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

Description of contents

(1) Box no. 3077

(2) Folder title/number: (8)
Personnel - General

(3) Date: Feb. 1950 - May 1951

(4) Subject:

Classification	Type of record
450, 9450	e

(5) Item description and comment:
Shikoku

(6) Reproduction: (Yes) No

(7) Film no. Sheet no.

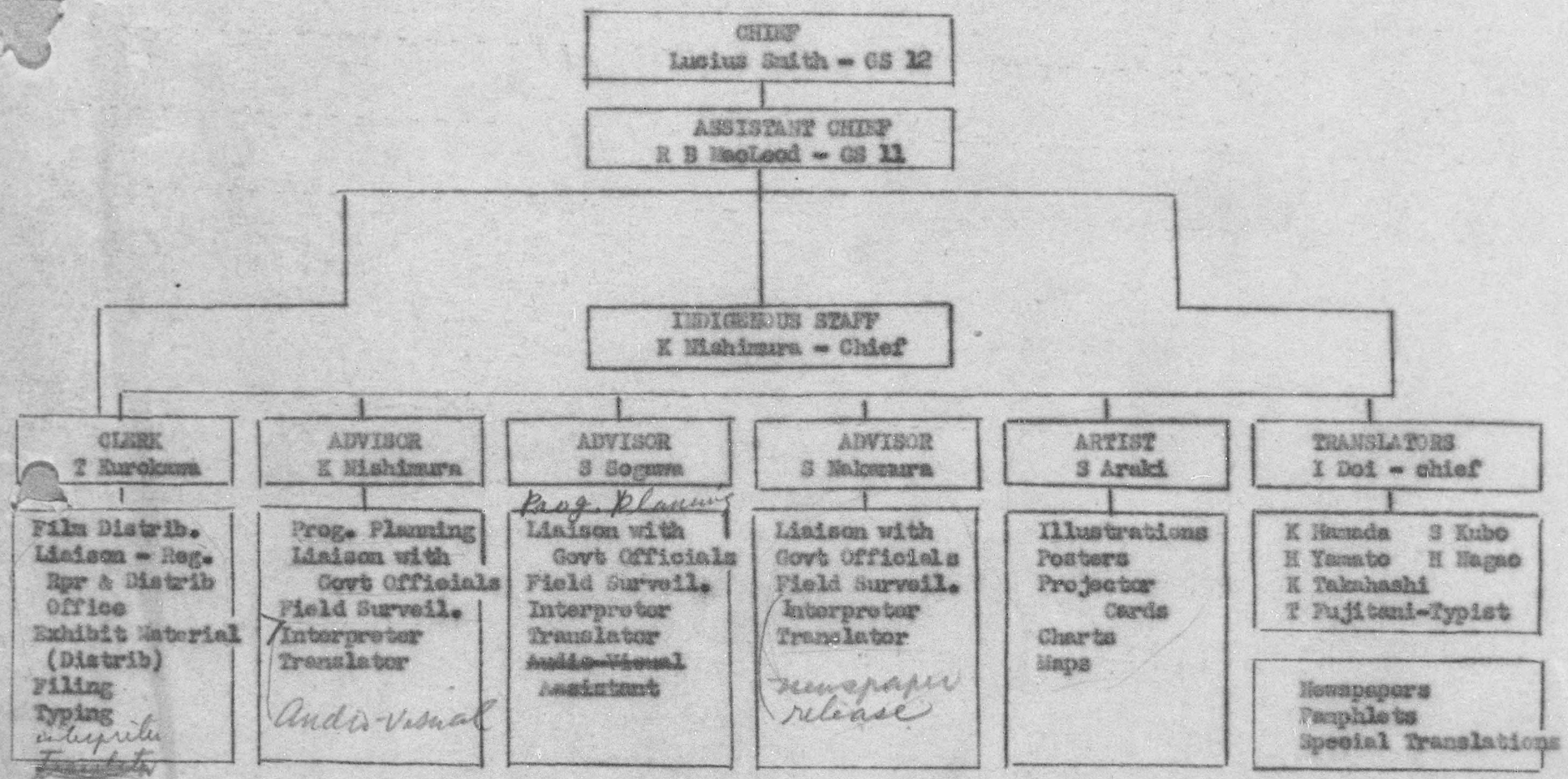
(Compiled by *National Diet Library*)

File 910

SHIKOKU CIVIL AFFAIRS REGION — 1 May 1951

Civil Information Section

ORGANIZATION CHART



file 9-0

SHIKOKU CIVIL AFFAIRS REGION

Civil Information Section 1 May 51

Surveillance of Information Programs

Lucius Smith (Nishimura - Sogawa)

* Food Production
*Audio Visual Education
* Public Health & Sanitation
Agricultural Extension
~~Agricultural Compensation~~
Agricultural Cooperatives
Fisheries
Forestry
Welfare

R. B. MacLeod (Nakamura)

* United Nations
* Political Information
Human Rights.
* Local Autonomy
* Tax Education
* Labor-Management
Economic Stabilization

* Priorities

PIO's (Pref. City, Town & Village)
Audio-Visual
Film Library Units.
Consultant Councils
Repair & Distribution Office
Womens Affairs

Press Relations
Newspaper associations
Radio
Youth Advisors

SHIKOKU CIVIL AFFAIRS REGION
APO 1050

Civil Information Section

10 March 1951

MEMO TO LT. COL. JOHNSTON:

Herewith submitted are the following names of Indigenous personnel in Civil Information Section:

K. Nishimura	Advisor - Interpreter - Translator
T Kurokawa	Clerk-Typist
S Sogawa	Advisor - Interpreter - Translator
S Araki	Technician
S Nakamura	Advisor - Interpreter - Translator

Translation Section:

I. Doi - Chief
N. Nagao
K. Hamada
K Takahashi
H. Yamato
S. Kubo
T. Fujitani - Typist

×

Lucius Smith
LUCIUS SMITH, DAC
Chief

TO: Chief of Civil Information Section

FROM: Translators Section

SUBJECT: Grading on Translators

Attached is the requested list of grading made on translators in this section, for the past two months.

For your information.

R. Digadilla

Translators Section

NAME	GRADING (Workmanship & Character)	Average of % taken per day on Newspaper trans. from 22 Jan - 3 Mar.	REMARKS
Hamada	Good	5½	Very fast in translation.
Kubo	Fair	4	Very fast in translation although needs improvement.
Nagao	Excellent	4+	Very fast and good translation has been carried out. Full cooperation is given at all time.
Takahashi	Excellent	3+	Very good translator. Full cooperation has been showned.
Yamato	Good	3	Excellent translation has been carried out although comparing with the others need improvement in his speed for translating.
Doi	Excellent		
Fujitani	Good	Typist	Has showned great improvement.

TO : Commanding Officer

SUBJECT : Grading on Translators

Following is the requested grading made on translators for the past two months. According to their oral interpretation from Japanese into English, carried out in this section.

NAME	GRADING AS AN INTERPRETER	REMARKS
Yamato	Good	Great improvement has been carried out
Hamada	Good	
Doi	Fair	Needs improvement in hearing
Kubo	Fair	
Nagao	Fair	Needs improvement in hearing
Takahashi	Fair	Needs practise in hearing and conversation

NOTE: During the pawt two months they have made great improvement in their oral conversation.

SHIKOKU CIVIL AFFAIRS REGION
APO 1050

Civil Information Section

10 March 1951

MEMO TO LT. COL. JOHNSTON:

Herewith submitted are the following names of Indigenous personnel in Civil Information Section:

K. Nishimura	Advisor - Interpreter - Translator
T Kurokawa	Clerk-Typist
S Sogawa	Advisor - Interpreter - Translator
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S Nakamura	Advisor - Interpreter - Translator

Translation Section:

I. Doi - Chief

N. Nagao

K. Hamada

K Takahashi

H. Yamato

S. Kubo

T. Fujitani - Typist

Lucius Smith, DAC
LUCIUS SMITH, DAC
Chief

5 March 1951

MEMO TO LT. COL. JOHNSTON:

Submitted herewith are decisions by personnel in Civil Information, SCAR, as per request at conference of all DAC personnel on 3 March:

Mr. Lucius Smith - GS 12 — To remain with SCAR

LUCIUS SMITH

Mr. R. B. MacLeod - GS 11 — To remain with Civil Affairs

R. B. MacLEOD

Miss Rae Kakurai - GS 3 — Request Reassignment

RAE KAKURAI

Miss Takigoshi

ATTACHMENT NO. 3

SUGGESTED OUTLINE FOR DISCUSSION

OF CPR P4

PERFORMANCE APPRAISAL

WITH SUPERVISORS

1. GENERAL PROVISIONS OF THE PERFORMANCE RATING PLAN. The performance appraisal plan approved for use within the Army Establishment provides supervisors with a major tool for use in creating an effective civilian work force. Since this is one of the more important parts of a supervisor's job and is one element against which the supervisor will be appraised, the proper use of performance appraisals will assist the supervisor in improving his own effectiveness. The program is designed to:

a. Enable management, through appraisal of employee work performance, to estimate its productive resources (in terms of manpower) with reasonable accuracy.

b. Enable management to take such actions as will result in increased productivity and lower operating costs.

c. Help management measure the success or failure of employees and provide a means for keeping employees informed as to how well they are succeeding.

d. Enable management to identify employees who warrant special attention and provide a means for giving proper recognition to those employees.

NOTE: The major purpose of the plan is to help supervisors succeed on their jobs by enabling them more effectively to appraise employee performance, plan actions to improve performance, and plan for better utilization of employee abilities.

2. MAJOR STEPS IN THE PLAN. There are four major steps contemplated in the performance appraisal plan:

a. Determination of performance requirements for jobs.

b. Appraisal of employee performance.

c. Decision as to proper actions to assure improved performance and better utilization.

d. Official rating of employee performance.

3. DETERMINING PERFORMANCE REQUIREMENTS. Performance requirements for each job are a desirable feature of any sound management improvement plan. These requirements must be known by and understood by supervisors and employees. Performance requirements clarify the objectives of a job, provide a basis for measuring accomplishment, and assure that employees understand what is expected of them. Such requirements enable supervisors to observe and appraise employee performance with a higher degree of accuracy and to peovide realistic assistance to employees in increasing productivity. In determining performance requirements, the following points should be observed:

a. A performance requirement is an understanding between an employee and his supervisor as to what the latter considers satisfactory performance on an aspect of the job.

b. Where acceptable and accepted standards of performance have been formulated, or are tacitly understood, they may constitute such an understanding. (See CPR No. 29 for a discussion of the development of exact standards.)

c. Wherever the supervisor or the employee has any uncertainty as to what is actually required by the purpose of a duty assigned, an honest attempt must be made to clarify the situation by joint effort.

d. Final decision as to job requirements is a prerogative of management.

e. Understandings may be reached by oral discussion but should be reduced to writing if there is any failure to agree.

f. Requirements will reflect what is actually necessary rather than what will "get by" on the one hand or "perfection" on the other. To a major extent, performance requirements are set by the job itself.

4. PERFORMANCE APPRAISAL.

a. Appraisal is a continuous process of observing an employee's actions and the results he achieves in relation to the performance requirements. A supervisor must observe the employee in the actual work situation and should note significant actions or accomplishments if his later appraisal is to be meaningful. In making an appraisal, the supervisor should ask himself such questions as these:

(1) Is this a fact or an opinion?

(2) If it is an opinion, can I substantiate a rating based on this opinion?

(3) What evidences do I have that the employee is exceeding, meeting, or falling below the performance requirements?

b. In making a performance appraisal, the supervisor must:

(1) Have all the pertinent facts; such facts are obtained from personal observation, review of records, and the employee's recollections of his job performance for the entire period involved.

(2) Compare the facts of the employee's accomplishments to the performance requirements.

(3) Identify those significant aspects of the work in which the employee meets, exceeds or fails to meet the requirements.

(4) Discuss the evaluation with the employee. (Make it constructive, collaborative if possible. The goal is not to prove the employee wrong but to get him to take favorable action).

c. With the employee, the supervisor should place emphasis on:

(1) Recognition of outstanding performance in any aspect of the job.

(2) Identification of reasons for failure to meet requirements.

(3) Stimulation of a desire to improve.

5. PLANNING ACTIONS. The act of appraising an employee's work performance loses much of its value unless action is taken to bring about improvement in performance or to utilize the strengths of the employee. After an employee's work performance has been appraised, consider whether he needs training in any aspect of his job or to improve his attitude toward his work. Also consider the possibility of realigning work assignments to capitalize more fully on the strong points of each employee and to avoid his weak points. Supervisors can secure assistance in the planning phase from the employee utilization representatives assigned to their organizations. Other actions which should be based on appraisal of employee performance are recommendations for reassignments, promotions and changes to lower grade. These proposals should be discussed with the utilization representatives and with higher level supervisors.

6. PERFORMANCE RATINGS. The Army Establishment performance appraisal plan meets all the requirements of the performance Rating Act of 1950 and has been approved by the U.S. Civil Service Commission. This plan provides for three adjective ratings, viz., "Outstanding," " Satisfactory," and "Unsatisfactory." As required by the performance rating law, the uniform efficiency rating system will cease to operate as of the close of business,

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 719015

28 December 1950. All current efficiency ratings, with the exception of "Unsatisfactory" are canceled as of that date. On 29 December 1950, former efficiency ratings of "Good" or better will be converted to interim performance ratings of "Satisfactory." Efficiency ratings of "Fair" are canceled, but no performance rating will be assigned until the performance of the employee has been appraised. Ratings of "Unsatisfactory" will be continued as porformance ratings of "Unsatisfactory," and a warning letter stating specifically in what particulars the employee is failing, what he must do to meet the requirements of his positions and stating the requirements of the positions must be given to each employee who is not doing acceptable work. Such warning letters must establish a period of at least ninety days in which the employee will be given assistance in improving his performance. A new warning letter will be issued to those employees who had received warning notices which did not provide for at least a 90 day warning period under the efficiency rating system.

7. THE RATING PROCESS.

a. The first rating any employee receives in any positions is an entrance rating of "Satisfactory" assigned by the personnel office.

b. Six months later a performance rating will be made by the supervisor based on a performance appraisal.

c. Annually thereafter, on the anniversary date, a new performance rating will be made (unless a new entrance rating is necessitated mearwhile).

d. Each employee will have an official rating on record at all times (exception, see paragraph 6 above).

e. As far as the supervisor is concerned, the rating process is very simple provided the employee's performance has been correctly evaluated.

f. The following factors illustrate aspects of work that might be used in rating if they apply to a particular part of the job:

(1) Quality of work.

