

F 103

September 9, 1950
Takamatsu

Mr. Y. Honda,
Nakamura-cho,
Kochi-Ken

Dear Mr. Honda:

Your letter of the 7th just received. Kindly be advised that Mr. Maeda was in error if he told you that you were disqualified from the position of Youth Specialist because of a CIC investigation. No report was made on you by CIC. The selection of a person for this position is made on the basis of his education, experience, ability to work with youth groups, and also the ability to assist in present youth programs without taking over their control or management. Your qualifications were considered among others and in our judgment found not to measure up to the standards that were being sought for this position.

I trust that this will set your mind at ease concerning your desire to go to America for study. I see that CIE has announced another examination for candidates in the near future and trust that you will be able to qualify for foreign study.

Very truly yours,

Robert M. Hager
Civil Education Officer

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

230.14 (21 Jul 50)CAS-A

8 September 1950

SUBJECT: Fiscal Procedure for Japanese Youth Specialists

TO: Chief, Hokkaido Civil Affairs Region, APO 7-5
 Chief, Tohoku Civil Affairs Region, APO 547
 Chief, Kanto Civil Affairs Region, APO 500
 Chief, Tokai-Hokuriku Civil Affairs Region, APO 710
 Chief, Kinki Civil Affairs Region, APO 25-1
 Chief, Shikoku Civil Affairs Region, APO 1050
 Chief, Chugoku Civil Affairs Region, APO 182
 Chief, Kyushu Civil Affairs Region, APO 24-5

1. References:

a. Letter this headquarters, 230.14 (21 Jul 50)CAS-CE subject: "Plan for Employment and Utilization of Japanese Youth Leaders," dated 21 July 1950.

b. Letter this headquarters, 230.14 (21 Jul 50)CAS-CE subject: "Plan for Employment and Utilization of Japanese Youth Specialists," dated 12 August 1950.

2. Attached copy of "Fiscal Procedure for Japanese Youth Specialists," will apply to the Japanese Youth Specialists to be employed by Civil Affairs Regions.

FOR THE CHIEF, CIVIL AFFAIRS SECTION:

2 Incls:

1. Fiscal Procedure for Japanese Youth Spec.
2. Work Order CA-2

s/ J. A. O'Brien
 J. A. O'BRIEN
 CWO USA
 Adm Off

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

FISCAL PROCEDURE FOR JAPANESE YOUTH SPECIALISTS

1. Costs of the employment of the Civil Affairs Japanese Youth Specialists are being paid with Counterpart Yen Funds derived from the sale of commodities furnished Japan by the United States. Funds allocated for the Japanese Youth Specialists Program (not to exceed ¥25,000 per month per individual) are budgeted by this section. All expenditures are made in compliance with work orders issued to the prefectural governments by the Civil Affairs Regions. The prefectural governments, in turn, are reimbursed by the Ministry of Finance.

a. Japanese Youth Specialists will be employed by direct agreement between the employee and the Civil Affairs Regions. An employee may be discharged at any time the Chief, Civil Affairs Region desires. No discharge notice will be required.

b. The employee is in no way affected by the employment conditions outlined in Special Procurement Agency Regulations. The following will not apply:

- (1) Area Allowances
- (2) Dependent Allowances
- (3) Discharge Allowances
- (4) Retirement Allowances
- (5) Language Differential
- (6) Periodic Pay Increase
- (7) Health Insurance

c. Japanese Youth Specialists will not be issued travel orders by the Regions. All travel and lodging expenses will be borne by the employee.

d. Japanese Youth Specialists will be paid a flat salary of ¥15,000 per month. An amount not to exceed ¥10,000 per month will be paid for expenses.

2. Payment of personnel will be covered by work orders issued by the Region to the Prefecture. A work order covering the salary of personnel will be issued on the first day of the month covering employment for the previous month. Work orders for expenses will be issued as required. All expense items will be supported by receipts.

a. Only the standard "Work Order" form (CA-2) will be used. Blanks may be reproduced locally. No other form is authorized for this purpose.

b. Work orders will be numbered serially as follows: CAS-01-01, CAS-01-02, CAS-01-03, etc. The CAS stands for "Civil Affairs Section." The first group of two digits indicates the particular prefecture in which the Japanese Youth Specialist is employed. The second group of two digits indicates the work order number for each prefecture. The same work order number will not be used more than once, even in cases where work orders have been disapproved or cancelled. Numbers for the prefectures have been assigned as follows:

CAS-01	Hokkaido CA Region	CAS-18	Shiga Pref. Office
02	Aomori Pref. Office	19	Nara Pref. Office
03	Akita Pref. Office	20	Kyoto Pref. Office
04	Iwate Pref. Office	21	Wakayama Pref. Office
05	Niigata Pref. Office	22	Hyogo Pref. Office
06	Fukushima Pref. Office	23	Tottori Pref. Office
07	Nagano Pref. Office	24	Okayama Pref. Office
08	Gunma Pref. Office	25	Shimane Pref. Office
09	Tochigi Pref. Office	26	Yamaguchi Pref. Office
10	Ibaraki Pref. Office	27	Tokushima Pref. Office
11	Yamanashi Pref. Office	28	Kochi Pref. Office
12	Shizuoka Pref. Office	29	Ehime Pref. Office
13	Saitama Pref. Office	30	Nagasaki Pref. Office
14	Ishikawa Pref. Office	31	Oita Pref. Office
15	Toyama Pref. Office	32	Kumamoto Pref. Office
16	Fukui Pref. Office	33	Miyazaki Pref. Office
17	Gifu Pref. Office	34	Kagoshima Pref. Office

c. Only three (3) copies of the work order are needed, one (1) for the Prefecture, one (1) for the Civil Affairs Region, and one (1) for this section. A copy of every work order issued by the Region will be forwarded to this section at the same time that the Prefecture is given its copy.

d. Every work order will have included on it a fiscal limitation clause stating; "This work order will not exceed ¥ - - - - in total cost." For example:

Koichi AOKI	Salary	¥15,000.00
	Expenses	¥10,000.00 (If completely obligated)
		¥25,000.00

"This work order will not exceed ¥25,000.00 in total cost."

3. It is the responsibility of the Prefecture to pay the salaries and expenses of Japanese Youth Specialists regularly. The Prefecture is not to submit requests for reimbursement to the Ministry of Finance until after the employee has been paid on approved work orders. Each prefecture has been instructed by the Ministry of Finance to submit monthly a "Specific Education Program Expenses Payment Request" which will include a certificate to be signed by the Region Chief or his representative. The Prefecture will prepare seven (7) copies, all of which will be submitted to Region for scrutiny and certification. The Region Chief or his representative is to sign all copies of this certificate, both the English and Japanese, after being sure that the English and Japanese copies are identical, and after being sure that the Japanese Youth Specialists have been paid. The Region will return five (5) copies to the prefecture, file one (1) and send the other to this section. The Prefecture will hold one (1) copy and submit four (4) copies to the Ministry of Finance, which in turn will send remittance to the prefecture monthly. Prefectures experiencing delay or difficulty in obtaining reimbursement, will be instructed to take up the problem with the Ministry of Finance and report the cause to the Civil Affairs Section through the Region.

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

WORK ORDER NO.:

WORK ORDER

DATE:

ISSUING PERSON:

OFFICE OF ORIGIN:

TO:

NATURE OF WORK

CIVIL EDUCATION SECTION
SHIKOKU CIVIL AFFAIRS REGION
APO 1050

7 September 1950.

Mr. Kubota,
Superintendent of Schools,
Kagawa Prefecture

Dear Mr. Kubota:

It has been reported to me that in the present election campaign for Governor, teachers under instructions from the Teachers' Union are conducting activities which are in violation of present laws, which include Article 8 of the Fundamental Law of Education, Article 137 of the Public Election Law and certain regulations of the Personnel Authority Law. Outstanding violations include the visiting of homes for the purpose of influencing the votes of parents, bringing into the school megaphones with the candidate's name inscribed thereon and otherwise influencing their students. Teachers are also being used by Teacher Union leaders to spread false rumors concerning the other candidates as part of the general strategy of that organization.

The public esteem of the teachers of this prefecture has already fallen on account of their partisan activities in the House of Councillors election in June. It is suggested that your office issue instructions to all school personnel that they abide by existing regulations and that they consider carefully their activities in this campaign in order that they may maintain the respect of their students and their community.

