is not of an administrative, supervisory, or planning nature?

E. Have all the especially important elements in the position been underlined?

F. Has the administrative, supervisory, or planning employee been rated on all elements pertinent to his position whether in italics or not?

G. Has the "all others" employee been rated on all pertinent elements not in italics?

H. Has the question in element 13, "Is mark based on production records?" been answered with "Yes" or "No"?

DECLASSIFIED E.O. 12065 SECTION 3-402/NMDG NO. 170013

IV

A. FAIR AND UNSATISFACTORY EFFICIENCY RATINGS.

1. Whenever a supervisor (rating official) determines that an employee's performance is properly rated as Fair or Unsatisfactory, he will prepare a letter to the employee, showing specifically:

a. How his performance fails to meet standards
b. How he might improve
c. That he has the opportunity to bring about such improvement
d. That he will receive a Fair or Unsatisfactory rating if his performance does not improve to meet the required standards.

The letter, in duplicate, will be submitted to the reviewing official for review and approval. If approved, the original of the letter will be given to the employee; the copy will be forwarded to the Civilian Personnel Section. No Fair or Unsatisfactory efficiency rating should be processed to final approval or recognized as an official rating by any rating official, reviewing official or efficiency rating committee unless there is substantial evidence that the employee concerned was given a warning by the supervisor IN LETTER FORM at least three months and not more than six months in advance, unless person falls in category of 4 or below.

2. Subsequently, on receipt of SF 51 from Civilian Personnel Section, the employee's work performance will be evaluated and SF 51 will be completed. If it is determined that the actual rating as reflected upon completion of the efficiency rating form is Fair or Unsatisfactory, the warning letter previously issued the employee will constitute authority for the official rating. Upon receipt, the Civilian Personnel Section will attach the 201 file copy of the warning letter to the efficiency rating form and forward to Efficiency Rating Committee for final approval.

3. For efficiency ratings due during March, April or May 1949, it will be necessary to issue the warning letter upon receipt of this procedure, and a copy of the letter along with both copies of SF 51 will be forwarded to Civilian Personnel Section to be held in abeyance until the 90-day period has expired, or one month period as in paragraph 4 below. The Civilian Personnel Section will then send back both copies of the completed rating of Fair or Unsatisfactory along with two additional blank copies of SF 51 in order for the rating official to re-rate subject employee for the entire period including warning time. If the efficiency rating stands as a Fair or Unsatisfactory, the new rating will be forwarded to the Civilian Personnel Section and referred to the Efficiency Rating Committee for final decision.

4. In cases where a shorter period than three months is determined by the rating official to be sufficient to demonstrate improvement in work performance, the period between the warning and the Fair or Unsatisfactory rating may be less than three months, but in no case less than one month.

5. The following or similar statement of warning interview must be attached to all Fair or Unsatisfactory ratings at the time of submission to Civilian Personnel Section for efficiency rating action:

An interview was held on (date) with (name of employee) to discuss weaknesses in (his or her) work performance and to suggest means of improvement.

DECLASSIFIED E.O. 12065 SECTION 3-402/NMDG NO. 170013

(He or she) was informed that failure to show satisfactory improvement within (three months) (one month) from this date would result in a (Fair)(Unsatisfactory) efficiency rating.

Supervisor's Signature and Title

Employee's Signature

6. Whenever a favorable certificate of satisfactory service and conduct for periodic within-grade salary advancement is issued for an employee who previously has been given the warning, such certificate in effect cancels the warning, and no Fair or Unsatisfactory rating shall be assigned in connection with such warning.

DECLASSIFIED E.O. 12065 SECTION 3-402/NMDG NO. 170013

Name Kessler, William C. Date 3 June 49
(Print or type—Last, First, Middle Initial)

Organizational unit Oita Mil Govt Team

TYPE of LEAVE
- ☐ Annual
- ☐ Sick*
- ☐ Other (Specify)
- ☑ Without pay
- ☐ Compensatory

No. of hours 80 to begin 24 July 49 (Month, date, time) {a.m. ~~p.m.~~ To end 6 Aug 49 {a.m. ~~p.m.~~

NOTE:—Annual leave authorized in excess of that to your credit will be charged to leave without pay.

* I certify that this absence was due to ☐ illness which incapacitated me for duty:

☐ medical, dental, or optical treatment by .....
(Name of practitioner)

(If absence was in excess of 3 days, obtain medical certificate or state, under "Remarks," why certificate was not obtained.)

Albert E Wakefield 1st Lt. (Approving officer) William C. Kessler Jr. (Signature of employee)

S. F. NO. 71 (CSC)
October 1944

APPLICATION FOR LEAVE

Form approved.
Budget Bureau No. 50-R022.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 170013

CERTIFICATE OF PHYSICIAN OR PRACTITIONER

I CERTIFY that ..... **was under my professional**

care from ..... **, 19** ..... **, thru** ..... **, 19** .....
(Month and day) **(Month and day)**

....
(Date) **(Signature)**

.....
(Address)

REMARKS:

0498—FEC Printing Plant—2/48—75M

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 170013

Name Lain, Phyllis J. Date 6 Aug 1949
(Print or type—Last, First, Middle Initial)

Organizational unit Oita Civil Affairs Team

TYPE of LEAVE
- ☐ Annual
- ☒ Sick*
- ☐ Other (Specify)
- ☐ Without pay
- ☐ Compensatory

No. of hours 8 to begin 25 July 49 (Month, date, time) {a.m. p.m. To end 25 July 49 {a.m. p.m.

NOTE: Annual leave authorized in excess of that to your credit will be charged to leave without pay.

* I certify that this absence was due to ☐ illness which incapacitated me for duty:

☐ medical, dental, or optical treatment by (Name of practitioner)

(If absence was in excess of 3 days, obtain medical certificate or state, under "Remarks," why certificate was not obtained.)

Robert E Wakefield 1st Lt. (Approving officer) Phyllis J. Lain (Signature of employee)

S. F. NO. 71 (CSC)
October 1944

APPLICATION FOR LEAVE

Form approved.
Budget Bureau No. 50-R022.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 179013

CERTIFICATE OF PHYSICIAN OR PRACTITIONER

I CERTIFY that ..... **was under my professional**

care from ..... **, 19** ..... **, thru** ..... **, 19** .....
(Month and day) **(Month and day)**

.....
(Date) **(Signature)**

.....
(Address)

REMARKS:

0498—FEC Printing Plant—2/48—75M

Standard Form No. 1135
Form prescribed by
Comptroller General, U. S.
June 28, 1946
General Regulations No. 102

PAYROLL No. 163
Sheet No. 1 of 1

TIME AND ATTENDANCE REPORT

A—Annual Leave
S—Sick Leave
O—Other Leave With Pay
W—Leave Without Pay
SUS—Suspension
AWL—Absence Without Leave
C—Compensatory Leave Taken
CT—Compensatory Time Worked
TS—Travel Status
HW—Holiday Work
ND—Night Differential Time
OT—Overtime Worked

NOTE.—Above code to be placed on second line of each daily block, below the hours on first line of same block, followed by employee's initials on third line.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO.

Agency: Eighth Army Civ Affairs Sec
Reporting Unit: Oita Civ Affairs Team
Block: APO 24 Unit 2
Tour of Duty: 8 hrs-Mon-Tues-Thurs-Fri;4 hrs-Wed-Sat
Pay Period No. 24 Jul THRU: 6 Aug 49

	Name of Employee	First Week Sun. 24	Mon. 25	Tue. 26	Wed. 27	Thu. 28	Fri. 29	Sat. 30	Second Week Sun. 31	Mon. 1	Tue. 2	Wed. 3	Thu. 4	Fri. 5	Sat. 6	Hours in Pay Status: Kind	1st Week	2d Week	Pay Period Total	Comp. Time Wkd.	Time Absent: Ann.	Sick*	LWOP	Comp.	Other
1	Kessler,	DO							DO							Base									
	William C., Jr.		8W	8W	4W	8W	8W	4W		8W	8W	4W	8W	8W	4W		40	40	80				80		
	BQ 1		SF-71	SF-71		SF-71	SF-71			SF-71	SF-71		SF-71	SF-71											
2	Lain, Phyllis J.	DO		8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
			BSL																			8			
	BQ 1		SF-71																						
3	McNeely, Samuel S., Jr. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
4	Neary, Robert V. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
5	Osterdahl, Ethel V. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
6	Thomas, Helen S. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
7	Umphrey, Samuel B. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
8																Base									
9																Base									
10																Base									
11																Base									
12																Base									
	Totals																280	280	560			8	80		

REMARKS

Certified correct: Albert E. Wakefield
ALBERT E. WAKEFIELD, 1st Lt, INF (Supervisor or timekeeper) Oita 1 (Telephone)

*I certify that this absence was due to illness which incapacitated me for duty

0186—FEC PRINTING PLANT—11/47—35 M

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 770013

OTTA CIVIL AFFAIRS TEAM
APO 24 UNIT 2

5 August 1949

SUBJECT: Missing Civilian Pay Check

TO: Chief, Civilian Personnel Section, Eighth Army, APO 343

1. Request stop payment of civilian pay check for the period 3 April through 16 April 1949 and issuance of substitute. Number of check is unknown as neither check nor letter of transmittal was received at this Headquarters.

2. Certificate setting forth results of check made with postal authorities is attached.

SAMUEL S. McNEELY, JR.
DAC, CAP-11

DECLASSIFIED E.O. 12065 SECTION 3-402/NMDG NO. 170013

OITA CIVIL AFFAIRS TEAM
APO 24 UNIT 2

6 August 1949

C-E-R-T-I-F-I-C-A-T-E

Post Office APO 24 Unit 2 was notified of non-receipt of check and request was made for tracing of said check. As of 6 August 1949 missing check has not been located.

SAMUEL S. McNEELY, JR.
DAC, CAF-11

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 170019

BASIC: Ltr fr Civil Affairs Team, Oita, APO 24 Unit 2, dtd 1 July 1949
Subj: Missing Civilian Pay Checks

1003-80

HEADQUARTERS, 179TH FINANCE DISBURSING SECTION, Office of the Finance Officer, APO 503, 7 July 1949

TO: Chief, Civilian Personnel Section, Eighth Army, APO 343

Forwarded as a matter pertaining to your office.

1 Incl:
n/c

WM. A. SARCANDER
Lt Col, FD
Finance Officer

2nd Ind.

Civilian Personnel Section, Hq. 8th Army, APO 343, dtd 21 July 1949.

TO: Commanding Officer, Oita Civil Affairs Team, APO 24 Unit 2.

1. In order that action may be taken to issue substitute checks as requested, each payee must submit a letter to this office requesting stop payment and issuance of a substitute. The letter must list check number and other pertinent information, if possible, in order to properly identify the check in question. Also the letter must state the facts as to the loss or non-receipt of the check and include a statement that the check was or was not indorsed.

2. In cases where check is received and indorsed by the payee prior to loss a complete and accurate description of the indorsement is required.

3. It is noted that in the instant cases the Postal Authorities have been requested to make asearch for the checks. A certificate will be required, accompanying each letter, signed by the individual requesting the search setting forth the results thereof.

4. In some instances units reporting lost checks stated that they had been placed in their local message center for delivery to the payees who were assigned to a unit some distance from the headquarters.

5. For your information in the proper handling of lost checks your attention is invited to Chapter 11, TM 14-500.

MARIE H. STANTON
Certifying Officer

DECLASSIFIED E.O. 12065 SECTION 3-402/NMDG NO. 170013

OITA CIVIL AFFAIRS TEAM
APO 24 UNIT 2

1 July 1949

770 SUBJECT: Missing Civilian Pay Checks

TO: Disbursing Officer, 179th Finance Office, APO 503

Records of this organization indicate that civilian pay checks for the period 3 April through 16 April 1949 have not been received. Request action to secure payment for period stated.

Thomas J. Cockrell

THOMAS J. COCKRELL
Major, CAV
Commanding

1 Incl:
Certificate

DECLASSIFIED E.O. 12065 SECTION 3-402/NMDG NO. 170013

OITA CIVIL AFFAIRS TEAM
APO 24 UNIT 2

1 July 1949

C-E-R-T-I-F-I-C-A-T-E

TO: Disbursing Officer, 179th Finance Office, APO 503

This is to certify that the undersigned have not received civilian pay check for the pay period 3 April through 16 April 1949. Pay checks have been received for all pay periods subsequent, 17 April-30 April -- 1 May-14 May -- 15 May-28 May -- 29 May-11 June.

Samuel S. McNeely Jr.
SAMUEL S. McNEELY, CAF-1

Ethel V. Osterdahl
ETHEL V. OSTERDAHL, P-3

WILLIAM C. KESSLER, JR, CAF-4

Phyllis J. Lain
PHYLLIS J. LAIN, CAF-2

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 770013

COPY

CIVILIAN PERSONNEL SECTION
HEADQUARTERS WIGHTH ARMY
APO 343

9A-15

AGCP - 248

21 July 1949
Date

Subject: Transmittal of Checks

To: Commanding Officer
Oita Civil Affairs Team

1. Forwarded herewith are checks covering payment of civilian employees for pay period ending 9, July 1949.

2. Request all inclosures be withdrawn and receipt acknowleged by indorsement hereon.

/s/ MARIE H. STANTON
MARIE H. STANTON
Certifying Officer

1 Incl
Cks 54,234 to 54,235 and 54,237 to 54,239

1st Ind

Date

To: Civilian Personnel Section, H qs. 8th Army, APO 343

Receipt acknowledged.