(2) Quantity of work.

(3) Adaptability.

(4) Working relationships.

(5) Readership.

(6) Ability to solve problems.

g. A rating of "Outstanding" will be given when there is evidence that performance in all aspects of the job exceeds normal requirements to a degree that warrants special commendation.

h. A rating of "Unsatisfactory" will be given when there is evidence that, in spite of a written warning (stating the requirements and what is necessary to meet them) and a fair opportunity to improve, the employee's performance continues to be inadequate in one or more significant aspects of the job to an extent that continued assignment is undersirable. Before recommending an employee for a rating of " Unsatisfactory," decide whether you need the employee's strong points badly enough to put up with his weak points. This is especially true at this time when full ability is becoming harder to find. We should keep in mind, however, that during periods of reduction in force we may have difficulty in removing the employee who is barely "Satisfactory."

i. A rating of "Satisfactory" will be given when an employee's work performance meets requirements or is expected to come up to them. That is whenever a rating of "Outstanding" or "Unsatisfactory" is not warranted.

j. A significant aspect of a job is one in which failure cannot be condoned-which will make or break the job.

8. RATING PROCEDURES.

a. When a supervisor has evidence that an employee meets the criteria for an "Outstanding" rating, he will:

(1) Submit a memorandum request through channels to his division chief for review, and submission to the awards or other designated committee if warranted.

(2) Attach to each request:

- The current job description.

- A statement of requirements for satisfactory performance.

- A statement showing the specific performance during the rating period which exceeded requirements sufficiently to meet the following criteria:

-- Performance in all aspects of the work assigned exceeds normal performance to such on extent that each would be considered worthy of special commendation.

-- The achievement of positive constructive results.

-- The performance is typical of the period under consideration.

-- The performance represents actual accomplishments rather than simple extra effort, such as overtime work.

-- Specific evidence to show that the above criteria were met, such as production records, comendations or evidence of unusual results achieved.

(3) The supervisor, also, must be ready to appear in person before the committee and justify his request.

b. The civilian awards or other designated committee will investigate the facts and submit a report approving or disapproving the rating.

c. When a supervisor is convinced that an employee's performance is sufficiently inadequate and he has really tried to train, orient and talk things over with the employee, he will:

(1) Give to the employee a warning letter specifically stating performance requirement(s) which were not met, the nature of the failure, what is needed to meet the requirement(s) and that a rating of "Unsatisfactory" will be given if performance is not improved, (This letter will be issued three to six months in advance of an official rating.)

(2) Furnish reasonable opportunity and assistance for improvement of the employee's performance.

(3) If desired improvement does not materialize, prepare a memorandum requesting approval of an "Unsatisfactory" rating, attach a brief statement of the situation and copies of the warning letter, and forward through channels to his division chief.

NOTE: Before issuing a warning letter, it is advisable to talk things over with the employee in an effort to secure the desired improvement before issuing a formal warning. As soon as you decide that the employee is not capable of meeting the requirements, seek adjustment through other types of actions other than the granting of an "Unsatisfactory" efficiency rating. For example, it may be possible to reassign the employee to

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a job for which he is better suited or to remove him for inefficiency in accordance with CPR S1.

d. The division chief will notify the employee, the supervisor, and the civilian personnel office of his decision in writing.

e. No forms are used in the rating process.

f. The official performance rating will be maintained on Service Record Card, WD AGO form 76a. After the initial ratings have been posted on the Service Record Card, new postings will be made only when the adjective rating changes. All ratings will be entered on the Employee Record Card, WD AGO Form 80 or 80a.

g. Employees receiving ratings of "Unsatisfactory" will be reassigned, changed to lower grade or removed as soon as possible after the rating is assigned and after requirements for notices of adverse action are satisfied.

9. REVIEWS AND APPEALS OF RATINGS.

a. In order to insure equitable performance ratings, an employee may request reappraisal through either of two channels:

(1) Locally, within the Army Establishment by written petition to the commanding officer for action by:

- The civilian awards or other designated committee if the rating is "Satisfactory."

- The grievance committee if the rating is "Unsatisfactory."

(2) To a performance rating board of review under direction of the appropriate office of the U.S. Civil Service Commission.

b. A "Satisfactory" rating may be processed through either channel but not both; an "Unsatisfactory" rating will be considered by the board of review only if it has first been considered by the local grievance committee.

c. An employee may waive his right to an oral hearing. However, this does not preclude a hearing if the committee desires to hold one.

10. TRANSITION PROCEDURES.

a. On 29 December 1950, supervisors will deliver a warning letter to each employee whose performance is unacceptable.

b. Employees who enter upon new jobs after 28 December 1950 will be advised of performance requirements by their supervisors at the earliest opportunity and in any event, within thirty days. Performance requirements will be clarified through discussions with present employees at the earliest possible date, but before 31 March 1951.

c. All employees assigned to a job for the first time will be given an entrance rating of "Satisfactory" by the personnel office on the Notification of Action, SF 50. New employees will be briefed on the performance appraisal plan as a part of general orientation. Six months later they will be given an official perfomance rating based on an appraisal of their work.

d. During the interim period, from 29 December 1950 to 31 March 1951, and at any time thereafter, employees who are unsatisfactory may be reassigned, changed to lower grade, or removed under Parts 8, 9, and 22 of the Civil Service regulations.

e. On and after 29 December 1950, each employee's performance will be appraised for rating purposes as of the last day of the twelfth calendar month following the last official efficiency rating or performance rating. (unless an entrance rating has intervened to change the anniversary date).

f. As of 31 March 1951, all interim ratings will be confirmed or changed on the basis of a performance appraisal covering the interim period. This appraisal is necessary to assure that no employee who was assigned a

presumptive performance rating of "Satisfactory" is being penalized by such rating and to determine which official performance rating adjective to assign employees who had formerly had efficiency ratings of "Fair" and to those who had been given warning letters.

NOTE: Supervisors are advised to refer to the full text of the CPR P4 on performance appraisal for more detailed explanation of the provisions of the rating plan. The services of the Civilian Personnel Office are available for further interpretation.

11. EMPLOYEE RESPONSIBILITIES. Under the performance appraisal plan employees are expected to discharge the following responsibilities:

a. To assist in setting or in requesting clarification of performance requirements in any instance in which they are uncertain as to what is required.

b. To ask for clarification of any assignment that is not clear.

c. To inform their supervisors as soon as they find that they are unable to meet a requirement after putting forth their best efforts to meet it.

d. To assure that their performance meets the requirements for their job and to achieve improvements as needs indicate.

e. To observe normal rules of conduct and such additional rules as may be established.

f. To observe ways in which performance of their work can be improved and to call such ways to the attention of their supervisors for possible inclusion in their work assignments.

g. In case of an appeal, to justify how his performance was better than indicated by the rating.

12. SUMMARY. The performance appraisal plan, which has been adopted for use in the Army Establishment, attempts to provide supervisors with a means of increasing their own effectiveness by giving them a sound basis for improving employee productivity and by assisting them to utilize their employees effectively. An important factor of the plan is the identification of broad performance requirements for each job which are understood and accepted by supervisors and employees alike. Such standards make it easier for the employees to perform in an acceptable manner and make it possible for supervisors to evaluate employee effectiveness more fairly. Based on the appraisal of the employee performance, supervisors are better able to plan personnel development actions such as training, reassignments and duty changes. Also, management should be enabled to estimate better the effectiveness of its manpower as a result of the appraisals made under this plan. To be effective, however, the appraisals must be carried on continuously and must be based on observation, production records, and other facts relating to employee performance. The whole plan will be ineffective, however, unless the actions idicated by the appraisals are well planned and well executed.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 790[illegible]

ATTACHMENT NO. 4

(Suggested)

NOTICE TO CIVILIAN EMPLOYEES

OFFICIAL PERFORMANCE RATINGS

A new plan has been adopted for appraising the work performance of Army Establishment civilian employees. This plan meets all the requirements of the Performance Rating Act of 1950 (PL 873, 81st Congress) and has been approved by the U.S. Civil Service Commission. The new appraisal plan replaces the efficiency rating system. Under this plan, emphasis is placed on evaluating work accomplishment and on taking actions indicated by the appraisal to help employees improve their performance and to help supervisors improve the utilization of employee abilities. Periodically, as a result of performance appraisals, each employee will be given an adjective rating. Such ratings will be enteren on each employee's Service Record Card to indicate how well the employee has met the requirements of his job, not how his work compares with others. Important provisions of this plan follow:

1. EFFICIENCY RATINGS CANCELED. Efficiency ratings made before close of business 28 December 1950 will not be used as a basis for personnel actions after that date except that ratings of "unsatisfactory" will be considered as "unsatisfactory" under the new plan, and requirements for the removal of such employees from their present jobs will be met. This does not necessarily mean separation from the service.

2. NEW RATINGS. After 28 December 1950 there will be only three performance ratings:

Outstanding - when all aspects of the employee's performance are sufficiently superior to merit special commendation.

Satisfactory - when performance in general meets the requirements of the job and neither exceeds the requirements enough to warrant a rating of "outstanding" nor falls short of them enough to warrant a rating of unsatisfactory.

Unsatisfactory - when it is determined that an employee has failed to meet the performance requirements of his job after reasonable opportunity to do so to an extent that his retention in the job is undesirable.

3. INTERIM RATINGS. All employees with current efficiency ratings of good or better will be assigned an interim performance ratings of "satisfactory" as of 29 December 1950. Such interim ratings will remain in effect until regular appraisals and ratings are made, which will in no case be later than 31 March 1951.

4. PENALTY EFFICIENCY RATINGS. All current efficiency ratings of "fair" will be cancelled and no official performance rating given until 31 March 1951 (unless an anniversary rating intervenes). All current efficiency ratings of "unsatisfactory" will be continued (see Item 1 above).

5. ANNIVERSARY RATINGS. Employees whose last official efficiency rating occurred between 28 December 1949 and 31 March 1950 will be given an official performance rating as of the anniversary of the efficiency rating.

6. ENTRANCE RATINGS. Employees assigned to a job for the first time will be given an entrance rating of "satisfactory" on the Notification of Personnel Action, SF 50. Six months later they will be given an official performance rating.

7. OFFICIAL PERFORMANCE RATINGS. All employees other than those mentioned in Items 5 and 6 above will be given an official performance rating as of 31 March 1951 and annually thereafter on the proper anniversary date of the last official rating.

8. EMPLOYEE RESPONSIBILITY. Each employee will be responsible for:

a. Requesting clarification from his supervisor of performance requirements in any instance in which he is uncertain as to what is requested.

b. Requesting clarification of any assignment that is not clear.

c. Informing his supervisor as soon as he finds that he is unable to meet a requirement after his best effort to meet it.

d. Making his best effort to learn his work and improve his performance within his assigned work and the requirements established for his position.

e. Observing normal rules of conduct and such additional rules as may be established.

f. Observing ways in which performance of his work can be improved and calling such ways to the attention of his supervisor for possible inclusion in his assigned work.

g. Being ready to prove his points when he files an appeal.

9. SUPERVISOR RESPONSIBILITY. Supervisors will use every reasonable means, such as training, orientation, discussion, and demonstration to assist employees to meet or exceed the requirements of their assignments and will keep employees currently informed as to how well they are meeting requirements.

10 REVIEWS AND APPEALS.

a. Satisfactory Ratings.

Any employee who has evidenced in all aspects of his work that his official performance rating of "satisfactory" is in error may request one review of the action. The review may be either by the Civilian Awards Committee through a written request within 30 days of the date of the unacceptable rating; or he may file a similar request in triplicate with the Chairman, Performance Rating Board of Review in the appropriate office of the U. S. Civil Service Commission. Only one review of a rating of "satisfactory" may be requested. The decision of the review authority selected is final.

b. Unsatisfactory Ratings.

Similarly, any employee who has evidence that his official performance rating of "unsatisfactory" is in error may request a review by the local Grievance Committee (30 days limit); if not satisfied with the decision, he may (within 30 days) appeal to the Performance Rating Board of Review mentioned above. Request for review of a rating of "unsatisfactory" must be filed initially with the local Grievance Committee.

11. PERSONNEL OFFICE SERVICES. Employees may make use of the services of the Civilian Personnel Office in all appeals or requests for review. Reference should be made to the local grievance procedure if appealing an "unsatisfactory" rating.

Supervisors will provide additional information about the performance rating system on request or secure clarification from the Civilian Personnel Office.

Civil Information - Mr. Smith
1-681

INSTRUCTION SHEET FOR EFFICIENCY RATINGS

I

A. TYPES OF RATINGS

1. REGULAR RATINGS. Regular efficiency ratings will be given every employee six months from date of ECD or date of last position change and all employees as of 31 March, except when an employee has served less than six months in the position of current service, grade or class, as of that date.

a. FORMS. Forms will be prepared by Civilian Personnel Section, GHQ, SCAP, for each employee when a rating is due and will be forwarded to the operating unit for completion. Ratings will be prepared in duplicate on Standard Form No. 51 and will be returned promptly to Civil Affairs Section, GHQ, SCAP, APO 500, Attn: Personnel Division.

b. RATING INSTRUCTIONS. A summary of rating and reviewing instructions is given below. For detailed information, including an explanation of each element on Standard Form No. 51, refer to the "Rating Officials Guide" booklet. Copies of this booklet have been furnished each supervisor.

c. RATING AND REVIEWING OFFICIALS. The Rating Official will be the employee's immediate supervisor. The Reviewing Official will be the supervisor highest in line of authority above the Rating Official who has personal knowledge of the general performance of the employee to be rated.

2. ENTRANCE RATIGS. The Civil Service rules concerning efficiency ratings have recently been changed to require a new kind of efficiency rating called an "ENTRANCE" rating. If an official rating for a graded job has not been given, the employee automatically has an "entrance" rating of "good". If an official rating has been given while serving in one job and the employee is then promoted, reassigned, or transferred, or changed to lower grade, the entrance rating in the new job will be the same as the last official rating in the old job, except that if the old rating was "unsatisfactory" the entrance rating will be "fair". Entrance ratings are official ratings and they are used to determine eligibility for step increases and retention credits in a reduction-in-force.

