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

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

Description of contents

(1) Box no. 2850

(2) Folder title/number: (37)
Memorandum for DAC Staff from Section Chief

(3) Date: Dec. 1949 - Aug. 1950

(4) Subject:

Classification	Type of record
9032.2, 9760	e

(5) Item description and comment:
Kanto

(6) Reproduction: (Yes) No

(7) Film no. Sheet no.

(Compiled by *National Diet Library*)

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

Memo for DAC Staff

PUBLIC WELFARE SECTION
KANTO CIVIL AFFAIRS REGION
APO 500

RWS/ml

23 August 1950

MEMO TO: Mrs. Callow
Miss Foster
Mr. Gaffney
Mr. Hoshino
Miss Wyckoff

SUBJECT: Visit to Section From CAS-PW

1. Section has been notified that Mr. Philip Borish, public welfare adviser CAS-PW, will visit this section during the week of September 11-15. The following tentative schedule of activity has been suggested by Mr. Borish:

September 11-12 - Reviews and discussions relating to public assistance and administration of that program. Staff members concerned will be Miss Wyckoff, Mr. Hoshino, and Mr. Stemple.

September 13 - Child welfare. Staff member concerned will be Mrs. Callow.

September 14-15 - Social insurance. Staff member concerned will be Mr. Gaffney.

2. The responsible staff members may plan their activities for the periods indicated above. It is suggested that if there are certain specific phases of the program which staff members would like brought to the attention of Mr. Borish that they plan their work in such a manner that Mr. Borish will be able to observe these problems and to secure first-hand information. Mr. Borish has indicated that he will not participate actively in any program or conference scheduled. His primary role will be that of an observer. He has indicated willingness to participate when so requested by the individual staff member.

3. Staff members are requested to make preliminary plans to conform with the above schedule. The undersigned will discuss plans if the staff member involved so desires.

ROBERT W. STEMPLE
Chief
Public Welfare Section

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

file

PUBLIC WELFARE SECTION
KANTO CIVIL AFFAIRS REGION
APO 500

RJA/ml

22 July 1950

MEMO TO: DAC Staff

SUBJECT: Staff Meeting with Col. Dayton 22 July

1. All long distance phone calls have been placed on an official basis only. Central switchboard operators are under instructions to terminate any conversation which is not official. If an official conversation is terminated, it will be because of error. Please be patient and start over again.

2. Anyone who is in possession of a five-gallon gasoline can is requested to return it immediately to motor pool.

3. During the past week a memo on security regulations was circulated throughout this section. Be sure to read it, initial, and pass on.

4. Civil Affairs Section is compiling a list of Japanese with language ability. If you know of any former employee or any other Japanese National who has good ability in another language and whom you think could be of service in the future, if needed, please submit his name.

5. In discussing the Korean situation with Japanese officials, the following points should be kept in mind:

a. Express your private opinion if you have any, but do not be pessimistic or express apprehension.

b. Confining your remarks to published statements of higher headquarters, of the President, etc., would be a desirable way of answering questions.

c. Emphasize the fact that the Korean conflict is under the auspices of the United Nations, and as little as possible make use of "the Americans did this, or the Americans did that."

d. Do not repeat any information you may have about military matters, such as troop movements, etc.

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

RJA/ml

10 July 1950

MEMO TO: DAC Staff

SUBJECT: Staff Meeting with Major Niblock 8 July

1. Noon meals at the Chiba and Saitama CIC will be available in the future only to those who have received travel orders. Therefore, those planning to have a noon meal in these two places must be sure that their visit to these places is included in the travel orders. A copy of the travel order must be left for each meal eaten.

2. There is to be no discussion with Japanese staff or officials of alert or precautionary measures which have been taken or might be taken in view of the present Korean situation. This is particularly true in reference to Kanto personnel advising or directing officials to institute any procedure or change in procedure in connection with precautionary measures. Any information secured by DAC staff in any manner whatever which may have implications for G-2 should be forwarded either to the nearest CIC or to this headquarters.

3. Headquarters & Service Group meal chits are valid at all messes in the Kanto area.

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

RJA/ml

3 July 1950

MEMO TO: DAC Staff

SUBJECT: Welfare Conference July 25, 26, and 27.

