

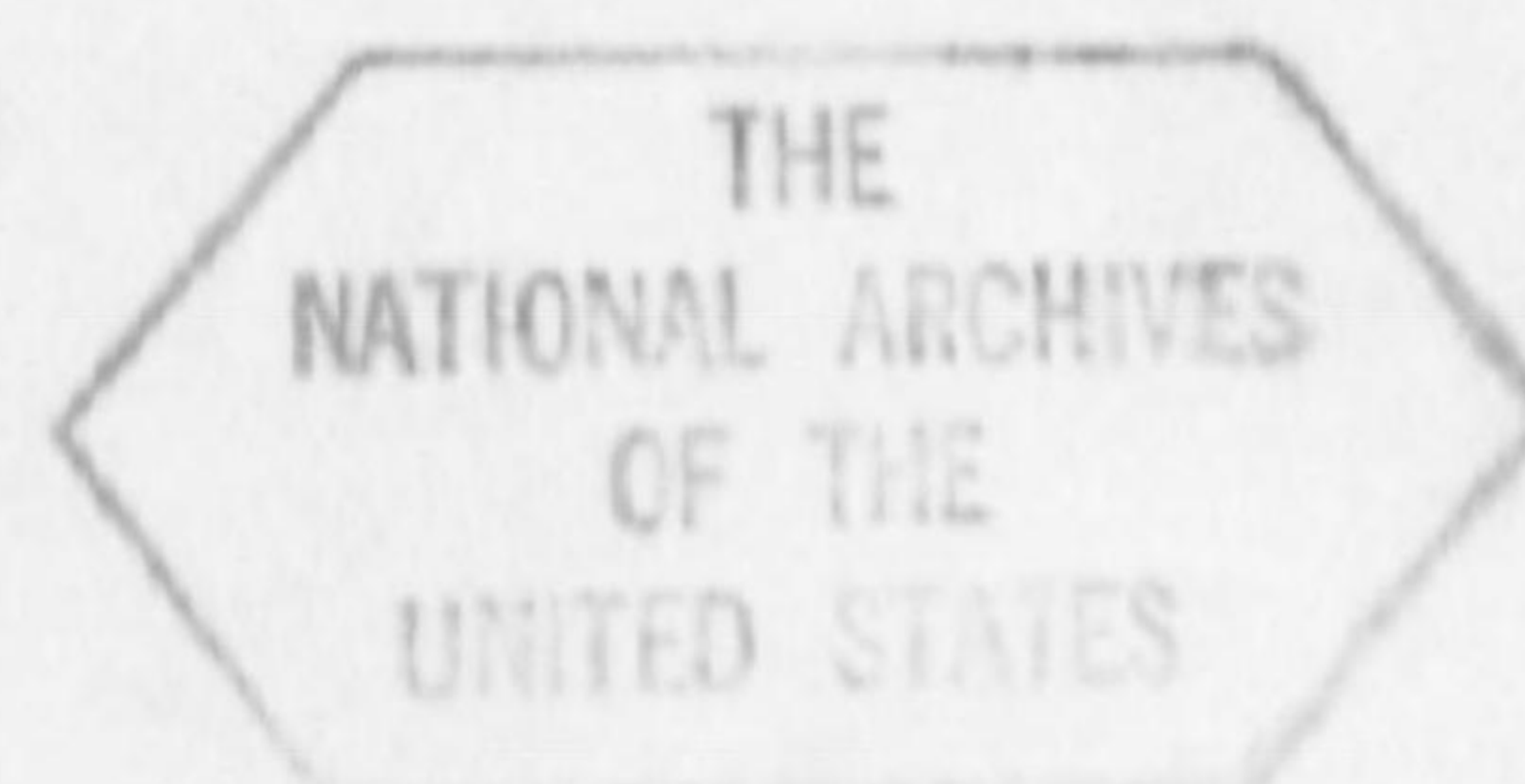
RG 331(Allied Operational & Occupation
Headquarters, World War II)

SUPREME COMMANDER FOR THE ALLIED POWERS
Civil Affairs Section
Headquarters Division
Miscellaneous Labor File

#11 to 17

Box No. 2329

GHQ/SCAP Records(RG 331)
Description of contents



- (1) Box no. 2329
- (2) Folder title/number: (1)
11
- (3) Date: Sept. 1946 - Oct. 1948

(4) Subject :

Classification	Type of record
032, 035.3	d, e

- (5) Item description and comment :
Includes Contents List

(6) Reproduction : Yes No

(7) Film no. _____ Sheet no. _____

NO.	DATE	FROM	SUBJECT
1.	9-18-46	Gen. Hq.	"Recruitment of Civilian Personnel from within O. Area"
2.	11-15-45	SCAP	" " " " " " " "
3.	10-9-46	Hq. I Corps	"Security Clearance of F/N & Japanese Nationals"
4.	8-13-47	SCAP	"Administration of Foreign Nationals"
5.	9-9-47		"Messing of Foreign National Employees"
6.	3-30-48		Admin. of F. N. Army
7.	9-18-46		- Feeding of Enemy Natives in Centrally Operated Mess
+ 8.	1-27-48		Pay Scale Revision for F/N working for O.S. Force
9.	4-1-48		Admin of Pay Schedule of F. N. (3 extra copies in back of ^{file})
10.			Admin of Pay Schedule. "A"
10.			Pay Schedules of Foreign National Employees "B" (Operational Directive Number 21)
11.	14 Oct 48		Employment of Foreign Nationals

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

14 October 1948

OPERATIONAL DIRECTIVE)
NUMBER.....21)

EMPLOYMENT OF FOREIGN NATIONALS

4. SCHEDULE OF SALARIES:

A temporary schedule of maximum salaries to be paid foreign nationals is hereby established. Employees of less than highest skill will not be paid maximum salaries; each will be paid in proportion to his or her ability.

<u>Classification</u>	<u>Monthly Salary in Yen</u>
General Clerks	1200
Interpreter	1200
Special Clerks (Property, Shipping, etc.)	1400
Typist	1400
Interpreter-Translator	1500
Stenographer	1600
Accountant	1700
Secretary	1800
Manager (Office, Warehouse, etc)	1900
Foreman	1900
Specialist (Lab. Technicians, Agronomists, etc)	2100
Engineer (Mechanical, Electrical, Civil, etc.)	2600
Technical Consultant (qualified to assume a responsible advisory position on policy level)	3200

Aggregate salary increases limited to 200 yen may be granted to an employee in any of the above classifications provided his or her ability and duties warrant additional compensation exceeding the maximum authorized in the above schedule.

Apartment Manager	350
Housekeeper	350
Chief Cook	350
Cook	300
Pantry Man	250
Kitchen Helper	150
Mess Boy	150
Table Waiter	200
Orderly	200

5. DEDUCTION FROM SALARIES:

Military authorities will make no deductions for social insurance or taxes which may be required by Japanese regulations. This provision does not exempt foreign nationals from legal obligations under Japanese law.

B

Pay Schedules of Foreign National Employees

Pay schedules effective as of 1 November 1948, for foreign nationals employed by the Allied Powers and instructions for administration of such schedules are contained in inclosure 1. (AGCP 248)

SCHEDULE "A"*	Pay Grade	Rate Paid in Yen per mo-Pay Steps				
		1	2	3	4	5
CAF-1, SP-1, SP-2, CPC-1, CPC-2, CPC-3	1	4000	4250	4500	4750	5000
CAF-2, SP-3, CPC-4	2	5000	5250	5500	5750	6000
CAF-3, SP-4, CPC-5	3	6000	6250	6500	6750	7000
CAF-4, SP-5, CPC-6	4	7000	7250	7500	7750	8000
CAF-5, P-1, SP-6, CPC-7, CPC-8	5	8000	8250	8500	8750	9000
CAF-6, SP-7, CPC-9	6	9000	9250	9500	9700	10000
CAF-7, P-2, SP-8, CPC-10	7	10000	10250	10500	10750	11000
CAF-8	8	11000	11250	11500	11750	12000
CAF-9, P-3	9	12000	12500	13000	13500	14000
CAF-10	10	14000	14750	15500	16250	17000
CAF-11, P-4	11	17000	17750	18500	19250	20000
CAF-12, P-5	12	20000	20750	21500	22250	23000
CAF-13, P-6	13	23000	23750	24500	25250	26000
CAF-14, CAF-15, P-7, P-8	14	26000	26750	27500	28250	29000

*Pay for overtime worked will be computed upon base rates set forth in Schedule "B"

SCHEDULE "B"

PAY SCHEDULE TO BE PAID FOREIGN NATIONALS EMPLOYED BY THE ALLIED POWERS WHO ARE NOT SUBSISTED BY THE OCCUPATION FORCES

	Grade	Pay Rate Paid in Yen per month-Pay Steps				
		1	2	3	4	5
CAF-1, SP-1, SP-2, CPC-1, CPC-2, CPC-3	1	6000	6250	6500	6750	7000
CAF-2, SP-3, CPC-4	2	7000	7250	7500	7750	8000
CAF-3, SP-4, CPC-5	3	8000	8250	8500	8750	9000
CAF-4, SP-5, CPC-6	4	9000	9250	9500	9750	10000
CAF-5, P-1, SP-6, CPC-7, CPC-8	5	10000	10250	10500	10750	11000
CAF-6, SP-7, CPC-9	6	11000	11250	11500	11750	12000
CAF-7, P-2, SP-8, CPC-10	7	12000	12250	12500	12750	13000
CAF-8	8	13000	13250	13500	13750	14000
CAF-9, P-3	9	14000	14500	15000	15500	16000
CAF-10	10	16000	16750	17500	18250	19000
CAF-11, P-4	11	19000	19750	20500	21250	22000
CAF-12, P-5	12	22000	22750	23500	24250	25000
CAF-13, P-6	13	25000	25750	26500	27250	28000
CAF-14, CAF-15, P-7, P-8	14	28000	28750	29500	30250	31000

*File F.N. Pay
Scale*

SCHEDULE "B"

PAY SCHEDULE TO BE PAID FOREIGN NATIONALS EMPLOYED BY THE ALLIED POWERS WHO ARE NOT SUBSISTED BY THE OCCUPATION FORCES

	Pay Rate Paid in Yen per month--Pay Steps					
	Grade	1	2	3	4	5
CAF-1, SP-1, SP-2, CPC-1, CPC-2, CPC-3	1	6000	6250	6500	6750	7000
CAF-2, SP-3, CPC-4	2	7000	7350	7500	7750	8000
CAF-3, SP-4, CPC-5	3	8000	8350	8500	8750	9000
CAF-4, SP-5, CPC-6	4	9000	9250	9500	9750	10000
CAF-5, P-1, SP-6, CPC-7, CPC-8	5	10000	10250	10500	10750	11000
CAF-6, SP-7, CPC-9	6	11000	11250	11500	11750	12000
CAF-7, P-2, SP-8, CPC-10	7	12000	12250	12500	12750	13000
CAF-8	8	13000	13250	13500	13750	14000
CAF-9, P-3	9	14000	14500	15000	15500	16000
CAF-10	10	16000	16750	17500	18250	19000
CAF-11, P-4	11	19000	19750	20500	21250	22000
CAF-12, P-5	12	22000	22750	23500	24250	25000
CAF-13, P-6	13	25000	25750	26500	27250	28000
CAF-14, CAF-15, P-7, P-8	14	28000	28750	29500	30250	31000

ADMINISTRATION OF PAY SCHEDULE

1. Attached pay schedule is effective as of 1 November 1948.
2. Pay for overtime will be computed upon base rates as set forth in Schedule "B".
3. No special area differentials will be allowed.
4. Initial appointment will be made at Step 1 of the appropriate pay grade in all cases.
5. The following automatic advancement schedule will apply except under conditions stated in paragraph 6:

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

WEEKLY DIRECTIVE
 NUMBER 13

4 December 1948

SCHEDULE "A"

PAY SCHEDULE TO BE PAID FOREIGN NATIONALS EMPLOYED BY
 THE ALLIED POWERS WHO ARE SUBSISTED BY THE OCCUPATION
 FORCES.

	Pay Grade	Rate Paid in Yen per mo - Pay Steps				
		1	2	3	4	5
CAF-1, SP-1, SP-2, CPC-1, CPC-2, CPC-3	1	4000	4250	4500	4750	5000
CAF-2, SP-3, CPC-4	2	5000	5250	5500	5750	6000
CAF-3, SP-4, CPC-5	3	6000	6250	6500	6750	7000
CAF-4, SP-5, CPC-6	4	7000	7250	7500	7750	8000
CAF-5, P-1, SP-6, CPC-7, CPC-8	5	8000	8250	8500	8750	9000
CAF-6, SP-7, CPC-9	6	9000	9250	9500	9750	10000
CAF-7, P-2, SP-8, CPC-10	7	10000	10250	10500	10750	11000
CAF-8	8	11000	11250	11500	11750	12000
CAF-9, P-3	9	12000	12500	13000	13500	14000
CAF-10	10	14000	14750	15500	16250	17000
CAF-11, P-4	11	17000	17750	18500	19250	20000
CAF-12, P-5	12	20000	20750	21500	22250	23000
CAF-13, P-6	13	23000	23750	24500	25250	26000
CAF-14, CAF-15, P-7, P-8	14	26000	26750	27500	28250	29000

*Pay for overtime worked will be computed upon base rates set forth in Schedule "B".

Period of Satisfactory Service

Within-Grade Advancement

3 months

Step 1 to Step 2

6 months

Step 2 to Step 3

6 months

Step 3 to Step 4

6 months

Step 4 to Step 5

6. Employees will be rewarded for superior accomplishment on the job by one step promotions within the appropriate grade upon recommendation of the employing agency, regardless of time spent in the job.

7. In conversion from the old pay schedule to the new pay schedule incumbents will be placed in the pay step corresponding to the one presently held. Seniority will be cumulative and will be honored in the conversion to new pay schedule.

ADMINISTRATION OF PAY SCHEDULE

1. Attached pay schedule will be effective 1 April 1943.

2. Classification grade levels for foreign nationals employed by the Department of the Army will be established by the same method and standards as are positions held by U. S. citizens, except that the following pay schedules will apply throughout Japan:

Schedule "A" - Pay schedule to be paid Foreign Nationals Employed by the Allied Forces Who are Subsisted by the Occupation Forces. (as attached)

Schedule "B" - Pay Schedule to be paid Foreign Nationals Employed by the Allied Forces Who are not Subsisted by the Occupation Forces. (as attached)

3. The following area differentials will be allowed:

*"Special" Area	30% of base pay
Area "A"	20% of base pay
Area "B"	10% of base pay
Area "C"	No differential

4. Initial appointment will be made at Step 1 of the appropriate pay grade in all cases.

5. The following automatic advancement schedule will apply except under conditions stated in paragraph 6:

<u>Period of Satisfactory Service</u>	<u>Within-Grade Advancement</u>
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

6. Employees may be rewarded for superior accomplishment on the job by one-step promotions within the appropriate grade upon recommendation of the employing agency, regardless of time spent in the job.

