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

Description of contents

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(1) Box no. 2844

(2) Folder title/number: (15)
Job Descriptions

(3) Date: May 1947 - Mar. 1951

(4) Subject:

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

(6) Reproduction: (Yes) No

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(Compiled by *National Diet Library*)

EMPLOYED JN

Date 2 November 1950

SUBJECT: Recommendation for Language Differentials
TO: Tokyo-To Labor Bureau
THRU: Tokyo Labor Liaison Office, APO 500

Unit	Unit or Installation and its Recommending Officer
Kanto Civil Affairs Region	GEO. R. NIBLOCK JR. Major, Infantry Deputy Chief
Person Recommended: AOKI, George Takashi	Present Base Pay ~~¥9,639~~ 11,470

Job Title & Job Description (explain in detail)

ADVISOR

Under the general supervision of the public health officer and the direct supervision of the regional veterinarian, the incumbent makes surveys and collects veterinary information in the fields of animal disease control and public health. The extent of activity permitted the incumbent is defined by regional headquarters, with such activity being governed by current directives, regulations, and policies.

A thorough and detailed knowledge of the objectives of the public health program as well as complete understanding of all Japanese laws pertaining to the fields of coverage is required.

Being primarily a field agent the incumbent spends the major part of his time with Japanese prefectural officials. At this level he studies public health problems and compiles information relative to findings to include:

a. General prefectural activity in reference to surveillance. b. Effective utilization of personnel. c. Extent of veterinary activity relating to meat, milk, sea food and general food inspection. The incumbent keeps the regional veterinarian advised on all phases of the veterinary program and acts as an advisor in this capacity by means of oral or written reports and problem surveys.

Amount of Foreign Language Used
80%

Language Proficiency

Translation Ability		Conversation Ability	
Tr. Into Foreign Lang.	Tr. Into Japanese	Foreign Lang.	Japanese
* 10	* 10	* 10	* 10

Diligence towards work
* 10

Additional Technical Aptitude, if any (i, e. Typing etc.)
*

Remarks

Note: 1. For each of the items marked *, grade the person's proficiency (the possible maximum is 10 points).

2. Amount of Foreign Language used is to be shown with percentage (the possible maximum is 100 %).

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

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

8. Individual, if any, recommended for this position

Name AWOKI, George Tadashi (Last, First) Address 12, Nakahara-Machi, Isogo-Ku, Yokohama

9. Education: Name of College	Degree or degrees	Dates attending
Azabu Veterinary University Tokyo Agricultural University	Doctor of Veterinary Medicine	1914-1918 1918-1919

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

Title of Position	Name of employer	Address of employer	Salary
Official Sanitary Inspector Professional Expert	Slaughter & Pack House Cerro de Pasco	Callao, Peru, S.A. 1945-49 Copper Corp. 44 Wallstreet N.Y. City	¥11,300

11. Work Experience (During Occupation by Allied Forces)

Title of position	Name of employer	Address of employer	Salary
Adv. Tech & Prof. Expert Advisor Tech.	Vet Disp, Yok Com. Tohoku CA Region	Yokohama Miyagi Prefecture	Top Salary ¥9,200

12. Reason for leaving positions in #11

Transfer from Tohoku Civil Affairs Region to Kanto Civil Affairs Region.

13. For further information, contact: (Name, Title, Telephone)	14. Approved by: (Signature and Title)
Dr. Vitold Jankowski Chief Public Health Section	GEO. B. NIBLOCK JR. Major, Infantry Deputy Chief

CORRECTION

THIS DOCUMENT

HAS BEEN REPHOTOGRAPHED

TO ASSURE LEGIBILITY

Request No. Japanese National, Personnel Action Request — Date of request
Advisor Technical and Professional Expert — 17 October 1950

1. Name of Requesting Unit	2. Address
Kanto Civil Affairs Region 26-7155 Phone No.	Mitsubishi Naka 11
3. Officer in Charge	4. Position Requested
Colonel Julian Dayton	Advisor

5. Duties and Responsibilities (Explain in Detail)	Percentage of time on each task
Under the general supervision of the public health officer and the direct supervision of the regional veterinarian, the incumbent makes surveys and collects veterinary information in the fields of animal disease control and public health. The extent of activity permitted the incumbent is defined by regional headquarters with such activity being governed by current directives, regulations, and policies. A thorough and detailed knowledge of the objectives of the public health program as well as complete understanding of all Japanese laws pertaining to the fields of coverage is required. Being primarily a field agent the incumbent spends the major part of his time with Japanese prefectural officials. At this level he studies public health problems and compiles information relative to findings to include: a. General prefectural activity in reference to surveillance. b. Effective utilization of personnel. c. Extent of veterinary activity relating to meat, milk, sea food and general food inspection. The incumbent keeps the regional veterinarian advised on all phases of the veterinary program and acts as an advisor in this capacity by means of oral or written reports and problem surveys.	Public Health (Vet) 60% Animal Disease Control 40%

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

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

8. Individual, if any, recommended for this position

Name **AWOKI, George Tadashi** Address **12, Nakahara-Machi, Isogo-Ku, Yokohama**
Last First

9. Education: Name of College	Degree or degrees	Dates attending
Azabu Veterinary University **Tokyo Agricultural University**	**Doctor of Veterinary Medicine**	**1914-1918** **1918-1919**

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

Title of Position	Name of employer	Address of employer	Salary
Official Sanitary Inspector **Professional Expert**	**Slaughter & Pack House** **Cerro de Pasco**	**Callao, Peru, S.A.** **1945-49** **Copper Corp. 44 Wallstreet N.Y. City**	**¥11,300**

11. Work Experience (During Occupation by Allied Forces)

Title of position	Name of employer	Address of employer	Salary
Adv. Tech & Prof. Expert **Advisor Tech.**	**Vet Disp, Yok Com.** **Tohoku CA Region**	**Yokohama** **Miyagi Prefecture**	**Top Salary ¥9,200**

12. Reason for leaving positions in #11

Transfer from Tohoku Civil Affairs Region to Kanto Civil Affairs Region.

13. For further information, contact: (Name, Title, Telephone)	14. Approved by: (Signature and Title)
Dr. Vitold Jankowski **Chief** **Public Health Section**	**GEO. B. NIBLOCK JR.** **Major, Infantry** **Deputy Chief**

PE

Date 22 December 1950

SUBJECT: Recommendation for Language Differentials
TO: Tokyo -To Labor Bureau
THRU: CAMP Tokyo Liaison Office, APO 500

Unit	Unit or Installation and its Recommending Officer
Kanto Civil Affairs Region	JULIAN DAYTON Colonel, Infantry Chief
Person Recommended Dr. FUKUDA, Koichin	Present Base Pay ~~¥9,000~~ 9,900.

Job Title & Job Description (explain in detail)

Adviser

Incumbent is under general supervision of the Chief, Public Health Section, Kanto Civil Affairs Region.

1. His duties include inspection of appropriate installations (hospitals, health centers, et alia) as directed by the Public Health Supervisor, and reporting thereon, verbally or in writing.

2. Translation of technical documents and other literature, as the need arises, is also carried out by the incumbent.

Amount of Foreign Language Used

60%

Language Proficiancy

Translation Ability		Conversation Ability	
Tr. Into Foreign Lang.	Tr. Into Japanese	Foreign Lang.	Japanese
* **5**	* **5**	* **7**	* **9**

Diligence towards work
* **9**

Additional Technical Aptitude, if any (i, e. Typing etc.)
* **None**

Remarks
Incumbent has demonstrated improved ability to satisfactorily perform requested duties.

Note: 1. For each of the items marked *, grade the person's preficiency (the possible maximum is 10 points).
2. Amount of Foreign Language used is to be shown with percentage (the possible maximum is 100 %)

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

Date of request 22 December 1950

1. Name of Requesting Unit	2. Address
Kanto Civil Affairs Region Phone No. 20-7155	Mitsubishi Main #11
3. Officer in Charge	4. Position Requested
Colonel Julian Dayton	Adviser

5. Duties and Responsibilities (Explain in Detail)	Percentage of time on each task
Incumbent is under general supervision of the Chief, Public Health Section, Kanto Civil Affairs Region.	
1. His duties include inspection of appropriate installations (hospitals, health centers, et alia) as directed by the Public Health Supervisor, and reporting thereon, verbally or in writing.	~~60%~~ 80
2. Translation of technical documents and other literature, as the need arises, in also carried out by the incumbent.	~~40%~~ 20

Duties and Responsibilities (Continued)	Percentage of Time on Each Task
PI	

6. Recommended salary:	7. Extenuating circumstances, if any, justifying salary
¥9,000	Incumbent has demonstrated improved ability to satisfactorily perform requested duties.

8. Individual, if any, recommended for this position

Name FUKUDA, Keishin (Dr.) Address c/o Nakamura, Manabu, #672 Nakano-Machi
Last First Iwaibara-Shi, Toyoaki Prefecture

9. Education: Name of College	Degree or degrees	Dates attending
Kanazawa Medical College	Bachelor of Medicine (Equivalent to our MD Degree)	4 years.

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

Title of Position	Name of employer	Address of employer	Salary
Not applicable			

11. Work Experience (During Occupation by Allied Forces)

Title of position	Name of employer	Address of employer	Salary
Interpreter	Toyoaki M.G.T.	Hito-Shi, Toyoaki Prefecture	¥4,241.00 mo. (basic salary)

12. Reason for leaving positions in #11

To return to school.

13. For further information, contact: (Name, Title, Telephone)	14. Approved by: (Signature and Title)
Vitold Jankowski, M.D. Chief, Public Health Section	JULIAN DAYTON Colonel, Infantry Chief

24nJuly 1950

Kanto Civil Affairs Region

Kanto Civil Affairs Region, APO 500

Major George B. Niblock, Jr.

Dr. Keishin Fukuda

Interpreter and Translater.

Japanese-English, and English-Japanese, assisting professional personnel in Public Health Section, KCAR, involves medical training and knowledge of technical terms, oral and written, in office and field, full time.

Aids in arranging trips, conferences and such other matters as may be required in furthering the public health program.

60%

50% 50%

90%

None

70% 90%

27 June 1950

Kanto Civil Affairs Region

Kanto Civil Affairs Region, APO 500

Major George B. Hiblock, Jr.

Dr. Keishin Fukuda

Interpreter and Translator.

Japanese-English, and English-Japanese, assisting professional personnel in Public Health Section, KCAR, involves medical training and knowledge of technical terms, oral and written, in office and field, full time.

Aids in arranging trips, conferences and such other matters as may be required in furthering the public health program.

60%

50% 50%

70% 90%

80%

None

4 copies - 1 file

Duties and Responsibilities (Continued) | Percentage of Time on Each Task

6. Recommended salary:	7. Extenuating circumstances, if any, justifying salary
¥8,200	Incumbent is a physician (professional), and has demonstrated ability to satisfactorily perform requested duties.

8. Individual, if any, recommended for this position

Name Dr. FUKUDA Keiichi (Last, First) Address c/o Hakonura, Hanaoka, Furo Machi-Machi, Tsushima-Gun Ibaraki Prefecture

9. Education: Name of College	Degree or degrees	Dates attending
Kanazawa Medical College	Bachelor of Medicine (Equivalent to our M.D. Degree)	4 years

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

Title of position	Name of employer	Address of employer	Salary
None	—	—	—

11. Work Experience (During Occupation by Allied Forces)

Title of position	Name of employer	Address of employer	Salary
Interpreter	Ibaraki M.G.T.	Mito-Shi, Ibaraki Prefecture	¥4,261.00 mo. (basic salary)

12. Reason for leaving positions in #11

To return to school.