1. Unofficial word has been received that Civil Affairs Section of GHQ, SCAP, will hold a general conference of all welfare officers in Tokyo on 25, 26, and 27 July.

2. You are, therefore, requested to rearrange your schedule to conform with your expected attendance at this conference. If engagements have already been arranged with Japanese officials on these dates, please be sure that proper advice is sent to them.

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

RJA/ml

3 July 1950

MEMO TO: DAC Staff

SUBJECT: Staff Meeting 30 June with Commanding Officer

1. Coffee room has been used to excess by certain persons, and it was requested that each person make use of this facility in a moderate manner.

2. In a few days, arrangements will be completed for serving Coca-Cola to the Japanese personnel. These cokes will be available in their own lunchroom during a half-hour period each morning and afternoon. Chitbooks costing 450 yen can be purchased and will be good for 25 Coca-Colas.

3. Efficiency rating reports for DAC personnel will be issued henceforth only upon departure of staff member or supervisor.

4. The Liaison Office has complained that in the past, meetings which had been scheduled with Japanese officials had been canceled without prior notice to either the Liaison Office or to the Japanese officials. The staff is urged to exercise more caution, and that if a meeting is to be canceled, that proper notice be sent. The officials have also transmitted through the Liaison Office the suggestion that the subject matter of scheduled meetings and conferences be advised, so that the officials can prepare themselves.

5. Attention was directed to the necessity for keeping all offices in this headquarters in neat order. This has particular reference to the condition of individuals' desks which should be "policed" each day prior to departure.

6. Until further notice, dependents cannot travel in Japan except on leave status.

7. In the Commanding Officers' conferences held in Civil Affairs Section recently, it was stressed that Civil Affairs units will continue in operation as long as any other operation in the Occupation.

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

RJA/ml

21 June 1950

MEMO TO: DAC Staff

SUBJECT: Staff Meeting 17 June 1950

1. For the parade on Monday 19 June, all personnel will be granted administrative leave to attend the ceremonies, with the exception that one DAC person must remain in each section.

2. The temporary press policy was announced. There are to be no press releases to English language newspapers without the prior approval of the Chief.

3. The rabies situation has improved, and it is expected that it will be under complete control.

4. When using the "Sparrow," it is desirable that meetings with Japanese be held in the Japanese offices, rather than on the "Sparrow."

ROLAND J. ANTIGUES
Chief
Public Welfare Section

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

PUBLIC WELFARE SECTION
KANTO CIVIL AFFAIRS REGION
APO 500

RJA/ml

17 June 1950

MEMO FOR: DAC Staff

SUBJECT: Reporting of Field Time

1. The compilation of "Analysis of Field Time" report for the month of May was a very complicated process because of the variations in the manner in which the various staff members reported on this form. Because this information is necessary for the Executive Office, the following procedure will be used, effective for the month of June, in filling out this form:

a. "Time leaving home or office" can never be prior to 0800 hours, but may be later.

b. "Time arriving home or office" can never be later than 1700 hours on Monday, Tuesday, Thursday, and Friday, or 1200 hours on Wednesday and Saturday.

c. Elapsed time in "time beginning contact" and "time ending contact" must take account of time taken out for meals. If meal time was not taken, a note should be added to indicate this.

d. Overtime must be posted for each phase of activity, "in contact" or "in travel," showing beginning and ending hour and elapsed time. Overtime for "travel" may be either before or after duty hours, while overtime for "contact" will usually be only after duty hours.

e. Percentage computations must be worked on the basis of duty hours without the overtime factor.

f. Overtime for "travel" is a somewhat necessary adjunct of a field job and cannot always be avoided; however, overtime in "contact" should be kept to a minimum, as it is unfair to the Japanese officials to work them beyond their normal work hours and is not conducive to optimum efficiency of the DAC and the advisor or interpreter, especially in view of the already existing "travel" overtime.