Very truly yours,

Robert M. Hager
Civil Education Officer

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

000.8 (1 Sept 50)CAS-CE

1 September 1950

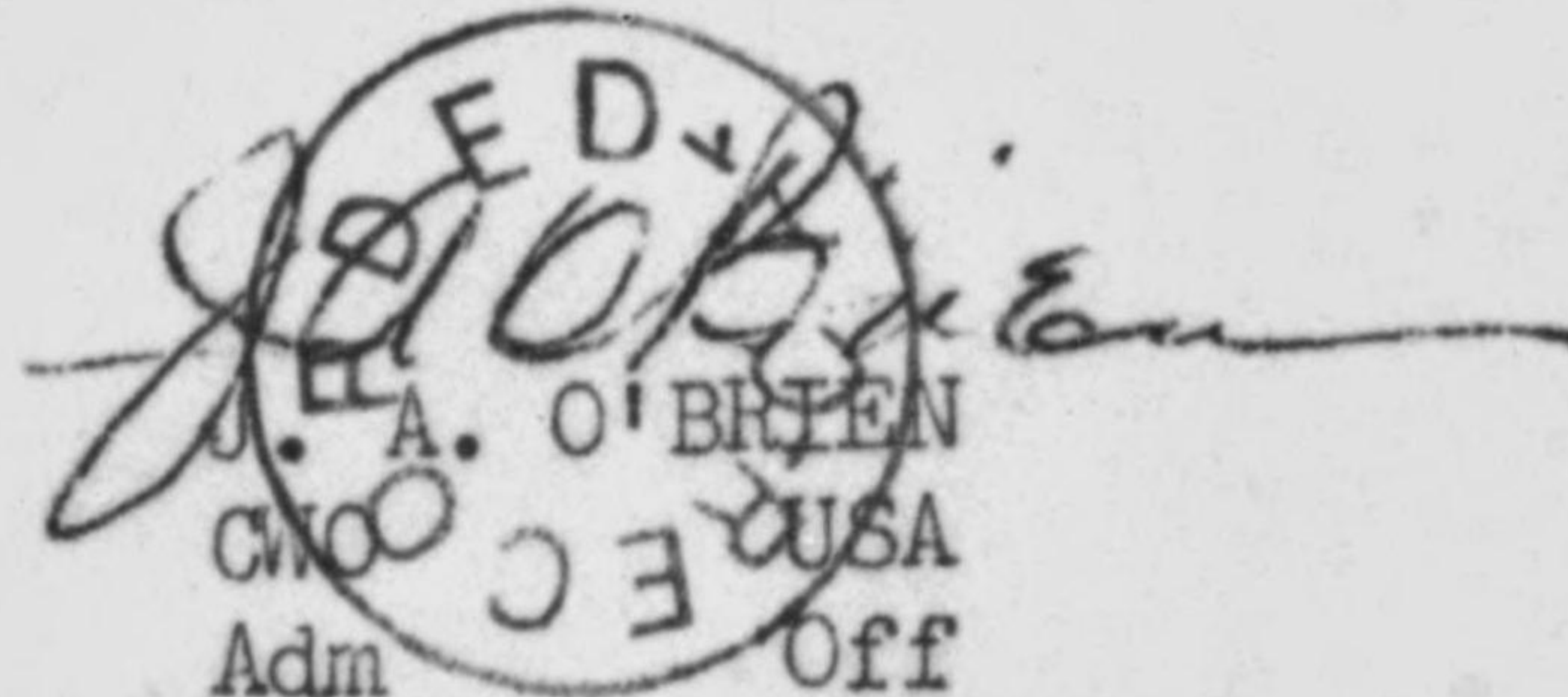
SUBJECT: "Developments in Japanese Education"

TO: Chief, Chugoku Civil Affairs Region, APO 182
Chief, Hokkaido Civil Affairs Region, APO 7-5
Chief, Kanto Civil Affairs Region, APO 500
Chief, Kinki Civil Affairs Region, APO 25
Chief, Kyushu Civil Affairs Region, APO 24-5
✓ Chief, Shikoku Civil Affairs Region, APO 1050
Chief, Tohoku Civil Affairs Region, APO 547
Chief, Tokai-Hokuriku Civil Affairs Region, APO 710
(Attn: Civil Education Officer)

Attached is copy of "Developments in Japanese Education" prepared by CIE, SCAP. This material is being forwarded for your information, but is not to be disseminated to Japanese personnel.

FOR THE CHIEF, CIVIL AFFAIRS SECTION:

1 Incl
Developments in
Japanese Education.



SHIKOKU CIVIL AFFAIRS REGION
Takamatsu, Shikoku

25 August 1950

Mr. Yoshimari Honda
Nakamura-cho, Hata-gun
Kochi Prefecture

Dear Mr. Honda:

In reply to your letter requesting the aid of our office in obtaining the film "Little Women" for Mr. Chiya and his group, kindly be advised that this office cannot be used to secure commercial films for private organizations. Otherwise as you can readily see we would be swamped with requests since what we do for one organization we would have to do for all. Mr. Chiya will have to secure the film, if available, through the regular Japanese channels.

If there is a desire for some CIE films, I am sure that a request made to the prefectural film library would be considered. For any special CIE films you should contact the Information Section of this region.

Very truly yours,

Robert M. Hager

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

230.14 (21 Jul 50)CAS-CE

12 August 1950

SUBJECT: Plan for Employment and Utilization of Japanese Youth Specialists

TO: Chief, Chugoku Civil Affairs Region, APO 182
Chief, Hokkaido Civil Affairs Region, APO 7 Unit 5
Chief, Kanto Civil Affairs Region, APO 500
Chief, Kinki Civil Affairs Region, APO 25 Unit 1
Chief, Kyushu Civil Affairs Region, APO 25 Unit 5
Chief, Shikoku Civil Affairs Region, APO 1050
Chief, Tohoku Civil Affairs Region, APO 547
Chief, Tokai-Hokuriku Civil Affairs Region, APO 710
(Attn: Civil Education Officer)

1. Reference, letter, this headquarters, 230.14 (31 Jul 50)CAS-CE subject: "Plan for Employment and Utilization of Japanese Youth Leaders," dated 21 July 1950.

2. It is imperative that these youth specialists be selected with care and discrimination. Every effort should be made to insure that these individuals are reliable, competent, and have been screened as to patriotism and loyalty. It must also be borne in mind that these specialists will be carefully supervised by civil education personnel in order that any action by them, which is not in accordance with the policies of the Occupation, or which might bring discredit to the Occupation, may be immediately checked. Enlisted personnel of the Regions in outlying prefectures will observe and report on the general conduct of these individuals in the area and their relationships with local Japanese.

3. Attached copy of "Job Description Japanese Youth Specialists" will apply to the Japanese youth specialists to be employed by Civil Affairs Regions.

230.14 (21 Jul 50)CAS-CE

Subj: Plan for Employment and Utilization of Japanese Youth Specialists

4. Weekly activity reports will be required of all Youth Specialists. Attached report form will be used subject to revision by this Headquarters.

FOR THE CHIEF, CIVIL AFFAIRS SECTION:

2 Incl

1. Job Des. Japanese Youth Spec.
2. Weekly Act. Rpt.

s/ J. A. O'brien
t/ J. A. O'BRIEN
CWO USA
Adm Off

Job Description
Japanese Youth Specialists

1. Job Controls

Works under the direct supervision of the assistant civil education officer in charge of youth affairs, as directed by the civil education officer. Work is reviewed by study of verbal and written reports and by a continuing evaluation of results obtained. Weekly activity reports will be submitted to regions.

2. Major Duties

Assists civil education personnel in the implementation of that part of Operational Directive No. 2, CAS, GHQ, SCAP, 10 March 1950, which deals with "Youth Associations," paragraph 2f, (1-11), with the exception of par. 2f (2), which deals with political ideologies.

3. Specific Duties

a. Close liaison with officials of the Japanese Youth Associations (Seinen-dan), local and prefectural.

b. Liaison with all public and private agencies which are interested in the welfare of youth, such as the social education section of departments of education, parent-teacher associations, citizens public hall advisory committees, teachers' associations, Boy Scout and Girl Scout councils, and religious groups.

c. Constant contact with youth leaders and youth groups to assist them in the preparation of interest-programs.

d. Preparation of suggested interest-programs to be distributed to youth leaders and youth groups after approval by the civil education officer.

e. Promotion of local adult youth committees and/or councils.

f. Assistance to youth in securing meeting places.

g. Development of plans for financing youth activities.

h. Maintenance of regularly scheduled office hours.

i. Submission of periodic and special reports to the civil education officer as required.

Incl #1

4. Job Limitations

a. The youth specialist will:

- (1) Confine his activities strictly to assisting the Japanese in developing only those youth programs approved by Civil Affairs Section, GHQ, SCAP.
- (2) Issue no orders to Japanese individuals or organizations, either in the name of the specialists, of Civil Affairs, or of the Occupation.
- (3) Give no advice to Japanese individuals or organizations, either in the name of the specialist, of Civil Affairs, or of the Occupation which may be interpreted as directive in nature.

b. The youth specialist will initiate no programs and promulgate no policies without prior approval of the civil education officer.

JAPANESE YOUTH SPECIALIST WEEKLY ACTIVITIES REPORT

1. Prefecture _____ 2. Month of _____
3. JYS Reporting _____
4. a. Number of Meetings held or attended during the month _____
b. Approximate aggregate attendance _____
c. Number of Visitors to JYS office _____
(See schedule 2 for detail)
5. Area Coverage:
 - a. Number of days spent in cities _____
 - b. Number of days spent in towns _____
 - c. Number of days spent in towns _____
(See schedule 3 for details)
6. Travel
 - a. Hours spent travelling _____
 - b. Expense incurred as a result of travel _____
(See schedule 4 for details)
7. Brief Description of projects initiated by JYS.
8. Outstanding Projects observed in the field.
9. Major problems or obstacles impeding progress toward objectives.
- 10.. General Comments and suggestions.

Incl #2

SCHEDULE 1

(Summary of Meetings)

1. Organization represented _____
2. Address _____
3. Date of meeting _____
4. Time of meeting: From _____ To _____
5. Place of Meeting _____
6. By whom was the meeting called _____
7. Number of attendants _____
8. Names and positions of one or more leaders of the group met with

9. Purpose of meeting _____
10. Evaluation of the meeting
(to be prepared for each group meeting)

SCHEDULE 2

(Office Visitations)

<u>Date</u>	<u>Name and Position of Visitor</u>	<u>Purpose of Visit</u>	<u>Length of Visit</u>
1.			
2.			
3.			
4.			
5.			