Name & Rank

Incl w/d

NOTICE: Regulations require that checks be acknowledged. Request compliance upon date of receipt. ANY changes in address that will help expedite checks would be greatly appreciated.

Standard Form No. 1135
Form prescribed by
Comptroller General, U. S.
June 28, 1945
General Regulations No. 102

PAYROLL No. 163
Sheet No. 1 of 1

TIME AND ATTENDANCE REPORT

A—Annual Leave
S—Sick Leave
O—Other Leave With Pay
W—Leave Without Pay
SUS—Suspension
AWL—Absence Without Leave
C—Compensatory Leave Taken
CT—Compensatory Time Worked
TS—Travel Status
HW—Holiday Work
ND—Night Differential Time
OT—Overtime Worked

NOTE.—Above code to be placed on second line of each daily block, below the hours on first line of same block, followed by employee's initials on third line.

Agency	Reporting Unit	Block	Tour of Duty	Pay Period No.
Eighth Army Civ Affairs Sec	Oita Civ Affairs Team	APO 24 Unit 2	8 hrs-Mon-Tues-Thurs-Fri;4 hrs-Wed-Sat	10 Jul THRU: 23 Jul 49

	Name of Employee	First Week							Second Week							Hours in Pay Status				Comp. Time Wkd.	Time Absent				
		Sun. 10	Mon. 11	Tue. 12	Wed. 13	Thu. 14	Fri. 15	Sat. 16	Sun. 17	Mon. 18	Tue. 19	Wed. 20	Thu. 21	Fri. 22	Sat. 23	Kind	1st Week	2d Week	Pay Period Total		Ann.	Sick*	LWOP	Comp.	Other
1	Kessler,	DO							DO							Base									
	William C., Jr.		8AL	8AL	4AL	8AL	8AL	4AL		8AL	8AL	4AL	8AL	8AL	4AL		40	40	80		80				
	BQ 1		SF-71		SF-71	SF-71		SF-71		SF-71		SF-71	SF-71		SF-71										
2	Lain, Phyllis J.	DO	8	8	4	8	8	4	DO	8		4	8	8	4	Base	40	40	80						
											8SL											8			
	BQ 1										SF-71														
3	McNeely, Samuel S., Jr. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
4	Neary, Robert V. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
5	Osterdahl, Ethel V. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
6	Thomas, Helen S. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
7	Umphrey, Samuel B. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
8																Base									
9																Base									
10																Base									
11																Base									
12																Base									
	REMARKS															Totals	280	280	560		80	8			

Certified correct: Albert E Wakefield
ALBERT E. WAKEFIELD, 1st Lt, INF (Supervisor or timekeeper) Oita 1 (Telephone)

*I certify that this absence was due to illness which incapacitated me for duty

0186—FBC PRINTING PLANT—11/47—35 M

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 750019

Name Phyllis J. Lain Date 22 July 49
(Print or type—Last, First, Middle Initial)

Organizational unit Oita Civil Affairs Team

TYPE of LEAVE
- ☐ Annual
- X ☐ Sick*
- ☐ Other (Specify)
- ☐ Without pay
- ☐ Compensatory

No. of hours 8 to begin 19 July 49 (Month, date, time) {a.m. p.m. To end 19 July 49 {a.m. p.m.

NOTE:—Annual leave authorized in excess of that to your credit will be charged to leave without pay.

* I certify that this absence was due to ☐ illness which incapacitated me for duty:

☐ medical, dental, or optical treatment by .....
(Name of practitioner)

(If absence was in excess of 3 days, obtain medical certificate or state, under "Remarks," why certificate was not obtained.)

Albert E Wakefield (Approving officer) Phyllis J. Lain (Signature of employee)

S. F. NO. 71 (CSC)
October 1944

APPLICATION FOR LEAVE

Form approved.
Budget Bureau No. 50-R022.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO.

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8—FEC Printing Plant—2/48—75M

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [handwritten number]

Name Kessler, William C. Date 3 June 49
(Print or type—Last, First, Middle Initial)

Organizational unit Oita Mil Govt Team

TYPE of LEAVE
☐ Annual
☐ Sick*
☐ Other (Specify)
☐ Without pay
☐ Compensatory

No. of hours 80 to begin 10 July 49 (Month, date, time) a.m. ~~p.m.~~ To end 23 July 49 ~~a.m.~~ p.m.

NOTE:—Annual leave authorized in excess of that to your credit will be charged to leave without pay.

* I certify that this absence was due to ☐ illness which incapacitated me for duty;

☐ medical, dental, or optical treatment by .... (Name of practitioner)

(If absence was in excess of 3 days, obtain medical certificate or state, under "Remarks," why certificate was not obtained.)

William C. Kessler Jr.
(Signature of employee)

(Approving officer)

S. F. NO. 71 (CSC)
October 1944

APPLICATION FOR LEAVE

Form approved.
Budget Bureau No. 50-R022.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO.

CERTIFICATE OF PHYSICIAN OR PRACTITIONER

I CERTIFY that .... **was under my professional**

care from ...., **19** ......, **thru** ...., **19** ......
(Month and day) **(Month and day)**

....
(Date) **(Signature)**

....
(Address)

REMARKS:

0498—FEC Printing Plant—2/48—75M

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO.

8TH ARMY CIVILIAN INFORMATION BULLETIN

NO X PUBLISHED BY EMPLOYEE UTIL. DIV., CPS, HQ EIGHTH ARMY, APO 343, 1 JUNE '49

CLASSIFICATION

The allocation of a position is made upon the basis of the duties and responsibilities which are assigned to it. The responsibility for assigning, changing, and withdrawing these duties rests with the administrative official. The classifier does not, in the allocation process, shift duties or responsibilities or write the job description in such a way that the position receives an unmerited allocation. He may, of course, be familiar enough with the organization to make suggestions as to desirable arrangements of duties and responsibilities within an organizational unit, but his chief responsibility is to allocate jobs which have already been established.

Position vs. employee.--It is the position which is Classified, not the incumbent. ("Incumbent" is used here to include "proposed incumbent.") The allocation of the position is therefore not determined by:

The sex of the incumbent.

The race, creed, or color of the incumbent.

The status of the incumbent under the Civil Service Act of 1883.

The pay-roll title of the incumbent. What ever his title or designation is to be on the pay roll, the position is allocated on the basis of its duties and responsibilities.

The efficiency of the incumbent. However, a particularly capable employee may assume duties and responsibilities above those which were originally incorporated into his position. The new group of duties and responsibilities may constitute a new position which will require a new classification.

The qualifications of the incumbent. The duties and responsibilities of a position may be so difficult that special qualifications are required of the incumbent.

The same element of difficulty which requires high qualifications may also require a high allocation, but the fact that the employee is highly qualified does not of itself cause the position to merit a higher allocation. A stenographic position is still a stenographic position even though occupied by a doctor of philosophy.

Desire to reward the incumbent. The grade to which a position is assigned is a measure of its difficulty, complexity, and responsibility, and determines the salary to be paid for the work. An administrator may in the interests of good management properly assign more difficult duties or greater responsibility to the position. If the difficulty of the position is sufficiently increased, the changed duties will warrant higher grade. In such a case, the administrator should review the duties and responsibilities of the other jobs in the unit to see if they have been affected by the changes in assignment.

The mere fact that an employee has met the personal requirements for a job at a higher salary is not enough in itself to warrant paying him a higher salary. The employee must actually do work which is worth the higher rate of pay.

Any position subject to the Classification Act of 1923, as amended, must have been allocated before an employee can be permanently and officially assigned to it and his rate of pay adjusted accordingly.

Allocation action alone is not sufficient for a position change, because it involve no determination of the qualifications of the incumbent. It is merely an evaluation of the work of the position, and

DECLASSIFIED E.O. 12065 SECTION 3-402/NMDC NO. [illegible]

determines the proper compensation to be paid to a person qualified to hold that position. Consequently, a position change may not be effected merely through the procedure of assigning the employee to different duties and then having his position allocated.

The Comptroller General has held in decisions of July 11, 1940, and January 12, 1945, that:

(1) The position change may not be made effective prior to the date the employee actually attained the necessary qualifications, including compliance with the length-of-service requirement;

(2) If the salary of the position to which the change is proposed is paid to the employee prior to the Civil Service Comminssion's determination of the employee's qualifications, and he is found by the Commission not to be qualified to hold that position, he must refund the excess over the salary of the position which he formerly occupied and for which he was qualified.

SALARY CHECKS

It is requested that all D.A. civilian employees be informed that Military Payment Certicate checks drawn on the National City Bank of New York in Japan are not to be taken or mailed outside of Japan.

It is requested that employees cash their checks at a branch of the National City Bank of New York in Japan or at any finance office without delay.

NIGHT DIFFERENTIALS

The following is quoted in part from Civilian Personnel and Payroll Letter No. 6-49, dated 11 April 1949.

"The following rules will govern the payment of night differentials to Classification Act and Wage Board employees:

For Classification Act employees the 10 per cent differential will be paid for hours of work between 1800 and 0600 standard time or 1900 and 0700 daylight saving time.

For Wage Board employees the shift differential for a tour of duty, half or more of which occurs between 1800 and 2400 standard time or 1900 and 0100 daylight time, will be paid for all hours of that shift. A third shift differential will be paid if half or more of the hours in the shift occur between 2400 and 0600 standard time or 0100 and 0700 daylight time."

Effective for the pay period ending 28 May 1949, Time and Attendance Reports will show the number of hours worked each day and indicate the number of hours to which the night differential applies. For example, the Time and Attendance Report of an employee working 1300 to 1700 and 1800 to 2200 hours daylight saving time, will show:

S	M	T	W	T	F	S	S
	8 3ND	8 3ND	8 3ND	8 3ND	8 3ND		

M	T	W	T	F	S	Total
8 3ND	8 3ND	8 3ND	8 3ND	8 3ND		80 30 ND

EMERGENCY LEAVE

Emergency leave may be granted under the provisions of paragraph 6 a, b, or c, Circular 253, Department of Army, 18 August 1948, as applicable. The transportation by military aircraft may be authorized when available in connection with emergency leave in cases determined in accordance with the provision of the above circular, subject to policies for utilization of air transportation in effect at time emergency leaves are authorized. Travel on military aircraft or United States Army surface vessel, performed in connection with emergency leaves taken under the provisions of paragraph 6 b and c, will be on a nonrevenue basis, excluding subsistence, and only to the first point of landing within the continental United States. Request for travel by military aircraft for emergency reasons, with justification, will be submitted through this headquarters to the Commander-in-Chief, Far East Command, APO 500, Attention: G-1, for approval, and will be supported by Red Cross confirmation. Where time element precludes Red Cross confirmation, verification of a qualified individual, such as a physician or lawyer, who will swear to the authenticity of the emergency before a notary or the Red Cross, may be accepted. Approval of air travel will be granted only when facts presented clearly justify such travel and the necessity of employee's immediate presence. Return to duty station will be by surface transportation.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO.

fw

COPY

9A-14

CIVILIAN PERSONNEL SECTION
HEADQUARTERS EIGHTH ARMY
APO 343

AGCPH - 248

11, July 1949
Date

SUBJECT: Transmittal of Checks

TO: Commanding Officer
Oita Civil Affairs Team

1. Forwarded herewith are checks covering payment of civilian employees for pay period ending 25, June 1949.

2. Request all inclosures be withdrawn and receipt acknowledged by indorsement hereon.

/s/ Marie H. Stanton
/t/ MARIE H. STANTON
Certifying Officer

1 Incl
Cks 52,458 to 52,459 and 52,461 to 52,463

1st Ind

Date

To: Civilian Personnel Section, Hqs, 8th Army, APO 343

Receipt acknowledged.

Name & Rank

Incl w/d

NOTICE: Regulations require that checks be acknowledged. Request compliance upon date of receipt. ANY changes in address that will help expedite checks would be greatly appreciated.

COPY

86

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO.

/ Copies Rec'd

Forward to:

C.O.	L&G.
Ex. O.	C.I.
Adj.	LAB.O.
C.E.	DET.C.
P.H.	
P.W.	
Ec.	
	FILE.

BASIC: Ltr fr Civil Affairs Team, Oita, APO 24 Unit 2, dtd 1 July 1949
Subj: Missing Civilian Pay Checks

HEADQUARTERS, 179TH FINANCE DISBURSING SECTION, Office of the Finance Officer, APO 503, 7 July 1949

TO: Chief, Civilian Personnel Section, Eighth Army, APO 343

Forwarded as a matter pertaining to your office.