ROLAND J. ARTIGUES
Chief
Public Welfare Section

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

Date Received ——
Date Typed ——

PUBLIC WELFARE SECTION
KANTO CIVIL AFFAIRS REGION
APO 500

File RJA/ml

17 June 1950

MEMO TO: DAC Staff

SUBJECT: Reports from DAC Staff

1. Field trip or other contact reports are an integral part of the job, and absolutely necessary for the evaluation by this and higher headquarters of the conditions found in Japanese programs. Paragraph 5 of the Job Description for Public Welfare Advisor includes the preparation of detailed and comprehensive reports of field activities and of Monthly Activities Report, in addition, to special reports as part of the job responsibility.

2. To even off the load on the typing facilities and to enable this section to maintain current knowledge of the activities of the staff and conditions in the Japanese programs, it is requested that the following procedures be observed, effective immediately:

a. Unless there is some cogent reason, it is requested that trip and contact reports be submitted within six days of the completion of the trip or contact. Submission for typing will be considered compliance.

b. Reports of administrative reviews must be submitted at the same time as the "Monthly Activities Report" - the 5th of each month.

c. The content of the "Monthly Activities Report" must conform to paragraph 6 of CD #1 of 10 March 1950 to facilitate the compilation and preparation of this section's "Monthly Activities Report - Annex B-2."

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

Fitt

RJA/ml

17 June 1950

MEMO TO: DAC Staff

SUBJECT: Change in Deadline for June Reports

1. Because of the 4th of July holiday, the deadline for the submission of Summary Monthly Activities Report and administrative reviews for the month of June is changed to 6 July.

ROLAND J. ARTIGUES
Chief
Public Welfare Section

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

File

PUBLIC WELFARE SECTION
KANTO CIVIL AFFAIRS REGION
APO 500

RJA/ml

10 June 1950

MEMO TO: Staff

SUBJECT: Chief Staff Meeting 10 June 1950

1. The Governor of Tochigi has complained that interpreters from Kanto Civil Affairs Region have been making demands on prefectural officials complaining about the accommodations and demanding that the prefecture, at their own expense, provide better facilities. Col. Dayton emphasized that no member of Kanto Civil Affairs has any right to demand of any prefecture the expenditure of funds in such matters, or any other private matters. He requested that each non-DAC staff member be informed of this policy.

2. A group picture will be taken at 1000 hours this morning for presentation to Col. Watts prior to his departure to ZI.

3. Col. Dayton is leaving on a trip on the following schedule: leaving Tokyo 0900 19 June, to spend 4 hours Shizuoka City, 4 hours Kofu, 4 hours Nagano City, and return to Tokyo 1837 hours 21 June.

4. Any material written by KaCAR personnel for distribution to Japanese must be cleared through Col. Dayton's office. This will also include any prefatory or endorsement statements on material written by Japanese.

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

File BJA/ml

6 June 1950

MEMO TO: DAC Staff

SUBJECT: Monthly and Weekly Schedules

1. In view of the fact that this section is operating on a functional basis and visits to prefectural welfare departments or other units within the prefecture require very often the presence of the Welfare Department Chief and other officials for successful accomplishment of the mission, it is necessary to coordinate planned visits each month to prevent the occurrence of two staff members from this section appearing in the prefecture at the same time.

2. It will, therefore, be necessary to submit a schedule of planned visits for the month by the third Thursday of the preceding month.

3. To enable the Chief of this Section to have an accurate schedule at all times, it is necessary to submit by Saturday of each week your schedule for the succeeding week. A previous memo has outlined this procedure.

4. It is realized that there is very little time for the many activities we are all responsible for, but the above schedules of visits are absolutely necessary for proper administration.

EDELAND J. ANTIGUES
Chief
Public Welfare Section

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

PUBLIC WELFARE SECTION
KANTO CIVIL AFFAIRS REGION
APO 500

RJA/ml

5 June 1950

MEMO TO: Mrs. Callow
Miss Foster
Mr. Gaffney
Mrs. Kent
Miss Wycoff

SUBJECT: Outline of Duties

1. To achieve the best possible clarification and coordination of effort, the following delineation of job activities within the various programs which are the responsibility of this section is set forth. Comments and suggestions are requested.

