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

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

Description of contents

(1) Box no. 3145

(2) Folder title/number: (3)
Civilian Employees

(3) Date: Jan. 1948 - Oct. 1949

(4) Subject:

Classification	Type of record
9032.2	e, r, k

(5) Item description and comment:

Kyushu

(6) Reproduction: (Yes) No

(7) Film no. Sheet no.

(Compiled by *National Diet Library*)

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

HEADQUARTERS
KUMAMOTO MILITARY GOVERNMENT TEAM.
KUMAMOTO, KYUSHU, JAPAN

APO 24 Unit 1
24 May 1948

230.32

SUBJECT: Promotion of Civilian Personnel.

THRU : Commanding Officer, Kyushu Military Government Region.
Hq & Hq Det. APO 929

TO : Commanding General, Headquarters Eighth Army, APO 343.
(Attn: Chief, Civilian Personnel Section)

1. Reference:

TWX Cite GE 242, Kyushu Military Government Region Hq & Hq Det. APO 929, subject: "Promotion of CE&I Personnel" dated 1 May 1948.

2. Reference Paragraph 1 states that Civil Education Officers of Intermediate Military Government Teams may now be rated as CAF-11. Reference is cited as authority for recommendation of the following named civilian employee for promotion:

Name	Present Rating	Recommended Rating
Walter B. Pedersen	CAF-10	CAF-11

3. Promotion of Mr. Pedersen is recommended for the following reasons:

a. Position occupied is that of Civil Education Officer of an intermediate Military Government Team, position description "Civilian Education No. 3", the incumbent of which may be properly classified as CAF-11.

b. Mr. Pedersen has served in subject position with the Kumamoto Military Government Team for a period of twenty-three (23) months.

c. Mr. Pedersen has discharged the duties of subject position in a highly satisfactory and efficient manner since appointment in July 1946.

(2)

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

BASIC: Ltr, Kumamoto Mil Govt Team, APO 24 Unit 1, 24 May 1948
Subj: "Promotion of Civilian Personnel"

d. Qualifications and experience of employee as shown under item #14 M.G. Forms # 1-F (Incl 1) are considered adequate for the position presently occupied by subject employee.

e. Mr. Pedersen has not received any promotion since original appointment.

L. G. WITMER
Lt Col FA
Commanding

3 Incls.
1. M.G.Form #1-F (Quad)
2. Position Description (Quad) ✓
3. Organizational Chart (Sext)

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

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

AGMGA 230 - Pedersen, Walter B. (DAC) 5 JUN 1948 5 JUN 1948

SUBJECT: Promotion of Department of Army Civilian

THRU: Commanding General, I Corps, APO 301

TO: Commanding Officer, Kumamoto MG Team, APO 24 Unit 1

Request for promotion of Walter Pedersen has been received by this headquarters. Any action taken will be in accordance with Personnel Survey recently conducted, but as yet not completed.

BY COMMAND OF LIEUTENANT GENERAL EICHELBERGER:

R. SCHAFER
Lt Col, AGD
Asst Adj Gen

RECORDED-MG

(23)/BA86153

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

1152

BASIC: Ltr, Hq Eighth Army, File AGMGA 230 - Pedersen, Walter B. (DAC), Subject: "Promotion of Department of Army Civilian," dtd 5 June 1948.

JPM/hy

1st Ind

AG 230.32- BA

JUN 14 1948

Hq I Corps, APO 301,

TO: CO, Kyushu Mil Govt Region, APO 929

Attention is invited to basic communication.

BY COMMAND OF MAJOR GENERAL SWING:

Walter V. Hickey

WALTER V. HICKEY
C.W.O. U.S.A.
Ass.st Adj Gen

/ble

2nd Ind

KYUSHU MIL GOVT REGION, HQ & HQ DET, APO 929, 17 June 1948

TO: Commanding Officer, Kumamoto Mil Govt Team, APO 24 - 1

G.W.S.

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

FCS/rtu

HEADQUARTERS
KUMAMOTO MILITARY GOVERNMENT TEAM
KUMAMOTO, KYUSHU, JAPAN

APO 24 Unit 1
5 February 1949

230.32

SUBJECT: Promotion of Department of Army Civilian

THRU : Commanding Officer, Kyushu Military Government Region, Headquarters and Headquarters Detachment, APO 929

TO : Commanding General, Headquarters Eighth Army, APO 343
ATTN: Civilian Personnel Branch

1. It is requested that Mr. George K. Blackwood, CAF-7, employed by this intermediate Military Government Team as Economics Chief be considered for promotion.

2. Mr. Blackwood has demonstrated willingness, interest, and initiative in his carrying out of duties as section chief. It is felt that the responsibilities of his position are of such importance as to justify advancement in grade.

3. Inclosed herewith are Position Description Forms, WD 74, MG Forms #1-F, and copies of the organizational chart of this team.

FRANK C. SEITZ
Lt Col Inf
Commanding

3 Incls:
1. MG Forms 1-F
2. WD Forms 74
3. Org. Chart

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

HEADQUARTERS EIGHTH ARMY
Military Government Section
APO 343

Date 7 February 1949

1. Name George K. Blackwood
2. Title of present position occupied by incumbent
3. Title of position to which assigned
4. Present grade Present position number
5. Present location
6. Date of hire
7. Title of proposed position for incumbent
8. Grade of proposed position Proposed position Number
9. Does vacancy exist at this time?
10. How long has incumbent occupied proposed position?
11. Is incumbent qualified for proposed position according to Civil Service Regulations?
12. Present efficiency rating
13. Is promotion recommended at this time?
    a. Recommended by
    b. Approved by
14. Qualification possessed by incumbent, to warrant promotion at this time. (Include experience, training, education and the like.)

College Degree. BS in Agriculture, received in 1941
Production Credit Ass'n Inspection Rep. Feb 1941 - June 1941
Employed with Farm Security Adm. June 1941 - Sept 1942
Employed Economics Sec., Kumamoto Mil Govt Team July 1948 - Jan 1949
Economics Section Chief, Kumamoto Mil Govt Team January - Present

(If additional space is required use reverse side of form)

MG Form # 1-F

7 Feb 49

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

WAR DEPARTMENT

POSITION DESCRIPTION

FIELD SERVICE

1. POSITION NO.

2. INSTALLATION

Eighth Army

5. TITLE

Business Specialist

6. SERVICE	7. SERIES	8. GRADE	9. NO.
CAF		10	

3. POSITION LOCATION

Military Government Section

Kumamoto Military Government Team

Kumamoto, APO 24 Unit 1

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

1. Under the general supervision of the Prefectural Military Government Team Commander, incumbent plans, organizes and administers the Economics program throughout the prefecture. Subject to any restrictions that may be imposed by the team commander, independent action and decision are exercised by incumbent within the limitations of broad directives, regulations and policies established by higher authority. Technical supervision is provided by regional Economics personnel through periodic visits to subordinate prefectures, conferences with Prefectural officers and assistance and advice when necessary.

2. Person to person relationships are of significance in this position which includes responsibility for participation in conferences with Japanese officials and lending advice and assistance to them based on high level professional experience in the technical field involved.

3. The operational scope of the program is dual:

a. To revitalize and rehabilitate industry, commerce, and related economic fields for the immediate needs of the occupation forces and the nation.

b. To achieve the long range objective of placing Japanese industry, procedtivity and general economic status on an international competitive level.

Multiple subjects under the major categories of natural resources, commerce, finance, industry and labor are studied and developed to accomplish the ultimate aim.

4. Makes personal field trips and plans and supervises closely the field work of subordinate personnel to gather facts develop evidence or secure information on matters in the Prefecture for conformance to policies, procedures and requirements of higher headquarters, ascertain violations of directives, and to give advice and suggestions in field of activity in which his section is engaged. Represents the team commander at conferences at higher headquarters and with Japanese officials, business men, farmers, labor representatives and groups of other citizens; delivers speeches on

WD FORM 1 MAY 46 74 1 Copies

(Continue statement of duties on reverse side)

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

DUTIES—CONTINUED	PERCENTAGE OF TIME ON EACH TASK

Economics matters to local groups and organizations. Intent and scope of speeches are indicated to supervisor but preview is not made before delivery. Initiates and supervises programs to be administered by the Japanese for improvement of Economic conditions.

5. Keeps team commander informed on all matters pertaining to the section; acts as his consultant and advisor, and assists in establishment of team operational policy. Represents the section in coordinating work of section with lateral sections on the team. Meets, furnishes information and orientation, arranges itineraries, and accompanies important visitors on trips throughout prefecture. Included are high governmental officials of the United States or other allied countries, consultants, etc.

6. Prepares for approval of the team executive the activities schedule of his section in accordance with the priorities program, participates personally therein and supervises its execution. Reports to the team commander problems which are beyond local solution with recommendations and supporting statistics and/or data for report to higher headquarters.

7. Incumbent is responsible for organizational planning of the section, assignment of personnel and control and direction of phases of program delegated to subordinates.

8. Renders routine and special reports and correspondence as required.

9. Negotiations with Japanese officials must be limited to clearly defined policy or to matters cleared with his technical supervisor.

THE ABOVE DUTIES ARE APPROVED

Frank C. Seitz
Lt Colonel

SIGNATURE OF OPERATING OFFICIAL

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Lt Col Frank C. Seitz, Senior Military Government Officer, KMMG

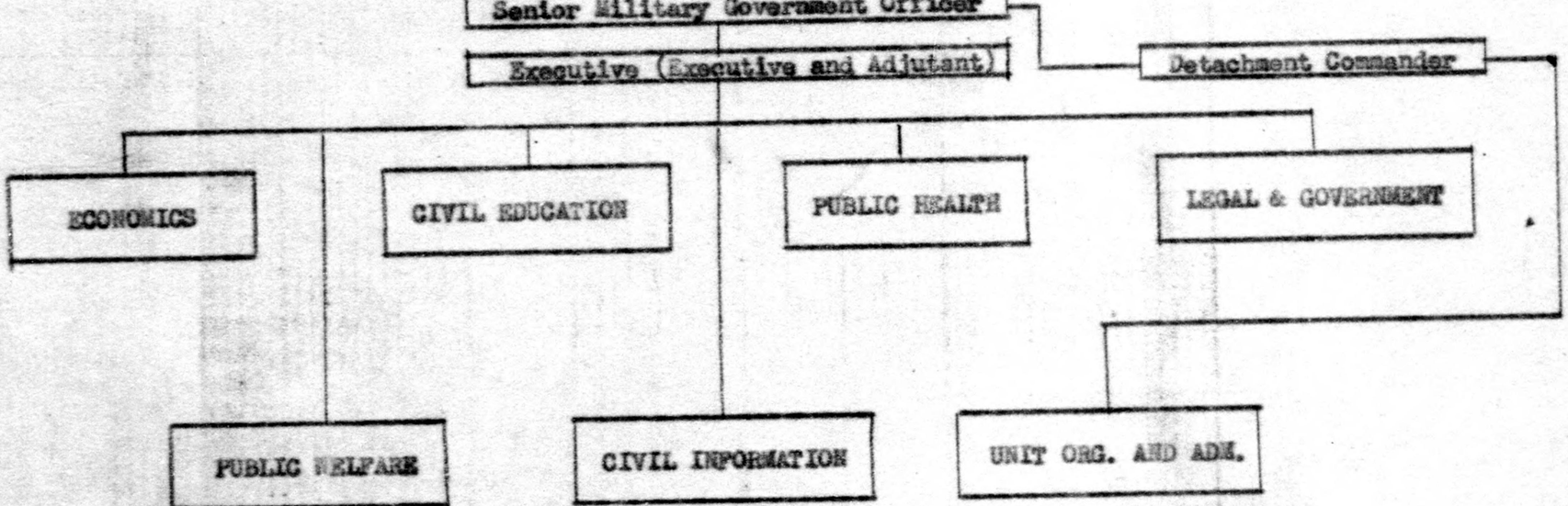
POSITION AUDIT

DATE							
ANALYST							

0068—FEC Printing Plant—4/48—3708M

DECLASSIFIED E.O. 12065 SECTION 3 NARA

FUNCTIONAL CHART FOR MILITARY GOVERNMENT UNITS



FUNCTIONAL CHART FOR ECONOMICS SECTION

ECONOMICS OFFICER

Natural Resources

Surveillance of:
- Agriculture
- Land Reform Program
- Fishing
- Mining
- Forestry
- Petroleum Production and Distribution
- Salvage of Japanese Military Materials
- Electric Power
- Water Chlorination
- Comaunications
- Transportation
- Release of waste oils
- Civil Property
- Dissolution of Nogyo Kai
- Organization of Farm Cooperatives

Commerce and Trade

Import-Export
- Supervision
- Coordination
- Storage, release and Rationing of imported food
- Price Control and Rationing
- Fish and Vegetable Control Program
- Staple Food Collection Storage and Inter-Prefectural Shipment
- Surveillance of Textile Programs
- US Army Scrap and Waste

Labor

For Civil Industry:
- Labor Relations and Education
- Strikes
- Trade Unions

For Occupation Forces;
- Procurement
- Processing, Supervision

Labor Reports

Manufacturing and Industry

- Encourage and Stimulate critical industries
- Surveillance of Restricted Manufacturers
- Reparations - Custody control, Inventory and Maintenance
- Military Installations Coordinate return to Japanese Government

DECLASSIFIED E.O. 12065 SECTION 3-402/NND 8

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

HEADQUARTERS
KUMAMOTO MILITARY GOVERNMENT TEAM
KUMAMOTO, KYUSHU, JAPAN

FCS/yfu

APO 24 Unit 1
28 May 1949

230.32

SUBJECT: Promotion of Department of Army Civilian

THRU : Commanding Officer, Kyushu Military Government Region, Headquarters and Headquarters Detachment, APO 24 Unit 5

TO : Commanding General, Headquarters Eighth Army, APO 343
ATTN: Civilian Personnel Branch

1. It is requested that Mr. George K. Blackwood, CAF-10, employed by this Intermediate Military Government Team as Economics Chief be considered for promotion.

2. Mr. Blackwood has demonstrated willingness, interest, and initiative in his carrying out of duties as section chief. It is felt that the responsibilities of his position are of such importance as to justify advancement in grade.

3. Inclosed herewith are Position Description Forms, WD ~~74~~ PA 374 WD Forms #1-F, and copies of the organizational chart of this team.

FRANK C. SEITZ
Lt Col Inf
Commanding

3 Incls:
1. WD Forms 1-F
2. WD Forms 374
3. Org. Chart

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

HEADQUARTERS EIGHTH ARMY
Military Government Section
APO 343

Date 28 May 1949

1. Name George K. Blackwood
2. Title of present position occupied by incumbent _____
3. Title of position to which assigned _____
4. Present grade _____ Present position number _____
5. Present location _____
6. Date of hire _____
7. Title of propsed position for incumbent _____
8. Grade of proposed position _____ Proposed position Number _____
9. Does vacancy exist at this time? _____
10. How long has incumbent occupied proposed position? _____
11. Is incumbent qualified for proposed position according to Civil Service Regulations? _____.
12. Present efficiency rating _____
13. Is promotion recommended at this time? _____
    a. Recommended by _____
    b. Approved by _____
14. Qualification possessed by incumbent, to warrant promotion at this time. (Include experience, training, education and the like.)

College Degree, BS in Agriculture, received in 1941

Production Credit Ass'n Inspection Rep, Feb 1941 - June 1941

Employed with Farm Security Adm, June 1941 - Sept 1942

Employed Economics Sec., Kumamoto Mil Govt Team, July 1948 - Jan 1949

Economics Section Chief, Kumamoto Mil Govt Team, Jan 1949 - Present

(If additional space is required use reverse side of form)

MG Form # 1-F

Encl 1

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

DEPARTMENT

POSITION DESCRIPTION

FIELD SERVICE

1. POSITION NO.

2. INSTALLATION

Army

5. TITLE

Business Specialist

6. SERVICE	7. SERIES	8. GRADE	9. No.
CAF		10	

10. SIGNATURE OF ANALYST

11. DATE ALLOCATED

3. POSITION LOCATION

Military Government Section

Kumamoto Military Government Team

Kumamoto, APO 24 Unit 1

12. ADDITIONAL IDENTICAL TO THIS POSITION

4. DUTIES AND RESPONSIBILITIES

PERCENTAGE OF TIME ON EACH TASK

1. Under the general supervision of the Prefectural Military Government Team Commander, incumbent plans, organizes and administers the Economics program throughout the prefecture. Subject to any restrictions that may be imposed by the team commander, independent action and decision are exercised by incumbent within the limitations of broad directives, regulations and policies established by higher authority. Technical supervision is provided by regional Economics personnel through periodic visits to subordinate prefectures, conferences with Prefectural officers and assistance and advice when necessary.

2. Person to person relationships are of significance in this position which includes responsibility for participation in conferences with Japanese officials and lending advice and assistance to them based on high level professional experience in the technical field involved.

3. The operational scope of the program is dual:

a. To revitalize and rehabilitate industry, commerce, and related economic fields for the immediate needs of the occupation forces and the nation.

b. To achieve the long range objective of placing Japanese industry, preceptivity and general economic status on an international competitive level.