3. ADMINISTRATIVE UNOFFICIAL RATINGS.

To facilitate the preparation of regular ratings by officials who have not had supervisory jurisdiction over employees during the entire rating period, an administrative unofficial rating should be prepared:

a. Each time an employee is moved from his assigned position to a position of the same service, class and grade under the supervision of a different rating official.

b. Each time a rating official relinquishes his supervision over employees to another official.

c. This section is required to transmit an administrative unofficial rating to the employee's new unit when he is transferred or

reassigned to a position of the same service, class and grade. This rating form, upon receipt, will be transmitted by checknote to employee's new section. No record of the administrative unofficial rating will be retained in this section.

d. Administrative unofficial ratings prepared by a departing rating official, reflecting his evaluation of work performance during the period of supervision, should be turned over by him to this successor.

e. Administrative unofficial ratings need not be discussed with nor signed by the employee being rated.

II

A. RATING OFFICIALS' INSTRUCTIONS.

1. You, as a supervisor, are required to evaluate the services of an employee for specified periods of time. Ratings should be based on performance in the position occupied. Your objective in rating is "How Well A Man Does A Job". The efficiency rating is not an evaluation of the employee, but of his work performance.

2. Since efficiency ratings are an important factor in the consideration of proposed personnel actions and are part of the permanent records of employees, each employee should thoroughly understand his rating. In fact, the effectiveness of supervision and the success of the work program depend upon a thorough understanding between the supervisor and the employee concerning the duties assigned, the performance requirements, and methods of attaining the desired performance. Frank discussions on these subjects should be held whenever necessary in order to develop and maintain the efficiency of every member of a working unit; if this has not been done during the rating period, it may be done during the preparation of the rating, before the rating is submitted to the reviewing official, after the rating has been completed and passed upon by the reviewing official, or after it is approved by the efficiency rating committee. In any case, it should be done before the employee receives a cold, formal, unexplained notice of his rating.

B. RATING ELEMENTS.

1. The efficiency rating form is designed for rating a considerable variety of positions in the Federal service. Accordingly, no job will require rating on all elements. The particular points on which the employee is rated, are those which are REQUIREMENTS OF THE POSITION HE FILLS.

2. The items stamped in red have been selected by the Efficiency Rating Committee as the elements usually pertinent to respective positions. Out of these pertinent elements you are to select those which are ESPECIALLY IMPORTANT in the particular job you are rating. UNDERLINE THOSE ESPECIALLY IMPORTANT ELEMENTS. At least one-third of the pertinent elements must be UNDERLINED, to afford an adequate basis for applying the standard at the bottom of the Standard Form No. 51.

3. If the selected elements do not cover the position which you are rating, or if you disagree with the choice of elements, you may add or

change as many as you desire and explain the reason for deviation on the reverse of the officiency rating form.

C. RECORDING OF EVALUATION.

1. THE RATING MARKS are plus (+), check (√), or minus (-).

a. If the employee's performance in the particular element being rated is that which would reasonably be required, mark with a check indicating adequate performance.

b. If the employee's performance is distinctly better than that which should be reasonably required in that particular element, mark with a plus, indicating outstanding performance.

c. If the employee's performance is below that which should be reasonably required in that particular element, mark with a minus, indicating weak performance.

d. NOTE. THE WORD "REASONABLY" IS YOUR KEY.

2. "To assure a full and mutual understanding of each employee's relative proficiency in terms of the requirements of his official position, the rating official will discuss performance in terms of the element pattern fully and frankly with each employee, except where an employee may be on extended leave or travel status throughout the period in which the rating must be prepared". (CFR 95.1-2) As verification of compliance with this regulatory requirement, THE EMPLOYEE'S SIGNATURE AND DATE OF INTERVIEW WILL APPEAR ON THE REVERSE SIDE OF THE SF-51, INDICATING THAT EFFICIENCY RATING HAS BEEN DISCUSSED, OR, IN THE EVENT THE EMPLOYEE IS ON LEAVE STATUS, THE RATING OFFICIAL WILL SO INDICATE ON REVERSE SIDE OF SF-51.

3. Apply the standard at the bottom of Standard Form No. 51, which determines adjective ratings. Insert adjective rating in space designated "Rating Official".

4. IF THE ADJECTIVE RATING IS "FAIR" OR "UNSATISFACTORY", REFER TO THE PARAGRAPH ON "FAIR OR UNSATISFACTORY RATINGS", IN PART IV-A OF THESE INSTRUCTIONS.

5. Sign your name, insert your title, and date the rating in the space provided at the bottom of the form.

6. Refer the rating to the Reviewing Official.

7. Rating and reviewing officials are required to sign both sides of the form, in duplicate.

A. REVIEWING OFFICIAL'S INSTRUCTIONS.

1. As reviewing official, it is your responsibility to see that the ratings given employees under your supervision are just and equitable.

2. Discussion of Rating Process. Wherever possible, the elements

involved in the rating should be discussed with the rating officials prior to preparation of the forms to insure a more uniform conception of the rating standards. "The Rating Officials Guide" booklet. may be used, as a basis for these discussions.

3. Consideration of Rating. After receiving the rating forms from the rating official, examine them by grade and class using the following check list taken from Chapter E1-17 of the Federal Personnel Manual:

a. Has the space at the top of the form been checked to show whether the rating is regular?

b. Do the dates filled in at the top of the form show the exact period of time considered in the rating?

c. Do the classification symbols and office designation show the employee's current status?

d. Has the block on the right-hand side of the form been checked to indicate whether the position of the employee is or is not of an administrative, supervisory, or planning nature?

e. Have all the especially important elements in the position been underlined?

f. Has the administrative, supervisory, or planning employee been rated on all elements pertinent to his position whether in italics or not?

g. Has the "all others" employee been rated on all pertinent elements not in italics?

h. Has the question in element 13, "Is mark based on production records",been answered with "Yes" or "No"?

IV

A. FAIR AND UNSATISFACTORY EFFICIENCY RATINGS.

1. Whenever a supervisor (rating official) determines that an employee's performance is properly rated as Fair or Unsatisfactory, he will prepare a letter to the employee, showing specifically:

a. How his performance fails to meet standards

b. How he might improve

c. That he has the opportunity to bring about such improvement

d. That he will receive a Fair or Unsatisfactory rating if his performance does not improve to meet the required standards.

The letter, in duplicate, will be submitted to the reviewing official for review and approval. If approved, the original of the letter will be given to the employee, the copy will be forwarded to Civil Affairs Section,

Personnel Division and thence to Civilian Personnel Section, GHQ, SCAP. No Fair or Unsatisfactory Efficiency Rating should be processed to final approval or recognized as an official rating by any rating official, reviewing official or efficiency rating committee unless there is substantial evidence that the employee concerned was given a warning by the supervisor IN LETTER FORM at least three months and not more than six months in advance, unless person falls in category of 4 or below.

2. Subsequently, on receipt of SF 51 from Civilian Personnel Section, the employee's work performance will be evaluated and SF 51 will be completed. If it is determined that the actual rating as reflected upon completion of the efficiency rating form is Fair or Unsatisfactory, the warning letter previously issued the employee will constitute authority for the official rating. Upon receipt, the Civilian Personnel Section will attach the 201 file copy of the warning letter to the efficiency rating form and forward to Efficiency Rating Committee for final approval.

3. For efficiency ratings due during March, April or May 1950, it will be necessary to issue the warning letter upon receipt of this procedure, and a copy of the letter along with both copies of SF 51 will be forwarded to Civilian Personnel Section to be held in abeyance until the 90-day period has expired, or one month period as in paragraph 4 below. The Civilian Personnel Section will then send back both copies of the completed rating of Fair or Unsatisfactory along with two additional blank copies of SF 51 in order for the rating official to re-rate subject employee for the entire period including warning time. If the efficiency rating stands as a Fair or Unsatisfactory, the new rating will be forwarded to the Civilian Personnel Section and referred to the Efficiency Rating Committee for final decision.

4. In cases where a shorter period than three months is determined by the rating official to be sufficient to demonstrate improvement in work performance, the period between the warning and the Fair or Unsatisfactory rating may be less than three months, but in no case less than one month.

5. The following or similar statement of warning interview must be attached to all Fair or Unsatisfactory ratings at the time of submission to Civilian Personnel Section for efficiency rating action:

An interview was held on (date) with (name of employee) to discuss weaknesses in (his or her) work performance and to suggest means of improvement. (He or she) was informed that failure to show satisfactory improvement within (three months) (one month) from this date would result in a (Fair) (Unsatisfactory) efficiency rating.

_____
SUPERVISOR'S SIGNATURE AND TITLE

_____
EMPLOYEE'S SIGNATURE

6. Whenever favorable certificate of satisfactory service and conduct for periodic within-grade salary advancement is issued for an employee who previously has been given the warning, such certificate in effect cancels the warning, and no Fair or Unsatisfactory rating shall be assigned in connection with such warning.

RESTRICTED

CF

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

GENERAL ORDERS
NUMBER 86

23 June 1949

REDESIGNATION OF BULK AUTHORIZATION UNITS

1. Pursuant to authority contained in letter, General Headquarters, Far East Command, AG 323.3 (21 Jun 49)DCS, 21 June 1949, subject: "Change in Designation of Military Government Sections and Teams," the following bulk authorization units organized under Table of Distribution 301-1225, 20 March 1949, are redesignated as indicated effective 1 July 1949:

PRESENT DESIGNATION	NEW DESIGNATION	STATION
Headquarters and Headquarters Detachment, Hokkaido Military Government District	Headquarters and Headquarters Detachment, Hokkaido Civil Affairs District	Sapporo, Hokkaido, Japan
Headquarters and Headquarters Detachment, Chugoku Military Government Region	Headquarters and Headquarters Detachment, Chugoku Civil Affairs Region	Kure, Honshu, Japan
Hiroshima Military Government Team	Hiroshima Civil Affairs Team	Kure, Honshu, Japan
Okayama Military Government Team	Okayama Civil Affairs Team	Okayama, Honshu, Japan
Shimane Military Government Team	Shimane Civil Affairs Team	Matsue, Honshu, Japan
Tottori Military Government Team	Tottori Civil Affairs Team	Tottori, Honshu, Japan
Yamaguchi Military Government Team	Yamaguchi Civil Affairs Team	Yamaguchi, Honshu, Japan
Headquarters and Headquarters Detachment, Shikoku Military Government Region	Headquarters and Headquarters Detachment, Shikoku Civil Affairs Region	Takamatsu, Shikoku, Japan

RESTRICTED

General Orders No 86, Hq Eighth Army, 23 June 1949, Contd.

PRESENT DESIGNATION	NEW DESIGNATION	STATION
Ehime Military Government Team	Ehime Civil Affairs Team	Matsuyama, Shikoku, Japan
Kagawa Military Government Team	Kayawa Civil Affairs Team	Takamatsu, Shikoku, Japan
Kochi Military Government Team	Kochi Civil Affairs Team	Kochi, Shikoku, Japan
Tokushima Military Government Team	Tokushima Civil Affairs Team	Tokushima, Shikoku, Japan
Headquarters and Headquarters Detachment, Kanto Military Government Region	Headquarters and Headquarters Detachment, Kanto Civil Affairs Region	Asaka, Honshu, Japan
Chiba Military Government Team	Chiba Civil Affairs Team	Chiba, Honshu, Japan
Gumma Military Government Team	Gumma Civil Affairs Team	Maebashi, Honshu, Japan
Ibaraki Military Government Team	Ibaraki Civil Affairs Team	Mito, Honshu, Japan
Nagano Military Government Team	Nagano Civil Affairs Team	Nagano, Honshu, Japan
Saitama Military Government Team	Saitama Civil Affairs Team	Urawa, Honshu, Japan
Tochigi Military Government Team	Tochigi Civil Affairs Team	Utsonomiya, Honshu, Japan
Yamanashi Military Government Team	Yamanashi Civil Affairs Team	Kofu, Honshu, Japan

RESTRICTED

General Orders No 86, Hq Eighth Army, 23 June 1949, Contd.

PRESENT DESIGNATION	NEW DESIGNATION	STATION
Headquarters and Headquarters Detachment, Tohoku Military Government Region	Headquarters and Headquarters Detachment, Tohoku Civil Affairs Region	Sendai, Honshu, Japan
Akita Military Government Team	Akita Civil Affairs Team	Akita, Honshu, Japan
Aomori Military Government Team	Aomori Civil Affairs Team	Aomori, Honshu, Japan
Fukushima Military Government Team	Fukushima Civil Affairs Team	Fukushima, Honshu, Japan
Iwate Military Government Team	Iwate Civil Affairs Team	Morioka, Honshu, Japan
Miyagi Military Government Team	Miyagi Civil Affairs Team	Sendai, Honshu, Japan
Niigata Military Government Team	Niigata Civil Affairs Team	Niigata, Honshu, Japan
Yamagata Military Government Team	Yamagata Civil Affairs Team	Yamagata, Honshu, Japan
Headquarters and Headquarters Detachment, Tokai-Hokuriku Military Government Region	Headquarters and Headquarters Detachment, Tokai-Hokuriku Civil Affairs Region	Nagoya, Honshu, Japan
Fukui Military Government Team	Fukui Civil Affairs Team	Fukui, Honshu, Japan
Aichi Military Government Team	Aichi Civil Affairs Team	Nagoya, Honshu, Japan
Gifu Military Government Team	Gifu Civil Affairs Team	Gifu, Honshu, Japan

General Orders No 86, Hq Eighth Army, 23 June 1949, Cont.