13. For further information, contact: (Name, Title, Telephone)	14. Approved by: (Signature and Title)
Vitold Jankowski, M.D. Chief, Public Health Section	GEO. E. HIBLOCK JR. Major, Infantry Deputy Chief

Request No. Japanese National, Personnel Action Request Advisor Technical and Professional Expert Date of request 8 September 1950

1. Name of Requesting Unit

Kanto Civil Affairs Region

Phone No. 26-7357

2. Address

Hitotsubashi Hall

3. Officer in Charge

Colonel Julian Dayton

4. Position Requested

Professional

5. Duties and Responsibilities (Explain in Detail)	Percentage of time on each task
Incumbent is under general supervision of the Chief, Public Health Section, Kanto Civil Affairs Region.	
1. His duties include inspection of appropriate installations (hospitals, health centers, et alia) as directed by the Public Health Supervisor, and reporting thereon, verbally or in writing.	60%
2. Translation of technical documents and other literature, as the need arises, is also carried out by the incumbent.	40%
3. Incumbent has been used as interpreter occasionally, but this is not his forte.	0%

Request No. | Japanese National, Personnel Action Request — Advisor Technical and Professional Expert | Date of request: 8 September 1950

1. Name of Requesting Unit	2. Address
Kanto Civil Affairs Region Phone No. 26-7157	Hitotsubashi Hanafu
3. Officer in Charge	4. Position Requested
Colonel Julian Dayton	Professional

5. Duties and Responsibilities (Explain in Detail)	Percentage of time on each task
Incumbent is under general supervision of the Chief, Public Health Section, Kanto Civil Affairs Region.	
1. His duties include inspection of appropriate installations (hospitals, health centers, et alia) as directed by the Public Health Supervisor, and reporting thereon, verbally or in writing.	60%
2. Translation of technical documents and other literature, as the need arises, is also carried out by the incumbent.	40%
3. Incumbent has been used as interpreter occasionally, but this is not his forte.	0%

Date 22 December 1950

SUBJECT: Recommendation for Language Differentials
TO: Tokyo-To Labor Bureau
THRU: Tokyo Labor Liaison Office, APO 500

Unit	Unit or Installation and its Recommending Officer
Kanto Civil Affairs Region	JULIAN DAYTON Colonel, Infantry Chief
Person Recommended FUKUZAWA, Akio (PR.)	Present Base Pay 9,000

Job Title & Job Description (explain in detail)

Advisor

Incumbent is under general supervision of the Chief, Public Health Section, Kanto Civil Affairs Region.

1. His duties include inspection of appropriate installations (hospitals, health centers, et alia) as directed by the Public Health Supervisor, and reporting thereon, verbally or in writing.

2. Translation of technical documents and other literature, as the need arises, is also carried out by the incumbent.

Amount of Foreign Language Used

80%

Language Proficiency

Translation Ability		Conversation Ability	
Tr. Into Foreign Lang.	Tr. Into Japanese	Foreign Lang.	Japanese
* 9	* 9	* 8	* 8

Diligence towards work
* 9

Additional Technical Aptitude, if any (i, e. Typing etc.)
*

Remarks

Note: 1. For each of the items marked *, grade the person's proficiency (the possible maximum is 10 points).

2. Amount of Foreign Language used is to be shown with percentage (the possible maximum is 100 %).

Request No. | Japanese National, Personnel Action Request Advisor Technical and Professional Expert | Date of request 22 December 1950

1. Name of Requesting Unit	2. Address
Kanto Civil Affairs Region 26-7188 Phone No.	Mitsubishi Main #11
3. Officer in Charge	4. Position Requested
Colonel Julian Dayton	Adviser

5. Duties and Responsibilities (Explain in Detail)	Percentage of time on each task
Incumbent is under general supervision of the Chief, Public Health Section, Kanto Civil Affairs Region. 1. His duties include inspection of appropriate installations (hospitals, health centers, et alia) as directed by the Public Health Supervisor, and reporting thereon, verbally or in writing.	80
2. Translation of technical documents and other literature, as the need arises, is also carried out by the incumbent.	20

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

6. Recommended salary:	7. Extenuating circumstances, if any, justifying salary
¥2,000	

8. Individual, if any, recommended for this position

Name [redacted] (Inc.) Address [redacted]
Last First

9. Education: Name of College	Degree or degrees	Dates attending
Jintendo Medical Professional School	Medical Doctor	1944-1949

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

Title of Position	Name of employer	Address of employer	Salary
Doctor	Jintendo Medical School Hospital 1949-1950	Tashima, Bunkyo-Ku Tokyo	None

11. Work Experience (During Occupation by Allied Forces)

Title of position	Name of employer	Address of employer	Salary
	Not applicable		

12. Reason for leaving positions in #11

Not applicable

13. For further information, contact: (Name, Title, Telephone)	14. Approved by: (Signature and Title)
Vitold Jankowski, M.D. Chief Public Health Section 26-3192	JULIAN DAYTON Colonel, Infantry Chief

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

Date of request 15 September 1950

1. Name of Requesting Unit	2. Address
Kanto Civil Affairs Region 26-5157 Phone No.	Mitsubishi Naka #11
3. Officer in Charge	4. Position Requested
Colonel Julian Dayton	Special Interpreter and Translator

5. Duties and Responsibilities (Explain in Detail)	Percentage of time on each task
1. Translator and interpreter, Japanese-English and English-Japanese including technical and professional terminology.	20%
2. This incumbent makes all telephone arrangements between VD patients' units and Japanese health officials for contact tracing and assists in following each case. Completing contact tracing requires the best organization as several persons are involved in each case.	40%
3. Incumbent makes unaccompanied trips to health centers for purpose of VD contact tracing.	20%
4. Incumbent assists in arranging trips, conferences and other such matters as may be required in furthering the VD program.	10%
5. Accompanies public health personnel on field trips throughout Kanto Region.	10%

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

6. Recommended salary:	7. Extenuating circumstances, if any, justifying salary
¥ 8,280. 9800	Present salary not considered commensurate with abilities and responsibilities. Incumbent has demonstrated exceptional ability to satisfactorily perform a combination of duties; she is dependable, progressive and increasingly reliable.

8. Individual, if any, recommended for this position

Name HATANAKA, Kyoko (Last, First) Address c/o Kiharayama Lodge, 1719, 2-chome, Araijuku, Ota-Ku, Tokyo

9. Education: Name of College	Degree or degrees	Dates attending
Tokyo Women's Christian College	License of Middle School English Teacher	1932-1938

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

Title of Position	Name of employer	Address of employer	Salary
Assistant	World Economic Research Institute	Hongoku-cho, Ohmo-Ku Tokyo	¥75.

11. Work Experience (During Occupation by Allied Forces)

Title of position	Name of employer	Address of employer	Salary
Interpreter	Headquarters, Hokkaido Military Government District	Sapporo, Hokkaido	¥2300.

12. Reason for leaving positions in #11

Returned to Tokyo, living quarters not available.

13. For further information, contact: (Name, Title, Telephone)	14. Approved by: (Signature and Title)
Vitold Jankowski, M.D. Chief Public Health Section 26-8192	GEO. E. MIDLOCK JR. Major, Infantry Deputy Chief

Telephone: 06-1148

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

1. Name of Requesting Unit Phone No.	2. Address
3. Officer in Charge	4. Position Requested

5. Duties and Responsibilities (Explain in Detail)	Percentage of time on each task

Duties and Responsibilities (Continued) | Percentage of Time on Each Task

JOB TITLE:
Special Interpreter and Translator)

6. ~~Recommended~~ salary:
8020

7. Extenuating circumstances, if any, justifying salary

8. Individual, if any, recommended for this position

Name Hatanaka, Kyoko
Last First

Address c/o Kiharayama Lodge, 1719, 2-chome, Araijuku, ~~Ohta-ku~~ Tokyo

9. Education: Name of College	Degree or degrees	Dates attending
Tokyo Woman's Christian College	License of Middle School English Teacher	1932 - 1938

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

Title of position	Name of employer	Address of employer	Salary
Assistant	World Economic Research Institute	Hongoku-cho, Chuo-ku Tokyo	¥ 75

11. Work Experience (During Occupation by Allied Forces)

Title of position	Name of employer	Address of employer	Salary
Interpreter	Headquarters Hokkaido Military Government District	Sapporo, Hokkaido	~~¥ 2300~~

12. Reason for leaving positions in #11
Returned to Tokyo, living quarters not available.
~~As I lost my staying place, I wanted to come to Tokyo to live with my brother.~~

13. For further information, contact: (Name, Title, Telephone)

14. Approved by: (Signature and Title)

12 September 1950

C U R R I C U L U M

NAME: Kyoko Hatanaka

BORN: April 10, 1913

PLACE: Otaru, Hokkaido

SCHOOLS ATTENDED:

Name of School	Place	Dates	Subjects Majored In
Primary School	Hokkaido	1920-1927	
Hokusei High School	Hokkaido	1927-1932	
Women's Christian College	Tokyo	1932-1938	Special English Course (English and Typing)
Kanda Business School	Tokyo	1942	Japanese Shorthand

EMPLOYMENTS:

Name of Employer	Place	Job Title	Dates	Activities	Reason for Leaving
1. Hokusei High School	Hokkaido	High School Teacher	1938-1940	Taught English & Music	Return to Tokyo
2. Y.W.C.A.	Tokyo	Teacher	1940-1941	Typing and English Conversation.	Illness
3. World Economic Research Institute	Tokyo	Assistant to Staff	1941-1943	6 persons on each staff. 6 staffs; doing research on German economic, editing materials & books corrected data, made resume of each reference book.	Return to Hokkaido because of war.

(cont'd)

EMPLOYMENT: (cont'd)

Dispersion - From 1944-1945 to Hokkaido

Name of Employer	Place	Job Title	Dates	Activities	Reason for Leaving
4. Noboribetsu Rest Camp	Hokkaido	Interpreter	Oct.1945-Nov.1946	Interpreting & typing for Occupation, assigned rooms.	Duties too heavy; worked day & night.
5. Lt. Col. Conners	Hokkaido	Interpreter (Temporary)	Nov.1946-Dec.1946	Interpreter-Supervision of maids.	Job completed.
6. Camp Crawford	Hokkaido	Interpreter & Supervision of Housemaids	Feb.1947-June 1947	Supervisor of dependent housemaid's dormitory.	Working conditions were not desirable.
7. Snow Brand Butter Co.	Hokkaido	Translator & Typist (Part Time)	1947-1950	Translating & Typing	
8. Public Health Section, Military Government District	Hokkaido	Interpreter & Translator	June 1947 -Feb.1948	Field trips--chief of PH Section, vet., nurse, sanitation inspections with various personnel; attended conferences as interpreter, all typing for section, including reports, answered telephone, all filing, VD contact tracing.	Returned to Tokyo, living quarters not available.
9. Public Health Section, Tokyo Military Government Team	Tokyo	Special Interpreter and Translator	March 1948-	(Kanto Region absorbed Tokyo MG Team).	
10. Kanto Civil Affairs Region	Tokyo	Special Interpreter and Translator	Dec.1949- Present Time		

EXTRA ACTIVITIES:

1. Studied pipe organ for ten years.
2. Private English instructor for four years.
3. Taught English for one year (1945-1946) to a class of 200 Japanese students and adults.
4. Private lessons in English to 3 students for past six months (1950).

Date _____

SUBJECT: Recommendation for Language Differentials
TO: Tokyo-To Labor Bureau
THRU: Tokyo Military Government Team, APO 181

late 7

Unit	Unit or Installation and its Recommending Officer	aug 1948
Person Recommended Kyoko Hatanaka		Present Base Pay ¥ 7920

Job Title & Job Description (explain in detail)

Special interpretor & Translator

This interpreter is combining many different duties into one person. She is receptionist file clerk, typist, translator and special interpreter most useful and willing in all office work

Amount of Foreign Language Used

80%

Language Proficiency

Translation Ability		Conversation Ability	
Tr. into Foreign Lang.	Tr. into Japanese	Foreign Lang.	Japanese
* 5%	* 10%	* 10%	* 10%.

Deligence towards work
* 10%

Additional Technical Aptitude, if any (i. e. Typing etc.)
* Typing

Remarks

Most useful person in the office. She can help out in all phases of office work, including typing

Note: 1. For each of the itams marked * grade the person's proficiency (the possible maximum is 10 points).
2. Amount of Foreign Language used is to be shown with percentage (the passible maximum is 100 %).

POSITION DESCRIPTION

March 4, 1948

Eight Army

Public Health Section

Incumbent's name

Miss K. Hatanaka

Duties and Responsibilities

RECEPTIONIST

The incumbent is under direct supervision of Chief Medical officer.

1. She answers all incoming calls both in Japanese and in English.

2. She calls the corresponding person to the phone.

3. She receives all visitors to the office, finds out the nature of their business and informs the corresponding person in the office of the presence of the visitor, both Japanese and American, for Public Health and Welfare sections.

4. She receives the advice of the person wanted if they are ready and willing to receive the visitor. If yes, she brings the visitor in and introduces him or her to the staff member.