Multiple subjects under the major categories of natural resources, commerce, finance, industry and labor are studied and developed to accomplish the ultimate aim.

4. Makes personal field trips and plans and supervises closely the field work of subordinate personnel to gather facts develop evidence or secure information on matters in the Prefecture for conformance to policies, procedures and requirements of higher headquarters, ascertain violations of directives, and to give advice and suggestions in field of activity in which his section is engaged. Represents the team commander at conferences at higher headquarters and with Japanese officials, business men, farmers, labor representatives and groups of other citizens;

(Continue statement of duties on reverse side)

AFWESPAC Printing Plant

WD FORM 1 JUN 45 74

Incl 2

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

DUTIES AND RESPONSIBILITIES—*Continued*	PERCENTAGE OF TIME ON EACH TASK
delivers speeches on Economics matters to local groups and organizations. Intent and scope of speeches are indicated to superviser but preview is not made before delivery. Initiates and supervises programs to be administered by the Japanese for improvement of Economic conditions. 5. Keeps team commander informed on all matters pertaining to the section; acts as his consultant and adviser, and assists in establishment of team operational policy. Represents the section in coordinating work of section with lateral sections on the team. Meets, furnishes information and orientation, arranges itineraries, and accompanies important visitors on trips throughout prefecture. Included are high governmental officials of the United States or other allied countries, consultants, etc. 6. Prepares for approval of the team executive the activities schedule of his section in accordance with the priorities program, participates personally therein and supervises its execution. Reports to the team commander problems which are beyond local solution with recommendations and supporting statistics and/or data for report to high headquarters. 7. Incumbent is responsible for organizational planning of the section, assignment of personnel and control and direction of phases of program delegated to subordinates. 8. Renders routine and special reports and correspondence as required. 9. Negotiations with Japanese officials must be limited to clearly defined policy or to matters cleared with his technical supervisor.	

The above duties and responsibilites are approved.
Frank C. Seits
Lt Colonel

(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Lt Col Frank C. Seits, Senior Military Government Officer, KMMG

14. TITLES, GRADES, AND NUMBER OF EMPLOYEES SUPERVISED BY THIS POSITION

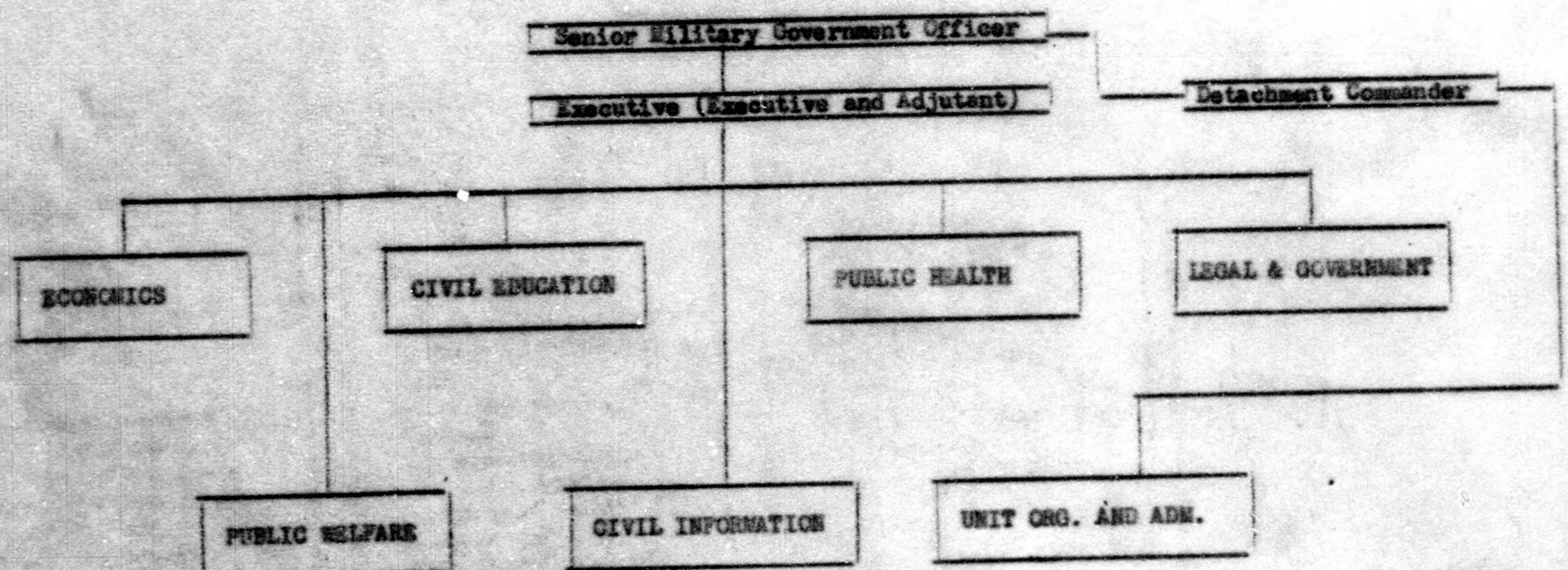
POSITION AUDIT

DATE							
ANALYST							

AFWESPAC Printing Plant

DECLASSIFIED E.O. 12065 SECTION 5-402/NNDS NO.

FUNCTIONAL CHART OF MILITARY GOVERNMENT UNITS



Incl 3

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

FUNCTIONAL CHART FOR ECONOMICS SECTION

ECONOMICS OFFICER

Natural Resources

Surveillance of:
- Agriculture
- Land Reform Program
- Fishing
- Mining
- Forestry
- Petroleum Production and Distribution
- Salvage of Japanese Military Materials
- Electric Power
- Water Chlorination
- Communications
- Transportation
- Release of waste oils
- Civil Property
- Dissolution of Nogyo Kai
- Organization of Farm Cooperatives

Commerce and Trade

Import-Export
- Supervision
- Coordination
- Storage, release and Rationing of imported food
- Price Control and Rationing
- Fish and Vegetable Control Program
- Staple Food Collection Storage and Inter-Prefectural Shipment
- Surveillance of Textile Programs
- US Army Scrap and Waste

Labor

For Civil Industry:
- Labor Relations and Education
- Strikes
- Trade Unions

For Occupation Forces;
- Procurement
- Processing, Supervision

Labor Reports

Manufacturing and Industry

Encourage and Stimulate critical industries

Surveillance of Restricted Manufacturers

Reparations -
- Custody control, Inventory and Maintenance

Military Installations
- Coordinate return to Japanese Government

DECLASSIFIED E.O. 12065 SECTION 3 NND [illegible]

FCS/tk

HEADQUARTERS
KUMAMOTO CIVIL AFFAIRS TEAM
KUMAMOTO, KYUSHU, JAPAN

APO 24 Unit 1
18 July 1949

230.32

SUBJECT: Promotion of Department of Army Civilian

THRU : Chief, Kyushu Civil Affairs Region, Headquarters and Headquarters Detachment, APO 24 Unit 5

TO : Commanding General, Headquarters Eighth Army, APO 343
ATTN: Civilian Personnel Branch

1. It is requested that Miss Harriet M. Vandaveer, CAF-7, employed by this intermediate Civil Affairs Team as Assistant Civil Education Officer (Women's Affairs) be considered for promotion.

2. Miss Vandaveer has demonstrated willingness, interest, and initiative in her carrying out of duties as Assistant Civil Education Officer. It is felt that the responsibilities of her position are of such importance as to justify advancement in grade.

3. Inclosed herewith are Position Description Forms, DA AGO 374, MG Forms #1-F, and copies of the organizational chart of this team.

FRANK C. SEITZ
Lt Col Inf
Commanding

3 Incls:
1. MG Forms 1-F
2. DA AGO Forms 374
3. Org. Chart

DECLASSIFIED E.O. 12065 SECTION 3 NARS

932

BASIC: Ltr Kumamoto Civ Aff Team, APO 24-1, dtd 18 July 49, subj: "Promotion of Dept of Army Civilian" (Vandaveer, Harriet M.)

1st Ind SCH/blh

KYUSHU CIVIL AFFAIRS REGION, HQ & HQ DET, APO 24 - 5, 20 July 1949

3239 TO: Commanding General, I Corps, APO 301
(Attn: Civil Affairs Section)

CA

Recommend approval.

S. C. HILTON
Colonel FA
Commanding

3 Incls:
n/c

6687 AG 230.32 - BA 2nd Ind TEC/pm

Hq I Corps, APO 301,

JUL 29 1949

TO: CG, Eighth Army, APO 343
ATTN: Civil Affairs Section

Recommend approval.

FOR THE COMMANDING GENERAL:

Charlie Ramsey
Charlie Ramsey
C. W. O. U. S. A
Asst. Adj Gen

RECORDED HQ I CORPS

3 Incls:
n/c

BA 16588

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

3rd Ind.

AGCPE 230.32
(18 Jul 49 - Miss Harriet M. Vandaveer)
SUBJECT: Promotion of Department of the Army Civilian

HEADQUARTERS Eighth Army, APO 343, 15 September 1949

TO: Commanding General, I Corps, APO 301

S-1

2217

Paragraph 1 of basic communication is not favorably considered in view of current reorganization of Civil Affairs Section.

BY COMMAND OF LIEUTENANT GENERAL WALKER:

W. K. Whichard

W. K. WHICHARD
Major AGD
Asst. Adj. Gen.

3 Incls: n/c

4th Ind

TEC/tc

AG 230.32 - BA

Hq I Corps, APO 301,

SEP 22 1949

TO: Chief, Kinki Civil Affairs Region, APO 25

O. R.

RECORDED
I CORPS

3 Incls:
n/c

BH 1932

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

DEPARTMENT OF THE ARMY

JOB DESCRIPTION

FIELD SERVICE

1. INSTALLATION	2. JOB NO.
Headquarters Eighth Army, Civil Affairs Section, APO 343	

3. TITLE	4. PAY CATEGORY	5. OCC. CODE	6. GRADE

7. EVALUATION APPROVAL

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

(SIGNATURE) (DATE)

8. CITATION TO APPLICABLE STANDARD AND ITS DATE OF ISSUANCE

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

ASSISTANT CIVIL EDUCATION OFFICER (WOMEN'S AFFAIRS)

1. Under the general supervision of the civil education officer, incumbent assists in organizing and administering the civil education program throughout the prefecture. Independent action and decision in the several programs in education and women's affairs assigned to incumbent's immediate supervision are permitted within the limitations of broad directives, regulations and policies established by higher authority. Technical supervision is provided by regional civil education personnel through periodic visits to subordinate prefectures, conferences with prefectural officers and assistance and advice when necessary.

2. Person to person relationships are of significance in this position which includes responsibility for participation in conferences with Japanese officials and the rendering of advice and assistance based on high level professional experience in the technical field involved.

3. The operational scope of the Civil Education Section includes:

a. Advising and assisting prefectural and local boards of education and superintendents of education in establishing a democratic school system which will give equal educational opportunity to all youth irrespective of social, economic, political, religious or racial background and in eliminating militaristic and ultra-nationalistic influences from the school system.

b. Assisting Japanese school authorities in making long-range plans for the establishment of elementary and secondary schools, future building programs and school budgets.

c. Conducting school inspections throughout the prefecture to observe teaching practices as a basis for counciling school officials, principals and teachers on educational problems.

d. Advising and assisting in establishing and maintaining and inservice teacher training program in each school.

e. Furnishing guidance in establishing and conducting women's organizations and in raising the political and social status of women in the prefecture.

f. Assisting the Japanese in carrying on a program of adult education by establishing clubs, parent-teachers' associations, discussion forums, recreation programs and by encouraging the development of evening classes and extension courses for adults.

g. Helping communities develop youth organizations, giving particular attention to the selection and training of leaders of such organizations.

h. Insuring that the principles of freedom of religion, the separation of church and state are understood and accomplished.

DA AGO FORM 1 NOV 48 374 Incl. 1 (*Continue statement of duties, etc., on reverse side*)

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

JOB CONTROLS, DUTIES, AND CONDITIONS OF WORK—CONTINUED

4. Through contacts with PTA's, women's organizations and other community groups, assists women teachers in gaining social and professional recognition. Works through the superintendents and boards of education in emphasizing the necessity for comprehensive curriculums, including courses in home economics and the wisdom of placing well qualified women in administrative positions.

5. In cooperation with the team public health nurse, works with school nurses, women teachers and women's organizations on health programs, including sex hygiene and sex education.

6. Furnishes guidance to PTA's and women's organizations in child welfare work, coordinating their activities with women's and minor's bureau, Child Welfare Section, Sanitation Section and other local governmental agencies interested in child welfare.

7. Gives technical guidance and assistance to local communities in the development of girl scouts and other organizations for girls and in the organization of training courses for leaders of these organizations.

8. Promotes political education of women by planning and organizing adult education classes, lectures by local and national governmental officials, and political discussion groups.

9. Makes personal field trips to gather facts, develop evidence or secure information on matters in the prefecture for conformance to policies, procedures and requirements of higher headquarters; ascertains violations of directives; gives advice and suggestions in field of activity in which her section is engaged. Delivers speeches on education and women's affairs matters to local groups and organizations. Intent and scope of speeches are indicated to superior but preview is not made before delivery. Supervises programs to be administered by the Japanese for the improvement of public and adult education.

10. Acts as the Women's Affairs Officer and as a technical consultant and advisor to the civil education officer on particular phases of the programs in education. Assists the civil education officer in coordinating the work of the section with lateral sections in the team. Reports to the civil education officer problems which are beyond local solution with recommendations and supporting statistics and/or data for report to higher headquarters.

11. Renders routine and special report and correspondence as required.

10. CERTIFICATION

ORGANIZATIONAL LOCATION:

Headquarters Kumamoto Civil Affairs Team, APO 24 Unit 1

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

(SIGNATURE OF ANALYST)

Walter B Pedersen

(SIGNATURE OF APPROVING SUPERVISOR)

WALTER B. PEDERSEN, DAC, CAF-11
Civil Education Officer

11. REAUDIT CERTIFICATION

DATE						
SUPERVISOR'S APPROVAL						
ANALYST'S APPROVAL						

5080—FEC Printing Plant—3/49—190M

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

HEADQUARTERS EIGHTH ARMY
Civil Affairs Section

Date _____

1. Name Harriet Marceine Vandaveer
2. Title of present position occupied by incumbent _____
3. Title of position to which assigned _____
4. Present grade _____ Present position number _____
5. Present location _____
6. Date of hire _____
7. Title of proposed position for incumbent _____
8. Grade of proposed position _____ Proposed position Number _____
9. Does vacancy exist at this time? _____
10. How long has incumbent occupied proposed position? _____
11. Is incumbent qualified for proposed position according to Civil Service Regulations? _____.
12. Present efficiency rating _____
13. Is promotion recommended at this time? _____
    a. Recommended by _____
    b. Approved by _____
14. Qualification possessed by incumbent, to warrant promotion at this time. (Include experience, training, education and the like).

BS Degree in Education from University of Illinois, plus 6 out of 8 units required for Master's Degree in Education; 11 years of teaching experience; 33 months as DAC in FEC. Assistant Education Officer on Kumamoto Civil Affairs Team for past 7½ months.