PRESENT DESIGNATION	NEW DESIGNATION	STATION
Ishikawa Military Government Team	Ishikawa Civil Affairs Team	Kanazawa, Honshu, Japan
Mie Military Government Team	Mie Civil Affairs Team	Tsu, Honshu, Japan
Toyama Military Government Team	Toyama Civil Affairs Team	Toyama, Honshu, Japan
Headquarters and Headquarters Detachment, Kinki Military Government Region	Headquarters and Headquarters Detachment, Kinki Civil Affairs Region	Osaka, Honshu, Japan
Hyogo Military Government Team	Hyogo Civil Affairs Team	Kobe, Honshu, Japan
Kyoto Military Government Team	Kyoto Civil Affairs Team	Kyoto, Honshu, Japan
Nara Military Government Team	Nara Civil Affairs Team	Nara, Honshu, Japan
Osaka Military Government Team	Osaka Civil Affairs Team	Osaka, Honshu, Japan
Shiga Military Government Team	Shiga Civil Affairs Team	Otsu, Honshu, Japan
Wakayama Military Government Team	Wakayama Civil Affairs Team	Wakayama, Honshu, Japan.
Headquarters and Headquarters Detachment, Kyushu Military Government Region	Headquarters and Headquarters Detachment, Kyushu Civil Affairs Region	Fukuoka, Kyushu, Japan
Fukuoka Military Government Team	Fukuoka Civil Affairs Team	Fukuoka, Kyushu, Japan.

General Orders No 86, Hq Eighth Army, 23 June 1949, Contd.

PRESENT DESIGNATION	NEW DESIGNATION	STATION
Kagoshima Military Government Team	Kagoshima Civil Affairs Team	Kagoshima, Kyushu, Japan
Kumamoto Military Government Team	Kumamoto Civil Affairs Team	Kumamoto, Kyushu, Japan
Miyazaki Military Government Team	Miyazaki Civil Affairs Team	Miyazaki, Kyushu, Japan
Nagasaki Military Government Team	Nagasaki Civil Affairs Team	Nagasaki, Kyushu, Japan
Oita Military Government Team	Oita Civil Affairs Team	Oita, Kyushu, Japan
Saga Military Government Team	Saga Civil Affairs Team	Saga, Kyushu, Japan
Tokyo Military Government Team	Tokyo Civil Affairs Team	Tokyo, Honshu, Japan
Kanagawa Military Government Team	Kanagawa Civil Affairs Team	Yokohama, Honshu, Japan
Shizuoka Military Government Team	Shizuoka Civil Affairs Team	Shizuoka, Honshu, Japan

2. Concurrently with the redesignation of these units, the Commanding Officer of each unit will be designated and referred to as Chief of the appropriate Civil Affairs Unit, e.g., "Chief, Tokyo Civil Affairs Team."

3. The commanders concerned will effect the action directed herein.

4. a. Using 1 July 1949 as date of redesignation, entries will be made in the "Record of Events" section of the final and initial morning reports in accordance with paragraphs 33 and 37, AR 345-400, (corrected copy), 18 April 1947. The entries will also indicate whether status of personnel was affected by the redesignation.

General Orders No 86, Hq Eighth Army, 23 June 1949, Contd.

b. Paragraph 4, AR 345-900, 22 October 1947 pertaining to initial and final rosters will be complied with.

5. This headquarters will be notified by letter upon completion of action directed herein.

BY COMMAND OF LIEUTENANT GENERAL WALKER:

E. M. LANDRUM
Colonel, GSC
Chief of Staff

OFFICIAL:

J. W. DONNELL
Colonel, AGD
Adjutant General

DISTRIBUTION:
"Z"

4 - DA, TAG (Attn: AGAO-I)
10 - CINCFE
3 - CINCFE (Attn: Str Acctg Br)
2 - COMNAVFE
2 - CG, FEAF
3 - Director, Audit Agency, FEC, Yokohama Regl Office, APO 503
10 - CG, I Corps
10 - CG, IX Corps
10 - CG, Yokohama Comd
2 - CO, Kobe Base
1 - CO, Tokyo QM Dep
1 - CO, 229th Ord Base Dep
1 - CO, 10th Cml Base Dep Co
1 - CO, 5th Army Med Dep
1 - CO, Eighth Army AG Publications Dep
1 - CO, 4th Repl Dep
1 - CO, Central Records Dep No 4
1 - CO, Yokohama Engr Depot (Attn: Stock Control Div)
1 - CO, 7th Base Post Office
1 - CO, 519th Sig Base Dep (Attn: Editing Sec)
1 - Theatre Postal Officer, APO 500
1 - G-1 Control
1 - G-4 Supply
1 - AG Classification Officer
1 - AG Postal Officer
15 - G-3 Operations
10 - CO, each unit listed in par 1

1027

HEADQUARTERS
SHIKOKU MILITARY GOVERNMENT REGION
APO 1050

Takamatsu, Shikoku
14 October 1948

SUBJECT: Procedure for Visiting Personnel

TO : All Concerned

1. Section heads will follow the procedure outlined below.

2. During normal duty hours 0800 to 1700:

a. Meet or arrange to have someone meet all visiting personnel who are visiting or inspecting their sections.

b. Verify credentials, including orders, AGO Card, Mess Deduction Cards.

c. Escort to sign-in register, and sign register.

d. Introduce to Adjutant.

e. Introduce to Commanding Officer of Region.

f. Introduce to billeting officer who will explain service charge and location of billet.

g. Notify Charge of Quarters of visiting personnel who will arrive between 1700 and 0800 hours.

3. Duty officer and charge of quarters will follow the procedure outlined below, between 1700 and 0800 hours and on Wednesday, Saturday and Sunday:

a. Meet or dispatch taxi to place of arrival.

b. Verify credentials, including orders, AGO card, Mess Deduction Card.

c. Escort to sign-in book.

d. Explain and collect service charge for the number of days visiting personnel are to be billeted.

e. Explain hours of meals and location of mess hall.

f. Escort or have escorted to billets or mess hall.

4. Departure: Section heads, Duty Officer or Charge of Quarters will follow the procedure outlined below when visiting personnel depart from Region Headquarters:

a. Explain and collect from departing personnel for the following:

(1) If Military: Room and laundry charge of $0.25 per night.
Mess bill (check with mess sergeant).

(2) If Civilian: Room service (Japanese Indig Pers) $0.15 per day.
Mess bill (check with mess sergeant).

b. Escort to sign-out register and have personnel sign register.

c. Call taxi for departure.

Ernest W. Steinberg
ERNEST W STEINBERG
Captain Infantry
Headquarters Commandant

(2) Camp Carver Service Club

(3) Koshien Service Club

(4) Military Police Club and Day Room

(5) Athletic Center

(6) Shurakkan Theater

(7) Rokko Theater

(8) Kobe Base Enlisted Men's Mess

(9) Kobe Base Noncommissioned Officer's Mess

(10) Kobe Base Officer's Mess

(a) Kochien

(b) Fuji

(c) Shinko

(d) Pinecrest

(11) Kobe Base Civilian Mess

6. Transportation.

The Field Officer of the Day will be provided transportation by the Kobe Base Motor Pool. He will pick up relief driver at the Dispatcher's Office between 2330 and 2400 daily. The Transportation Officer will cause suitable transportation, with driver, to be available for use of the Field Officer of the Day. In the event transportation is not at the Shinko Building at 1700 hours the Field Officer of the Day will telephone the Motor Pool (Phone 44554) and request that transportation be furnished.

7. General.

a. The Field Officer of the Day will be responsible for keeping a journal, on the prescribed form, of his activities during his tour of duty. This journal will include the installations (and buildings within those installations) visited guard posts checked and reports of after closing inspections received from facilities enumerated in paragraph 5 b and e. Report will be completed and submitted to the Executive Officer at completion of tour of duty.

b. The Field Officer of the Day will keep the Staff Duty Officer informed of his whereabouts by making periodic telephonic reports.

BY ORDER OF COLONEL ROANE:

GLEN D. GRANT
Lt Col AGC
Adjutant

OFFICIAL:

Glen D. Grant

GLEN D. GRANT
Lt Col AGC
Adjutant

DISTRIBUTION:
A

(l) Sannomiya Station

(m) Post Exchange Garage

(n) Cargo Motor Pool

(8) Takatori POL Dump

(9) East Camp

(a) Motor Pool

(b) East Camp Theater*

(c) Special Services Club - East Camp*

(10) Pier 7

(11) Salvage Yard

(12) American Pier

(13) Piers 1, 2, 3, 4, 5 and 6

(14) Camp Carver
(Note: The Field Officer of the Day will upon entering West Camp, contact the Marine Officer of the Day).

(a) Service Club*

*These installations will be visited each night during the hours of activity in each.

c. The Field Officer of the Day will attend any fire involving military or procured property in Kobe Base.

d. The Field Officer of the Day will within the area assigned him by the Executive Officer inspect the security guard to determine their knowledge of their Special Orders, General Orders, manner of action when fires are discovered and any other information required to implement paragraph 5a, above.

e. The Field Officer of the Day will receive telephone reports from the installations listed below that fire prevention inspection has been made at closing time and a further report one (1) hour after closing time. During the absence of the Field Officer of Day the Staff Duty Officer will receive the above reports and turn over appropriate information to the Field Officer of the Day.

(1) East Camp

(a) Theater

(b) Service Club

CI

939

HEADQUARTERS
KOBE BASE
APO 317

MEMORANDUM
NUMBER 18

16 May 1951

FIELD OFFICER OF THE DAY

1. References.

a. Section I, Administrative Directive Number 38, Headquarters Southwestern Command, 17 November 1950.

b. Section II, Administrative Directive Number 38, Headquarters Southwestern Command, 30 April 1951.

c. Letter, Headquarters Japan Logistical Command, JL 600-91e EN-RU, 24 April 1951. Subject, "Fire in Public Facilities."

2. Establishment of Duty of Field Officer of The Day.

Duty of Field Officer of the Day is established in Headquarters Kobe Base, effective 28 April 1951. The officers designated to perform the duty of Field Officer of the Day will be taken from the field-grade officers and captains of Headquarters Kobe Base, Kobe Quartermaster Depot, and Kobe Port.

3. Tour of Duty.

a. The tour of duty for the Field Officer of the Day will be as follows:

Week Days	-	1700 hours to 0800 hours the following day
Saturdays	-	1200 hours to 1000 hours the following day
Sundays & Holidays	-	1000 hours to 0800 hours the following day

b. The officer detailed will report to the Executive Officer, this headquarters, thirty (30) minutes prior to his tour of duty except those officers whose tour of duty is on Sundays or holidays will report thirty (30) minutes before the end of the previous duty day. In the absence of the Executive Officer, the Field Officer of the Day will report to the Adjutant for instructions. The Field Officer of the Day will sleep in the Recruiting Office on the first floor of the Shinko Building. One (1) hour for meals will be taken by the Field Officer of the Day at his own discretion.

4. Uniform.

The uniform for the Field Officer of the Day will be the duty uniform with FOD arm band and without side arms.

5. Duties

a. Duties of the Field Officer of the Day will be to coordinate security guard and fire protection for agencies of Kobe Base with special emphasis on fire prevention, fire detection, fire protection, fire reporting and fire fighting.

b. The Field Officer of the Day will visit such of the following areas as are directed by the Executive Officer, Headquarters Kobe Base:

(1) Area 9

(2) Koshien Area

(a) Koshien Service Club

(b) Koshien Theater

(c) Koshien Hotel

(d) Koshien Airstrip Area

(3) Tsudo Ordnance Shop

(4) Pinecrest Hotel

(5) Civilian Mess

(6) Rokko

(a) Rokko Heights Dependent Housing Area

(b) Rokko Theater*

(c) Kobe Ame rican School

(7) Metropolitan Area

(a) Post Exchange

(b) Shinko Building

(c) 8th Station Hospital

(d) Nikke Building

(e) Training Aids Building

(f) Athletic Center*

(g) Shurakkan Theater*

(h) Commissary Sales Store

(i) NCO Mess

(j) EM Mess

(k) Fuji Hotel

G-938

HEADQUARTERS
KOBE BASE
APO 317

16 May 1951

MEMORANDUM
NUMBER 19

REQUEST FOR BOARD ACTION UNDER
PROVISIONS OF AR 615-368 AND/OR 615-369

1. References: a. Par 5, AR 615-360

b. AR 615-368

c. AR 615-369

d. Sec I, Cir 32, Hq Eighth Army, 1950

2. When it is determined by a company or similar unit commander that the best interest of the Government can be served by separating an enlisted person under the provisions of either AR 615-368 or AR 615-369, he will initiate a letter requesting that such enlisted person be ordered to appear before an appropriate board of officers. The letter initiated by the company commander will contain the information outlined below:

a. Under the provisions of AR 615-368 (or 369) it is recommended (GRADE) (NAME) (SERIAL NUMBER) be ordered to appear before a board of officers to consider his discharge from the military service.

b. Age.

c. Date of enlistment or induction.

d. Length of tem for which enlisted.

e. Prior service.

f. AGCT score.

g. MOS

h. Character and efficiency rating.

i. Reasons for the action recommended (explain fully).

j. Statement as to the attempts made within the organization to make a satisfactory soldier out of the individual and indicating whether or not the individual's assignments and duties have been varied to included service under different officers and non-commissioned officers in a different organization or unit.

k. List of witnesses having knowledge of the case.

1. The following inclosures will accompany basic letter:

(1) Individual's record of trials by court martial.

(2) Extract of company punishment book pertaining to individual. If none, a blank page of the book will be lined out and included.

(3) Abstract of WD AGO Form 5 (Daily sick report). Negative report will be submitted, if applicable.

(4) Report of psychiatric examiner, if any.

(5) Medical officer's report of any veneral infection to include date of contraction, diagnosis and date of completion of treatment. A negative report will be included where appropriate.

(6) Medical officers report required by paragraph 1a (3) (b), AR 615-368 or paragraph 3c, AR 615-368.

(7) Summary of expected testimony of each witness in form of affidavits of enlisted men or certificate of officers.

3. The basic letter and all inclosures will be forwarded in sufficient copies to reach Headquarters Kobe Base, in quadruplicate.

4. Memorandum Number 91, this headquarters, dated 13 November 1950, is hereby rescinded.

BY ORDER OF COLONEL ROANE:

GLEN D. GRANT
Lt Col AGC
Adjutant

OFFICIAL:

Glen D. Grant

GLEN D. GRANT
Lt Col AGC
Adjutant

DISTRIBUTION:
A

RESTRICTED

HEADQUARTERS
SHIKOKU CIVIL AFFAIRS REGION
APO 1050

OPERATIONS PLAN
NUMBER 1

15 May 1951

DISASTER PLAN

1. References:

a. Operational Directive Number 6, General Headquarters, Supreme Commander for the Allied Powers, Civil Affairs Section, APO 500, 15 March 1951.

b. Disaster Plan, Headquarters, Southwestern Command, APO 15, 10 November 1950.