1 Incl:
n/c

WM. A. SARCANDER
Lt Col, FD
Finance Officer

RECEIVED 11 JUL 1949

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO.

Civilian Personnel

2 Copy Rec'd
Forwarded
C.O.
Ex.O.
Adj.
C.E.
P.H.
P.W.
Ec.
FILE

KYUSHU MILITARY GOVERNMENT REGION BLH/km
HEADQUARTERS AND HEADQUARTERS DETACHMENT
Fukuoka, Kyushu, Japan

APO 24 Unit 5
30 June 1949

SUBJECT: Letter of Transmittal - Civilian Personnel Procedures

TO : Commanding Officer, Fukuoka Mil Govt Team, APO 24-5
Commanding Officer, Oita Mil Govt Team, APO 24-2
Commanding Officer, Nagasaki Mil Govt Team, APO 24-5
Commanding Officer, Kumamoto Mil Govt Team, APO 24-1
Commanding Officer, Kagoshima Mil Govt Team, APO 970
Commanding Officer, Miyazaki Mil Govt Team, APO 24-2
Commanding Officer, Saga Mil Govt Team, APO 24-5

1. The attached memorandum from Eighth Army dated 23 June 1949, relative to civilian personnel procedures, is forwarded for your information and guidance.

2. The subject matter of this memorandum answers many of the questions received very frequently from teams. It is recommended that the personnel responsible for the handling of civilian personnel administration keep this copy for future reference.

BY ORDER OF COLONEL HILTON:

Henry E. Rainbolt, Jr.
HENRY E. RAINBOLT JR.
1st Lt, FA
Ass't Adjutant

1 Incl:
a/s (2 copies)

RECEIVED
7 JUL 1949

82

DECLASSIFIED E.O. 12065 SECTION 3-402/NMDG NO. 1[illegible]

HEADQUARTERS EIGHTH ARMY
Military Government Section
APO 343

23 June 1949

MEMORANDUM

SUBJECT: Civilian Personnel Procedures

TO : See Distribution

The following procedures relative to civilian personnel are forwarded for your information and guidance -

TIME AND ATTENDANCE REPORTS

Request time and attendance reports on DAC's and Foreign Nationals be sent direct to Hq 8th Army, Civilian Personnel Section, Payroll Division and not to this office.

CHECKS

Request that government payroll checks issued to DAC's be cashed as promptly as possible. Do not hold these checks for any unnecessary length of time.

Advice all employees that government payroll checks must be cashed before departing from this theater. Further, they should not be mailed to the ZI as they are not negotiable anywhere outside of Japan.

EMPLOYMENT OF DEPENDENTS

Any Region or Team desiring to hire dependents must forward the following papers for necessary processing, etc:

Standard Form 57 (Application for Federal Employment) in duplicate.
Letter requesting hire of the dependent concerned, recommending the title, rate, and position.
Eighth copies of the job description pertaining to position typed on DA AGO 374's and signed by the immediate supervisor.

Upon receipt of the above papers, necessary action will be taken to initiate employment of the individual if he or she meets the qualifications for the position, and vacancy exists. When the person is ready to be processed the team or region concerned will be notified by telephone to have the person report in Yokohama. Arrangements should be made for the person to arrive in the morning of a week-day in order that she may be completely processed and returned to duty station the same day. This is essential due to lack of billeting space in Yokohama. The prospective employee should not be sent up to this office prior to the processing of papers, since the trip would be entirely unnecessary and the final processing would require another trip. Dependents are entitled to travel orders at the expense of the Government only from Yokohama to the duty station. Travel expense from the team or region to Yokohama must be borne by the individual concerned.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

FINAL PROCESSING

Dependents who are employed as Civil Service employees are not required to report to Yokohama for final processing. However, it is essential that the last working day coincide with the date shown on resignation papers. The resignation papers must also include a "state-side" forwarding address. In the event the employee desires to work past the original resignation date, it will be necessary to notify Civilian Personnel Branch, phone Yokohama 2-4018 or 2-0860, prior to the requested effective date. This applies only to dependents. DAC's are required to process thru Civilian Personnel prior to departure from the theater.

VEHICLES

Personnel who are terminating and returning to ZI who desire transportation of privately owned vehicle, must have vehicle delivered to the Port at least five days in advance of sailing date. However, there is no assurance that the vehicle will be loaded on the same ship employee is scheduled to sail on. Personnel returning to ZI on leave under CPR 150.6 are not authorized to take vehicle with them.

EMPLOYEES TERMINATING OR RETURNING TO ZI ON LEAVE WHO HAVE DEPENDENTS IN THEATER

All DAC's who are requesting leave or termination to the ZI for themselves and dependents must submit request for transportation to the Port in accordance with Section 1 of Hq 8th Army Circular 63, dated 22 Sept 1948, in addition to the EUD Letter #3 and accompanying papers required by this office. The individual is responsible to see that the request is made to the Port.

WD FORM 72

It will not be necessary for any Region or Team to initiate WD Forms 72 (Civilian Personnel Action Request). All WD Forms 72 for both DAC's and Foreign National are initiated by this office.

DA AGO 374

DA AGO 374 (Job Description) supersedes WD 74, and may be requisitioned thru normal supply channels. In accordance with existing Federal Personnel Regulations, the job descriptions should be forwarded to this office in (8) copies, signed by the immediate supervisor. This applies to Foreign Nationals as well as DAC's. Only items 1, 3, 9, and 10 on the 374's should be typed in.

EUD LETTER #3

EUD Letter #3 (Application for Leave, Extension or Termination of Employment Agreement) must include a statement indicating the desired departure date when applying for leave or termination.

REINSTATED CITIZENS

Reinstated citizens who are employed as DAC's are not entitled to Government quarters.

DECLASSIFIED E.O. 12065 SECTION 3-402/NND NO. [illegible]

FOREIGN NATIONALS

The following forms must be completed and signed when a request is made to hire a Foreign National for MG section:

Form #	Title	No. of Copies
Standard Form 57	Application for Federal Employment	2
DA AGO 374	Job Description	8
WD Form 63	Physical Examination	1
WD Form 643 A	Personal History Statement	5
FEC AGO Form 84	Request for Subsistance (For personnel under Schedule "A" only)	4
	Organizational Chart	2

SECURITY CHECK

If the prospective employee is a Citizen of the U.S., the number on his or her citizenship card must be indicated in the basic letter (Consulate letter required).

If the person does not have a citizenship card, he or she must have a security clearance. The security clearance must either be in the form oa letter from the Provost Marshal or the CIC, or a statement in the basic letter indicating who completed the temporary security clearance and the date.

FOR THE CHIEF, MILITARY GOVERNMENT SECTION:

J. A. O'Brien

J. A. O'BRIEN
CMC USA
Asst Adj Gen

DISTRIBUTION

Hokkaido MG District (5)
TOHOKU REG (10)
KANTO REG (10)
MG Section I Corp (10)
TOKAI-HOKURIKU REG (10)
KINKI REG (10)
KYUSHU REG (10)
CHUGOKU REG (10)
SHIKOKU REG (10)
Kanagawa Team (5)
Tokyo Team (5)
Shizuoka Team (5)
Bank of Japan (5)

DECLASSIFIED E.O. 12065 SECTION 3-402/NMDC NO. [illegible]

Business Specialist

CAF-11 MOS-1003

Refer to:
Economics No. 4

POSITION DESCRIPTION

Eighth Army

Incumbent's Name

Prefectural Military Government Team
Economics Section
T/O Position: Chief, Economic Section

(Insert)

Duties and Responsibilities

CHIEF, ECONOMIC SECTION

Incumbent acts under the administrative direction of the military government team commander and broad directives from higher headquarters in the development of an economic program within the prefecture to which he is assigned. Independent action and decision are permitted incumbent who discusses the general conduct of operations with supervisor for concurrence or guidance.

The operational scope of the economics program includes: Manufacturing and industry, natural resources, commerce and trade including the import-export program, and labor to include labor management relations, the orderly development of labor organizations, and procurement of labor for the Occupation Force.

Incumbent is responsible for organizational planning of the section, assignment of personnel, control and direction of phases of program delegated to subordinates, coordination of matters pertaining to the economy of the area and interrelated matters pertaining to economy of other areas or to the national economy.

1. Prepares for approval of the team executive the weekly activities schedule of his section in accordance with the priorities program, participates personally therein and supervises its execution.

2. Makes personal field trips to gather facts, develop evidence or secure information on economic matters in the prefecture to check conformance to policies, procedures and requirements of higher headquarters, ascertain violations of directives, give advice and suggestions in field of activity in which his section is engaged.

3. Programs in detail the work of his assistants including his NCO field assistants, outlining information to be gathered during field inspections and providing assistants with available information such as officials and citizens to contact, information to disseminate, and such fact finding aids as questionnaires and check sheets.

4. Keeps team commander informed on all matters pertaining to the section; acts as his consultant and advisor; assists in establishment of team operational policy.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

5. Represents the team commander at conferences at higher headquarters and at conferences with Japanese officials, business men, farmers, labor representatives and groups of other citizens; delivers speeches on economic matters to local groups and organizations. Intent and scope of speeches are indicated to supervisor but prior view is not made before delivery.

6. Visits, furnishes information and orientation, arranges itineraries, and accompanies important visitors on trips throughout prefecture. Included are higher governmental officials of the United States or other allied countries, consultants, etc.

7. Digests, analyzes and understands material delegated to subordinates for development: suggests extent and limitation of development and gives guidance as requested. Reviews correspondence and reports prepared in the section for signature of team commander and uses such information as a medium of control of the section.

8. Reports to the team commander problems which are beyond local solution with recommendations and supporting statistics and/or data for report to higher headquarters.

9. Initiates and supervises programs to be administered by the Japanese for improvement of economic conditions.

10. Represents the section in coordinating work of section with lateral sections in the team.

11. In coordination with the Civil Information Section Chief, aids in furthering the civil information program as it applies to economic matters.

Performs incidental duties as assigned.

The above duties and responsibilities are approved.

Signature of Team Commander

Name, Grade or Rank of immediate supervisor.

Names, Titles, and Grades of employees supervised by this position.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO.

HEADQUARTERS EIGHTH ARMY
Military Government Section
APO 343

23 JUN 1949

SUBJECT: Personnel Action - **Promotion**

THRU : **Military Government Section, I Corps, APO 301**

TO : **Commanding Officer, Oita Mil Govt Team, APO 24 Unit 2**

Transmitted herewith WD Form 50 for your information and dispatch to individual concerned.

Richard A. Anderson
RICHARD A. ANDERSON
Chief, Civilian Branch
Military Government Section

2 - Incls:
1. **William C. Kessler Jr.**
2. **WD-74 (2)**

230.32 - BA 1st Ind MSC/tc

JUN 29 1949

Hq I Corps, APO 301

TO: C.O., Kyushu Mil Govt Region, APO 24-5

RECORDED HQ I CORPS

2 Incls:
n/c

"2nd Ind BLH/blh

KYUSHU CIVIL AFFAIRS REGION, HQ & HQ DET, APO 24-5, 5 July 1949

TO: Commanding Officer, Oita Civil Affairs Team, APO 24-2

HER
H.E.R.

2 Incls:
n/c

81

Standard Form No. 1185
Form prescribed by
Comptroller General, U. S.
June 28, 1948
General Regulations No. 102

PAYROLL No. 163

Sheet No. 1 of 1

TIME AND ATTENDANCE REPORT

A—Annual Leave
S—Sick Leave
O—Other Leave With Pay
W—Leave Without Pay

SUS—Suspension
AWL—Absence Without Leave
C—Compensatory Leave Taken
CT—Compensatory Time Worked

TS—Travel Status
HW—Holiday Work
ND—Night Differential Time
OT—Overtime Worked

NOTE.—Above code to be placed on second line of each daily block, below the hours on first line of same block, followed by employee's initials on third line.