2. Because of the limited resources in terms of staff and time and the large area to be covered, a major principle underlying this planning is that our efforts should be concentrated as much as possible as follows:

a. Priority attention should be given to the larger areas of population.

b. While spot checking and observance for purposes of surveillance and fact gathering are not to be neglected, the most effective results of our effort will follow our attention to such aspects of the various programs as: prefectural and municipal supervision, in-service training programs, clarification of procedures and directives, and the development of the concept of supervisory responsibility in the lowest levels.

c. Our efforts should be geared to a long-range plan which is intended to produce identifiable, definite improved changes at the completion of the progressive steps of the plan.

d. It is felt that the device of developing model, or pilot, projects is intrinsically a valid one which enables the responsible Japanese officials, once the project has been adequately established, then to carry, on their own initiative, the dissemination of the procedures and principles developed in the model project.

3. It is obvious that with the functional assignment of staff that some of the programs will impinge on each other and that there will be need for coordination between programs and between staff. It is hoped that this coordination can be achieved through exchange of information and views by means of written material, individual, and group conferences.

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

SUBJECT: Outline of Duties

5 June 1950

4. It is requested that in your review of the details of your own program, that you develop an outline of a plan for achieving the objectives listed and that arrangements be made for a conference with me on your plan.

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

File

RJA:ml

27 May 1950

MEMO TO: DAC Staff

SUBJECT: Col. Dayton's staff meeting 27 May 1950.

1. Contacts with Civil Affairs Section, GHQ, are to be kept to an absolute minimum and made only after clearance with Col. Dayton.

2. A list of names of candidates and a glossary of legal election terms have been published for the election surveillance teams.

3. Personnel assigned to the surveillance teams are to be confined to their own territories and can engage in normal Civil Affairs activities, but only if such activities do not interfere with the election surveillance.

4. Too many trips have been canceled after having been scheduled. This causes a great deal of confusion in many places, and it was stated that unless these cancellations were reduced materially in the future, more drastic measures would be adopted.

5. Col. Dayton in his conferences with the governors of Kanto Region has emphasized his discouragement of the provision of entertainment and presents purchased with public funds from officials to KsCAR personnel.

6. It was brought out that all windows in each section should be closed at 5:00 P.M. and that the last DAC leaving the office should make certain that no indigenous personnel remain in the office unless such persons have a pass. Indigenous personnel can remain in the building between 12:00 and 1:00 on Saturdays for luncheon purposes.

7. Whenever information is requested from Japanese sources, it must be given a suspense date.

8. Travel orders for indigenous personnel are now being published on separate forms. Money is available for the scheduled trip in advance, but request must be made three days prior to departure. Rate of reimbursement remains the same.

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

SUBJECT: Col. Dayton's staff meeting 27 May 1950

9. Telephones must be answered in English, and not in Japanese.

10. Col. Dayton advised that his office is open at all times to all the staff, both DAC and indigenous personnel, to receive any complaint of any nature.

11. Letters of complaint from citizens are being translated in Civil Information and will be forwarded to the respective sections in duplicate.

12. Regarding election procedure, it is requested that a phone call be made twice daily to the Legal & Government Section of this headquarters. Prior to making such call, the person calling should identify the call as an Allied Forces call, give the name of the person, and indicate that the call is being made for Kanto Civil Affairs Region. The phone number for calls after office hours for each day of the surveillance period will be published and issued.

13. Whenever a Kanto Civil Affairs representative is scheduled to attend a meeting and there is some indication that there may be attempts to interfere with the meeting, it should be clearly announced at the beginning of the meeting that the meeting is an Occupation activity and that any interference with the meeting will subject the person to trial before the U. S. Military Provost Court.

Roland J. Artigues

ROLAND J. ARTIGUES
Chief
Public Welfare Section

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

file

PUBLIC WELFARE SECTION
KANTO CIVIL AFFAIRS REGION
APO 500

RJA/mm

9 May 1950

MEMORANDUM FOR: DAC Staff

SUBJECT: Analysis of Field Time

Effective the month of May 1950 please use the revised "Analysis of Field Time" report (attached).