(If additional space is required used reverse side of form)

MG Form #1-F

Ret'

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

Ans 3

FUNCTIONAL CHART
Civil Education Section

W. B. Pedersen, DAC
Civil Education Officer

Harriet M. Vandaveer
Assistant Education Officer
(Women's Affairs)

1. School Education
   a. School Lunch
   b. Girls' Schools
   c. Women Teacher Problems
   d. Student Self Government
   e. Health and Safety Education
   f. Coeducation

2. Social Education
   a. Adult Education
   b. Boy and Girl Organizations
   c. Youth Organizations
   d. Women's Organizations
   e. Citizen's Public Halls
   f. Visual Education
   g. Women's Education

Mimasaka Fumi
Interpreter

1. School Education
   a. School Inspections
   b. Primary Schools
   c. Junior High Schools
   d. Higher Education
   e. Decentralization
   f. Teacher Reeducation
   g. Principal Reeducation
   h. Parent Teacher Ass'ns
   i. Teacher Screening
   j. Budget and Finance

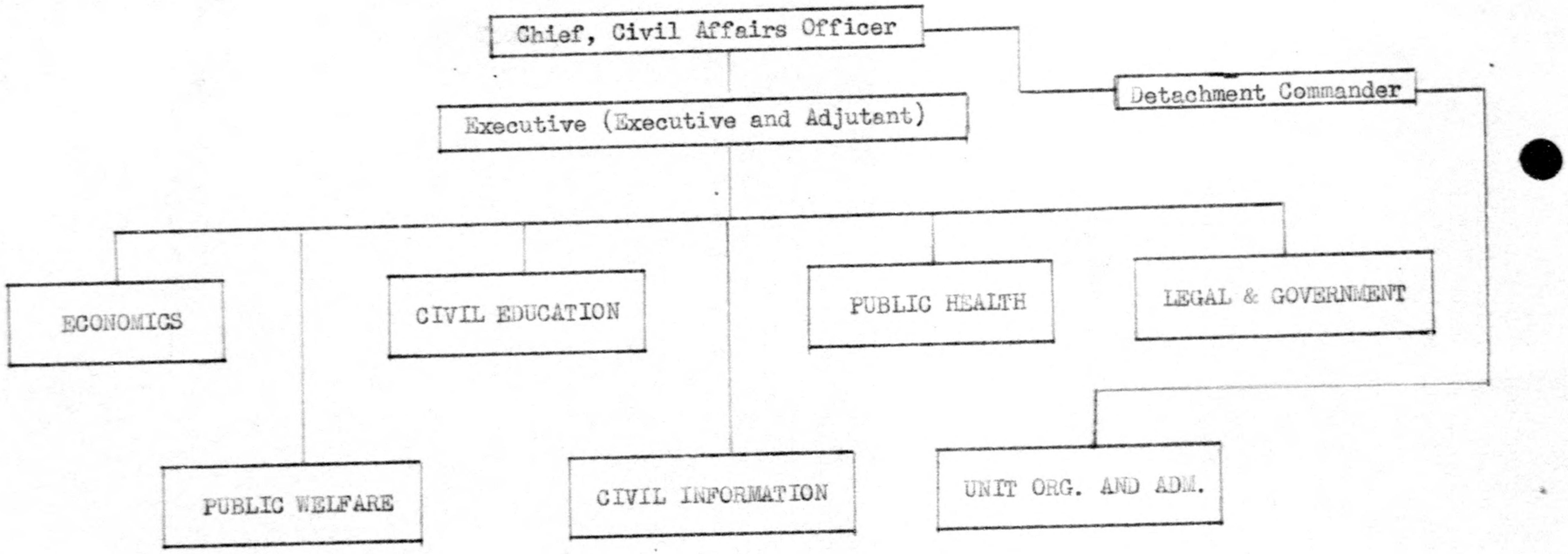
2. Religion, Arts, and Monuments

Miyayama Mamoru
Interpreter

Okamoto Kosuke
Interpreter

Encl 3

FUNCTIONAL CHART OF CIVIL AFFAIRS TEAM



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

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

932

230.32 Vandaveer, H M (DAC) 5th Ind
(18 Jul 49)
SUBJECT: Promotion of DAC

Hq Kinki Civil Affairs Region, APO 25, 23 Sept 49

3359

TO: Commanding General, I Corps, APO 301
ATTN Civil Affairs, Personnel

CA

Subject DAC is not employed in this region.

FOR THE CHIEF:

GEORGE MINARIK
Capt CE
Adjutant

3 Incls
n/c

AG 230.32 - BA 6th Ind TEC/pm

Hq I Corps, APO 301,

SEP 30 1949

TO: Chief, Kyushu Civil Affairs Region, APO 24-5

C. R.

RECORDED
HQ I CORPS

3 Incls:
n/c

7th Ind BLH/mu

KYUSHU CIVIL AFFAIRS REGION, HQ & HQ DET, APO 24 Unit 5, 3 October 1949

TO: Commanding Officer, Kumamoto Civil Affairs Team, APO 24 Unit 1

T. W. C.
T. W. C.

3 Incls:
n/c

BA 19481
7790c

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

PROMOTIONS

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

MISC.

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

232

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

APO 24 Unit 5
3 February 1949

SUBJECT: Transmittal of Notification of Personnel Action

TO : Commanding Officer, Kumamoto Mil Govt Team, APO 24-1

Transmitted herewith Standard Forms 50 for your information and dispatch to individuals concerned as follows:

Mr. Walter B. Pederson
Mr. Homer F. Lanham

BY ORDER OF COLONEL HILTON:

G. W. SARGENT
Lt Col., CAC
Exective Officer

2 Incls:
As stated

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

HEADQUARTERS I CORPS
APO 301 (Kyoto, Honshu)

JPM/pm

AG 230.38 - BA

SUBJECT: Transmittal of Notification of Personnel Action

FEB 1 1949

TO : Commanding Officer
Kyushu Military Government Region
APO 24-5

Transmitted herewith Standard Forms 50 for your information and dispatch to individual concerned:

VANDAVEER, Harriet M. - Termination & Excepted (Ind) Appointment eff 23 Jan 49 from Education Specialist, CAF-7, $3727.20 p/a, Tokyo Mil Govt Team to Kumamoto Mil Govt Team

BY COMMAND OF MAJOR GENERAL SMITH:

Wilder A. Johnson

WILDER A. JOHNSON
Capt., A.G.D.
Asst. Adj. Gen.

2 Incls:
SF's 50

1st Ind

BLE/ky

KYUSHU MIL GOVT REGION, HQ & HQ DET, APO 24 Unit 5, 3 Feb 1949

TO: Commanding Officer, Kumamoto Mil Govt Team, APO 24-1

GWS.

G. W. S.

2 Incls:
n/c

06518

6

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

03970

1753

HEADQUARTERS
KUMAMOTO MILITARY GOVERNMENT TEAM
KUMAMOTO, KYUSHU, JAPAN

HMK/tk

APO 24 Unit 1
28 September 1948

230.32

SUBJECT: Tracer Letter

THRU : Commanding Officer
Kyushu Military Government Region
Headquarters and Headquarters Detachment
APO 929

TO : Commanding General
Headquarters Eighth Army
APO 343
ATTN: Civilian Personnel Section

1. Information is requested concerning action taken on letter, this headquarters, file 230.32, subject: "Promotion of Civilian Personnel", dated 3 July 1948.

2. Subject letter recommended promotion of Mr. Lanham, DAC assigned this organization, from present rating of CAF-3 to CAF-5.

FOR THE COMMANDING OFFICER:

HAROLD M. KANE
1st Lt Inf
Adjutant

(1)

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

028

1

BASIC: Ltr Kumamoto Mil Govt Team, APO 24 Unit 1, dtd 28 Sep 48, subj: "Tracer Letter " (Promotion of Mr. Lanham)

V 330.32

BLE/

1st Ind

KYUSHU MIL GOVT REGION, HQ & HQ DET, APO 929, 30 September 48

TO: Commanding Officer, Kumamoto Mil Govt Team, APO 24 - 1

1. Returned as per telephone conversation this date with M/Sgt Ferrell.

2. All promotion recommendations are being held up pending completion of the job survey now in progress. A job analyist was at this headquarters approximately three weeks ago, and has returned to Eighth Army with her recommendations for the grading of all DAC personnel and positions in all teams this Region. It is anticipated that information will soon be forthcoming on all DAC promotion requests.

BY ORDER OF COLONEL HILTON:

Robert B. Gunn

ROBERT B. GUNN
1st Lt INF
Asst Adjutant

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

FILE 924 02

9

LSK/yfa

HEADQUARTERS
KUMAMOTO MILITARY GOVERNMENT TEAM
KUMAMOTO, KYUSHU, JAPAN

APO 24 Unit 1
3 July 1948

230.32

SUBJECT: Promotion of Civilian Personnel

THRU : Commanding Officer
Kyushu Military Government Region
Headquarters and Headquarters Detachment
APO 929

TO : Commanding General
Headquarters Eighth Army
APO 343
ATTN: Civilian Personnel Section

1. References:

a. Circular 42, General Headquarters, 1947.

b. 4th Indorsement, Letter, Request for Transfer from Mr. Lanham, this headquarters, dated 27 May 1948.

2. Under the provisions of cited references, the following named civilian is recommended for promotion.

Name	Present Rating	Recommended Rating
Homer F. Lanham	CAF-3	CAF-5

3. Promotion of Mr. Lanham is recommended for the following reasons:

a. Position occupied is that of Administrative No. 5, NCO Assistant (Officer and Field) in the Civil Information Section, the incumbent of which may be properly classified as CAF-5.

b. Mr. Lanham has served with Kumamoto Military Government Team for a period of nine (9) months and has not received any promotion since original appointment on 26 September 1947.

31

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

BASIC: Letter, Military Government Team APO 24 Unit 1, 3 July 1948
subject: "Promotion of Civilian Personnel".

c. Qualification and experience of employee as shown under item Number 14, Military Government Form Number 1-f (Inclosure 1) are considered adequate for the position presently occupied by subject employee.

d. Fourth Indorsement, paragraph 2 reference letter quotes "Records on file this headquarters indicate incumbent qualified as a CAF-5, which he now is filling as a CAF-3" end of quote.

e. Latest efficiency report, 30 June 1948: Excellent

f. At present Mr. Lanham is chief of section, Civil Information.

L. G. WITMER
Lt Col FA
Commanding

4 Incls:
1. MG Form #1-F (Quad)
2. Position Description (Quad)
3. Organizational Chart (Sext)
4. Report of Efficiency Rating (Quad)

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 770450

HEADQUARTERS
KUMAMOTO MILITARY GOVERNMENT TEAM
KUMAMOTO, KYUSHU, JAPAN
APO 24 Unit 1

Date 24 June 1948

1. Name Homer F. Lanham
2. Title of present position occupied by incumbent
3. Title of position to which assigned
4. Present grade Present position number
5. Present location
6. Date of hire
7. Title of proposed position for incumbent
8. Grade of proposed position Proposed position number
9. Does such vacancy exist at this time?
10. How long has incumbent occupied proposed position?
11. Is incumbent qualified for proposed position according to Civil Service Regulations?
12. Present efficiency rating
13. Is promotion recommended at this time?
    (a) Recommended by
    (b) Approved by
14. Qualifications possessed by incumbent, to warrant promotion at this time. (Include experience, training, education, and the like)

High School graduate, 1944 (Valedictorian) Linglerille High School. Linglerille, Texas. Attended Louisiana State University, June 1944 - December 1944. One year college credit due to accelerated course. U.S. Army, May 1945 - September 1947. Highest grade: S/Sgt. Principle duties: Personnel, Sgt Major and Acting 1st/Sgt. (MOS 502). Administration HCO - Kumamoto Mil Govt Team, September 1947 - present.

MG Form #1-F

Incl 1

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

Annex No:
Administration No. 5

POSITION DESCRIPTION

EIGHTH ARMY
Kumamoto
Prefectural Military Government Team

Incumbent's Name
Homer F. Ingham
(Insert)

T/O Position: NCO Assistant (Office & Field)

Duties and Responsibilities

Under the general supervision of the Chief of the Assistant Chief of the technical unit to which assigned, incumbent performs assignments in accordance with directives as interpreted by supervisor or in accordance with outlined procedure. Independent judgment and discretion are used in the execution of work, many details of which are not readily subject to check. Written reports and material are reviewed by higher grade employees.

In the compilation and preparation of recurring reports, incumbent follows precedent calling by telephone or by means of conferences the Japanese agencies or individual to secure statistics and information requested by higher authority. Judges consistency and completeness of data received and prepares for submission in standard form. Writes simple narratives when required for clarification and prepares transmittal letter.

Makes inter-office contacts, selects information from office records and interviews Japanese officials and citizens to secure information and statistics for special reports for higher headquarters. Prepares report as directed by supervisor or submits to higher grade employee for compilation.

Makes field trips to gather facts, develop evidence, or secure information by reviewing records, observing conditions and interviewing individuals in order to ascertain violations of directives and to secure compliance to them by rendering advice and suggestions in one or more fields of activity in which his section is engaged. Incumbent is limited in nature and scope of commitments to well defined policy and procedure. Supervisor outlines information to be gathered and provides incumbent with information available, such as officials and citizens to contact, information to disseminate and such fact-finding aids as questionnaires and check sheets. Inspections are usually routine where situations encountered are fairly repetitive or at institutions or plants not presenting complex or difficult problems.

In absence of supervisor, receives visitors in the office giving out information based on established policy and procedures; makes appointments for supervisor; maintains follow-up file on recurring reports or action correspondence, prepares routine indorsements, and information memoranda, and performs similar clerical duties as required. Assists the section chief in scheduling the weekly activities of the section.

Supervises the work of subordinate clerical personnel in the section. 100%

The above duties and responsibilities are approved.

Signature of Team Commander

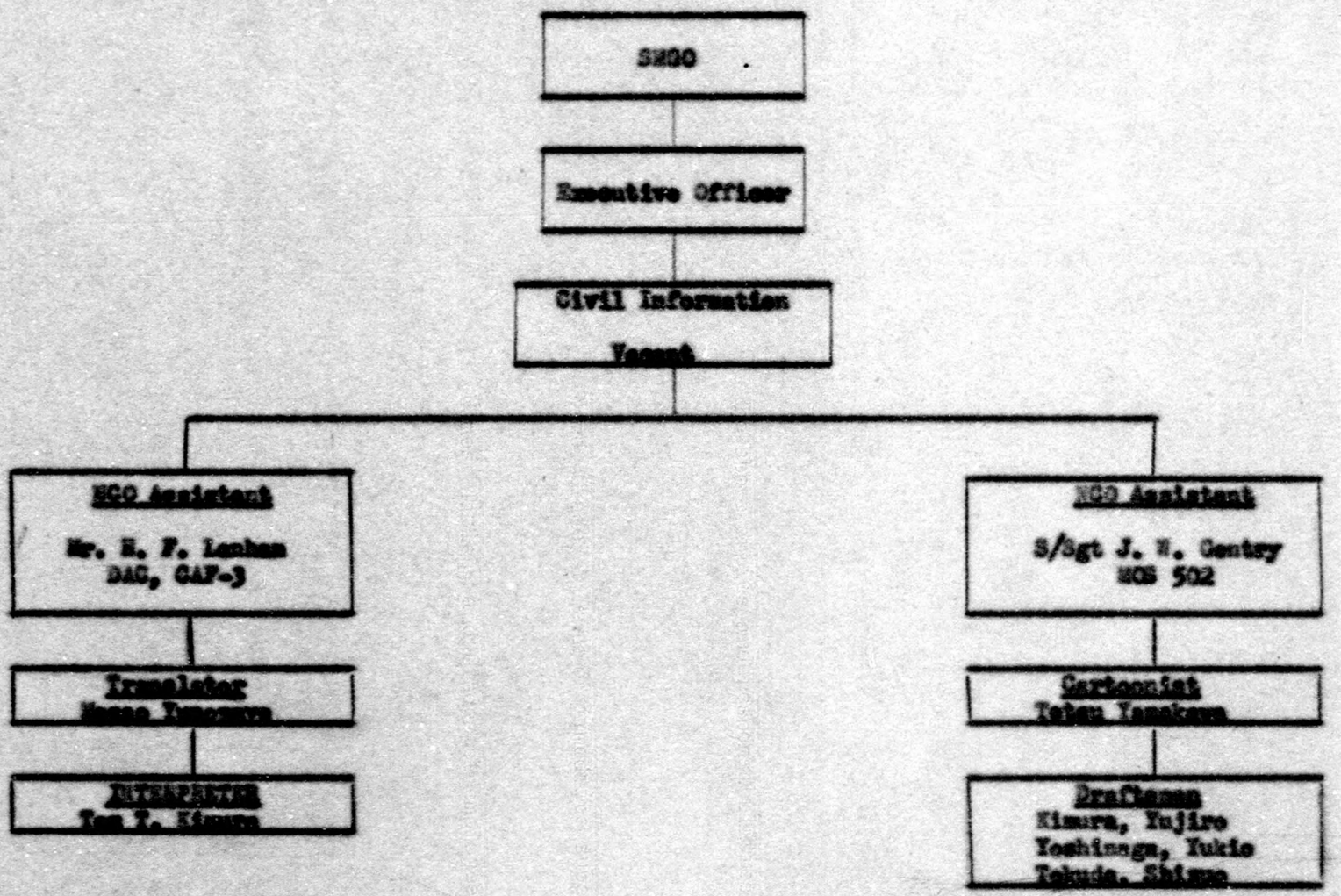
Name, Grade of Rank of immediate supervisor.

Names, titles and grades of employees supervised by this position.

Incl 2

Table No. 8
Civil Information

MANNING TABLE AND ORGANIZATIONAL CHART



Incl 3

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

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

Standard Form No. 51, Rev.
Approved Dec. 1943
C.S.C. Dept. Cir. No. 458

Form approved
Budget Bureau No. 50-R012.
Approval expires Mar. 30, 1945.