5. She makes most of the telephone calls to the Japanese Public Health Bureau.

6. She obtains all outgoing telephone numbers.

Date 19 March 1951

SUBJECT: Recommendation for Language Differentials
TO: Tokyo-To Labor Bureau
THRU: Tokyo Labor Liaison Office, APO 500

Unit	Unit or Installation and its Recommending Officer
Kanto Civil Affairs Region	Geo. D. Hinton Jr. Lt Col, Inf Deputy Chief
Person Recommended (Sr)	Present Base Pay
[redacted]	[redacted]

Job Title & Job Description (explain in detail)

ADVISOR

Incumbent is under general supervision of the Chief, Public Health Section, Kanto Civil Affairs Region.

1. His duties include inspection of appropriate installations (hospitals, health centers, et alia) as directed by the Public Health Supervisor, and reporting thereon, verbally or in writing.

2. Incumbent interprets proceedings at conferences, lectures and similar activities.

3. Translation of technical documents and other literature, as the need arises, is also carried out by the incumbent.

Amount of Foreign Language Used [redacted]

Language Proficiency

Translation Ability		Conversation Ability	
Tr. Into Foreign Lang.	Tr. Into Japanese	Foreign Lang.	Japanese
*	*	*	*

Diligence towards work
*

Additional Technical Aptitude, if any (i, e. Typing etc.)
*

Transferred from SCAP to EUSAK 12 Mar 51, 0830 hrs.

Remarks

Note: 1. For each of the items marked *, grade the person's proficiency (the possible maximum is 10 points).

2. Amount of Foreign Language used is to be shown with percentage (the possible maximum is 100 %).

Request No. Japanese National, Personnel Action Request — Date of request
Advisor Technical and Professional Expert — 10 March 1951

1. Name of Requesting Unit Kanto Civil Affairs Region Phone No. 26-7155	2. Address Mitsubishi Main #1
3. Officer in Charge Colonel Julian Dayton	4. Position Requested Advisor

5. Duties and Responsibilities (Explain in Detail)	Percentage of time on each task
Incumbent is under general supervision of the Chief, Public Health Section, Kanto Civil Affairs Region.	
1. His duties include inspection of appropriate installations (hospitals, health centers, et alia) as directed by the Public Health Supervisor, and reporting thereon, verbally or in writing.	20%
2. Incumbent interprets proceedings at conferences, lectures and similar activities.	40%
3. Translation of technical documents and other literature, as the need arises, is also carried out by the incumbent.	30%

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

6. Recommended salary: ¥10,470	7. Extenuating circumstances, if any, justifying salary

8. Individual, if any, recommended for this position

Name Dr. ISHIBATA, Teruyasu (Last, First) Address ¥178, 1-chome, Kashiwagi Shinjuku, Tokyo-To

9. Education: Name of College	Degree or degrees	Dates attending
Chiba Medical University	Bachelor of Medicine (Equivalent to our MD Degree)	4 years

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

Title of Position	Name of employer	Address of employer	Salary
None	--	--	--

11. Work Experience (During Occupation by Allied Forces)

Title of position	Name of employer	Address of employer	Salary
Technical Expert	Civil Censorship Detachment	Central Post Office Tokyo	¥7,000 mo.

12. Reason for leaving positions in #11

Dissolution of CCD

13. For further information, contact: (Name, Title, Telephone)	14. Approved by: (Signature and Title)
Witold Jankowski, M.D. Chief, Public Health Section 26-0192	GEO. D. HINLOCK JR. Lt Col, Infantry Deputy Chief

Date 20 October 1950

SUBJECT: Recommendation for Language Differentials
TO: Tokyo-To Labor Bureau
THRU: Tokyo Labor Liaison Office, APO 500

Unit	Unit or Installation and its Recommending Officer
Kanto Civil Affairs Region	**GEO. E. KIBLOCK JR. Major, Infantry Deputy Chief**
Person Recommended **ISHIBATA, Teruyasu (Dr.)**	Present Base Pay **¥9,600**

Job Title & Job Description (explain in detail)

Adviser

Incumbent is under general supervision of the Chief, Public Health Section, Kanto Civil Affairs Region.

1. His duties include inspection of appropriate installations (hospitals, health centers, et alia) as directed by the Public Health Supervisor, and reporting thereon, verbally or in writing.

2. Incumbent interprets proceedings at conferences, lectures and similar activities.

3. Translation of technical documents and other literature, as the need arises, is also carried out by the incumbent.

Amount of Foreign Language Used
90%

Language Proficiency			
Translation Ability		Conversation Ability	
Tr. Into Foreign Lang.	Tr. Into Japanese	Foreign Lang.	Japanese
* **10**	* **10**	* **9**	* **9**

Diligence towards work
* **9**

Additional Technical Aptitude, if any (i. e. Typing etc.)
* **None**

Remarks Transferred to KCAR 1 Nov 51, 0800 hours.

Note: 1. For each of the items marked *, grade the person's proficiency (the possible maximum is 10 points).

2. Amount of Foreign Language used is to be shown with percentage (the possible maximum is 100 %).

Request No. Japanese National, Personnel Action Request Advisor Technical and Professional Expert — Date of request 8 September 1950

1. Name of Requesting Unit	2. Address
Kanto Civil Affairs Region PE-7167 Phone No.	Hitoshibashi Hall #13
3. Officer in Charge Colonel Julian Dayton	4. Position Requested Advisor

5. Duties and Responsibilities (Explain in Detail)	Percentage of time on each task
Incumbent is under general supervision of the Chief, Public Health Section, Kanto Civil Affairs Region.	
1. His duties include inspection of appropriate installations (hospitals, health centers, et alia) as directed by the Public Health Supervisor, and reporting thereon, verbally or in writing.	xx%
2. Incumbent interprets proceedings at conferences, lectures and similar activities.	xx%
3. Translation of technical documents and other literature, as the need arises, is also carried out by the incumbent.	xx%

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

6. Recommended salary:	7. Extenuating circumstances, if any, justifying salary
¥9,000	Incumbent has demonstrated improved ability to satisfactorily perform requested duties.

8. Individual, if any, recommended for this position

Name Dr. ISHIHATA Torugoro (Last, First) Address [illegible]

9. Education: Name of College	Degree or degrees	Dates attending
Chiba Medical University	Bachelor of Medicine (Equivalent to our M.D. degree)	4 years

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

Title of position	Name of employer	Address of employer	Salary
None	—	—	—

11. Work Experience (During Occupation by Allied Forces)

Title of position	Name of employer	Address of employer	Salary
Technical Expert	Civil Censorship Detachment	Central Post Office Tokyo	¥7,000 mo.

12. Reason for leaving positions in #11

Dissolution of CCD.

13. For further information, contact: (Name, Title, Telephone)	14. Approved by: (Signature and Title)
Witold Jankowski, M.D. Chief, Public Health Section 20-2122	GEO. D. HIBLOCK JR. Major, Infantry Deputy Chief

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

1. Name of Requesting Unit	2. Address
Kanto Civil Affairs Region **26-7155** Phone No.	**14, 2-chome Marunouchi, Chiyoda-Ku** **Tokyo**
3. Officer in Charge **Col. Frank A. Hollingshead**	4. Position Requested **Advisor**

5. Duties and Responsibilities (Explain in Detail)	Percentage of time on each task
1. Advisor in medical and public health subjects to WGA Edelman, M.D., assistant chief of public health section, KCAR, on regional basis.	**Full Time**
2. Translator and interpreter, Japanese - English and English - Japanese including technical and professional terminology.	**Full Time**

Substitute

April 1950

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

6. Recommended salary:	7. Extenuating circumstances, if any, justifying salary
¥9,500	**Present salary not considered commensurate with abilities and responsibilities. This man has been dependable, progressive and increasingly reliable.**

8. Individual, if any, recommended for this position

Name **ISHIBATA, Teruyasu** (Last, First) Address **178, 1-chome, Kashiwagi, Shinjuku, Tokyo**

9. Education: Name of College	Degree or degrees	Dates attending
Chiba Medical College	**Master of Medicine**	**Fours years from Oct 1944 - Sept 1948.**

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

Title of position	Name of employer	Address of employer	Salary
Student			

11. Work Experience (During Occupation by Allied Forces)

Title of position	Name of employer	Address of employer	Salary
Technical Expert	**Civil C ensorship**	**Chiyoda-Ku, Tokyo**	**¥7,560**
Professional	**Detachment & KCAR**	**Naka #11 Marunouchi, Chiyoda-Ku, Tokyo**	**¥8,000**

12. Reason for leaving positions in #11

Still Employed

13. For further information, contact: (Name, Title, Telephone)	14. Approved by: (Signature and Title)
Vitold Jankowski, M.D. **Chief, Public Health Section** **26-8192**	**GEO. B. NIBLOCK JR.** **Major, Infantry** **Deputy Chief**

Request No. Japanese National, Personnel Action Request — Date of Request 22 November 1949
Adivisor Technical and Professional Expert

1. Name of Requesting Unit Kanto Civil Affairs Region 26-7155 Phone No.	2. Address Mitsubishi Hoku 11 Marunouchi, Chiyoda-Ku
3. Officer in Charge Hollingshead	4. Position Requested Interpreter - Translator

5. Duties and Responsibilities (Explain in Detail)	Percentage of time on each task
Incumbent is under supervision of Chief Public Health Officer.	
1. He has no supervisory authority.	
2. He interprets at conferences from English into Japanese and from Japanese into English.	30%
3. He accompanies the doctor to whom he is assigned on field trips to different prefectures.	40%
4. He translates technical material from English into Japanese and from Japanese into English.	30%
5. He interprets Japanese laws.	

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

6. Recommended salary: ¥8,000	7. Extenuating circumstances, if any, justifying salary

8. Individual, if any, recommended for this position

Name ISHIBATA Teruyasu Address 178, 1-chome, Kashiwagi, Sumida-Ku, Tokyo
Last First

9. Education: Name of College	Degree or Degrees	Dates attending
Tokyo Higher School	None	1942 - 1944
Chiba Medical College	Master of Medicine	1944 - 1948

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

Title of position	Name of Employer	Address of Employer	Salary
Student	No work		

11. Work Experience (During Occupation by Allied Forces)

Title of position	Name of Employer	Address of Employer	Salary
Technical Expert	GHQ	Chuo-Ku, Tokyo	¥7,750

12. Reason for leaving positions in #11

Reduction of Force

13. For further information, contact: (Name, Title, Telephone)	14. Approved by: (Signature and Title)
DR. A. P. MARKOFF Chief, Public Health Section 26-8192	CLYDE DUNCAN WAC USA Adjutant

SUBJECT: Recommendation for Language Differentials
TO: Tokyo-To Labor Bureau
THRU: Tokyo Labor Liaison Office, APO 500

Date 20 October 1950

Unit	Unit or Installation and its Recommending Officer
Kanto Civil Affairs Region	GEO. B. HYBLOCK JR. Major, Infantry Deputy Chief
Person Recommended: KIJIMA, Kenshi (Dr.)	Present Base Pay: ~~¥9,600~~ 10,950

Job Title & Job Description (explain in detail)

Adviser

1. He has no supervisory authority.
2. He accompanies the respective DAC division chief on field trips and gets information for him. Also at times makes trips by himself to small localities for information only, so as to allow the DAC to visit and make recommendations in areas needing his guidance.
3. Translates laws and correspondence and writes reports on information obtained from trips.

Amount of Foreign Language Used: 50%

Language Proficiency

Translation Ability		Conversation Ability	
Tr. Into Foreign Lang.	Tr. Into Japanese	Foreign Lang.	Japanese
* 6	* 9	* 1	* 9

Diligence towards work
* 10

Additional Technical Aptitude, if any (i, e. Typing etc.)
*

Remarks

Note: 1. For each of the items marked *, grade the person's proficiency (the possible maximum is 10 points).

2. Amount of Foreign Language used is to be shown with percentage (the possible maximum is 100 %).

Date 28 January 1950

SUBJECT: Recommendation for Language Differentials
TO: Tokyo -To Labor Bureau
THRU: CAMP Tokyo Liaison Office, APO 500

Copy

Unit	Unit or Installation and its Recommending Officer
Kanto Civil Affairs Region	GEO. B. NIBLOCK JR. Major, Infantry Deputy Chief
Person Recommended KIJIMA, Kenshi	Present Base Pay

Job Title & Job Description (explain in detail)

Professional- Doctor

1. He has no supervisory authority.

2. He accompanies the respective DAC division chief on field trips and gets information for him. Also at times makes trips by himself to small localities for information only, so as to allow the DAC to visit and make recommendations in areas needing his guidance.