Agency: Eighth Army Civ Affairs Sec

Reporting Unit: Oita Civ Affairs Team

Block: APO 24 Unit 2

Tour of Duty: 8 hrs-Mon-Tues-Thurs-Fri;4 hrs-Wed-Sat

Pay Period No. 26 Jun THRU: 9 Jul 1949

	NAME OF EMPLOYEE	FIRST WEEK Sun. 26	Mon. 27	Tue. 28	Wed. 29	Thu. 30	Fri. 1	Sat. 2	SECOND WEEK Sun. 3	Mon. 4	Tue. 5	Wed. 6	Thu. 7	Fri. 8	Sat. 9	HOURS IN PAY STATUS Kind	1st Week	2d Week	Pay Period Total	Comp. Time Wed.	TIME ABSENT Ann.	Sick*	LWOP	Comp.	Other
1	Kessler, William C., Jr. BQ 1	DO							DO	H						Base									
			8AL	8AL	4AL	8AL	8AL	4AL			8AL	4AL	8AL	8AL	4AL		40	40	80		80				
			SF-71	SF-71		SF-71	SF-71			SF-71	SF-71		SF-71	SF-71											
2	Lain, Phyllis J. BQ 1	DO	8	8	4	8	8	4	DO	H	8	4	8	8	4	Base	40	40	80						
3	McNeely, Samuel S., Jr. BQ 1	DO	8	8	4	8	8	4	DO	H	8	4	8	8	4	Base	40	40	80						
4	Neary, Robert V. BQ 1	DO	8	8	4	8	8	4	DO	H	8	4	8	8	4	Base	40	40	80						
5	Osterdahl, Ethel V. BQ 1	DO	8	8	4	8	8	4	DO	H	8	4	8	8	4	Base	40	40	80						
6	Thomas, Helen S. BQ 1	DO	8	8	4	8	8	4	DO	H	8	4	8	8	4	Base	40	40	80						
7	Umphrey, Samuel B. BQ 1	DO	8	8	4	8	8	4	DO	H	8	4	8	8	4	Base	40	40	80						
8																Base									
9																Base									
10																Base									
11																Base									
12																Base									
																TOTALS	280	280	560		80				

REMARKS

Certified correct: Albert E. Wakefield
ALBERT E. WAKEFIELD 1st Lt INF Oita 1
(Supervisor or timekeeper) (Telephone)

*I certify that this absence was due to illness which incapacitated me for duty

0186—FEC PRINTING PLANT—11/47—55M

DECLASSIFIED E.O. 12065 SECTION 3-402/NND NO.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

Name Kessler, William C. Date 3 June 49
(Print or type—Last, First, Middle Initial)

Organizational unit Oita Mil Govt Team

TYPE of LEAVE
- ☑ Annual
- ☐ Sick*
- ☐ Other (Specify)
- ☐ Without pay
- ☐ Compensatory

No. of hours 80 to begin 26 June 49 (Month, date, time) {a.m. ~~XXX~~ To end 9 July 49 {~~XXX~~ p.m.

NOTE:—Annual leave authorized in excess of that to your credit will be charged to leave without pay.

* I certify that this absence was due to ☐ illness which incapacitated me for duty:

☐ medical, dental, or optical treatment by .....
(Name of practitioner)

(If absence was in excess of 3 days, obtain medical certificate or state, under "Remarks," why certificate was not obtained.)

William C. Kessler Jr.
(Signature of employee)

.....
(Approving officer)

S. F. NO. 71 (CSC)
October 1944

APPLICATION FOR LEAVE

Form approved.
Budget Bureau No. 50-R022.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

CERTIFICATE OF PHYSICIAN OR PRACTITIONER

I CERTIFY that ..... **was under my professional**

care from ..... **, 19** ..... **, thru** ..... **, 19** .....
(Month and day) **(Month and day)**

....
(Date) **(Signature)**

..... **(Address)**

REMARKS:

0498—FEC Printing Plant—2/48—75M

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO.

file
civilian

1099

1st W/Ind BLH/tn

KYUSHU MILITARY GOVERNMENT REGION, HQ & HQ DET, APO 24-5, 27 June 1949

TO: Commanding Officer, Oita Military Government Team, APO 24-2

1. The new Federal Regulation requires that all Position Description be prepared on the new DA AGO Form 374 and signed by the incumbent's immediate supervisor. All 9 copies must be signed.

2. Enclosed herewith are several DA AGO Form 374's. It is suggested your headquarters requisition these forms at the earliest possible date.

BY ORDER OF COLONEL HILTON:

Henry E. Rainbolt, Jr.
HENRY E. RAINBOLT., JR.
1st Lt FA
Assistant Adjutant

4 incls:
1 to 3 n/c
4 added
DA AGO Form 374

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO.

1st W/Ind BLH/tn

KYUSHU MILITARY GOVERNMENT REGION, HQ & HQ DET, APO 24-5, 27 June 1949

TO: Commanding Officer, Oita Military Government Team, APO 24-2

1. The new Federal Regulation requires that all Position Description be prepared on the new DA AGO Form 374 and signed by the incumbent's immediate supervisor. All 9 copies must be signed.

2. Enclosed herewith are several DA AGO Form 374's. It is suggested your headquarters requisition these forms at the earliest possible date.

BY ORDER OF COLONEL HILTON:

HENRY E. RAINBOLT., JR.
1st Lt FA
Assistant Adjutant

4 incls:
1 to 3 n/c
4 added
DA AGO Form 374

DECLASSIFIED E.O. 12065 SECTION 3-402/NMDC NO. 170016

File

OITA CIVIL AFFAIRS TEAM
APO 24 UNIT 2

1 July 1949

SUBJECT: Missing Civilian Pay Checks

TO: Disbursing Officer, 179th Finance Office, APO 503

Records of this organization indicate that civilian pay checks for the period 3 April through 16 April 1949 have not been received. Request action to secured payment for period stated.

1 Incl:
Certificate

THOMAS J. COCKRELL
Major, CAV
Commanding

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 770018

OITA CIVIL AFFAIRS TEAM
APO 24 UNIT 2

1 July 1949

C-E-R-T-I-F-I-C-A-T-E

TO: Disbursing Officer, 179th Finance Office, APO 503

This is to certify that the undersigned have not received civilian pay check for the pay period 3 April through 16 April 1949. Pay checks have been received for all pay periods subsequent, 17 April-30 April — 1 May-14 May — 15 May-28 May — 29 May-11 June.

Samuel S. McNeely Jr.
SAMUEL S. McNEELY, CAF-[illegible]

Ethel V. Osterdahl
ETHEL V. OSTERDAHL, P-3

WILLIAM C. KESSLER, JR, CAF-4

Phyllis J. Lain
PHYLLIS J. LAIN, CAF-2

DECLASSIFIED E.O. 12065 SECTION 3-402/NMDG NO. 170018

C O P Y

9A-13

CIVILIAN PERSONNEL SECTION
HEADQUARTERS EIGHTH ARMY
APO 343

AGCPH - 248 23 June 1949

Subject: Transmittal of Checks

To: Commanding Officer
Oita Military Government Team

1. Forwarded herewith are checks covering payment of civilian employees for pay period ending 11 June 1949.

2. Request all inclosures be withdrawn and receipt acknowledged by indorsement hereon.

/s/ Marie H. Stanton (KBN)
/t/ MARIE H. STANTON
Certifying Officer

1 Incl
Cks 49,588 to 49,589 and 49,591 to 49,592

1st Ind

OITA MILITARY GOVERNMENT TEAM, APO 24 Unit 2 27 June 1949

To: Civilian Personnel Section, Hqs 8th Army, APO 343

Receipt acknowledged.

FOR THE COMMANDING OFFICER:

ALBERT E. WAKEFIELD

1st Lt, INF
Acting Adjutant

No. 1135
[illegible]oed by
[illegible]eral, U. S.
J[illegible] 1946
General Regulations No. 102

File

PAYROLL No. 163
Sheet No. 1 of 1

TIME AND ATTENDANCE REPORT

A—Annual Leave
S—Sick Leave
O—Other Leave With Pay
W—Leave Without Pay

SUS—Suspension
AWL—Absence Without Leave
C—Compensatory Leave Taken
CT—Compensatory Time Worked

TS—Travel Status
HW—Holiday Work
ND—Night Differential Time
OT—Overtime Worked

NOTE.—Above code to be placed on second line of each daily block, below the hours on first line of same block, followed by employee's initials on third line.

Agency	Reporting Unit	Block	Tour of Duty	Pay Period No.
Eighth Army Mil Govt Sect	Oita Mil Govt Team	APO 24 Unit 2	8 hrs-Mon-Tues-Thurs-Fri;4 hrs-Wed-Sat	12 Jun THRU: 25 Jun 49

	Name of Employee	First Week Sun. 12	Mon. 13	Tue. 14	Wed. 15	Thu. 16	Fri. 17	Sat. 18	Second Week Sun. 19	Mon. 20	Tue. 21	Wed. 22	Thu. 23	Fri. 24	Sat. 25	Hours in Pay Status Kind	1st Week	2d Week	Pay Period Total	Comp. Time Wkd.	Time Absent Ann.	Sick*	LWOP	Comp.	Other
1	Kessler, William C., Jr. BQ 1	DO	8AL SF-71	8AL SF-71	4AL SF-71	8AL SF-71	8AL SF-71	4AL SF-71	DO	8AL SF-71	8AL SF-71	4AL SF-71	8AL SF-71	8AL SF-71	4AL SF-71	Base	40	40	80		80				
2	Lain, Phyllis J. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
3	McNeely, Samuel S., Jr. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
4	Neary, Robert V. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
5	Osterdahl, Ethel V. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
6	Umphrey, Samuel B. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
7	Thomas, Helen S. * BQ 1	DO	8	8	4	8	8	4TS	DO	8	8	4	8	8	4	Base	36 4TS	40	80						
8																Base									
9																Base									
10																Base									
11																Base									
12																Base									
																Totals	280	280	560		80				

REMARKS: * 12-17 June, time spent at Eighth Army Orientation;
20-25 June, time spent at Kyushu Mil Govt Region Orientation.

*I certify that this absence was due to illness which incapacitated me for duty

Certified correct: A. E. Wakefield
ALBERT E WAKEFIELD 1st Lt, INF
(Supervisor or timekeeper)

Oita 1
(Telephone)

U. S. GOVERNMENT PRINTING OFFICE 16—48088-1

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

m. Kessler, William C. Date 3 June 49
(Print or type—Last, First, Middle Initial)

Organizational unit Oita Mil Govt Team

TYPE of LEAVE
- ☐ Annual
- ☐ Sick*
- ☐ Other (Specify)
- ☐ Without pay
- ☐ Compensatory

No. of hours 80 to begin 13 June 49 (Month, date, time) a.m. ~~p.m.~~ To end 1200, 25 June 49 ~~a.m.~~ p.m.

NOTE:—Annual leave authorized in excess of that to your credit will be charged to leave without pay.

* I certify that this absence was due to ☐ illness which incapacitated me for duty;

☐ medical, dental, or optical treatment by ....
(Name of practitioner)

(If absence was in excess of 3 days, obtain medical certificate or state, under "Remarks," why certificate was not obtained.)

.... (Approving officer)

William C. Kessler Jr (Signature of employee)

S. F. NO. 71 (CSC)
October 1944

APPLICATION FOR LEAVE

Form approved.
Budget Bureau No. 50-R022.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 770073

CERTIFICATE OF PHYSICIAN OR PRACTITIONER

I CERTIFY that .... **was under my professional**

care from .... **, 19** .... **, thru** .... **, 19** ....
(Month and day) (Month and day)

....
(Date) (Signature)

....
(Address)

REMARKS:

0498—FEC Printing Plant—2/48—75M

DECLASSIFIED E.O. 12065 SECTION 3-402/NMDG NO. 170013

KSMG, 27 June 1949

TO: Commanding Officer, Oita Mil Govt Team, APO 24-2
(Attn: Capt Jones)

As per telephone conversation this date, attached is Time Report for Miss Thomas. This copy will be attached to your file copy of Time Report submitted for period 12 June - 25 June 49.

B. Haney

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

HEADQUARTERS EIGHTH ARMY
Military Government Section
NYK Building
TIME REPORT FOR CIVILIAN EMPLOYEES

Period from 13 June 49 Thru 26 June 49

NAME Thomas, Helen S. QTRS CLASS ____________

DAY OF
MONTH AND HOURS WORKED

S	M	T	W	T	F	S	S	M	T	W	T	F	S	
12 ~~13~~	13 ~~14~~	14 ~~15~~	15 ~~16~~	16 ~~17~~	17 ~~18~~	18 ~~19~~	19 20	20 21	21 ~~22~~	22 23	23 24	24 ~~25~~	25 26	Total Hours
.00	* 8	* 8	* 4	8	8	TR	DO	8	8	4	8	8	4	28

Time at KSMG - B. Henry.

Time Spent at KSMG B. Henry

REMARKS
* Orientation period in Yokohama.

CERTIFIED:

R. A. Anderson (by DCK)
Signature (Division Chief)

DECLASSIFIED E.O. 12065 SECTION 3-402/NMDG NO. 170013

DEPARTMENT OF THE ARMY

JOB DESCRIPTION

FIELD SERVICE

1. INSTALLATION		2. JOB NO.	
3. TITLE	4. PAY CATEGORY	5. OCC. CODE	6. GRADE

7. EVALUATION APPROVAL

Grade and title of this job have been fixed in accordance with Department of the Army official policy and grade level standards.

(SIGNATURE) (DATE)

8. CITATION TO APPLICABLE STANDARD AND ITS DATE OF ISSUANCE

9. JOB CONTROLS, DUTIES, AND CONDITIONS OF WORK (*Indicate percent of time for each duty, where pertinent*)

DA AGO FORM 1 NOV 48 374

(*Continue statement of duties, etc., on reverse side*)

DECLASSIFIED E.O. 12065 SECTION 3-402/NMDG NO. 170015

JOB CONTROLS, DUTIES, AND CONDITIONS OF WORK—CONTINUED

10. CERTIFICATION

ORGANIZATIONAL LOCATION:

I HEREBY CERTIFY THAT THIS STATEMENT ACCURATELY AND COMPLETELY DESCRIBES WORK PERFORMED IN ONE OR MORE POSITIONS IN THE ABOVE ORGANIZATION SEGMENT:

(SIGNATURE OF ANALYST)

(SIGNATURE OF APPROVING SUPERVISOR)

11. REAUDIT CERTIFICATION

DATE						
SUPERVISOR'S APPROVAL						
ANALYST'S APPROVAL						

5080—FEC Printing Plant—3/49—190M

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 770013

HEADQUARTERS NINETEENTH INFANTRY
(INTERNAL ROUTING SLIP)

APO 24 Unit 2

29 May 49

Response Date:

File No.