Administrative-Unofficial ( )
Official:
Regular ( ) Special (✓)
Probational or Trial Period ( )

REPORT OF EFFICIENCY RATING

As of 30 June 1948 based on performance during period from 1 March 1948 to 30 June 1948

Homer F. Parker — Administrative NCO (Field Office) CAF-3
(Name of employee) (Title of position, service and grade)

Kumamoto Mil Govt Team APO 24 Unit 1
(Organization-Indicate bureau, division, section, unit, field station)

On Lines Below Mark Employee		Check One:
✓ if adequate – if weak + if outstanding	1. Study the instructions in the Ration Official's Guide, C.S.C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in italics except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in italics.	Administrative supervisory, or planning ☐ All others ☑

___(1) Maintenance of equipment, tools instruments.
___(2) Mechanical skill.
±(3) Skill in the application of techniques and procedures.
±(4) Presentability of work (appropriateness of arrangement and appearance of work).
±(5) Attention to broad phases of assignments.
±(6) Attention to pertinent detail.
±(7) Accuracy of operations.
±(8) Accuracy of final results.
±(9) Accuracy of judgments or decisions.
±(10) Effectiveness in presenting ideas or facts.
±(11) Industry.
±(12) Rate of progress on or completion of assignments.
±(13) Amount of acceptable work produced. (Is mark based on production records? ____ (Yes or No)
±(14) Ability to organize his work.
±(15) Effectiveness in meeting and dealing with others.
±(16) Cooperativeness.
±(17) Initiative.
±(18) Resourcefullness.
±(19) Dependability
±(20) Physical fitness for the work.
___(21) Effectiveness in planning broad programs.
±(22) Effectiveness in adapting the work program to broader or related programs.
±(23) Effectiveness in devising procedures.
___(24) Effectiveness in laying out work and establishing standards of performance for subordinates.
±(25) Effectiveness in directing, reviewing, and checking the work of subordinates.
___(26) Effectiveness in instructing, training, and developing subordinates in the work.
___(27) Effectiveness in promoting high working morale.
___(28) Effectiveness in determining space, personnel, and equipment needs.
±(29) Effectiveness in setting and obtaining adherence to time limits and deadlin
___(30) Ability to make decisions.
___(31) Effectiveness in delegating clearly defined authority to act.

STATE ANY OTHER ELEMENTS CONSIDERED

___(A) ____
___(B) ____
___(C) ____

Incl #1

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

STANDARD Deviations must be explained on reverse side of this form	Adjective rating
Plus marks on all underlined elements, and no minus marks	Excellent
Plus marks on at least half of the underlined elements, and no minus marks	Very Good
Check marks or better on a majority of underlined elements, and any minus marks overcompensated by plus marks	Good
Check marks or better on a majority of underlined elements, and minus marks not overcompensated by plus marks	Fair
Minus marks on at least half of the underlined elements	Unsatisfactory

Adjective rating

Rating official Excellent

Reviewing official _____

Rated by Fred A. Carell _____ _____
(Signature of rating official) (Title) (Date)

Reviewed by _____ _____ _____
(Signature of reviewing official) (Title) (Date)

Rating approved by efficiency rating committee _____ Report to employee _____
(Date) (Adjective rating)

U.S. GOVERNMENT PRINTING OFFICE 16-26177-2

Incl 4

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

NOTICE OF OFFICIAL EFFICIENCY RATING

TO THE EMPLOYEE: The reverse of this form is a duplicate of your official efficiency rating on file in the civilian personnel office. This copy serves a notice to you of your official efficiency rating. You should study it carefully so that you will know the elements of your rating which require corrective effort and so that you will have a good understanding of the efficiency rating process.

INSPECTION AND APPEALS

You are entitled to inspect the final rating (not the rating forms) of all employees in your office or station. These are available in your civilian personnel office.

If you believe your rating is wrong, you should first discuss it with your supervisor. You have the right to request a hearing and review of rating by your local efficiency rating committee. If you are dissatisfied with the decision of the committee issued to you in writing by the Commanding Officer, you may, within certain time limitations, make a written appeal to the Chairman, War Department Efficienc Rating Board of Review, care of the Civil Service Commission, Washington 25, D. C., provided your position is subject to the Classification Act. The decision of this Board if final.

SIGNIFICANCE OF EFFICIENCY RATING

An efficiency rating of "Good", "Very Good", or "Excellent" is necessary in order to receive a periodic within-grade salary advancement.

An efficiency rating of "Fair" requires a one-step salary reduction if any employee's pay rate is above the middle rate of his grade (the fourth step in six-rate grades).

An efficiency rating of "Unsatisfactory" requires that the employee be dismissed or reassigned to other work in which he could be reasonably expected to render satisfactory service.

Efficiency ratings are a factor in determining the order in which employees are affected by reduction in force.

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

BASIC: Ltr, Hq Eighth Army, APO 343, subj: "Personnel Action - Periodic Pay Increase", dtd 17 Oct 49.

2nd Ind BLH/te

KYUSHU CIVIL AFFAIRS REGION, HQ & HQ DET, APO 24-5, 27 October 1949

TO: Chief, Kumamoto Civil Affairs Team, APO 24 Unit 1

1 Incl:
n/c

T. W. C.

SF-50 Willy Ando

54

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

HEADQUARTERS EIGHTH ARMY
Office of the Assistant Chief of Staff, G-2
APO 343

13 July 1949

SUBJECT: Personal History Statements

TO : Assistant Chief of Staff, G-2
Headquarters I Corps
APO 301

1. Transmitted herewith are personal history statements (WD AGO Forms 643A) on DENOFF, Delbert NMN, Department of the Army Civilian, currently employed by Kumamoto Civil Affairs Team, APO 24-1. It is requested that these forms be corrected and returned to this office.

2. Refernce Item 40 of the attached forms: Three credit references, and five character references, all located in the Zone of Interior or Hawaii, must be listed before the Personal History Statement is acceptable. Both the credit and character references are to be non-military in addition to not being employers or relatives. No credit reference may be used as a character reference, and vice versa. Complete addresses are needed in both cases. This is a paramount importance. For credit references, if you do not have a credit account, you may use a school to which you have paid tuition, any store, gasoline stations, motor car dealer, auto repair shop, hotel, life insurance company, landlord, doctor, lawyer, dentist, clubs, or organizations where dues are paid, or any other business establishment to which you have paid in cash for services or goods and where there is a record of your dealings. If all these possibilities fail, use a person who has loaned you money or would loan you money should the need arise.

C. C. DUSENBURY
Colonel, GSC
A C of S, G-2

1 Incl:
WD AGO Forms 643A (Dup)
DENOFF, Delbert

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

BASIC: Ltr, Hq Eighth Army, Office of the A/C. of S., G-2, APO 343, dtd 13 July 1949, Subj: Personal History Statements (DENOFF, Delbert NMI, DAC).

AG 311.5 - C 1st Ind

HEADQUARTERS I CORPS, APO 301, 15 July 1949

TO: Commanding Officer, Kyushu Civil Affairs Region, APO 24-5

Request the inclosed WD AGO Form 643A be corrected as indicated in paragraph 2, basic communication, and returned to this headquarters.

BY COMMAND OF MAJOR GENERAL COULTER:

1 Incl:
n/c

CHARLIE RAMSEY
C. W. O. U.S.A.
Asst Adj Gen

2nd Ind BLH/blh

KYUSHU CIVIL AFFAIRS REGION, HQ & HQ DET, APO 24-5, 19 July 49

TO: Commanding Officer, Kumamoto Civil Affairs Team, APO 24-1

1. For compliance with basic communication and return thru this headquarters.

2. Kumamoto Civil Affairs Team, APO 24 Unit 1, will now be listed in space marked "Place" on the first page of the form, erasing "Yokohama, Japan".

BY ORDER OF COLONEL HILTON:

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

1 Incl:
n/c

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

BASIC: Ltr, Hq Eighth Army, Office of the A. C. of S., G-2, APO 343, dtd 13 Jul 49, Subj: "Personal History Statements" (DENOFF, Delbert NMI, DAC)

3rd Ind JCB/jk

Headquarters Kumamoto Civil Affairs Team, APO 24 Unit 1, 29 July 1949

TO: Chief, Kyushu Civil Affairs Region, Headquarters and Headquarters Detachment, APO 24 Unit 5

Basic communication complied with.

FOR THE COMMANDING OFFICER:

JOHN C. BARRONTON
1st Lt Inf
Adjutant

1 Incl:
1. WD AGO Forms 634A (dupl)

4th Ind BLH/km

KYUSHU CIV AFF REGION, HQ & HQ DET, APO 24-5, 1 August 49

TO: Commanding General, I Corps, APO 301
Attn: AC of S, G-2

1 Incl: HER
n/c

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

BASIC: Ltr, Hq Eighth Army, Office of the A. C. of S., G-2, APO 343, dtd 13 Jul 49, Subj: "Personal History Statements" (DENOFF, Delbert MMI, DAG)

AG 311.5 - G 5th Ind

HEADQUARTERS I CORPS, APO 301 AUG 5 1949

TO: Commanding Officer, Kyushu Civil Affairs Region, APO 24-5

Request that item #40 of inclosed WD AGO form 643A be corrected to show three (3) credit references currently located in the ZI, as indicated in paragraph 2, basic communication.

BY COMMAND OF MAJOR GENERAL COULTER:

A. SEIPEL
Lt Col, AGD
Asst Adj General

1 Incl:
n/c

6th Ind BLH/ky

KYUSHU CIVIL AFFAIRS REGION, HQ & HQ DET, APO 24-5, 9 Aug 49

TO: Commanding Officer, Kumamoto Civil Affairs Team, APO 24-1

For compliance with 5th indorsement and return thru this headquarters.

BY ORDER OF COLONEL HILTON:

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

1 Incl:
n/c

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

Central File

BASIC: Ltr, Hq Eighth Army, Office of the A. C. of S., G-2, APO 343, dtd 13 Jul 49, Subj: "Personal History Statements" (DENOFF, Delbert NMI, DAC).

770

7th Ind JCB/rtu

Headquarters Kumamoto Civil Affairs Team, APO 24 Unit 1, 12 August 1949

TO: Chief, Kyushu Civil Affairs Region, Headquarters and Headquarters Detachment, APO 24 Unit 5

Fifth indorsement complied with.

FOR THE COMMANDING OFFICER:

JOHN C. BARRONTON
1st Lt Inf
Adjutant

1 Incl:
n/c

159

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDC NO:

793

HEADQUARTERS I CORPS
APO 301 (Kyoto, Honshu)

JPM/mlk

AG 230 - BA

SEP 11 1948 10 September 1948

SUBJECT: Transmittal of WD Notification of Personnel Action

TO: Commanding Officer
Kyushu Military Government Region
APO 929

Transmitted herewith WD Forms 50 for your information and dispatch to individuals as follows:

MORIKAWA, Kazuo - Periodic Pay Inc. eff. 22 Aug 48 from CAF-6, St-2 to CAF-6, St-3, $3601.80 p/a w/o diff.

YOSHINAGA, Tamotsu - Periodic Pay Inc. eff. 22 Aug 48 from CAF-6, St-2 to CAF-6, St-3, $3601.80 p/a w/o diff.

BY COMMAND OF MAJOR GENERAL SWING:

Wilder A. Johnson.

WILDER A. JOHNSON
Capt., A.G.D.
Asst. Adj. Gen.

2 Incls
As indicated

1st Ind RLF/

KYUSHU MIL GOVT REGION, HQ & HQ DET, APO 929, 13 September 48

TO: Commanding Officer, Kumamoto Mil Govt Team, APO 24 - 1

C.L.B.

C.L.B.

2 Incls:
n/c

87

PA 9-4-48

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

HEADQUARTERS EIGHTH ARMY
Military Government Section
APO 343

1 September 1948

SUBJECT: Personnel Action-**Periodic Pay Increase**

THRU : **Commanding Officer, Kinki MG Region, APO 301**

TO : **Commanding Officer, Kumamoto MG Team, APO 24 Unit 1**

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

RICHARD A. ANDERSON
Chief, Civilian Branch
Military Government

2-Incls:

Kazuo Morikawa
Tamotsu Yoshinaga

94246

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

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

AGCPF 230

8 October 1948

SUBJECT: Claim for Employees' Compensation - Willy Ando.

THRU: Commanding General
I Corps
APO 301

TO: Commanding Officer
Kumamoto Military Government Team
APO 24, Unit 1

937

1. It is requested that Mr. Willy Ando, DAC, CAF-6, be furnished orders to proceed to 28th Station Hospital for compliance with paragraph 3, Federal Security Agency, Bureau of Employees' Compensation, Washington 25, D. C., letter to this Headquarters dated 26 September 1948 which is quoted below:

"You are requested to arrange for a medical re-examination and the submission of a report describing the present condition of the employee's injured hand and advising whether further medical or surgical treatment is still indicated. If further treatment in the United States is still indicated and desired by the employee, he should be referred to the U. S. Marine Hospital, San Francisco, on Form CA 16, for such treatment as may be indicated for the effects of the injury."

2. Time reports submitted for Mr. Ando show he was carried on a Leave Without Pay status from 11 March 1948 thru 3 April 1948. It is requested that he be advised of his right to file a claim for compensation for this period on the inclosed Form CA 4 in triplicate provided this has not been done. Form CA 4 and medical report should be forwarded to this headquarters at the earliest possible date.

BY COMMAND OF LIEUTENANT GENERAL WALKER:

P. A. Shields

P. A. SHIELDS
Lt Col, ADG
Asst Adj Gen

1 Incl:
CA-4

112 97563

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

1058

BASIC: Ltr, Hq Eighth Army, subj: "Claim for Employees' Compensation - Willy Ando" dtd 8 October 1948.

AG 230.38 BA 1st Ind OCT 18 1948 JPM/jn

Hq I Corps, APO 301,

OCT 14 1948

TO: CO, Kyushu Mil Govt Region, APO 929

For necessary action.

BY COMMAND OF MAJOR GENERAL SWING:

Wilder A. Johnson

WILDER A. JOHNSON
Capt., A.G.D.
Asst Adj. Gen.

1 Incl:
n/c

2nd Ind BLE/ble

KYUSHU MIL GOVT REGION, HQ & HQ DET, APO 929, 18 October 1948

TO: Commanding Officer, Kumamoto Mil Govt Team, APO 24 - 1

C.L.B.

1 Incl:
n/c

CLAIM FOR COMPENSATION ON ACCOUNT OF INJURY

[To be filed with the official superior, within 60 days after the injury causing disability for more than 3 days, for transmission to the UNITED STATES EMPLOYEES' COMPENSATION COMMISSION]

CLAIM MUST BE FILED WITHIN ONE YEAR AFTER INJURY

NOTICE: Section 39 of the Compensation Act of September 7, 1916, provides that whoever makes, in any claim for compensation, any statement, knowing it to be false, shall be guilty of perjury and shall be punished by a fine of not more than $2,000, or by imprisonment for not more than one year, or by both such fine and imprisonment.

1. Name of injured employee _____ [Give first name in full] 2. Age _____ 3. Sex _____
4. Mail address _____ [Street and number] [City or town] [State]
5. Married, single, widowed. 6. Race _____ 7. Occupation and division _____
[Cross out two words]
8. Rate of pay when injured, $_____ per _____
   (a) Were subsistence and quarters furnished by the United States? _____
   (b) If so { were they received in addition to rate of pay? _____ or was their value deducted from pay? _____ } [Answer "Yes" to one]
   (c) In either case, state value: Subsistence, $_____ per _____; quarters, $_____ per _____
9. Time of injury _____, 19____ _____ _____ m.
   [Date] [Day of week] [Hour a. m. or p. m.]
10. Disability for work began _____, 19____ _____ _____ m.
    [Date] [Day of week] [Hour a. m. or p. m.]
11. First able to resume usual occupation _____, 19____ _____ _____ m.
    [Date] [Day of week] [Hour a. m. or p. m.]
12. Period for which compensation is claimed. From _____ to _____
13. Have you received any pay from the Government during period of disability:
    On account of annual or sick leave _____ Dates _____, Total amount, $_____
    Specify any other reason _____ Dates _____, Total amount, $_____
14. Have you worked for anyone during the period of disability? _____ If so, give name and address of employer, dates worked, rate of pay, and total amount earned _____
15. Were you furnished subsistence or quarters (other than in hospital) during period of disability? _____
    If so, give dates on which subsistence or quarters, or both, were furnished _____
16. If medical, surgical, or hospital service was furnished by private physicians or hospitals, state amount of expense incurred, $_____ and submit an itemized bill for this service with an explanation of reason for not using United States medical officers or hospitals, if available.
17. If transportation and other expenses necessary to enable you to secure proper medical and hospital treatment were incurred by you, state amount of expense so incurred, $_____ If reimbursement is claimed submit itemized receipted bill for such expenses.
    [Give dates, places of travel, and amount paid; also any special expense necessary because you had to travel from your regular place of residence in order to get proper medical treatment]
18. Place where injury occurred _____
    [Give exact location, as name or number of building, and division, etc.]
19. Cause of injury _____
    [State exactly how injury occurred]

DECLASSIFIED E.O. 12065 SEC. 3.5(b) NARS

Specify any other reason _____ Dates _____

14. Have you worked for anyone during the period of disability? _____ If so, give name and address of employer, dates worked, rate of pay, and total amount earned _____

15. Were you furnished subsistence or quarters (other than in hospital) during period of disability? _____ If so, give dates on which subsistence or quarters, or both, were furnished _____

16. If medical, surgical, or hospital service was furnished by private physicians or hospitals, state amount of expense incurred, $_____ and submit an itemized bill for this service with an explanation of reason for not using United States medical officers or hospitals, if available.