7. In conversion from the old pay schedule to the new pay schedule, individuals employed at rates in excess of those authorized for the positions held will be reduced to the maximum step for the Pay Grade. In each case of grade change, incumbent of the position will be placed in the pay step most nearly commensurate with his present salary. Seniority will be cumulative and will be honored in the conversion of pay schedule.

*"Special" Areas have been designated as such by the Finance Ministry of the Japanese Government.

Local Japanese Government liaison officers should be contacted by Civilian Personnel Sections charged with preparing Foreign National Payrolls to determine whether an area differential is allowable, and the proper differential applicable. The area in which the Foreign Nationals are actually employed will determine the correct area differential.

SCHEDULE "A"

PAY SCHEDULE TO BE PAID FOREIGN NATIONALS EMPLOYED BY THE ALLIED FORCES WHO ARE ASSISTED BY THE OCCUPATION FORCES

Classification Grade	Pay Grade	Rate Paid in Yen per month - Pay Steps				
		1	2	3	4	5
CPC-1	1	1495	1635	1770	1955	2045
SP-1, CPC-2	2	1770	1910	2045	2135	2325
CAF-1	3	1910	2045	2135	2325	2460
SP-2, CPC-3	4	2045	2135	2325	2460	2600
CAF-2, SP-3	5	2135	2325	2460	2600	2735
CPC-4	6	2325	2460	2600	2735	2875
CAF-3, SP-4	7	2460	2600	2735	2875	3015
CPC-5	8	2600	2735	2875	3015	3150
CAF-4, SP-5	9	2735	2875	3015	3150	3290
CPC-6	10	2875	3015	3150	3290	3425
CAF-5, SP-6, P-1	11	3015	3150	3290	3425	3565
CPC-7	12	3150	3290	3425	3565	3705
CPC-8	13	3290	3425	3565	3705	3840
CAF-6, SP-7, CPC-9	14	3705	3840	3980	4115	4255
CAF-7, P-2, SP-3, CPC-10	15	4255	4435	4715	4945	5175
CAF-8	16	5175	5405	5635	5865	6095
CAF-9, P-3	17	6095	6325	6555	6785	7015
CAF-10	18	7015	7245	7475	7705	7935
CAF-11, P-4	19	7935	8395	8855	9315	9775
CAF-12, P-5	20	9775	10235	10695	11155	11615
CAF-13, P-6	21	11615	12075	12535	12995	13455
CAF-14, P-7	22	13455	13915	14375	14835	15295
CAF-15, P-8	23	15295	15755	16215	16675	17135

SCHEDULE "B"

PAY SCHEDULE TO BE PAID FOREIGN NATIONALS EMPLOYED BY THE ALLIED FORCES WHO ARE NOT SUBSISTED BY THE OCCUPATION FORCES

Classification Grade	Pay Grade	Rate Paid in Yen per month - Pay Steps				
		1	2	3	4	5
CPC-1	1	2300	2510	2575	2715	2350
SP-1, CPC-2	2	2575	2715	2350	2990	3130
CAF-1	3	2715	2350	2990	3130	3265
SP-2, CPC-3	4	2350	2990	3130	3265	3405
CAF-2, SP-3	5	2990	3130	3265	3405	3540
CPC-4	6	3130	3265	3405	3540	3630
CAF-3, SP-4	7	3265	3405	3540	3630	3820
CPC-5	8	3405	3540	3630	3795	3955
CAF-4, SP-5	9	3540	3630	3820	3955	4095
CPC-6	10	3630	3820	3955	4095	4230
CAF-5, SP-6, P-1	11	3820	3955	4095	4230	4370
CPC-7	12	3955	4095	4230	4370	4510
CPC-8	13	4095	4230	4370	4510	4645
CAF-6, SP-7, CPC-9	14	4510	4645	4785	4920	5060
CAF-7, P-2, SP-8, CPC-10	15	5060	5290	5520	5750	5980
CAF-8	16	5930	6210	6440	6670	6900
CAF-9, P-3	17	6900	7130	7360	7590	7320
CAF-10	18	7320	8050	8280	8510	8740
CAF-11, P-4	19	8740	9200	9660	10120	10530
CAF-12, P-5	20	10530	11040	11500	11960	12420
CAF-13, P-6	21	12420	12880	13340	13800	14260
CAF-14, P-7	22	14260	14720	15180	15640	16100
CAF-15, P-8	23	16100	16560	17020	17430	17940

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

AG 248 (MG-X)

27 January 1948

SUBJECT: Pay Scale Revision for Foreign Nationals Working for Occupation Force

TO : Supreme Commander for the Allied Powers, APO 500

1. For some time this headquarters has been concerned regarding the difficulty of retaining and increasing the number of skilled Foreign National Personnel needed by the Occupation Force. The importance of the subject results primarily from the rapid, marked and continuing reduction in enlisted strength of the Eighth Army and the rapid and continuing increases in essential living costs for Foreign Nationals.

2. Further, the letter from your headquarters (AG 230, 13 August 1947, GA, General Headquarters, Supreme Commander for the Allied Powers, subject: "Administration of Foreign Nationals") has added another difficulty in that preliminary study definitely indicates that many of the Foreign National employee positions now occupied by this personnel in the Eighth Army will be considerably down-graded with a corresponding reduction in salary.

3. In the operating field Foreign Nationals are of special value because of their knowledge of the Japanese language and customs together with their relatively better understanding of the objectives of the occupation. In this connection special attention is invited to the fact that the CAF-9 maximum wage for Foreign Nationals is ¥6,800 a month, which at the 50 to 1 exchange rate is about one-third of the pay received by a DAC employee with the same rating and the same qualifications. When it is considered that the actual rate of exchange is possibly 200 to 1 or higher, the wide wage differential is readily apparent.

4. To alleviate the conditions cited above as far as Foreign National employees of the Occupation Force are concerned, the following recommendations are made:

a. That the Japanese government be directed to review immediately the wage scales of all categories of Foreign National employee working for the Occupation Force and bring them into alignment with wages currently being paid high quality Foreign National employees by foreign and Japanese industry. In this connection, account should be taken of the fact that Foreign Nationals working for the Occupation Force do not get, in general, wages in kind and other hidden wage subsidies which commercial concerns pay their Japanese employees.

COPY

AG 248 (MG-X) (Cont)

b. That this new wage level be made flexible and, by frequent review, kept continuously in alignment with increases in commercial wages for Foreign National type employees.

5. Pending the outcome of the review recommended in 4 above it is recommended that this headquarters be authorized to suspend the regrading of Foreign National employees which will result in down-grading, a corresponding loss in salary, and in all likelihood a consequent loss of many present employees whom it would be difficult or perhaps impossible to replace.

R. L. EICHELBERGER
Lieutenant General, USA
Commanding

AG 248 (27 Jan 48)GA

1st Ind

GENERAL HEADQUARTERS, SUPREME COMMANDER FOR THE ALLIED POWERS, APO 500,
29 March 1948

TO: Commanding General, Eighth Army, APO 343

1. A scale of wages has been approved which incorporates a 15% increase in base pay and the addition of a 30% differential to a "Special Area" which has been designated by the Japanese Government as having an unusually high cost of living. This revised scale will be effective 1 April 1948.

2. In view of the relief afforded by the interim scale, the regrading of foreign national jobs will be continued.

BY COMMAND OF GENERAL MacARTHUR:

R. M. LEVY
Colonel, AGD
Adjutant General

COPY

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

27 January 1948

AG 248 (MG-X)

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AG 248 (MG-X) (cont)

b. That this new wage level be made flexible and, by frequent review, kept continuously in alignment with increases in commercial wages for Foreign National type employees.

5. Pending the outcome of the review recommended in 4 above it is recommended that this headquarters be authorized to suspend the regrading of Foreign National employees which will result in down-grading, a corresponding loss in salary, and in all likelihood a consequent loss of many present employees whom it would be difficult or perhaps impossible to replace.

R. L. EICHELBERGER
Lieutenant General, USA
Commanding

For 1st Ind - see Gen. Comm. file

THIS IS A TRUE COPY

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INFORMAL CHECK SLIP

SUBJECT: Pay Scale Revision for Foreign Nationals Working for Occupation Force

1	5 Jan	MG	CPC	For comment and concurrence.
			G-1	For comment and concurrence.
			DC/S	Recommend approval, signature and dispatch.

-----BEASLEY (21482)-----

2	7 Jan 48	CPS	DC/S	Concur. With regard to paragraph 6 of basic communication, this office will suspend action on re-grading of Foreign National employees if such re-grading results in down-grading until advised as to the final disposition of this matter.
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GIBSON

-----2-1364-----

3	25 Jan	DC/S	CPS	Information
			AG	Dispatch

THIS IS A TRUE COPY

5 April 1948

File FIN adm
[Signature]

Foreign National Wage Scale (Maximum)

CAF	Prior to 1 Apr 47	1 Apr 47 to 1 Apr 48	% Increase	1 Apr 48	% Increase
1	1.310	2.840	117	3.265	23
2	1.460	3.080	111	3.540	15
3	1.610	3.320	106	3.820	15
4	1.760	3.560	103	4.095	15
5	1.950	3.800	95	4.370	15
6	2.150	4.400	104	5.060	15
7	2.350	5.200	121	5.980	15
8	2.550	6.000	135	6.900	15
9	2.750	6.800	147	7.820	15
10	2.950	7.600	257	8.740	15
11	3.150	9.200	192	10.580	15
12		10.800		12.420	15
13		12.400		14.260	15
14		14.000		16.100	15
15		15.600		17.940	15

[Signature]

ARFRED W. FOUSARD
Captain, C. A. C.

file
OB

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
APO 500

AG 230 (30 Mar 48)GA

30 March 1948

SUBJECT: Administration of Foreign Nationals

TO: Commanding General, Eighth Army, APO 343
Commanding General, Far East Air Forces, United States Air Force, APO 925
Commander, United States Naval Forces, Far East, FPO 1165
Commanding General, Headquarters and Service Group, General Headquarters, Far East Command, APO 500

Reference is made to letter, General Headquarters, Supreme Commander for the Allied Powers, AG 230 (13 Aug 47)GA, subject as above, 13 August 1947. Inclosure 2 to referenced letter is rescinded and the attached pay schedule substituted therefor. The new rates will be effective 1 April 1948.

BY COMMAND OF GENERAL MacARTHUR:

R M Levy
R. M. LEVY,
Colonel, AGD,
Adjutant General. 6

1 Incl
Revised Pay Schedule

		1 Apr 47	% inc	1 Apr 48	% inc
CAF 2	1460	3090	111	3540	14
4	1760	3560	102	4095	15
10	2950	7600	159	7935	4
11	3150	9200	192	9775	6

6

ADMINISTRATION OF PAY SCHEDULE

1. Attached pay schedule will be effective 1 April 1948.

2. Classification grade levels for foreign nationals employed by the Department of the Army will be established by the same method and standards as are positions held by U. S. citizens, except that the following pay schedules will apply throughout Japan:

Schedule "A" - Pay Schedule to be Paid Foreign Nationals Employed by the Allied Forces Who are Subsisted by the Occupation Forces. (as attached)

Schedule "B" - Pay Schedule to be paid Foreign Nationals Employed by the Allied Forces Who are not Subsisted by the Occupation Forces. (as attached)

3. The following area differentials will be allowed:

*"Special" Area.....	30% of base pay
Area "A".....	20% of base pay
Area "B".....	10% of base pay
Area "C".....	No differential

4. Initial appointment will be made at Step 1 of the appropriate pay grade in all cases.

5. The following automatic advancement schedule will apply except under conditions stated in paragraph 6:

<u>Period of Satisfactory Service</u>	<u>Within-Grade Advancement</u>
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

6. Employees may be rewarded for superior accomplishment on the job by one-step promotions within the appropriate grade upon recommendation of the employing agency, regardless of time spent in the job.

7. In conversion from the old pay schedule to the new pay schedule, individuals employed at rates in excess of those authorized for the positions held will be reduced to the maximum step for the Pay Grade. In each case of grade change, incumbent of the position will be placed in the pay step most nearly commensurate with his present salary. Seniority will be cumulative and will be honored in the conversion of pay schedule.

*"Special" Areas have been designated as such by the Finance Ministry of the Japanese Government.

Local Japanese Government liaison officers should be contacted by Civilian Personnel Sections charged with preparing Foreign National Payrolls to determine whether an area differential is allowable, and the proper differential applicable. The area in which the Foreign Nationals are actually employed will determine the correct area differential.

Incl 1

SCHEDULE "A"

PAY SCHEDULE TO BE PAID FOREIGN NATIONALS EMPLOYED BY THE ALLIED FORCES WHO ARE SUBSISTED BY THE OCCUPATION FORCES

Classification Grade	Pay Grade	Rate Paid in Yen per month-Pay Steps				
		1	2	3	4	5
CPC-1	1	¥1495	¥1635	¥1770	¥1955	¥2045
SP-1, CPC-2	2	¥1770	¥1910	¥2045	¥2185	¥2325
<u>CAF-1</u>	3	¥1910	¥2045	¥2185	¥2325	¥2460
SP-2, CPC-3	4	¥2045	¥2185	¥2325	¥2460	¥2600
<u>CAF-2</u> , SP-3	5	¥2185	¥2325	¥2460	¥2600	¥2735
CPC-4	6	¥2325	¥2460	¥2600	¥2735	¥2875
<u>CAF-3</u> , SP-4	7	¥2460	¥2600	¥2735	¥2875	¥3015
CPC-5	8	¥2600	¥2735	¥2875	¥3015	¥3150
<u>CAF-4</u> , SP-5	9	¥2735	¥2875	¥3015	¥3150	¥3290
CPC-6	10	¥2875	¥3015	¥3150	¥3290	¥3425
<u>CAF-5</u> , SP-6, P-1	11	¥3015	¥3150	¥3290	¥3425	¥3565
CPC-7	12	¥3150	¥3290	¥3425	¥3565	¥3705
CPC-8	13	¥3290	¥3425	¥3565	¥3705	¥3840
<u>CAF-6</u> , SP-7, CPC-9	14	¥3705	¥3840	¥3980	¥4115	¥4255
<u>CAF-7</u> , P-2, SP-8, CPC-10	15	¥4255	¥4485	¥4715	¥4945	¥5175
<u>CAF-8</u>	16	¥5175	¥5405	¥5635	¥5865	¥6095
<u>CAF-9</u> , P-3	17	¥6095	¥6325	¥6555	¥6785	¥7015
<u>CAF-10</u>	18	¥7015	¥7245	¥7475	¥7705	¥7935
<u>CAF-11</u> , P-4	19	¥7935	¥8395	¥8855	¥9315	¥9775
<u>CAF-12</u> , P-5	20	¥9775	¥10235	¥10695	¥11155	¥11615
<u>CAF-13</u> , P-6	21	¥11615	¥12075	¥12535	¥12995	¥13455
<u>CAF-14</u> , P-7	22	¥13455	¥13915	¥14375	¥14835	¥15295
<u>CAF-15</u> , P-8	23	¥15295	¥15755	¥16215	¥16675	¥17135

SCHEDULE "B"

PAY SCHEDULE TO BE PAID FOREIGN NATIONALS EMPLOYED BY THE ALLIED FORCES WHO ARE NOT SUBSISTED BY THE OCCUPATION FORCES

<u>Classification Grade</u>	<u>Pay Grade</u>	<u>Rate Paid in Yen per month - Pay Steps</u>				
		<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
CPC-1	1	¥2300	¥2510	¥2575	¥2715	¥2850
SP-1, CPC-2	2	¥2575	¥2715	¥2850	¥2990	¥3130
<u>CAF-1</u>	3	¥2715	¥2850	¥2990	¥3130	¥3265
SP-2, CPC-3	4	¥2850	¥2990	¥3130	¥3265	¥3405
<u>CAF-2</u> , SP-3	5	¥2990	¥3130	¥3265	¥3405	¥3540
CPC-4	6	¥3130	¥3265	¥3405	¥3540	¥3680
<u>CAF-3</u> , SP-4	7	¥3265	¥3405	¥3540	¥3680	¥3820
CPC-5	8	¥3405	¥3540	¥3680	¥3795	¥3955
<u>CAF-4</u> , SP-5	9	¥3540	¥3680	¥3820	¥3955	¥4095
CPC-6	10	¥3680	¥3820	¥3955	¥4095	¥4230
<u>CAF-5</u> , SP-6, P-1	11	¥3820	¥3955	¥4095	¥4230	¥4370
CPC-7	12	¥3955	¥4095	¥4230	¥4370	¥4510
CPC-8	13	¥4095	¥4230	¥4370	¥4510	¥4645
<u>CAF-6</u> , SP-7, CPC-9	14	¥4510	¥4645	¥4785	¥4920	¥5060
<u>CAF-7</u> , P-2, SP-8, CPC-10	15	¥5060	¥5290	¥5520	¥5750	¥5980
<u>CAF-8</u>	16	¥5980	¥6210	¥6440	¥6670	¥6900
<u>CAF-9</u> , P-3	17	¥6900	¥7130	¥7360	¥7590	¥7820
<u>CAF-10</u>	18	¥7820	¥8050	¥8280	¥8510	¥8740
<u>CAF-11</u> , P-4	19	¥8740	¥9200	¥9660	¥10120	¥10580
<u>CAF-12</u> , P-5	20	¥10580	¥11040	¥11500	¥11960	¥12420
<u>CAF-13</u> , P-6	21	¥12420	¥12880	¥13340	¥13800	¥14260
<u>CAF-14</u> , P-7	22	¥14260	¥14720	¥15180	¥15640	¥16100
<u>CAF-15</u> , P-8	23	¥16100	¥16560	¥17020	¥17480	¥17940

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

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AG 430.2 (18 Sep 46)GD

A. P. O. 500
18 September 1946

SUBJECT: Feeding of Enemy Nationals in Centrally operated Army Messes.

TO : Commanding General, Eighth Army, APO 343.
Commanding General, Headquarters and Service Group, General
Headquarters, United States Army Forces, Pacific, APO 500.

1. Reference is made to paragraph 3d of United States Army Forces, Pacific radio CX 61394 dated 22 May 1946. In regard to clarification of the term "Enemy National" as applied to the Foreign National Pay Roll in referenced paragraph, the following interpretation is given:

a. With respect to the Foreign National Pay Roll, enemy nationals are considered to be citizens of Japan, Germany, Bulgaria, Hungary and Rumania. Italians whose absence from affiliation with the Axis cause has not been officially established are also considered enemy nationals. Insofar as messing in centrally operated Army messes is concerned, any enemy national employed by the Occupation Forces under the provisions of paragraphs 2e (6) (a), (b) and (c), letter General Headquarters, Supreme Commander for the Allied Powers, file AG 230 (17 Nov 45)ESS, dated 17 November 1945, subject: "Civilian Labor Employed by Occupation Forces" as amended by letter General Headquarters, Supreme Commander for the Allied Powers, file AG 230 (23 Jul 46)ESS/LA, dated 23 July 1946, subject: "Civilian Labor Employed by Occupation Forces", and paid on the Foreign National Pay Roll, may be fed three (3) meals per working day when food from local civilian sources is not obtainable.

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2. Payment for meals received by members of the Foreign National Pay Roll will be by pay roll deduction at a flat rate of three (3) meals per working day per month.

3. Provisions of 2nd Indorsement to letter Headquarters Kobe Base, dated 2 July 1946, subject: "Clarification of Eighth Army Radio Cite 693," from General Headquarters, United States Army Forces, Pacific to Commanding General, Eighth Army are amended accordingly.

BY COMMAND OF GENERAL MacARTHUR:

cc to: PACUSA
G-1
G-2
Dipl Sec
OCP
ESS

J.M. EBBITT
Captain, AGD,
Asst Adj Gen.

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LT LONG

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

AG 430.2 (18 Sep 46)GD

A. P. O. 500
18 September 1946

SUBJECT: Feeding of Enemy Nationals in Centrally operated Army Messes.

TO : Commanding General, Eighth Army, APO 343.
Commanding General, Headquarters and Service Group, General
Headquarters, United States Army Forces, Pacific, APO 500.

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BY COMMAND OF GENERAL MacARTHUR:

cc to: PACUSA
G-1
G-2
Dipl Sec
OCP
ESS

J.M. EBBITT
Captain, AGD,
Asst Adj Gen.

HEADQUARTERS
179TH FINANCE DISBURSING SECTION
APO 503

FMS/WOT/edm

9 July 1946

SUBJECT: Payment of Gov't meals furnished Foreign Nationals.

TO: Certifying Officers of Employing Unit.

1. Ref: Section 1 Adm. Bul. #2, Eighth Army Fiscal Officer, dtd 10 Apr 46 and Par 3 Section II, Adm. Bul #3, Eighth Army Fiscal Office dtd 17 Apr 46.

2. The anticipated conversion of yen currency by the occupation forces will not affect Foreign National employees. They will continue to be paid through their respective Japanese Banks in Imperial Yen.

3. After "Conversion Day", Imperial yen currency cannot be accepted by mess Officers or by this office in payment for meals furnished by the Army. Furthermore there will be no way in which Foreign Nationals will be able to convert their Imperial Yen to Type "A" Military Yen.

4. To effect payment of meals, it will be necessary to use the procedure as described in Par 3, Section II, Adm. Bul. 8th Army, dtd 17 Apr 46, which is quoted as follows: "2. Use of Deduction Column: The column 'Deductions' as shown on the Payroll for Personal Services' is for use of certifying officers in effecting payroll deductions for meals furnished Foreign National employees. Deductions are made at the Yen Equivalent of \$0.25 (¥3.75) per meal. Amount shown in this column should represent total number of Government meals furnished the employee for the period involved i.e., where 28 Gov't meals are furnished the Foreign National employee for the period involved, the figure shown in the 'Deductions Column' would be ¥105.50, which is 28x ¥3.75."

5. The responsibility for deducting the exact number of meals furnished the Foreign National lies with the Certifying Officer.

6. This method of payment for meals furnished Foreign National employees will go into effect as soon as practicable, in no case will it be later than "Conversion Day."

F. M. SETZER JR.
Major, F. D.
Finance Officer

Messing of Foreign National Employees

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Mil Govt HQ Cmt

Forwarded for your information and necessary
action.

POUSARD
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BRASLEY

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HEADQUARTERS
TOKYO-KANAGAWA
MILITARY GOVERNMENT DISTRICT
APO 503

AG-E 430

8 September 1947

SUBJECT: Messing of Foreign National Employees

TO: Commanding General, Eighth Army, APO 343
(Attn: Military Government Section)

1. Reference is made to paragraph 9c letter, GHQ, SCAP, AG 230 (13 Aug 47) GA, subject: "Administration of Foreign Nationals", dated 13 August 1947.

2. Since the above reference states "When determined by the local Military Government Team that indigenous food and/or eating places are not readily accessible, Foreign Nationals may be subsisted by the Occupation Forces.....", this headquarters has carried out an investigation of the food situation.

3. On 5 July 47, Imperial Ordinance No. 118 was promulgated which restricted sale of food by restaurants throughout Japan.

4. Although Japanese Government officials strived to reduce rationing delays, on 5 September 47, distribution delay in rationing of staple food, averaged twenty-one (21) days throughout Kanagawa Prefecture. Other supplementary food items such as Miso and Soyju averaged delays of one hundred and eighty (180) days and seventy-six (76) days respectively. Other food products such as fish and meat were not accessible or readily available in the proper quality or quantity.

5. Recommend therefore, that due to the difficult food situation, the centrally operated army mess hall for Foreign Nationals in Yokohama be allowed to continue as a direct benefit to the Occupation Forces.

FOR THE DISTRICT COMMANDER:

DONALD E. MILLER
Captain AGD
Adjutant

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

AG 230 (13 Aug 47)GA

APC 500
13 August 1947

SUBJECT: Administration of Foreign Nationals

TO: Commanding General, Eighth Army, APO 343
Commanding General, Far East Air Forces, United States Army, APO 925
Commander, United States Naval Forces, Far East, FPO Navy 3923
Commanding General, Headquarters and Service Group, General Headquarters, Far East Command, APO 500

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1. a. Rescission. So much of paragraph 3, Letter, AG 248 ESS/FI, General Headquarters, Supreme Commander for the Allied Powers, subject, "Payment of Japanese and Foreign Nationals Employed by the Occupation Forces," 5 April 1946, as pertains to foreign nationals, is rescinded.

b. References.

- (1) War Department Civilian Personnel Regulations 75, 26 March 1947, as amended by Changes 1, 2 July 1947.
- (2) Circular 74, General Headquarters, Far East Command, 26 June 1947.
- (3) Letter, AG 230 CIS, General Headquarters, Supreme Commander for the Allied Powers, subject, "Security Clearance and Employment Restrictions of Civilian Personnel," 27 November 1945.
- (4) Radio CX 63528, General Headquarters, Supreme Commander for the Allied Powers, 30 July 1946.

2. General. a. The provisions of this letter will govern the administration of foreign nationals employed by the occupation forces in Japan and paid from occupation yen accounts. It does not cover Japanese nationals or labor provided by the Japanese Government to meet procurement or labor demands of the occupation forces.

b. Effective 1 September 1947, all appointments, promotions, payroll preparations, and separations of foreign nationals as defined in paragraph 3b, will be effected by the appropriate civilian personnel office in the same manner as for United States citizen civilian employees. Using units will forward all records of currently employed foreign nationals to appropriate civilian personnel office. All forms and records (except War Department or Standard Form 50) currently used in the administration of United States citizen civilian personnel will be used in carrying out the provisions of this letter, each form or record properly identified

by note thereon as "Foreign National." FEC AGO Form No. 83, "Notification of Personnel Action for Foreign Nationals" (inclosure 1), will be used in lieu of War Department or Standard Form 50.

3. Definition of Foreign Nationals.

a. The term "Foreign Nationals" will include:

- (1) Citizens of Allied or neutral nations, and nationals of liberated areas who were in the occupation area during the period of hostilities.
- (2) A person of Japanese ancestry who claims citizenship of a country other than Japan and who is not disqualified under the provisions of subparagraphs 3b (1), (2), or (3) below.
- (3) Citizens of Axis countries (excluding Japanese nationals).
- (4) Stateless persons.

b. A person of Japanese ancestry who claims United States citizenship but has not obtained necessary papers from the State Department, may be employed as a foreign national, unless:

- (1) He served in the Japanese armed forces, or.
- (2) He took an active part in the prosecution of the war against the Allied Nations (translation work alone will not be considered disqualifying), or
- (3) Clear intent was shown of never returning to the United States.

4. It will be the responsibility of the local Military Government Labor Office to determine, on the basis of a security check, whether an individual of Japanese ancestry is eligible for employment as a foreign national. The records of such individuals already employed will be reviewed by the local Military Government Labor Office and proper action taken to change the status of the individuals to that of Japanese nationals, if disqualified under paragraph 3b. In all cases of doubt, employment will be as Japanese nationals.

5. Currently employed foreign nationals who furnish proof of United States citizenship may continue to be employed as foreign nationals at the discretion of the local commander.

6. Policy on Hiring. a. Authorization for establishment of positions to be filled by foreign national personnel will be secure through the same channels as authorization for War Department civilians. The hiring of foreign nationals under the provisions of this letter will be limited to those whose technical specialties are essential to the achievement of occupation objectives, and to

those employed in administrative capacities as indicated in paragraph 14 below.

b. No foreign national personnel will be hired and paid under the provisions of this letter unless personnel cannot be provided directly by the Japanese Government through labor requisition. Similarly, no foreign national personnel will be hired to perform services normally furnished by the Japanese Government for the operation of facilities of all types, including billets and dependent housing, in accordance with reference cited in subparagraph 1b (4). The provisions of this letter do not, however, preclude the hiring of foreign nationals by the Japanese Government.

c. Immediate action will be taken with respect to currently employed foreign nationals to comply with the above policy.

7. Establishment of Positions. a. Positions will be established by the preparation of position descriptions for the grading of the job by the appropriate civilian personnel office, to determine the proper pay rate in accordance with attached Pay Schedules (inclosure 2). Grade levels for foreign nationals will correspond in general to those established for United States citizens, and will be established by the same methods and standards as are applicable to positions held by United States citizen civilian employees, except that separate pay rates will apply. Proper evaluation of jobs is essential to insure that agencies do not engage in proselyting workers through wage competition.

b. A tentative ceiling on the number of foreign nationals to be employed under the provisions of paragraph 9e below on Pay Schedule "A" is established as follows:

General Headquarters Staff Sections	400
Eighth Army	1275
Far East Air Forces, United States Army	260
Naval Forces, Far East	10
Headquarters and Service Group, General Headquarters, Far East Command	55
	<u>total 2000</u>

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MG 8. Labor Supply. The local Military Government Labor Office will furnish the appropriate civilian personnel office, upon request, available applications or applicants as desired for specific positions. It will be the responsibility of the civilian personnel office to make selections consistent with locally established placement policy.

9. Pay. a. The civilian personnel certifying officer of each command will be responsible for payroll preparation. Salary payment will be made on a monthly basis. Payrolls will be sub-

mitted to the proper disbursing officer not later than the tenth of each month, covering the preceding calendar month for payment to the individual. The paying Finance Officer will transfer receipted payrolls as cash to the Finance Officer, 240th Finance Disbursing Section, APO 500, who will be reimbursed by the Funding Officer, Office of the Fiscal Director, General Headquarters, Far East Command, APO 500, for the net amount of the payroll. Pay accounts of foreign nationals are subject to audit by the General Accounting Section, General Headquarters, Supreme Commander for the Allied Powers, APO 500.

b. Deductions will not be made for social insurance or taxes which may be required by Japanese legislation. This does not, however, exempt foreign nationals from legal obligations under Japanese law.

c. Two Pay Schedules (inclosure 2) have been established for the payment of foreign nationals, as follows:

Schedule A - Pay Schedule for Foreign Nationals Subsisted by the Occupation Forces.

Schedule B - Pay Schedule for Foreign Nationals Not Subsisted by the Occupation Forces.

When determined by the local military government that indigenous food and/or eating places are not readily accessible, foreign nationals may be subsisted by the occupation forces (Schedule A). When foreign nationals are subsisted, full subsistence only will be offered, i.e., three (3) meals per day, thirty (30) days per month, consumed in an organized mess. The pay scale (Schedule A) is based on provision of subsistence on a monthly basis and credit will not accrue to the employee for occasional meals not consumed during the month. At the time of employment, foreign nationals will complete FEC AGO Form No. 84, "Subsistence Request by Foreign Nationals" (inclosure 3), indicating whether or not they desire to be subsisted by the Occupation Forces. The letters "A", representing Schedule A, or "B", representing Schedule B, will appear on the payroll after the employee's name, to indicate whether or not subsistence has been furnished by the occupation forces.

d. Pay Schedule B is authorized retroactively to 1 April 1947. All currently employed foreign nationals will be considered as having been employed at those pay rates from 1 April 1947 to the first regular pay period following the date of this letter, at which time the appropriate pay scale will be applicable. Reimbursement for back pay due will be made by using units prior to assumption of administration by civilian personnel offices.

e. The Commanding General, Eighth Army, from information received from organizations subsisting foreign nationals, will render an account each month to the General Accounting Section,

General Headquarters, Supreme Commander for the Allied Powers, APO 500, of the number of meals furnished to foreign nationals employed by the occupation forces for which reimbursement has not been received (see paragraph 9f below).

f. The Army Exchange Service, the Central Purchasing Office, and quasi official organizations (such as the American Red Cross) will reimburse the War Department on a United States dollar basis at the rate of twenty-five (25) cents for each meal furnished by the Army to foreign nationals in their employ or under their jurisdiction. This reimbursement will be paid to the appropriate disbursing officer at the time of submission of the monthly payroll on Standard Form 1044.

g. The schedules of pay rates in Japanese yen have been prepared for the payment of foreign nationals employed by the occupation forces in Japan, and in no case will higher rates for listed grades be paid.

h. The granting of special wage supplements to foreign nationals in the form of extra pay, clothing, or other material considerations, is prohibited.

i. Local Military Government Labor Offices will furnish the Japanese Government each month a current list of foreign nationals who are subsisted by the occupation forces, in order to avoid additional issuance of the Japanese ration.

10. Hours of Work, Overtime, and Night Differential. a. The standard work week for all foreign nationals will be forty (40) hours. Wherever possible, this work week will coincide with that of the employing unit.

b. Overtime duty required of any foreign national employee for irregular or occasional duty outside the regularly scheduled forty (40) hours will be compensated for at the rate of time and one-half. Compensatory time off in lieu of paid overtime may be granted.

c. Those foreign nationals required to work a regularly scheduled tour of duty, a part or all of which falls between 1800 and 0600 the following morning, will be paid a night differential equal to ten (10) percent of the regular hourly rate of pay. The night differential is payable only for those hours falling between 1800 and 0600.

11. Traveling Expenses. a. Foreign nationals ordered by the occupation forces to perform official travel will be reimbursed, provided:

- (1) Expenses incident to such travel have actually been borne by the individual.
- (2) Expenses are supported by adequate receipts not exceeding the price ceiling established by the Japanese Government, and

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- (3) Authorization for traveling expenses is contained in the order.

b. Reimbursement will be as follows:

- (1) Employees in Pay Grade 14 and Below. Third-class fare, daily subsistence allowance of not to exceed 150 yen, and hotel expenses not to exceed 50 yen for each night.
- (2) Employees in Pay Grade 15 and Above. Second-class fare, daily subsistence allowance of not to exceed 150 yen, and hotel expenses not to exceed 50 yen for each night.
- (3) The certifying officer will prepare FEC AGO Form No. 85, "Travel and Per Diem Voucher" (inclosure 4), in duplicate, supported by receipts for all expenditures and a copy of the travel order. This voucher will be forwarded to the Finance Officer who regularly pays the employee, who will make yen payment in cash or by check to the individual, mailing check to the employee's organization.

12. Leave Privileges. Foreign nationals will accrue annual leave at the rate of two (2) days for each month of service, and sick leave at the rate of one (1) day for each month of service. Any nonpay period of a fractional day or more will not constitute a break in the month of service for leave accrual purposes for foreign nationals; however, when absence in a nonpay status totals eight-five (85) hours, leave credits will be reduced one (1) day annual leave and one-half (1/2) day sick leave. Any authorized absence for which the individual does not have accrued leave will result in loss of pay. Leave may be taken consistent with locally established policy and will be in accordance with procedures outlined in War Department Civilian Personnel Regulations 75, 26 March 1947, as amended by Changes 1, 2 July 1947. Leave, both annual and sick, not taken during the period of employment will accumulate from month to month up to a maximum of sixty (60) days each. Payment will be made for all unused, accumulated, and accrued annual leave to employee's credit at time of separation. Leave, annual or sick, will not be advanced to foreign nationals.

13. Discharge Notice. Foreign nationals will be given two (2) weeks advance written notice of discharge except where discharge is for failure to pass satisfactory security check. In such cases, discharge will be effected on the date specified by the local Military Government Labor Office, or immediately in the case of serious offenses which would be detrimental to the interest of the occupation forces or injurious to the employee, his fellow workers, or the general public. Notice will include reason for termination, and a copy thereof will be furnished the

local Military Government Labor Office in order to determine suitability for further employment.

14. Records and Reports. a. Administrative and payroll records for foreign nationals will be maintained separately from those of United States citizen civilian employees. In no case will these records be forwarded to record depositories in the continental United States.

CPS Report

b. The Commanding Generals, Eighth Army; Far East Air Forces, United States Army; Headquarters and Service Group, General Headquarters, Far East Command; and the Commander Naval Forces, Far East, will forward a monthly report in quadruplicate to the Commander-in-Chief, Far East, APO 500, Attention: Civilian Personnel Section, not later than the tenth day of each month, showing, for the preceding month, the total number of employees by job categories, ratings, and salaries (i.e., translators, interpreters, doctors, office managers, etc.) on the foreign national payroll (Reports Control Symbol QGA-21).

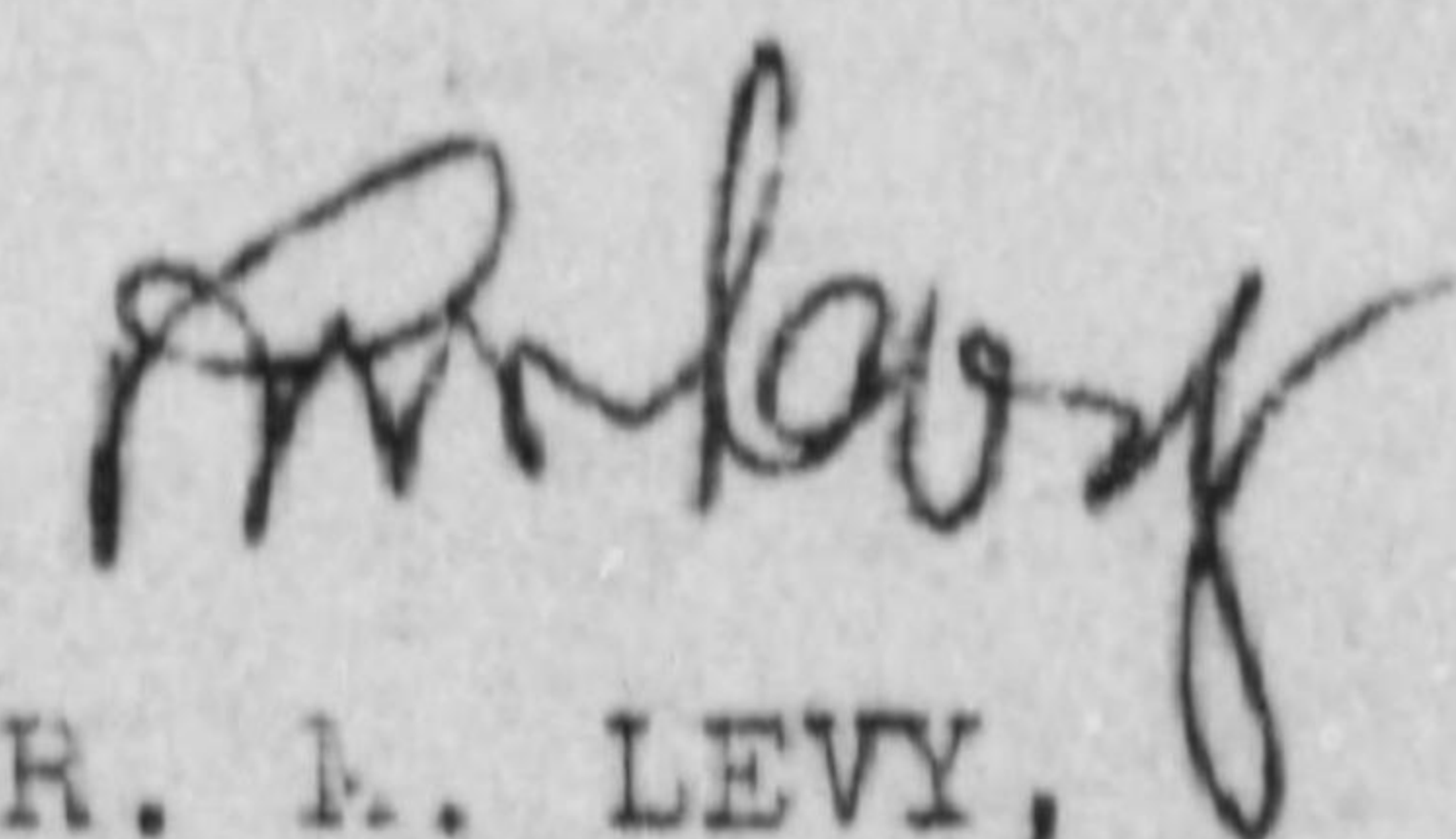
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15. Security Clearance and Employment Restrictions. All foreign national employees will be subject to security clearance, based on restrictions contained in letter, AG 230 CIS, General Headquarters, Supreme Commander for the Allied Powers, subject, "Security Clearance and Employment Restrictions of Civilian Personnel," 27 November 1945.

16. Proselyting. Proselyting of employees between sections or commands is prohibited. Transfer of foreign nationals will be effected only with the prior approval of the civilian personnel officer and the appropriate Military Government Labor Office. Individuals leaving the employment of one military establishment without permission will not be employed by another military establishment for a period of six (6) months.

17. Linguists. Prior to employment, linguists will be tested for language qualifications. Application for tests will be made by the appropriate civilian personnel office to the Commanding Officer, Translator and Interpreter Service, APO 500. Formal appointment of linguists may be made upon receipt of results and classifications as to linguistic qualifications.

BY COMMAND OF GENERAL MacARTHUR:



R. L. LEVY,
Colonel, AGD,
Adjutant General.

4 Incls.

1. FEC AGO Form No. 83, Report of Personnel Action - Foreign Nationals
2. Pay Schedule A & B
3. FEC AGO Form No. 84, Subsistence Request for Foreign Nationals
4. FEC AGO Form No. 85, Travel and Per Diem Voucher for Foreign Nationals

FAR EAST COMMAND

REPORT OF PERSONNEL ACTION
FOREIGN NATIONAL EMPLOYEES

1. Date _____

2. TO: _____
First Name Middle Initial Last Name

3. S.S.No. _____

4. THROUGH: _____
Office in which employed or to be employed

This is to notify you of the following action concerning your employment which is subject to the provisions on the reverse hereof. This form is an official record of your service history with the Occupation Forces.

5. NATURE OF ACTION (Use Standard Terminology)

6. EFFECTIVE DATE

	(FROM)	(TO)	
7. Position Title			14. Date of Birth
8. Service Grade and Salary			15. Male Female
9. Force & Service or Command			16. Citizenship
10. Installation & Location			17. Position Reference or Job Description No.
11. Organization Unit			18. Date of Oath (Accessions Only)
12. Duty Station and location			

13. REMARKS:

DISTRIBUTION:

1. Employee
 2. Payroll
 3. 201 File
 4. Local Mil Govt Labor Office
 5. Reports file
- FEC AGO Form 83
Inclosure 1

FOR THE COMMANDING OFFICE

(Signature)

(Rank and/or Title)

LOCAL REPRODUCTION AUTHORIZED

This form notifies you of the action taken with regard to your employment. If you have any questions concerning this action, you may take them up with the Civilian Personnel Office.

Appointments to positions are made for such period of time as the work is required and funds are available.

All new appointees are subject to such satisfactory character investigation and satisfactory medical examination as may be required.

ADMINISTRATION OF PAY SCHEDULE

1. Classification grade levels for foreign nationals employed by the War Department will be established by the same method and standards as are positions held by U.S. citizens, except that the following pay schedules will apply throughout Japan:

Schedule "A" - Pay Schedule to be paid Foreign Nationals Employed by the Allied Forces Who are Subsisted by the Occupation Forces. (as attached)

Schedule "B" - Pay Schedule to be paid Foreign Nationals Employed by the Allied Forces Who are not Subsisted by the Occupation Forces. (as attached)

2. The following area differentials will be allowed:

Area A (6 largest cities - Tokyo, Osaka, Kyoto
Nagoya, Yokohama, Kobe..... 20% of base pay

Area B (Cities with population in excess of 100,000 people.. 10% of base pay.

Area C (Cities, towns & villages with a population of less than 100,000 people No Differential

3. Initial appointment will be made at Step 1 of the appropriate pay grade in all cases.

4. The following automatic advancement schedule will apply except under conditions stated in paragraph 5:

<u>Period of Satisfactory Service</u>	<u>Within-Grade Advancement</u>
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

5. Employees may be rewarded for superior accomplishment on the job by one-step promotions within the appropriate grade upon recommendation of the employing agency, regardless of time spent in the job.

6. In conversion from the old pay schedule to the new pay schedule, individuals employed at rates in excess of those authorized for the positions held will be reduced to the maximum step for the Pay Grade. In each case of grade change, incumbent of the position will be placed in the pay step most nearly commensurate with his present salary. Seniority will be cumulative and will be honored in the conversion of pay schedules.

7. Attached pay schedule to be effective 1 April 1947.

SCHEDULE "A"

PAY SCHEDULE TO BE PAID FOREIGN NATIONALS EMPLOYED BY THE ALLIED FORCES WHO ARE
SUBSISTED BY THE OCCUPATION FORCES

<u>Classification Grade</u>	<u>Pay Grade</u>	<u>Rate Paid in Yen per month - Pay Steps</u>				
		<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
CPC-1	1	¥1300	¥1420	¥1540	¥1700	¥1780
SP-1, CPC-2	2	¥1540	¥1660	¥1780	¥1900	¥2020
CAF-1	3	¥1660	¥1780	¥1900	¥2020	¥2140
SP-2, CPC-3	4	¥1780	¥1900	¥2020	¥2140	¥2260
CAF-2, SP-3	5	¥1900	¥2020	¥2140	¥2260	¥2380
CPC-4	6	¥2020	¥2140	¥2260	¥2380	¥2500
CAF-3, SP-4	7	¥2140	¥2260	¥2380	¥2500	¥2620
CPC-5	8	¥2260	¥2380	¥2500	¥2620	¥2740
CAF-4, SP-5	9	¥2380	¥2500	¥2620	¥2740	¥2860
CPC-6	10	¥2500	¥2620	¥2740	¥2860	¥2980
CAF-5, SP-6, P-1	11	¥2620	¥2740	¥2860	¥2980	¥3100
CPC-7	12	¥2740	¥2860	¥2980	¥3100	¥3220
CPC-8	13	¥2860	¥2980	¥3100	¥3220	¥3340
CAF-6, SP-7, CPC-9	14	¥3220	¥3340	¥3460	¥3580	¥3700
CAF-7, P-2, SP-8, CPC-10	15	¥3700	¥3900	¥4100	¥4300	¥4500
CAF-8	16	¥4500	¥4700	¥4900	¥5100	¥5300
CAF-9, P-3	17	¥5300	¥5500	¥5700	¥5900	¥6100
CAF-10	18	¥6100	¥6300	¥6500	¥6700	¥6900
CAF-11, P-4	19	¥6900	¥7300	¥7700	¥8100	¥8500
CAF-12, P-5	20	¥8500	¥8900	¥9300	¥9700	¥10100
CAF-13, P-6	21	¥10100	¥10500	¥10900	¥11300	¥11700
CAF-14, P-7	22	¥11700	¥12100	¥12500	¥12900	¥13300
CAF-15, P-8	23	¥13300	¥13700	¥14100	¥14500	¥14900

Inclosure 2

SCHEDULE "B"

PAY SCHEDULE TO BE PAID FOREIGN NATIONALS EMPLOYED BY THE ALLIED FORCES
WHO ARE NOT SUBSISTED BY THE OCCUPATION FORCES

<u>Classification Grade</u>	<u>Pay Grade</u>	<u>Rate Paid in Yen per month - Pay Steps</u>				
		<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
CPC-1	1	¥2000	¥2180	¥2240	¥2360	¥2480
SP-1, CPC-2	2	¥2240	¥2360	¥2480	¥2600	¥2720
<u>CAF-1</u>	3	¥2360	¥2480	¥2600	¥2720	¥2840
SP-2, CPC-3	4	¥2480	¥2600	¥2720	¥2840	¥2960
<u>CAF-2</u> , SP-3	5	¥2600	¥2720	¥2840	¥2960	¥3080
CPC-4	6	¥2720	¥2840	¥2960	¥3080	¥3200
<u>CAF-3</u> , SP-4	7	¥2840	¥2960	¥3080	¥3200	¥3320
CPC-5	8	¥2960	¥3080	¥3200	¥3320	¥3440
<u>CAF-4</u> , SP-5	9	¥3080	¥3200	¥3320	¥3440	¥3560
CPC-6	10	¥3200	¥3320	¥3440	¥3560	¥3680
<u>CAF-5</u> , SP-6, P-1	11	¥3320	¥3440	¥3560	¥3680	¥3800
CPC-7	12	¥3440	¥3560	¥3680	¥3800	¥3920
CPC-8	13	¥3560	¥3680	¥3800	¥3920	¥4040
<u>CAF-6</u> , SP-7, CPC-9	14	¥3920	¥4040	¥4160	¥4280	¥4400
<u>CAF-7</u> , P-2, SP-8, CPC-10	15	¥4400	¥4600	¥4800	¥5000	¥5200
<u>CAF-8</u>	16	¥5200	¥5400	¥5600	¥5800	¥6000
<u>CAF-9</u> , P-3	17	¥6000	¥6200	¥6400	¥6600	¥6800
<u>CAF-10</u>	18	¥6800	¥7000	¥7200	¥7400	¥7600
<u>CAF-11</u> , P-4	19	¥7600	¥8000	¥8400	¥8800	¥9200
<u>CAF-12</u> , P-5	20	¥9200	¥9600	¥10000	¥10400	¥10800
<u>CAF-13</u> , P-6	21	¥10800	¥11200	¥11600	¥12000	¥12400
CAF-14, P-7	22	¥12400	¥12800	¥13200	¥13600	¥14000
CAF-15, P-8	23	¥14000	¥14400	¥14800	¥15200	¥15600

REQUEST FOR SUBSISTENCE

DATE _____

Under the provisions of paragraph 9c, letter AG 230(13 Aug 47)GA,
General Headquarters, Supreme Commander for the Allied Powers,
13 August 1947,

I hereby request to:

Be subsisted by the Occupation Forces and paid according
to Schedule A - Pay Schedule for Foreign Nationals Subsisted
by the Occupation Forces.

Not be subsisted by the Occupation Forces and paid according
to Schedule B - Pay Schedule for Foreign Nationals Not
Subsisted by the Occupation Forces.

(Signature of Foreign National)

Distribution:

Original - 201 File
Duplicate - Payroll File
Triplicate - Employee concerned
* Quadruplicate- Central Liaison Office, Japanese Government

* A copy will be furnished the Central Liaison Office only if employee is
to be subsisted by the Occupation Forces

FEC AGO Form No. 84

LOCAL REPRODUCTION AUTHORIZED

Inclosure 3

TRAVEL AND PER DIEM VOUCHER
for
FOREIGN NATIONALS

(Statement of account must be completely filled in by payee prior to signature, and there must not be any erasure or alteration unless initialed or signed by him)

NAME _____
(PAYEE)

Address _____

Official Headquarters _____

Organization _____

AMOUNT ¥

I do solemnly swear (or affirm) that the above account and schedule annexed are just and true in all respects and do not exceed price ceilings established by the Japanese Government; that payment therefor has not been received.

Payee _____

Title _____

Date _____

I certify that the official headquarters, domicile, or residence of the claimant is as stated above; that the travel was authorized from and to the points stated in the account, and for the period and at the subsistence rate or rates claimed, as shown by the authority on file; that the within itemized statement has been examined and is certified correct, and that the amounts therein claimed are just and reasonable, and do not exceed price ceilings established by the Japanese Government.

Approved for ¥ _____

Certifying Officer

Paid ¥ _____

Disbursing Officer

Date _____

Organization and APO Number

FEC AGO Form 85

LOCAL REPRODUCTION AUTHORIZED

Inclosure 4

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

AG 230 (13 Aug 47) GA

APC 500
13 August 1947

SUBJECT: Administration of Foreign Nationals

TO : Commanding General, Eighth Army, APO 343
Commanding General, Far East Air Forces, United States Army,
APO 925
Commander, United States Naval Forces, Far East, FPE Navy 3923
Commanding General, Headquarters and Service Group, General
Headquarters, Far East Command, APO 500

1. a. Rescission. So much of paragraph 3, Letter, AG 248 ESS/PI, General Headquarters, Supreme Commander for the Allied Powers, subject, "Payment of Japanese and Foreign Nationals Employed by the Occupation Forces," 5 April 1946, as pertains to foreign nationals, is rescinded.

b. References;

- (1) War Department Civilian Personnel Regulations 75, 26 March 1947, as amended by Changes 1, 2 July 1947.
- (2) Circular 74, General Headquarters, Far East Command, 26 June 1947.
- (3) Letter, AG 230 CIS, General Headquarters, Supreme Commander for the Allied Powers, subject, "Security Clearance and Employment Restrictions of Civilian Personnel," 27 November 1945.
- (4) Radio CX 63528, General Headquarters, Supreme Commander for the Allied Powers, 30 July 1946.

2. General. a. The provisions of this letter will govern the administration of foreign nationals employed by the occupation forces in Japan and paid from occupation yen accounts. It does not cover Japanese nationals or labor provided by the Japanese Government to meet procurement or labor demands of the occupation forces.

b. Effective 1 September 1947, all appointments, promotions, payroll preparations, and separations of foreign nationals as defined in paragraph 3b, will be effected by the appropriate civilian personnel office in the same manner as for United States citizen civilian employees. Using units will forward all records of currently employed foreign nationals to appropriate civilian personnel office. All forms and records (except War Department or Standard Form 50) currently used in the administration of United States citizen civilian personnel will be used in carrying out the provision of this letter, each form or record properly identified by note thereon as "Foreign National." FFC AGO Form No. 83, "Notification of Personnel Action for Foreign Nationals" (inclosure 1), will be used in lieu of War Department or Standard Form 50.

3. Definition of Foreign Nationals.

a. The term "Foreign Nationals" will include:

- (1) Citizens of Allied or neutral nations, and nationals of liberated areas who were in the occupation area during the period of hostilities.
- (2) A person of Japanese ancestry who claims citizenship of a country other than Japan and who is not disqualified under the provisions of sub-paragraphs 3b (1), (2), or (3) below.
- (3) Citizens of Axis countries (excluding Japanese nationals).
- (4) Stateless persons.

b. A person of Japanese ancestry who claims United States citizenship but has not obtained necessary papers from the State Department, may be employed as a foreign national, unless:

- (1) He served in the Japanese armed forces, or
- (2) He took an active part in the prosecution of the war against the Allied Nations (translation work alone will not be considered disqualifying), or
- (3) Clear intent was shown of never returning to the United States.

4. It will be the responsibility of the local Military Government Labor Office to determine, on the basis of a security check, whether an individual of Japanese ancestry is eligible for employment as a foreign national. The records of such individuals already employed will be reviewed by the local Military Government Labor Office and proper action taken to change the status of the individuals to that of Japanese nationals, if disqualified under paragraph 3b. In all cases of doubt, employment will be as Japanese nationals.

5. Currently employed foreign nationals who furnish proof of United States citizenship may continue to be employed as foreign nationals at the discretion of the local commander.

6. Policy on Hiring. a. Authorization for establishment of positions to be filled by foreign national personnel will be secured through the same channels as authorization for War Department civilians. The hiring of foreign nationals under the provisions of this letter will be limited to those whose technical specialties are essential to the achievement of occupation objectives, and to those employed in administrative capacities as indicated in paragraph 14 below.

b. No foreign national personnel will be hired and paid under the provisions of this letter unless personnel cannot be provided directly by the Japanese Government through labor requisition. Similarly, no foreign national personnel will be hired to perform services normally furnished by the Japanese Government for the operation of facilities of all types, including billets and dependent housing, in accordance with reference cited in subparagraph 1b (4). The provisions of this letter do not,

however, preclude the hiring of foreign nationals by the Japanese Government.

c. Immediate action will be taken with respect to currently employed foreign nationals to comply with the above policy.

7. Establishment of Positions. a. Positions will be established by the preparation of position descriptions for the grading of the job by the appropriate civilian personnel office, to determine the proper pay rate in accordance with attached Pay Schedules (inclosure 2). Grade levels for foreign nationals will correspond in general to those established for United States citizens, and will be established by the same methods and standards as are applicable to positions held by United States citizen civilian employees, except that separate pay rates will apply. Proper evaluation of jobs is essential to insure that agencies do not engage in proselyting workers through wage competition.

b. A tentative ceiling on the number of foreign nationals to be employed under the provisions of paragraph 9e below on Pay Schedule "A" is established as follows:

General Headquarters Staff Sections	400
Fifth Army	1275
Far East Air Forces, United States Army	260
Naval Forces, Far East	10
Headquarters and Service Group, General Headquarters, Far East Command	55

8. Labor Supply. The local Military Government Labor Office will furnish the appropriate civilian personnel office, upon request, available applications or applicants as desired for specific positions. It will be the responsibility of the civilian personnel office to make selections consistent with locally established placement policy.

9. Pay. a. The civilian personnel certifying officer of each command will be responsible for payroll preparation. Salary payment will be made on a monthly basis. Payrolls will be submitted to the proper disbursing officer not later than the tenth of each month, covering the preceding calendar month for payment to the individual. The paying Finance Officer will transfer receipted payrolls as cash to the Finance Officer, 240th Finance Disbursing Section, APO 500, who will be reimbursed by the Funding Officer, Office of the Fiscal Director, General Headquarters, Far East Command, APO 500, for the net amount of the payroll. Pay accounts of foreign nationals are subject to audit by the General Accounting Section, General Headquarters, Supreme Commander for the Allied Powers, APO 500.

b. Deductions will not be made for social insurance or taxes which may be required by Japanese legislation. This does not, however, exempt foreign nationals from legal obligations under Japanese law.

c. Two Pay Schedules (inclosure 2) have been established for the payment of foreign nationals, as follows:

Schedule A - Pay Schedule for Foreign Nationals Subsisted
by the Occupation Forces.

Schedule B - Pay Schedule for Foreign Nationals Not Subsisted,
by the Occupation Forces.

When determined by the local military government that indigenous food and/or eating places are not readily accessible, foreign nationals may be subsisted by the occupation forces (Schedule A). When foreign nationals are subsisted, full subsistence only will be offered, i.e., three (3) meals per day, thirty (30) days per month, consumed in an organized mess. The pay scale (Schedule A) is based on provision of subsistence on a monthly basis and credit will not accrue to the employee for occasional meals not consumed during the month. At the time of employment, foreign nationals will complete FFC AGO Form No. 84, "Subsistence Request for Foreign Nationals" (inclosure 3), indicating whether or not they desire to be subsisted by the Occupation Forces. The letters "A", representing Schedule A, or "B", representing Schedule B, will appear on the payroll after the employee's name, to indicate whether or not subsistence has been furnished by the occupation forces.

d. Pay Schedule B is authorized retroactively to 1 April 1947. All currently employed foreign nationals will be considered as having been employed at those pay rates from 1 April 1947 to the first regular pay period following the date of this letter, at which time the appropriate pay scale will be applicable. Reimbursement for back pay due will be made by using units prior to assumption of administration by civilian personnel offices.

e. The Commanding General, Eighth Army, from information received from organizations subsisting foreign nationals, will render an account each month to the General Accounting Section, General Headquarters, Supreme Commander for the Allied Powers, APO 500, of the number of meals furnished to foreign nationals employed by the occupation forces for which reimbursement has not been received (see paragraph 9f below).

f. The Army Exchange Service, the Central Purchasing Office, and quasi official organizations (such as the American Red Cross) will reimburse the War Department on a United States dollar basis at the rate of twenty-five (25) cents for each meal furnished by the Army to foreign nationals in their employ or under their jurisdiction. This reimbursement will be paid to the appropriate disbursing officer at the time of submission of the monthly payroll on Standard Form 1044.

g. The schedules of pay rates in Japanese yen have been prepared for the payment of foreign nationals employed by the occupation forces in Japan, and in no case will higher rates for listed grades be paid.

h. The granting of special wage supplements to foreign nationals in the form of extra pay, clothing, or other material considerations, is prohibited.

i. Local Military Government Labor Offices will furnish the Japanese Government each month a current list of foreign nationals who are subsisted by the occupation forces, in order to avoid additional issuance of the Japanese ration.

10. Hours of Work, Overtime, and Night Differential. a. The standard work week for all foreign nationals will be forty (40) hours. Wherever possible, this work week will coincide with that of the employing unit.

b. Overtime duty required of any foreign national employee for irregular or occasional duty outside the regularly scheduled forty (40) hours will be compensated for at the rate of time and one-half. Compensatory time off in lieu of paid overtime may be granted.

c. Those foreign nationals required to work a regularly scheduled tour of duty, a part or all of which falls between 1800 and 0600 the following morning, will be paid a night differential equal to ten (10) percent of the regular hourly rate of pay. The night differential is payable only for those hours falling between 1800 and 0600.

11. Traveling Expenses. a. Foreign nationals ordered by the occupation forces to perform official travel will be reimbursed, provided:

- (1) Expenses incident to such travel have actually been borne by the individual.
- (2) Expenses are supported by adequate receipts not exceeding the price ceiling established by the Japanese Government, and
- (3) Authorization for traveling expenses is contained in the order

b. Reimbursement will be as follows:

- (1) Employees in Pay Grade 14 and Below. Third-class fare, daily subsistence allowance of not to exceed 150 yen, and hotel expenses not to exceed 50 yen for each night.
- (2) Employees in Pay Grade 15 and Above. Second-class fare, daily subsistence allowance of not to exceed 150 yen, and hotel expenses not to exceed 50 yen for each night.
- (3) The certifying officer will prepare FFC AGO Form No. 85, "Travel and Per Diem Voucher" (inclosure 4), in duplicate, supporting by receipts for all expenditures and a copy of the travel order. This voucher will be forwarded to the Finance Officer who regularly pays the employee, who will make yen payment in cash or by check to the individual, mailing check to the employee's organization.

12. Leave Privileges. Foreign nationals will accrue annual leave at the rate of two (2) days for each month of service, and sick leave at the rate of one (1) day for each month of service. Any nonpay period of a fractional day or more will not constitute a break in the month of service for leave accrual purposes for foreign nationals; however, when absence in a nonpay status totals eight-five (85) hours, leave credits will be reduced one (1) day annual leave and one-half (1/2) day sick leave. Any authorized absence for which the individual does not have accrued leave will result in loss of pay. Leave may be taken consistent with locally established policy and will be in accordance with procedures outlined in War Department Civilian Personnel Regulations 75, 26 March 1947, as amended by Changes 1, 2 July 1947

Leave, both annual and sick, not taken during the period of employment will accumulate from month to month up to a maximum of sixty (60) days each. Payment will be made for all unused, accumulated, and accrued annual leave to employee's credit at time of separation. Leave, annual or sick, will not be advanced to foreign nationals.

13. Discharge Notice. Foreign nationals will be given two (2) weeks advance written notice of discharge except where discharge is for failure to pass satisfactory security check. In such cases, discharge will be effected on the date specified by the local Military Government Labor Office, or immediately in the case of serious offenses which would be detrimental to the interest of the occupation forces or injurious to the employee, his fellow workers, or the general public. Notice will include reason for termination, and a copy thereof will be furnished the local Military Government Labor Office in order to determine suitability for further employment.

14. Records and Reports. a. Administrative and payroll records for foreign nationals will be maintained separately from those of United States citizen civilian employees. In no case will these records be forwarded to record depositories in the continental United States.

b. The Commanding Generals, Eighth Army; Far East Air Forces, United States Army; Headquarters and Service Group, General Headquarters, Far East Command; and the Commander Naval Forces, Far East, will forward a monthly report in quadruplicate to the Commander-in-Chief, Far East, APO 500, Attention: Civilian Personnel Section, not later than the tenth day of each month, showing, for the preceding month, the total number of employees by job categories, ratings, and salaries (i.e., translators, interpreters, doctors, office managers, etc.) on the foreign national payroll (Reports Control Symbol QGA-21).

15. Security Clearance and Employment Restrictions. All foreign national employees will be subject to security clearance, based on restrictions contained in letter, AG 230 CIS, General Headquarters, Supreme Commander for the Allied Powers, subject, "Security Clearance and Employment Restrictions of Civilian Personnel," 27 November 1945.

16. Proselyting. Proselyting of employees between sections or commands is prohibited. Transfer of foreign nationals will be effected only with the prior approval of the civilian personnel officer and the appropriate Military Government Labor Office. Individuals leaving the employment of one military establishment without permission will not be employed by another military establishment for a period of six (6) months.

17. Linguists. Prior to employment, linguists will be tested for language qualifications. Application for tests will be made by the appropriate civilian personnel office to the Commanding Officer, Translator and Interpret Service, APO 500. Formal appointment of linguists may be made upon receipt of results and classifications as to linguistic qualifications.

BY COMMAND OF GENERAL MacARTHUR:

Incls: 1, 3 & 4 w/d

DISTRIBUTION:

B, C, D, E, & Z.

Reproduced Hqs 8th Army

5 Sept 1947

/s/ R. M. Levy
R. M. LEVY
Colonel, AGD
Adjutant General

SCHEDULE "A"

PAY SCHEDULE TO BE PAID FOREIGN NATIONALS EMPLOYED BY THE ALLIED FORCES WHO ARE
SUBSISTED BY THE OCCUPATION FORCES

<u>Classification Grade</u>	<u>Pay Grade</u>	<u>Rate Paid in Yen per month - Pay Steps</u>				
		<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
CPC-1	1	¥1300	¥1420	¥1540	¥1700	¥1730
SP-1, CPC-2	2	¥1540	¥1660	¥1780	¥1900	¥2020
CAF-1	3	¥1660	¥1780	¥1900	¥2020	¥2140
SP-2, CPC-3	4	¥1780	¥1900	¥2020	¥2140	¥2260
CAF-2, SP-3	5	¥1900	¥2020	¥2140	¥2260	¥2380
CPC-4	6	¥2020	¥2140	¥2260	¥2380	¥2500
CAF-3, SP-4	7	¥2140	¥2260	¥2380	¥2500	¥2620
CPC-5	8	¥2260	¥2380	¥2500	¥2620	¥2740
CAF-4, SP-5	9	¥2380	¥2500	¥2620	¥2740	¥2860
CPC-6	10	¥2500	¥2620	¥2740	¥2860	¥2980
CAF-5, SP-6, P-1	11	¥2620	¥2740	¥2860	¥2980	¥3100
CPC-7	12	¥2740	¥2860	¥2980	¥3100	¥3220
CPC-8	13	¥2860	¥2980	¥3100	¥3220	¥3340
CAF-6, SP-7, CPC-9	14	¥3220	¥3340	¥3460	¥3580	¥3700
CAF-7, P-2, SP-8, CPC-10	15	¥3700	¥3900	¥4100	¥4300	¥4500
CAF-8	16	¥4500	¥4700	¥4900	¥5100	¥5300
CAF-9, P-3	17	¥5300	¥5500	¥5700	¥5900	¥6100
CAF-10	18	¥6100	¥6300	¥6500	¥6700	¥6900
CAF-11, P-4	19	¥6900	¥7300	¥7700	¥8100	¥8500
CAF-12, P-5	20	¥8500	¥8900	¥9300	¥9700	¥10100
CAF-13, P-6	21	¥10100	¥10500	¥10900	¥11300	¥11700
CAF-14, P-7	22	¥11700	¥12100	¥12500	¥12900	¥13300
CAF-15, P-8	23	¥13300	¥13700	¥14100	¥14500	¥14900

SCHEDULE "B"

PAY SCHEDULE TO BE PAID FOREIGN NATIONALS EMPLOYED BY THE ALLIED FORCES
WHO ARE NOT SUBSISTED BY THE OCCUPATION FORCES

<u>Classification Grade</u>	<u>Pay Grade</u>	<u>Rate Paid in Yen per month - Pay Steps</u>				
		<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
CPC-1	1	¥2000	¥2180	¥2240	¥2360	¥2480
SP-1, CPC-2	2	¥2240	¥2360	¥2480	¥2600	¥2720
CAF-1	3	¥2360	¥2480	¥2600	¥2720	¥2840
SP-2, CPC-3	4	¥2480	¥2600	¥2720	¥2840	¥2960
CAF-2, SP-3	5	¥2600	¥2720	¥2840	¥2960	¥3080
CPC-4	6	¥2720	¥2840	¥2960	¥3080	¥3200
CAF-3, SP-4	7	¥2840	¥2960	¥3080	¥3200	¥3320
CPC-5	8	¥2960	¥3080	¥3200	¥3320	¥3440
CAF-4, SP-5	9	¥3080	¥3200	¥3320	¥3440	¥3560
CPC-6	10	¥3200	¥3320	¥3440	¥3560	¥3680
CAF-5, SP-6, P-1	11	¥3320	¥3440	¥3560	¥3680	¥3800
CPC-7	12	¥3440	¥3560	¥3680	¥3800	¥3920
CPC-8	13	¥3560	¥3680	¥3800	¥3920	¥4040
CAF-6, SP-7, CPC-9	14	¥3920	¥4040	¥4160	¥4280	¥4400
CAF-7, P-2, SP-3, CPC-10	15	¥4400	¥4600	¥4800	¥5000	¥5200
CAF-8	16	¥5200	¥5400	¥5600	¥5800	¥6000
CAF-9, P-3	17	¥6000	¥6200	¥6400	¥6600	¥6800
CAF-10	18	¥6800	¥7000	¥7200	¥7400	¥7600
CAF-11, P-4	19	¥7600	¥8000	¥8400	¥8800	¥9200
CAF-12, P-5	20	¥9200	¥9600	¥10000	¥10400	¥10800
CAF-13, P-6	21	¥10800	¥11200	¥11600	¥12000	¥12400
CAF-14, P-7	22	¥12400	¥12800	¥13200	¥13600	¥14000
CAF-15, P-8	23	¥14000	¥14400	¥14800	¥15200	¥15600

R E S T R I C T E D
HEADQUARTERS I CORPS
APO 301 (Kyoto, Honshu)

Lt Long
EDB/fsn
9 October 1946

File

AG 230 - BA

SUBJECT: Security Clearance of Foreign Nationals and Japanese Nationals

TO: See Distribution

1. The publication of Operational Directive No. 1/5, Headquarters Eighth Army, 13 September 1946, necessitates a modification of investigation procedures for foreign civilian employees of the Occupational Forces. In general all Foreign Nationals employed in or applying for employment in the services of the Occupational Forces, with the exception of common laborers, will continue to be investigated in accordance with the investigation procedures in Operational Directive No. 21/1 and inclosures, Headquarters Eighth Army, dated 22 December 1945. In addition Japanese Nationals of the same category will henceforth be investigated under the same procedures.

2. In order to implement the investigative checks on foreign civilian employees made necessary by the additional restrictions of Operational Directive No. 1/5, and also in order to strengthen the existing investigative procedures, a Supplementary Personal History Statement has been devised. This Supplementary Personal History Statement (Inclosure 1) is drawn up to commit the job applicant to a positive statement as to his eligibility under each of the restrictive clauses of existing directives. The subsequent file check which is specified as part of the processing will provide a check on the individual's statements in the Supplementary Personal History Statement. In case of discrepancies thereby revealed, the applicant will not only be barred from employment but will be prosecuted for false official statements to the Occupation Authorities (See final paragraph of Supplementary Personal History Statement.).

3. Personal History Statement, Inclosure 1 to Operational Directive No. 21/1, Headquarters Eighth Army, 22 December 1945, and Supplementary Personal History Statement, Inclosure 1, to this letter, will be prepared in 6 copies by the labor using unit and, accompanied by 5 photos, 1" x 1", will be submitted to the local Military Government Team.

4. Preliminary examination of the Personal History Statement and Supplementary Personal History Statement will be made by the Military

R E S T R I C T E D

R E S T R I C T E D

Ltr, Hq I Corps, file AG 230 - BA, subj: "Security Clearance of Foreign Nationals and Japanese Nationals", dtd 9 Oct 46.

Government Labor Officer to determine the eligibility for employment of the applicant. Should such examination disclose disqualification for employment, by reason of SCAP directives or Eighth Army Operational Directives, the employing labor unit will be so notified. The local Military Government Labor Officer will retain one copy of Personal History Statement and Supplementary Personal History Statement, and will forward 5 copies of each statement, and 5 photos to the Area Provost Marshal. If any applicant has been found unemployable, a notation to that effect stating the reason, will be included on his application at the time of forwarding. Temporary employment may be granted by the Military Government Labor Officer, pending completion of investigation. The Area Provost Marshal will place the finger print of each applicant on the Authority for Employment Card.

5. All individuals now employed who have been investigated and checked by the Area Provost Marshal and CIC, and for whom a Personal History Statement is on file, will be reinvestigated by being required to submit a Supplementary Personal History Statement only. Upon completion of investigations by the Area Provost Marshal and CIC, it will be the responsibility of the local Military Government Labor Officer to determine on the basis of records of the security check, whether the applicant or employee is eligible for employment. Using labor units will not employ such personnel without prior approval of the local Military Government Labor Officer.

6. Any person, other than a German national, may be employed as a common laborer by labor using units without investigations, providing he is not barred for employment by any of the SCAP directives or Eighth Army Operational Directives. German nationals will not be employed without prior check by the Area Provost Marshal and the CIC.

7. In no case, will Japanese or nationals of other countries with which the United Nations were at war, be employed in a position where they might come in contact with classified information.

8. When an individual is discharged or transferred for employment in the Occupational Forces to another city, it will be the responsibility of the employing unit making the discharge or transfer, to return the Authority for Employment Card of the individual to the Military Government Labor Officer together with a statement giving the reason for said discharge or transfer. The Military Government Labor Officer will then forward it to the Area Provost Marshal, which will in turn send it to the local Headquarters CIC Area.

9. Proselytizing of employees between military units is prohibited and any violations thereof will be reported to this headquarters for disciplinary action.

- 2 -

R E S T R I C T E D

R E S T R I C T E D

Ltr, Hq I Corps, file AG 230 - BA, subj: "Security Clearance of Foreign Nationals and Japanese Nationals", dtd 9 Oct 46.

10. A summary of existing directives restricting employment of foreign civilians is attached as Inclosure 2, for your information and guidance.

BY COMMAND OF MAJOR GENERAL WOODRUFF:

Lawrence E. Nobles

LAWRENCE E. NOBLES
Colonel, AGD
Adjutant General

2 Incls:

1. Supplementary Personal History Statement.
2. Summary of Existing Directives.

DISTRIBUTION:

"A" "D" & "X"

2 ea MG Team

I Corps Z/R

3 AG Sec, I Corps

R E S T R I C T E D

6. Have you ever been barred or prohibited from occupying any position in the educational system of Japan, in compliance with SCAP directives? Yes () No ()

a. If so, date, name of city, name of school, position formerly held.

7. Have you ever been removed, dismissed or excluded as an undesirable person from any public office, in compliance with SCAP directives? Yes () No ()

a. If so, date, name of city, name of public office and position held.

8. Were you ever a member, associate member, or participant in any of the activities of the Fascists, Nazi and/or one of its affiliated organizations? Yes () No ()

a. If so, state name of organization, and position held.