2. Responsibilities:

a. The Japanese Government has assumed full responsibility for the relief of the Japanese people in time of disaster.

b. The Shikoku Region is in the zone of responsibility of the Commanding General, Southwestern Command, APO 15, who has delegated that responsibility to the Commanding Officer, Kobe Base, APO 317.

c. In the event of a disaster which indicates Occupation participation in its emergency phase, Shikoku Civil Affairs Region will be governed by the provisions of par. 3, Sec II of reference "a" above.

d. The protection of the lives and property of members of the United Nations within the Shikoku Region is the responsibility of the Shikoku Civil Affairs Region.

3. Types of Disasters: This plan covers procedures to be followed in case of earthquake, flood, tidal wave, typhoon, fire, volcanic eruption and chemical disaster.

4. Alternate Facilities:

a. Whenever necessary Region Headquarters will be established on the Athletic Field.

b. The Region Mess Sergeant will establish the mess in the vicinity of the new command post. He will be prepared to issue emergency rations as needed.

c. The Medical aid man and the Public Health nurse will establish an aid station in the vicinity of the new command post. The ambulance will be moved to this point.

5. Reports:

a. The Commanding Officer of Camp Cadres at Camps Zentsuji and Mitsuhama will immediately report to this headquarters the nature and extent of any disasters within their respective areas.

b. Section Chiefs will report to the Region Chief for instructions as soon as possible after the occurrence of a major disaster.

c. The Commanding Officer, Kobe Base will be informed of any disaster which requires assistance from occupation forces outside of the Shikoku Region.

d. Civil Affairs Section, General Headquarters, SCAP, will be notified by telephone or TWX of any disaster which affects Occupation personnel or is of such extent that Japanese local and prefectural agencies are unable to meet the immediate emergency.

6. Administration and Communications:

a. Disaster SOP's, see annex No. 1.

b. Emergency Air Evacuation, see annex No. 2.

c. Transportation and Communication Nets, see annex No. 3.

d. Key Japanese Personnel, see annex No. 4.

e. Location of Police Stations, see annex No. 5.

BY ORDER OF COLONEL SCHECHINGER:

W. D. JOHNSTON
Lt Col Inf
Adjutant

OFFICIAL:

W. D. JOHNSTON
Lt Col Inf
Adjutant

Annexes:
1. Disaster SOP's
2. Emergency Air Evacuation
3. Transportation and Communication
4. Key Japanese Personnel
5. Location of Police Stations

DISTRIBUTION:
1 - Ea Dep House
1 - Ea Section
1 - Ea NPR Camp
2 - CAS
1 - SWC
1 - Kobe Base
2 - File

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HEADQUARTERS
SHIKOKU CIVIL AFFAIRS REGION
APO 1050

15 May 1951

ANNEX NO. 1
TO
DISASTER PLAN

DISASTER STANDING OPERATING PROCEDURE

SECTION I - EARTHQUAKES

1. Warning: There will be little or no warning of earthquakes.

2. Immediate Action:

a. If inside, pull main power switch, leave building and go to nearest open space.

b. If outside, get away from buildings to nearest open space.

3. After Action:

a. Do not rush back to buildings after first tremor. There may be several successive tremors.

b. Be on the alert for fire which often follows earthquakes.

c. Be on the alert for exposed electric power lines.

d. Do not reenter any building until it has been carefully checked.

e. Severe earthquakes are often followed by tidal waves.

SECTION II - FLOODS AND TIDAL WAVES

1. Warning:

a. There will usually be advance notice of floods and tidal waves.

b. Armed Forces Radio Stations will broadcast tidal wave warnings.

c. Local warning will be by messenger or telephone.

2. Immediate Action: Go to the nearest high ground and stay there until waters have subsided.

3. After Action: Floods and tidal waves will often weaken those structures that they do not destroy. Japanese houses are particularly susceptible. Do enter any building until it has been carefully checked.

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SECTION III - TYPHOONS

1. Warning: Standard designation of typhoon alert conditions are:

a. Condition III - Winds of 50 knots or more anticipated within 48 hours.

b. Condition II - Winds of 50 knots or more anticipated within 24 hours.

c. Condition I - Winds of 50 knots or more anticipated within 12 hours.

d. All Clear - Typhoon has passed. No further change.

2. Immediate Action:

a. Condition III.

(1) General state of readiness.

(2) Check building and surroundings for loose objects that may be removed.

(3) Individuals in each section will be assigned specific tasks to perform for alert conditions I and II.

(4) Check supply of candles, flashlights, first aid kits, food and containers for extra supply of potable water.

b. Condition II.

(1) All classified documents will be moved to the vault (Mail Room) other important records will be so placed or protected that they cannot be damaged by wind driven rain or broken water pipes.

(2) Medical aid man will assemble emergency medical equipment.

(3) Individuals will be given specific assignments for condition I.

c. Condition I,

(1) Shutters in Region Building will be lowered. All windows and doors in billets and dependent houses will be closed and securely fastened.

(2) All containers for potable water will be filled.

(3) All open fires will be extinguished.

(4) When necessary dependents will be moved to the Region Building.

(5) All security gurads will be checked and necessary additional guards will be posted.

3. After Action:

a. Look for loose power lines and roof tiles.

b. Report property damage promptly.

SECTION IV - FIRE

1. Prevention: Fire prevention is the responsibility of all.

a. Don't smoke in bed.

b. Have plenty of ashtrays and use them.

c. Check fire extinguishers regularly and know how to use them.

d. Check electrical outlets regularly. If they heat up don't use them until they have been repaired (call R&U - 4174).

2. Warning: Several long blasts of the siren or continued ringing of the hand signals will be the warning for fire. (See separate Fire Plan for the Region Building.)

3. Immediate Action:

a. Call the Fire Department, phone 119 and say "Fire" or "Kagee", give your location and then call 4101.

b. Try to put out the fire.

c. Have personnel leave building.

d. Save what property you can.

4. After Action: Report property damage promptly.

SECTION V - CHEMICAL

1. Warning: In the event of a disaster that releases large quantities of industrial chemicals, the nearest Army Chemical Officer will be contacted for technical advice and assistance.

2. Immediate Action: In very high concentrations of gas which may be encountered in a contaminated enclosed place or close to a gas source, the capacity of the service canister may be exceeded in a short time. Although very efficient against war gases under field conditions, the service mask will furnish no protection against certain industrial gases such as ammonia, carbon monoxide and gasoline fumes. Personnel must vacate the contaminated areas immediately, to the windward side, and such areas should be marked off under the supervision of a Chemical Officer.

3. After Action: Civil Affairs personnel of this Region will not enter contaminated areas unless directed to do so by this Headquarters.

SECTION VI - Volcanic Eruption

There are no active volcanoes in the Shikoku Region.

BY ORDER OF COLONEL SCHECHINGER:

W. D. JOHNSTON
Lt Col Inf
Adjutant

OFFICIAL:

W. D. JOHNSTON
Lt Col Inf
Adjutant

RESTRICTED

HEADQUARTERS
SHIKOKU CIVIL AFFAIRS REGION
APO 1050

15 May 1951

ANNEX NUMBER 2
TO
DISASTER PLAN

EMERGENCY AIR AID AND EVACUATION

1. Facilities Available: The following aid is available on call.

a. Emergency air evacuation.

b. Emergency air supply.

c. Paradrop of medical teams.

2. Procedure for Obtaining Emergency Assistance: The Region Chief or his representative will notify one of the following:

a. For emergency air evacuation.

(1) Chief Operator, Osaka, Yogi 124 or 125.

(2) Johnson Air Force Base, Johnson 5204 or 5161.

(3) Itazuke Air Force Base, Itazuke 66-940.

b. For other types of emergency air aid.

(1) Johnson Air Force Base, Johnson 5204 or 5161.

(2) Itazuke Air Force Base, Itazuke 66-940.

(3) Staff Duty Officer, Hq., 314 Wing Nagoya.

(4) SAR Coordination Center, Hq., FE Air Forces, Tokyo, Meiji 554.

3. Information to be Given and Obtained:

a. When one of the above has been contacted tell them who you are, where you are, location and size of nearest air strip and the nature of the emergency.

b. Ask for the estimated time of arrival of the plane.

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ANNEX NUMBER 2 TO DISASTER PLAN (Cont'd) 15 May 1951

4. Procedure to be Followed for Night Landing:

a. The landing strip will be provided with the following lights.

GREEN on the approach end of runway
RED on the opnosite end
WHITE on the sides

b. Jeeps will be used to augment lanterns.

c. Where regular landing lights cannot be used, have two vehicles cross lights on center of field and one vehicle direct lights down the strip from the end on the downwind side (the end of the field the wind is coming form).

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OFFICIAL:

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Adjutant

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Lt Col Inf
Adjutant

RESTRICTED

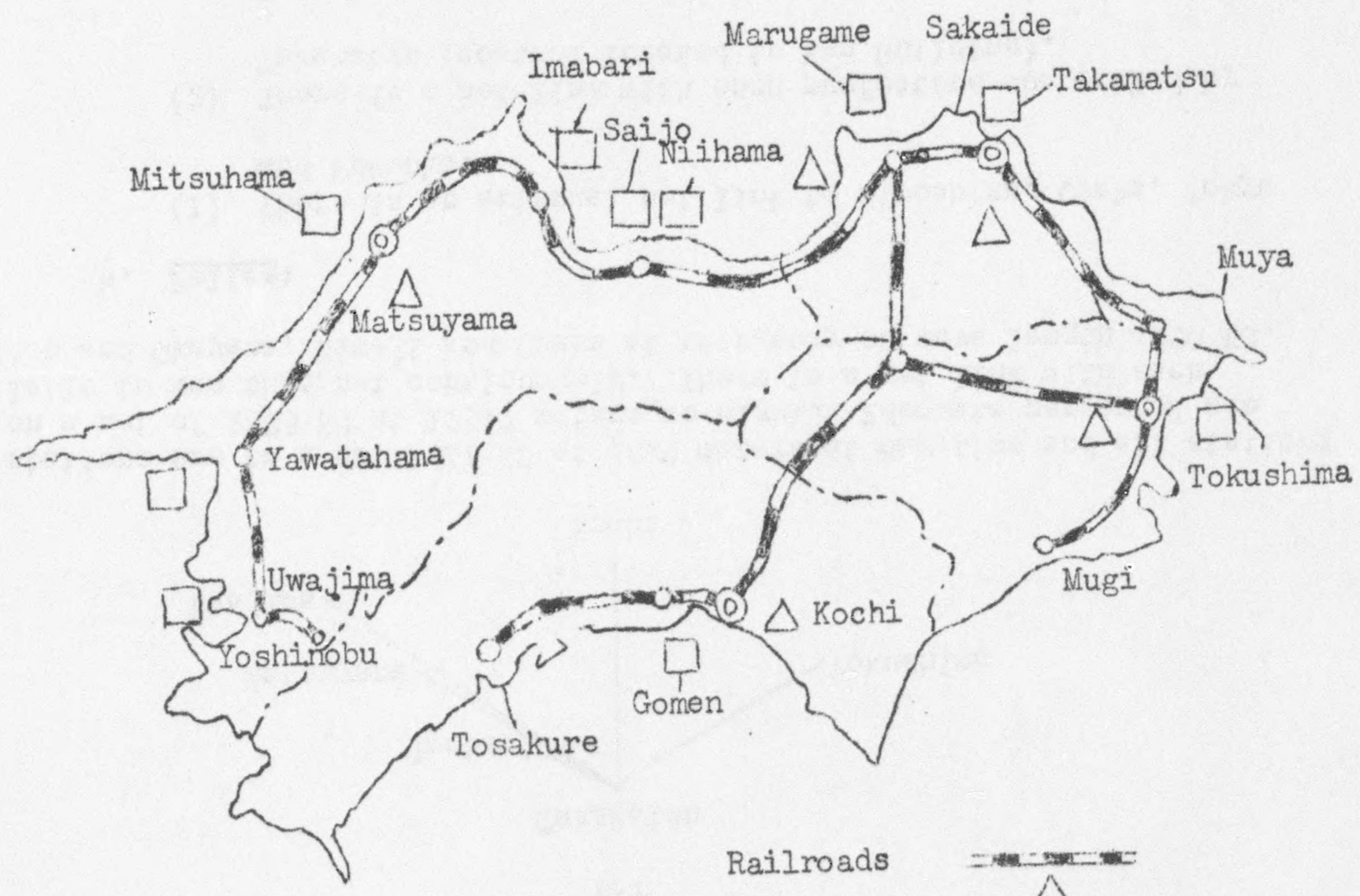
HEADQUARTERS
SHIKOKU CIVIL AFFAIRS REGION
APO 1050

15 May 1951

ANNEX NO. 3
TO
DISASTER PLAN

TRANSPORTATION AND COMMUNICATIONS

1. Airfields, Anchorages and Rail Nets.



a. Airfields:

	Length	Width	Type	Direction
Gomen (near Kochi)	4133 ft.	197 ft.	Concrete	NE-SW
Tokushima	1230 m.	130 m.	Concrete	NW-SE
Matsuyama	3900 ft.	435 ft.	Concrete	N-S
Takamatsu	4100 ft.	200 ft.	Grass	E-W

Meteorological stations are located at fields. Emergency lighting or night landings can be arranged on two hours notice.

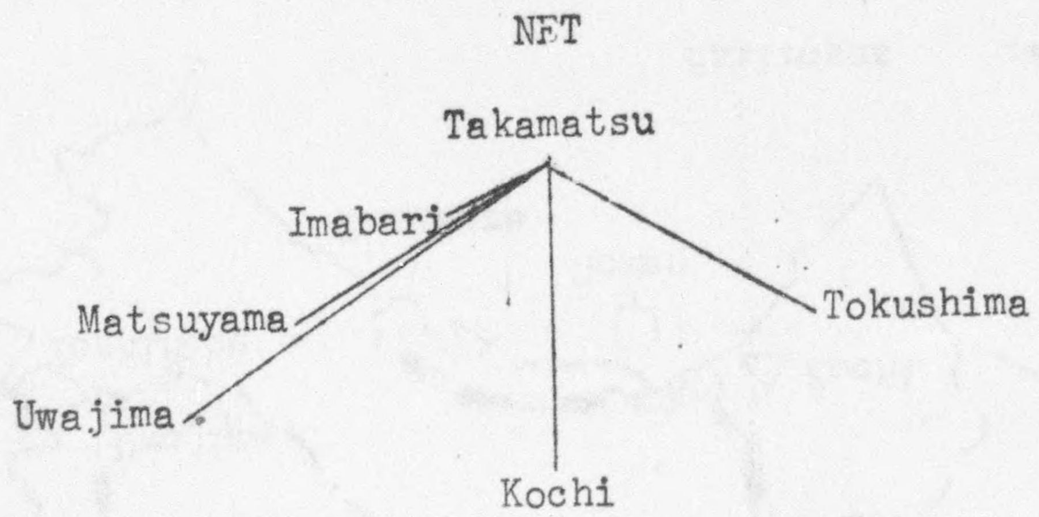
b. Anchorages:

(1) Square symbol indicates harbors with at least six foot channel.