17. If transportation and other expenses necessary to enable you to secure proper medical and hospital treatment were incurred by you, state amount of expense so incurred, $_____ If reimbursement is claimed submit itemized receipted bill for such expenses.
[Give dates, places of travel, and amount paid; also any special expense necessary because you had to travel from your regular place of residence in order to get proper medical treatment]

18. Place where injury occurred _____
[Give exact location, as name or number of building, and division, etc.]

19. Cause of injury _____
[State exactly how injury occurred]

20. Nature and extent of injury causing disability _____

21. Have you made claim against any person for damages on account of the injury described above? _____ If you have received any money in payment of damages, state amount, $_____

22. (*a*) Have you ever been in the military or naval service? _____ If so, state approximate periods served and in what organization _____
(*b*) Have you ever applied for compensation or pension on account of such service? _____ If so, give claim number and office where filed _____
(*c*) Are you now receiving compensation or pension, retainer, or retirement pay on account of such service? _____ If so, give details _____

23. Have you applied for, or received, annuity under Civil Service Retirement Act? _____

24. Dates of other injuries, if any, on account of which you have made claims for compensation _____

I HEREBY make claim for compensation on account of the injury described above, which was sustained by me while in the performance of my duty for the United States, said injury not being due to willful misconduct on my part or to my intention to bring about the injury or death of myself or another, or to my intoxication. I have been disabled on account of this injury and have not refused or failed to perform any work I was able to do during the period for which compensation is claimed and every statement set forth above in support of my claim is true to the best of my knowledge and belief.

Signed this _____ day of _____, 19____, at _____

_____
[Signature of claimant]

_____ } *ss:*
_____ }

Subscribed and sworn to before me this _____ day of _____, 19____

_____
[Signature of official administering oath]

_____, _____
[Title] *[In and for]*

C. A. 4
Revised Sept. 23, 1939

16—11465

DECLASSIFIED E.O. 12065 SECTION 3 NARS

DECLASSIFIED E.O. 12065 SECTION 3 NND

ATTENDING PHYSICIAN'S CERTIFICATE AND MEDICAL REPORT OF DISABILITY

I CERTIFY that _____ has been under my professional care from
[*Name of injured employee*]
_____ to _____, inclusive, for the effects of injuries sustained on _____

In my opinion, employee has been *totally disabled* for all work from _____ to _____ and *partially disabled* for usual occupation from _____ to _____

Patient { was / may be } able to resume regular work _____

Patient { was / may be } able to resume light work _____

1. Dates of treatment visits: (*a*) Office _____
(*b*) Home _____ (*c*) Hospital _____
2. Nature of treatment provided for effects of injury _____
_____
(*a*) Operation _____ (*b*) Date performed _____
3. What further treatment is recommended? _____
Specify special services indicated, if any, such as: Consultation, hospitalization, orthopedic appliances, etc. _____
_____
4. State what history of injury was given by employee _____
_____
5. Describe the symptoms or physical findings for which treatment was given _____
_____
_____
_____
(*a*) X-ray—laboratory—specialist's reports _____
6. State how your findings confirm your opinion that the disability was due to injury _____
_____
7. Describe complicating and other concurrent diseases or disabilities present _____
_____
8. Employee was confined (*a*) to his *home* from _____ to _____; (*b*) to *bed* from _____ to _____
9. Are permanent effects of the injury probable? _____ Describe in detail _____
_____
10. If injury caused loss or dysfunction of a part, describe such loss in terms of function _____
_____

NOTE.—In all cases where (*a*) the disability is protracted 30 days or more, or (*b*) where the medical relationship of the condition to an alleged injury or to occupational conditions is not clear, forward a detailed medical report describing the onset and clinical course of the condition, and discuss the medical aspects of the case which justify your opinion of the causal relationship to an injury.

I am licensed to practice medicine and surgery in the State of _____

_____
[*Signature of attending physician*]

(a) X-ray—laboratory—specialist's reports .....

6. State how your findings confirm your opinion that the disability was due to injury .....

.....

7. Describe complicating and other concurrent diseases or disabilities present .....

.....

8. Employee was confined (a) to his *home* from ..... to .....; (b) to *bed* from ..... to .....

9. Are permanent effects of the injury probable? ..... Describe in detail .....

.....

10. If injury caused loss or dysfunction of a part, describe such loss in terms of function .....

.....

NOTE.—In all cases where (a) the disability is protracted 30 days or more, or (b) where the medical relationship of the condition to an alleged injury or to occupational conditions is not clear, forward a detailed medical report describing the onset and clinical course of the condition, and discuss the medical aspects of the case which justify your opinion of the causal relationship to an injury.

I am licensed to practice medicine and surgery in the State of .....

.....
[*Signature of attending physician*]

Signed this ..... day of ....., 19.....

.....
[*Street and number*]

.....
[*City and State*]

CERTIFICATE OF OFFICIAL SUPERIOR OF INJURED EMPLOYEE

[Report of injury (Form C. A. 2) if not heretofore forwarded to the Commission, should accompany this claim.]

If any circumstances have arisen which alter the conclusions stated in the official report of injury (Form C. A. 2), or if the official superior disagrees with any of the statements made in the claim for compensation, it is requested that a full explanatory statement be made under "Remarks."

1. If the injured employee is a piece worker or an irregular worker, what were his gross earnings during the month immediately preceding the injury? $.....; actual dates on which he worked .....
[*For example, if the employee was injured on the 7th of February, his gross earnings should be given for January 7 to February 6, inclusive*]

2. Has employee resumed work? ..... If so, give date and hour .....

3. Has employee been paid for any portion of the absence for which compensation is claimed? ..... If so, state inclusive dates .....

.....

.....

.....

4. Remarks .....

.....

I HEREBY CERTIFY that the person who executed the foregoing claim for compensation was injured while in the performance of his duty for the United States. An official report of this injury on Form C. A. 2 has been made, and all statements made in said report are true to the best of my knowledge and belief.

.....
[*Signature of official superior*]

Signed this ..... day of ....., 19.....

.....
[*Title*]

at .....

16—11485

DECLASSIFIED E.O. 12065 SEC. 3.5(b) NARS

DECLASSIFIED E.O. 12065 SECTION 3 4027 NARS

Fil

BASIC: Ltr, Hq Eighth Army, subj: "Claim for Employees' Compensation - Willy Ando" dtd 8 October 1948.

0490

230 4th Ind HMK/rtu

Headquarters Kumamoto Military Government Team, APO 24 Unit 1
9 November 1948.

TO: Commanding Officer, Kyushu Military Government Region,
Headquarters and Headquarters Detachment, APO 929

1. Medical Report requested in Paragraph 2, basic letter forwarded herewith.

2. Form CA 4 requested was forwarded from this office to 49th General Hospital on 19 October 1948.

FOR THE COMMANDING OFFICER:

HAROLD M. KANE
1st Lt Inf
Adjutant

1 Incl:
1. Report of Medical Examination

124

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

HEADQUARTERS
28TH STATION HOSPITAL
APO 25 U S ARMY

2 November 1948

REPORT OF MEDICAL EXAMINATION OF MR. WILLY ANDO, DAC, CAF-6

Mr. Willy Ando was admitted to this hospital on 25 October 1948, for the purpose of medical examination of his injured hand. Revelant findings are as follows:

a. Diagnoses

(1) Dislocation, simple, chronic, perilunar, right wrist, resulting from injury.

(2) Non-union of fracture, navicular, carpal, right wrist, resulting from injury.

b. Further medical or surgical treatment is not indicated.

The above findings were concurred in by Dr. Warren J. White, Department of the Army civilian consultant.

ROBERT S. WEINSTEIN
Capt, MC
Chief of Orthopedic Service

Incl 1

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

HEADQUARTERS
KUMAMOTO MILITARY GOVERNMENT TEAM
KUMAMOTO, KYUSHU, JAPAN

HFL/yfa

APO 24 Unit 1
12 August 1948

230

SUBJECT: Extension of Contract

THRU : Commanding Officer, Kumamoto Military Government Team,
APO 24 Unit 1

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

1. Under the provisions of Memorandum, Kinki Military Government Region, dated 7 August 1947, request my contract be extended indefinitely. My present contract expires 26 September 1948.

2. I will notify the Office of Civilian Personnel, Headquarters Eighth Army at least ninety (90) days prior to anticipated termination date.

Homer F. Lanham
HOMER F. LANHAM
DAC, CAF-3

230 1st Ind LCH/yfa

Headquarters, Kumamoto Military Government Team, APO 24 Unit 1, 13 August 1948

TO: Commanding Officer, Kyushu Military Government Region,
Headquarters and Headquarters Detachment, APO 929

Approved.

L. G. WITNER
Lt Col FA
Commanding

75

DECLASSIFIED E.O. 12065 SECTION 3 NND/NARS

BASIC: Letter, Headquarters I Corps, APO 301, 29 July 1948
Subject: "Transmittal of WD Notifications of Personnel Action".

AG 230 - BA 2nd Ind KAD/yfu

X312

Kumamoto Military Government Team, APO 24 Unit 1, 6 August 1948

TO: Commanding Officer, Kyushu Military Government Region, Headquarters and Headquarters Detachment, APO 929

1st Indorsement complied with.

FOR THE COMMANDING OFFICER:

KENNETH A. DAVISON
Major Inf
Adjutant

1 Incl.
1. Personnel Info Sheet (trip)

File 6m

65

DECLASSIFIED E.O. 12065 SECTION 3 402/NARS

HEADQUARTERS I CORPS
APO 301 (Kyoto, Honshu)

JPM/mcd

AG 230- BA

SUBJECT: Transmittal of WD Notifications of Personnel Action

TO : Commanding Officer, Kyushu Military Government Region
APO 929

Transmitted herewith are WD Notifications of Personnel Action for Mr. George K. Blackwood, Correction (Service, Grade, Salary), effective 7 July 1948; for your information and distribution to the individual concerned.

BY COMMAND OF MAJOR GENERAL SWING:

/s/ Charlie Ramsey
CHARLIE RAMSEY
C.W.O. U.S.A.
Asst. Adj Gen

2 Incls:
As indicated

1st Ind BLE/

KYUSHU MIL GOVT REGION, HQ & HQ DET, APO 929, 31 July 1948

TO: Commanding Officer, Kumamoto Mil Govt Team, APO 24 - 1

1. For compliance with basic communication.

2. Attached herewith is a copy of Personnel Information Sheet to be filled out in triplicate by Mr. Blackwood and returned thru this headquarters at the earliest possible date.

BY ORDER OF COLONEL HILTON:

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

3 Incls:
1.-2. n/c
3. Personnel Info Sheet

DECLASSIFIED E.O. 12065 SECTION 3 4027 ARMS NO.

PERSONNEL INFORMATION SHEET
(Department of Army Civilians)

PRINT OR TYPE

AUGUST 5, 1948
(Date)

Name: BLACKWOOD (Last) GEORGE (First) K. (Middle)

Date of Birth: 4 March 1918 Race: W Marital Status S Sex M

Organization: Military Government Team, Kumamoto APO 24 Unit 1

Address: Tsukasa Hotel Phone Number: 3404 (Qtrs) 3605 (Office)

Emergency Address in United States: Mrs. K. Blackwood (Name)

Drew, Miss. (Address) Mother (Relationship)

Dependents:	None	Date of Birth	Relationship
None			

Are dependents in theater? NA Date dependents arrived: NA

Date of marriage in this theater (if applicable) NA

Date departed United States: (C) August 4, 1946 Manila (C) August 13, 1948
(M) Date arrived Japan (M) Sept. 1, 1948

Place of hire or induction: (C) Memphis, Tenn. (M)

Date of discharge in this theater from military service: NA

Length of contract: 1 year Date employed by M.G. July 7, 1948

Will complete employment agreement on Indefinite

If on indefinite extension, date original employment agreement was completed:

August 13, 1947.

Payroll deductions for: $ 1.20 per day (Subsistence) $ 8.00 (Quarters)

George K. Blackwood
(Signature)

DECLASSIFIED E.O. 12065 SECTION 3 NND NO.

PERSONNEL INFORMATION SHEET
(Department of Army Civilians)

PRINT OR TYPE

AUGUST 5, 1948
(Date)

Name: BLACKWOOD (Last) GEORGE (First) K. (Middle)

Date of Birth: 4 March 1918 Race: W Marital Status S Sex M

Organization: Military Government Team, Kumamoto APO 24 Unit 1

Address: Tsukasa Hotel Phone Number: 3404 (Qtrs) 3605 (Office)

Emergency Address in United States: Mrs. K. Blackwood (Name)

Drew, Miss. (Address) Mother (Relationship)

Dependents:	None	Date of Birth	Relationship
	None		

Are dependents in theater? NA Date dependents arrived: NA

Date of marriage in this theater (if applicable) NA

Date departed United States: (C) August 4, 1946 (M) Manila (C) August 13, 1948 Date arrived Japan (M) Sept. 1, 1948

Place of hire or induction: (C) Memphis, Tenn. (M)

Date of discharge in this theater from military service: NA

Length of contract: 1 year Date employed by M.G. July 7, 1948

Will complete employment agreement on Indefinite

If on indefinite extension, date original employment agreement was completed:

August 13, 1947.

Payroll deductions for: $ 1.20 per day (Subsistence) $ 8.00 (Quarters)

George K. Blackwood
(Signature)

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

HEADQUARTERS
KUMAMOTO MILITARY GOVERNMENT TEAM
KUMAMOTO, KYUSHU, JAPAN

APO 24 Unit 1
27 May 1948

220.3

SUBJECT: Request for Transfer

THRU : Commanding Officer, Kumamoto Military Government Team, APO 24 Unit 1

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

1. Request that the undersigned be released from his present duty and assignment and approval be granted for transfer to Civil Censorship Detachment, CIS, GHQ FEC, APO 500.

2. My present contract expired 26 September 1948. Provided this transfer is approved, I will sign an indefinite contract.

3. The Commanding Officer, Civil Censorship Detachment, CIS, GHQ FEC, APO 929 has been contacted regarding this transfer and the undersigned has been offered the position of Proofreader, Information and Records Section, CCD District III in Fukuoka, a position which is authorized the grade of CAF-4.

4. Telephonic contact has been made with Civilian Personnel Section, Headquarters Eighth Army by Headquarters CCD, APO 500 advising Eighth Army that a position occurs in CCD for which I could profitably be used.

5. Request that this transfer be given favorable consideration as I feel it will not only benefit me but would also be to the best interests of the United States Government.

Homer F. Lanham
HOMER F. LANHAM, DAC
CAF-3

(47)

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

BASIC: Ltr, Hq Kumamoto Mil Govt Team, APO 24 Unit 1, 27 May 1948,
subj: "Request for Transfer"

220.3 1st Ind LGW/jk

HQ KUMAMOTO MIL GOVT TEAM, APO 24 Unit 1, 27 May 1948

TO: Commanding Officer, Kyushu Military Government Region,
Hq & Hq Det, APO 929

1. Recommend approval.

2. Mr. Lanham's services have been satisfactory.

3. Inasmuch as Mr. Lanham's present contract expires 26 September 1948, it is believed that this transfer will benefit him, and approval is recommended for that reason only.

4. The undersigned has contacted the Commanding Officer, CCD, District III, APO 929, regarding this transfer and was informed that a vacancy exists in that organization in which subject civilian can be used.

L. G. WITMER
Lt Col FA
Commanding

2nd Ind GWS/ble

KYUSHU MIL GOVT REGION, HQ & HQ DET, APO 929, 1 June 1948

TO: Commanding General, I Corps, APO 301
(Attn: Military Government Section)

1. Recommend approval.

2. Request that suitable replacement be furnished.

FOR THE COMMANDING OFFICER:

G. W. SARGENT
Lt Col CAC
Executive Officer

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

BASIC: Ltr, Hq Kumamoto Mil Govt Team, subj: "Request for Transfer", dtd 27 May 48.

JPM/mmn

3rd Ind

AG 220.3 - BA

Hq I Corps, APO 301

TO: CG, Eighth Army, APO 343
ATTN: Mil Govt Sec
Chief, Civ Pers Branch

1. Recommend approval.

2. Mr. Lanham has been employed as a Clerk, CAF-3, Kumamoto Military Government Team since 26 September 1947. His services during this period have been entirely satisfactory.

FOR THE COMMANDING GENERAL:

Walter V. Hickey

WALTER V. HICKEY
C.W.O. U.S.A.
Asst Adj Gen

BA 86/18

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

826

BASIC: Ltr, Hq Kumamoto Mil Govt Team, subj: "Request for Transfer", dtd 27 May 48.

AGMGA 230 4th Ind

HEADQUARTERS EIGHTH ARMY, APO 343

4 - JUN 1948

TO: Commanging General, I Corps, APO 301

1. Returned for further consideration by team commander.

2. Records on file in this headquarters indicate incumbent qualified as a Clerk Administrative NCO, classified as a CAF-5, which position he is now filling as a CAF-3.

3. Information requested as to efficiency rating and qualifications for promotion.

BY COMMAND OF LIEUTENANT GENERAL EICHELBERGER:

S. R. Schaffer, Capt AGD
for
R. SCHAFFER
Lt Col, AGD
Asst Adj Gen

RECD - GM

AG 230 - BA 5th Ind JPM/mmn

Hq I Corps, APO 301, JUN 9 1948

TO: CO, Kyushu Mil Govt Region, APO 929

1. Attention is invited to the preceding indorsement, particularly paragraph 3 thereof.

2. If it is not desired to retain Mr. Lanham at Kumamoto Military Government Team, recommend he be transferred to some other unit under your control.