SCHEDULE 3

(Summary of Field Trips)

<u>Cities Visited</u>	<u>Towns Visited</u>	<u>Villages Visited</u>
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.

SCHEDULE 4 (Travel Expense)

Transportation Expense:

Railway fare _____

Bus fare _____

Boat fare _____

Hotel Room _____

Meals _____

Total Expense _____

11-487

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

21 July 1950

230.14 (21 Jul 50) CAS-CE

SUBJECT: Plan for Employment and Utilization of Japanese Youth
 Leaders

TO: Chief, Chugoku Civil Affairs Region, APO 182
 Chief, Hokkaido Civil Affairs Region, APO 7-5
 Chief, Kanto Civil Affairs Region, APO 500
 Chief, Kinki Civil Affairs Region, APO 25
 Chief, Kyushu Civil Affairs Region, APO 24-5
 ✓ Chief, Shikoku Civil Affairs Region, APO 1050
 Chief, Tohoku Civil Affairs Region, APO 7
 Chief, Tokai-Hokuriku Civil Affairs Region, APO 710
 (Attn: Civil Education Officer)

Attached is copy of "Plan for Employment and Utilization of
 Japanese Youth Leaders", which will be initiated on and after 1
 August 1950.

FOR THE CHIEF, CIVIL AFFAIRS SECTION:

1 Incl
 Plan (6)

J. C. O'Brien
 J. C. O'BRIEN
 C. A. C. Adm
 4-0011

Recd 17 Aug 50

Plan for Employment and
Utilization of Japanese Youth Leaders

1. In the utilization of Japanese youth leaders the following conditions will apply:

a. Leaders will be responsible to and work under the direction of chiefs of civil affairs regions.

b. Leaders will work direct with Japanese youth groups in conformity with detailed plans to be developed by civil affairs regions.

c. The total amount of yen available from counterpart funds is 1,000,000 per month for 12 months. Funds will be made available to regions.

d. All expenses of the program except clerk hire are to be paid from this fund.

e. A Japanese clerk will be employed for each youth leader with funds to be supplied from the Civil Affairs budget for indigenous personnel.

f. Offices of the youth leaders will be located in buildings other than those occupied by Japanese government agencies.

2. Chiefs of Civil Affairs Regions are authorized to employ Japanese youth leaders on and after 1 August 1950 in accordance with the following standards and limitations:

a. Leaders selected will meet standards of character, responsibility, training and experience which will permit them to accomplish their duties with efficiency and effectiveness. Both male and female leaders will be included in the program.

b. Duties of leaders will include promotion of the youth program as outlined in Operational Directive No. 2, subject, "Civil Education Program," Civil Affairs Section, this headquarters, dated 10 March 1950. These duties may be modified and additional duties assigned as occasion requires.

Plan for Employment and Utilization of Japanese Youth Leaders - Cont'd

c. Assignment:

	<u>Male</u>	<u>Female</u>	<u>Total</u>
Hokkaido	1	1	2
Tohoku	3	2	5
Kanto	4	3	7
Kinki	3	2	5
Tokai-Hokuriku	2	2	4
Chugoku	2	2	4
Shikoku	2	1	3
Kyushu	3	2	5

Leaders will be assigned to areas selected by the region chief, but no leader will be assigned to the prefectures (sub-district in Hokkaido) in which region headquarters are located.

- d. Salary: 15,000 yen per month (No allowances will be given in addition to basic salary).
- e. Traveling expenses: 6,000 yen per month.
- f. Office rent and supplies: 4,000 yen per month.

In the discretion of region chiefs, funds specified for office rent and supplies may be transferred to traveling expenses, or vice versa, according to local conditions and without regard to prefectural lines.

3. Within the discretion of the region chief, youth leaders may exchange periods of temporary duty, or may work together for brief periods in order to provide for complete coverage of the youth activities of both sexes.

65-1046

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

461 (21 Jul 50) CAS-CE 1

21 July 1950

SUBJECT: Distribution of Compton's Pictured Encyclopedia

pld

TO: Chief, Chugoku Civil Affairs Region, APO 182
 Chief, Hokkaido Civil Affairs Region, APO 7-5
 Chief, Kanto Civil Affairs Region, APO 500
 Chief, Kinki Civil Affairs Region, APO 25
 Chief, Kyushu Civil Affairs Region, APO 24-5
 ✓ Chief, Shikoku Civil Affairs Region, APO 1050
 Chief, Tohoku Civil Affairs Region, APO 7
 Chief, Tokai-Hokuriku Civil Affairs Region, APO 710
 (Attn: Civil Education Officer)

1. This headquarters has received 120 sets of Compton's Pictured Encyclopedia to be distributed to Japanese Upper Secondary Schools through Civil Affairs Regions.

2. These sets will be distributed by this headquarters to Civil Affairs Regions on the following basis:

Chugoku	11 Sets
Hokkaido	10 "
Kanto	26 "
Kinki	18 "
Kyushu	16 "
Shikoku	9 "
Tohoku	15 "
Tokai-Hokuriku	15 "

3. Distribution to schools will be on a competitive basis under conditions announced by Civil Affairs Regions. It is desired that consideration be given to the following criteria in establishing conditions to be met by competing schools:

- a. Employment of a full-time librarian, or teacher-librarian.
- b. Largest percentage in increase of number of books added to the school library during the period of the competition.

461 (21 Jul 50)CAS-CE

Subj: Distribution of Compton's Pictured Encyclopedia

- c. Increased use of the library by students and the public.
- d. Improvement in the physical appearance of the library.
- e. Student participation in library management.
- f. Increased interest in the library on the part of the community.
- g. Over-all improvement of library facilities and services.

4. All upper secondary schools which express a desire to enter the competition for the books will be inspected and rated by civil education personnel before the beginning of the contest and again at the end of a six months period when awards will be made.

FOR THE CHIEF, CIVIL AFFAIRS SECTION:



7 Aug 1950

Plan for Distribution of Compton's Pictured Encyclopedia

1. Distribution of standards for judging libraries to superintendents of education. (August 1950)

Enime	<u>BA</u>
Kagawa	<u>Rm H</u>
Kochi	<u>Rm H</u>
Tokushima	<u>Cej</u>

2. Standards for judging school libraries:
 - a. employment of a full-time librarian, or teacher-librarian.
 - b. largest percentage in increase of number of books added to the school library during the period of the competition.
 - c. increased use of the library by students.
 - d. physical appearance of the library.
 - e. student participation in library management.
 - f. increased interest in the library on the part of the community.
 - g. over-all improvement of library facilities and services.
3. Announcement of upper secondary schools which express a desire to enter the competition. (20 September 1950)
4. Visiting and rating by CE personnel of all upper secondary school libraries which express a desire to enter the competition. (15 October 1950)
5. Judging of upper secondary school libraries by CE personnel in accordance with the above criteria. (15 April 1950)
6. Awards made to best upper secondary school libraries on Shikoku by CE personnel. (30 April 1950)

F

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

091.4 (24 Jun 50)CAS-CE

24 June 1950

SUBJECT: School Health Program

- TO:
- Chief, Chugoku Civil Affairs Region, APO 182
 - Chief, Hokkaido Civil Affairs Region, APO 7-5
 - Chief, Kanto Civil Affairs Region, APO 500
 - Chief, Kinki Civil Affairs Region, APO 25
 - Chief, Kyushu Civil Affairs Region, APO 24-5
 - ✓ Chief, Shikoku Civil Affairs Region, APO 1050
 - Chief, Tohoku Civil Affairs Region, APO 7
 - Chief, Tokai-Hokuriku Civil Affairs Region, APO 710
(Attn: Civil Education Officer)

Attached is copy of plan entitled "School Health Program" together with Organization Chart for School Health Program. This material is being forwarded for your information.

FOR THE CHIEF, CIVIL AFFAIRS SECTION:

- 2 Incls
- 1. Program
- 2. Chart

J.P. O'Brien
 J.P. O'BRIEN
 USA
 Adm Off

↓
 Filed in 705

F-1170

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

cg
RA

ENSK
 091.3 (24 Jun 50)CAS-CE

24 June 1950

SUBJECT: The Fourth National Recreation Congress

TO: Chief, Chugoku Civil Affairs Region, APO 182
 Chief, Hokkaido Civil Affairs Region, APO 7-5
 Chief, Kanto Civil Affairs Region, APO 500
 Chief, Kinki Civil Affairs Region, APO 25
 Chief, Kyushu Civil Affairs Region, APO 24-5
 ✓ Chief, Shikoku Civil Affairs Region, APO 1050
 Chief, Tohoku Civil Affairs Region, APO 7
 Chief, Tokai-Hokuriku Civil Affairs Region, APO 710
 (Attn: Civil Education Officer)

Attached is copy of the program for the Fourth National Recreation Congress to be held in Hokkaido 24-27 July 1950. This material is being forwarded for your information.