(2) Numerous other smaller harbor and beaches suitable for landing craft exist.

2. Radio Telephone

a. Civil: Headquarters is at Central Communications Office in Takamatsu Building is located at 22-5 Sanban-cho, Takamatsu City.



All stations are on a net 3542 KC at 84.9 meters at day time and all stations are on a net of 2385 KC at 125.7 meters at night. Adequate personnel are available to man this net continuously. There is a net link with each station and Okayama, Himeji and Osaka at emergency on wave length 4200 KC.

b. Police:

(1) There is an external net link to Hiroshima, Osaka, Tokyo and Fukuoka.

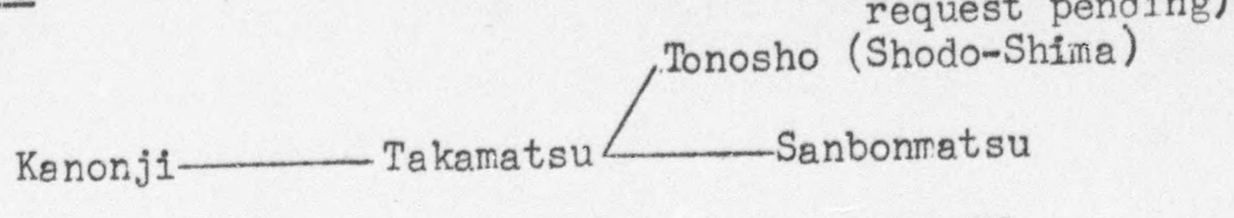
(2) There is a net link with each prefecture controlled by Takamatsu (control located in Ken Building).

Wave length	Feb to Apr	0600 to 1730 -- 5225 KC
		1730 to 0600 -- 2455 KC
	May to Jul	0430 to 1830 -- 5310 KC
		1830 to 0430 -- 2455 KC
	Aug to Oct	0500 to 1800 -- 5310 KC
		1800 to 0500 -- 2455 KC
	Nov to Jan	0630 to 1630 -- 5310 KC
		1630 to 0630 -- 2455 KC

ANNEX NO. 3 TO DISASTER PLAN (Cont'd) 15 May 1951

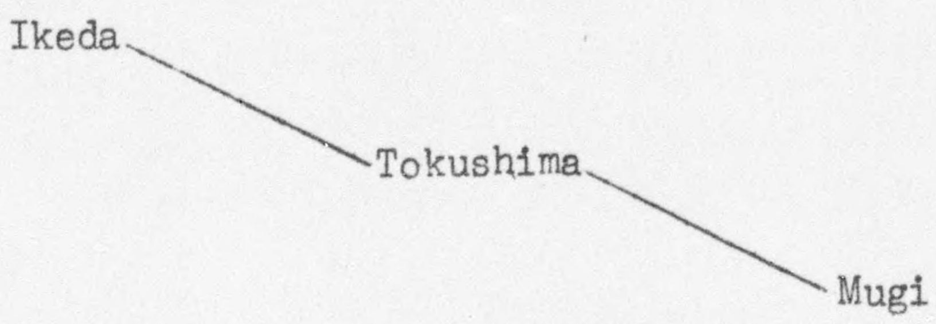
(3) There are internal police nets as shown in diagrams below:

Kagawa:



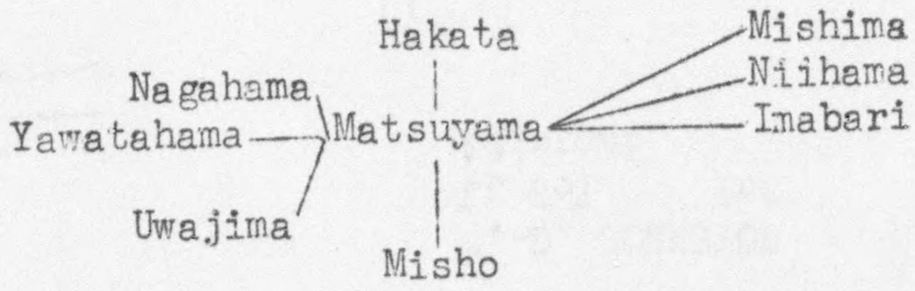
Wave length - 1985 KC, 5335 KC, 2280 KC, 4200 KC.
Telephone No. of control point, Takamatsu 5133-39.

Tokushima:



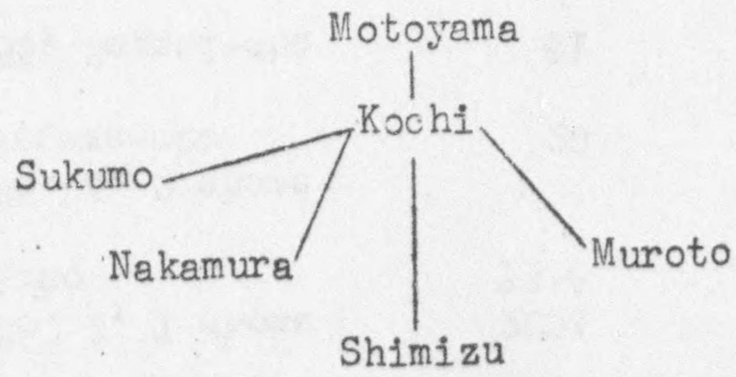
Wave length - 1995 KC, 5475 KC, 4200 KC.
Telephone No. of control point, Tokushima 1461-63.

Ehime:



Wave length 2280 KC, 5485 KC, 4200 KC.
Telephone No. of control point, Matsuyama 920.

Kochi:



Wave length 1970 KC, 5415 KC, 4200 KC.
Telephone No. of control point, Kochi 1600-02.

15 May 1951

ANNEX NO. 3 TO DISASTER PLAN (Cont'd)

3. Civil Broadcasting Stations

Name and Location	Telephone No.	Wave length
Takamatsu, No. 1, 1 chome Kotobukicho	2024 3356	1280 KC
Tokushima, No. 4, 2 chome Minamimaegawa-cho	20	980 KC
Kochi, No. 55, Sagami-cho	81	1st 560 KC 2nd 1000 KC
Matsuyama, Oguri-cho	401 17	1st 940 KC 2nd 1230 KC

BY ORDER OF COLONEL SCHECHINGER:

W. D. JOHNSTON
Lt Col Inf
Adjutant

OFFICIAL:

W. D. JOHNSTON
Lt Col Inf
Adjutant

HEADQUARTERS
SHIKOKU CIVIL AFFAIRS REGION
APO 1050

15 May 1951

ANNEX NO. 4
TO
DISASTER PLAN

KEY JAPANESE PERSONNEL

Name of Office	Chief	Location	Tele. No.
Central Liaison & Coordination	Noboru Takasugi	Takamatsu	2801
	Asst. - Sakao Tamura	Takamatsu	2668
Prefectural Liaison			
Kagawa	Kaoru Kinoshita	Tenjinmae, Takamatsu	2111
Tokushima	Takayuki Kondo	Mandaichi, 1 chome, Tokushima	811
Kochi	Shuichiro Ueda	Nishihiro-koji, Kochi	28, 207
Ehime	Suyemi Yamamoto	Ichibancho, Matsuyama	27
Governor			
Kagawa	Masanori Kaneko	Gobancho, Takamatsu	2800
Tokushima		Madaicho, 1 chome, Tokushima	811
Kochi	Naomi Momonoi	Marunouchi, Kochi	1200
Ehime	Sadatake Hisamatsu	Ichibancho, Matsuyama	300
Police Department			
Kagawa	Yoshio Fujimoto	Tenjinmae, Takamatsu	2800
Tokushima	Akira Hatano	Mandaicho, 1 chome, Tokushima	811
Kochi	Shoshi Nagami	Marunouchi, Kochi	1200
Ehime	Yoshiaki Natsume	Ichibancho, Matsuyama	300
Medical Department			
Kagawa	Hide Yamaguchi	Tenjinmae, Takamatsu	3230
Tokushima	Junzo Kinugawa	Mandaicho, 1 chome, Tokushima	811
Kochi	Minoru Seijo	Jirokoji, Kochi	1200
Ehime	Shozo Kimura	Ichiban-cho, Matsuyama	300

ANNEX NO. 4 TO DISASTER PLAN (Cont'd) 15 May 1951

Public Welfare Section

Kagawa	Tomoatsu Takahashi	Tenjinmae, Takamatsu	3230
Tokushima	Shizumoto Tamama	Mandai-cho, 1 chome, Tokushima	811
Kochi	Shinichi Mokuda	Marunouchi, Kochi	1200
Ehime	Sadamizu Matsumoto (Social Section)	Ichibancho, Matsuyama	300

Engineering Department

Kagawa	Munomitsu Fujita	Tenjinmae, Takamatsu	3229
Tokushima	Taro Takano	Mandai-cho, 1 chome, Tokushima	811
Kochi	Yutaka Hirai	Marunouchi, Kochi	1200
Ehime	Keisaburo Aozasa	Ichibancho, Matsuyama	300

BY ORDER OF COLONEL SCHECHINGER:

OFFICIAL:

W. D. JOHNSTON
Lt Col Inf
Adjutant

W. D. JOHNSTON
Lt Col Inf
Adjutant

HEADQUARTERS
SHIKOKU CIVIL AFFAIRS REGION
APO 1050

15 May 1951

ANNEX NO. 5
TO
DISASTER PLAN

POLICE STATIONS AND SUB-STATIONS

Kagawa Ken

National Rural Police

Okawa District Police Station		(Sanbonmatsu)
Kita	"	(Hirai)
Shozu	"	(Tonosho)
Kagawa	"	(Takamatsu)
Ayauta	"	(Sakaide)
Nakatado	"	(Zentsuji)
Mitoyo	"	(Kanonji)

Municipal Police

Takamatsu	Hirai	Tadotsu	
Marugame	Kawashima	Zentsuji	
Sakaide	Ikeda	Kotohira	
Hiketa	Tonosho	Nio	
Shiratorihoncho	Noma	Kanonji	
Sanbonmatsu	Bushozan	Toyohama	
Tsuda	Kozai	Takuma	
Shido	Utazu	Onohara	
Nagao	Hashioka		

Tokushima Ken

National Rural Police

Katsumyo District Police Station		(Tokushima)
Mima East	"	(Wakimachi)
Naka West	"	(Wajiki)
Mima West	"	(Sadamitsu)
Kaifu	"	(Mugi)
Oe	"	(Kawashima)
Miyoshi	"	(Ikeda)
Itano	"	(Banzai)
Awa	"	(Ichiba)
Naka east	"	(Tomioka)

Municipal Police

Tokushima	Kawashima	Yamase	
Naruto	Ishii	Ichijo	
Komatsushima	Banzai	Handa	
Ikeda	Kamojima	Mikita	
Tomioka	Sadamitsu	Sakano	
Muki	Shishikui	Tsuji	
Wakimachi	Tachibana	Hirajima	
Hiwasa	Hanoura	Nii	
Kokufu	Bando	Tsubaki	
Ichiba			

Kochi Ken

National Rural Police

Chuo District Police Station		(Kochi)
Banto	"	(Nakamura)
Bansei	"	(Sukumo)
Koban	"	(Kubokawa)
Koryo	"	(Suzaki)
Kogo	"	(Sagawa)
Niyodo	"	(Ino)
Kacho	"	(Gogencho)
Peihoku	"	(Motoyama)
Kahoku	"	(Yamada)
Geisei	"	(Aki)
Geito	"	(Muroto)

Municipal Police

Kochi	Ochi	Muroto	
Nakamura	Takaoka	Shinusa	
Ino	Murotomisaki	Kure	
Aki	Kiragawa	Kubokawa	
Yamada	Motoyama	Sukumo	
Suzaki	Sagawa	Nabari	
Akaoka	Shimizu		

ANNEX NO. 5 TO DISASTER PLAN (Cont'd) 15 May 1951

Ehime Ken

National Rural Police			Municipal Police		
Onsen District Police Station		(Matsuyama)	Matsuyama	Kikuma	Ozu
Ochi	"	(Imabari)	Imabari	Komatsu	Uchiko
Kakata	"	(Kinoura)	Uwajima	Nyugawa	Nagahama
Shuso	"	(Nyugawa)	Yawatahama	Toshin	Mikame
Nii	"	(Niihama)	Niihama	Kawanoe	Kawanoishi
Uma	"	(Mishima)	Saijo	Mishima	Uwa
Kamiukena	"	(Kuma)	Hojo	Kuma	Nomura
Iyo	"	(Gunchu)	Sakurai	Gunchu	Yoshida
Kita	"	(Ozu)	Hashihama	Masaki	Iwamatsu
Nishiuwa	"	(Yawatahama)			
Higashiuwa	"	(Unomachi)			
Kitauwa	"	(Uwajima)			
Minamiuwa	"	(Misho)			

BY ORDER OF COLONEL SCHECHINGER:

OFFICIAL:

W. D. JOHNSTON
Lt Col Inf
Adjutant

W. D. JOHNSTON
Lt Col Inf
Adjutant

Civil Information

Tu

DIRECTORY OF CIVIL AFFAIRS REGION COMMANDERS AND EXECUTIVE OFFICERS

20 December 1950

Hokkaido APO 309	Chief Deputy	Col John B. Switzer Lt Col John C. Wilkerson Sgt Hess	Sapporo 2300 Sapporo 2337 Sapporo 2300
Tohoku APO 547	Chief Deputy	Col Leslie E. Toole Lt Col James N. Foreman Sgt Fisher	Sendai 2529 Sendai 2731 Sendai 2730
Kanto APO 500	Chief Deputy	Col Julain Dayton Lt Col George B. Niblock Sgt Whaley	Tokyo 26-7157 Tokyo 26-7506 Tokyo 26-8376
Tokai-Hokuriku APO 710	Chief Deputy	Col Carleton Coulter Lt Col Wilbur E. Stephenson Mr. Hirai	Nagoya 4-6307 Nagoya 4-6313 Nagoya 4-6318
Kinki APO 15	Chief Deputy	Col John U. Ayotte Maj Sterlin C. Moore Sgt Gordon	yonge ~~Lightning~~ 776-779 kyoji ~~Lightning~~ 779 kyoji ~~Lightning~~ 776
Chugoku APO 182	Chief Deputy	Col Clark N. Bailey Lt Col William M. Keane Sgt Smitherman	Kure 22633 Kure 22642 Kure 22576
Shikoku APO 1050	Chief Deputy	Lt Col Ernest Scheehinger Lt Col W. D. Johnston Sgt Trainor	Takamatsu 4100 Takamatsu 4105 Takamatsu 4101
Kyushu APO 1105	Chief Deputy	Col Joseph B. Burgheim Maj T. J. Cockrell Sgt Tolman	Fukuoka 36039 Fukuoka 36041 Fukuoka 36091

CIVIL INFORMATION OFFICER

Shibahara H-1161
July-'50

JAPANESE SPEAKERS ON SPECIALIZED SUBJECTS

The following persons have visited America or are still there on the Interchange of Persons Program. You are urged to invite them to talk on their specialties with Japanese information officials and other interested groups.