SUBJECT: Change in Salary and Wage Administration

NO.	FROM	TO	REMARKS
1	S-1	CO Oita MG Team	Copy furnished, as per telephonic request. RCS

NOTE: RETURN ROUTING SLIP with the correspondence to which attached. Number notes in sequence, initial and draw line under completed note. Use reverse side for additional notes, if necessary.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 770019

HEADQUARTERS 24TH INFANTRY DIVISION
Kokura, Kyushu, Japan
APO 24

MAY 21 1949

SUBJECT: Change in Salary and Wage Administration.

TO: Commanding Officer
19th Infantry Regiment
APO 24

For your information and necessary action.

BY COMMAND OF MAJOR GENERAL McAULIFFE:

MARVIN R HANCOCK
CWO USA
Asst Adj Gen

4 Incls:
Basic Ltr Eighth Army
Step I 2, and 3.

DECLASSIFIED E.O. 12065 SECTION 3-402/NMDG NO. 170013

HEADQUARTERS EIGHTH ARMY
United States Army
Office of the Commanding General
APO 343

AGCPG 230.418

11 May 1949

SUBJECT: Changes in Salary and Wage Administration

THRU : Commanding General
I Corps
APO 301

TO : Commanding General
24th Infantry Division
APO 24

1. A new Personnel Procedures Manual No 1 has been issued by the Department of the Army affecting changes in Salary and Wage Administration Procedures. In order to effect these changes prior to the deadline date, and with the least confusion and disruption of work in the Commands and in Headquarters, it is necessary that certain progressive steps be taken. Instructions on the carrying out of these progressive steps are attached for the guidance of the employee in your command who is charged with the administration of the civilian personnel program.

2. Additional copies of the attached instructions or further information regarding this program may be obtained by contacting Mr. Vernon Hersey, Position Classifier assigned to your command. He may be reached by calling Yokohama 2-5402.

BY COMMAND OF LIEUTENANT GENERAL WALKER:

/s/ W. K. Whichard
/t/ W. K. WHICHARD
Major, AGD
Asst Adj Gen

3 Incls:
Step 1, 2 and 3

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 770019

INSTRUCTIONS TO PERSONNEL COORDINATOR

DEFINITIONS

OPERATING OFFICIAL: The official charged with day-to day supervisory relationship of an individual operating component. Examples: Senior Military Government Officer, Kanagawa MG Team; Commanding Officer, Tokyo QM Depot; Commanding Officer, 49th General Hospital; Post Signal Officer, Yokohama Post Signal Office.

APPROVING SUPERVISOR: The supervisor who can certify to the accuracy of facts presented based on actual knowledge of work performance who is responsible for preparing employee's efficiency rating.

STEP I

1. In accomplishing the requirements of the subject regulations, prepare a list indicating the operating officials and approving supervisors throughout your section, that is for Headquarters and for all subordinate operating units. Include all Dept. of the Army Civilian and Foreign National positions that have been established and not subsequently abolished.

2. Indicate operating official by organizational title, then list position numbers of all positions directly supervised by operating official.

Next, show subordinate approving supervisors, by organizational title, and under each one list position numbers of all positions under his direct supervision.

sample

Quartermaster Section-Headquarters
Operating Official: Commanding Officer
Pos. QM-000-Secretary
Pos. QM-000-Chief, Administration Branch
Pos. QM-000-Chief, Personnel and Training Branch
Approving Supervisor-Chief, Administration Branch
Pos. QM-000-Secretary
Pos. QM-000-Organization and Methods Examiner
Pos. QM-000-Clerk (M.F. & R)
Pos. QM-000-Correspondance Clerk

3. Any difficulty encountered in the preparation of the list may be discussed with /s/ Mr. Vernon, Hersey 25402, the Position Classifier assigned your section. The completed list is to be submitted to the Classification and Wage Administration Division, Civilian Personnel Section on or before 31 May 1949.

4. Hereafter, seven (7) copies of position descriptions will be submitted to CPS. No further change in present procedures will be made at this time.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 770019

INSTRUCTION TO PERSONNEL COORDINATOR

STEP II

1. Forward to each Operating Official a duplicate list of the position numbers covering positions under his jurisdiction, both occupied or vacant.

2. Request the Operating Official to:

a. Place a check mark opposite each position number for which he has no position description;

b. Indicate any positions listed which are no longer needed and may be cancelled;

c. Return one copy of this list to you within ten (10) days and retain the other marked copy.

3. Prepare, induplicate, the missing position descriptions and forward one copy of each description to the Operating Official to complete his file.

4. Request that the Operating Official compare the actual operation of the position with the duties and responsibilities described on the position description and determine how many are current and accurate. Do not request new job descriptions at this time.

5. Requisition, or instruct lower echelons to requisition, an adequate supply of new Department of Army AGO Forms 374, Job Description, bearing in mind that seven (7) copies must be furnished Civilian Personnel Section. These forms may be requisitioned on the regular monthly requisition.

6. Take no further action at this time. Step II is to be accomplished by 10 June 1949.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO.

Instructions to Personnel Coordinators

STEP III

1. Secure a list of inaccurate and out-dated position descriptions, by number, from each of your Operating Officials. To avoid an inflow of paper work that you are not equipped to handle, confer with your Position Classifier /s/ Mr Vernon Hersey 25402 on a method of scheduling this inquiry.

2. Work out with the Position Classifier the best method of instructing the Operating Official on preparing accurate and current descriptions. Do not request new job sheets until this has been done.

3. Forward to the Operating Official instructional material and guides supplied by the Classification & Wage Administration Division and/or material prepared by your office. Instruct him to:

a. Make this material available to each employee whose position description is inaccurate or out-dated and request that he follow the guides and prepare a rough draft, double-spaced position description, for review with his supervisor,

b. Insure that the employee and the approving supervisor agree on the accuracy and completeness of duties and responsibilities described, before the finished position description is prepared.

c. Direct the preparation of DA Form 374 and ascertain that the approving supervisor has certified to the correctness of the description in part 10, Certification.

d. Sufficient copies will be prepared so that at least seven (7) copies will reach the Civilian Personnel Section. In the case of an additional-identical position where two or more individuals are assigned to identical duties, two additional copies of the position description must be prepared and sent to Civilian Personnel Section for each additional employee. Two or more copies will be returned to the originating office, one for the Operating Official and one for each individual employee. The Personnel Coordinator will be responsible to determine that these copies reach the Operating Official.

4. Please bear in mind that new position descriptions will be prepared only for those position for which current descriptions are inadequate inaccurate, or incomplete. Do not send the rewritten position descriptions in the Civilian Personnel until you have all of them for your Sections. Then contact your Position Classifier and arrange for a date on which to get all descriptions in at one time.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 770619

C O P Y

CIVILIAN PERSONNEL SECTION
HEADQUARTERS EIGHTH ARMY
APO 343

9A-12

AGCPH - 248

13 June 1949

SUBJECT: Transmittal of Checks

TO: Commanding Officer, Oita Mil Govt Team

1. Forwarded herewith are checks covering payment of civilian employee for pay period ending 28 May 1949.

2. Request all inclosures be withdrawn and receipt acknowledged by indorsement hereon.

/s/ Marie H. Stanton
/t/ MARIE H. STANTON
Certifying Officer

1 Incl
Cks 47,383 to 47,384 and
47,386 to 47,387

1st Ind

16 June 1949

OITA MILITARY GOVERNMENT TEAM, APO 24 Unit 2

TO: Civilian Personnel Section, Hqs. 8th Army, APO 343

Receipt acknowledged.

FOR THE COMMANDING OFFICER:

LUTHER G. JONES, JR.

Incl w/d

Captain, TC
Acting Adjutant

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 770018

662

BASIC: Ltr, Hqs 8th Army, APO 343, dtd 16 Jun 49, subj:
" Notice of Official Efficiency Rating-Lain, Phyllis J."

file
230

2nd Ind BLH/km

KYUSHU MIL GOVT REGION, HQ & HQ DET, APO 24 Unit 5, 13 June 49

TO: Commanding Officer, Oita Mil Govt Team, APO 24-2

HER
H. E. R.

1 Incl:
n/c

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 770018

BASIC: Ltr, Hqs 8th Army, APO 343, dtd 16 Jun 49, subj: " Notice of Official Efficiency Rating-Lain, Phyllis J."

BLH/km

2nd Ind

KYUSHU MIL GOVT REGION, HQ & HQ DET, APO 24 Unit 5, 13 June 49

TO: Commanding Officer, Oita Mil Govt Team, APO 24-2

H.E.R.

1 Incl:
n/c

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO.

qpb
596

HEADQUARTERS EIGHTH ARMY
Military Government Section
APO 343

16 JUN 1949

SUBJECT: Notice of Official Efficiency Rating - **Lain, Phyllis J.**

1071

MG

THRU : **Military Government Section, I Corps, APO 301**

TO : **Commanding Officer, Oita Mil Govt Team, APO 24 Unit 2**

Enclosed herewith (is) (xxx) Standard Form 51, Notice of Official Efficiency rating, for your information and distribution to the individual (x) concerned.

Richard A. Anderson
RICHARD A. ANDERSON
Chairman
Eff Rating Committee

1- Incl:

SF No. 51

AG 230.34 - BA 1st Ind MSC/pm

Hq I Corps, APO 301, JUN 11 1949

TO: CO, Kyushu Mil Govt Region, APO 24-5.

O.R.

RECORDED
HQ I CORPS

1 Incl:
n/c

BP 14390

Standard Form No. 1185, Form prescribed by Comptroller General, U. S. June 28, 1946 General Regulations No. 102

PAYROLL No. 163
Sheet No. 1 of 1

TIME AND ATTENDANCE REPORT

A—Annual Leave
S—Sick Leave
O—Other Leave With Pay
W—Leave Without Pay
SUS—Suspension
AWL—Absence Without Leave
C—Compensatory Leave Taken
CT—Compensatory Time Worked
TS—Travel Status
HW—Holiday Work
ND—Night Differential Time
OT—Overtime Worked

NOTE.—Above code to be placed on second line of each daily block, below the hours on first line of same block, followed by employee's initials on third line.

Agency: Eighth Army Mil Govt Sect
Reporting Unit: Oita Mil Govt Team
Block: APO 24 Unit 2
Tour of Duty: 8 hrs-Mon-Tues-Thurs-Fri;4 hrs-Wed-Sat
Pay Period No. 29 May THRU: 11 June 49

	NAME OF EMPLOYEE	FIRST WEEK Sun. 29	Mon. 30	Tue. 31	Wed. 1	Thu. 2	Fri. 3	Sat. 4	SECOND WEEK Sun. 5	Mon. 6	Tue. 7	Wed. 8	Thu. 9	Fri. 10	Sat. 11	HOURS IN PAY STATUS Kind	1st Week	2d Week	Pay Period Total	Comp. Time Wkd.	TIME ABSENT Ann.	Sick*	LWOP	Comp.	Other
1	Kessler, William C., Jr. BQ 1	DO	H	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
2	~~Lain, Phyllis J. BQ 1~~	~~DO~~	~~H~~	~~8~~	~~4~~	~~8~~	~~8~~	~~4~~	DO	8	8	4	8	8	4	Base	40	40	80						
3	~~McNeely, Samuel S., Jr. BQ 1~~	~~DO~~	~~H~~	~~8~~	~~4~~	~~8~~	~~8~~	~~4~~	DO	8	8	4	8	8	4	Base	40	40	80						
4	~~Neary, Robert V. BQ 1~~	~~DO~~	~~H~~	~~8~~	~~4~~	~~8~~	~~8~~	~~4~~	DO	8	8	4	8	8	4	Base	40	40	80						
5	~~Osterdahl, Ethel V. BQ 1~~	~~DO~~	~~H~~	~~8~~	~~4~~	~~8~~	~~8~~	~~4~~	DO	8	8	4	8	8	4	Base	40	40	80						
6	~~Umphrey, Samuel B. BQ 1~~	~~DO~~	~~H~~	~~8~~	~~4~~	~~8~~	~~8~~	~~4~~	DO	8	8	4	8	8	4	Base	40	40	80						
7																Base									
8																Base									
9																Base									
10																Base									
11																Base									
12																Base									
																	40	40	80						
																	~~240~~	~~240~~	~~480~~						

REMARKS: This is a corrected time report for Mr Kessler only and supersedes so much of previous report as pertains to Mr Kessler.