FOR THE CHIEF, CIVIL AFFAIRS SECTION:

1 Incl
 The Fourth National
 Recreation congress.

J. G. O'Brien
 J. G. O'BRIEN
 CWO
 Adm
 USA

Incl. filed in

AE-File 670

FILE COPY

F-1036

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

000.8 (21 Jun 50)CAS-CE

21 June 1950

E-661
SUBJECT: "Building the Daily Schedule"

TO: Chief, Chugoku Civil Affairs Region, APO 182
Chief, Hokkaido Civil Affairs Region, APO 7-5
Chief, Kanto Civil Affairs Region, APO 500
Chief, Kinki Civil Affairs Region, APO 25
Chief, Kyushu Civil Affairs Region, APO 24-5
✓ Chief, Shikoku Civil Affairs Region, APO 1050
Chief, Tohoku Civil Affairs Region, APO 7
(Attn: Civil Education Officer)

Attached is copy of Japanese translation of a plan entitled "Building the Daily Schedule", developed by the Tokai-Hokuriku Civil Education Section. The English translation of this plan was forwarded previously. This material is forwarded for your information and such use as may be deemed advisable.

FOR THE CHIEF, CIVIL AFFAIRS SECTION:

1 Incl
Plan

J. A. O'Brien
J. A. O'BRIEN
CWOC
Adm. R. F. COFF

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

000.8 (14 Jun 50)CAS-CE

14 June 1950

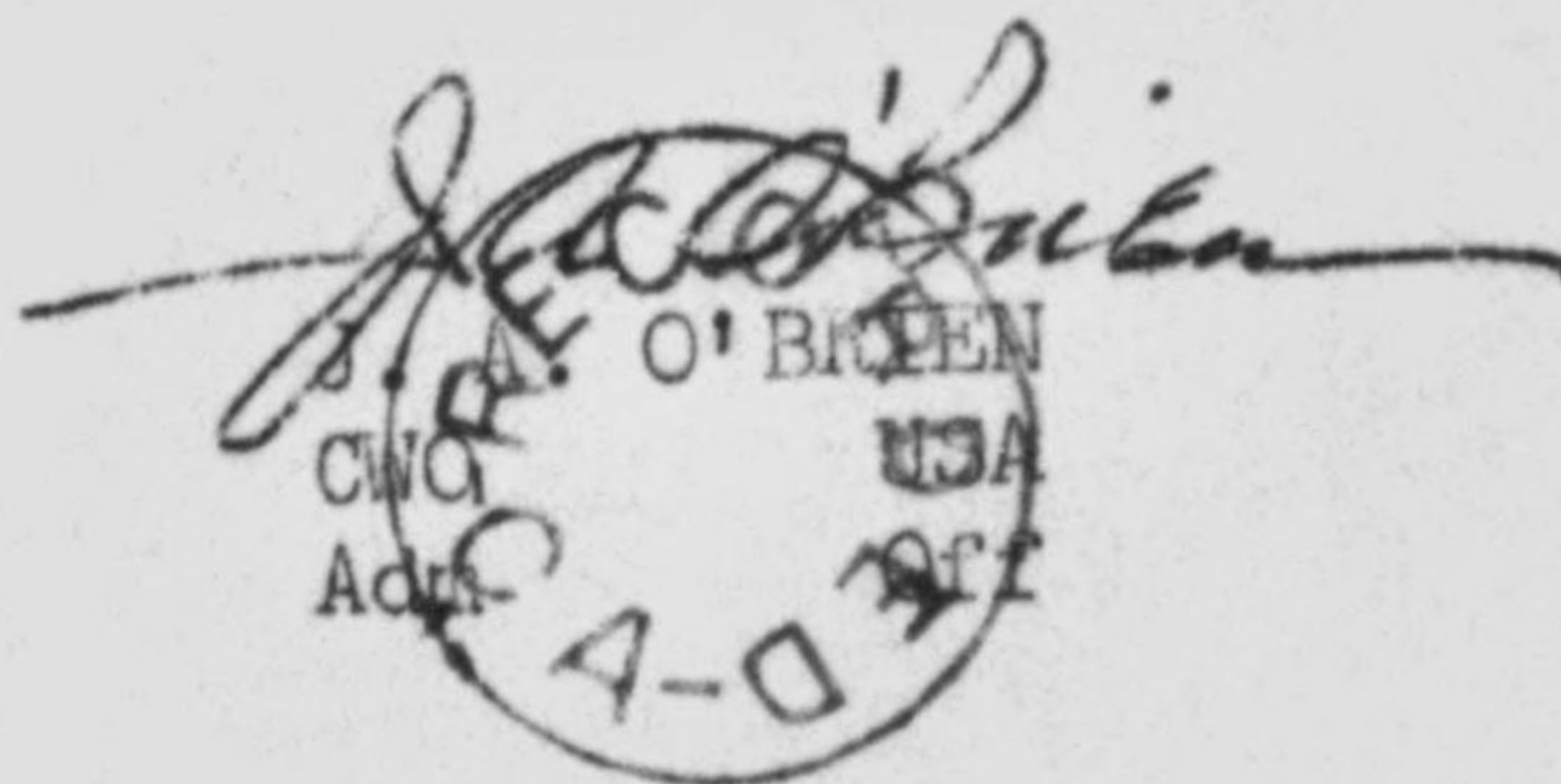
SUBJECT: Board of Education Law

TO: Chief, Chugoku Civil Affairs Region, APO 132
Chief, Hokkaido Civil Affairs Region, APO 7-5
Chief, Kanto Civil Affairs Region, APO 500
Chief, Kinki Civil Affairs Region, APO 25
Chief, Kyushu Civil Affairs Region, APO 24-5
✓ Chief, Shikoku Civil Affairs Region, APO 1050
Chief, Tohoku Civil Affairs Region, APO 7
Chief, Tokai-Hokuriku Civil Affairs Region, APO 710
(Attn: Civil Education Officer)

Attached is copy of revised Board of Education Law. This material is being forwarded for your information.

FOR THE CHIEF, CIVIL AFFAIRS SECTION:

1 Incl
Law

Incl. Filed under 305Japanese Laws

F-529

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

000.E (9 Jun 50)CAS-CE

9 June 1950

SUBJECT: Agriculture Education Program

E-334

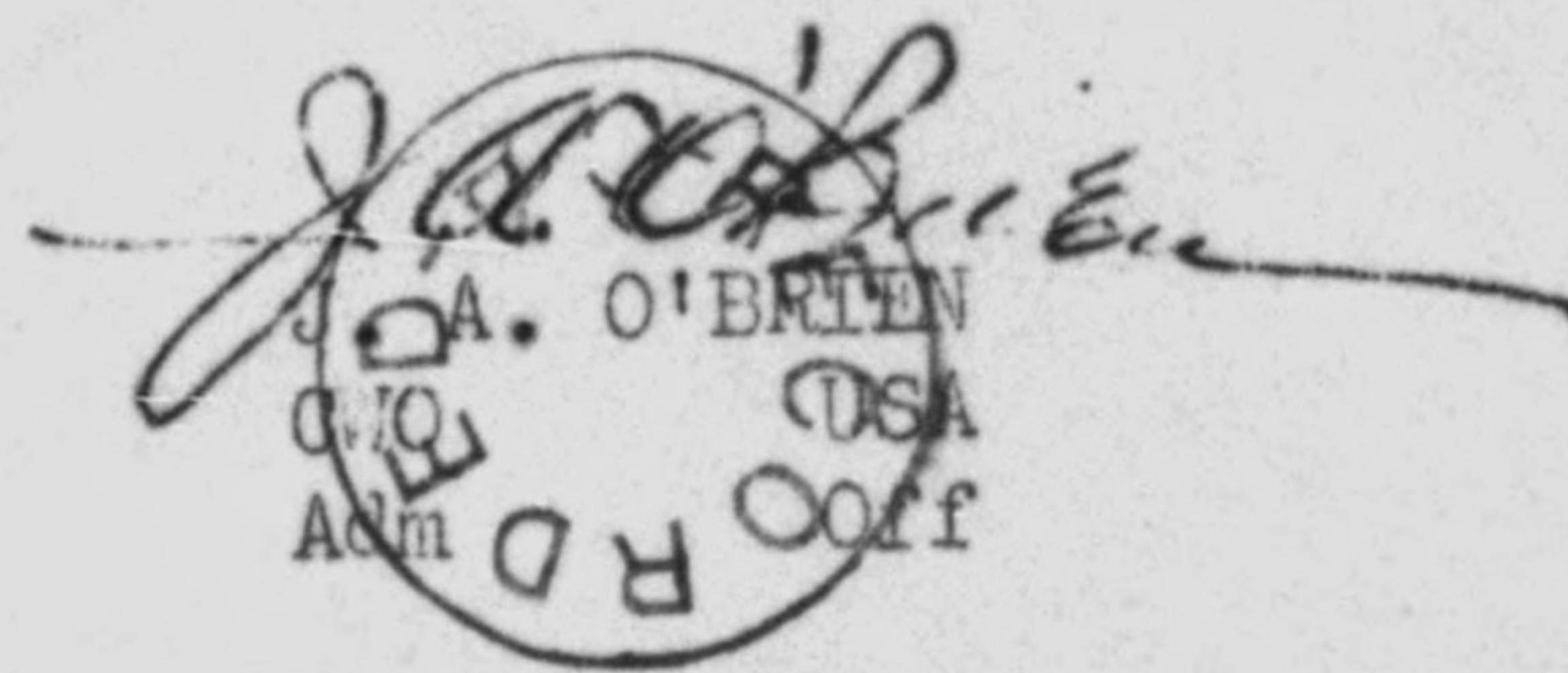
TO: Chief, Chugoku Civil Affairs Region, APO 182
 Chief, Hokkaido Civil Affairs Region, APO 7-5
 Chief, Kanto Civil Affairs Region, APO 500
 Chief, Kinki Civil Affairs Region, APO 25
 Chief, Kyushu Civil Affairs Region, APO 24-5
 ✓ Chief, Shikoku Civil Affairs Region, APO 1050
 Chief, Tohoku Civil Affairs Region, APO 7
 Chief, Tokai-Hokuriku Civil Affairs Region, APO 710
 (Attn: Civil Education Officer)

Attached is copy of program entitled "Forestry Education Program in Japan" prepared by the Ministry of Forestry under the guidance of CI&E. This material is being forwarded for your information.