3. Translates laws and correspondence and writes reports on infomation obtained from trips.

Amount of Foreign Language Used

Language Proficiancy			
Translation Ability		Conversation Ability	
Tr. Into Foreign Lang.	Tr. Into Japanese	Foreign Lang.	Japanese
* 1	* 9	1	* 9

Diligence towards work
100%

Additional Technical Aptitude, if any (i, e. Typing etc.)
*

Remarks

Note: 1. For each of the items marked *, grade the person's preficiency (the possible maximum is 10 points).
2. Amount of Foreign Language used is to be shown with percentage
(the possible maximum is 100%)

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

1. Name of Requesting Unit	2. Address
Kanto Civil Affairs Region Phone No.	Mitsubishi Main #11
3. Officer in Charge	4. Position Requested
Colonel Julian Dayton	Adviser

5. Duties and Responsibilities (Explain in Detail)	Percentage of time on each task
Under the general supervision of the public health officer and the direct supervision of the regional veterinarian, the incumbent makes surveys and collects veterinary information in the fields of animal disease control and public health. The extent of activity permitted the incumbent is defined by regional headquarters, with such activity being governed by current directives, regulations, and policies. A thorough and detailed knowledge of the objectives of the public health program as well as complete understanding of all Japanese laws pertaining to the fields of coverage is required. Being primarily a field agent the incumbent spends the major part of his time with Japanese prefectural officials. At this level he studies public health problems and compiles information relative to findings to include: a. General prefectural activity in reference to surveillance. b. Effective utilization of personnel. c. Extent of veterinary activity relating to meat, milk, sea food and general food inspection. The incumbent keeps the regional veterinarian advised on all phases of the veterinary program and acts as an advisor in this capacity by means of oral or written reports and problem surveys.	Public Health (Vet) 60% Animal Disease Control 40%

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

6. Recommended salary: ¥9,600	7. Extenuating circumstances, if any, justifying salary: Incumbent has demonstrated improved ability to satisfactorily perform requested duties.

8. Individual, if any, recommended for this position

Name Dr. HIJIKA, Kenshi (Last, First) Address 101 Kaijotcho, Yanagi-Machi, Chiba City

9. Education: Name of College	Degree or degrees	Dates attending
Veterinary Practical Course of the Agricultural Division of the Tokyo Imperial University	Bachelor of Veterinary Medicine	1 September 1915-15 July 1918

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

Title of Position	Name of employer	Address of employer	Salary
Chief of Veterinary Affairs	Chiba Prefectural Office	Ichiba-Machi, Chiba City	¥300.00 (Basic Salary)

11. Work Experience (During Occupation by Allied Forces)

Title of position	Name of employer	Address of employer	Salary
An Irregular member of Public Health, Ministry of Welfare	Public Health Section Ministry of Welfare	Naval Department of Kasumigaseki, Chiyoda-Ku Tokyo	¥3,730.00 (Basic Salary)

12. Reason for leaving positions in #11

On my own request.

13. For further information, contact: (Name, Title, Telephone)	14. Approved by: (Signature and Title)
Vitold Jankowski, M.D. Chief Public Health Section 26-0192	GEO. D. HISLOCK JR. Major, Infantry Deputy Chief

Request No. | Japanese National, Personnel Action Request Advisor Technical and Professional Expert | Date of request 19 September 1950

1. Name of Requesting Unit **Kanto Civil Affairs Region** **26-7157** Phone No.	2. Address **Mitsubishi Naka #11**
3. Officer in Charge **Colonel Julian Dayton**	4. Position Requested **Professional**

5. Duties and Responsibilities (Explain in Detail)	Percentage of time on each task
Under the general supervision of the public health officer and the direct supervision of the regional veterinarian, the incumbent makes surveys and collects veterinary information in the fields of animal disease control and public health. The extent of activity permitted the incumbent is defined by regional headquarters with such activity being governed by current directives, regulations, and policies. A thorough and detailed knowledge of the objectives of the public health program as well as complete understanding of all Japanese Laws pertaining to the fields of coverage is required. Being primarily a field agent the incumbent spends the major part of his time with Japanese prefectural officials. At this level he studies public health problems and compiles information relative to findings to include: a. General prefectural activity in reference to surveillance. b. Effective utilization of personnel. c. Extent of veterinary activity relating to meat, milk, sea food and general food inspection. The incumbent keeps the regional veterinarian informed on all phases of the veterinary program and acts as an advisor in this capacity by means of oral or written reports and problem surveys.	Public Health (Vet) 60% Animal Disease Control 40%

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

6. Recommended salary: ¥8,240	7. Extenuating circumstances, if any, justifying salary: Incumbent has demonstrated improved ability to satisfactorily perform requested duties.

8. Individual, if any, recommended for this position

Name (Dr.) KIJIMA, Kenshi (Last, First) Address 161 Koeijutaku, Konodai-machi, Chiba City

9. Education: Name of College	Degree or degrees	Dates attending
Veterinary Practical Course of the Agricultural Division of the Tokyo Imperial University		from 1 Sept. 1915 to 13 July 1918

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

Title of position	Name of employer	Address of employer	Salary
The Chief of Veterinary Affairs	Chiba Prefectural Office	Ichiba-machi, Chiba City	¥308.00 (Basic Salary)

11. Work Experience (During Occupation by Allied Forces)

Title of position	Name of employer	Address of employer	Salary
An irregular member of public health, Ministry of Welfare	Public Health Sec. Ministry of Welfare	Naval Department of Kasumigaseki, Chiyoda-ku, Tokyo.	¥8,796.00 (Basic Salary)

12. Reason for leaving positions in #11

On my own request

13. For further information, contact: (Name, Title, Telephone)	14. Approved by: (Signature and Title)
Vitold Jankowski, M.D. Chief, Public Health Section	GEO. B. NIBLOCK JR. Major, Infantry Deputy Chief

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

1. Name of Requesting Unit Phone No.	2. Address
3. Officer in Charge	4. Position Requested

5. Duties and Responsibilities (Explain in Detail)	Percentage of time on each task
	Public Health (Vet) 60% Animal Disease Control 40%

Duties and Responsibilities (Continued)	Percentage of Time on Each Task
JOB TITLE: Professional	

6. ~~Recommended~~ salary: 8200 ¥8240.	7. Extenuating circumstances, if any, justifying salary

8. Individual, if any, recommended for this position

Name (Dr.) KIJIMA Kenshi (Last / First)

Address 161 Koeijutaku, Konadai-machi, Chiba City

9. Education: Name of College	Degree or degrees	Dates attending
Veterinary Practical Course of the Agricultural Division of the Tokyo Imperial University		from 1 Sept. 1915 to 13 July 1918

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

Title of position	Name of employer	Address of employer	Salary
The Chief of Veterinary Affairs	Chiba Prefectural Office	Ichiba-machi, Chiba City	¥308.00 (Basic Salary)

11. Work Experience (During Occupation by Allied Forces)

Title of position	Name of employer	Address of employer	Salary
An irregular member of Public Health, Mininstry of Welfare	Public Health Sec. Ministry of Welfare	Naval Department of Kasumigaseki, Chiyoda-ku, Tokyo.	¥8,796.00 (Basic Salary)

12. Reason for leaving positions in #11

On my own request

13. For further information, contact: (Name, Title, Telephone)	14. Approved by: (Signature and Title)

Date 12 January 1951

SUBJECT: Recommendation for Language Differentials
TO: Tokyo-To Labor Bureau
THRU: Tokyo Labor Liaison Office, APO 500

Unit	Unit or Installation and its Recommending Officer
Kanto Civil Affairs Region	GEO. B. HINLOCK JR. Lt Colonel, Infantry Deputy Chief
Person Recommended KONDO, Yasugoro	Present Base Pay ¥8,240 ¥910.

Job Title & Job Description (explain in detail)

Special Interpreter & Translator

1. Translator and interpreter, Japanese-English and English-Japanese including technical and professional terminology.

2. This incumbent assists in making telephone arrangements between VD patients' units and Japanese health officials for contact tracing and assists in following specific cases.

3. Incumbent makes unaccompanied trips to health centers for purpose of VD contact tracing.

4. Incumbent assists in arranging trips, conferences and other such matters as may be required in furthering the public health program.

5. As required, incumbent accompanies public health personnel on field trips throughout Kanto Region.

Amount of Foreign Language Used
90%

Language Proficiency			
Translation Ability		Conversation Ability	
Tr. Into Foreign Lang.	Tr. Into Japanese	Foreign Lang.	Japanese
* **9**	* **8**	* **8**	* **9**

Diligence towards work
* **8**

Additional Technical Aptitude, if any (i, e, Typing etc.)
* ——

Remarks **Mr. Kondo was employed this section 30 Dec 50; this form "Recommendation for Language Differential" not completed at that time because forms were not available. Please expedite examination.**

Note: 1. For each of the items marked *, grade the person's proficiency (the possible maximum is 10 points).

2. Amount of Foreign Language used is to be shown with percentage (the possible maximum is 100 %).

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

Date of request [redacted]

1. Name of Requesting Unit [redacted] Phone No.	2. Address [redacted]
3. Officer in Charge [redacted]	4. Position Requested [redacted]

5. Duties and Responsibilities (Explain in Detail)	Percentage of time on each task
1. [redacted]	[redacted]
2. [redacted]	[redacted]
3. [redacted]	[redacted]
4. [redacted]	[redacted]
5. [redacted]	[redacted]

Duties and Responsibilities (Continued)

Percentage of Time on Each Task

6. Recommended salary: ¥2,200 424	7. Extenuating circumstances, if any, justifying salary

8. Individual, if any, recommended for this position

Name Kodoa, YASUGORO Address [redacted]
Last First

9. Education: Name of College	Degree or degrees	Dates attending
Tokyo Toritsu Tech College	None	1942-1943

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

Title of Position	Name of employer	Address of employer	Salary
Electrician	Matsuyama Co. Sep 45-Aug 47	Matsuyama-cho, Ohara, Tokushima	¥2,000

11. Work Experience (During Occupation by Allied Forces)

Title of position	Name of employer	Address of employer	Salary
Special Interpreter	Labor Office, Camp Chitose Sep 47-Oct 50	Chitose, Hokkaido, Japan	¥3,200

12. Reason for leaving positions in #11

Due to reduction of personnel.

13. For further information, contact: (Name, Title, Telephone)	14. Approved by: (Signature and Title)
Vitold [illegible], M.D. Chief Public Health Section 26-3108	JULIAN [illegible] Colonel, Infantry Chief

Language Differential Forms will be submitted as soon as the forms are available.

COPY

HEADQUARTERS
TOKYO LABOR LIAISON OFFICE
APO 500

Date: 27 February 1951

SUBJECT: Notification of Salary Increase
Re: MAKI, Atsuko (L6536)

TO : Kanto Civil Affairs Region, GHQ APO 500
Attn: Labor Officer

1. The Liaison Office of Tokyo Metropolitan Government has notified this office that it will pay a salary of ¥8890- per month as a Special Interpreter & Translator. Effective Date: 1 March 1951.

2. A copy of the notification of the salary approved is forwarded with this letter.

B. N. FARDEN
Lt Col., Inf
Labor Liaison Officer

COPY

To: Head Quarters Tokyo Labor Liaison Office

Subject: Salary of Japanese Employees

Name: Maki, Atsuko

Type of work: Special Interpreter & Translator

Address of Using Unit: Kanto Civil Affairs Region

Fixed Salary T.L.O. ¥ 7,550 Effective from 1 Mar. '51
8,890 (New)
Recommended ¥8,240.-
Date: 13 Feb '51 Present Pay ¥7,000.-

File: L6536

SEIICHI NOGUCHI
Chief of Administration
Section T.L.O.

Date 6 February 1951

SUBJECT: Recommendation for Language Differentials
TO: Tokyo-To Labor Bureau
THRU: Tokyo Labor Liaison Office, APO 500

Unit	Unit or Installation and its Recommending Officer
Kanto Civil Affairs Region	GEO. B. NIBLOCK JR. Lt Colonel, Infantry Deputy Chief
Person Recommended Miss MAKI, Atsuko	Present Base Pay ¥7,000

Job Title & Job Description (explain in detail)

SPECIAL INTERPRETER-TRANSLATOR

1. Verbal interpretation English to Japanese and Japanese to English. Accompanies public health nurse and other members of section on field trips to various prefectures. Interprets at conferences, meetings and inspection tours, on field trips and office conferences. Subjects pertaining to nursing, public health and allied fields; medical and technical terminology required.