TOTALS

Certified correct: LUTHER G JONES JR, Capt, TC
(Supervisor or timekeeper)

Oita 1
(Telephone)

*I certify that this absence was due to illness which incapacitated me for duty

0186—FEC PRINTING PLANT—11/47—35 M

DECLASSIFIED E.O. 12065 SECTION 3-402(NDC) NO. 2

Standard Form No. 1135
Form prescribed by Comptroller General, U. S.
June 28, 1946
General Regulations No. 102

PAYROLL No. 163
Sheet No. 1 of 1

TIME AND ATTENDANCE REPORT

A—Annual Leave
S—Sick Leave
O—Other Leave With Pay
W—Leave Without Pay
SUS—Suspension
AWL—Absence Without Leave
C—Compensatory Leave Taken
CT—Compensatory Time Worked
TS—Travel Status
HW—Holiday Work
ND—Night Differential Time
OT—Overtime Worked

NOTE.—Above code to be placed on second line of each daily block, below the hours on first line of same block, followed by employee's initials on third line.

Agency	Reporting Unit	Block	Tour of Duty	Pay Period No.
Eighth Army Mil Govt Sect	Oita Mil Govt Team	APO 24 Unit 2	8 hrs-Mon-Tues-Thurs-Fri;4 hrs-Wed-Sat	29 May THRU: 11 June 49

Name of Employee	First Week Sun. 29	Mon. 30	Tue. 31	Wed. 1	Thu. 2	Fri. 3	Sat. 4	Second Week Sun. 5	Mon. 6	Tue. 7	Wed. 8	Thu. 9	Fri. 10	Sat. 11	Hours in Pay Status: Kind	1st Week	2d Week	Pay Period Total	Comp. Time Wed.	Time Absent: Ann.	Sick*	LWOP	Comp.	Other
1 Kessler, William C., Jr. BQ 1	DO	H	8	4	8	8	4	DO	SAL SF-71						Base	40	8	48		8				
2 Lain, Phyllis J. BQ 1	DO	H	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
3 McNeely, Samuel S., Jr. BQ 1	DO	H	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
4 Neary, Robert V. BQ 1	DO	H	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
5 Osterdahl, Ethel V. BQ 1	DO	H	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
6 Umphrey, Samuel B. BQ 1	DO	H	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
7															Base									
8															Base									
9															Base									
10															Base									
11															Base									
12															Base									
Totals																240	208	448		8				

REMARKS

Certified correct: Luther G Jones Jr.
LUTHER G JONES JR., Capt, TC
(Supervisor or timekeeper)

Oita 1
(Telephone)

*I certify that this absence was due to illness which incapacitated me for duty

0686—FEC PRINTING PLANT—11/47—35M

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775048

Name Kessler, William C. Date 3 June 49
(Print or type—Last, First, Middle Initial)

Organizational unit Oita Mil Govt Team

TYPE of LEAVE
- ☐ Annual
- ☐ Sick*
- ☐ Other (Specify)
- ☐ Without pay
- ☐ Compensatory

No. of hours 8 to begin 6 June 49 (Month, date, time) a.m. To end 6 June 49 p.m.

NOTE:—Annual leave authorized in excess of that to your credit will be charged to leave without pay.

* I certify that this absence was due to ☐ illness which incapacitated me for duty;

☐ medical, dental, or optical treatment by .... (Name of practitioner)

(If absence was in excess of 3 days, obtain medical certificate or state, under "Remarks," why certificate was not obtained.)

William C. Kessler
(Signature of employee)

.... (Approving officer)

S. F. NO. 71 (CSC)
October 1944

APPLICATION FOR LEAVE

Form approved.
Budget Bureau No. 50-R022.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO.

CERTIFICATE OF PHYSICIAN OR PRACTITIONER

I CERTIFY that .... **was under my professional care from** ...., **19** ...., **thru** ...., **19** ....

(Month and day) (Month and day)

....

(Date) (Signature)

....

(Address)

REMARKS:

0498—FEC Printing Plant—2/48—75M

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO.

1 Copies Rec'd
INITIAL
Forward to:
EX.O.
C&G.
ADJ.
LAB.O.
DET.C.
P.H. Toyo
P.W.
Ec.
FILE

KYUSHU MILITARY GOVERNMENT REGION
HEADQUARTERS AND HEADQUARTERS DETACHMENT
Fukuoka, Kyushu, Japan

BLH/km

APO 24 Unit 5
6 June 1949

SUBJECT: Pay Periods for Department of the Army Civilians

TO : Commanding Officer, Fukuoka Mil Govt Team, APO 24-5
Commanding Officer, Oita Mil Govt Team, APO 24-2
Commanding Officer, Nagasaki Mil Govt Team, APO 24-5
Commanding Officer, Kumamoto Mil Govt Team, APO 24-1
Commanding Officer, Kagoshima Mil Govt Team, APO 970
Commanding Officer, Miyazaki Mil Govt Team, APO 24-2
Commanding Officer, Saga Mil Govt Team, APO 24-5

1. Pay periods for the present fiscal year 1949 - 1940 are as follows:

26 Jun - 9 Jul	8 Jan - 21 Jan
10 Jul - 23 Jul	22 Jan - 4 Feb
24 Jul - 6 Aug	5 Feb - 18 Feb
7 Aug - 20 Aug	19 Feb - 4 Mar
21 Aug - 3 Sep	5 Mar - 18 Mar
4 Sep - 17 Sep	19 Mar - 1 Apr
18 Sep - 1 Oct	2 Apr - 15 Apr
2 Oct - 15 Oct	16 Apr - 29 Apr
16 Oct - 29 Oct	30 Apr - 13 May
30 Oct - 12 Nov	14 May - 27 May
27 Nov - 10 Dec	28 May - 10 Jun
11 Dec - 24 Dec	11 Jun - 24 Jun
25 Dec - 7 Jan	25 Jun - 8 Jul

2. The above is for your information when preparing Time Reports at the end of each pay period.

BY ORDER OF COLONEL HILTON:

Charles L. Bachtel
CHARLES L. BACHTEL
1st Lt SIG C
Adjutant

66

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

C O P Y

9A-11

CIVILIAN PERSONNEL SECTION
HEADQUARTERS EIGHTH ARMY
APO 343

AGCPH - 248

26, May 1949
Date

Subject: Transmittal of Checks

To: Commanding Officer
Oita Military Government Team

1. Forwarded herewith are checks covering payment of civilian employees for pay period ending 14 May 1949.

2. Request all inclosures be withdrawn and receipt acknowledged by indorsement hereon.

/s/ Marie H. Stanton
/t/ MARIE H. STANTON
Certifying Officer

1 Incl
Cks 44,920 to 44,922 and 44,924 to 44,925

1st Ind

Date

TO: Civilian Personnel Section, Hqs. 8th Army, APO 343

Receipt acknowledged.

Incl w/d

Name and Rank

NOTICE: Regulations require that checks be acknowledged. Request compliance upon date of receipt. ANY changes in address that will help expedite checks would be greatly appreciated.

C O P Y

65

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO.

fil

8TH ARMY CIVILIAN INFORMATION BULLETIN

NO IX PUBLISHED BY EMPLOYEE UTIL. DIV., CPS, HQ EIGHTH ARMY, APO 343, 1 May 49

PROCEDURE TO BE FOLLOWED IN SEEKING TRANSFERS

All employees desiring transfer from one section to another must call at Office of Civilian Personnel with statement of release from section to which assigned. Properly released employees will then be referred to sections in need of their services. Employees are not permitted to apply for a new position prior to submitting statement of release to CPS.

EMPLOYEES TERMINATING WHO WISH TO HAVE THEIR AUTOMOBILES RETURNED TO ZI

It is requested that employees who are terminating and indicate on Form EUD 3 that transportation of automobile is desired also indicate whether or not travel by private automobile is desired from the Port of Debarkation to destination.

ZI LEAVE

Due to a critical shortage of shipping space, ordinary leave to the ZI on a space available basis cannot be approved for an indefinite period. Leave requested under the provisions of CPR 150.6 which requires the signing of a new two-year agreement will be approved provided the employing unit indicates a need for the employee's services upon his return.

EMPLOYMENT SITUATION IN ZI

The following is an excerpt from a radio message received from the Department of the Army 29 April 1949: "All personnel terminating overseas employment should be advised that jobs in ZI are becoming more scarce. Recent rise in unemployment has had severe effect on labor market. For most employees outlook for immediate employment either ZI or another oversea area is not bright in positions of comparable pay and responsibility. This should be brought to attention of all concerned."

CHANGE IN EXPRESSING POSITIONS HERETOFORE IDENTIFIED AS "UNGRADED"

New Civilian Personnel Regulations establish the service abbreviation "WB" in identifying the grades of Wage Board, or Ungraded positions. Hereafter, the grade of the positions will be shown as WB---a number, instead of UN---a number. It is requested that all new Forms 72 sent from the various Sections to CPS to effect changes in Wage Board or Ungraded positions where the grade is shown in the right hand side of Column 20 that the letters "WB" be shown instead of "UN". In allocating new positions, the Classification and Wage Administration Division will affix those letters in assigning the new or changed grade.

DEPENDENTS EMPLOYED BY THE DEPARTMENT OF THE ARMY ENTITLED TO PRIVILEGES UNDER CPR 150.6

The following is quoted from Radio WCL 41411 dated 4 February 1949

64

DECLASSIFIED E.O. 12065 SECTION 3-402/NMDS NO. [illegible]

received from the Department of the Army: "Individuals proceeding overseas at Government Expense as dependents but who later become employees may be accorded privileges of CPR 150.6 after completing the minimum period of service in the Command required of all employees provided such employees are no longer dependent upon the return of their former principal for transportation a postdated employment agreement is not necessary but statement should be placed in file to show that employee has completed two years service for the Command and principal on whom their original transportation to the Command depended has departed."

ADMINISTRATION OF FOREIGN NATIONALS

The following is an excerpt from Eighth Army Circular 14 dated 19 February 1948 administration of Foreign Nationals:

"Foreign Nationals are entitled to periodic pay advancement as follows:

Period of Satisfactory Service	Within Grade Advancement
3 months	Step I to Step II
6 months	Step II to Step III
6 months	Step III to Step IV
6 months	Step IV to Step V

28 MAY 1949 Utd Mil Gov't

"The FEC AGO Form 83, Notification of Personnel Action, for periodic advancements will be forwarded to the employee through the employing unit for information and concurrence that conduct and service have been satisfactory, in the same manner as for Department of the Army civilian employee periodic pay increases. If the operating official does not concur, he will write "Cancel" across the face of the Form 83, enter the reason for the action under "Remarks", sign his name and title, and return the form to Civilian Personnel Section, as soon as practicable and in any case not to exceed ten days from receipt of the FEC AGO Form 83.

"Employees may be rewarded for superior performance of duties by a one step promotion within the pay grade upon the recommendation of the operating official, without regard to the time spent on the job."

OVERTIME WORK

The following is quoted from Special Regulation No. 620-10-1 of the Department of the Army dated 3 March 1949:

"Overtime services of civilian employees of the Department of the Army, except as necessitated because of disaster or emergency, may be utilized only to meet essential deadlines or to maintain absolutely essential operations. When so utilized it will be restricted to the absolute minimum required for the accomplishment of the project. Overtime work will not be used as a recruitment incentive nor for any other purpose inconsistent with this policy. It is the responsibility of the head of each Headquarters, Department of the Army, agency and of each commanding officer to assure that authorized overtime conforms to the above policy. In any instance where a head of a Headquarters, Department of the Army, agency or a commanding officer has delegated his authority to authorize work in excess of 40 hours per week, he will advise his designated subordinates of the conditions and type of work for which overtime service may be authorized. Payment for overtime service or compensatory leave may not be withheld when such services are performed pursuant to orders of competent administrative authority. Overtime services of civilian employees will be authorized only after all other possible means of meeting the situation have been fully explored.

There is no provision for paying overtime work performed by an individual employee on his own initiative.

If compensatory time is not taken within the prescribed period, i. e., during the same pay period or the following pay period, employee will be paid in the same manner as overtime is paid.

Standard Form No. 1135
Form prescribed by
Comptroller General, U. S.
June 28, 1946
General Regulations No. 102

PAYROLL No. 163
Sheet No. 1 of 1

file

TIME AND ATTENDANCE REPORT

A—Annual Leave
S—Sick Leave
O—Other Leave With Pay
W—Leave Without Pay

SUS—Suspension
AWL—Absence Without Leave
C—Compensatory Leave Taken
CT—Compensatory Time Worked

TS—Travel Status
HW—Holiday Work
ND—Night Differential Time
OT—Overtime Worked

NOTE.—Above code to be placed on second line of each daily block, below the hours on first line of same block, followed by employee's initials on third line.