FOR THE CHIEF, CIVIL AFFAIRS SECTION:

1 Incl
 Forestry Plan

Incl. Filed under 265
Vocational Educat-
ion



F-525

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

353 (8 Jun 50)CAS-CE

8 June 1950

SUBJECT: Plan for In-Service Training of Officers

6-333
 TO: Chief, Chugoku Civil Affairs Region, APO 182
 Chief, Hokkaido Civil Affairs Region, APO 7-5
 Chief, Kanto Civil Affairs Region, APO 500
 Chief, Kinki Civil Affairs Region, APO 25
 Chief, Kyushu Civil Affairs Region, APO 24-5
 ✓ Chief, Shikoku Civil Affairs Region, APO 1050
 Chief, Tohoku Civil Affairs Region, APO 7
 (Attn: Civil Education Officer)

The inclosed plan, developed in Tokai-Hokuriku Region, is forwarded for information and study. This plan is a constructive attempt to remedy the acute shortage of trained leaders in the region. It is recommended for careful consideration as to possible application throughout Japan.

FOR THE CHIEF, CIVIL AFFAIRS SECTION:

1 Incl
 Plan

J. A. O'Brien
 J. A. O'BRIEN
 USA
 Adm Off

Incl. Filed under 410
Correspondence - 1

F-326

D

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

353 (3 Jun 50)CAS-CE

8 June 1950

SUBJECT: Follow-up Planning Conference for Youth Leadership
Training Conferences

6-332

- TO:
- Chief, Chugoku Civil Affairs Region, APO 182
 - Chief, Hokkaido Civil Affairs Region, APO 7-5
 - Chief, Kanto Civil Affairs Region, APO 500
 - Chief, Kinki Civil Affairs Region, APO 25
 - Chief, Kyushu Civil Affairs Region, APO 24-5
 - ✓ Chief, Shikoku Civil Affairs Region, APO 1050
 - Chief, Tohoku Civil Affairs Region, APO 7
- (Attn: Civil Education Officer)

Attached is copy of project entitled "Follow-up Planning Conferences" developed by the Tokai-Hokuriku Civil Education Section. This material is being forwarded for your information.

FOR THE CHIEF, CIVIL AFFAIRS SECTION:

1 Incl
Plan

J. A. C. [Signature]
 REC
 J. A. C. [Signature]
 CMO USA
 Adm Off

Incl. Filed under 410
Correspondence-1

SHIKOKU CIVIL AFFAIRS REGION
APO 1050

CEJ/sy

8 June 1950

F-374

CE
reiter

CE Section

SUBJECT: Requests for Pamphlet, "Planning a Year's Program for an Organization"

TO : Chief, Civil Affairs Section
GHQ, SCAP
APO 500
ATTN: Chief, Civil Education Branch

1. Requests have been received by this headquarters for copies of the pamphlet, "Planning a Year's Program for an Organization." This pamphlet was printed in Japanese by the Social Education section of the Kagawa Prefecture secretariat. Therefore, no extra copies in Japanese are available from this headquarters.

2. If other Japanese agencies wish to re-print the pamphlet, a letter may be written to this headquarters, addressed to Civil Education Section, by Japanese agency desiring to print the pamphlet locally. Letter should state how many copies will be printed and at what price they will be sold (if they are to be sold).

3. Permission will be given by this headquarters to any reasonable request. However, it is desired that the following conditions be met by the agency reproducing the pamphlet.

a. No changes are to be made in the pamphlet without first securing permission from this headquarters.

b. Original source of pamphlet (Shikoku Civil Affairs Region) should be given.

c. One copy of printed pamphlet should be sent to this headquarters after printing is completed.

d. The pamphlet is not to be sold for profit.

FOR THE CHIEF, SHIKOKU CIVIL AFFAIRS REGION:

EARNEST H T SCHECHINGER
Lt Col CAC
Adjutant

175013

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

337 (17 Apr 50)CAS-CE

17 April 1950

SUBJECT: Adult Affairs Conference

B-23

TO: Chief, Chugoku Civil Affairs Region, APO 248
Chief, Hokkaido Civil Affairs Region, APO 7-5
Chief, Kanto Civil Affairs Region, APO 500
Chief, Kinki Civil Affairs Region, APO 25
Chief, Kyushu Civil Affairs Region, APO 24-5
✓ Chief, Shikoku Civil Affairs Region, APO 1050
Chief, Tohoku Civil Affairs Region, APO 7
Chief, Tokai-Hokuriku Civil Affairs Region, APO 710
(Attn: Civil Education Officer)

1. It is desired that the following named persons from the regions indicated attend a conference on Adult Education to be held in Tokyo on 8, 9, and 10 May 1950:

Miss Margaret Groth	GS-10	Chugoku Region
Miss Marie Gagner	GS-10	Hokkaido Region
Miss Ruth Davies	GS-10	Kanto Region
Miss Josephine Colletti	GS-10	Kinki Region
Miss Mary Jane King	GS-10	Kyushu Region
Miss Carmen Johnson	GS-10	Shikoku Region
Miss Esther Plank	GS-10	Tohoku Region
Miss Eleanor Lee	GS-10	Tokai-Hokuriku Region

2. a. Personnel named above will report at 0845, 8 May 1950, to Room 510 of Radio-Tokyo Building, which is located on Avenue A north of 10th Street.

b. Prior to 4 May 1950, notification of expected arrival and departure hours will be furnished by telephone to the Civil Education Branch, this section.

3. Purpose of this conference is:

a. To furnish information concerning the organization, duties, and responsibilities of social education sections of the Secretariats

337 (17 Apr 50) CAS-CE
Subj: Adult Affairs Conference, 17 Apr 50

of Prefectural Boards of Education in order to clear up misunderstandings now existing.

b. To clarify the application of the Social Education Law with a view to clearly defining civil education responsibilities in connection with surveillance of the execution of this law.

c. To re-orient assistant education officers in attendance as to civil education responsibilities and functions in the field of adult education in the light of presently existing conditions, policies and directives.

FOR THE CHIEF, CIVIL AFFAIRS SECTION:

J. A. O'Brien
A. O'BRIEN
USA
REC'D
OFF

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

000.8 (8 Apr 50)CAS-CE

8 April 1950

SUBJECT: Cooperative Evaluation of Agriculture Education

B-196
TO: Chief, Chugoku Civil Affairs Region, APO 248
Chief, Hokkaido Civil Affairs Region, APO 7-5
Chief, Kanto Civil Affairs Region, APO 500
Chief, Kinki Civil Affairs Region, APO 25
Chief, Kyushu Civil Affairs Region, APO 24-5
✓ Chief, Shikoku Civil Affairs Region, APO 1050
Chief, Tohoku Civil Affairs Region, APO 7
Chief, Tokai-Hokuriku Civil Affairs Region, APO 710
(Attn: Civil Education Officer)

1. Reference: Letter, this headquarters, 403 (9 Mar 50) CAS-CE, subject, "Agriculture Education Program," dated 9 March 1950.

2. As part of the eight regional secondary education workshops, it is planned that the agriculture education group in each workshop will study the "Cooperative Evaluation of Agriculture Education" and will evaluate two schools offering agriculture education which are located near the workshop site. The purpose of evaluating these schools is primarily one of training agriculture education leaders from all prefectures in the procedures involved in a systematic evaluation.

3. If the workshop evaluations are to be effective, a three to four months period of advance preparation will be needed by the schools that are to be evaluated. Since this type of evaluation is new in Japan it will be necessary for Civil Affairs civil education officers to give advance guidance in the preparatory steps. As a follow-up, all prefectures will be encouraged to utilize the evaluation program for the improvement of agriculture education in the schools.

4. In reviewing the original draft of the "Cooperative Evaluation of Agriculture Education", transmitted by reference letter, it has been noted that the specific steps for advance preparation by individual schools are rather obscure. Enclosed are English and Japanese copies of a supplement to the original draft which clarifies these necessary preparatory steps.

FILE COPY

000.8 (8 Apr 50)CAS-CE
Subj: Cooperative Evaluation of Agriculture Education

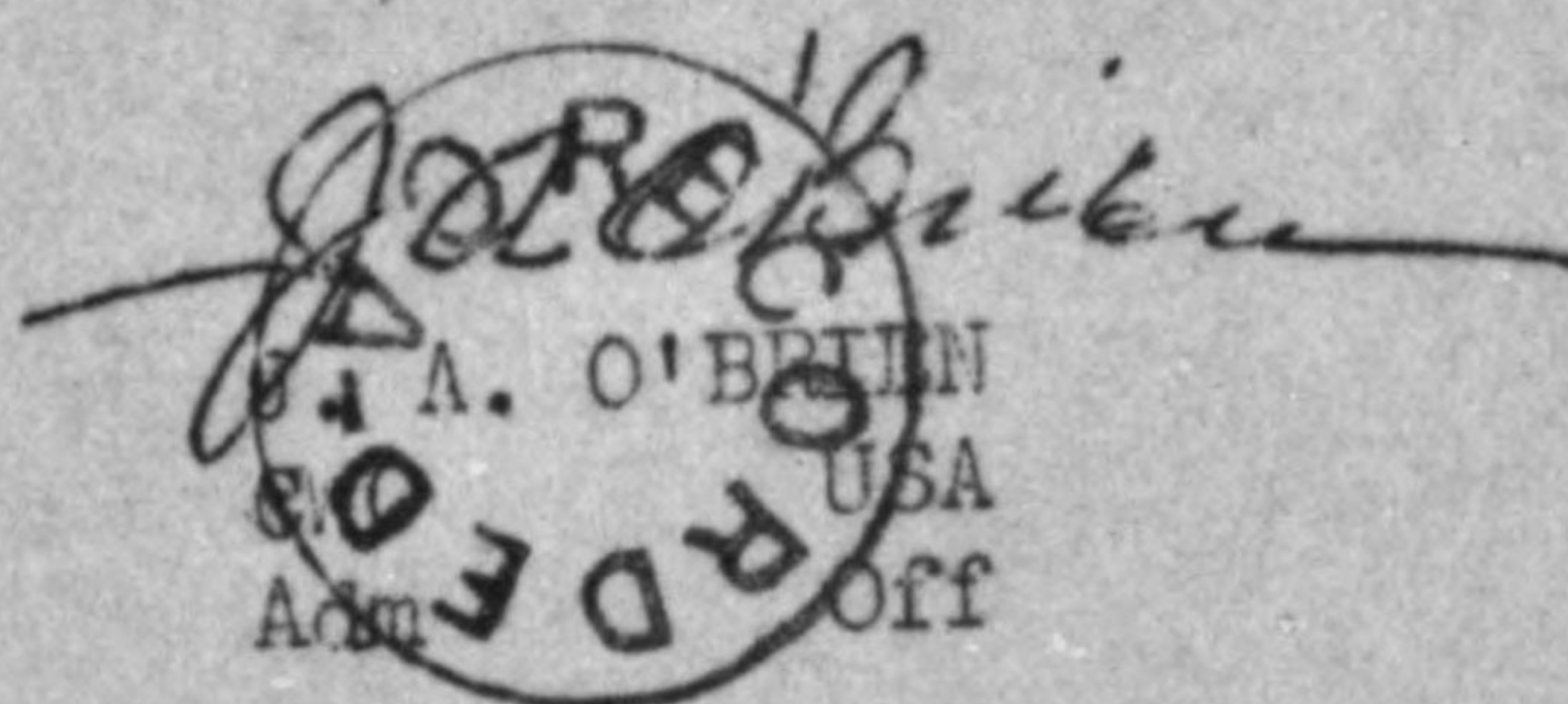
5. On 22 March the Ministry of Education held a national secondary workshop planning conference. At that time leaders from each prefecture were advised by the Ministry on the general plans for developing workshop agenda. Also at that time, copies of the "Cooperative Evaluation of Agriculture Education" were given to each prefectural leader. Thus, each workshop planning committee will have some idea as to plans for developing evaluation procedures and for training prefectural leaders in the workshop. However, the planning committees will need further direction due to the newness of this type of evaluation.

6. As further assistance to planning groups, the agriculture teacher consultant from each workshop prefecture is being invited to participate in preliminary evaluation tryouts in Miyagi, Fukushima and Nagasaki Prefectures. This experience will give one individual in each workshop prefecture advance understanding of evaluation procedures.

7. Civil Affairs civil education officers will be advised following these preliminary evaluation try-outs in April as to the individuals receiving training in the try-outs.

FOR THE CHIEF, CIVIL AFFAIRS SECTION:

- 2 Incls
1. Sup.
2. Japanese Trans.



Filled in # 265

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

cej
Davis

000.8 (31 Mar 50)CAS-CE

31 March 1950

SUBJECT: "Correlation of Social Education Agencies Governmental
 and Private."

A 993

TO: Chief, Chugoku Civil Affairs Region, APO 248
 Chief, Hokkaido Civil Affairs Region, APO 7-5
 Chief, Kanto Civil Affairs Region, APO 500
 Chief, Kinki Civil Affairs Region, APO 25
 Chief, Kyushu Civil Affairs Region, APO 24-5
 ✓ Chief, Shikoku Civil Affairs Region, APO 1050
 Chief, Tohoku Civil Affairs Region, APO 547
 (Attn: Civil Education Officer)

Attached is copy of project entitled "Correlation of Social
 Education Agencies Governmental and Private" developed by the Tokai-
 Hokuiku Civil Education Section. Copy together with Japanese trans-
 lation is enclosed for your information.

FOR THE CHIEF, CIVIL AFFAIRS SECTION:

- 2 Incls
 1. Project
 2. Japanese Trans.

Incl. Filed under 650
Social Organizations



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

000.8 (10 MAR 1950) CAS-CE

10 MAR 1950

SUBJECT: "Building the Daily Schedule"

A-34
 TO: Chief, Chugoku Civil Affairs Region, APO 248
 Chief, Hokkaido Civil Affairs Region, APO 7-5
 Chief, Kanto Civil Affairs Region, APO 500
 Chief, Kinki Civil Affairs Region, APO 25
 Chief, Kyushu Civil Affairs Region, APO 24-5
 ✓ Chief, Shikoku Civil Affairs Region, APO 1050
 Chief, Tohoku Civil Affairs Region, APO 547
 (Attn: Civil Education Officer)

Tokai-Hokuriku Civil Education Section has developed a plan for presentation of the subject "Building the Daily Schedule." This plan has been successfully used in Tokai-Hokuriku Region. Copy is inclosed for your information and such use as may be deemed advisable.

FOR THE CHIEF, CIVIL AFFAIRS SECTION

1 Incl
 "Building the Daily
 Schedule"



Incl. Filed under 268
Information from
Other Regions

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

403 (9 MAR 1950) CAS-GE

9 MAR 1950

D.
cij

SUBJECT: Agriculture Education Program

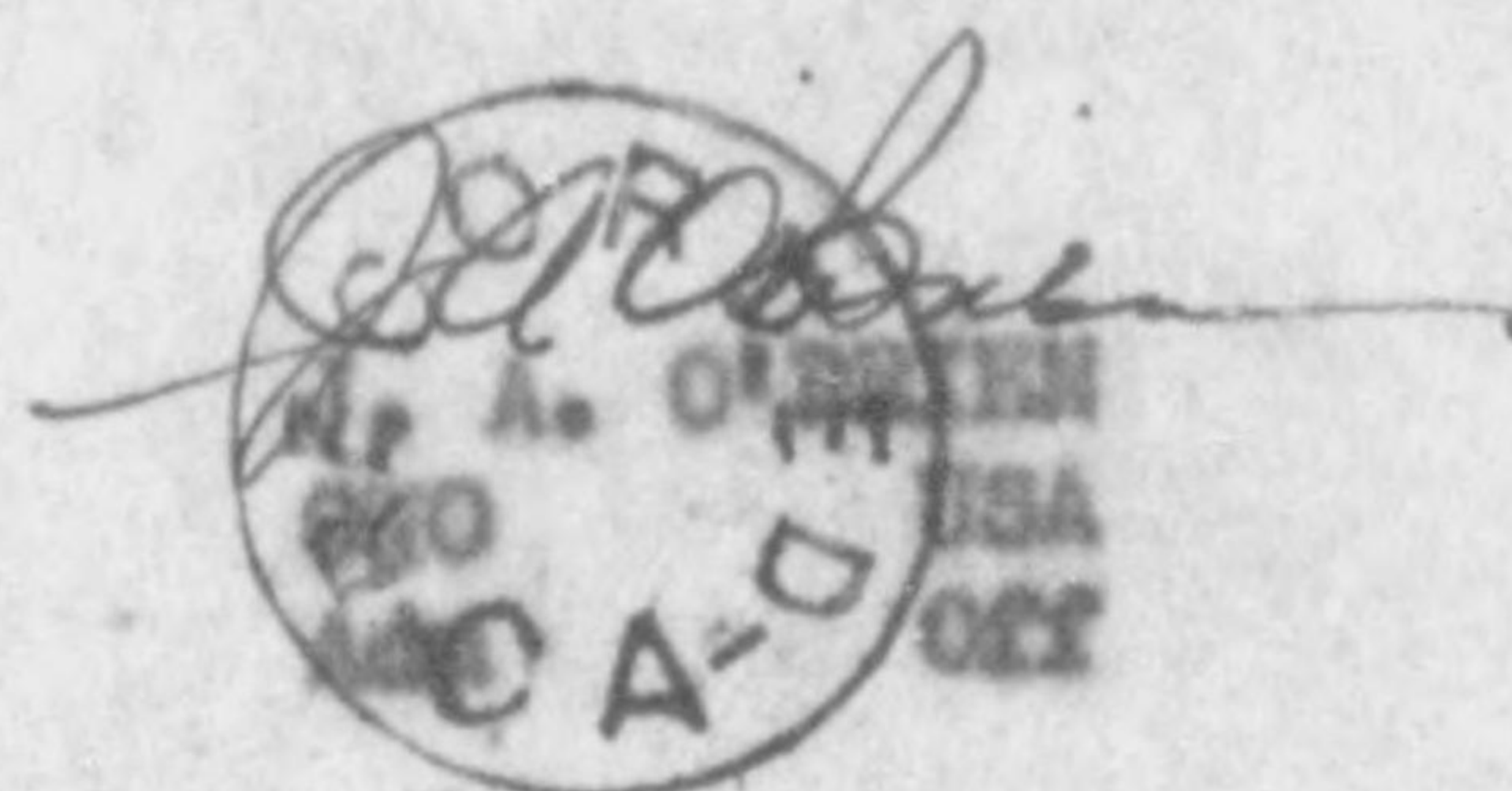
TO: Chief, Chugoku Civil Affairs Region, APO 248
Chief, Hokkaido Civil Affairs District, APO 7-5
Chief, Kanto Civil Affairs Region, APO 500
Chief, Kinki Civil Affairs Region, APO 25
Chief, Kyushu Civil Affairs Region, APO 24-5
✓ Chief, Shikoku Civil Affairs Region, APO 1050
Chief, Tohoku Civil Affairs Region, APO 547
Chief, Tokai-Hokuriku Civil Affairs Region, APO 710
(Attn: Civil Education Officer)