1 Incl
Form

ROLAND J. ARTIGUES
Chief
Public Welfare Section

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

ANALYSIS OF FIELD TIME
(Use Army system of designating time)

Date _____ Prefecture _____

Time leaving home or office: Hour _____

Time arriving in field: Hour _____

Total _____

Time beginning contact: Hour _____

Time ending contact: Hour _____

Total _____

Time leaving field: Hour _____

Time arriving home or office: Hour _____

Total _____

Total time in field: _____

Contact time: Public Assistance _____

Child Welfare _____

Private Agency _____

Subsidiary Programs _____

Disaster _____

Insurance _____

Overtime: In contact _____

In travel _____

NAME _____

NOTE: Use separate sheet for each day in field.

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

PUBLIC WELFARE SECTION
KANTO CIVIL AFFAIRS REGION
APO 500

RJA/mm

3 May 1950

MEMORANDUM FOR: DAC Staff

SUBJECT: Schedule of Field Visits

1. Colonel Dayton desires to know, at all times during working hours, the whereabouts of each DAC Key Person (G5-7 and higher).

2. The field trip itenerary form will furnish the required information for all prefectures except Tokyo, Kanagawa, Saitama and Chiba.

3. The attached weekly schedule form will be submitted each Thursday for the following week, and will list field trips, including those to the prefectures listed in par. 2 above. Each DAC will be responsible for reporting in advance any changes in the schedule.

1 Incl
(As indicated above)

ROLAND J. ARTIGUES
Chief
Public Welfare Section

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

KANTO CIVIL AFFAIRS REGION
WELFARE SECTION

Schedule for Week Beginning _____

Date	Activities
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

_____
(Signature)

TIME SHEET
FN and/or Japanese Employees

Section_____
Location_____

Period From_____Thru_____
Page _____ of _____

NAME	DAY OF MONTH AND HOURS WORKED															
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	A	S	TOTAL
1.																	
2.																	
3.																	
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14.																	

REMARKS.

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

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

WHJ/rK

16 February 1950

TO: All members of Welfare staff

SUBJECT: Section staff meeting

Until further notice there will be staff meeting held in this office for members of the welfare staff at 10:30 each Saturday morning starting 18 February.

It will be appreciated if members of the staff unable to attend staff meeting, will clear with chief of section before the day of the meeting.

8

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

PUBLIC WELFARE SECTION
KANTO CIVIL AFFAIRS REGION
APO 500

RJA/mee

20 January 1950

MEMORANDUM FOR: DAC STAFF

SUBJECT: Use of Form "Analysis of Field Time"

1. To facilitate the monthly compilation of the statistical analysis of field time the attached form is to be used and turned in to Miss Evans as soon as possible after completing a field trip.

2. Will you please submit immediately a form for all trips completed to date in January.

3. Please sign your name at the bottom of the forms.

Attachment:
Analysis of
Field Time

ROLAND J. ARTIGUES
Chief
Public Welfare

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

ANALYSIS OF FIELD TIME

Date _____ Prefecture _____

Time of leaving home or office: Date _____ Hour _____

Time of arriving home or office: Date _____ Hour _____

Total hours in field: _____

Time beginning contact: Date _____ Hour _____

Time ending contact: Date _____ Hour _____

Hours in contact:

Public Assistance: _____

Child Welfare: _____

Private Agencies: _____

Subsidiary Programs: _____

Disaster: _____

Insurance: _____

Total: _____

(Use Army system of designating time)

_____

(Name)

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

HEADQUARTERS
KANTO CIVIL AFFAIRS REGION
APO 500

RJA/mee

9 January 1950

MEMORANDUM: TO DACS

SUBJECT: Request for Jeeps and/or Sedans

Jeeps and/or sedans will be requested on "Field Trip Itinerary" form when Public Welfare officer plans to stay overnight with vehicle, and same request for dates indicated on "Field Trip Itinerary" will be submitted on "Request for Jeep" form for jeep and/or sedan to Miss Evans.