Agency: Eighth Army Mil Govt Sect
Reporting Unit: Oita Mil Govt Team
Block: APO 24 Unit 2
Tour of Duty: 8 hrs-Mon-Tues-Thurs-Fri; 4 hrs-Wed-Sat
Pay Period No. 15 May THRU: 28 May 49

NAME OF EMPLOYEE	FIRST WEEK Sun. 15	Mon. 16	Tue. 17	Wed. 18	Thu. 19	Fri. 20	Sat. 21	SECOND WEEK Sun. 22	Mon. 23	Tue. 24	Wed. 25	Thu. 26	Fri. 27	Sat. 28	HOURS IN PAY STATUS Kind	1st Week	2d Week	Pay Period Total	Comp. Time Wkd.	TIME ABSENT Ann.	Sick*	LWOP	Comp.	Other
1 Kessler, William C., Jr. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
2 Lain, Phyllis J. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
3 McNeely, Samuel S., Jr. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
4 Neary, Robert V. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
5 Osterdahl, Ethel V. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
6 Umphrey, Samuel B. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
7															Base									
8															Base									
9															Base									
10															Base									
11															Base									
12															Base									
																240	240	480						

REMARKS

TOTALS

Certified correct: Albert E. Wakefield
ALBERT E. WAKEFIELD, 1st Lt, INF
(Supervisor or timekeeper)

Oita 1
(Telephone)

0186—FEC PRINTING PLANT—11/47—35 M

*I certify that this absence was due to illness which incapacitated me for duty

DECLASSIFIED E.O. 12065 SECTION 3-402/NND

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO.

file 230

OITA MILITARY GOVERNMENT TEAM
APO 24 UNIT 2

AEW/rs

26 May 1949

SUBJECT: Request for Information of Civilian Pay Checks Believed Missing

TO: Commanding Officer, Kyushu Mil Govt Region, APO 24 Unit 5

1. It is the opinion of this headquarters that pay checks for civilian employees of this unit for the period 3 April - 16 April 1949 are missing.

2. Records indicate that letter (Inclosure #1), Civilian Personnel Section, Headquarters Eighth Army, APO 343, 15 April 1949, transmitted four limited depository checks Nos. 36,792, 36,793, 36,794 and 36,796 for the pay period 20 March to 2 April 1949. Letter same headquarters (Inclosure #2), 12 May 1949, transmitted checks Nos. 42,134 to 42,137 for the period 17 April 1949 to 30 April 1949.

3. There is no record indicating receipt of checks for the period 3 April 1949 to 16 April 1949.

4. It is requested that a check be made to locate missing checks or to determine the exact status of civilian pay accounts.

FOR THE COMMANDING OFFICER:

2 Incls:
1 - Ltr, Civ Pers Sec, Hq 8th Army, dtd 15 Apr 49
2 - Ltr, Civ Pers Sec, Hq 8th Army, dtd 12 May 49

ALBERT E. WAKEFIELD
1st Lt, INF
Acting Adjutant

62 61

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO.

BASIC: Ltr fr Hq Eighth Army, Mil Govt Section, APO 343, subject: Efficiency Rating Forms - McGarity, Ruth E. (Dennis), dated 4 May 1949.

1st Ind LGJ/tk

OITA MILITARY GOVERNMENT TEAM, APO 24 Unit 2, 24 May 1949

TO: Civilian Personnel Section, Hq Eighth Army, APO 343

Basic communication complied with.

FOR THE COMMANDING OFFICER:

1 Incl:
1 - n/c
2 - w/d

ALBERT E. WAKEFIELD
1st Lt, INF
Acting Adjutant

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

HEADQUARTERS EIGHTH ARMY
Military Government Section
APO 343

4 MAY 1949

SUBJECT: Efficiency Rating Forms - McGarity, Ruth E. (Dennis)

TO : Commanding Officer
Oita Mil Govt Team
APO 24 Unit 2

1. Enclosed herewith are Standard Forms No. 51 to be completed in duplicate and in accordance with existing Civil Service Regulations. Instructions are attached for your information.

2. It is requested these forms be returned to Civilian Section, Headquarters Eighth Army at the earliest practicable date.

RICHARD A. ANDERSON
Chairman
Eff Rating Committee

2 - Incls:

1. SF No. 51
2. Instruc. Sheet

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

Mrs McGarity is to be rated
for period served at Oita,
and notation to that effect
made on reverse side of 51.

Mrs. Thompson
2-4018

DECLASSIFIED E.O. 12065 SECTION 3-402/NND NO. [illegible]

CIVILIAN PERSONNEL SECTION, HEADQUARTERS EIGHTH ARMY, APO 343

INSTRUCTION SHEET - EFFICIENCY RATINGS FOR GRADED EMPLOYEES

I

A. TYPES OF RATINGS

1. REGULAR RATINGS. Regular efficiency ratings will be given every employee six months from date of EOD or date of last position change and all employees as of 31 March, except when an employee has served less than six months in the position of current service, grade or class, as of that date.

a. FORMS. Forms will be prepared by Civilian Personnel Section, Headquarters Eighth Army, for each employee when a rating is due and will be forwarded to the operating unit for completion. Ratings will be prepared in duplicate on Standard Form No. 51 and will be returned to Civilian Personnel Section promptly.

b. RATING INSTRUCTIONS. A summary of rating and reviewing instructions is given below. For detailed information, including an explanation of each element on Standard Form No. 51, refer to the "Rating Officials Guide" booklet. Copies of this booklet have been furnished for each supervisor. Additional copies may be obtained from the Civilian Personnel Section, Headquarters Eighth Army on request.

c. RATING AND REVIEWING OFFICIALS. The Rating Official will be the employee's immediate supervisor. The Reviewing Official will be the supervisor highest in line of authority above the Rating Official who has personal knowledge of the general performance of the employee to be rated.

2. ENTRANCE RATINGS. The Civil Service rules concerning efficiency ratings have recently been changed to require a new kind of efficiency rating called an "ENTRANCE" rating. If an official rating for a graded job has not been given, the employee automatically has an "entrance" rating of "good". If an official rating has been given while serving in one job and the employee is then promoted, reassigned, or transferred, or changed to lower grade, the entrance rating in the new job will be the same as the last official rating in the old job, except that if the old rating was "unsatisfactory" the entrance rating will be "fair". Entrance ratings are official ratings and they are used to determine eligibility for periodic pay increases and retention credits in a reduction-in-force.

II

A. RATING OFFICIALS' INSTRUCTIONS.

1. You, as a supervisor, are required to evaluate the services of an employee for specified periods of time. Ratings should be based on performance in the position occupied. Your objective in rating is "How Well A Man Does A Job". The efficiency rating is not an evaluation of the employee, but of his work performance.

2. Since efficiency ratings are an important factor in the consideration of proposed personnel actions and are part of the permamemt records of employees, each employee should thoroughly understand his rating. In fact, the effectiveness of supervision and the success of the work program depend upon a thorough understanding between the supervisor and the employee concerning the

Ind 2

DECLASSIFIED E.O. 12065 SECTION 3 402/NNDS NO.

duties assigned, the performance requirements, and methods of attaining the desired performance. Frank discussions on these subjects should be held whenever necessary in order to develop and maintain the efficiency of every member of a working unit; if this has not been done during the rating period, it may be done during the preparation of the rating, before the rating is submitted to the reviewing official, after the rating has been completed and passed upon by the reviewing official, or after it is approved by the efficiency rating committee. In any case, it should be done before the employee receives a cold, formal, unexplained notice of his rating.

B. RATING ELEMENTS.

1. The efficiency rating form is designed for rating a considerable variety of positions in the Federal service. Accordingly, no job will require rating on all elements. The particular points on which the employee is rated, are those which are REQUIREMENTS OF THE POSITION HE FILLS.

2. The items stamped in red have been selected by the Efficiency Rating Committee as the elements usually pertinent to respective positions. Out of these pertinent elements you are to select those which are ESPECIALLY IMPORTANT in the particular job you are rating. UNDERLINE THESE ESPECIALLY IMPORTANT ELEMENTS. At least one-third (1/3) of the pertinent elements must be UNDERLINED, to afford an adequate basis for applying the standard at the bottom of the Standard Form No. 51.

3. If the selected elements do not cover the position which you are rating, or if you disagree with the choice of elements, you may add or change as many as you desire and explain the reason for deviation on the reverse of the efficiency rating form.

C. RECORDING OF EVALUATION.

1. THE RATING MARKS are plus (+), check (✓), or minus (-).

A. If the employee's performance in the particular element being rated is that which would reasonably be required, mark with a check indicating adequate performance.

B. If the employee's performance is distinctly better than that which should be reasonably required in that particular element, mark with a plus, indicating outstanding performance.

C. If the employee's performance is below that which should be reasonably required in that particular element, mark with a minus, indicating weak performance.

D. NOTE, THE WORD "REASONABLY" IS YOUR KEY.

NOTE

2. "To assure a full and mutual understanding of each employee's relative proficiency in terms of the requirements of his official position, the rating official will discuss performance in terms of the element pattern fully and frankly with each employee, except where an employee may be on extended leave or travel status throughout the period in which the rating must be prepared". (CPR 95.1-2) As verification of compliance with this regulatory requirement, THE EMPLOYEE'S SIGNATURE AND DATE OF INTERVIEW WILL APPEAR ON THE REVERSE SIDE OF THE SF-51, INDICATING THAT EFFICIENCY RATING HAS BEEN DISCUSSED, OR, IN THE

DECLASSIFIED E.O. 12065 SECTION 3 102/NNDS NO.

EVENT THE EMPLOYEE IS ON LEAVE STATUS, THE RATING OFFICIAL WILL SO INDICATE ON REVERSE SIDE OF SF-51.

3. Apply the standard at the bottom of Standard Form No. 51, which determines adjective ratings. Insert adjective rating in space designated "Rating Official".

4. IF THE ADJECTIVE RATING IS "FAIR" OR "UNSATISFACTORY", REFER TO THE PARAGRAPH ON "FAIR OR UNSATISFACTORY RATINGS", IN PART IV-A OF THESE INSTRUCTIONS.

5. Sign your name, insert your title, and date the rating in the space provided at the bottom of the form.

6. Refer the rating to the Reviewing Official.

III

A. REVIEWING OFFICIAL'S INSTRUCTIONS.

1. As reviewing official, it is your responsibility to see that the ratings given employees under your supervision are just and equitable.

2. Discussion of Rating Process. Wherever possible, the elements involved in the ratings should be discussed with the rating officials prior to preparation of the forms to insure a more uniform conception of the rating standards. "The Rating Officials Guide" booklet, may be used, as a basis for these discussions.

3. Consideration of Rating. After receiving the rating forms from the rating official, examine them by grade and class using the following check list taken from Chapter E1-17 of the Federal Personnel Manual:

A. Has the space at the top of the form been checked to show whether the rating is regular?

B. Do the dates filled in at the top of the form show the exact period of time considered in the rating?

C. Do the classification symbols and office designation show the employee's current status?

D. Has the block on the right-hand side of the form been checked to indicate whether the position of the employee is or is not of an administrative, supervisory, or planning nature?

E. Have all the especially important elements in the position been underlined?

F. Has the administrative, supervisory, or planning employee been rated on all elements pertinent to his position whether in italics or not?

G. Has the "all others" employee been rated on all pertinent elements not in italics?

H. Has the question in element 13, "Is mark based on production records?" been answered with "Yes" or "No"?

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDS NO. [illegible]

IV

A. FAIR AND UNSATISFACTORY EFFICIENCY RATINGS.

1. Whenever a supervisor (rating official) determines that an employee's performance is properly rated as Fair or Unsatisfactory, he will prepare a letter to the employee, showing specifically:

a. How his performance fails to meet standards
b. How he might improve
c. That he has the opportunity to bring about such improvement
d. That he will receive a Fair or Unsatisfactory rating if his performance does not improve to meet the required standards.

The letter, in duplicate, will be submitted to the reviewing official for review and approval. If approved, the original of the letter will be given to the employee; the copy will be forwarded to the Civilian Personnel Section. No Fair or Unsatisfactory efficiency rating should be processed to final approval or recognized as an official rating by any rating official, reviewing official or efficiency rating committee unless there is substantial evidence that the employee concerned was given a warning by the supervisor IN LETTER FORM at least three months and not more than six months in advance, unless person falls in category of 4 or below.

2. Subsequently, on receipt of SF 51 from Civilian Personnel Section, the employee's work performance will be evaluated and SF 51 will be completed. If it is determined that the actual rating as reflected upon completion of the efficiency rating form is Fair or Unsatisfactory, the warning letter previously issued the employee will constitute authority for the official rating. Upon receipt, the Civilian Personnel Section will attach the 201 file copy of the warning letter to the efficiency rating form and forward to Efficiency Rating Committee for final approval.

3. For efficiency ratings due during March, April or May 1949, it will be necessary to issue the warning letter upon receipt of this procedure, and a copy of the letter along with both copies of SF 51 will be forwarded to Civilian Personnel Section to be held in abeyance until the 90-day period has expired, or one month period as in paragraph 4 below. The Civilian Personnel Section will then send back both copies of the completed rating of Fair or Unsatisfactory along with two additional blank copies of SF 51 in order for the rating official to re-rate subject employee for the entire period including warning time. If the efficiency rating stands as a Fair or Unsatisfactory, the new rating will be forwarded to the Civilian Personnel Section and referred to the Efficiency Rating Committee for final decision.