——— 0 ———

I. Following persons are available now in projects listed:

Project No. 2 - GOVERNMENT RADIO REGULATION LEADER

1. Hiroshi SHINKAWA
   No. 2, 4-chome, Ginza, Chuo-ku, Tokyo, Japan

Project No. 5 - AGRICULTURE SPECIALISTS

1. Chikashi SHIGEMURA
   No. 215, Higanji, Fujieda-cho, Shida-gun, Shizuoka Pref.

Project No. 6 - MEMBER OF RESOURCES COUNCIL, ECONOMIC STABILIZATION BOARD, JAPANESE GOVERNMENT

1. Shunichi UCHIDA
   No. 1824, Tsujyuen-mura, Jodo-gun, Okayama Pref.

Project No. 10 - CULTURAL SCIENCE

1. Sunimasa IDOITEI
   Kakuto, Nishimuraimata, Miyazaki Pref.
2. Kaoru HATSUMOTO
   No. 610 Seijo-machi, Setagaya-ku, Tokyo-to
3. Kunio ODAKA
   No. 3, Koji-machi, Banban-cho, Chiyoda-ku, Tokyo-to
4. Hideo KISHIMOTO
   No. 107, Hara-machi, Koishikawa-ku, Tokyo-to
5. Erin ASAI
   Kitazawa-cho, Komatsu-shi, Ishikawa Pref.

Project No. 11 - SOCIOLOGICAL RESEARCH

1. Eiichi ISOMURA
   3-chome, Honshiba, Minato-ku, Tokyo-to
2. Takeyoshi KAWASHIMA
   30, Koraibashi, 2-chome, Higashi-ku, Osaka-shi
3. Matsusaburo YOKOYAMA
   1440, Nanimatsu-cho, Mito, Ibaragi-ken

Project No. 12 - VOCATIONAL EDUCATION

1. Yasu HATAKOSHI
   6326 Hata-mura, Higashi-chikuma-gun, Nagano-ken
2. Masanosuke TSUZAKI
   71 Fukue-cho, Sakaide City, Kagawa Pref., Japan
3. Nanao YOSHITAKE
   2068 Shinjuku, Yokohama City, Kanagawa Pref., Japan

Project No. 13 - WOMEN LEADERS

1. Ai KUME
   772, 5-chome, Koenji, Tokyo-to (Tel: 23-1018)
2. Matsuyo YAMAMOTO
   834, 2-chome, Egota, Nakano-ku, Tokyo-to (Tel: 95-4354)
3. Katsuko NOMURA
   1125 3-chome, Kami-Kitazawa, Setagaya-ku, Tokyo
   (Tel: c/o Mr. Tsuru, Matsuzawa-3582)
4. Setsu TANINO
   2151 1-chome, Todoriki-machi, Tamagawa, Setagaya-ku,
   Tokyo-to. (Tel: 24-1632, 1633, 1554)
5. Nobuko TOMITA
   60 1-chome, Higashi-tamachi, Suginami-ku, Tokyo-to
   (Tel: 24-1632, 1633, 1554 (Women's Section, Labor
   Ministry))
6. Tsuneko AKAMATSU
   437 Furabashi-machi, Setagaya-ku, Tokyo-to (Tel: Kinute-739)
7. Fuji EGAMI
   1457 Setagaya, Setagaya-ku, Tokyo-to (Tel: c/o Mr. Manome,
   Setagaya-2780)
8. Shun GOTO
   c/o Mr. Togano, 24 6-chome, Honcho-dori, Nakano-ku,
   Tokyo-to. (Tel: 38-3448)
9. Michiyo MATSUSAWA
   c/o National Railway Workers' Union, Transportation
   Ministry Bldg., Chiyoda-ku, Tokyo-to (Tel: 24-1669)
10. Satoko TOGANO
    24 6-chome, Honcho-dori, Nakano-ku, Tokyo-to.
    (Tel: 38-3448)

Project No. 15 - FOREST MANAGEMENT EXPERT

1. Gen SHIMIZU
   496, Sendagaya-3-chome, Shibuya-ku, Tokyo-to

* Project No. 16 - [illegible]

1. Matsuyo YAMAMOTO
   2086 Tsubue, Tsubue-mura, Kojima-gun, Okayama-ken
2. Hiroshi IDE
   13, Mori-machi, Nagasaki-shi, Nagasaki-ken
3. Dan NAITO
   635 1-chome Daita, Setagaya-ku, Tokyo
4. Sadao OTAKE
   No. 9, 5-chome, Miyazonodori, Nakano-ku, Tokyo
5. Morihisa TAKAGI
   344, Minami-machi, Nakamatsu City, Fukuoka Pref.
6. Ken YAMAGUCHI
   5, Enoki-machi, Matsuyama-city, Ehime Pref.
7. Hakuai OGIHARA
   12438, Nakaminowa-mura, Kamiina-gun, Nagano-ken
8. Kunio SUMI
   119, Nishi-cho, Yonago-shi, Tottori-ken, Kyoto
9. Masaji FUKUHASHI
   185, 6-chome, Kamoari, Katsushika Ward, Tokyo
10. Keiya GOKAN
    #17, Aza-Ikeho, Ikeho-machi, Gunma Country, Gunma Pref.
11. Hideaki KAWAKO
    323-2 Ko, Oaza Nagahama, Nagahama-cho, Kita-gun, Ehime-ken
12. Shinnosuke MAKI
    No. 5, Tai, Mizonobe-mura, Nishi-murayama-gun, Yamagata Pref.

Project No. 17 - PUBLIC FINANCE

1. Takeshi WATANABE
   35 Hommuracho, Azabu-ku, Tokyo-to

Project No. 18 - JAPAN SCIENCE COUNCIL MISSION

1. Hideaburo AOYAMA
   928, 3-chome, Totsuka-machi, Shinjuku-ku, Tokyo-to
2. Eikichi HIRATSUKA
   212, Odashiro, Shinjo, Yamagata-ken, Japan
3. Seiji KAYA
   Hakatsu-mura, Siko-gun, Kanagawa Prefecture
4. Hiroshige SHIOTA
   10 Yunicho 1-chome, Bunkyo-ku, Tokyo-to

* NOTE: Supplements and/or duplicates prior list distributed 1 July 1950.

Project No. 19 - WELFARE ADMINISTRATION

1. Yoshisuke KASAI
   667 Hanaoka-honge, Hanaoka-mura, Sado-gun,
   Niigata Pref.

Project No. 20 - SOCIAL WELFARE (SOCIAL SECURITY)

1. Makoto SUETAKA
   1321 Shimo-ochiai, 3-chome, Shinjuku-ku, Tokyo-to

Project No. 23 - BOARDS OF EDUCATION AND SUPERINTENDENTS

1. Osamu FUWA
   307 Fuwaishiki Masaki-mura, Hashima-gun, Gifu-ken
2. Masamichi KAWANO
   114-1, Ichirimatsu, Mitsujima, Gokushima-mura,
   Oe-gun, Tokushima Pref.
3. Hideaki MATSUZAWA
   1, 5-chome, Kobiki-cho, Chuo-ku, Tokyo-to
4. Tomohiko MIZUNO
   31 Higura-Katamachi, Azabu, Minato-ku, Tokyo-to
5. Shinichi NAKAMURA
   456 Saika-machi, Matsue-shi, Shimane-ken

* Project No. 24 - LOCAL & NATIONAL GOVERNMENT INFORMATION AGENCIES

1. Setsuo FUJIWARA
   No. 1323, Kamamura-cho, Oda-gun, Okayama Pref.
2. Kaoru MURAKAMI
   No. 24, Hozu-mura, Minami Kuwada-gun, Kyoto Pref.
3. Sutekichi SAKATA
   No. 56, Higashi Takahara-cho, Tanaka, Sakyo-ku, Kyo Pref.

Project No. 25 - PUBLIC HEALTH OFFICER

1. Yoshido KOYA
   285-(1), Higashi-Yamamiza-mura, Hayami-gun, Oita-ken

Project No. 26 - YOUTH ORGANIZATION

1. Juitsu KITTOKA
   817 Shimookchiai 2-chome, Shinjuku-ku, Tokyo-to
2. Shimo IMAI
   72 Kawaramachi Senju, Adachi-ku, Tokyo, Japan

* NOTE: Supplements and/or duplicates prior list distributed 1 July 1950.

3. Ayako NOGUCHI
   30 Saigawa-machi, Maebashi-City, Gunma Pref.
4. Tadayuki SEKI
   23 Momozono-machi, Nakano-ku, Tokyo-to
5. Tsugi SHIRAISHI
   27, 5-chome, Tokiwa-cho, Urawa City, Saitama Pref.

Project No. 27 - PUBLIC HEALTH NURSE

1. Hora SEKI
   789 Senriyama, Suita City, Osaka Pref.

Project No. 28 - HEALTH AND WELFARE STATISTICS

1. Takemune SODA
   1924, Nishi-Sakae-cho, Kashiwazaki-City, Niigata Pref.

Project No. 30 - NUTRITIONS

1. Kintaro YANAGI
   76 Datemachi, Shibuya-ku, Tokyo-to

Project No. 31 - HEALTH EDUCATION

1. Masayasu KUSUMOTO
   1180, Kita-ishido-machi, Nagano-shi

Project No. 32 - SANITARY ENGINEER - ENVIRONMENTAL SANITATION

1. Ukichi ISHIBASHI
   2373 Idono, Toyohata-mura, Sosa-gun, Chiba Pref.

Project No. 33 - DIET DELEGATION

1. Inejiro ASANUMA
   No. 36, Kamitsuke-mura, Aiyakejima, Tokyo-to
2. Kanae HATANO
   No. 19, Komegawa-Nishimachi, Fukuoka City, Fukuoka Pref.
3. Chusuke IMAMURA
   No. 2152 5-chome, Shiina-machi, Toshima-ku, Tokyo-to
4. Noboyuki IWAMOTO
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5. Tokujiro KANAMORI
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Project No. 33 - DIET DELEGATION (Cont'd)

6. Hideaki KONDO
Nishi Tsuda, Matsue City, Shimane Prefecture
7. Takizo MATSUMOTO
Matsukaichi-machi, Saiki-gun, Hiroshima-ken
8. Makoto OIKE
Yamagata-mura, Higashi Chikuma-gun, Nagano Pref.
9. Hidejiro ONOKI
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10. Tatsuro SAKURAUCHI
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11. Saburo SHIKURIA
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12. Seiichi SHIMA
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13. Hiroshi TAKADA
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14. Takeshi YAMAZAKI
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Project No. 34 - UNIVERSITY TELECOMMUNICATIONS PROFESSOR

1. Isaac KOGA
Saga-ken, Aiyaki-gun, Tajiro-machi, No. 177

Project No. 36 - AGRICULTURAL ENTOMOLOGIST

1. Hiroharu YUASA
No. 865, Hongo, Wada-mura, Naka-gun, Shimane-Pref.

Project No. 37 - TRAINING OF SPECIALIST IN AGRICULTURAL PRICES

1. Seiichi TOBATA
Senkomae, Nakano-ku, Tokyo-to

Project No. 38 - FOREST PRODUCTS, RESEARCH & UTILIZATION

1. Hanataka OHAMASA
No. 295, Tamagawaokuzawa-machi, 3-chome, Setagaya-ku,
Tokyo-to

Projedt No. 39 - NATIONAL PENO-CORRECTIONAL TRAINING

1. Taro OGAWA
No. 800, Haniya, Mutsuoka-mura, Sanga-gun, Chiba Pref.

Project No. 39 - NATIONAL PENO-CORRECTIONAL TRAINING (Cont'd)

2. (Mrs) Fumi SUZUKI
No. 373, Sekiyado-machi, Higashi-katsushika-gun,
Chiba-Pref.

Project No. 41 - NATIONAL POLICE TRAINING

1. Hidenori NAKAHARA
No. 182, Hosano, Yoshidamura, Kitakatsushika-gun,
Saitama Pref.
2. Osamu KAIHARA
No. 2-5, Kitadomari, Seto-cho, Itano-gun, Tokushima Pref.

Project No. 42 - SECONDARY EDUCATION

1. Toyo AONO
No. 49, Imabari-mura, Imabari-shi, Ehime Pref.
2. Ichiro MORI
No. 56, Fukuzakishin, Fukuzaki-cho, Kanzaki-gun,
Hyogo Pref.
3. Kyoichi OCHIAI
No. 18, Nobara-machi, 12-chome, Date-gun, Fukushima Pref.