2. Written translation English to Japanese and Japanese to English. Translates communications and technical material received from Japanese sources; translates informational data and communication from nursing division to Japanese personnel in nursing and allied fields.

3. Assists in planning activities, assembling information and compiling reports.

4. Makes unaccompanied investigations and reports to section on activities in Japanese nursing installations.

Amount of Foreign Language Used
100%

Language Proficiency

Translation Ability		Conversation Ability	
Tr. Into Foreign Lang.	Tr. Into Japanese	Foreign Lang.	Japanese
* 10	* 10	* 10	* 10

Diligence towards work
* 10

Additional Technical Aptitude, if any (i, e, Typing etc.)
* See job description; typing 70.

Remarks Request reexamination of foreign language test for employee. On first examination, employee was allowed 30% language differential. Performance of duties proves percentage should be 50%.

Note: 1. For each of the items marked *, grade the person's proficiency (the possible maximum is 10 points).

2. Amount of Foreign Language used is to be shown with parcentage (the possible maximum is 100 %).

27 June 1950

Kanto Civil Affairs Region

Kanto Civil Affairs Region, APO 500

Major George B. Hiblock, Jr.

Miss Atsuko Maki

Special Interpreter-Translator.

Interpreting and translating, oral and written, in the office and field work; English and Japanese, Japanese and English; all subjects falling within the realm of nursing profession, especially as relates to the public health aspects; medical and nursing technical terminology are understood to be included. In addition general assistance in planning trips, travelling, reporting and such other duties as may be required. Full time.

70% 1V

10 12 10 10

70% 70% 90% 90%

90% 1V

See job descriptions; typing 70

4 copies - file 1

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

Date of request 19 January 1951

1. Name of Requesting Unit

Kanto Civil Affairs Region

26-7155
Phone No.

2. Address

Marunouchi Kaiko #11

3. Officer in Charge

Colonel Julian Dayton

4. Position Requested

Special Interpreter & Translater

5. Duties and Responsibilities (Explain in Detail)	Percentage of time on each task
1. Verbal interpretation English to Japanese and Japanese to English. Accompanies public health nurse and other members of section on field trips to various prefectures. Interprets at conferences, meetings and inspection tours, on field trips and office conferences. Subjects pertaining to nursing, public health and allied fields; medical and technical terminology required.	50%
2. Written translation English to Japanese and Japanese to English. Translates communications and technical material received from Japanese sources; translates informational data and communication from nursing division to Japanese personnel in nursing and allied fields.	30%
3. Assists in planning activities, assembling information and compiling reports.	10%
4. Makes unaccompanied investigations and reports to section on activities in Japanese nursing installations.	10%

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

6. Recommended salary:	7. Extenuating circumstances, if any, justifying salary
¥8,240	Basic salary adjustment.

8. Individual, if any, recommended for this position

Name MAKI, Last Atsuko First Address #255 4-chome, Shimomeguro, Meguro-Ku Tokyo-To

9. Education: Name of College	Degree or degrees	Dates attending
Japan Women's University		Apr 1945-Jun 1946

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

Title of Position	Name of employer	Address of employer	Salary
None			

11. Work Experience (During Occupation by Allied Forces) -

Title of position	Name of employer	Address of employer	Salary
a. Translator	Gunma Civ Aff Team	Maebashi-Shi, Gunma-Ken	¥5,300
b. "	Gunma CIS	Maebashi-Shi, Gunma-Ken	"

12. Reason for leaving positions in #11

a. Left Gunma Civil Affairs Team by the dissolution of prefectural teams.
b. Left Gunma CIS to move to Tokyo.

13. For further information, contact: (Name, Title, Telephone)	14. Approved by: (Signature and Title)
Vitold Jankowski, M.D. Chief Public Health Section	GEO. B. NIBLOCK JR. Lt Colonel, Infantry Deputy Chief

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

1. Name of Requesting Unit	2. Address
Kanto Civil Affairs Region **26-7155** Phone No.	**Mitsubishi Naka #11**
3. Officer in Charge **Colonel Julian Dayton**	4. Position Requested SP INT TRANS

5. Duties and Responsibilities (Explain in Detail)	Percentage of time on each task
1. Verbal interpretation English to Japanese and Japanese to English. Accompanies public health nurse and other members of section on field trips to various prefectures. Interprets at conferences, meetings and inspection tours, on field trips and office conferences. Subjects pertaining to nursing, public health and allied fields; medical and technical terminology required.	50%
2. Written translation English to Japanese and Japanese to English. Translates communications and technical material received from Japanese sources; translates informational data and communication from nursing division to Japanese personnel in nursing and allied fields.	30%
3. Assists in planning activities, assembling information and compiling reports.	10%
4. Makes unaccompanied investigations and reports to section on activities in Japanese nursing installations.	10%

Duties and Responsibilities (Continued)

July 1950
Percentage of Time on Each Task

JOB TITLE: Special Interpreter - Translator

6. ~~Recommended~~ salary: ¥7000.	7. Extenuating circumstances, if any, justifying salary

8. Individual, if any, recommended for this position

Name Maki (Last) Atsuko (First) Address c/o Shige Nakamura #883 4-chome, Shimo-meguro, Meguroku, Tokyo-to

9. Education: Name of College	Degree or degrees	Dates attending
Japan Women's University		Apr. 1945 to Jun. 1946

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

Title of position	Name of employer	Address of employer	Salary
None			

11. Work Experience (During Occupation by Allied Forces)

Title of position	Name of employer	Address of employer	Salary
a. Translater	Gumma Civ Aff Tm	Maebashi-shi Gumma-ken	6,300
b. "	Gumma CIC	" "	"

12. Reason for leaving positions in #11
a. Left Gumma Civ Aff Tm by the dissolution of Prefectural Teams.
b. Left Gumma CIC to move to Tokyo.

13. For further information, contact: (Name, Title, Telephone)	14. Approved by: (Signature and Title)
JANKOWSKI	Nisiuchi

COPY

HEADQUARTERS
TOKYO LABOR LIAISON OFFICE
APO 500

William J. Morgan

Date: 7 March 1951

SUBJECT: Notification of Salary Increase
Re: NISHIDA, Sue (L6539)

TO : Kanto Civil Affairs Region, GHQ, APO 500
Attn: Labor Officer

1. The Liaison Office of Tokyo Metropolitan Government has notified this office that it will pay a salary of ¥10000 - per month as an advisor. Effective Date: 1 March 1951.

2. A copy of the notification of the salary approved is forwarded with this letter.

/s/ B. N. Farden
/t/ B. N. FARDEN
Lt Col., Inf
Labor Liaison Officer

COPY

COPY

To: Headquarters Tokyo Labor Liaison Office

Subject: Salary of Japanese Employees.

NAME Nishida, Sue

TYPE OF WORK Advisor

ADDRESS OF USING UNIT Kanto Civil Affairs Region

FIXED SALARY T.L.O. ¥10,000 (New) Effective From 1 Mar 51

DATE 5 March 1951

FILE L6539

/s/ Seiichi Noguchi
/t/ SEIICHI NOGUCHI
Chief of Administration
Section T.L.O.

Her present base pay is ¥9280
¥720 has been raised.

Saijo

COPY

Date 22 November 1949

SUBJECT: Recommendation for Language Differentials
TO: Tokyo -To Labor Bureau
THRU: CAIP Tokyo Liaison Office, APO 500

Unit	Unit or Installation and its Recommending Officer
Tokyo Civil Affairs Team	CLYDE DUNCAN WOJG USA Adjutant
Person Recommended	Present Base Pay
NISHIDA, Sue	¥7,550 — 9000 9,780.

Job Title & Job Description (explain in detail)

NURSES' ADVISOR

~~When requested~~, incumbent accompanies Regional Public Health Nurse on field trip as advisor and interpreted for nursing affairs. This duty requires a comprehensive understanding of the objectives for public health nursing program and a working knowledge of laws, regulations, procedures and practices which relate to public health nursing.

Amount of Foreign Language Used

Language Proficiancy			
Translation Ability		Conversation Ability	
Tr. Into Foreign Lang.	Tr. Into Japanese	Foreign Lang.	Japanese
* 5	* 9	* 6	* 10

Diligence towards work
*
100%

Additional Technical Aptitude, if any (i, e. Typing etc.)
*

Remarks

—

Note: 1. For each of the items marked * grade the person's preficiency (the possible maximum is 10 points).
2. Amount of Foreign Language used is to be shown with percentage (the possible maximum is 100 %).

Request No. | Japanese National, Personnel Action Request Advisor Technical and Professional Expert | Date of request 24 January 1961

1. Name of Requesting Unit	2. Address
Kanto Civil Affairs Region 26-7155 Phone No.	Marunouchi Naka #11
3. Officer in Charge Colonel Julian Dayton	4. Position Requested Advisor (Nurse)

5. Duties and Responsibilities (Explain in Detail)	Percentage of time on each task
1. Incumbent accompanies Regional Public Health Nurse on field trip as advisor and interpretes for nursing affairs. This duty requires a comprehensive understanding of the objectives for public health nursing program and a working knowledge of laws, regulations, procedures and practices which relate to public health nursing.	60%
2. Makes unaccompanied investigations and reports to section on activities in Japanese nursing installations.	40%

Duties and Responsibilities (Continued)

	Percentage of Time on Each Task

6. Recommended salary:

¥9,000

7. Extenuating circumstances, if any, justifying salary

Basic salary adjustment.

8. Individual, if any, recommended for this position

Name **NISHIDA, Sue** (Last, First) Address **c/o Koyama 862 Saginomiya 2-chome, Nakano-Ku, Tokyo**

9. Education: Name of College	Degree or degrees	Dates attending
Kobe College	**None**	**1916-1921**
St Luke's College of Nursing	**Nurse**	**1922-1926**

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

Title of Position	Name of employer	Address of employer	Salary
Health Nurse	**Kyoyaku Rensenjo**	**Kitatama-Gun, Musashi Koganei**	**¥100**

11. Work Experience (During Occupation by Allied Forces)

Title of position	Name of employer	Address of employer	Salary
Nurse	**49th General Hospital**	**49th General**	**¥5,090**

12. Reason for leaving positions in #11

Personnel reduction.

13. For further information, contact: (Name, Title, Telephone)	14. Approved by: (Signature and Title)
Vitold Jankowski, M.D. **Chief** **Public Health Section** **26-3122**	**GEO. B. HIBLOCK JR.** **Lt Colonel, Infantry** **Deputy Chief**

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

Date of request [redacted]

1. Name of Requesting Unit	2. Address
[redacted] Phone No.	[redacted]
3. Officer in Charge	4. Position Requested
[redacted]	[redacted]

5. Duties and Responsibilities (Explain in Detail)	Percentage of time on each task
[redacted]	[redacted]

Duties and Responsibilities (Continued)

Percentage of Time on Each Task

6. Recommended salary:

[redacted]

7. Extenuating circumstances, if any, justifying salary

8. Individual, if any, recommended for this position

Name [redacted] Address [redacted]

Last First

9. Education: Name of College	Degree or degrees	Dates attending
[redacted]	[redacted]	[redacted]

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

Title of Position	Name of employer	Address of employer	Salary
[redacted]	[redacted]	[redacted]	[redacted]

11. Work Experience (During Occupation by Allied Forces)

Title of position	Name of employer	Address of employer	Salary
[redacted]	[redacted]	[redacted]	[redacted]

12. Reason for leaving positions in #11

[redacted]

13. For further information, contact: (Name, Title, Telephone)

[redacted]

14. Approved by: (Signature and Title)

[redacted]

Request No. Japanese National, Personnel Action Request — Date of Request

Adviser Technical and Professional Expert

1. Name of Requesting Unit Public Health Section (Nursing Division) Phone No. 26-8573	2. Address KCAR, Tokyo.
3. Officer in Charge	4. Position Requested Adviser

5. Duties and Responsibilities (Explain in Detail)	Percentage of time on each task
X	

Duties and Responsibilities (Continued)