4. In cases where a shorter period than three months is determined by the rating official to be sufficient to demonstrate improvement in work performance, the period between the warning and the Fair or Unsatisfactory rating may be less than three months, but in no case less than one month.

5. The following or similar statement of warning interview must be attached to all Fair or Unsatisfactory ratings at the time of submission to Civilian Personnel Section for efficiency rating action:

An interview was held on (date) with (name of employee) to discuss weaknesses in (his or her) work performance and to suggest means of improvement.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDS NO. _____

(He or she) was informed that failure to show satisfactory improvement within (three months) (one month) from this date would result in a (Fair)(Unsatisfactory) efficiency rating.

_____

Supervisor's Signature and Title

_____

Employee's Signature

6. Whenever a favorable certificate of satisfactory service and conduct for periodic within-grade salary advancement is issued for an employee who previously has been given the warning, such certificate in effect cancels the warning, and no Fair or Unsatisfactory rating shall be assigned in connection with such warning.

DECLASSIFIED E.O. 12065 SECTION 3-402/NND NO. [illegible]

C O P Y 9A-10

CIVILIAN PERSONNEL SECTION
HEADQUARTERS EIGHTH ARMY
APO 343

AGCPH - 248 12 May 1949

SUBJECT: Transmittal of Checks

TO: Commanding Officer
Oita Military Government Team

1. Forwarded herewith are checks covering payment of civilian employees for pay period ending 30 April 1949.

2. Request all inclosures be withdrawn and receipt acknowledged by indorsement hereon.

/s/ Marie H. Stanton RSM
/t/ MARIE H. STANTON
Certifying Officer

1 Incl
Cks 42,134 to 42,137

Off
Mch.
EPO.
WCK.

16 May 1949

OITA MILITARY GOVERNMENT TEAM, APO 24 Unit 2

FOR THE COMMANDING OFFICER:

ALBERT E. WAKEFIELD
1st Lt, INF
Acting Adjutant

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO.

HEADQUARTERS I CORPS
APO 301 (Kyoto, Honshu)

BBL/ea

AG 248 - BA copy

11 May 1949

SUBJECT: Salaries for Foreign National Employees

TO : See Distribution

1. This headquarters has been advised by GHQ, Far East Command, that any substantial increase in the rates of pay for foreign nationals will not be considered at this time.

2. The chief reasons given for this decision by higher headquarters are as follows:

a. A special study of some 250 industrial concerns was made by experts, to develop a comparative scale of work performed in Japanese plants and in occupation units. GHQ FEC states the final wage schedules drawn up were equal to, if not higher than the highest "real wages" paid by private industries in Japan.

b. An extra 2,000 yen was added to the wage scale to permit realistic deduction for subsistence when furnished. It is estimated the value of subsistence is equivalent to 5,000 yen per month.

c. Foreign nationals are accorded favorable hours of work, leave privileges, and transportation, which provides an additional inducement for employment with military government.

d. The cost of living index has advanced only 5% between November 1948 and February 1949. The yen salaries paid to foreign nationals, together with other incentives provided, result in a real-wage that compares very favorable with "going wages" elsewhere.

3. It is desired that further requests for reconsideration of foreign national wage scales submitted by Military Government regions and teams be accompanied by full supporting data and recommendations that take cognizance of the objections listed above.

BY COMMAND OF MAJOR GENERAL COULTER:

C. C. CARTER
Col., AGD
Adjutant General

DISTRIBUTION:
2 ea MG Region & Team
I Corps Z/R
3 AG Rec, I Corps

57

Standard Form No. 1135
Form prescribed by
Comptroller General, U. S.
June 28, 1946
General Regulations No. 102

PAYROLL No. 163
Page No. 1 of 1

TIME AND ATTENDANCE REPORT

A—Annual Leave
S—Sick Leave
O—Other Leave With Pay
W—Leave Without Pay

SUS—Suspension
AWL—Absence Without Leave
C—Compensatory Leave Taken
CT—Compensatory Time Worked

TS—Travel Status
HW—Holiday Work
ND—Night Differential Time
OT—Overtime Worked

NOTE.—Above code to be placed on second line of each daily block, below the hours on first line of same block, followed by employee's initials on third line.

Agency: Eighth Army Mil Govt Sect
Reporting Unit: Oita Mil Govt Team
Block: APO 24 Unit 2
Tour of Duty: 8 hrs Mon-Tue-Thurs-Fri, 4 hrs Wed-Sat
Pay Period No. 15 May Thru 28 May 1949

NAME OF EMPLOYEE	FIRST WEEK 15 SUN.	16 MON.	17 TUE.	18 WED.	19 THU.	20 FRI.	21 SAT.	SECOND WEEK 22 SUN.	23 MON.	24 TUE.	25 WED.	26 THU.	27 FRI.	28 SAT.	HOURS IN PAY STATUS: Kind	1st Week	2d Week	Pay Period Total	Comp. Time Wed.	TIME ABSENT: Ann.	Sick*	LWOP	Comp.	Other
1 FRAZEE, JASPER D. BQ 1	DO	8	8	4	8										Base									
						TS																		
2															Base									
3															Base									
4															Base									
5															Base									
6															Base									
7															Base									
8															Base									
9															Base									
10															Base									
11															Base									
12															Base									
															TOTALS									

REMARKS:

Certified correct: Albert E. Wakefield
ALBERT E. WAKEFIELD, 1st Lt, INF
(Supervisor or timekeeper)
Oita 1
(Telephone)

*I certify that this absence was due to illness which incapacitated me for duty.

U. S. GOVERNMENT PRINTING OFFICE 16—48988-1

DECLASSIFIED E.O. 12065 SECTION 3-402(a) NND

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

OITA MILITARY GOVERNMENT TEAM
APO 24 UNIT 2

23 May 1949

SUBJECT: Application for Extension of Employment Agreement (J.D.Frazee)

TO: Commanding Officer, Kyushu Mil Govt Region, APO 24 Unit 5

1. Reference is made to paragraph 5 i, Information Bulletin No. 10, your headquarters, 16 March 1949.

2. Forwarded herewith letter, subject as above, 19 May 1949. Recommend approval.

3. Mr. Frazee has performed the duties of chief of the Economic Section of this team since 6 August 1947 in an excellent manner.

4. Mr. Frazee is felt to be well qualified by experience, training and education for continued employment with this command.

1 Incl:
As stated (quad)

GUINN B. GOODRICH
Lt Col, INF
Commanding

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

OITA MILITARY GOVERNMENT TEAM

APO 24 UNIT 2

19 May 1949

SUBJECT: Application for [redacted], Extension [redacted] of Employment Agreement

THRU: Commanding Officer, Oita Mil Govt Team, APO 24 Unit 2

TO: Commanding General, Eighth Army, APO 343
Attn:

1. To be completed when applying for leave:

a. I, _____, Department of Army Civilian, Grade, _____, (will complete) (have completed) employment agreement on _____ and desire _____ days' leave to (United States) (Hawaii).

b. I (desire) (do not desire) to take advantage of the leave policy as outlined in CPR 150.6.

c. My dependents will accompany me. Yes _____. No _____.

*Name	Age	Birthday	Relationship
_____	___	_____	_____
_____	___	_____	_____

*Indicate wife's maiden name if married in this theater.

d. Date of marriage in this theater if applicable: _____.

e. I desire to depart o/a _____ to a port of entry in United States ( ) Hawaii ( ).

f. Address while on leave will be _____.

2. To be completed when applying for termination:

a. I, _____, Department of Army Civilian, Grade, _____, (will complete) (have completed) employment agreement on _____.

b. I do not desire reemployment in this theater and will report to your office on call for exit processing to return to the United States ( ) Hawaii ( ). I desire to be returned to _____ which is: original point of hire ( ) induction ( ) actual residence ( ).

c. My dependents will accompany me, Yes _____. No _____.

CPS/EUD Letter No. 3

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

*Name	Age	Birthday	Relationship

*Indicate wife's maiden name if married in this theater.

d. Date of marriage in this theater if applicable: _____.

e. Transportation of household goods (is) (is not) desired. (Authorized ONLY on termination of contract).

f. Transportation of car (is) (is not) desired. (Authorized ONLY on termination of contract).

3. To be checked if extension of contract is desired:

(X) I desire to continue indefinitely in the employ of this command without returning to ZI. I agree to give ninety days' notice of termination to allow for recruitment of replacement.

Jasper D. Frazee
JASPER D. FRAZEE, DAC, CAF-11
(Signature of Employee)

19 May 1949
(Date)

1st Ind

THRU:

TO: Commanding General, Eighth Army, APO 343
Attn: Civilian Personnel Section

( ) 1. The above employee's services (will be) (will not be) needed in his present position upon return from leave.

( ) 2. Employee's services (will) (will not) be needed indefinitely upon completion of current agreement.

( ) 3. Employee desires to continue employment indefinitely in another assignment and replacement (is) (is not) requested.

( ) 4. Final time report will accompany employee to your office. (Only upon termination of contract).

( ) 5. Baggage will have been inspected prior to departure from duty station.

( ) 6. Employee has efficiency rating of: _____.

( ) 7. Employee (has) (has not) been declared Technical Critical Specialist.

( ) 8. Employee (does) (does not) have dependents in this theater.

DECLASSIFIED E.O. 12065 SECTION 3-402/NMDG NO. [illegible]

Name Lain, Phyllis J. Date 13 May 1949
(Print or type - Last, First, Middle Initial)

Organizational unit Oita Mil Govt Team

TYPE of LEAVE
XX ☐ Annual
☐ Sick*
☐ Other (Specify)
☐ Without pay
☐ Compensatory

No. of hours 28 to begin 28 Apr 1949 (Month, date, time) {a.m. p.m. To end 2 May 49 {a.m. p.m.

NOTE: Annual leave authorized in excess of that to your credit will be charged to leave without pay.

* I certify that this absence was due to ☐ illness which incapacitated me for duty;

☐ medical, dental, or optical treatment by ..... (Name of practitioner)

(If absence was in excess of 3 days, obtain medical certificate or state, under "Remarks," why certificate was not obtained.)

Robert E Wakefield 1st Lt. (Approving officer)

Phyllis J. Lain (Signature of employee)

S. F. NO. 71 (CSC)
October 1944

APPLICATION FOR LEAVE

Form approved.
Budget Bureau No. 50-R022.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO.

CERTIFICATE OF PHYSICIAN OR PRACTITIONER

I CERTIFY that .... **was under my professional**

care from ...., **19** ...., **thru** ...., **19** ....
(Month and day) (Month and day)

....
(Date) (Signature)

....
(Address)

REMARKS:

0498—FEC Printing Plant—2/48—75M

Standard Form No. 1135
Form prescribed by
Comptroller General, U. S.
June 28, 1946
General Regulations No. 102

PAYROLL No. 163
Sheet No. 1 of 1

File

TIME AND ATTENDANCE REPORT

A—Annual Leave
S—Sick Leave
O—Other Leave With Pay
W—Leave Without Pay

SUS—Suspension
AWL—Absence Without Leave
C—Compensatory Leave Taken
CT—Compensatory Time Worked

TS—Travel Status
HW—Holiday Work
ND—Night Differential Time
OT—Overtime Worked

NOTE.—Above code to be placed on second line of each daily block, below the hours on first line of same block, followed by employee's initials on third line.

Agency	Reporting Unit	Block	Tour of Duty	Pay Period No.
Eighth Army Mil Govt Sect	Cita Mil Govt Team	APO 24 Unit 2	8 hrs—Mon—Tues Thurs—Fri; 4 hrs—Wed—Sat	1 May THRU: 14 May 49

		FIRST WEEK							SECOND WEEK							HOURS IN PAY STATUS				COMP. TIME WKD.	TIME ABSENT				
	NAME OF EMPLOYEE	SUN. 1	MON. 2	TUE. 3	WED. 4	THU. 5	FRI. 6	SAT. 7	SUN. 8	MON. 9	TUE. 10	WED. 11	THU. 12	FRI. 13	SAT. 14	KIND	1ST WEEK	2D WEEK	PAY PERIOD TOTAL		ANN.	SICK*	LWOP	COMP.	OTHER
1	Frazee, Jasper D. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
2	Kessler, William C., Jr. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
3	Lain, Phyllis J. BQ 1	DO	8 A SP-71	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80		8				
4	McNeely, Samuel S., Jr. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
5	Neary, Robert V. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
6	Osterdahl, Ethel V. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
7	*Umphrey, Samuel B. BQ 1	STS	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
8																Base									
9																Base									
10																Base									
11																Base									
12																Base									
																TOTALS	280	280	560		8				

REMARKS: *UMPHREY, S. B. — E.O.D. this headquarters 2 May 1949.

Certified correct: Albert E. Wakefield
ALBERT E. WAKEFIELD, 1st Lt, Inf — Cita 1
(Supervisor or timekeeper) (Telephone)

*I certify that this absence was due to illness which incapacitated me for duty.

U. S. GOVERNMENT PRINTING OFFICE 16—48988-1

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO.