DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

GHQ/SCAP Records (RG 331, National Archives and Records Service)

Description of contents

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(2) Folder title/number: (12)
Refernece Materials

(3) Date: Nov. 1949 - Mar. 1951

(4) Subject:

Classification	Type of record
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(5) Item description and comment:
Kanto

(6) Reproduction: (Yes) No

(7) Film no. Sheet no.

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DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

GENERAL HEADQUARTERS
FAR EAST COMMAND
Civilian Personnel Section

CP MEMORANDUM
NO.....3-51

17 March 1951

STEP INCREASES

1. References. a. DA CPR A2

b. DA CPR P2.5

c. DA CPR P8

d. CPPLs 1-51, 4-51, 1-50 and 8-50.

e. CP Memorandum 33-50

2. The following general regulations and procedures pertaining to step increases for Classification Act and Wage Board employees are furnished for the information of supervisors and employees. Particular attention is invited to paragraph 15 which requires action on the part of operating officials.

Classification Act Employees

3. Type of position. The employee must occupy a permanent position, i.e., not limited to one year or less.

4. Waiting period. For full-time employees, the waiting period following the last equivalent increase is 52 calendar weeks if the step increase is less than $200.00 (GS-10 and below, & all CPC grades) and 78 calendar weeks if the step increase is $200.00 or over (GS-11 and above). For WAE employees, the waiting period must be composed of 52 or 78 weeks of actual service as distinguished from calendar weeks.

5. Equivalent increase. The total of any increases in basic compensation which is equal to or greater than the smallest step-increase in any grade in which the employee has served during a period under consideration.

6. Creditable service. In computation of waiting periods, creditable service includes: a. Paid civilian employment in any branch of the federal government, including periods of annual and sick leave, or other leave with pay.

b. Prior service under a temporary appointment or compensated at a per diem or hourly rate.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

c. Leave without pay or furlough totaling not more than 2 work-weeks. (Periods of AWOL & suspension are not creditable service.)

d. Paid civilian employment prior to a non-pay period, including separation, provided the non-pay period was not in excess of 52 calendar weeks.

7. Performance rating. The employee's last performance rating must be "satisfactory" or better. An entrance rating of "satisfactory", (given before a performance rating is made) establishes eligibility for step increase.

8. Certificate of satisfactory service and conduct. The requirement of "satisfactory service and conduct" has been eliminated as an eligibility requirement for employees in Classification Act positions.

Wage Board Employees
(Including non-citizens paid in dollars)

9. Type of position. Employees in either permanent or temporary positions are eligible for step increases.

10. Periodic step increase. After 6 months service in step 1 or step 2, or since the last equivalent increase, automatic advancement to the next step is effected, unless the operating official indicates that the employee's conduct and service are unsatisfactory. Advancement to steps 4 and 5 is not automatic.

11. Administrative pay increase. Upon recommendation of the immediate supervisor, and approval of CPS: a. Employees in step 1 or step 2 may be advanced to the next step after a minimum of 3 months' service in the present step or since the last equivalent increase.

b. Employees in step 3 may be advanced to step 4 after a minimum of 9 months' service in step 3 or since the last equivalent increase.

c. Employees in step 4 may be advanced to step 5 after a minimum of 12 months' service in step 4 or since the last equivalent increase.

12. Equivalent increase. An increase in pay which is equal to a step increase in the grade of the employee's position.

13. Creditable service. In computation of waiting periods, creditable service includes: a. Service in a Classification Act position in any part of the Executive Branch of the federal service.

b. Service in any Wage Board type job in the Department of Defense.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

c. Paid civilian employment prior to a non-pay period, including separation provided the non-pay period was not in excess of 52 calendar weeks.

d. Time elapsing on annual, sick, or other leave with pay.

e. Leave without pay and furlough, totaling not more than ten 8-hour work days. (Periods of AWOL & suspension are not creditable service).

14. Performance rating. There is no automatic relationship between performance ratings and step increases for Wage Board employees.

15. Satisfactory service and conduct. a. The operating official is responsible for determining that a Wage Board employee's conduct or performance does not warrant granting a periodic step increase. At any time the conduct or performance is considered unsatisfactory, the operating officials should so notify CPS in writing. Unless notice is received by CPS, periodic step increases will be processed when due.

b. At the time notification is received from the operating official, the notation "Unsat. S & C" will be entered on WD Form 76A and the case referred to Employee Utilization Division. A new due date will be established by the operating official and the EU technician; the new date will be furnished to Administration Division for entry on WD Form 76A.

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/s/ L. C. White for
R. H. CHAND
Colonel, AGC
Civilian Personnel Officer

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MEMO ROUTING SLIP

NEVER USE FOR APPROVALS, DISAPPROVALS, CONCURRENCES, OR SIMILAR ACTIONS

1 NAME OR TITLE Mrs. Callow	INITIALS		CIRCULATE
ORGANIZATION AND LOCATION	DATE		COORDINATION
2			FILE
		✓	INFORMATION
3			NECESSARY ACTION
			NOTE AND RETURN
4			SEE ME
			SIGNATURE

REMARKS

Mrs. Kato came in on 12 June and I asked her to return early Wednesday morning 14 June, so that you could interview her and decide whether you would want her services.

Not qualified
Phone Johnson-

FROM NAME OR TITLE Callow - Gittings - 1	DATE 6/12
ORGANIZATION AND LOCATION	TELEPHONE

NME FORM NO 95 1 OCT 48 Replaces DA AGO Form 895, 1 Apr 48, which may be used.

7667—FEC Printing Plant—8 49—300M

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

File

PUBLIC WELFARE SECTION
KANTO CIVIL AFFAIRS REGION
APO 500

RJA/ml

12 June 1950

MEMO FOR: Record

SUBJECT: Application for Employment as Interpreter -
Mrs. Chikage Kato

1. Attached letter of reference was brought in by Mrs. Kato on 12 June 1950 from Mr. Johnson, CAS, GHQ, SCAP.

2. Mrs. Kato supplied the following information: She was born February 22, 1914, is married, and her husband lives in Osaka where she thinks he is working; she has no dependents; she is planning to move to Tokyo around 25 June, and house arrangements have all been completed.

She has completed the following education:

Elementary school	6 years
High school	4 years
Prefectural school	1½ years
Finishing school	3 years
TOTAL	14½ years

She has had no regular employment, but has worked part time as investigator for the Odawara City Court of Domestic Relations for 1½ years, during which time she made investigations and conducted interviews for the court. She was also unpaid Shiho Hogo Iin for the same court, working with paroled persons in assisting them in making adjustments. She also served as a member of the Odawara Child Welfare Council.

She learned her English in School and from contacts with American missionaries.

ROLAND J. ARTIGUES
Chief
Public Welfare Section

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

12 June, 1950

Mr. R. J. Artiques
Kanto C.A. Region
Tokyo, Japan

Dear Mr. Artiques:

This letter will serve to introduce Mrs. Chikage Kato of Odawara, Kanagawa, who is interested in welfare work and has a good command of English. I believe that she possesses the qualities that you are interested in, providing you are considering a woman interpreter. She has never been employed, but has done considerable welfare work through a women's association which she organized in Odawara and of which she has been the president for three years. She is planning to come to Tokyo and was very much interested in the possibilities of welfare work with KCAR when I told her about the opening of the interpreter's job. If you are interested, give her a try.

Sincerely yours,

William F. Johnson

William F. Johnson
GHQ, SCAP
Civil Affairs Sect.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

Title Personnel Ref. material

PUBLIC WELFARE SECTION
KANTO CIVIL AFFAIRS REGION
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ROLAND J. ARTIGUES
Chief
Public Welfare Section

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

PUBLIC ~~WELFARE~~ SECTION
KANTO CIVIL ~~AFFAIRS REGION~~
APO 500

NAME & AGE: OKAMOTO, Torao (40 years)

PERMANENT ADDRESS: 18 Taira-machi, Meguro-ku, Tokyo

PLACE OF BIRTH: 9 Shiomi-cho, Hakodate City, Hokkaido

PRESENT ADDRESS: 1139 Ohara-cho, Meguro-ku, Tokyo

ATTAINMENTS

1. Graduated from the Economics Department of CHUO University, March 1935.

2. Can typewrite at ordinary speed.

3. Forte: Research work and translation into English

OCCUPATIONS

1. Seven years with the General Auditing Office, Tokyo as a researcher and clerk.

2. Three years in Manila, P.I., with Japanese Military Administration Office as liaisonman with Philippine Government.

3. From 1945 - 1948 worked under US Army and Philippine Army at a POW and as translator with the Military Commission in Manila.

4. Repatriated to Japan May 1948.

5. From June 1948 to January 1950 worked for Philippine Division, Legal Section, GHQ, SCAP.

6. From September 1948 to July 1949, dispatched to Manila War Crimes Trials as translator - interpreter attached to Philippine National War Crimes Office and SCAP's Legal Section, Manila Branch.

7. Presently translator for the Japanese Defense Team at Tokyo of Australian War Crimes Trials, care of Demobilization Bureau, Japanese Govt.

CIVIL STATUS: Married with no child

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

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

6. Recommended salary: ¥7,200	7. Extenuating circumstances, if any, justifying salary

8. Individual, if any, recommended for this position

Name MORI, Yoshio (Last, First) Address 903, Daita 2-chome, Setagaya-Ku Tokyo

9. Education: Name of College	Degree or Degrees	Dates attending
Tokyo Imperial University College of Law	Law	From: Apr. 1934 To: March 1937

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

Title of position	Name of Employer	Address of Employer	Salary
Chief Liaison Section	Japan Coal Employers Association	1, 2-chome, Kayabacho, Nihonbashi-Ku, Tokyo-To	¥19,500

11. Work Experience (During Occupation by Allied Forces)

Title of position	Name of Employer	Address of Employer	Salary
Consultant	Labor Division ESS, GHQ, SCAP	Empire House, 1-chome Marunouchi, Chiyoda-Ku Tokyo-To	Base ¥8,300 Language differential 40%

12. Reason for leaving positions in #11

Personnel Reduction

13. For further information, contact: (Name, Title, Telephone)	14. Approved by: (Signature and Title)
ROLAND J. ANTIGONE, DAC, Chief Public Welfare Section, KaCAR 26-7912	GEO. B. WIBLOCK, Jr. Major, Infantry Deputy Chief

MORI

Rescinded

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

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

1. Name of Requesting Unit	2. Address
Kanto Civil Affairs Region	**APO 500** **Mitsubishi Naka 11** **Maruncuchi, Tokyo**
Phone No **26-7912**	
3. Officer in Charge **JULIAN DAYTON** **Colonel, Infantry Chief**	4. Position Requested **Special Interpreter-Translator**

5. Duties and Responsibilities (Explain in Detail)	Percentage of time on each task
Under the general supervision of the chief of the Public Welfare Section his duties include:	
a. Interpreting for Welfare Officer at ceremonial meetings, general meetings, conferences, interviews with visitors to Civil Affairs office. The above requires the handling of legal material dealing with administration.	50%
b. Translation of laws, regulations, and introductions; of forms and procedures; of Japanese official operational records, and of miscellaneous material.	30%
c. Visiting Japanese families after study of the relief record to spot check on the validity of the record and the situation of the family.	15%
d. Attending and reporting on private and public welfare meetings and doing related work as required.	5%

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

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

6. Recommended salary:	7. Extenuating circumstances, if any, justifying salary
¥7,000	

8. Individual, if any, recommended for this position

Name HOZUMI, Tadaaki (Last, First) Address 733, Daita 2-chome, Setagaya-Ku, Tokyo

9. Education: Name of College	Degree or Degrees	Dates attending
Gov. Nautical College, Tokyo Waseda University, Tokyo (Law)	1st Grade Captain	Ap'l 1905-Nov.1910 June 1923-Ap'l 1925

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

Title of position	Name of Employer	Address of Employer	Salary
Proprietor	Hozumi Average Adjusting Bureau	20, Marunouchi, Tokyo Yusen Building	Income About ¥20,000

11. Work Experience (During Occupation by Allied Forces)

Title of position	Name of Employer	Address of Employer	Salary
Translator Interpreter Special Censor Examiner	IPS CCD	Ichigaya Tokyo Marunouchi, Tokyo.	¥2,000 ¥7,580

12. Reason for leaving positions in #11

Reduction of forces

13. For further information, contact: (Name, Title, Telephone)	14. Approved by: (Signature and Title)
ROLAND J. ARTIGUES, DAC, Chief Public Welfare Section, KaCAR 26-7912	GEO. B. NIBLOCK, Jr. Major, Infantry Deputy Chief

(HOZUMI) Reminded

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

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

1. Name of Requesting Unit	2. Address
Kanto Civil Affairs Region Phone No **26-7912**	**APO 500** **Mitsubishi Naka 11** **Maruncuchi, Tokyo**
3. Officer in Charge **JULIAN DAYTON** **Colonel, Infantry Chief**	4. Position Requested **Special Interpreter-Translator**

5. Duties and Responsibilities (Explain in Detail)	Percentage of time on each task
Under the general supervision of the chief of the Public Welfare Section his duties include:	
a. Interpreting for Welfare Officer at ceremonial meetings, general meetings, conferences, interviews with visitors to Civil Affairs office. The above requires the handling of legal material dealing with administration.	**50%**
b. Translation of laws, regulations, and introductions; of forms and procedures; of Japanese official operational records, and of miscellaneous material.	**30%**
c. Visiting Japanese families after study of the relief record to spot check on the validity of the record and the situation of the family.	**15%**
d. Attending and reporting on private and public welfare meetings and doing related works as required.	**5%**

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

COPY

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
FIELD SERVICE

1. Installation: GHQ, SCAP, APO 500

2. Job No.: 930

3. Title: Public Welfare Adviser (Supervisor) P-103e

4. Pay Category: Class Act

5. OCC. CODE: GS-102

6. Grade: 12

7. Evaluation Approval: Grade and title of this job have been fixed in accordance with Department of the Army official policy and grade level standard.

Barbara Kiredjian April 6, 1950

8. Citation to Applicable Standard and Its Date of Issuance: C S C Specifications for Social Administration Series dated June, 1947.

8. Job Controls, Duties, and Conditions of Work (Indicate percent of time for each duty, where pertinent):

JOB CONTROLS

Under administrative direction of the Region Chief (Military) is responsible for the operational conduct of all phases of the public and private welfare program throughout a large and complex region.

Within the confines of policy and program directives formulated by SCAP Sections and implemented by the Civil Affairs Section exercises considerable initiative and judgment in developing sound work plans, coordinating the diversified programs and devising ways and means of accomplishing regular work objectives as well as special projects requested by higher authority.

Acts as an advisor to the Region Chief on public and private welfare matters within the regions and is held responsible for the effectiveness and success of the program and for the results obtained.

Evaluation of work is made by means of review of verbal and written reports, observation of operating methods and analysis of results.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

MAJOR DUTIES

As Chief of the Public Welfare Section primary responsibility entails analysis and implementation of directives and instructions from higher authority covering all phases of an important and diversified program directed toward prevention of disease and unrest caused by need; conduct of surveillance and reporting activities in conformance with directives; comprehensive analysis and evaluation of progress, problems, etc. and the preparation of recommendations and conclusions based thereon for submission to higher authority. Program coverage includes public assistance, social insurance, child welfare, private agencies, disaster relief, public and private welfare institutions.

A sound knowledge of current Japanese legislation and SCAP Directives, an understanding of Japanese social, political and economic, conditions and a knowledge of Japanese government organization and responsibility is essential. Conduct of public welfare programs is also complex due to the size and peculiarities of assigned geographic area such as heavily populated areas, concentrated industrial areas, centralized political influences, etc.

1. Directs the work of members of the Section by means of assignment, overall work planning and coordination, establishment of schedules, priorities and standardized operating procedures. Interprets instructions of higher authority to insure compliance and understanding of desired objectives. By means of discussions with members devises new or revised methods and techniques as required to meet particular situations, changing conditions, resolve major problems or expedite and improve conduct of the program. Makes final decisions relevant to controversial problems, work schedules and methods, etc.

2. Makes field trips, independently or jointly with other members for the purpose of evaluating effectiveness of operations, techniques or as required to conduct special studies of problem areas, investigate major complaints, etc. Contacts prefectural and local Japanese welfare officials, members of organizations or individuals concerned with the various programs. Checks for violation of directives, interprets and clarifies governing legislation or understanding of basic social administration principles and practices. Makes corrective or other suggestions directed toward improvement and advancement of sound administration application and organization of the welfare programs in conformance with established policies. Assists in resolving specific problems, developing future program plans, devises practical aids and encourages the Japanese to initiate new material and to recognise and utilise available services. Attends conferences and meetings to determine needs or program weaknesses.

3. Attends and participates in planning conferences and meetings with members of the Civil Affairs Section or as requested with members of other SCAP Sections for the purpose of furnishing information pertinent to status of program within assigned area, problems and the reasons therefore as encountered during field surveillance activities or

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

information as to conditions, situations and developments necessary for future policy program planning. Makes recommendations, etc. Makes comparative studies of various prefectures to determine common or isolated problems, weakness, or deterring factors, successful plans or operating methods. Adapts or revises work schedules, directs program emphasis or plans special studies, surveys, etc. based thereon.

4. Responsible for preparation of regular monthly or special reports covering the entire program for submission to higher authority including activities, findings, recommendations, trends or indications, information of special interest. Reviews and summarizes reports prepared by other members, selects information to be included and determines the manner and extent of presentation. Insures the validity, completeness and soundness of such material prior to submission to the Region Chief for concurrence.

5. Coordinates public welfare activities within the region with other programs by insuring a mutual exchange of information, discussing plans of joint-interest. Based on a working knowledge of other program objectives, status, priorities, etc., contacts or where possible resolves minor problems of a general nature.

May perform other incidental related duties as assigned.

C O P Y

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

Curriculum Vitae Nov 1949

Single
Mother + Sis

Name: OGURA, Akira
Date of birth: 16 September 1913
Permanent Domicile: 19, Dairokuten-cho, Bunkyo-ku, Tokyo
Present Address: 1990, Setagaya 2-chome, Setagaya-ku, Tokyo

Education:

Entered Tokyo 6th Middle School	Apr 1926
Finished 4th year above School	Mar 1930
Entered the Preparatory Course, Tokyo University of Commerce	Apr 1930
Graduated above Course	Mar 1933
Entered Tokyo University of Commerce	Apr 1933
Graduated above University	Sep 1936
(Passed the examination, Master of Commerce)	

Occupation:

Entered Electric Chemical Industry Co.	May 1937 (accountant)
Resigned above Co.	May 1939
Appointed Official, Civil Administration, Java	May 1943 (Education Admin)
Demobilized	May 1946
Appointed Interpreter, B.C.O.F. Headquarters, Tokyo	Dec 1946 (Info Sections Clerk)
Resigned voluntarily	Jun 1948
Appointed Special Translator Examiner, C.I.E. G.H.Q.	Sep 1948 (translation of
Transfered A.T.I.S.	Nov 1948 Japanese magazine
Released (due to reduction in force)	Nov 1949 to English)

I certify above data to be correct

Signature R. Ogura
.....

Check on translation
Correctly write numbers
Single
No objection to travel

(2) Ind

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

Husband's history

CURRICUIUM VITAE (personal History)

Name in Full: Takako Ushikubo.

Born: February 7, 1930 Dairen.

Family relation: The second daughter of Masayoshi Ushikubo

Permenent domicile: No. 11 Hashimoto, Sagamihara-machi Kanagawa-ken.

Present Address: No. 103 Ofuna-machi, Kamakura-city, Kanagawa-ken.

Education

1936 Byron House School,Highgate--London.

1938 English Girls College, Alexandria Egypt.

1939 Seishin School, Tokyo.

1943 Toyo Eiwa Jogakuin, Tokyo.

1950 Graduated Royal Typewriting Studio.

Occupation

None.

Rewards and Punishements

None.

I hereby certify the above statements to be true and correct in every detail.

Takako Ushikubo

May 19th, 1950.

2 ops.

Stand

4600-7=

5800.-

7000.-

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

trans/MM

Summarized Personal History

typist

Name: Emiko SHIMIZU

Born: 21 March 1931

Education:

April 1943 - Entered Seijo Gakuen.

March 1948 - Finished the five-year course.

April 1948 - Entered Commercial Department of Shohei Girls' College.

March 1949 - Finished the above course.

Occupation:

August 1949 - up to present, working in Quartermasters, Tokyo.

J000-

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

一、昭和二十三年三月　同学園才五学年卒業
一、昭和二十三年四月　昌平女学院本科商業部へ入学
一、昭和二十四年三月　同学院卒業

職歴

一、昭和二十四年八月　米軍東京補給本部へ入社現在に至る

賞罰

あり
ません

右の通り相違ありません

昭和二十五年五月

右清水惠美子

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

履歴書

本籍地　北海道釧路市浦見町三番地
現住所　東京都新宿区富久町六拾番地

戸主　武夫（長女）
清水惠美子
昭和六年三月二十一日生

学歴

昭和十九年四月　成女学園へ入学

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

c/o Iwa Okamoto, 142 Shimouma, Setagaya-ku, Tokio

Will depart 1 Jan 1950

Curriculum Vitae

Name: Goro Yoshida.

Age: Born on 17th December 1886.

Present Address: Tsuru No. 1, Minamigotemba, Yonezu-cho, Tsu City, Mie Prefecture, Japan.

Education: Obtained English Teacher's Certificate, No. Mu 3,377, for the Secondary Schools from the Education Ministry on graduation from the First National College, Tokyo, in 1910.
Graduated from the Political Course, Law Department, Tokyo University, Tokyo, Japan, in 1914 with the degree of Bachelor of Laws.

Past Career: Appointed 4th Assistant B by Sir Francis Aglen, Inspector General of the Chinese Maritime Customs Service, in December 1915 with pay at Chinese $197.50 plus Rent Allowance of Chinese $79.00.
Promoted to Deputy Commissioner by Sir Frederick Maze, Inspector General, in January 1938 with pay at Chinese $1,106.00 plus a furnished house.
Promoted to Commissioner of Customs by Sir Frederick Maze, in April 1941, with pay at Chinese $1,422.00 plus Motorcar and Entertainment Allowances plus a furnished house.
'Permitted to resign' in October 1942 and returned to Japan.
Joined the Civil Information and Education Section, Mie Military Government Team, as advisor, in December 1947 with base pay at 2,600 yen a month and remained with the Team drawing a monthly basic pay of 9,000 yen until it was closed down in November 1949.

Knowledge of Chinese: Obtained Certificate C (lowest class) of the Spoken and Written Colloquial Chinese Language from Sir Francis Aglen on 13th May 1919.
Obtained Certificate B (middle class) of the Chinese Language, both Colloquial and Documentary, from Sir Francis Aglen on 2nd March 1921.
Obtained Certificate A (highest class) of the Chinese Language, both Colloquial and Documentary, from Sir Francis Aglen on 3rd February 1925.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

Present Occupation: None

I hereby beg to certify that the above statement is true and correct to the best of my knowledge.

G. Yoshida
(G. Yoshida)

Ist November 1949.

Tochigi Ken (Population - Case Load - Personnel)

	Population		Case Load	Personnel
Tochigi Total	1,558,051		7,600	363
Cities Total	284,748		1,538	53
Utsunomiya City	100,468		697	19
Ashikaya City	52,478		280	10
Tochigi City	43,032		169	7
Sano City	56,011		251	9
Kanuma City	32,759		141	8
Districts Total	1,273,303	167	6,062	310
		T&V		
Kawachi Gun	170,355	21	915	27
Kamitsuga Gun	144,914	22	614	42
Hoga Gun	165,065	20	707	33
Shimotsuya Gun	251,152	34	1,061	44
Shioya Gun	115,655	13	516	50
Nasu Gun	165,663	20	806	40
Karasyama Gun	79,412	11	332	24
Aso Gun	62,152	9	359	19
Ashikoya Gun	118,935	17	752	31

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 773013

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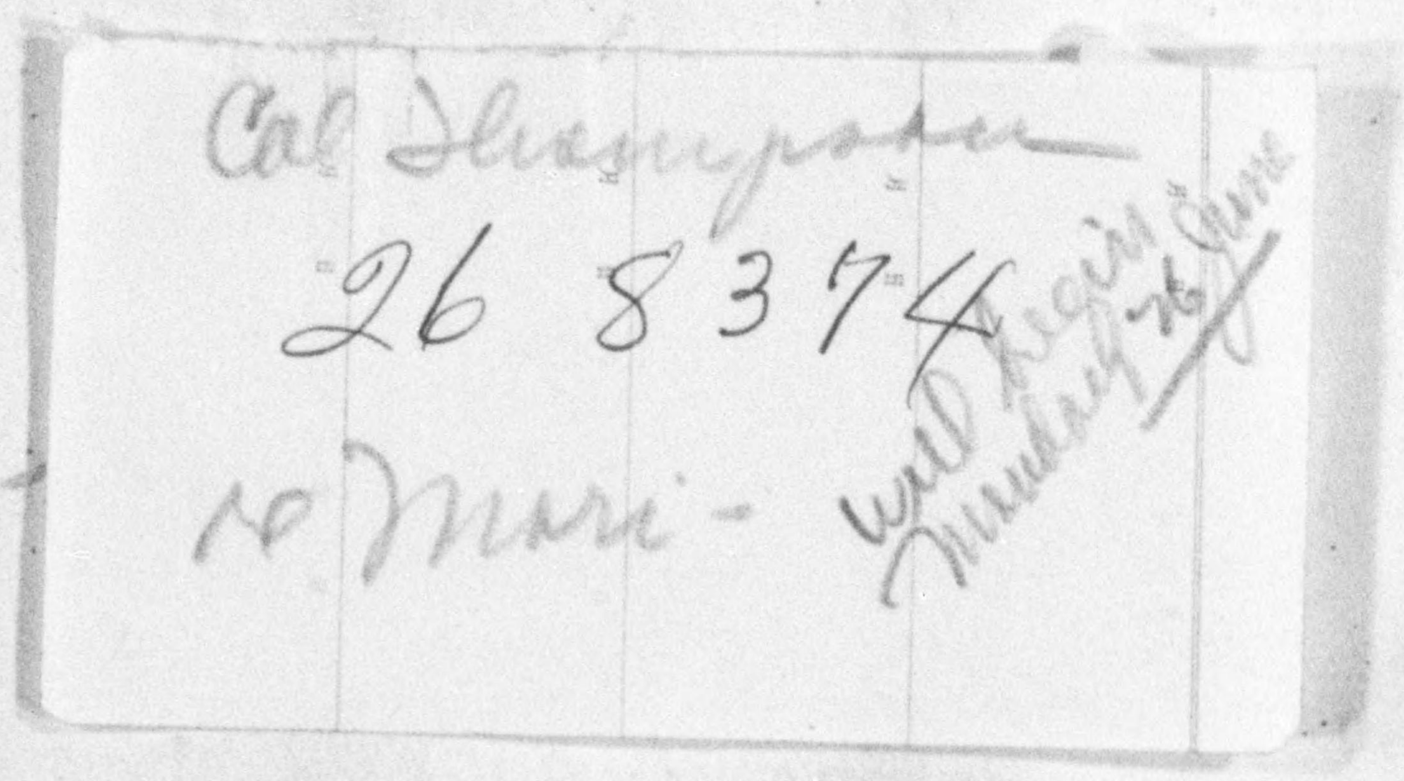

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

7700

PERSONAL HISTORY

Name : Yoshio Mori.

Date of Birth : January 26, 1911.

Place of Birth : Kumamoto City.

Permanent Addr ss : 1342 Sakata, Tozan-mura, Yamato-gun, Fukuoka Prefecture.

Present Address : 903 Daita 2-chome, Setagaya-ku, Tokyo-to.

History of Schooling :

March 1930 — The Fourth Middle School. Grad.

March 1934 — The Urawa High School. Grad.

March 1937 — The Tokyo Imperial University. Grad.
(Law & Politics Department)

History of Employment :

April 1937 - [illegible] — The Dainihon Kossaki K.K.
engaged in accounting business.

January 1942 - 8/45 — The Chuko Coal Mining K.K. China
Chief Document Division,
Personnel Division, Welfare Division. have sufficient knowledge & experience of documentary business.

June 1946 - Jun-49 — The Japan Coal Mining Federation
Chief Liaison Division & Document Division.

December 1949 - 4/1/52 — Deputy Chief General Affairs Section.
Labor Division ESS, GHQ, SCAP. Administrative Branch
Consultant, Interpreter & Translator (Base ¥ 8,300 Lungage Differential 40%)
(Immediate Supervisor Lt.Col Thompson)
(Grad) 26 June.

Military Record : None

Criminal Record : None

Marital Status : Married

Name of Wife : Yukiko Mori

Names of References : Katsuo Okazaki
Chief Cabinet Secretary
Takeo Hasegawa
Managing Director, Association of Fire & Marine Insurance Companies.

Name of Nearest Relative: Naomichi Hotta
Employee of Public Health & Welfare Section
GHQ. SCAP.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

I hereby declare the above statements are true and correct in every detail.

May 10, 1950

Yoshio Mori

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

Actv.

Personal History

1. NAME Reiko Masumoto (Mrs.) 2. BIRTHDATE Nabe chyo Chuo-ku Tokyo-To

3. EDUCATION

TYPE OF SCHOOL	MAJOR	DATES-FROM	TO	TOTAL YEARS
Ferris Uoci jogakko	English	1928	1934	
Bouvé Boston School of Physical Ed.	Physical Ed.	1937	1940	

4. EMPLOYMENT

EMPLOYER	POSITION	DATES-FROM	TO	
Tokyo Y.W.C.A.	physical Educator	1940	1943	

5. EMPLOYMENT (Civil Affairs)

NAME OF UNIT	POSITION	DATES-FROM	TO	BASE SALARY

	GOOD	FAIR	SLIGHT
6. ABILITY TO OPERATE A TYPEWRITER			
7. ABILITY TO READ JAPANESE	✓		
8. ABILITY TO READ ENGLISH	✓		

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

Adv
1 Dec 1949

PERSONNEL HISTORY

F.N.

1. NAME Yoshino Ruth M. Sugino 2. BIRTHDATE Feb. 20th 1902

3. EDUCATION

TYPE OF SCHOOL	MAJOR	DATES-FROM	TO	TOTAL YEARS
American primary school eight years	—	1908	1916	8
Japanese " "		"	"	8
American High School	College preparatory	1906	1920	4
Japanese secondary		1916	1918	2
University of Hawaii AB.	Arts and sciences Chemistry, Sociology	1920	1923	4yrs-136 pts in 3yrs with special promotion
Graduate study	Leper chemistry	1923	1924	
Manchuria Jamusu Medical Institute	Social medicine	1942	1943	1½

4. EMPLOYMENT

EMPLOYER	POSITION	DATES-FROM	TO	
The Clinic, Honolulu, T.H. (Dr. J. Palma)	Pediatrics Office Assistant	192	1938	
St. Lukes Hospital, Tokyo, Japan	" " "	May, 1933	Oct. 1934	
Foreign Missions of Japan, Morioka + Sendai, Japan	Health Director	Nov. 1934	July 1941	(1yr (1938-1939) Sick leave in Hawaii)
Farmers' Settlers Association, Manchuria	Health expert -	July, 1941	Aug. 1945	
Japanese Association, Manchuria (Repatriation Hospitals)	Principle of public nurses school	Jan. 1946	Mar. 1947	(Repatriated Oct. 1947)
172 Station Hospital, Sendai, Japan	Aide to American Army Surgeon Asst. Labor Manager	Mar. 1947	Nov. 1948	
Fukui Health Center - Fukui City	Director of Medical Social Service	Nov. 1948	Mar. 1949	
Tokyo Military Govt - I.C.A.T.	Welfare Interpreter Translator etc.	Mar 1949	— present	

5. EMPLOYMENT (Civil Affairs)

NAME OF UNIT	POSITION	DATES-FROM	TO	BASE SALARY
Tokyo Civil Affairs Team.	Foreign National - Interp. Translator.	Mar 15 1949	present	9250

	GOOD	FAIR	SLIGHT
6. ABILITY TO OPERATE A TYPEWRITER			✓
7. ABILITY TO READ JAPANESE	✓		
8. ABILITY TO READ ENGLISH	✓		

Satisfactory

Advisor - Technical Expert

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

Adm

1 Dec 1949

PERSONNEL HISTORY

1. NAME Manco Yamanaka 2. BIRTHDATE 20th June 1925

3. EDUCATION

TYPE OF SCHOOL	MAJOR	DATES-FROM	TO	TOTAL YEARS
COMPLETE 5TH GRADE OF 205 PUBLIC SCHOOL MANHATTEN NEW YORK.	GENERAL	1931	1936	5
COMPLETE 6S, [redacted] AND 6 GRADE OF KOGAI PRIMARY SCHOOL, [redacted] TOKYO.	GENERAL	1936	1939	3
GRADUAT NOYORIA GAKUIN HIGH SCHOOL.	PREPARATORY COURSE	1939	1944	5
COMPLETE ONE YEAR COURSE OF INTENSIVE CONVERSATION SCHL.	ENGLISH CONVERSATION	1944	1945	1

4. EMPLOYMENT

EMPLOYER	POSITION	DATES-FROM	TO
TOKYO ELECTRIC CO LTD, TELEVISION DIV.	ELECTRO ENGINEER	~~1944~~ 1946	~~1945~~ 1946

5. EMPLOYMENT (Civil Affairs)

NAME OF UNIT	POSITION	DATES-FROM	TO	BASE SALARY
CHIEF	PUBLIC WELFARE ADVISOR	16 JAN. 1947	30 Oct 49	$ 224

	GOOD	FAIR	SLIGHT
6. ABILITY TO OPERATE A TYPEWRITER			✓
7. ABILITY TO READ JAPANESE	✓		
8. ABILITY TO READ ENGLISH	✓		

Mrs Wyckoff

Adviser-Technical Expert $500.00

Resign 31 July 1950

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

COPY

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Civil Affairs Section
APO 500

211 19 Jul. 1950 CAS-A

19 Jul. 1950

SUBJECT: Linguist Report

TO: Chief
Kanto Civil Affairs Region
APO 500

1. The present situation necessitates that a record be maintained of all known linguists who might be utilized by the Far East Command in event their services are required. In the past many trusted persons of foreign nationality have rendered valuable services as linguists with the U.S. Armed Forces.

2. In order that records of such linguists be available at one central agency, it is requested that the name, address and language spoken, of all Japanese and foreign nationals who speak English and any one of the following languages: Japanese, Russian, Chinese, Korean, Malayan, Indonesian, Formosan, Siamese or Burmese. These individuals to be known as persons who can be trusted from a loyalty standpoint.

3. It is urgent that this information be submitted as soon as possible.

FOR THE CHIEF, CIVIL AFFAIRS SECTION:

J. A. O'BRIEN
CWO, USA
Adm Off

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

Public Welfare Section

Name	Address	Language Spoken	Remarks
OBANA, Teru	240, 5-chome, Naka-cho Urawa City, Saitama	English Japanese	
YAMANAKA, Momoo	Takayanagi-machi, Kisarazu City, Chiba	English Japanese	
YUI, Shimpei	c/o Morizumi, 12, 10, Nishi-kata-machi, Bunkyo-ku, Tokyo	English Japanese	
HOZUMI, Tadaaki	732, 2-chome, Daita, Setagaya-ku, Tokyo	English Japanese	
MURAMATSU, Masumi	3075, 1-chome, Nishikomatsugawa, Edogawa-ku, Tokyo	English Japanese	
ARIMA, Shizuko	1414 Daiyama, Ofuna-machi, Kamakura City, Kanagawa	English Japanese	
MORI, Yoshio	903, 2-chome, Daita, Setagaya-ku, Tokyo	English Japanese Chinese	
NOMURA, Yutaka	1231 Yawata, Ichikawa City, Chiba	English Japanese	
NAKAYAMA, Teruyo	1 Sanya-cho, Meguro-ku, Tokyo	English Japanese	
MURAKAMI, Kenichi	5354 Warabi, Warabi-cho, Kita-adachi-gun, Saitama	English Japanese Malayan Indonesian Siamese	
OGURA, Akira	1990, 2-chome, Setagaya, Setagaya-ku, Tokyo	English Japanese Indonesian	
YOSHIDA, Goro	Tsuru 1, Minami-Gotemba, Yonezu, Tsu City, Mie Pref. (sick leave)	English Japanese Chinese	
KAMIMURA, Kentaro	215 Kichijoji, Musashino City, Tokyo	English Japanese Russian	
NITTA, Reiko	10, 3-chome, Kiba, Fukagawa, Koto-ku, Tokyo	Japanese	

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

OTSUKI, Miyoko	c/o Sasaki, 10493, Fuchu-machi, Kitatama-gun, Tokyo	English Japanese
SHIMIZU, Emiko	60 Tomihisa-cho, Shinjuku-ku, Tokyo	English Japanese
USHIKUBO, Takako	103 Ofuna-machi, Kamakura City, Kanagawa	English Japanese

Report forwarded on
24 July 1950

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

Mr Yamanishi Hideo
c/o Mr Ishibawa Yoshio
17 Hashibacho, Nakanoku, Tokyo.

Letter sent 10 June

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 773 013

To Mr. Hugh Gaffaney,

Because, - like many of the Japanese students, - I am rather poor in speaking, I prepared this letter to introduce myself and to tell you the purpose of my visit.

I had been in Fukuoka and after the graduation of the high school, I failed, in this spring, in the entrance examination of the Tokyo University. By the reason, now I am obliged to stay in Tokyo and support myself.

Owing to my passion for the English Literature and to my father who had stayed in America for 25 years, I acquired some extent of self confidence

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

for the translation both English-Japanese and Japanese-English.

Then Mr. Sam Yasuhira of the Kyushu Civil Affairs Region kindly directed me to go and rely upon you to find proper situation.

Thus I came here, and I will be very gratefull if you help me with regard to this matter.

Hideya Yamanishi

(P.S.)

I mastered the spheres of penmanship so such positions may also be suitable to me as tasks of which ordinal or special styles of handwriting are necessary.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

09:45 10 June 1950

YAMANISHI - Hideya 23 Jun

Koriyama Wakayama Dec 27, 19

Wakayama 6
Middle 4
High School 3.

Fukuoka - 5th Ordinance
Driver - Sign Painter.

Not hired -
Inadequate as interpreter

BFK

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

S/T

PERSONAL HISTORY

1. NAME Yoshida, Goro — 2. BIRTHDATE 17th Dec 1886

3. EDUCATION

TYPE OF SCHOOL	MAJOR	DATES-FROM	TO	TOTAL YEARS
English Law Course, 1st High School, Tokyo.	General	1907	1910	3
Political Course, Law Dept., Imp. University, Tokyo	Law and Politics	1910	1914	4
Iwasaki School				5
Elementary School				6

4. EMPLOYMENT

EMPLOYER	POSITION	DATES-FROM	TO
Employed by the Chinese Maritime Customs Service	From 4th Assistant to Commissioner	1915	1942

5. EMPLOYMENT (Civil Affairs)

NAME OF UNIT	POSITION	DATES-FROM	TO	BASE SALARY
Information Section, Hdq C.I.T.	Advisor	Dec. 1941	Oct. 1949	$ 9,000.

	GOOD	FAIR	SLIGHT
6. ABILITY TO OPERATE A TYPEWRITER			Very slow
7. ABILITY TO READ JAPANESE	yes.		
8. ABILITY TO READ ENGLISH	yes.		

Special Interpreter-Translator 8000.00

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

NAME	TITLE	BASE PAY	EDUC.	PREV EXPER	C. A. EXPER	JOB DESCR.	LANG. REQUIST.	HIST. STATE.	KCAR DATE	PAY CHANGES
SUGINO (F.N.)	ADVISOR		18.5	13.0	0.11			✓		
OBANA	"	9000	16.0	—	0.7			✓	DEC 49	~~DEC 49~~
KOYAMA	"	9000	16.0	—	1.8			✓		
OHARA	"	8500	14.0	2.6	2.3			✓	NOV 49	~~NOV 49~~
YAMANAKA	"	8500	14.0	2.0	2.11			✓	NOV 49	~~NOV 49~~
YUI	"		14.0	11.0	1.0			✓	DEC 49	~~DEC 49~~
SUGI	INTERPRETER	8240	9.0	27.0	2.1			✓		
YOSHIDA	"							✓		
MORI (Blank)	"							✓		
~~ARIAM~~ KIKUCHI	ENGLISH STENOGRAPHER	6000 6000	13.0	1.3	1.0			✓		
MURAMATSU	TYPIST	5000	12.0	1.4	0.4			✓		
NAKAMURA	"	4700						✓		
HAYAKAWA	"	4500						✓		

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

44 hrs. week - +10%
Holiday Pay 2 days 100.
30% area allowance.

NAME	EDUCATION	PREV. EXPER.		C.A. EXPER.		TITLE	OLD BASE	NEW BASE.
Sugino ✓	18.5 YRS.	13.0	144	0.11	11	ADV.		
Kayama ✓	16 "	-	-	1.8	20	ADV.	8060	9000
Ohana ✓	16 "	-	-	0.7	7	ADV.	8907	9000
Yamanaska ✓	14 "	2.0	24	2.11	35	ADV.	8224	8500
Ohara ✓	14 "	2.6	30	2.3	27	ADV.	7680	8500
Yui	14 "	11.0	132	1.0	12	INT.	6300	6300
Arima	13 "	1.3	15	1.0	12	INT.	6000	6000
Muramatsu	12 "	1.4	16	0.4	4	TYP ~~INT~~	4600	4600
Kawatsu	7 "	5.11	71	2.0	24	INT	6980	6980
SUGI ✓	9	27.0 ~~675~~	675	2.1	25	INT.	8235	8240 4700

PAY TABLE FOR ALLOWANCES OF
JAPANESE EMPLOYEES IN A TRAVEL STATUS

7 January 1950

Qualification Division	Railway and Passage fare	Vehicle fare per K. M.	Daily Allowance	Hotel Charge	
				A Area Tokyo-Yok	B Area Small Towns
A person in a high position who is so recognized by the Governor of To, Do, Fu, or Ken and recommended by the local Civil Affairs Team. Example: Those with base pay of ¥7,550 monthly.	2nd Class	3 yen	160 yen	800 yen	640 yen
All others with base pay of less than ¥7,550 monthly, except when on travel orders and accompanied by Allied Personnel.	3rd Class	3 yen	160 yen	800 yen	640 yen

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 713 013

PAY TABLE FOR ALLOWANCES OF
JAPANESE EMPLOYEES IN A TRAVEL STATUS

7 January 1950

Qualification Division	Railway and Passage fare	Vehicle fare per K. M.	Daily Allowance	Hotel Charge	
				A Area Tokyo-Yok	B Area Small Towns
A person in a high position who is so recognized by the Governor of To, Do, Fu, or Ken and recommended by the local Civil Affairs Team. Example: Those with base pay of ¥7,550 monthly.	2nd Class	3 yen	160 yen	800 yen	640 yen
All others with base pay of less than ¥7,550 monthly, except when on travel orders and accompanied by Allied Personnel.	3rd Class	3 yen	160 yen	800 yen	640 yen

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 773013

PAY TABLE FOR ALLOWANCES OF JAPANESE EMPLOYEES IN A TRAVEL STATUS

7 January 1950

Qualification Division	Railway and Passage fare	Vehicle fare per K. M.	Daily Allowance	Hotel Charge	
				A Area Tokyo-Yok	B Area Small Towns
A person in a high position who is so recognized by the Governor of To, Do, Fu, or Ken and recommended by the local Civil Affairs Team. Example: Those with base pay of ¥7,550 monthly.	2nd Class	3 yen	160 yen	800 yen	640 yen
All others with base pay of less than ¥7,550 monthly, except when on travel orders and accompanied by Allied Personnel.	3rd Class	3 yen	160 yen	800 yen	640 yen

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 773013

3

PAY TABLE FOR ALLOWANCES OF
JAPANESE EMPLOYEES IN A TRAVEL STATUS

7 January 1950

Qualification Division	Railway and Passage fare	Vehicle fare per K. M.	Daily Allowance	Hotel Charge	
				A Area Tokyo-Yok	B Area Small Towns
A person in a high position who is so recognized by the Governor of To, Do, Fu, or Ken and recommended by the local Civil Affairs Team. Example: Those with base pay of ¥7,550 monthly.	2nd Class	3 yen	~~120~~ yen 160	~~600~~ yen 800	~~480~~ yen 640
All others with base pay of less than ¥7,550 monthly, except when on travel orders and accompanied by Allied Personnel.	3rd Class	3 yen	~~120~~ yen 160	~~600~~ yen 800	~~480~~ yen 640

12 June

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

MINIMUM REQUIREMENTS

a. Education

Completion of at least 14 years of education, Japanese or American.

b. Experience

At least 2 years of full time paid experience in welfare section of Civil Affairs. Additional years of education above 14 may be substituted, year for year, for the experience above.

c. Good physical health to enable employee to make 3, 4 day field trips.

d. Above average intelligence, willingness to learn, and a feeling for welfare.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

CLERICAL WORKERS

A. Base Pay		9,000	9000
B. Language Allowance	(Ax50%)	(9000x50%)	4500
C. Family Allowance	Wife & 1st Child 600 Others 400	1,600	1600
D. Area Allowance	(A+B+C) x30%	(9000+4500+1600 x30%	4530
E. Leave Allowance (2 days)	$\frac{A+B}{20}$ x2	$\frac{9000+4500}{20}$ x 2	1350
F. Temporary Allowance	$\frac{A}{\text{Total Working Hours}}$ x 16	$\frac{9000}{176}$ x 16	818
		GROSS PAY	21,798

PUBLIC WELFARE SECTION

ARMY AND DAC PERSONNEL

Position	Name	Rating	From	Trans Date	Remarks
Chief of Section	Roland S. Artigues	P 5	Kinki	24 Oct	
Asst Welfare Officer	Edna K. Callow	P 5	Tokyo	30 Nov	
Asst Welfare Officer	Annabelle H Kent	P 4	Saitama		
Asst Welfare Officer	Mary C Wycoff	P 4	Chiba	14 Nov.	
Asst Welfare Officer	Hugh G Gaffney	P 4	Fukushima	1 NOV.	
Clerk Field & Office	Beverly J. Woodrow	CAF 5	Tokyo	30 Nov	
Clerk Typist	Mary E. Evans	CAF 3	Nagano	20 Oct	

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

PUBLIC WELFARE SECTION — JAPANESE & FOREIGN NATIONAL

Position	Name	Gross Pay	From	Trans Date	Remarks
Welfare ~~Specialist~~ Advisor ✓	✓ Ruth Sugino (FN) Lang. ✓	9,250 ✓	Tokyo	30 Nov	
Welfare ~~Specialist~~ Advisor ✓ J.D.	✓ Noboru Kayama ✓	✓ 14,669	Tokyo	30 Nov	
Welfare Specialist	~~Hiroshi Gaeda~~	~~16,522~~	~~Shizuoka~~		
Welfare ~~Specialist~~ Advisor J.D.	✓ T. Ohara ✓	✓ 14,495	Saitama	14 Nov.	
Welfare Specialist	~~S. Ishikawa~~	~~16,791~~	~~Ibaraki~~		
Interpreter Translator ✓	Esther Arima ✓	10,140	Tokyo	30 Nov	
~~Interpreter Translator~~ ✓	~~Roy Komatsu~~ ✓	~~14,244~~	~~Tokyo~~	~~30 Nov~~	SEPARATED 5 DEC. 1949.
~~Interpreter Translator~~ Advisor J.D. ✓	Teru Obana	16,211	Saitama	1 DEC	
~~Interpreter Translator~~ Advisor J.D. ✓	Momoo Yamanaka ✓ 4600. ✓	14,968	Chiba	2 Nov.	
Clerk typist	✓ Masumi Muramatsu ✓	5,980	Tokyo	30 Nov	
CLERK TYPIST					
INTER-TRANSL.	✓ SHIMPEI YUI	6300	FUKUSHIMA	1 DEC	
INTER-TRANSL. J.D.	✓ FUSAJI SUGI		KANAGAWA	until 1 Dec. same pay.	
INTER-TRANSL.					
Inter-Transl.	FUSAKO KATO		SAITAMA		
TYPIST-INTER.	ENDO (FN)		CHIBA		

Sub total	137270
Average	13727
Number	10

~~Endo~~ ~~F.N. - Chiba~~ ~~Typist Interpreter 28~~

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

Prospects

Mr. Peck 1 Card

Mr. T. Matsushima - Saitama - P.W. - Did no good
" H. Tomie - " - Adm. - No language
" H. Ishikawa - " - Legal - ?
" Takeya Yamashita - Yamanashi - P.W. -
" H. Osaji - Saitama - P.W. no history
" A. Okada - Gunma - P.W. Family good
" K. Sugita Bud - Chiba - C.I.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

CPC - Base Pay 9600.00 30%
Language 30% 2880.00
Allen 30% 12 x 80
Total 18000 — 3744.00
1248.00

Nomura - No work since Oct 49.
Desires work as translator.

CPC BHQ SCAP
1 Oct 1949

To Whom

Mr Yutaka Nomura has worked under my direct supervision for 28 months - He has performed his duties in an excellent manner. The work included the constant use of the English language in connection w/ translation and explanation of various technical Japanese documents.

Mr. Nomura's services were terminated solely because of a drastic reduction of personnel in the interests of economy.

Encl.

Elbon M. Ellison
Chief - Records & Mail Unit
CPC CHQ SCAP.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

File - Personnel

WAR DEPARTMENT

POSITION DESCRIPTION

FIELD SERVICE

1. POSITION NO.

2. INSTALLATION

Eighth Army

5. TITLE

6. SERVICE	7. SERIES	8. GRADE	9. No.

3. POSITION LOCATION

Public Welfare Section

Tokyo Military Government Team

APO 151 - Tokyo, Japan.

10. SIGNATURE OF ANALYST

11. DATE ALLOCATED

12. ADDITIONAL IDENTICAL TO THIS POSITION

4. (A) SUPERVISION RECEIVED, (B) SUPERVISION EXERCISED, (C) DUTIES OF POSITION

PERCENTAGE OF TIME ON EACH TASK

Advisor
Foreign National

(A) Supervision Received

Under general supervision of the Chief of Public Welfare Section.

(B) Supervision exercised

None

(C) Duties of Position

1. Acts as adviser to Chief of Welfare Section in matters pertaining to Japanese Government sponsored public assistance program.	50%
2. Participates in training programs for Japanese Public Assistance Workers.	15%
3. Translates and delivers speeches to audiences of various sizes.	10%
4. Translates and interprets laws, documents and reports of technical nature.	10%
5. Inspects and renders reports on Japanese Welfare Institutions.	15%

WD FORM 1 MAY 48 74

(Continue statement of duties on reverse side)

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

DUTIES—CONTINUED	PERCENTAGE OF TIME ON EACH TASK

THE ABOVE DUTIES ARE APPROVED

Frank A. Hollingshead, Col. CAC.
SIGNATURE OF OPERATING OFFICIAL

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

E. K. Callow
Public Welfare Officer - P - 5

POSITION AUDIT

DATE							
ANALYST							

0958—FEC Printing Plant—4-48—370M

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

Summary Vitae File Personnel

Name : Yoshino Sugino (Mrs)
Nee : Matsumura . Baptized Ruth.

Nationality : American of Japanese parentage

Birthplace : Lihue, Kauai, Hawaii

Birth date : Feb. 20 - 1902

American Education : Primary & secondary and university course. A.B. University of Hawaii - 1923
(Primary and secondary Jap. Language schools, also)

Foreign Education: graduate work at Japan Nutrition Bureau 1933 - 1934
Medical institute of Jomusu City; Manchuria 1941 - 1942 (Practitioners license)

Positions held: assistant to Pediatrician, Dr Joseph Palma at the clinic, Honolulu 1926-1932
Assistant to Dr mabel Elliott of St Lukes Hospital, Tokiyo 1933 - 1934
Director of Health & Nutrition program of Morioka Welfare Center (Japan Missions, Reformed Church) 1934 - '39
Instructor in Health work and assistant to school physicians for students' health

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

consultation at Miyagi girls college and
Tohoku gakuin – Sendai 1938 - 1941

(Sick-leave 1939 to Hawaii
Returned to Japan 1940)

Health director, settlers' association - Manchuria 1941-1943.
Medical Practice, Jamusu City 1942 - 1945, also
Principal of School of Public Health Nursing, Jamusu City-
Medical Practice with special liaison work
for U. S. Army surgeons at Repatriation Camps 1941-'47
(Repatriated in Nov. 1947)

Assistant Labor Manager, 172d Station Hospital -
Sendai (1947 - 1948)

Tohoku Health Center, Medical Social service
and public health education, Oct. 1948 –

Note: Married Japanese citizen - 1940
Husbands' whereabouts unknown at present.

C. W. O.

PREFECTURE	NUMBER CAP.	NUMBER NO.	OFFICE LOCATION	NUMBER CAP.	NUMBER NO.	AREA IN CHARGE
TOCHIGI	5	5	UTSUNOMIYA CITY		1	UTSUNOMIYA CITY
			TOCHIGI CITY		1	TOCHIGI CITY
			SANO CITY		1	SANO CITY
			ASHIKAGA CITY		1	ASHIKAGA CITY
			KANUMA CITY		1	KANUMA CITY

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

Miyeko Otsuki clerk 26 June

clerk ~~1/2/10~~

w/language 10% 558 ✓

10% correction 6138

6144

6752

30

202.20

6752

8777

+

東

#10493 Tsuchu-machi, Kitatama-gun, Tokyo-To
c/o Mr. Tomoji Sasaki