BY COMMAND OF MAJOR GENERAL SWING:

Wilder A. Johnson.
WILDER A. JOHNSON
Capt., A.G.D.
Asst. Adj. Gen.

B480582

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

BASIC: Ltr Hq Kumamoto Mil Govt Team, APO 24 - 1, dtd 27 May 48, subj: "Request for Transfer"

6th Ind CLB/ble

KYUSHU MIL GOVT REGION, HQ & HQ DET, APO 929, 14 June 1948

TO: Commanding Officer, Kumamoto Mil Govt Team, APO 24 - 1

For compliance with 4th Indorsement.

BY ORDER OF COLONEL HILTON:

Charles L. Bachtel

CHARLES L. BACHTEL
1st Lt SIG C
Adjutant

DECLASSIFIED E.O. 12065 SECTION 3-402/NNBS No.

HEADQUARTERS
KUMAMOTO MILITARY GOVERNMENT TEAM
KUMAMOTO, KYUSHU, JAPAN

APO 24 Unit 1
25 March 1948

230.03

SUBJECT: Report on DAC's

TO : Commanding Officer, Kyushu Military Government Region, Hq & Hq Det, APO 929

In compliance with TWX Cite GE - 105, your headquarters, dated 25 March 1948, the following is submitted.

1. DAC's on leave in the Z/I : None

2. DAC's who have applied for leave in the Z/I: None

3. DAC's who have applied for return to the Z/I on termination of contract basis:

James G. Blaine, CAF - 8

4. DAC's who have extended their contract indefinitely:

Walter B. Pedersen, CAF - 10

Willy Ando, CAF - 6

Helen Gaskill, CAF - 6

Kazuo Morikawa, CAF - 6

Tamotsu Yoshinaga, CAF - 6

FOR THE COMMANDING OFFICER:

HAROLD M. KANE
1st Lt., Inf
Asst Adjutant

(1)

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

CIVILIAN PERSONNEL ACTION REQUEST

1. DATE OF REQUEST 3 [illegible] 1948

2. REQUEST NO. One

Part A. NATURE OF POSITION ACTION REQUESTED

3. ☐ ESTABLISH 4. ☒ RECLASSIFY 5. ☐ CANCEL

Part B. NATURE OF PERSONNEL ACTION REQUESTED

ACCESSIONS
6. ☐ REGULAR
7. ☐ TEMPORARY (*Give duration*)
8. ☐ OTHER (*Specify*)

CHANGES
9. ☒ PROMOTION
10. ☐ CHANGE TO LOWER GRADE
11. ☐ REASSIGNMENT
12. ☐ OTHER (*Specify*)

SEPARATIONS (*Complete part D*)
13. ☐ RESIGNATION
14. ☐ OTHER (*Specify*)

15. REPLACEMENT DESIRED ☐ YES ☐ NO

16. ACCESS TO TOP SECRET OR SECRET MATERIAL ☐ YES ☐ NO

17. NAME (*If applicable*) George K. Blackwood

18. NAME OF LAST INCUMBENT (*If applicable*) ----

FROM (*Present Position*)		TO (*Proposed Position*)
	19. POSITION TITLE AND NO.	
CAF-7	20. SERVICE, GRADE, SALARY	CAF-9
	21. DIVISION, BRANCH, SECTION	
Kumamoto Mil Govt Team APO 24 Unit 1	22. HEADQUARTERS	Same

23. REMARKS (*When used to request personnel, include qualifications required, experience, training, special skills, physical factors and special working conditions.*) (*If additional space is necessary, use reverse side.*)

Mr. Blackwood has demonstrated his willingness, interest and initiative in furthering the staple food program for this Headquarters. It is contemplated to elevate him to Assistant Economics Officer upon return to ZI of present chief, (February). He is capable and desirous of assuming a more responsible position.

24. FOR FURTHER INFORMATION, CONTACT (*Name, title, telephone extension*)
Cornelius J. McMahon - Kumamoto 3359

25. APPROVED BY (*Signature and title*)
FRANK C. SEITZ, Lt Col, Inf, Commanding

Part C. FOR USE BY PERSONNEL OFFICE ONLY

POSITION CONTROL	26. DATE POSITION VACATED	27. COMP. LEVEL CODE	28. REMARKS	29. INITIALS AND DATE
CLASSIFICATION APPROVAL	30. TITLE, SERVICE, SERIES, GRADE			
	31. POSITION NO.	32. ☐ NEW ☐ I. A. ☐ RECL.		33. INITIALS AND DATE
PLACEMENT ACTION TAKEN	34. STANDARD TERMINOLOGY AND EFFECTIVE DATE	35. CSC OR OTHER LEGAL AUTHORITY		36. INITIALS AND DATE

37. APPROPRIATION		38. POS. REF. OR JOB DESC. MANUAL NO.
FROM	TO	

39. PERSONNEL OFFICE COMMENTS

134

WD AGO FORM 72 1 SEP 1947

Replaces WD Form 72, 1 Jun 1945, which may be used.

DECLASSIFIED E.O. 12065 SECTION 3.402/NND NO.

Part D. SEPARATION

RESIGNATION

40. I HEREBY RESIGN, FOR THE FOLLOWING REASONS:

41. MY LAST DAY OF WORK WILL BE:	42. SIGNATURE OF EMPLOYEE
43. SUPERVISOR'S NOTATION	44. SUPERVISOR'S SIGNATURE

INCLUDE FOR ALL SEPARATIONS

45. EMPLOYEE'S FORWARDING ADDRESS (*Number and street, zone, city and State*)

Part E. FOR USE BY PERSONNEL OFFICE ONLY

46. FINAL INTERVIEW	47. INITIALS	48. DATE

TIME AND LEAVE DATA

49. LAST DAY OF DUTY	50. HRS. A/L AND/OR S/L TO BE PAID	51. CALENDAR PERIOD COVERED BY SUCH LEAVE	52. DAYS LWOP DURING CALENDAR YEAR	53. INITIALS

54. REMARKS (*Item 23 continued*)

0552 — FEC PRINTING PLANT — 1/48 — 542M

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDS No.

130

KUMAMOTO ~~MILITARY GOVERNMENT~~ Civil Affairs TEAM

The attached position descriptions are standard and conform with Letter Order 1-8, dated 23 January, 1948. Deviation from the standard descriptions will not be made unless approved by this Headquarters.

When a request is made for promotion or transfer from one position to another standard position, the request must be accompanied by eight signed copies of standard job description on *DA AGO Form 374 dated 1 November, 1948, which supersedes WD Form 74.

*DA AGO Form 374 may be requisitioned through normal supply channels.

Following is list of position descriptions inclosed, and names of personnel now assigned to your team as of 19 May, 1949:

Position Title	GRADE	Position Number	Incumbent
Public Health Officer	P-5	MGI-1004-16	Vacant
Public Health Nurse	P-3	MGI-1005-16	Vacant
Civil Education Officer	CAF-11	MGI-1008-16	Pedersen, Walter B.
**Education Specialist	CAF-9	MGI-1009-16	Vacant
Educ.Spec. Woment's Affairs	CAF-7	*MGI-858-16	Vandaveer, Harriet
Public Welfare Officer	P-4	MGI-1013-16	Vacant
Civil Information Officer	CAF-11	MGI-1015-16	Vacant
Business Specialist	CAF-11	MGE-1003-16	Blackwood, George K.
Business Specialist	CAF-9	MGE-1004-16	Vacant
Legal & Government Officer	P-4	MGM-1004-16	Vacant
Clerk (Inter-Trans)	CAF-6	MGM-1006-16	Ando, Willy
Clerk (Inter-Trans)	CAF-6	MGM-1006-16(1)	Yoshinaga, Tamotsu
Clerk (Inter-Trans)	CAF-6	MGM-1006-16(2)	Morikawa, Kazuo
Clerk (I-T) Apprentice	CAF-5	None	Vacant
Clerk (Field & Office)	CAF-5	MGM-1007-16	Lanham, Homer F.
Clerk (Field & Office)	CAF-4	MGM-402-16	Vacant
Clerk-Stenographer	CAF-3	MGM-1001-16	Vacant
Clerk-Typist	CAF-2	MGM-1000-16	Vacant

*MGI-858-16 is not a standard position and will be cancelled when vacated by present incumbent.

Each employee is required by regulations to have a copy of his or her job description. A copy should be made for those employees who do not have a personel copy.

**To be occupied by women only.

Richard V. Anderson
Civilian Personnel Officer
Civil Affairs Section

2-0860 2-7018

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

KUMAMOTO ~~MILITARY GOVERNMENT~~ Civil Affairs TEAM

The attached position descriptions are standard and conform with Letter Order 1-8, dated 23 January, 1948. Deviation from the standard descriptions will not be made unless approved by this Headquarters.

When a request is made for promotion or transfer from one position to another standard position, the request must be accompanied by eight signed copies of standard job description on *DA AGO Form 374 dated 1 November, 1948, which supersedes WD Form 74.

*DA AGO Form 374 may be requisitioned through normal supply channels.

Following is list of position descriptions inclosed, and names of personnel now assigned to your team as of 19 May, 1949:

Position Title	GRADE	Position Number	Incumbent
Public Health Officer	P-5	MGI-1004-16	Vacant
Public Health Nurse	P-3	MGI-1005-16	Vacant
Civil Education Officer	CAF-11	MGI-1008-16	Pedersen, Walter B.
**Education Specialist	CAF-9	MGI-1009-16	Vacant
Educ.Spec. Woment's Affairs	CAF-7	*MGI-858-16	Vandaveer, Harriet
Public Welfare Officer	P-4	MGI-1013-16	Vacant
Civil Information Officer	CAF-11	MGI-1015-16	Vacant
Business Specialist	CAF-11	MGE-1003-16	Blackwood, George K.
Business Specialist	CAF-9	MGE-1004-16	Vacant
Legal & Government Officer	P-4	MGM-1004-16	Vacant
Clerk (Inter-Trans)	CAF-6	MGM-1006-16	Ando, Willy
Clerk (Inter-Trans)	CAF-6	MGM-1006-16(1)	Yoshinaga, Tamotsu
Clerk (Inter-Trans)	CAF-6	MGM-1006-16(2)	Morikawa, Kazuo
Clerk (I-T) Apprentice	CAF-5	None	Vacant
Clerk (Field & Office)	CAF-5	MGM-1007-16	Lanham, Homer F.
Clerk (Field & Office)	CAF-4	MGM-402-16	Vacant
Clerk-Stenographer	CAF-3	MGM-1001-16	Vacant
Clerk-Typist	CAF-2	MGM-1000-16	Vacant

*MGI-858-16 is not a standard position and will be cancelled when vacated by present incumbent.

Each employee is required by regulations to have a copy of his or her job description. A copy should be made for those employees who do not have a personel copy.

**To be occupied by women only.

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

(SAMPLE)

DEPARTMENT OF THE ARMY

JOB DESCRIPTION

FIELD SERVICE

1. INSTALLATION		2. JOB NO.	
Headquarters Eighth Army, Civil Affairs Section, APO 343			
3. TITLE	4. PAY CATEGORY	5. OCC. CODE	6. GRADE
Clerk-Typist			

7. EVALUATION APPROVAL

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

(SIGNATURE) (DATE)

8. CITATION TO APPLICABLE STANDARD AND ITS DATE OF ISSUANCE

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

Under the general supervision of a clerk of higher grade, incumbent performs duties in accordance with brief oral instructions.

Following standard procedures, types miscellaneous material including letters, indorsements, circulars, reports, etc., from draft or plain copy involving responsibility for arranging and spacing material and for correcting errors in punctuation, grammar, spelling and capitalization.

Cuts stencils.

Executes numerous clerical tasks such as checking and verifying figures on incoming reports, arranging military correspondence and marking inclosures properly, assembling material for the preparation of reports, searching files, placing and answering telephone calls, receiving callers and placing material in files.

Performs other incidental duties as assigned.

↑ This paragraph should be added to every position description.

Note: Leave items 2, 4, 5, 6, 7, and 8 blank.

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

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

JOB CONTROLS, DUTIES, AND CONDITIONS OF WORK—CONTINUED

NOTE: All copies of position description must be signed by the incumbent's immediate supervisor (either military or civilian).

EXAMPLE: A position description for a Clerk (Field & Office) in the Welfare Section would be signed by the Welfare Officer (either military or civilian as the case may be.)

10. CERTIFICATION

ORGANIZATIONAL LOCATION:

Kumamoto Civil Affairs Team, APO 24 Unit 1

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

(SIGNATURE OF ANALYST)	(SIGNATURE OF APPROVING SUPERVISOR)
	John J. Doe
	JOHN J. DOE
	Capt. Inf (or P-4)
	Chief, Welfare Section

11. REAUDIT CERTIFICATION

DATE						
SUPERVISOR'S APPROVAL						
ANALYST'S APPROVAL						

5080—FEC Printing Plant—3/49—190M

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

BASIC RATES

(With and Without Overseas Differential)

SERVICE & GRADE		MINIMUM		INTERMEDIATE			MAXIMUM	
P	CAF	(ST) I	II	III	IV	V	VI	VII
--	1	2294.60 (2086.00)	2367.20 (2152.00)	2439.80 (2218.00)	2512.40 (2284.00)	2585.00 (2350.00)	2665.34 (2423.04)	2748.10 (2498.28)
--	2	2512.40 (2284.00)	2585.00 (2350.00)	2665.34 (2423.04)	2748.10 (2498.28)	2830.87 (2573.52)	2913.63 (2648.76)	2996.40 (2724.00)
--	3	2748.10 (2498.28)	2830.87 (2573.52)	2913.63 (2648.76)	2996.40 (2724.00)	3079.16 (2799.24)	3162.32 (2874.84)	3244.69 (2949.72)
--	4	2996.40 (2724.00)	3079.16 (2799.24)	3161.93 (2874.48)	3244.69 (2949.72)	3327.45 (3024.96)	3410.22 (3100.20)	3492.98 (3175.44)
1	5	3272.28 (2974.80)	3410.22 (3100.20)	3548.16 (3225.60)	3686.10 (3351.00)	3824.04 (3476.40)	3961.98 (3601.80)	4099.92 (3727.20)
--	6	3686.10 (3351.00)	3824.04 (3476.40)	3961.98 (3601.80)	4099.92 (3727.20)	4237.86 (3852.60)	4375.80 (3978.00)	4513.74 (4103.40)
2	7	4099.92 (3727.20)	4237.86 (3852.60)	4375.80 (3978.00)	4513.74 (4103.40)	4651.68 (4228.80)	4789.62 (4354.20)	4927.56 (4479.60)
--	8	4513.74 (4103.40)	4651.68 (4228.80)	4789.62 (4354.20)	4927.56 (4479.60)	5065.50 (4605.00)	5203.44 (4730.40)	5341.38 (4855.80)
3	9	4927.56 (4479.60)	5065.50 (4605.00)	5203.44 (4730.40)	5341.38 (4855.80)	5479.32 (4981.20)	5617.26 (5106.60)	5755.20 (5232.00)
--	10	5341.38 (4855.80)	5479.32 (4981.20)	5617.26 (5106.60)	5755.20 (5232.00)	5871.14 (5337.40)	6031.08 (5482.80)	6169.02 (5608.20)
4	11	5755.20 (5232.00)	--- (---)	6031.08 (5482.80)	6306.96 (5733.60)	6582.84 (5984.40)	--- (---)	6858.72 (6235.20)
5	12	6858.72 (6235.20)	--- (---)	7122.06 (6474.60)	7385.40 (6714.00)	7648.74 (6953.40)	--- (---)	7912.08 (7192.80)
6	13	8175.42 (7432.20)	--- (---)	8438.76 (7671.60)	8702.10 (7911.00)	8965.00 (8150.00)	--- (---)	9228.78 (8389.80)
7	14	9360.45 (8509.50)	--- (---)	9689.62 (8808.75)	10018.80 (9108.00)	10330.00 (9407.25)	--- (---)	10330.00 (9706.50)
8	15	10330.00 (same)	10330.00 (same)	10330.00 (same)	10330.00 (same)	10330.00 (same)	--- (---)	10330.00 (same)

NOTE: Salary without overseas differential is shown in parenthesis.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDB NO:

Refer to:
Public Health No. 5

POSITION DESCRIPTION

Incumbent's Name

Eighth Army

Prefectural Military Government Team
Public Health Section

Duties and Responsibilities

PREFECTURAL PUBLIC HEALTH OFFICER

Under the general supervision of the Commanding Officer of the prefectural Military Government Team and also subject to regulations and staff direction from regional teams and higher headquarters from whom he may secure advice and assistance. Incumbent is responsible for surveilling, supervising and assisting the Japanese in public health work throughout the prefecture in order to establish normal civilian health control procedures to prevent and control diseases in the civilian population. A thorough knowledge of public health techniques and theories and a very good understanding of the objectives of the public health program is required.