July 1950
Percentage of Time on Each Task

JOB TITLE: Advisor

6. ~~Recommended~~ salary:
~~7600~~
~~8000~~

7. Extenuating circumstances, if any, justifying salary

8. Individual, if any, recommended for this position

Name (Miss) NISHIDA, Sue
Last First

Address c/o Mrs. Koyama, #862, Saginomiya, 2-chome, Nagako-ku, ~~Tokyo-To~~

9. Education: Name of College	Degree or degrees	Dates attending
St. Luke's College of Nursing	None	From Oct. 1922 to March 1926

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

Title of position	Name of employer	Address of employer	Salary
Nurse	British Consulate Yokohama	#50, Yamashita-cho, Naka-ku, Yokohama City	¥120.00

11. Work Experience (During Occupation by Allied Forces)

Title of position	Name of employer	Address of employer	Salary
Nurse	49th General Hosp.	#37, Akashi-cho, Tsukiji-Chuo-ku, Tokyo-To	¥5,090.00 Basic Pay

12. Reason for leaving positions in #11
Reduction of personnel Ceiling.

13. For further information, contact: (Name, Title, Telephone)

14. Approved by: (Signature and Title)

Request No. Japanese National, Personnel Action Request — Date of Request 22 November 1949

Adivisor Technical and Professional Expert

1. Name of Requesting Unit

Kanto Civil Affairs Region

Phone No. ~~56-7755~~

2. Address

Mitsubishi Bldg 11
Marunouchi, Chiyoda-Ku

3. Officer in Charge

Col. Frank A. Hollingshead

4. Position Requested

Nurse-Adviser

5. Duties and Responsibilities (Explain in Detail)	Percentage of time on each task
Incumbent is under supervision of Chief, Public Health Officer.	
1. She has no supervisory authority.	
2. She interprets at conferences from English into Japanese and from Japanese into English.	30%
3. She accompanies various members of the section on field trips to various prefectures and interprets from Japanese into English and vice versa.	50%
4. She translates technical material from English into Japanese.	
5. She translates Japanese letters, laws, pamphlets, and proposed directives from Japanese into English.	20%

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

6. Recommended salary: ¥7,550	7. Extenuating circumstances, if any, justifying salary

8. Individual, if any, recommended for this position

Name [redacted] Address c/o Koyama [redacted]
Last First

9. Education: Name of College	Degree or Degrees	Dates attending
Kobe College	None	1916 - 1921
St. Luke's College of Nursing	Nurse	1922 - 1926

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

Title of position	Name of Employer	Address of Employer	Salary
Health Nurse	Koyama Hansenjo	Kitatama-Gun Musashi Koganei	¥100

11. Work Experience (During Occupation by Allied Forces)

Title of position	Name of Employer	Address of Employer	Salary
Nurse	49th General Hospital	49th General	¥5,090

12. Reason for leaving positions in #11

Personnel Reduction

13. For further information, contact: (Name, Title, Telephone)	14. Approved by: (Signature and Title)
DR. A.R. MANITSKY Chief, Public Health Section 26-8192	CLYDE DUNCAN WOJG USA Adjutant

COPY

HEADQUARTERS
TOKYO LABOR LIAISON OFFICE
APO 500

Date: 27 February 1951

SUBJECT: Notification of Salary Increase
Re: NITTA, Ko (L6538)

TO : Kanto Civil Affairs Region, GHQ, APO 500
Attn: Labor Officer

1. The Liaison Office of Tokyo Metropolitan Government has notified this office that it will pay a salary of ¥9430- per month as a Special Interpreter & Translator. Effective Date: 1 March 1951.

2. A copy of the notification of the salary approved is forwarded with this letter.

B. N. FARDEN
Lt Col., Inf
Labor Liaison Officer

COPY

To: Head Quarters Tokyo Labor Liaison Office

Subject: Salary of Japanese Employees

Name: Nitta, Ko

Type of Work: Special Interpreter & Translator

Address of Using Unit: Kanto Civil Affairs Region

Fixed Salary T.L.O. ~~¥8,000~~ 9,430(new) Effective from 1 Mar. '51

Date: 13 Feb. '51 Recommended ¥8,240.-
Present Pay ¥7,550.-

File: L6538

SEIICHI NOGUCHI
Chief of Administration
Section T.L.O.

1 September 1950

K.C.A.S.
APO 500

Kanto Civil Affairs Region
LTC. D. ALLOCK (s.), Major, Infantry
Deputy Chief

Mrs. Ko Nishi

7,000 — $340
+9430. 44
1 Mar 51.

Job Title: Special Interpreter-Translator

Incumbent has no supervisory authority, she interprets at conferences from English into Japanese and from Japanese into English. She accompanies regular public health nurse on field trips. She translates technical material from English into Japanese and translates Japanese letters, laws and pamphlets into English.

875

9 9.5 9 10

9.5

Typing (Incumbent has had business course); was teacher of English.

Request No. Japanese National, Personnel Action Request — Date of request
Advisor Technical and Professional Expert — 24 January 1951

1. Name of Requesting Unit	2. Address
Kanto Civil Affairs Region 26-7155 Phone No.	Marunouchi Naka #11
3. Officer in Charge	4. Position Requested
Colonel Julian Dayton	Special Interpreter & Translator

5. Duties and Responsibilities (Explain in Detail)	Percentage of time on each task
1. Interprets from English into Japanese and from Japanese into English at conferences, lectures, and interviews.	45%
a. Translates from Japanese to English laws, reports, correspondence and technical material which requires a knowledge of medical terminology.	
2. Accompanies chief nurse on field trips throughout Kanto Region.	40%
3. Assists with miscellaneous office routine.	15%
4. Is responsible to the chief nurse for all activities assigned to her covering the nursing affairs' program.	

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

6. Recommended salary:	7. Extenuating circumstances, if any, justifying salary
~~¥3,240~~ a/30	Basic salary adjustment.

8. Individual, if any, recommended for this position

Name NITTA, Ko (Last, First) Address #625, 3-chome, Matsubara-cho Setagaya-Ku, Tokyo-To

9. Education: Name of College	Degree or degrees	Dates attending
Junior College Course of Joshigakuin of Tokyo-To	None	Apr 1907-Mar 1912

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

Title of Position	Name of employer	Address of employer	Salary
English Language Teacher	The Third Girls' High School, Taipeh	Taipeh City, Formosa	¥120.00

11. Work Experience (During Occupation by Allied Forces)

Title of position	Name of employer	Address of employer	Salary
Senior Examiner Translator in CCD	Civil Censorship Department	Central Post Office Bldg. Marunouchi, Tokyo-To	¥9,700 basic pay

12. Reason for leaving positions in #11

On account of dissolution of the above.

13. For further information, contact: (Name, Title, Telephone)	14. Approved by: (Signature and Title)
Vitold Jankowski, M.D. Chief Public Health Section 26-8192	GEO. B. NIBLOCK JR. Lt Colonel, Infantry Deputy Chief

Request No. Japanese National, Personnel Action Request — Date of request [redacted]
Advisor Technical and Professional Expert

1. Name of Requesting Unit	2. Address
[redacted] Phone No.	[redacted]
3. Officer in Charge	4. Position Requested
[redacted]	[redacted]

5. Duties and Responsibilities (Explain in Detail)	Percentage of time on each task
a. [redacted]	
(1) [redacted]	[redacted]
(2) [redacted]	[redacted]
(3) [redacted]	[redacted]
(4) [redacted]	[redacted]
b. [redacted]	
(1) [redacted]	[redacted]
(2) [redacted]	[redacted]

Duties and Responsibilities (Continued)

Percentage of Time on Each Task

6. Recommended salary:	7. Extenuating circumstances, if any, justifying salary
$ 7,800.	

8. Individual, if any, recommended for this position

Name [redacted] Address [redacted]
Last First

9. Education:

Name of College	Degree or degrees	Dates attending
[redacted]	[redacted]	[redacted]

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

Title of Position	Name of employer	Address of employer	Salary
[redacted]	[redacted]	[redacted]	[redacted]

11. Work Experience (During Occupation by Allied Forces)

Title of position	Name of employer	Address of employer	Salary
[redacted]	[redacted]	[redacted]	[redacted]

12. Reason for leaving positions in #11

[redacted]

13. For further information, contact: (Name, Title, Telephone)

[redacted]

14. Approved by: (Signature and Title)

[redacted]

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

1. Name of Requesting Unit Phone No.	2. Address
3. Officer in Charge	4. Position Requested

5. Duties and Responsibilities (Explain in Detail)	Percentage of time on each task

Duties and Responsibilities (Continued)

July 1950
Percentage of Time on Each Task

JOB TITLE: Special Interpreter – Translator

6. ~~Recommended~~ salary: ~~7000~~ ¥ 7500	7. Extenuating circumstances, if any, justifying salary

8. Individual, if any, recommended for this position

Name (Mrs.) NITTA, Ko (Last, First)

Address #823, 3-chome, Matsubara-cho, Setagaya-ku, Tokyo-To

9. Education: Name of College	Degree or degrees	Dates attending
Junior College Course of Joshigakuin of Tokyo-To	None	From April 1907 to March 1912

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

Title of position	Name of employer	Address of employer	Salary
English Language Teacher	#he Third Girls' High School, Taipeh	Taipeh City, Formosa	¥120.00

11. Work Experience (During Occupation by Allied Forces)

Title of position	Name of employer	Address of employer	Salary
Senior Examiner Translator in CCD	Civil Censorship Department	Central Post Office Bldg., Marunouchi, Tokyo-To	¥9,700.00 Basic Pay

12. Reason for leaving positions in #11
On account of dissolution of the above.

13. For further information, contact: (Name, Title, Telephone)	14. Approved by: (Signature and Title)

SUBJECT: Recommendation for Language Differentials
TO: Tokyo-To Labor Bureau
THRU: Tokyo Labor Liaison Office, APO 500

Date 20 October 1950

Unit	Unit or Installation and its Recommending Officer
Kanto Civil Affairs Region	GEO. B. HERLOCK JR. Major, Infantry Deputy Chief
Person Recommended NOMA, Ken	Present Base Pay ¥9,600 10,120.

Job Title & Job Description (explain in detail)

Adviser

1. Acts as advisor and interpreter at conferences, inspection and interviews with Japanese governmental officials throughout the Kanto Region with regards to proper administration organization and duties of Public Health personnel. This also includes, with plant operations, maintenance and general sanitation programs of insect and rodent control, scavenger section work, sewage disposal, and general environmental sanitation programs.

2. Translation of material forwarded to this office concerning regulations, technical procedures forms records of maintenance, and other material of a technical nature of sanitation programs.

3. Investigation and analysis of the various problems concerning sanitary engineering programs.

4. Keeping records of division's activities.

5. Miscellaneous office work.

Amount of Foreign Language Used
30%

Language Proficiency

Translation Ability		Conversation Ability	
Tr. Into Foreign Lang.	Tr. Into Japanese	Foreign Lang.	Japanese
* 10	* 10	* 10	* 10

Diligence towards work
* 10

Additional Technical Aptitude, if any (i, e. Typing etc.)
*

Remarks: Incumbent is very conscientious, industrious and willing and reliable.

Note: 1. For each of the items marked *, grade the person's proficiency (the possible maximum is 10 points).

2. Amount of Foreign Language used is to be shown with percentage (the possible maximum is 100 %).

SUBJECT: Recommendation for Language Differentials
TO: Tokyo To Labor Bureau
THRU: CAIP Tokyo Liaison Office, APO 500

Date February 1949

Unit	Unit or Installation and its Recommending Officer
Tokyo Military Government Team	CLYDE DUNCAN WOJG USA Adjutant
Person Recommended NODA, Kan	Present Base Pay ¥8,000

Job Title & Job Description (explain in detail)

1. Incumbent interprets at conferences in the offices, translates Japanese into English and vice versa.

2. He inspects and interprets in company of American personnel at various Japanese installations. He also inspects some installations by himself and writes reports about such an inspection.

3. He is very useful in the office in any work which is handed to him.

Amount of Foreign Language Used

80%

Language Proficiancy

Translation Ability		Conversation Ability	
Tr. Into Foreign Lang.	Tr. Into Japanese	Foreign Lang.	Japanese
* 8	* 10	* 10	* 10

Diligence towards work

*

100%

Additional Technical Aptitude, if any (i. e. Typing etc.)

*

Remarks

Incumbent is very conscientious, industrious and willing and reliable.

Note: 1. For each of the items marked *, grade the person's preficiency (the possible maximum is 10 points).
2. Amount of Foreign Language used is to be shown with percentage (the possible maximum is 100 %).