ROLAND J. ARTIGUES
Chief
Public Welfare Section

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

HEADQUARTERS
KANTO CIVIL AFFAIRS REGION
APO 500

RJA/mee

File

4 January 1950

230.4

MEMORANDUM FOR: MISS BEVERLY J. WOODROW

SUBJECT: Assignment of Duties

1. References.

a. Eighth Army Operational Directive Number 53, dated 20 October 1949, subject: Public Welfare.

b. Eighth Army Operational Directive Number 58, dated 7 December 1949, subject: Travel to Ryukyu Islands for Compassionate Reasons.

2. You are assigned primary responsibility for the following programs and activities in Tokyo-To:

a. Institutional programs (Paragraph 7 d of reference in 1 above).

b. Private Welfare Agencies (Paragraph 7 e of reference in 1 above).

c. Workshops, LARA, Private Management of Publicly-Owned Repatriates' Facilities, Public Pawnshops, Public Lodging Houses and Restaurants, Japan Red Cross, Community Chest.

d. Applications for travel to the Ryukyu Islands.

e. Miscellaneous specific assignments in the field or in the office as occasion demands.

ROLAND J. ARTIGUES
Chief
Public Welfare Office

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

PUBLIC WELFARE SECTION
Kanto Civil Affairs Region
APO 500

RJA/mce

30 December 1949

MEMORANDUM FOR: WELFARE STAFF

SUBJECT: Report

1. The attached is a copy of an overall request to all prefectures for allocation plans.

2. Your review and analysis of your plans is indicated, with a written report to me by 15 February 1950.

1 Incl
Community Chest
Report

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

RJA/mco

29 December 1949

MEMORANDUM FOR: DAC STAFF

SUBJECT: S. O. P. No. 1

1. It is requested that the following procedures and policy be followed in the future.

2. a. To preserve proper relationship with higher headquarters it is directed that no communications be held with SCAP, Civil Affairs; SCAP, PHW; or with any other Civil Affairs Region without my approval. Communications initiating in the above-mentioned headquarters with this section's staff must be reported to me at once.

b. There being so little time available and so much to be done it is the policy of this section to arrange travel to prefectures in such a manner that a maximum of "work with officials" time and a minimum of "travel" time is achieved. For the same reason it is requested that meetings and conferences of Japanese officials, public and private (especially ceremonial functions) not be attended without specific clearance and approval from me.

c. I am available for conference with the individual members of the staff at your initiative, in addition to those occasions when I make the request to you - individually or in groups.

d. The above hardly needs saying, but is included in the SOP for discharge of my responsibility as chief of the section.

3. a. Each DAC is responsible under Civil Service Regulations to report on official form, immediately upon return to duty, the total hours or days of sick leave taken, which form must be countersigned by me. Annual leave must be authorized and approved in advance, use being made of the same form.

b. Recognized overtime, that is, hours in excess of eight or four per day actually spent in official activities, (other than travel) must be reported to Miss Evans for both DACs and indigenous personnel as soon after working the overtime as possible; and the consequent taking of the balancing compensating leave must be reported to Miss Evans in advance.

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

29 December 1949

Subject: S. O. P. No. 1

c. It is not possible to earn overtime, except with Japanese officials in the field, without special permission from me, except overtime worked on Wednesday afternoons as per assigned schedule. The four hours overtime of the Wednesday afternoon duty shift may be taken in compensatory time on any morning within the payroll period. All other overtime must be taken in compensatory time in the afternoons.

d. The indigenous and foreign national staff is required to sign in and out daily for purposes of the time record. For those days in the field the respective days must be filled in immediately on return to office at completion of trip.

e. Each DAC is to take responsibility for all questions concerning personnel matters of Japanese and Foreign Nationals, bringing them to my attention if necessary. Please do not direct your indigenous assistants to me with any question.

f. Reimbursement to indigenous personnel for travel expenses for field trips, not involving over night stay, is payable when the trip exceeds sixty miles round trip. If a day trip does exceed sixty miles please indicate clearly the actual places visited and exact mileage involved. When such a trip over 60 miles round trip is planned for Chiba, Saitama, or Kanagawa, special travel orders covering the indigenous personnel must be secured no later than the day preceding the trip. The request for special travel orders must go thru Miss Evans to me.