Incumbent performs the following tasks in accomplishing assisgnement:

1. Exercises surveillance of Japanese in the prefecture by frequent detailed inspections within the prefecture of all public health activities in order to determine compliance by the Japanese with SCAP directives relative to public health with special reference to manner of performance of the following.

a. General public health and sanitation program.
b. Organization, training and operation of civilian sanitation squads for insect and rodent control and environmental sanitation.
c. Immunization program in compliance with existing regulations.
d. Hospitalization and medical care for the Japanese.
e. Quarantine and general control measures for the major epidemic diseases.
f. Tuberculosis control program.
g. Prompt and accurate reporting of communicable diseases with special attention to the major epidemic diseases.
h. Venereal disease treatment and control program.
i. Distribution and use of medical supplies and insect and rodent control supplies and equipment.
j. Narcotics control program.

2. Interprets and executes Corps and Army directives concerning public health.

3. Gives necessary technical assistance to the Japanese to assist them in hospital administration, organization of health centers, VD and TB control.

4. Maintains liaison with necessary civilian agencies and with the public health branch of the regional team in order to obtain current public health information.

5. Holds conferences with the local Japanese Public Health officials in order to educate them in the up-to-date public health methods for the purpose of improving the local public health program.

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

6. Analyzes the progress of the public health program in the prefecture, taking action locally whenever possible to correct any irregularities otherwise makes recommendations for the consideration of higher headquarters in order to effect desirable changes in public health policies and procedures to effect a better program based on existing situations in the field. These recommendations include both current and future planning.

7. Keeps superior informed concerning plans, policies and operations and acts as advisor to him on all matters concerning public health. Maintains necessary charts and records for this activity.

8. Cares for the health of the military government unit and makes necessary inspections in the absence of a medical unit in the near vicinity. This includes the setting up and operation of a dispensary.

9. Reviews the work of the public health nurse. Supervises her in planning, organizing and administering her program. Exercises supervision over enlisted or civilian clerical assistants.

10. Makes routine and special reports required on unit (military) and public health activities.

11. Aids the Japanese prefectural public health officials in planning an effective public health program by preparing public health educational information for dissemination and assists in the long range planning designed to ultimately effect an adequate and self-sufficient public health service.

_____

The above duties and responsibilities are approved.

_____

Signature of Team Commander

_____

Name, Grade or Rank of immediate supervisor

_____

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

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

Refer to:
Public Health No. 4

Public Health Nurse

P-3 MSI-1005-1A

POSITION DESCRIPTION

Eighth Army

Incumbent's name

Prefectural Military Government Team

(Insert)

Public Health Section

Duties and Responsibilities

PREFECTURAL PUBLIC HEALTH NURSE

Under the general supervision of the Public Health Officer of the prefecture military government team, incumbent performs duties requiring the use of professional techniques and skills and a knowledge of policies and procedures governing public health program in the occupation. Receives technical and administrative assistance on the more difficult phases of assignment, but to large extent works on own responsibility in determining methods and working details for the development of an effective civilian nursing and health program to establish normal civil health control measures to prevent disease in the civilian population throughout the prefecture.

Accomplishes the above assignment by performance of the following duties:

1. Exercises surveillance of the Japanese Public Health nursing program by conducting inspections of public and private hospitals, clinics, nursing schools, etc., required throughout the prefecture to determine that they are complying with directives, that nursing standards are maintained at an acceptable level, that there is coordination of national and prefectural public health nursing programs and the public health nursing activities are integrated and coordinated with public welfare, health, and education activities. Notes improvements made over previous inspections and factors retarding development of same. Observes, evaluates, criticizes and commends the work of the health officials and makes reports and recommendations on existing conditions concerning the manner in which the Japanese are carrying on public health nursing activities. Makes special investigations and reports as recommended.

2. Keeps abreast of Japanese health nursing measures and gives encouragement and technical assistance to health officials relative to the organization and training of home visiting teams that can do venereal disease and tuberculosis case findings and tracing, and child welfare and maternity care, by holding and taking part in demonstrations, lectures, and field work in an effort to disseminate modern public health nursing information.

Gives particular encouragement to their efforts to improve the training of nurses by suggesting courses, text material, demonstrations, etc. Upon occasion may conduct classes for nurses where such topics as tuberculosis control, VD tracing, maternity care, duties of hospital nurses and the like are discussed in an effort to raise the general public health nursing standards in Japan.

3. Keeps superior informed on information gathered while on field trips and inspections.

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The above duties and responsibilities are approved.

Signature of Team Commander

Name, Grade, or Rank of immediate supervisor.

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

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

Civil Education Officer

CAF-11 MGI-1008 -16

Refer to:
Civil Education No. 3

POSITION DESCRIPTION

Eighth Army
Prefectural Military Government Team
Civil Education Section
T/O Position: Civil Education Officer

Incumbent's Name

(Insert)

Duties and Responsibilities

Under the general supervision of the prefectural or special area senior military government officer, incumbent organizes and directs the civil education program within the prefecture or special area.

Duties:

1. Based on current priorities in the surveillance and direction of the civil education program, he proposes for the approval of the team executive the detailed weekly activities schedule of his section, participates actively therein, and supervises its execution.

2. Based upon field inspections by himself and members of his section to gather facts, develop evidence or secure information on education matters in the prefecture, he checks conformance to policies, procedures and requirements of higher headquarters, ascertains violations of directives, and plans conference programs, the use of information media and lectures to strengthen and guide the development of all phases of the education program. Particular attention isgiven to individual and group conferences with Japanese principals, teachers, prefectural education officials, and parents of students.

3. By means of inspections, personal observations and contacts with Japanese officials and conferences and reports on field trips of subordinates, will determine whether or not directives of higher headquarters are being carried out by the Japanese and will make recommendations to prefectural or special area senior military government officer to increase effectiveness of the civil education program.

4. Will program in detail the work of his assistants, including his CCO office and field assistants, outlining information to be gathered during field inspections and providing these assistants with available information such as officials or citizens to contact, information to disseminate, and suchfact finding aids as questionnaires and check sheets.

5. Will keep theprefectural or special area senior military government officer informed on all phases of the civil education program by means of oral reports, memoranda and staff studies.

6. Will maintain liaison with the Japanese prefectural government on all phases of governmental work pertaining to civil education.

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7. Will advise, encourage and assist Japanese education officials in carrying out the reorganization and decentralization of the school system of the prefecture or special area.

8. Will make school inspections and forward reports as required by higher headquarters.

9. Will prepare and submit recurring and special reports on civil education matters as required by higher headquarters.

10. Will maintain liaison with Japanese Prefectural education section and social education section representatives.

The above duties and responsibilities are approved.

Signature of Team Commander

Name, Grade or Rank of immediate supervisor.

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

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

Refer to:
Civil Education No. 16

POSITION DESCRIPTION

Eighth Army
Military Government Section
Location: Prefecture
T/O Position: Women's Affairs Officers (5503)

Education Specialist
Title

CAF 220 9
Service Series Grade

Duties and Responsibilities

ASSISTANT CIVIL EDUCATION OFFICER (WOMEN'S AFFAIRS)

1. Under the general supervision of the civil education officer, incumbent assists in organizing and administering the civil education program throughout the prefecture. Independent action and decision in the several programs in education and women's affairs assigned to incumbent's immediate supervision are permitted within the limitations of broad directives, regulations and policies established by higher authority. Technical supervision is provided by regional civil education personnel through periodic visits to subordinate prefectures, conferences with prefectural officers and assistance and advice when necessary.

2. Person to person relationships are of significance in this position which includes responsibility for participation in conferences with Japanese officials and the rendering of advice and assistance based on high level professional experience in the technical field involved.

3. The operational scope of the Civil Education Section includes:

a. Advising and assisting prefectural and local boards of education and superintendents of education in establishing a democratic school system which will give equal educational opportunity to all youth irrespective of social, economic, political, religious or racial background and in eliminating militaristic and ultra-nationalistic influences from the school system.

b. Assisting Japanese school authorities in making long-range plans for the establishment of elementary and secondary schools, future building programs and school budgets.

c. Conducting school inspections throughout the prefecture to observe teaching practices as a basis for counciling school officials, principals and teachers on educational problems.

d. Advising and assisting in establishing and maintaining and in-service teacher training program in each school.

e. Furnishing guidance in establishing and conducting women's organizations and in raising the political and social status of women in the prefecture.

f. Assisting the Japanese in carrying on a program of adult education by establishing clubs, parent-teachers' associations, discussion forums, recreation programs and by encouraging the development of evening classes and extension courses for adults.

g. Helping communities develop youth organizations, giving particular attention to the selection and training of leaders of such organizations.

h. Insuring that the principles of freedom of religion, the separation of church and state are understood and accomplished.

4. Through contacts with PTA's, women's organizations and other

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community groups, assists women teachers in gaining social and professional recognition. Works through the superintendents and boards of education in emphasizing the necessity for comprehensive curriculums, including courses in home economics, and the wisdom of placing well qualified women in administrative prositions.

5. In cooperation with the team public health nurse, works with school nurses, women teachers and women's organizations on health programs, including sex hygience and sex education.

6. Furnishes guidance to PTA's and women's organizations in child welfare work, coordinating their activities with women's and minors' bureau, Child Welfare Section, Sanitation Section and other local governmental agencies interested in child welfare.

7. Gives technical guidance and assistance to local communities in the development of girl scouts and other organizations for girls and in the organization of training courses for leaders of these organizations.

8. Promotes political education of women by planning and organizing adult education classes, lectures by local and national governmental officials, and political discussion groups.

9. Makes personal field trips to gather facts, develop evidence or secure information on matters in the prefecture for conformance to policies, procedures and requirements of higher headquarters; ascertains violations of directives; gives advice and suggestions in field of activity in which her section is engaged. Delivers speeches on education and women's affairs matters to local groups and organizations. Intent and scope of speeches are indicated to superior but preview is not made before delivery. Supervises programs to be administered by the Japanese for the improvement of public and adult education.

10. Acts as the Women's Affairs Officer and as a technical consultant and advisor to the civil education officer on particular phases of the programs in education. Assists the civil education officer in coordinating the work of the section with lateral sections in the team. Reports to the civil education officer problems which are beyond local solution with recommendations and supporting statistics and/or data for report to higher headquarters.

11. Renders routine and special report and correspondence as required.

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

DEPARTMENT OF THE ARMY

JOB DESCRIPTION

FIELD SERVICE

1. INSTALLATION		2. JOB NO.
EIGHTH ARMY KYUSHU MIL.GOV'T. SECTION PREFECTURE		MGI 858-16
3. TITLE	4. PAY CATEGORY	5. OCC. CODE / 6. GRADE
WOMEN'S AFFAIRS OFFICERS (5503)		CAF 7

7. EVALUATION APPROVAL

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

(SIGNATURE) (DATE)

8. CITATION TO APPLICABLE STANDARD AND ITS DATE OF ISSUANCE

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

ASSISTANT CIVIL EDUCATION OFFICER (WOMEN'S AFFAIRS)

1. Under the general supervision of the civil education officer incumbent assists in organizing and administering the civil education program throughout the prefecture. Independent action and decision in the several programs in education and women's affairs assigned to incumbent's immediate supervision are permitted within the limitations of broad directives, regulations and policies established by higher authority. Technical supervision is provided by regional civil education personnel through periodic visits to subordinate prefectures conferences with prefectural officers and assistance and advice when necessary.

2. Person to person relationships are of significance in this position which includes responsibility for participation in conferences with Japanese officials and the rendering of advice and assistance based on high level professional experience in the technical field involved.

3. The operational scope of the Civil Education Section includes:

a. Advising and assisting prefectural and local boards of education and superintendents of education in establishing a democratic school system which will give equal educational oppertunity to all youth irrespective of social, economic, political, religious or racial background and in eliminating militaristic and ultra-nationalistic influences from the school system.

b. Assisting Japanese school authorities in making long-range plans for the establishment of elementary and secondary schools future building programs and school budgets.

c. Conducting school inspections throughout the prefecture to observe teaching practices as a basis for counciling school officials, principals and teachers on educational problems.

d. Advising and assisting in establishing and maintaining and in-service teacher training program in each school.

e. Furnishing guidance in establishing and conducting women's organizations and in raising the political and social status of women in the prefecture.

DA AGO FORM 1 NOV 48 374 (*Continue statement of duties, etc., on reverse side*)

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

JOB CONTROLS, DUTIES, AND CONDITIONS OF WORK—CONTINUED

f. Assisting the Japanese in carrying on a program of adult education by establishing clubs, parent-teachers associations discussion forums, recreation programs and by encouraging the development of evening classes and extension courses for adults.

h. Insuring that the principles of freedom of religion, the separation of church and state are understood and accomplished.

4. Through contacts with PTA's, women's organizations and other community groups, assists women teachers in gaining social and professional recognition. Works through the superintendents and boards of education in emphasizing the necessity for comprehensive curriculums, including courses in home economics, and the wisdom of placing well qualified women in administrative positions.

5. In cooperation with the team public health nurses, works with school nurses, women teachers and women's organizations on health programs, including sex hygiene and sex education.

6. Furnishes guidance to PTA's and women's organizations in child welfare work, coordinating their activities women's and miner's bureaus, Child Welfare Section, Sanitation Section and other local governmental agencies interested in child welfare.

7. Gives technical guidance and assistance to local communities in the development of girl scouts and other organizations for girls and in the organization of training courses for leaders of these organizations.

8. Promotes political education of women by planning and organizing adult education classes, lectures by local and national governmental officials, and political discussion groups.

9. Makes personal field trips to gather facts, develop evidence or secure information on matters in the prefecture for conformance to policies, procedures and requirements of higher headquarters; ascertains violations of directives; gives advice and suggestions in field of activity in which her section is engaged. Delivers speeches on

10. CERTIFICATION

ORGANIZATIONAL LOCATION:

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

(SIGNATURE OF ANALYST) (SIGNATURE OF APPROVING SUPERVISOR)

11. REAUDIT CERTIFICATION

DATE						
SUPERVISOR'S APPROVAL						
ANALYST'S APPROVAL						

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

DEPARTMENT OF THE ARMY

JOB DESCRIPTION

FIELD SERVICE

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

7. EVALUATION APPROVAL

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

(SIGNATURE) (DATE)

8. CITATION TO APPLICABLE STANDARD AND ITS DATE OF ISSUANCE

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

education and women's affairs, matters to local groups and organizations. Intent and scope of speeches are indicated to superior but preview is not made before delivery. Supervises programs to be administered by the Japanese for the improvement of public and adult education.

10. Acts as the Women's Affairs Officer and as a technical consultant and advisor to the civil education officer on particular phases of the programs in education. Assists the civil education officer in coordinating the work of the section with lateral sections in the team. Reports to the civil education officer problems which are beyond local solution with recommendations and supporting statistics and/or data for report to higher headquarters.

11. Renders routine and special report and correspondence as required.

12. Employee needs guidance and direction from the Civil Education Officer in the development of the program.

13. Negotiations with Japanese officials must be limited to clearly defined policy or to matters cleared with her technical supervisor.

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

DECLASSIFIED E.O. 12065 SECTION 3.402/NARS Date

JOB CONTROLS, DUTIES, AND CONDITIONS OF WORK—CONTINUED

10. CERTIFICATION

ORGANIZATIONAL LOCATION:

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

(SIGNATURE OF ANALYST)

(SIGNATURE OF APPROVING SUPERVISOR)

11. REAUDIT CERTIFICATION

DATE						
SUPERVISOR'S APPROVAL						
ANALYST'S APPROVAL						

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DECLASSIFIED E.O. 12065 SECTION 3 NSC/NARS

Public Welfare Officer

Refer to:
Public Welfare No. 2

P-4

MGI-1013
-14

POSITION DESCRIPTION

Eighth Army

Prefectural MG Team
Public Welfare Section
T/O Position: Public Welfare Officer

Incumbent's Name

_____

Duties and Responsibilities

Is responsible for surveillance of all Japanese welfare activities in a prefecture. Under the administrative supervision of a prefectural military government team commander, operates as a social worker, planning the use of his own time and programming military government welfare activities, including the weekly activities schedule of his section. Technical supervision is provided by a welfare officer, region, through periodic visits to the prefecture, conferences with prefectural welfare officials and assistance and advice in emergencies.

Duties:

1. Supervises the execution of directives covering military government welfare activities.

2. Exercises surveillance over Japanese welfare activities at all levels within the prefecture. Surveillance is maintained by means of field inspections, conference with Japanese welfare officials, study and analysis of Japanese reports and statistics, review of local public assistance administration and conferences with reports of subordinates on results of their field trips. Continually checks to insure uniformity of procedure and General good practice in operation of the following programs; public assistance, child welfare, disaster relief plans, care for the homeless, supplementary rations for purchase by foreign nationals and institutional care. Suggests improvements and corrective measures in the field and reports violations and other problems to higher headquarters for correction through Japanese national channels.

3. Schedules in detail the weekly activities of his field assistants, outlining information to be gathered and providing him with available information such as officials and citizens to contact, information to disseminate and such fact-finding aids as questionnaires and check sheets.