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

1. Name of Requesting Unit
Kanto Civil Affairs Region
26-7506
Phone No.

2. Address
Mitsubishi Naka 11 go kan,
Marunouchi , Tokyo.

3. Officer in Charge
Col. Julian Dayton

4. Position Requested
Adviser-interpreter 2

5. Duties and Responsibilities (Explain in Detail)	Percentage of time on each task
A. Acts as advisor interpreter at conferneces inspection and interviews with Japanese Governmental officials throughout the Kanto Region with regards to proper administration organization and duties of Public Health personnel. This also includes, with plant operations, maintenance and general sanitation programs of insect and rodent control, scavenger section work, sewage disposal, and general environmental sanitation programs.	50%
B. Translation of material forwarded to this office concerning regulation, technical procedures forms records of maintenance, and other material of a technical nature of sanitation programs.	20%
C. Investigation and analysis of the various problems concerning sanitary engineering programs.	10%
D. Keeping records of division's activities.	10%
E. Miscellaneous office work.	10%

Duties and Responsibilities (Continued)

Percentage of Time on Each Task

JOB TITLE: Advisor

6. ~~Recommended~~ salary: 8500	7. Extenuating circumstances, if any, justifying salary Incumbant is conscientious, industrious and willing.

8. Individual, if any, recommended for this position

Name NODA Kan (Last First) Address 40, Shiroyama-cho, ~~Nakano-ku,~~ Tokyo.

9. Education: Name of College	Degree or degrees	Dates attending
Tokyo English School		April 1933 to March 1936

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

Title of position	Name of employer	Address of employer	Salary
Clerk salesman	Tokyo-Shibaura Electric Co.	Nihonbashi, Tokyo.	100

11. Work Experience (During Occupation by Allied Forces)

Title of position	Name of employer	Address of employer	Salary
Interpreter	British Occupation Force	Shimonoseki City, Yamaguchi Prefectur	5000

12. Reason for leaving positions in #11

Camp Force Recalled.

13. For further information, contact: (Name, Title, Telephone)	14. Approved by: (Signature and Title)
Clinton W. Allen, Sanitary Engineer, Public Health Sect. 26-7985	

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

1. Name of Requesting Unit

Kanto Civil Affairs Region

26-7506
Route No.

2. Address

Mitsubishi Naka 11
Tokyo

3. Officer in Charge

Colonel Julian Dayton

4. Position Requested

Special Interpreter

5. Duties and Responsibilities (Explain in Detail)	Percentage of time on each task
1. Interpreter at conferences, inspections and interviews with Japanese officials in their offices and in Civil Affairs Office. The above requires the handling of all material concerning the sanitary engineering program.	50%
b. Translation of material forwarded to this office and miscellaneous material.	20%
c. Investigation of any problem concerning sanitary engineering programs.	10%
d. Keeping records of division's activities.	10%
e. Miscellaneous office work.	10%

Duties and Responsibilities (Continued)

July 1952

Percentage of Time on Each Task

6. Recommended salary:	7. Extenuating circumstances, if any, justifying salary
8,500	Incumbent is conscientious, industrious and willing.

8. Individual, if any, recommended for this position

Name NODA (Last) Kan (First) Address 40 Shiroyama-cho, Nakano Ward, Tokyo

9. Education: Name of College	Degree or degrees	Dates attending
Tokyo English School		April 1933 thru March 1936

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

Title of position	Name of employer	Address of employer	Salary
Clerk Salesman	Tokyo Shibaura Electric Co.	Nihonbashi, Tokyo	100

11. Work Experience (During Occupation by Allied Forces)

Title of position	Name of employer	Address of employer	Salary
Interpreter	British Occupation Force	Shimonoseki City Yamaguchi Prefecture	5000

12. Reason for leaving positions in #11

Camp Force recalled.

13. For further information, contact: (Name, Title, Telephone)	14. Approved by: (Signature and Title)
Clinton W. Allen Sanitary Engineer Public Health Section 26-7985	

Date 25 January 1951

SUBJECT: Recommendation for Language Differentials
TO: Tokyo-To Labor Bureau
THRU: Tokyo Labor Liaison Office, APO 500

Unit	Unit or Installation and its Recommending Officer
Kanto Civil Affairs Region	**GEO. B. HINLOCK JR. Lt Colonel, Infantry Deputy Chief**
Person Recommended **NUKAZAWA, Isuke**	Present Base Pay **¥8,000** 9,520

Job Title & Job Description (explain in detail)

ADVISOR

1. Under the general supervision of the public health officer and direct supervision of the regional sanitary engineer, the incumbent makes surveys and collects information in the water, sewage, and general environmental sanitation fields. Studies of operation, maintenance cost and allied procedures are made of above activities.

2. A knowledge of good engineering practices, and procedures, gained through study and practical experience and correct interpretation is necessity which the incumbent has amply demonstrated.

3. The knowledge of Japanese governmental procedures, personnel, local and conditions make this man a valuable aid to the section.

4. The incumbent keeps the regional sanitary engineer informed on phases of the engineering programs and acts as advisor in this capacity by means of oral or written reports and subject surveys.

a. Division of activities as follows: (1) Translation of material forwarded to this office. (2) Keeping records of division activities. (3) Investigation, analysis, advising and reporting of program. (4) Miscellaneous office work.

Amount of Foreign Language Used

30%

Language Proficiency			
Translation Ability		Conversation Ability	
Tr. Into Foreign Lang.	Tr. Into Japanese	Foreign Lang.	Japanese
* **8**	* **9**	* **8**	* **9**

Diligence towards work
* **10**

Additional Technical Aptitude, if any (i, e, Typing etc.)
* **Typing**

Remarks

Hired 24 Jan 51

Incr 51 to ¥9,520 effective 1 Jan 51

Note: 1. For each of the items marked *, grade the person's proficiency (the possible maximum is 10 points).

2. Amount of Foreign Language used is to be shown with percentage (the possible maximum is 100 %).

Date 31 January 1950

SUBJECT: Recommendation for Language Differentials
TO: Tokyo -To Labor Bureau
THRU: CAMP Tokyo Liaison Office, APO 500

Copy

Unit	Unit or Installation and its Recommending Officer
Kanto Civil Affairs Region	GEO. B. NIBLOCK JR. Major, Infantry Deputy Chief
Person Recommended NUKAZAWA, Isuke	Present Base Pay ¥8,000.

Job Title & Job Description (explain in detail)

Professional-Engineer

1. He has no supervisory authority.

2. He accompanies the respective DAC division chief of field trips and gets information for him. Also at times makes trips by himself to small localities for information only, so as to allow the DAC to visit and make recommendations in areas needing his guidance.

3. Translates laws and correspondence and writes reports on information obtained from trips.

Amount of Foreign Language Used

Language Proficiancy			
Translation Ability		Conversation Ability	
Tr. Into Foreign Lang.	Tr. Into Japanese	Foreign Lang.	Japanese
* 1	* 9	* 1	* 9

Diligence towards work
* 100%

Additional Technical Aptitude, if any (i. e. Typing etc.)
*

Remarks

Note: 1. For each of the items marked *, grade the person's preficiency (the possible maximum is 10 points).
2. Amount of Foreign Language used is to be shown with percentage (the possible maximum is 100 %).

Request No. | Japanese National, Personnel Action Request Advisor Technical and Professional Expert | Date of request 10 January 1950

1. Name of Requesting Unit	2. Address
Kanto Civil Affairs Region 26-7155 Phone No.	Mitsubishi Main #11
3. Officer in Charge	4. Position Requested
Colonel Julian Dayton	Adviser

5. Duties and Responsibilities (Explain in Detail)	Percentage of time on each task
1. Under the general supervision of the public health officer and direct supervision of the regional sanitary engineer, the incumbent makes surveys and collects information in the water, sewage, and general environmental sanitation fields. Studies of operation, maintenance cost and allied procedures are made of above activities.	
2. A knowledge of good engineering practices, and procedures, gained through study and practical experience and correct interpretation is necessity which the incumbent has amply demonstrated.	
3. The knowledge of Japanese governmental procedures, personnel, local and conditions make this man a valuable aid to the section.	
4. The incumbent keeps the regional sanitary engineer informed on phases of the engineering programs and acts as advisor in this capacity by means of oral or written reports and subject surveys.	
a. Division of activities as follows:	
(1) Translation of material forwarded to this office.	20%
(2) Keeping records of division activities.	10%
(3) Investigation, analysis, advising and reporting of program.	60%
(4) Miscellaneous office work.	10%

Duties and Responsibilities (Continued)

	Percentage of Time on Each Task

6. Recommended salary:	7. Extenuating circumstances, if any, justifying salary
¥8,800	

8. Individual, if any, recommended for this position

Name (Mr.) MUKAZAWA, Isuke (Last, First) Address #552, Mure, Mitaka-Machi, Kitatama-Gun, Tokyo-To

9. Education: Name of College	Degree or degrees	Dates attending
Technical College of Tokyo Imperial University, Dept of Civil Engineering	Bachelor of Engineering	September 1910- July 1915

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

Title of Position	Name of employer	Address of employer	Salary
Chief Engineer of Yokkaichi Shipyards Construction Works	Uraga Dock Co. Ltd	Marunouchi, Tokyo-To	¥300.00

11. Work Experience (During Occupation by Allied Forces)

Title of position	Name of employer	Address of employer	Salary
Special Engineer	Yokota Air Base	Fussa-Machi, Nishitama-Gun Tokyo-To	¥3,100.00

12. Reason for leaving positions in #11

Reduction in force.

13. For further information, contact: (Name, Title, Telephone)	14. Approved by: (Signature and Title)
Vitold Jankowski, M.D. Chief Public Health Section 26-8192	GEO. E. NIBLOCK JR. Lt Colonel, Infantry Deputy Chief

Rec'd 24 Jan 51

no action yet 17 March 51

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

1. Name of Requesting Unit Phone No.	2. Address
3. Officer in Charge	4. Position Requested

5. Duties and Responsibilities (Explain in Detail)	Percentage of time on each task

1 June 52

Duties and Responsibilities (Continued) | Percentage of Time on Each Task

JOB TITLE: Professional

6. ~~Recommended~~ salary: ¥000.-

7. Extenuating circumstances, if any, justifying salary

8. Individual, if any, recommended for this position

Name (Mr.) NUKAZAWA Isuke (Last / First)

Address #389, Mure, Mitaka-machi, Kitatama-gun, Tokyo-To

9. Education: Name of College	Degree or degrees	Dates attending
Technical College of Tokyo Imperial University, Dept. of Civil Engineering	Bachelor of Engineering	Sept. 1910 - July 1913.

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

Title of position	Name of employer	Address of employer	Salary
Chief Engineer of Yokkaichi Shipyards Construction Works	Uraga Dock Co.Ltd.	Marunouchi, Tokyo-To	¥900.00

11. Work Experience (During Occupation by Allied Forces)

Title of position	Name of employer	Address of employer	Salary
Special Engineer	Yokota Air Base	Fussa-machi, Nishitama-gun, Tokyo-To	¥8,100.00

12. Reason for leaving positions in #11

Reduction in Force

13. For further information, contact: (Name, Title, Telephone)

14. Approved by: (Signature and Title)

SUBJECT: Recommendation for Language Differentials
TO: Tokyo-To Labor Bureau
THRU: Tokyo Labor Liaison Office, APO 500

Date 20 October 1950

Unit	Unit or Installation and its Recommending Officer
Kanto Civil Affairs Region	GEO. B. HINLOCK JR. Major, Infantry Deputy Chief
Person Recommended OHARA, Hiroyuki	Present Base Pay ~~¥9,600~~ 10,950

Job Title & Job Description (explain in detail)

Adviser

Incumbent is under general supervision of the Chief, Public Health Section, Kanto Civil Affairs Region.

1. His duties include inspection of appropriate installations (hospitals, health centers, et alia) as directed by the Public Health Supervisor, and reporting thereon, verbally or in writing.

2. Incumbent interprets proceedings at conferences, lectures and similar activities.

3. Maintenance of technical records, charts, library, etc. as well as compilation of statistics, interpretation of data and analysis of Japanese reports, constitutes other work carried out by the incumbent.

Amount of Foreign Language Used

80%

Language Proficiency

Translation Ability		Conversation Ability	
Tr. Into Foreign Lang.	Tr. Into Japanese	Foreign Lang.	Japanese
* **10**	* **10**	* **10**	* **10**

Diligence towards work
* **10**

Additional Technical Aptitude, if any (i, e. Typing etc.)
*

Remarks

Note: 1. For each of the items marked *, grade the person's proficiency (the possible maximum is 10 points).