4. a. As per previous agreement each DAC is responsible for maintaining his or her own prefectural files. Miss Evans will maintain the administrative and regional files.

b. There will be a regular Saturday staff meeting of all DAC field personnel of this section (except those on authorized leave) at 10:30 AM or as soon after the completion of the Commanding Officer's staff meeting as is feasible. Please arrange to be free for this meeting so the necessary business can be expedited.

c. There are four sedans available to the six sections of this headquarters, which are allocated upon written request through Miss Evans (deadline, 16:00 hours of previous day) except that a demand in excess of four will cause a priority determination by the Administration Section. Within this section, equity demands that the use of a sedan be on a rotating alphabetical basis - control of list will be with Miss Evans. The sedans will be used for Chiba, Tokyo, Urawa and Yokohama.

d. Hereafter, to facilitate region statistics, the copy of the monthly prefectural public assistance report will be retained by Miss Evans upon receipt until the necessary data are taken off, and will then be forwarded on to the responsible DAC. It is desired that for each prefecture a separate file of these reports be maintained for ready reference.

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

29 December 1949

Subject: S. O. P. No. 1

5. a. Because this is a field operation it is perforce necessary that no less than sixty per cent of the working month be spent in the field. This would mean the equivalent thirteen eight hour days. Over a period of three months, time in the field should show a relation to the programs' percentage distribution of time (Operational Directive Number 53) and a relation to the relative importance of the prefectures - as indicated in analysis already submitted to the staff.

b. By the end of each month, beginning December 1949, a full monthly schedule of the planned visits for the following month shall be submitted, showing unit to be visited, program or programs involved, and day or days to be spent. The balnk calendar forms shall be used for this schedule. (Copy attached)

c. Please submit, as attached memo to the weekly transportation requests, (due by noon each Wednesday) or alone if no transportation requests are submitted, a statement showing specifically the following information about the planned visits:

(1) Unit of visit - city, gun, prefecture, etc.

(2) Program involved - P. A., C. W., etc.

(3) Specific aspect of program.

(4) Persons involved.

(5) Objective of visit - administrative review, developing procedures, etc. (Copy of form attached)

d. Reports of field trip should be in Miss Evans' hands by the fifth day after completion of the trip, if possible. These reports must follow the outline previously distributed, and in addition should be expanded to any point beyond the outline, which is, after all, only a minimum.

e. By the fifth of each month it is desired that a summary of the past month's activities be submitted. As much as possible, but not limited to, the summary report should follow the suggested outline as contained in the annex to Operational Directive Number 53.

6. From time to time, as necessity demands, additional items will be added to the S. O. P. for the complete clarification of the necessary housekeeping procedures.

Roland J. Antiques

ROLAND J. ANTIQUES
Chief
Welfare Section

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

Month

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

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KANTO CIVIL AFFAIRS REGION
WELFARE SECTION

Schedule for Week Beginning _____

Date	Activities
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

_____
(Signature)

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PUBLIC WELFARE SECTION
Kanto Civil Affairs Region
APO 500

RJA/mco

29 December 1949

MEMORANDUM FOR: Welfare Staff

SUBJECT: Recurring Japanese Reports

1. The attached is a copy of final list submitted to the Administration Section of recurring Japanese reports required for this section.

2. In the very near future it is planned to standardize the contents of these reports, and to this end, your analysis of validity of content will be helpful and necessary.

1 Incl
Recurring Reports
Required

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

RJA/nee

29 December 1949

MEMORANDUM FOR: WELFARE STAFF

SUBJECT: Month's Activities Reports

By the fifth of each month it is desired that a summary of the past month's activities be submitted. As much as possible, but not limited to, the summary report should follow the suggested outline as contained in the annex to Operational Directive Number 53.

ROLAND J. ARTIGUES
Chief
Public Welfare

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

Welfare

Answer to 4-e of Governor's Questions.

1	9Dec49	Public Welfare	Major Niblock	The Welfare Section plans to develop monthly visit plans which will include specific details regarding program to be discussed, preparatory material to be prepared by the officials, operations to be visited and officials to be seen. In addition, at the conclusion of the visit mutual agreement will be reached regarding the scope of the next visit.

ROLAND J. ARTIGUES
Public Welfare Officer