4. Supervises local operations of private welfare agencies such as International Relief Committee and LARA (Licensed Agencies for Relief in Asia) by examining records and checking distribution of relief supplies. Suggests improvements and corrective measures in the filed and reports on the status of these activities to higher headquarters for appropriate action by national headquarters of the organization concerned.

5. In coordination with the civil information section of the team insures timely dissemination by the Japanese of information and educational materials of interest and application to the public on welfare matters.

DECLASSIFIED E.O. 12065 SECTION 3 NSC, MAR

6. Reviews and analyzes Japanese instructions and regulations issued by the prefecture or lower level of government covering welfare procedures for compliance with directives.

7. Advises and counsels the prefectural welfare officials to the extent authorized by the commanding officer of military government teams. covering welfare procedures for compliance with directives.

8. Cooperates with other military government sections such as education, public health, and legal in the performance of duties connected with overlapping responsibilities in such fields as schools for the deaf and blind, reform schools, penal institutions, juvenile courts, school lunches, free medical care and other social-medical programs by planning field inspections to avoid duplication of effort and by conferring on problems that arise.

9. Prepares routine and special reports concerning welfare matters for the commanding officer of the military government team and keeps him informed at all times.

10. Attends regional welfare conferences as representative of military government team commander.

The above duties and responsibilities are approved.

Signature of Team Commander

Name, Grade or Rank of immediate supervisor.

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

DECLASSIFIED E.O. 12065 SECTION 3 NLJ/NARS

Civil Information Off.

MGI-1015.17 CAF-11

Refer to:
Information No. 3

POSITION DESCRIPTION

Eighth Army

Prefectural Military Government Team
Civil Information Section

Incumbent's name

(Insert)

Duties and Responsibilities

CHIEF, PREFECTURAL INFORMATION SECTION

Under the general supervision of the team commander, and in consonance with the policies of higher headquarters, incumbent performs duties requiring a broad knowledge of occupation objectives and programs, military government functions and activities, and Japanese programs and activities, both national and local. Incumbent formulates and conducts a program to energize the democratic development of local Japanese information media and organizations, both governmental and private. Stimulates and aids Japanese newspapers, radio stations, book and pamphlet publishers, farm and labor organizations, and other media in planning and conducting information programs; assures thereby the timely, enlightened, and voluntary participation of the Japanese, as individuals, in new and controversial programs such as the decentralization of schools, land reform, development of agricultural cooperatives, and others. Evaluates civil information effectiveness and determines that it is adequate in scope and impact to overcome the opposition of deeply intrenched and powerful minority groups, and the superstitions and feudalistic social tendencies of the Japanese people. Assists in the decentralization and democratizing of governmental and social practices by encouraging the local development and promulgation of democratic ideas and doctrines, independent of central agencies, and in the form of books, pamphlets, lectures, and other media. Guides locally initiated information programs to assure their factual content, conformation to democratic principles, and to ascertain that their general nature is such as to meet the approval of higher headquarters, and be compatible with the reasonable expectations of official and non-official observers, and American and foreign press and public.

Duties:

a. Keeps the team commander continuously informed and advised concerning civil information matters by means of oral reports, memoranda, and written studies.

b. By means of field inspections and conferences with appropriate Japanese, surverys, studies, compiles, and maintains essential data setting forth the characteristics and capacities of all local information media and organizations such as newspapers, radio stations, motion picture theatres, labor and farm organizations, and others.

DECLASSIFIED E.O. 12065 SECTION 3 NLJ

c. Maintains continuous liaison with other sections of the team, i.e., Resources, Commerce, and Industry; Legal and Government; Education, and others. Advises them concerning informational aspects of their respective activities, formulates plans therefor, and coordinates consequent information programs with related activity of the section involved.

d. By correspondence and telephone, maintains liaison with appropriate staff section of higher headquarters, accomplishes a continuous exchange of pertinent data, and coordinates prefectural information programs with those of next higher echelon.

e. Supervises the employment of available motion picture projectors and films to re-orient and educate the Japanese; supervises establishment and maintenance of reading rooms and encourages Japanese development and maintenance of public libraries.

f. Consults with, advises, and assists representatives of Japanese media and organizations; orients them concerning their rights and responsibilities in a democratic society; aids them in determining local informational needs; guides and assists them in planning and conducting information programs both to supplement national programs and to answer information requirements peculiar to the prefecture.

g. Seeks out, encourages, and assists responsible Japanese individuals and agencies in the local origination of information materials, and in their preparation as books, magazine articles, lectures, pamphlets, and other media.

h. By means of field inspections, surveys and assays public reaction to specific programs and stimulates appropriate Japanese media and organizations to regulate the nature and scope of information programs to assure voluntary, enlightened, and timely action by Japanese individuals whose interests are affected.

i. Prepares or supervises the preparation of material for publications in Japanese media.

j. Compiles required civil information reports and appropriate recommendations for forwarding to higher headquarters.

k. Supervises one assistant information officer and one clerk typist.

The above duties and responsibilities are approved.

Signature of Team Commander

Name, Grade or Rank of immediate supervisor

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

DECLASSIFIED E.O. 12065 SECRET NARA, Date 11-22-82

Business Specialist

CAF-11 NSE-1003 -11

Refer to:
Economics No. 4

POSITION DESCRIPTION

Eighth Army

Incumbent's Name

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

(Insert)

Duties and Responsibilities

CHIEF, ECONOMIC SECTION

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The above duties and responsibilities are approved.

Signature of Team Commander

Name, Grade or Rank of immediate supervisor.

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

DECLASSIFIED E.O. 12065

Refer to:
Economics No. 5

Business Specialist
CAF-9 MSE-1004-16

POSITION DESCRIPTION

Eighth Army

Incumbent's name

Economics Section

(Insert)

Duties and Responsibilities

ASSISTANT CHIEF, ECONOMICS SECTION

Under the general supervision of the Chief, Economics Section, incumbent is delegated the development and management of one specific phase of the Economics program or may assist in the overall program using independent judgment and decision on special assignments of major scope. Control by supervisor is maintained by periodic discussions or conferences and by review of correspondence and reports prepared by incumbent.

Operating responsibilities of the section include: Commerce and Trade; Manufacturing and Industry; Natural Resources; and Labor Relations, Labor Education and Labor Procurement.

(1) Assembles and studies directives and authoritative material from higher headquarters; discussing material with supervisor and corresponding sections at higher headquarters to insure a clear and complete understanding of the program and related problems.

(2) Establish contacts with concerned Japanese officials and citizens. Discuss problems with them and suggest remedial plans. Ascertain that the Japanese have a full understanding of legislation and directives affecting them and inform them of their rights and limitations thereunder. This is done by conference and by speeches to trade associations or other groups.

(3) Conduct field trips to observe conditions and program progress throughout the area. Exercise surveillance of and make suggestions to government officials and Japanese citizens to assure compliance with SCAP and Government directives; investigate or initiate surveys when appropriate.

(4) Obtain information for reports to higher headquarters. This includes conferences and inspections for special reports and preparation of report forms for recurring reports, both statistical and analytical. Submits activities report to chief of section.

(5) Report to chief of section unsatisfactory conditions which cannot be corrected by local action, with recommendations for report to higher headquarters.

(6) Coordinate with other sections of team both through chief of section and direct. Assembles appropriate Japanese and members of the MG team for study and solution of problems common to all.

DECLASSIFIED E.O. 12065

(7) Arrange conferences and itineraries and accompanies on field trips appropriate officials from higher headquarters. Orient them on the program in the Prefecture.

(8) Plans work for subordinates in the form of questionnaires, check sheets, etc. to be used in surveillance and gathering of statistics and data in outlying areas.

(9) Determines basic current information needed and directs the preparation of graphs and charts showing location of plants, transportation, production statistics, labor statistics, etc. used for ready reference by himself and officials on the team.

(10) Prepares drafts of correspondence for signature of team commander. 100%

The above duties and responsibilities are approved.

Signature of Team Commander

Name, Grade or Rank of immediate supervisor.

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

DECLASSIFIED E.O. 12065 SECTION 3.4

Legal & Govt Officer

Refer to:
Legal & Government No. 2

P-4 MHK-1004
-14

POSITION DESCRIPTION

Eighth Army

Incumbent's Name

Prefectural Military Government Team
Legal and Government Section
T/O Position: Legal & Government Officer

(insert)

Duties and Responsibilities

Under administrative direction of the military government team commander and broad directives from higher headquarters, incumbent is responsible for directing, administering and coordinating the legal and government program throughout the prefecture. Broadly this program embraces but is not limited to surveillance and direction of or assistance to the Japanese in:

(a) Japanese courts and criminal procedure, to include increasing the standards, prestige and dignity of the legal profession.

(b) Establishment of orderly and democratic governmental administration at all levels.

(c) Development of a sense of responsibility of a government to its people.

(d) Development of an understanding of the rights and duties of citizenship and of the New Constitution and laws pursuant thereto.

(e) Democratization and decentralization of government organization in order to insure local self-government.

(f) Carrying out provisions of the purge directives.

(g) Supervision of Japanese elections.

1. Makes personal visits to cities, towns and villages to contact local authorities and determine their problems and opinions on legal and governmental matters. Checks ordinances received by the prefectural government against SCAP directives and becomes acquainted with the interpretation local authorities are applying to these directives. Renders recommendations as to construction to be placed upon definitions, words, phases and clauses of SCAPINS, Directives and Memorandums where same appear susceptible to duality of meaning.

2. Observes meetings of prefectural assembly, giving careful attention to projects discussed and action taken.

3. Personally inspects Japanese Courts, both civil and criminal, within the prefecture to observe their activities and report on same. Inspects Japanese Court dockets and records for pre-trial trends.

4. Becomes familiar with local governmental officials and the local political situations, with respect to elections and appointments of officials. Maintains a record of political parties, strength, organization, party platforms and party activities.

DECLASSIFIED E.O. 12065

5. Exercises surveillance of Japanese jails and detention to ensure that all incarcerees are legally committed and charged upon proper court order and to report on the treatment of prisoners, confinements over long periods without trial and police methods.

6. Reviews, when requested, records of trials of Koreans, stateless persons and non-united nations foreign nationals and renders decisions on their adherence to SCAP directives limiting the jurisdiction of Japanese Courts over such nationals.

7. Surveys elections and operations of the purge as directed.

8. Makes investigations involving important or large scale operations in such activities as blackmarket, smuggling, illegal entries, anti-democratic procedures and the like.

9. In coordination with the civil information section of the team insures timely dissemination by the Japanese of information and educational material of interest and application to the public on welfare matters.

10. Is responsible for the preparation of reports, surveys, digests and advisory opinions relating to legal-government matters within the prefecture.

11. In given cases, determines whether a Japanese should be tried in Japanese courts or provost courts.

12. When requested, advises other sections of the team as to proper interpretation of directives, SCAPINS, and memorandums.

13. Exercises surveillance over Japanese customs and quarantine operations in the prefecture when necessary.

14. Is responsible for organizational planning of the section, assignment of personnel, and control and direction of phases of the program delegated to subordinates.

The above duties and responsibilities are approved.

Signature of Team Commander

Name, Grade or Rank of immediate supervisor.

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

DECLASSIFIED E.O. 12065 SECTION 3.3(b)(1)

[redacted]
MGM-1006-11
(1)

Refer to:
Administration No. 10

POSITION DESCRIPTION

Eighth Army
Military Government Section
Location: Prefecture

Clerk (Interpreter-Translator)
Title

CAF	130	6
Service	Series	Grade

Duties and Responsibilities

Under the general supervision of the Chief or the Assistant Chief of the technical unit to which assigned, incumbent relieves higher grade employees of clerical assignments in the field and in the office. Work is performed in accordance with directives as interpreted by supervisor or in accordance with predetermined procedure. Independent judgment and discretion are used in the execution of work, many details of which are not readily subject to check. Written reports and materials are reviewed by higher grade employees.

Pertinant to this position is the ability to interpret from Japanese into English and English into Japanese for persons unable to speak and understand both languages and in order to accomplish assigned clerical duties without requiring the services of another interpreter-translator.

Incumbent will interpret for military persons, engineers, doctors, lawyers, police, industrialists, government officials, farmers, miners, and for other persons in all walks of life in conversations, conferences, and speeches in front of large and small groups of people.

Translates written material from Japanese into English and from English into Japanese. Makes complete translations of documents and technical material using idiomatic phraseology peculiar to the language.

In the compilation and preparation of recurring reports, incumbent follows precedent, calling by telephone or by means of conferences, the Japanese agencies or individuals to secure statistics and information requested by higher authority. Presents information gathered to superior who judges consistency and completeness of data received before preparation and submission in standard form. Writes simple narratives when required for clarification and prepares transmittal letter.

Makes inter-office contacts, selects information from office records and interviews Japanese officials and citizens to secure information and statistics for special reports for higher headquarters. Prepares report as directed by supervisor or submits to higher grade employee for compilation.

Makes field trips to gather facts, develop evidence, or secure information by reviewing records, observing conditions and interviewing individuals in order to ascertain violations of directives and to secure compliance to them by rendering advice and suggestions in one or more fields of activity in which his section is engaged. Incumbent is limited in nature and scope of commitments to well defined policy and procedure. Supervisor outlines information to be gathered and provides incumbent with information available, such as officials and citizens to contact, information to disseminate and such fact-

DECLASSIFIED E.O. 12065 DECLASSIFIED

finding aids as questionnaires and check sheets. Inspections are usually routine where situations encountered are failry repetetive or at institutions or plants not presenting complex or difficult problems.

In absence of supervisor, receives visitors in the office giving out information based on established policy and procedures; makes appointments for supervisor; maintains follow-up recurring reports or action correspondence prepares routine indorsements and information memoranda, and performs similar clerical duties as required. Assists the section chief in scheduling the weekly activities of the section.

Supervises the work of subordinate clerical personnel in the section.

Interprets speeches for his superiors before large groups of people.

The above duties and responsibilities are approved

Signature of Team Commander

Name, Grade or Rank of immediate Supervisor

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

DECLASSIFIED E.O. 12065 SECRET

No Standard Position Number

Clerk (Inter-Trans)
Appr.

POSITION DESCRIPTION CAT-6

Eighth Army

Incumbent's name

Section

(Insert)

Duties and Responsibilities

CLERK - INTERPRETER - TRANSLATOR - (Apprentice)

Incumbent will be under the supervision of the Adjutant or Administrative Officer of the Administrative Section or may be assigned to one of the technical sections. Does not receive close language supervision but is subject to review for adequacy of performance by supervisor.

The interpreter-translator will not exercise supervising authority except that which is delegated him to exercise over indigenous persons.

Interprets the Japanese language into English or English into Japanese to assist Military Government personnel and others in conversing with individuals who are unable to speak English in office conferences and conversations serving one or more phases of military government activities.

Translates written material from Japanese into English and English into Japanese. Makes translations of forms and letters of both languages using technical phraseology peculiar to the languages sufficiently understandable for routine office and field use.

The interpreter-trnaslator will usually be accompanied by another member of the Military Government team.

DECLASSIFIED E.O. 12065 SECTION 3 NSC

Clerk (Field & Office)

Refer to:
Administration No. 5

CAT-B MOS-1007
.16

POSITION DESCRIPTION

EIGHTH ARMY

Incumbent's name

Prefectural Military Government Team

(Insert)

T/O Position: NCO Assistant (Office & Fields)

Duties and Responsibilities

Under the general supervision of the Chief or the Assistant Chief of the technical unit to which assigned, incumbent performs assignments in accordance with directives as interpreted by supervisor or in accordance with outlined procedure. Independent judgment and discretion are used in the execution of work, many details of which are not readily subject to check. Written reports and material are reviewed by higher grade employees.

In the compilation and preparation of recurring reports, incumbent follows precedent calling by telephone or by means of conferences the Japanese agencies or individual to secure statistics and information requested by higher authority. Judges consistency and completeness of data received and prepares for submission in standard form. Writes simple narratives when required for clarification and prepares transmittal letter.

Makes inter-office contacts, selects information from office records and interviews Japanese officials and citizens to secure information and statistics for special reports for higher headquarters. Prepares report as directed by supervisor or submits to higher grade employee for compilation.

Makes field trips to gather facts, develop evidence, or secure information by reviewing records, observing conditions and interviewing individuals in order to ascertain violations of directives and to secure compliance to them by rendering advice and suggestions in one or more fields of activity in which his section is engaged. Incumbent is limited in nature and scope of commitments to well defined policy and procedure. Supervisor outlines information to be gathered and provides incumbent with information available, such as officials and citizens to contact, information to disseminate and such fact-finding aids as questionnaires and check sheets. Inspections are usually routine where situations encountered are fairly repetitive or at institutions or plants not presenting complex or difficult problems.

In absence of supervisor, receives visitors in the office giving out information based on established policy and procedures; makes appointments for supervisor; maintains follow-up file on recurring reports or action correspondence, prepares routine indorsements and information memoranda, and performs similar clerical duties as required. Assists the section chief in scheduling the weekly activities of the section.

Supervises the work of subordinate clerical personnel in the section. 100%