2. Amount of Foreign Language used is to be shown with percentage (the possible maximum is 100 %).

DECLASSIFIED E.O. 12356 Section 3.4(b), NARS Date 12-28-00

Request No. | Japanese National, Personnel Action Request — Advisor Technical and Professional Expert | Date of request 6 September 1949

1. Name of Requesting Unit	2. Address
Kanto Civil Affairs Region Phone No. 26-7187	11 Kasumigaseki, Hibiya 73
3. Officer in Charge	4. Position Requested
Colonel Julian Dayton	Advisor

5. Duties and Responsibilities (Explain in Detail)	Percentage of time on each task
Incumbent is under general supervision of the Chief, Public Health Section, Kanto Civil Affairs Region.	
1. His duties include inspection of appropriate installations (hospitals, health centers, et alia) as directed by the Public Health Supervisor, and reporting thereon, verbally or in writing.	10%
2. Incumbent interprets proceedings at conferences, lectures and similar activities.	40%
3. Maintenance of technical records, charts, library etc. as well as compilation of statistics, interpretation of data and analysis of Japanese reports, constitutes other work carried out by the incumbent.	50%

Duties and Responsibilities (Continued)

	Percentage of Time on Each Task

6. Recommended salary:	7. Extenuating circumstances, if any, justifying salary
¥9,600	Incumbent has demonstrated increasing ability to perform duties consistent with those performed by an adviser.

8. Individual, if any, recommended for this position

Name OCHIA Hiroyuki Address [illegible]
Last First

9. Education: Name of College	Degree or degrees	Dates attending
Medical Faculty, Keio University Medical Faculty, Berlin University	Graduated, M.D. degree	1918-1921 1923-1926

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

Title of position	Name of employer	Address of employer	Salary
Manager and Chief of Tokyo Branch Office	Sumitomotid Kabushiki Kaisha	Omiya Bldg., Uchisaiwaicho, Chiyoda-ku	¥900

11. Work Experience (During Occupation by Allied Forces)

Title of position	Name of employer	Address of employer	Salary
Manager	H. Hq. Cav. Brigade	Camp McGill, Tokyoma	¥8,100

12. Reason for leaving positions in #11

Distance in commuting from Tokyo-to Tokyoma prohibitive.

13. For further information, contact: (Name, Title, Telephone)	14. Approved by: (Signature and Title)
Vitold Jankowski, M.D. Chief, Public Health Section 26-0132	GEO. B. HINLOCK Jr. Major, Infantry Deputy Chief

Remarks: Was formerly a Sp Ast Trans.
Telephone: 06-2833

8 March 1951

Miss OSHIMA, Ai

1. Recommended at ¥8,000 (¥9,520).

2. Determined by Tokyo-To at ¥9,500.

3. Effective 1 Feb 51 instead of 1 Mar 51.

4. The difference will be adjusted in next pay.

The increased pay will be paid from the next month of the month in which one's duties were actually changed.

Date 29 January 1951

SUBJECT: Recommendation for Language Differentials
TO: Tokyo-To Labor Bureau
THRU: Tokyo Labor Liaison Office, APO 500

Unit	Unit or Installation and its Recommending Officer
Kanto Civil Affairs Region	GEO. B. HINDLOCK JR. Lt Colonel, Infantry Deputy Chief
Person Recommended OSHIMA, Ai	Present Base Pay ¥5,100 ~~8,000~~ 9500

Job Title & Job Description (explain in detail)

ADVISER (Technical)

1. Incumbent accompanies Regional Public Health Nurse on field trips as advisor and interprets for nursing affairs. This duty requires comprehensive understanding of the objectives for public health nursing program and a working knowledge of laws, regulations, procedures and practices which relate to public health nursing.

2. Incumbent makes unaccompanied investigations and reports to KeCAR personnel on activities in Japanese nursing installations.

Amount of Foreign Language Used 100%

Language Proficiency			
Translation Ability		Conversation Ability	
Tr. Into Foreign Lang.	Tr. Into Japanese	Foreign Lang.	Japanese
* 8	* 9	* 9	* 10

Diligence towards work * 10

Additional Technical Aptitude, if any (i, e, Typing etc.)
* Typing

Remarks 6 March 51 - Checked w Sayo Concerning Base Salary required to day (6.00) "Delay by Tokyo-To - will call Today"

Note: 1. For each of the items marked *, grade the person's proficiency (the possible maximum is 10 points).

2. Amount of Foreign Language used is to be shown with percentage (the possible maximum is 100 %).

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

Date of request 29 January 1951

1. Name of Requesting Unit Kanto Civil Affairs Region 26-7155 Phone No.	2. Address Marunouchi Bldg #11
3. Officer in Charge Colonel Julian Dayton	4. Position Requested Advisor (Technical)

5. Duties and Responsibilities (Explain in Detail)	Percentage of time on each task
1. Incumbent accompanies Regional Public Health Nurse on field trips as advisor and interprets for nursing affairs. This duty requires comprehensive understanding of the objectives for public health nursing program and a working knowledge of laws, regulations, procedures and practices which relate to public health nursing.	60%
2. Incumbent makes unaccompanied investigations and reports to EuCAR personnel on activities in Japanese nursing installations.	40%

Duties and Responsibilities (Continued)

	Percentage of Time on Each Task

6. Recommended salary:	7. Extenuating circumstances, if any, justifying salary
¥8,000	

8. Individual, if any, recommended for this position

Name OHNUMA, Aki (Last, First) Address 26, 1-chome, Sugano, Toshima-Ku, Tokyo

9. Education: Name of College	Degree or degrees	Dates attending
Tokyo Hojiro Nursery School	License of Nurse	April 1934-March 1936

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

Title of Position	Name of employer	Address of employer	Salary
Assistant of Doctor	Tsuchiya, Seiai	401 Nakaoka Senji Adachi-Ku Tokyo	¥100
Assistant of Doctor	Sakata, Hideo	Kangan-Ku Harbin, Manchuria	¥300

11. Work Experience (During Occupation by Allied Forces)

Title of position	Name of employer	Address of employer	Salary
Professional	Kanto Civil Affairs Region	Marunouchi, Chiyoda-Ku Tokyo	¥6,000

12. Reason for leaving positions in #11

Changed in work schedule, could not work any more.

13. For further information, contact: (Name, Title, Telephone)	14. Approved by: (Signature and Title)
Vitold Jankowski, M.D. Chief Public Health Section 26-0198	GEO. B. HINLOCK Jr. Lt Colonel, Infantry Deputy Chief

11a. Work Experience: (During Occupation by Allied Forces)

Clerk-Typist	Kanto Civil Affairs Region - PH Section	Marunouchi, Chiyoda-Ku Tokyo. 15 Jan 50-27 Jan 51	¥6,120

12a. Reason for leaving position in #11a.

Technical services needed in Public Health Section.

Request No. Japanese National, Personnel Action Request — Date of request
Advisor Technical and Professional Expert — 27 September 1950

1. Name of Requesting Unit	2. Address
Kanto Civil Affairs Region 26-7155 Phone No.	Mitsubishi Naka #11
3. Officer in Charge	4. Position Requested
Colonel Julian Dayton	Clerk-Typist

5. Duties and Responsibilities (Explain in Detail)	Percentage of time on each task
1. Duties of employee are typing letters, informal check sheets, time reports, monthly labor reports, field trip itinerary, requisitions, field trip reports, theme-type field reports from long hand drafts and cuts stencils of various forms and copy material.	60%
In addition to regular duties is assigned work projects which must be completed within a certain length of time.	15%
Interprets from Japanese to English, English to Japanese.	10%
Additional duties are serving as receptionist when occasion arises, receiving incoming telephone calls for chief nurse during her absence and fill-in interpreter for office personnel.	15%
2. Responsibilities are producing all material which is accurate, neat and well-planned.	

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

6. Recommended salary: ¥5100	7. Extenuating circumstances, if any, justifying salary

8. Individual, if any, recommended for this position

Name OSHIMA, Ai (Last, First) Address 26 1-chome, Sugamo, Toshima-Ku, Tokyo

9. Education: Name of College	Degree or degrees	Dates attending
Tokyo Mejiro Nursery School	License of Nurse	April 1934-March 1935

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

Title of Position	Name of employer	Address of employer	Salary
Assistant of Doctor	Tsuchiya, Seiai	#91 Naka-cho Senji Adachi-Ku Tokyo	¥100
Assistant of Doctor	Sakata, Hideo	Nangan-Ku Harbin, Manchuria	¥300

11. Work Experience (During Occupation by Allied Forces)

Title of position	Name of employer	Address of employer	Salary
Professional	Kanto Civil Affairs Region	Marunouchi Chiyoda-Ku Tokyo-To	¥6000

12. Reason for leaving positions in #11

Changed in work schedule, could not work any more.

13. For further information, contact: (Name, Title, Telephone)	14. Approved by: (Signature and Title)
Vitold Jankowski, M.D. Chief Public Health Section	GEO. B. NIBLOCK JR. Major, Infantry Deputy Chief

Remarks: Employee has had considerable experience with DAC personnel. She understands readily, is dependable and shows initiative to a certain degree. Office manner is most desirable.

Request No. Japanese National, Personnel Action Request — Date of Request 28 November 1949
Adivisor Technical and Professional Expert

1. Name of Requesting Unit	2. Address
Kanto Civil Affairs Region ~~61-7455~~ Phone No.	Mitsubishi Main 11 Marunouchi, Chiyoda-Ku
3. Officer in Charge	4. Position Requested
Col. Frank A. Hollingshead	Interpreter

5. Duties and Responsibilities (Explain in Detail)	Percentage of time on each task
Incumbent is under supervision of Chief, Public Health Officer.	
1. She interprets at conferences from English into Japanese and from Japanese into English.	40%
2. She accompanies the nurse on trips in the field and interprets for her at conferences.	40%
3. She interprets lectures on technical matters in speeches delivered to groups.	20%

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

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

8. Individual, if any, recommended for this position

Name OSHIMA Ai (Last, First) Address 26 1-chome, Sugano, Toshima-Ku, Tokyo

9. Education: Name of College	Degree or Degrees	Dates attending
Tokyo Fujiro Nursery School	None	1929 - 1934 1934 - 1935

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

Title of position	Name of Employer	Address of Employer	Salary
doctor	Saisai Tenshiya	Akachi-Ku, Tokyo	¥100 1936

11. Work Experience (During Occupation by Allied Forces)

Title of position	Name of Employer	Address of Employer	Salary
Interpreter	[illegible]	[illegible]	[illegible]

12. Reason for leaving positions in #11

Dissolution of old Kanto Region

13. For further information, contact: (Name, Title, Telephone)	14. Approved by: (Signature and Title)
[illegible] Chief, Public Health Section 26-0198	[illegible] WOJG USA Adjutant

Date ~~24 November 1950~~

SUBJECT: Recommendation for Language Differentials
TO: Tokyo-To Labor Bureau
THRU: Tokyo Labor Liaison Office, APO 500

Unit	Unit or Installation and its Recommending Officer
Kanto Civil Affairs Region	**GEO. B. NIBLOCK JR. Lt Colonel, Infantry Deputy Chief**
Person Recommended **Mrs. SAMBE, Toki**	Present Base Pay **¥6,000** 7,140.

Job Title & Job Description (explain in detail)

~~SECRETARY~~ Steno 2d
Secretary

1. **Employee's duties are chiefly typing all kinds of matter from rough drafts for DACs and Japanese Nationals.**

   In addition to regular duties is assigned work projects which must be completed within a certain length of time.

   Interprets from Japanese to English, English to Japanese.

2. **Responsibilities are producing accurate and presentable material for all section personnel.**

Amount of Foreign Language Used

10

Language Proficiency

Translation Ability		Conversation Ability	
Tr. Into Foreign Lang.	Tr. Into Japanese	Foreign Lang.	Japanese
* 9	* 8	* 8	* 10

Diligence towards work
*
10

Additional Technical Aptitude, if any (i, e. Typing etc.)
*
Typing-3

Remarks

Examination was taken on or about 17 August 1950.

Note: 1. For each of the items marked *, grade the person's proficiency (the possible maximum is 10 points).

2. Amount of Foreign Language used is to be shown with percentage (the possible maximum is 100 %).