1. Inclosure 1 is a resume of information on tentative plans for evaluation of the Agriculture Education Program.
2. Inclosures 2 and 3 are English and Japanese copies of a tentative program developed by the Ministry of Education to improve agriculture education.
3. The information contained in the inclosures is furnished for such action as may be considered appropriate. It is not to be regarded as directive in nature nor as granting additional authority.

FOR THE CHIEF, CIVIL AFFAIRS SECTION:

- 3 Incls
1. Resume
2. English Pro.
3. Japanese Trans.

Incl. Filed under 265
Vocational Edu-
cation



1958

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COPY

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

25 February 1950

113 (25 Feb 1950) CAS-A

SUBJECT: Reimbursement for Cost of Lodging in Japanese Hotels

TO: Chief, Hokkaido Civil Affairs Region, APO 7
Chief, Tohoku Civil Affairs Region, APO 547
Chief, Kanto Civil Affairs Region, APO 500
Chief, Tokai-Hokuriku Civil Affairs Region, APO 710
Chief, Kinki Civil Affairs Region, APO 25
Chief, Chugoku Civil Affairs Region, APO 248
Chief, Shikoku Civil Affairs Region, APO 1050
Chief, Kyushu Civil Affairs Region, APO 24-5

1. Reference: Letter, GHQ, SCAP, file AG113 (12 Dec 49) COM-F subject as above, dated 24 January 1950.
2. In conjunction with the above reference, recently distributed to the civil affairs regions, the question has been raised concerning the manner of reimbursement for travel expenses of foreign nationals.
3. Attention is directed to paragraph 14, Section I, Eighth Army Circular No. 14, 1948. The limiting factor imposed by paragraphs 14a(2)(a) and (b) will be disregarded and paragraph 14a(1)(b) will be the criterion for payment.
4. A further question has been raised as to whether the 1800 yen per day mentioned in paragraph 3 of the reference letter is the total reimbursable amount per individual per day. This figure as mentioned in the letter applies to advance payments only. Reimbursement will be made for any reasonable expenditure for which there are adequate covering receipts.

FOR THE CHIEF, CIVIL AFFAIRS SECTION:

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

"Reproduced in connection with and for clarification of letter in par 1 of this memo."

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
APO 500

24 January 1950

AG 113 (12 Dec 49) COM-F

SUBJECT: Reimbursement for Cost of Lodging in Japanese Hotels

TO: Commanding General, Eighth Army, APO 343
Commanding General, Headquarters and Service Group, General
Headquarters, Far East Command, APO 500
Commanding, Naval Forces, Far East, Navy No. 1165
Commanding General, Far East Air Forces, APO 925

1. Effective 1 March 1950 procurement demands for "emergency billet", Japanese Hotels, will no longer be made.
2. Military and civilian personnel, traveling under orders on official business, will pay charges in yen for lodging at Japanese hotels and obtain receipts.
3. Orders directing travel will authorize reimbursement in yen for expenses incurred for lodging when Government facilities are not available and may, at the request of the traveler, authorize advance payment in yen. Specific authorization for advance payments showing number of days, at not to exceed 1800 yen per day, will be stated in such orders and direct immediate settlement upon return to permanent station. A copy of each travel order, authorizing advance or reimbursement in yen, will be furnished the Fiscal Division, Office of Comptroller, General Headquarters.
4. Advance payments of yen will be made to military and civilian personnel without requiring bond. In the case of military personnel, notation will be made in pencil of such advance under item 35 on the Military Pay Record and advances to civilian personnel will be reported to the appropriate Civilian Personnel Section for notation on the employee's WD Form 43.
5. Request for reimbursement for hotel costs incurred will be made to a United States Disbursing Officer who will prepare a modified Standard Form 1012 for execution by the claimant. Vouchers will be paid in yen and will be supported by two copies of official order and copies of hotel receipts.

AG 113 (12 Dec 49) COM-F, 24 Jan 50
SUBJECT: Reimbursement for Cost of Lodging in Japanese Hotels

6. Army and Air Force Disbursing Officers will transfer paid vouchers to the Central Disbursing Office of their respective services (Army, 179th Finance Disbursing Section - Air Force, Finance Officer, FEANCOM) as each item by Form 326-327 method. Transfers will be made by the 5th of the month following that in which payment was made. Navy Disbursing officers will present paid vouchers to an Army or Air Force Disbursing Officer in exchange for you in cash or check.

7. Central Disbursing Officers will consolidate the paid vouchers and transmit them to the Funding Branch, Fiscal Division, Office of Comptroller, General Headquarters. The latter will purchase the vouchers with a yen check thereby enabling the Central Disbursing Officer to recoup yen expended from yen working fund balance.

BY COMMAND OF GENERAL MACARTHUR:

/s/ K. B. Bush
/t/ K. B. BUSH
Brigadier General, USA,
Adjutant General.

*Mr Pedersen
Labor*

circulate this to C.E. [initials]

*[initials]
file*

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

[initials]

230.14 (16 FEB 1950)CAS-EL

16 FEB 1950

SUBJECT: Selective Placement in Japan

- TO:
- Chief, Hokkaido Civil Affairs Region, APO 7
 - Chief, Kanto Civil Affairs Region, APO 500
 - Chief, Kinki Civil Affairs Region, APO 25
 - Chief, Tokai-Hokuriku Civil Affairs Region, APO 710
 - Chief, Chugoku Civil Affairs Region, APO 248
 - Chief, Shikoku Civil Affairs Region, APO 1050
 - Chief, Kyushu Civil Affairs Region, APO 24-5

The attached paper, containing detailed information on the above subject, has been prepared by the Labor Division of the Economic and Scientific Section, this headquarters, and is forwarded for information and study.

FOR THE CHIEF, CIVIL AFFAIRS SECTION:

1 Incl:
Report "Selective
Placement in Japan"



SELECTIVE PLACEMENT IN JAPAN

In the United States, the term "selective placement" is usually applied to placement of handicapped. In Japan, it has taken on a broader meaning, and applies to all placement where there is an effort to choose from among various job applicants to fill a given job opening. The Employment Security System has adopted the term sembatsu shokai or "selective introduction", as distinguished from sokujitsu shokai or "same day introduction", usually referred to as spot placement. In Japanese usage, therefore, the terms may be defined as follows:

(1) Selective placement (sembatsu shokai): choice by the PESO of the most suitable applicant or applicants in its files for a given job opening on the basis of matching of job requirements of the employer with qualifications of the applicant.

(2) Spot placement (sokujitsu shokai): Referral of an applicant to a job opening at the time of the applicant's visit to the PESO. This may be on the first or on a subsequent visit, and is done by choosing an active job opening for which the applicant appears qualified.

Spot placement has been the prevailing method in the PESOs since the beginning of the Occupation. Ordinarily, until recently, most or all job openings were posted in the waiting space of the office. Even the name of the company was given. The job applicant came in, looked over the openings, and might select one. Then he would be given an application card to fill out, which he would take to the placement interviewer. Often this interviewer was an immature person of low status in the office, who would merely write the applicant a referral slip to the job the applicant had selected. In some of the better offices the interviewer would take some pains to discuss the applicant's qualifications and desires with him, and to make a search of available job openings to recommend a suitable one. But the approach was always from the applicant to an active job opening in the office at the time. If the applicant left the office without a referral, he would not again be considered for a job opening unless he came back to the office on his own initiative.

Spot placement is not altogether bad. It has a definite place in an employment exchange. For referral of day labor or unskilled labor, it is usually adequate. Also, if there is a serious labor shortage, it works reasonably well, since almost anyone coming to the office can be referred promptly to a suitable job. Furthermore, in Japan, at least in the past, workers and employers have not been much concerned with job content as with other considerations. The employer wanted a worker of good family and character and suitable formal education and was less concerned with the possession of specific skills. The job applicant wanted to associate himself with a reliable employer with a reputation for benevolence, and was not insistent on being placed where he could use his highest skill regard-

less of other factors. Selection of workers was done by the employer on the basis of a Personal History sheet, supposedly done in the applicant's handwriting, so that the employer could judge character, partly from the handwriting and partly from the family status, locality of origin, names of schools attended, and similar considerations. In applying for a job, the first consideration to the worker was usually the name of the company rather than the specific nature of the job.