9. Did you serve with the Japanese Armed Forces, either as a soldier or civilian? Yes () No ()

a. If so, in what capacity, and dates thereof.

b. Were you ever a Commissioned officer in the Imperial Japanese Regular Army or Navy, or in the Special Volunteer Reserve?

Yes () No ()

10. Of what country are you now a citizen?

11. Have you ever been a citizen of any other country? Yes () No ()

a. If so, state name of country and dates.

12. If you were a citizen or former citizen of an Allied country, did you return to Japan since 1942? Yes () No ()

a. Did you renounce your citizenship? Yes () No ().

b. Did you request or sign documents for repatriation? Yes () No ()

c. What age were you when you returned to Japan? _____ Yrs.

d. State date and name of vessel in which you arrived in Japan.

e. State all other particulars which will present full and complete facts of the circumstances under which you changed your citizenship.

13. If living in Japan during the war, were you confined by the Japanese Government? Yes () No ()

a. If answer is Yes, list the dates and give particulars such as place of confinement, reasons for confinement and any other pertinent information.

b. If answer is No, state the reason why not confined.

14. Have you ever been convicted of a criminal offense in a Japanese court or occupational Provost Court? Yes () No ()

a. If so, state particulars.

15. Have you performed the duties of any office, post or employment under the Japanese Government, or any political sub-division thereof? Yes () No ()

a. If so, inclusive dates, name of city, public office and position held.

I certify that the above statements are true and correct to the best of my knowledge and belief, and I understand that making any false or misleading statement in this matter is punishable by a fine not to exceed Seventy-Five thousand Yen (\$75,000) or imprisonment at hard labor not to exceed five years, or both, in United States Military Occupation Courts.

Signature: _____

I certify that I can speak, read and interpret Japanese and the questions given above were conveyed to the applicant in a full

and accurate manner, and that the answers the applicant gave to the questions were as entered and transcribed above.

Interpreter: _____
(Romaji)

(Kanji)

Employed by: _____

Originating Office:

_____ MIL Govt Region/Team

Location: _____

DISTRIBUTION:

Area Provost Marshal (5 copies).

SUMMARY OF EXISTING DIRECTIVES

For the benefit of units whose files may not be complete on SCAP directives and Eighth Army Operational Directives restricting or pertinent to the employment of foreign civilians by the Occupation Forces, current directives on this subject are summarized below:

OPERATIONAL DIRECTIVE NO. 21/3, Headquarters Eighth Army, 31 July 1946, bars the employment of any individual in the following categories, in any capacity, by any unit:

- "(1) Present or former intelligence, counter intelligence, state or secret police operatives of any country except the United States.
- (2) Members or former members of the Nazi Party and/or one of its numerous affiliated organizations.
- (3) Members or former members of the Fascist Party.
- (4) Individuals dismissed from positions under the Japanese Government as a result of SCAP directives.
- (5) Diplomats or quasi-diplomats of governments with which the United Nations were at war.
- (6) Persons of Japanese ancestry who were citizens of Allied countries and who were repatriated to Japan as a result of:
 - (a) Renunciation of citizenship of Allied country.
 - (b) Requesting repatriation prior to the termination of hostilities.
 - (c) Action by governmental authorities of the countries in which they were residing due to security reasons or expression of anti-Allied sentiments or acts prejudicial to the Allied war effort.

NOTE: The restrictions of par (6) above do not apply to those repatriates under 16 years of age at the time of their employment as they are considered to retain their Allied citizenship.

OPERATIONAL DIRECTIVE NO. 1/5, 13 September 1946, states that:

- "1. The following persons will not be employed by the occupation forces in any position of executive or supervisory responsibility, or in any position which requires action in a liaison capacity with Japanese officials

SUMMARY OF EXISTING DIRECTIVES, Cont'd.

or nationals, or as instructors in schools sponsored by the occupation forces:

- a. Japanese nationals who were formerly police officials, members of police forces or members of organizations or public agencies responsible for the control of thought, speech or assembly.
- b. Japanese nationals who are affected by SCAPIN - 178, subject: "Administration of the Educational System of Japan".
- c. Japanese nationals who are affected by SCAPIN - 212, subject: "Investigation, Screening and Certification of Teachers and Educational Officials".

2. The following persons will not be employed in any capacity by the occupation forces:

- a. Japanese nationals who exhibit militaristic or militant nationalistic tendencies or who in a supervisory capacity attempt to limit or restrict freedom of speech, thought, or assembly of others.
- b. Japanese nationals who are affected by any of the following GHQ, SCAP Memoranda to the Imperial Japanese Government:
 - (1) SCAPIN - 550, dated 4 January 1946, subject: "Removal and Exclusion of Undesirable Personnel from Public Office".
 - (2) SCAPIN - 93, dated 4 October 1945, subject: "Removal of Restrictions on Political, Civil and Religious Liberties".
 - (3) Any other memorandum for directive which requires the dismissal and exclusion of any person from all government service.

3. Persons falling within any of the categories listed below will not be employed in any capacity by the occupation forces, except in cases involving technical specialists whose services are essential to the achievement of the occupation objectives, and who are irreplaceable. Such exceptions will be referred to this headquarters for approval.

- a. Nationals of Germany (including Austria), Bulgaria, Hungary and Rumania, except:
 - (1) Those who during the war were confined by the Japanese Government as anti-Nazis, anti-Fascists, anti-militarists or pro-Ally.

SUMMARY OF EXISTING DIRECTIVES, Cont'd.

- (2) Those who during the Nazi regime were rendered stateless for racial or political reasons.
 - (3) Such others as can show satisfactory evidence that they were opponents of the Nazi or Fascist regimes in their respective countries.
- b. Nationals of Italy who, following the surrender of that country, registered as persons loyal to the Italian Fascist Republic.
 - c. Nationals of any of the United Nations who during the war were ardent sympathizers of collaborationists in their respective countries.
 - d. Nationals of the United Nations or of neutral countries who during the war acted as representatives in Japan of commercial interests of enemy (except Japanese) nationality or registry.
4. In the event of conflict with previous instructions, the above provisions will apply."

SCAPINs referred to in the above paragraphs are summarized below:

SCAPIN 93, 4 October 1945 removed from office and employment the Minister of Home Affairs, the Chief of the Bureau of Police of the Ministry of Home Affairs, the Chief of the Tokyo Metropolitan Police Board, the Chief of Osaka Metropolitan Police Board, the Chief of any other Metropolitan police, the Chief of the Police of the Territorial Administration of Hokkaido, the Chiefs of each Prefectural Police Department, the entire personnel of the Special Higher Police of all Metropolitan, Territorial and Prefectural police departments, the Guiding and Protecting Officials and all other personnel of the Protection and Surveillance Commission and of the Protection and Surveillance Stations and provided that none of the above persons will be reappointed to any position under the Ministry of Home Affairs, the Ministry of Justice or any police organ in Japan.

SCAPIN 178, 22 October 1945 ordered the removal of all teachers and educational officials who have been active exponents of militarism and ultra-nationalism and those actively antagonistic to the policies of the Occupation.

SCAPIN 212, 30 October 1945

1. Removed and barred from occupying positions in the educational system of Japan all persons known to be militaristic, ultra-nationalistic or antagonistic to the objectives and policies of the Occupation.

SUMMARY OF EXISTING DIRECTIVES, Cont'd.

2. Barred from occupying any position in the educational system until further notice all persons who have been or are members of the Japanese military forces since the termination of hostilities and who were not at the time, (i.e., 30 October 1945), actively employed in the educational system of Japan.

SCAPIN 550, 10 January 1946 removed from public office and excluded from government service all person who have been:

- a. Active exponents of militaristic nationalism and aggression.
- b. Influential members of any Japanese ultra-nationalistic, terroristic or political societies, its agencies or affiliates or,
- c. Influential in the activities of the Imperial Rule Assistance Political Society or the Political Association of Great Japan.

The terms contained in sub-paragraphs a, b, and c, above are defined in Appendix A of SCAPIN 550, attached as Inclosure 16 to Operational Directive No. 1/5, dated 13 September 1946.

FN Pay SCALF

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

File
CFPR 26 *B*

CIVILIAN PERSONNEL POLICIES
AND REGULATIONS NO. 26

APO 500
15 November 1945

RECRUITMENT OF CIVILIAN PERSONNEL FROM OUTSIDE THE OCCUPATIONAL AREA

1. General. The following regulation is published for the guidance of employing agencies of the Army in the geographic area of Japan and Korea and will be applicable to the procurement of all civilian personnel, except maritime personnel, which are excluded.

2. Policy. Because of the expense, delay and transportation requirements, it is the policy of this command that civilian personnel will be procured from outside the occupational area only when individuals of the required skill and qualifications are not locally available. All requisitions for such personnel, which are initiated or forwarded, will contain a statement that local recruitment has not been successful. Local sources include resident United States, foreign and Japanese nationals and American military personnel eligible for discharge and desirous of local employment.

3. Conditions of Employment. The following general conditions will govern the employment of personnel recruited from outside the occupational area:

a. All employees will be required to serve a minimum of nine (9) months in the occupation area and to sign the attached standard employment agreement.

b. All employees must fully satisfy the minimum qualifications of the position for which considered.

c. All female employees must have reached their twenty-first (21st) birthday.

4. Responsibility. a. Commanders of each employing agency are responsible for the proper preparation of requisitions for civilian personnel to be recruited from outside the area.

GHO, SCAP

b. The Director of Civilian Personnel, this headquarters, will be responsible for reviewing, recording and transmitting all requisitions for such personnel to the appropriate War Department agency. In case of civilian personnel to be recruited from the United States, all such requests will be forwarded to the Chief, Overseas Branch, Civilian Personnel Division, Office of the Secretary of War, Washington, D. C.

(CPFR No. 26, Cont'd)

5. Procedure. a. Each employing agency desiring to recruit civilian personnel from outside the area will prepare a letter requisition in accordance with the attached letter, inclosure No. 1. Requisition will be forwarded in quadruplicate to Director of Civilian Personnel, ~~this headquarters~~, through ordinary command channels. *SHQ, SCAP*

b. Job descriptions submitted for each position will be complete and detailed, inasmuch as no requisition can be transmitted outside the area until the proper designation, minimum qualifications and rate of pay are finally determined.

c. Intermediate agencies will forward such requisitions, if approved, including statement as to local availability of the type of personnel requisitioned.

d. *SHQ, SCAP* All requisitions will be reviewed by the Director of Civilian Personnel, ~~this headquarters~~, for completeness of information, determination as to grade, designation, rate of pay and minimum qualifications and conformance with current policies and restrictions.

e. The Director of Civilian Personnel will refer all requisitions for positions above CAF-9 or P-3 to the Assistant Chief of Staff, G-1, for approval.

f. At time of transmittal to the Office of the Secretary of War or other War Department agency, the Director of Civilian Personnel will assign a requisition number to facilitate reference to the requisition in radiograms, correspondence, travel orders and passenger lists.

g. Representatives of the Office of the Secretary of War or other War Department agencies in the area of the prospective employee are responsible for conducting necessary interviews, arranging for character investigations, hiring, insuring that inoculations are completed, travel orders prepared and priority established. Upon completion of the processing, and when transportation is available, the employee will be called to the Port of Embarkation and transported to this area.

h. Upon arrival in this area, all employees will report to the Director of Civilian Personnel, ~~this headquarters~~. Upon completion of processing, requesting agencies will be notified and transportation arranged, if necessary.

6. Personal Contact with Prospective Employees. There is no objection to requisitioning individuals by name, and every attempt will be made to obtain the services of requested persons, provided same meet the minimum qualifications. Personal informal correspondence with such personnel should specifically avoid making any definite offer of position and statement as to

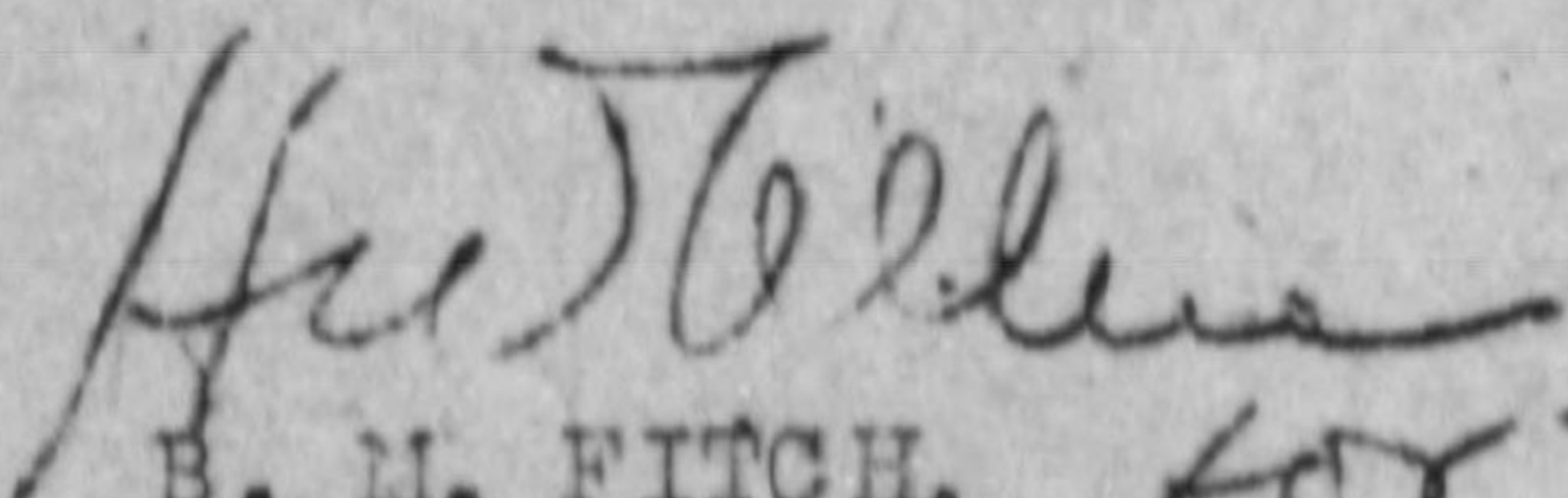
(CPPR No. 26, Cont'd)

rate of pay (unless final determination has been made in accordance with b., above); instructions should also be given that no action will be taken to resign from present positions or to make travel plans until they are notified by a representative of the War Department of a definite offer of position.

By command of General MacARTHUR:

R. K. SUTHERLAND,
Lieutenant General, United States Army,
Chief of Staff.

OFFICIAL:


B. M. FITCH, *for*
Brigadier General, U. S. Army,
Adjutant General.

1 Incl:
Requisition Form.

SUBJECT: Requisition for Civilian Personnel.

TO : Director of Civilian Personnel, General Headquarters, Supreme
Commander for the Allied Powers, APO 500.

1. It is requested that the position of _____ be established in the _____ unit of this organization and that the position be filled by an individual to be recruited from outside the occupational area. Canvaas has been conducted and personnel of the required skill and qualification are not locally available.

2. A factual description of the duties to be performed is as follows:

"

3. The incumbent of this position must have the following qualifications: (education, experience, age, sex, physical requirements) _____

4. It is desired that the incumbent of this position be furnished (air, water) transportation and report on or about _____. The following accommodations are available to civilian employees of this organization (type of living quarters, messing arrangement, transportation, PX, sales commissary facilities).

5. (When applicable) From personal informal contacts, it is believed that the following individual has the necessary qualifications and would be available for this position.

<u>Name</u>	<u>Designation</u>	<u>Employer</u>	<u>(Business, Home) Address</u>
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Inclosure 1.

File B

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

CIRCULAR)
:)
NO.83)

APO 500
18 September 1946

RECRUITMENT OF CIVILIAN PERSONNEL
FROM WITHIN THE OCCUPATION AREA

1. a. Rescission. Civilian Personnel Policies and Regulations No. 3, General Headquarters, Supreme Commander for the Allied Powers, 18 February 1946, is rescinded.

b. References: SCAP Letter, AG 230, CIS, 27 Nov 1945, subject, "Security Clearance and Employment Restrictions of Civilian Personnel," Circular 64, General Headquarters, United States Army Forces, Pacific, 31 July 1946, subject, "Control of Linguists."

2. General. This regulation is issued to govern the recruitment of civilian personnel, other than Japanese Nationals, by occupation forces from within the occupation area (Japan and Korea), and the payment thereof on occupation force payrolls. It does not cover that labor provided by the Japanese government to meet procurement or labor demands of the occupation forces.

3. Establishment of positions. Before recruitment of American and Foreign National personnel, the positions must be established by the preparation of position descriptions and the grading of the job by the appropriate civilian personnel office to determine the proper pay rate in accordance with Appendix I, this circular. Grade levels for Foreign Nationals corresponds in general to those established for United States citizens, and will be established by the same methods and standards as are applicable to positions held by United States citizens, except that separate pay rates will apply. After the job title and pay rate is properly determined, recruitment can be undertaken. Proper evaluation of jobs is essential to insure that agencies do not engage in proselyting workers through wage competition.

4. Employment of United States Citizens. a. United States Military personnel within the occupation area who are United States citizens and eligible for release from active service will be paid at regular United States base rate plus appropriate overseas differential when employed as War Department civilian workers, except that where more than one member of a family is employed, only the head of the family may receive overseas differential.

(Cir 83)

b. Residents of the occupation area who are United States citizens will be paid at the regular United States base rate, but without the overseas differential. Such citizenship must be proved by furnishing a signed certificate from the proper State Department official. Until such certificate is furnished, employment as Foreign Nationals is authorized.

5. Employment of Foreign Nationals. a. The term "Foreign Nationals" shall include:

- (1) Stateless persons.
- (2) Citizens of Axis countries (excluding Japanese Nationals).
- (3) Citizens of Allied or Neutral nations who were in the occupation area during the period of hostilities.
- (4) A person of Japanese ancestry who claims citizenship of a country other than Japan and who is not disqualified under paragraph 5b (1), (2), or (3) below.

b. A person of Japanese ancestry who claims United States citizenship, but who has not obtained necessary papers from the State Department, may be employed as a Foreign National, unless:

- (1) He served in the Japanese armed forces, or
- (2) He took an active part in the prosecution of the war against the United States (for example: If he wrote propaganda material. However, if he merely did translation work, that fact alone would not be disqualifying), or
- (3) Clear intent was shown of never returning to the United States.

c. It will be the responsibility of the local Military Government Labor Office to determine on the basis of records of the security check whether an individual of Japanese ancestry is eligible to be employed as a Foreign National. The records of such individuals already employed will be reviewed by the using units and proper action taken to change status to that of Japanese Nationals, if disqualified under paragraph 5b, above. In case of doubt, employment will be as Japanese Nationals, whose salaries are paid by the Japanese Government in Japan.

(Cir 83)

d. Procurement, registration, and referral of all Foreign Nationals for employment by Occupation Forces will be the responsibility of the appropriate Military Government Labor Office. Using units will not employ such personnel without prior clearance with the local Military Government Labor Office.

e. Commanders of using units will designate necessary Payroll Certifying Officers, who will be responsible for payroll preparation, salary payments, and disposition of payroll deductions for Foreign Nationals.

f. Military authorities will make no deductions for social insurance or taxes which may be required by Japanese regulations. This provision does not exempt Foreign Nationals from legal obligations under Japanese law. Payroll deductions for subsistence furnished to Foreign Nationals will be made to the United States in the following manner: Certifying officers will prepare in quadruplicate Standard Form 1044, "Schedule of Collections", stating thereon the source, description, amount, and fund to be credited for presentation to the disbursing officer with the payroll. The disbursing officer will take into his official account the amount of the payroll deductions, as a collection due the United States. One copy of Standard Form 1044, bearing the disbursing officer's signature, will be attached by the latter to the payroll prior to clearing the voucher with the Currencies Funding Division, Office of the Fiscal Director, General Headquarters, United States Army Forces, Pacific.

6. Pay rates. The attached schedule of pay rates in Imperial yen (Appendix I) has been prepared primarily for guidance for the payment of Foreign Nationals employed in the Tokyo-Yokohama area. Labor offices in other areas within Japan will review the rate to be paid and if a lower rate is found advisable, it will be applied uniformly throughout that area. In no case will higher rates for listed grades be paid within Japan without the prior approval of General Headquarters, United States Army Forces, Pacific, APO 500. Rates of pay to apply in Korea for other than United States citizens will be established by Commanding General, United States Army Forces, Korea, based on economic conditions within his command.

7. Security Clearance and Employment Restrictions. All employees will be subject to security clearance, based on the restrictions contained in letter, General Headquarters, Supreme Commander for the Allied Powers, AG 230 (27 Nov 45) CIS, 27 November 1945, subject, "Security Clearance and Employment Restrictions of Civilian Personnel."

(Cir 83)

8. Miscellaneous. a. Proselyting of employees between military units is prohibited. Transfer of Foreign Nationals will be effected only with the prior approval of the appropriate Military Government Labor Office. Individuals leaving the employment of one military unit without permission will not be employed by another military unit for a period of sixty (60) days.

b. Special wage supplements in the form of food, extra pay, clothing, or other material considerations will not be granted to workers by labor-using units.

9. Prior to their hiring, linguists will be tested by the Commanding Officer, Translator and Interpreter Service, who will make recommendations to the Civilian Personnel Section, General Headquarters, United States Army Forces, Pacific, as to the linguistic qualifications of the individual. See Circular 64, General Headquarters, United States Army Forces, Pacific, 31 July 1946, subject, "Control of Linguists."

AG 230.14(20 Aug 46)CP

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

1 Incl:

Appendix I to AFPAC Cir 83, 18 Sep 46

SCAP CPPR 25

18 Feb 46

APPENDIX I TO APPAC CIRCULAR 83, 1946
Pay Rates for Foreign Nationals
(Tokyo-Yokohama Area)

PAY GRADE	TYPICAL JOBS	RATES GIVEN IN IMPERIAL YEN PER MONTH			
		(STEPS)			
		I	II	III	IV
CAF 1	Janitor Messenger Mimeograph Operator	1200	1240	1275	1310
2	Clerk Office Mach. Operator Storekeeper Supply Clerk Telephone Operator Typist	1350	1390	1425	1460
3	Interpreter Payroll Clerk Stenographer	1500	1540	1575	1610
4	Sr. Interpreter Dental Technician Draftsman Engineering Aide Secretary Translator	1650	1690	1725	1760
5	Junior Accountant Junior Engineer Senior Clerk Jr. Exam-Translator Trans. Analyst Sr. Translator	1800	1850	1900	1950
6	Labor Foreman Office Manager Examiner-Translator	2000	2050	2100	2150
7	Asst. Engineer Sr. Exam-Translator	2200	2250	2300	2350
8	Assistant Censor	2400	2450	2500	2550
9	Attorney Censor	2600	2650	2700	2750

265881

APPENDIX I (Contd)

		2300	2850	3100	3150
10	Engineer	2300	2850	3100	3150
11	Tech. Consultant in Professional Fields	3000	3050	3100	3150

23 pay grades

ADMINISTRATION OF PAY SCHEDULE

1. Initial appointment will be made on Step I in all cases.
2. Individuals may be advanced from Step I to Step II after 3 months of satisfactory service on the same job.
3. Individuals may be advanced from Step II to Step III after 6 months of satisfactory service on the same job.
4. Individuals may be advanced from Step III to Step IV after 6 months satisfactory service in Step III on the same job.

1		2300	2850	3100	3150
2		2800	3350	3600	3650
3		3300	3850	4100	4150
4		3800	4350	4600	4650
5		4300	4850	5100	5150
6		4800	5350	5600	5650
7		5300	5850	6100	6150
8		5800	6350	6600	6650
9		6300	6850	7100	7150
10		6800	7350	7600	7650
11		7300	7850	8100	8150
12		7800	8350	8600	8650
13		8300	8850	9100	9150
14		8800	9350	9600	9650
15		9300	9850	10100	10150
16		9800	10350	10600	10650
17		10300	10850	11100	11150
18		10800	11350	11600	11650
19		11300	11850	12100	12150
20		11800	12350	12600	12650
21		12300	12850	13100	13150
22		12800	13350	13600	13650
23		13300	13850	14100	14150

(Contd)

DEPARTMENT OF DEFENSE
OFFICE OF PERSONNEL MANAGEMENT

(OPTIONAL FORM NO. 10)

U.S. GOVERNMENT PRINTING OFFICE: 1967 O 288-000

File
F/N Extra

ADMINISTRATION OF PAY SCHEDULE

1. Attached pay schedule will be effective 1 April 1943.

2. Classification grade levels for foreign nationals employed by the Department of the Army will be established by the same method and standards as are positions held by U. S. citizens, except that the following pay schedules will apply throughout Japan:

Schedule "A" - Pay schedule to be paid Foreign Nationals Employed by the Allied Forces Who are Subsisted by the Occupation Forces. (as attached)

Schedule "B" - Pay Schedule to be paid Foreign Nationals Employed by the Allied Forces Who are not Subsisted by the Occupation Forces. (as attached)

3. The following area differentials will be allowed:

*"Special" Area	30% of base pay
Area "A"	20% of base pay
Area "B"	10% of base pay
Area "C"	No differential

4. Initial appointment will be made at Step 1 of the appropriate pay grade in all cases.

5. The following automatic advancement schedule will apply except under conditions stated in paragraph 6:

<u>Period of Satisfactory Service</u>	<u>Within-Grade Advancement</u>
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

6. Employees may be rewarded for superior accomplishment on the job by one-step promotions within the appropriate grade upon recommendation of the employing agency, regardless of time spent in the job.

7. In conversion from the old pay schedule to the new pay schedule, individuals employed at rates in excess of those authorized for the positions held will be reduced to the maximum step for the Pay Grade. In each case of grade change, incumbent of the position will be placed in the pay step most nearly commensurate with his present salary. Seniority will be cumulative and will be honored in the conversion of pay schedule.

*"Special" Areas have been designated as such by the Finance Ministry of the Japanese Government.

Local Japanese Government liaison officers should be contacted by Civilian Personnel Sections charged with preparing Foreign National Payrolls to determine whether an area differential is allowable, and the proper differential applicable. The area in which the Foreign Nationals are actually employed will determine the correct area differential.

SCHEDULE "A"

PAY SCHEDULE TO BE PAID FOREIGN NATIONALS EMPLOYED BY THE ALLIED FORCES WHO ARE SUBSISTED BY THE OCCUPATION FORCES

Classification Grade	Pay Grade	Rate Paid in Yen per month - Pay Steps				
		1	2	3	4	5
CPC-1	1	1495	1635	1770	1955	2045
SP-1, CPC-2	2	1770	1910	2045	2135	2325
CAF-1	3	1910	2045	2135	2325	2460
SP-2, CPC-3	4	2045	2135	2325	2460	2600
CAF-2, SP-3	5	2135	2325	2460	2600	2735
CPC-4	6	2325	2460	2600	2735	2875
CAF-3, SP-4	7	2460	2600	2735	2875	3015
CPC-5	8	2600	2735	2875	3015	3150
CAF-4, SP-5	9	2735	2875	3015	3150	3290
CPC-6	10	2875	3015	3150	3290	3425
CAF-5, SP-6, P-1	11	3015	3150	3290	3425	3565
CPC-7	12	3150	3290	3425	3565	3705
CPC-8	13	3290	3425	3565	3705	3840
CAF-6, SP-7, CPC-9	14	3705	3840	3980	4115	4255
CAF-7, P-2, SP-3, CPC-10	15	4255	4435	4715	4945	5175
CAF-8	16	5175	5405	5635	5865	6095
CAF-9, P-3	17	6095	6325	6555	6785	7015
CAF-10	18	7015	7245	7475	7705	7935
CAF-11, P-4	19	7935	8395	8855	9315	9775
CAF-12, P-5	20	9775	10235	10695	11155	11615
CAF-13, P-6	21	11615	12075	12535	12995	13455
CAF-14, P-7	22	13455	13915	14375	14835	15295
CAF-15, P-8	23	15295	15755	16215	16675	17135

SCHEDULE "B"

PAY SCHEDULE TO BE PAID FOREIGN NATIONALS EMPLOYED BY THE ALLIED FORCES WHO ARE NOT SUBSISTED BY THE OCCUPATION FORCES

Classification Grade	Pay Grade	Rate Paid in Yen per month - Pay Steps				
		1	2	3	4	5
CPC-1	1	2300	2510	2575	2715	2350
SP-1, CPC-2	2	2575	2715	2350	2990	3130
CAF-1	3	2715	2350	2990	3130	3265
SP-2, CPC-3	4	2350	2990	3130	3265	3405
CAF-2, SP-3	5	2990	3130	3265	3405	3540
CPC-4	6	3130	3265	3405	3540	3630
CAF-3, SP-4	7	3265	3405	3540	3630	3820
CPC-5	8	3405	3540	3630	3795	3955
CAF-4, SP-5	9	3540	3630	3320	3955	4095
CPC-6	10	3630	3320	3955	4095	4230
CAF-5, SP-6, P-1	11	3320	3955	4095	4230	4370
CPC-7	12	3955	4095	4230	4370	4510
CPC-8	13	4095	4230	4370	4510	4645
CAF-6, SP-7, CPC-9	14	4510	4645	4735	4920	5060
CAF-7, P-2, SP-8, CPC-10	15	5060	5290	5520	5750	5930
CAF-8	16	5930	6210	6440	6670	6900
CAF-9, P-3	17	6900	7130	7360	7590	7320
CAF-10	18	7320	3050	3230	3510	3740
CAF-11, P-4	19	3740	9200	9660	10120	10530
CAF-12, P-5	20	10530	11040	11500	11960	12420
CAF-13, P-6	21	12420	12380	13340	13300	14260
CAF-14, P-7	22	14260	14720	15130	15640	16100
CAF-15, P-8	23	16100	16560	17020	17430	17940