Selective placement was introduced into Japan through the new manual of instructions issued in the summer of 1948. This manual stated certain principles of placement, but was not very specific as to method. The principles are found in Employment Security Manual, Part III, Section 4000-4999, Referral. Section III 4100 is the most significant statement of the principles of selection, and indicates that the method of placement should be "selective", rather than "spot".

An essential element to good placement is occupational classification based on realistic job analysis and standardized so that a given job title means the same thing throughout the country. In the United States, the Dictionary of Occupational Titles, which took years to prepare, contains many thousand job titles, with standard definitions and with a code by occupational and industrial groupings. Japan cannot use this same dictionary without considerable modification, since job content differs in many cases from that of similar jobs in the United States. Nor are jobs in most of her industries nearly as specialized as in the United States. However, the Employment Security Bureau, with the aid of selected PESOs, is in the process of job analysis in all important industries. To date, analysis has been completed in some thirty industries. Even after job analysis is finished, there is a difficult problem of preparing concise job definitions, relating jobs to one another, and developing a logical code.

Meanwhile, the PESOs have been instructed (Manual, Part VIII, Section 9420-9499) to use a simplified adaptation of the U. S. code. This is based on nine Major Occupational Groups and thirty-eight Middle Occupational Groups of the USES code, with the option of adding more detailed classifications where certain occupations are important in a given PESO area. Both applicant and order cards are supposed to be classified and filed according to this occupational code. Most PESOs are using some sort of adaptation of this code, though few of them have a real appreciation of its value, and many set up their files as window dressing, but do not make selective placements from them.

At the present time, there are perhaps a dozen PESOs where a genuine system of selective placement is in operation (there may be more, but only about twelve have come to the attention of ESS/LAB). Kandabashi Experimental Office uses selective method for a portion of its placements, as do Urawa and Kawaguchi PESOs in Saitama Prefecture, the other two experimental offices. Among other PESOs visited by members of ESS/LAB staff where selective method is in operation are several PESOs in Osaka and those

in Hiroshima and Kure. Method in one of the Osaka offices will be described briefly.

Naniwaminate PESO in Osaka starts on the right foot by filing all job openings and job applicant cards according to the accepted code, the only sub-filing being by sex. (Many of the offices have separate files for unemployment insurance claimants, discharged workers, age groups, and other categories of workers. Such filing tends to obstruct genuine selective placement). There are about eighty occupational classes at Naniwaminate. Within the Operations Section there are separate units for applicant interviewing, order taking and referral. The applicant interviewer spends an average of twenty minutes in assisting the applicant to fill out his registration card, and the interviewer gives the card a code number and occupational title. The job order section performs a similar service for employers in placing job orders. Then both cards are filed in the proper categories.

No attempt is made to refer the applicant to a job on his first visit to the office. Selection of workers for jobs is made in the Referral Unit. Each day, usually in the afternoon, members of the Referral Unit have a conference at which the unfilled job openings are gone over, and an applicant or applicants selected for referral to each opening. The same day, postcards are sent to the selected applicants to appear at the office as soon as possible. It takes from two to five days to complete placement under this system.

Two aids are used at Naniwaminate to facilitate selection. The first is a rating system for checking applicant's qualifications with employer's requirements. Full score is 100, with points divided as follows: (1) job content, 20 points; (2) age, 10 points; (3) experience, 25 points; (4) wage, 15 points; (5) health, 15 points; (6) character, 15 points. Rating is made by checking how closely each attribute of the applicant fits employer's specifications. ESS/LAB does not necessarily endorse the particular items or weights given, but considers the approach sound.

The other aid is a check list of occupations, with most important qualities for each occupation listed. For instance, a store clerk must have good appearance, be able to speak well, use an abacus, and have a knowledge of goods. While this check list is not a scientific job analysis, it is useful in making selections.

This paper leaves some aspects of the selective placement process untouched, and can be considered only a cursory description of its essentials. However, the Employment Security Bureau is in the process of revising the Manual to provide more detailed instruction and guidance to PESOs in selective placement.

F
101

Shikoku Civil Affairs Region
APO 1050, c/o Postmaster
San Francisco, Calif.

14 February 1950

Miss Blanche L. Lee
438 University Farm Place
Madison, 6, Wisconsin

Dear Miss Lee:

I am afraid I have been very dilatory in answering your letter about reproducing the pamphlet, "Care of Children at Meetings" and acknowledging the material you sent me on food preservation. Most of the latter pamphlets are a little too complicated for Japan where practically all the drying of foods is done by the sun. The only other way of preserving is by pickling. However, we did get several ideas from the pamphlets so certainly appreciate your sending them.

The circular, "Care of Children at Meeting," has been published in Japanese. Since I had your permission to use the material, I went through the English copy and made some changes. Of course, the situation here in Japan is different from that in the United States so some changes needed to be made.

For your information I am enclosing a copy of the revised pamphlet. For your interest, I am enclosing a copy of the pamphlet in Japanese.

Sincerely,

Carmen Johnson
Asst Civil Education Officer
Shikoku Civil Affairs Region

2 Inclosures

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

14 February 1950

FOR THE CIVIL EDUCATION OFFICER:

Titles: Techniques of Democracy. (Japanese).....T. T. Kerlinger.

Planning a Year's Program for an Organization,
Shikoku Civil Affairs Region.

The Story Book of Ships (Japanese Translation)
Maud and Misha Petersham.

The above listed books are forwarded for your information and use.

3 Incls

- 1. Techniques of Democracy
- 2. Planning
- 3. Story Book

DISTRIBUTION:

Chiefs, All CAFF Regions.

Rec'd. CE Section

No. Copies _____

Date

Rec'd 24 Feb 50

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

11 February 1950

FOR THE CIVIL EDUCATION OFFICER:

TITLE:

OUR FORESTS

PREPARED BY:

Our Forests Publishing Society

Reference: Letter, this headquarters, subject, "School Forest Program," 9 February 1950.

One copy of Japanese publication, OUR FORESTS, with English Translation.

DISTRIBUTION:

Chiefs All CAFF Regions

2 Incls

OUR FORESTS

English Translation

Incl. Filed under _____

Library

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

091.33 (9 FEB 1950)CAS-CE

9 FEB 1950

0508

SUBJECT: School Forest Program

- TO:
- Chief, Chugoku Civil Affairs Region, APO 248
 - Chief, Hokkaido Civil Affairs District, APO 7
 - Chief, Kanto Civil Affairs Region, APO 500
 - Chief, Kinki Civil Affairs Region, APO 25
 - Chief, Kyushu Civil Affairs Region, APO 24-5
 - Chief, Shikoku Civil Affairs Region, APO 1050
 - Chief, Tohoku Civil Affairs Region, APO 309
 - Chief, Tokai-Hokuriku Civil Affairs Region, APO 710

1. The inclosure is a resume of information furnished this section by Civil Information and Education Section on the School Forest Program which is being emphasized by Japanese agencies at this time.

2. The information contained in the inclosure is furnished for such action as may be considered appropriate. It is not to be regarded as directive in nature nor as granting additional authority.

FOR THE CHIEF, CIVIL AFFAIRS SECTION:

1 Incl
Program

J. P. ...
J. P. ...
CWO USA
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O-RECO

REFORESTATION PROGRAM

A concentrated drive is being planned by Japanese agencies to be climaxed by the annual Green Week activities around the first of April. The enthusiastic response given to the program last year indicates that this is one of the most effective methods that can be used in developing a national consciousness of the need for conservation of forests. The present overcutting and waste of valuable forest land constitutes a definite threat to Japan's economic recovery.

Japanese plans for developing interest in the program and for carrying it forward to a successful conclusion include the following:

a. Distribution to schools of introductory copies of Our Forests, a reference text on soil and forest conservation. Additional copies may be ordered by the schools direct from Economic Stabilization Board at ¥30 per copy.

b. Distribution of copies of Our Forests to each Civil Affairs Region Headquarters.

c. Nation-wide contest, to be announced in Japanese press, planned jointly by the Ministry of Education and the Ministry of Agriculture and Forestry to encourage and stimulate school forest planting.

d. Furnishing text materials, films, exhibit posters and radio material for local use.

e. Establishment of school forest promotion committees.

f. Calling attention of school officials to prefectural laws which permit participating schools to share in the eventual profits derived in later years from a successful reforestation program.

End

6. **LOOKING BACK AT THE SCHOOL ADMINISTRATION STUDY MEETING --**
by Takahashi, Shozo
The Kitatama District Lower Secondary School Principals' Association held an administration study meeting at Haijima Lower Secondary School on 27 September. This is a report of Mr. Takahashi, principal of the school, on the meeting.
7. **ACTIVITIES OF THE BOARD OF EDUCATION**
Summaries are given of the activities of the 10th and 11th Tokyo-te Board of Education regular meeting, the Board of Education 1st Anniversary Program and the All Japan Board of Education Liaison Conference Meeting.
8. **TEACHERS CERTIFYING ENFORCEMENT DIRECTIVE and the TEACHERS CERTIFYING ENFORCEMENT REGULATION**
The complete Teachers Certifying Enforcement Directive (Govt Ordinance No. 338, dated 19 Sept 1949) and Regulation (Education Ministry Ordinance No. 38, dated 1 Nov 1949) are given.

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