Project No. 43 - ELEMENTARY EDUCATION

1. Fukiko OHASHI
No. 16, 1-chome, Takahashi-machi, Ogaki-shi, Gifu Pref.
2. Kenichi SATO
No. 21, Sato-bata, Deto-machi, Honjo-machi, Akita Pref.
3. Teruaki SUZUKI
No. 390, Mishiku, Setagaya-ku, Tokyo-to

Project No. 44 - UNIVERSITY PRESIDENTS

1. Ai HOSHINO
No. 1491, Ogawa, Kodaira-machi, Kitatama-gun, Tokyo-to
2. Rosaburo TOKIKAI
No. 81, Iketani, Horie-mura, Itano-gun, Tokushima Pref.
3. Koji USHIODA
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Project No. 45 - GUIDANCE - DEANS OF WOMEN

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Project No. 46 - UNESCO

1. Tatsuo FUKAI
   c/o Mr. Muto, No. 317, Jiyugaoka, Meguro-ku, Tokyo
2. Iwao NISHIHARA
   No. 12, Hara-machi, Bunkyo-ku, Tokyo-to
3. Kenichiro YOSHIDA
   No. 56, Nagayado, Shibuya, Tokyo-to

Project No. 47 - NATIONAL FIRE PREVENTION & DEFENSE TRAINING

1. Tateo KOBAYASHI
   No. 1047, Yoyogi-Oyama-cho, Shibuya-ku, Tokyo-to

Project No. 48 - FISHERIES CONSERVATION EXPERT

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Project No. 49 - FOREST ENTOMOLOGIST

1. Toshibumi KOJIMA
   No. 1026, Shakujii, Minami-Tanaka-cho, Nerima-ku, Tokyo-to

Project No. 50 - RESEARCH IN EDUCATION

1. Daishiro HIDAKA
   No. 6, Aoba-machi, Shibuya, Tokyo-to
2. Ryoji ITO
   No. 585, Imaichiba-machi, Tsushima-shi, Aichi Pref.

Project No. 51 - FISHERIES STATISTICS EXPERT

1. Hiroshi KASAHARA
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   Tokyo-to

Project No. 52 - ADULT EDUCATION

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2. Asa TOKUNAGA
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Project No. 53 - FISHERIES ADMINISTRATION EXPERT

1. Hanso SOGAWA
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Project No. 54 - AUDIO-VISUAL MATERIALS IN EDUCATION

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Project No. 55 - TAX STUDY GROUP

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Project No. 59 - LABOR MISSION

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3. Susumu FUJITA
No. 6152, Oaza Morohara, Nakakuroso-mura, Kamo-gun,
Hiroshima Pref.

Project No. 60 - STANDARDIZATION AND QUALITY CONTROL STUDY

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Project No. 61 - PROJECT ON INTERNATIONAL TRADE AND COMMERCE

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Project No. 61 - PROJECT ON INTERNATIONAL TRADE AND COMMERCE (Cont'd)

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Project No. 63 - INDUSTRIAL SURVEY GROUP

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Project No. 70 - CIVIL LIBERTIES

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Project No. 71 - JUVENILE COURTS AND DOMESTIC RELATIONS COURTS

1. Yoshiko WADA
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(Telet No. 57-5040)

Project No. 71 - JUVENILE COURTS AND DOMESTIC RELATIONS COURTS (Cont'd)

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Sapporo City, Hokkaido
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Project No. 73 - STUDY OF RADIO REGULATORY OPERATIONS IN THE UNITED STATES

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(Tele: Ichikawa-3227)

Project No. 74 - TRAINING IN FORESTRY PROGRAMS

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Project No. 75 - JAPAN SCIENCE COUNCIL: CULTURAL SCIENCE DIVISIONS

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No. 420, Koganei-shindan, Koganei, Kita-tama-gun, Tokyo-to

Project No. 76 - GOVERNMENT ADMINISTRATION INVESTIGATION COMMISSION DELEGATION

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Project No. 76 - GOVERNMENT ADMINISTRATION INVESTIGATION COMMISSION DELEGATION (Cont'd)

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Project No. 77 - DELEGATION OF GOVERNMENT ADMINISTRATORS

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Project No. 78 - LOCAL GOVERNMENT DELEGATION

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Project No. 78 - LOCAL GOVERNMENT DELEGATION (Cont'd)

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Project No. 80 - TRAINING OF FISHERIES CONSULTANT

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   (Tele: 56-3004 to 3006)

Project No. 82 - PUBLIC HEALTH OFFICER - TUBERCULOSIS CONTROL

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Project No. 83 - BILOGICHES AND PUBLIC HEALTH LABORATORIES

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Project No. 84 - TRAINING OF UNIVERSITY TELECOMMUNICATIONS PROFESSOR

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Project No. 87 - PREFECTURAL YOUTH ORGANIZATION LEADERS

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Project No. 87 - PREFECTURAL YOUTH ORGANIZATION LEADERS (Cont'd)

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6. Takashi HAMADA
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Project No. 88 - EDUCATIONAL PROFESSIONAL TRAINING

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Project No. 89 - SOCIAL SCIENCE RESEARCH

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Project No. 91 - TRAINING IN MINE SAFETY

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Project No. 92 - TRAINING IN MINING GEOLOGY EDUCATION

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Project No. 93 - EDUCATION UTILIZATION OF RADIO

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Project No. 99 - LABOR MISSION (EDUCATION ON LABOR RELATIONS AND LABOR ADMINISTRATION)

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Project No. 101 - PARENT-TEACHER ASSOCIATION

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Project No. 102 - TRAINING IN LAND PLANNING AND RESOURCES UTILIZATION

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Project No. 103 - TRAINING IN FISHERIES CONSERVATION AND ADMINISTRATION

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Project No. 106 - TRAINING OF AGRICULTURAL CREDIT SPECIALIST

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Project No. 107 - TRAINING OF SPECIALIST ON AGRICULTURAL COOPERATIVES

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Project No. 111 - TRAINING OF ADVISORS TO RESOURCES COUNCIL, JAPANESE GOVERNMENT

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Project No. 112 - WOMAN LEADER

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Project No. 113 - EXTENSION EDUCATION

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Project No. 115 - ECONOMIC ANALYSIS AND PROGRAM GROUP

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Project No. 116 - FAIR TRADE COMMISSION GROUP

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Project No. 120 - MEDICAL AFFAIRS (DENTAL)

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Project No. 123 - MEDICAL AFFAIRS (INTERNIST)

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Project No. 124 - MEDICAL AFFAIRS (SURGEON)

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Project No. 133 - TRAINING OF GOVERNMENT OFFICIALS IN THE ADMINISTRATION OF SOCIAL SECURITY PROGRAM

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Project No. 134 - INDUSTRIAL RELATIONS MISSION

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Project No. 134 - INDUSTRIAL RELATIONS MISSION (CONT'D)

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11. Kageyaki MIYAZAKI
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12. Tatsuo TAKEHURA
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13. Ichige, KAMINAGA
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Project No. 135 - ANIMAL DISEASE CONTROL AND VETERINARY MEDICAL ASSOCIATIONS

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Project No. 136 - PUBLIC HEALTH OFFICER, FOOD SANITATION

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   No. 213, Naeno-machi, Shinura, Itabashi-ku, Tokyo-to
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Project No. 138 - PHARMACEUTICAL AFFAIRS: PHARMACEUTICAL ASSN

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Project No. 140 - SANITARY ENGINEER - ENVIRONMENTAL SANITATION

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   (Tele: KCAR 3-6064)

* * * * *

II. Following persons are still in America:

Project No. 66 - NATIONAL PENO-CORRECTIONAL TRAINING

1. Fujitaro KUSUMOKI
   No. 1309, Hanegi-cho, Setagaya-ku, Tokyo-to
   (Tele: 57-5601, Ext. 8)
2. Takeshi KUMON
   No. 70, Gyoninzuka, Sendai City, Miyagi Pref.
3. (Mrs.) Masa AZUMA
   Katano-cho, Osaka-fu (Tele: Katano 33)
4. Urashiro FUKUHASHI
   No. 452, Numabukuro, Nakano-ku, Tokyo-to
   (Tele: 57-5368)

Project No. 68 - NATIONAL POLICE TRAINING (Closely related to Project No. 41)

1. Shojiro MASUI
   No. 2542, Nakafuri, Hirakata City, Osaka Pref.
   (Tele: office - Higashi 42; home- Korien 164)
2. Tomohiko TOMITA
   No. 1400, Fusuma-cho, Meguro-ku, Tokyo-to
   (Tele: office - 57-5511, ext. 965; home - 08-2380)
3. Jiro KAGEYAMA
   No. 1, 2-chome, Nishiki-cho, Kanda, Chiyoda-ku, Tokyo-to
   (Tele: No. 25-3050)
4. Takesaburo WATANABE
   No. 30, Matome-machi, Ota-ku, Tokyo-to
   (Tele: office - 57-5611 ext 311; home - 06-5844)
5. Naokuni MIYAJI
   No. 422, Danbara, Naka-machi, Hiroshima City,
   Hiroshima Pref. (Tele: Hiroshima, Naka 4461/4)
6. Ryosuke MATSUMOTO
   Tezukayama Naka 2-chome, Sumiyoshi-ku, Osaka City
   (Tele: Sumiyoshi 2510)
7. Fumio MUTO
   No. 1399, Hatagaya-Nakamachi, Shibuya-ku, Tokyo-to
   (Tele: 57-5611 Ext. 330, office; 37-3529, home)

A.

Project No. 121 - CHILD WELFARE OFFICIAL: CHILD PLACEMENT & GUIDANCE CENTER DIRECTOR

1. Tamotsu GUGIHARA
No. 155, 4-chome, Aotani, Nada-ku, Kobe City
Hyogo Pref. (Tele: Mikage 2654)

Project No. 141 - PEDIATRICIAN: MATERIAL AND CHILD HEALTH

1. Kiyoshi SAITO
No. 657, Shinomeguro, Meguro-ku, Tokyo-to
(Tele: 49-4945)

* * * * *

3. SHIPMENT OF BAGGAGE: Letter 524.23, subject: "Shipment of Baggage", dated 5 Feb 51, from GHQ, SCAP, Civil Affairs Section is quoted as follows:

"3. Request for return to the ZI on leave or termination of employment agreement will be processed and forwarded to arrive this section not later than sixty (60) days prior to employee's estimated date of departure this command."

"4. a. Official travel orders will be mailed from this section in sufficient time to permit the employee to have household and/or hold baggage inspected and crated by the local R and U and consigned direct to the 2D T Major Port, Attn: Baggage Section, APO 503, for trans-shipment to the employee's ZI address in accordance with current Army regulations and Far East Command circulars."

"b. Customs inspection certificate and other necessary papers will be mailed direct to the 2D T Major Port, Attn: Baggage Section, APO 503, so as to arrive prior to the arrival of household and/or hold baggage."

"c. Employee will be required to check with the Outbound Baggage Section, 2D T Major Port, Yokohama, Japan, prior to departure this theater.

5. a. Household goods (authorized on termination of employment agreement only) will be shipped from employee's duty station not later than fifteen (15) days prior to estimated date of departure this theater.

b. Hold baggage will be shipped from employee's duty station not later than seven (7) days prior to estimated date of departure this theater.

6. Only in the case of an emergency leave or termination will it be necessary to cut local travel orders for employees to proceed to this section for return to the ZI."

BY ORDER OF THE CHIEF, SHIKOKU CIVIL AFFAIRS REGION:

W. D. JOHNSTON
Lt Col Inf
Adjutant

OFFICIAL:

W. D. JOHNSTON
Lt Col Inf
Adjutant

OVER

I N F O R M A T I O N

LINCOLIN NITE PROGRAM: Records concerning the life of Abraham Lincoln will be played in a special program to be held Monday evening, 12 February, at 1930 hrs at the Shikoku Mess (Club). The program will include:

1. Raymond Massey as Lincoln, in scenes from the Pulitzer prize play "Abe Lincoln in Illinois".

2. "Gettysburg Address" read by Charles Laughton.

3. Copland's "A Lincoln Portrait". Music by New York Philharmonic Symphony Orchestra. Narration from Lincoln's letters and speeches.

4. "The Lonesome Train" - a musical legend with Lincoln's funeral train as the theme, Burl Ives singing the ballads.

EXCHANGE: The following magazines have been received at the Region Exchange:

Good Housekeeping, Look, Saturday Evening Post,
Women's Home Companion, Colliers and Comics

BOXING MATCH: A boxing match will be held at the Takamatsu Gymnasium on 10th February 1951 from 13:00. All occupation forces personnel are cordially invited.

RELIGIOUS SERVICE: The Rev James A Cogswell, Presbyterian Missionary at Marugame will conduct religious service at the Chapel at 16:00 hours Sunday 11 February 1951.

M O V I E

SUNDAY 1930 hrs

"SHOWDOWN"

William Elliott Walter Brennan

Miss Takeuchi

HEADQUARTERS
SHIKOKU CIVIL AFFAIRS REGION
APO 1050

AG 200 15 February 1951

MEMORANDUM:

ANNOUNCEMENT OF LEAVE POLICY

1. The following announcement of pass and leave policy has been received from Supreme Commander for the Allied Powers, Civil Affairs Section and is published for the information and guidance of all concerned.

a. The issuance of passes and approval of leave will be controlled to ensure sufficient personnel are in the immediate area to accomplish necessary tasks and, if necessary, initiate disaster and emergency alert plans.

(1) Absences over three days require written orders authorizing leave and travel to specific points.

(2) Applications for passes or leaves within Japan will indicate:

(a) Location of billet while on leave and evidence that reservation is confirmed.

(b) Type of billet, i.e., rest hotel, private home.

b. The provisions of par 3a (Leaves) and 4 (Passes) Sec XIII, Weekly Directive No. 19, Hq Japan Logistical Command dated 6 Janury 1951 will govern the issuance of leaves and passes for all personnel. All applications for ordinary leave in excess of seven (7) days will require the approval of the Chief, Civil Affairs Section prior to the issuance of leave orders.

FOR THE CHIEF, SHIKOKU CIVIL AFFAIRS REGION:

W. D. JOHNSTON
Lt Col Inf
Adjutant

DISTRIBUTION:
1 ea DAC
1 ea Mil
2 File
2 ea CIC Area

SHIKOKU CIVIL AFFAIRS REGION
APO 1050

Takamatsu, Shikoku
2 May 1950

MEMORANDUM:

SUBJECT: Disaster Plan

TO: All Section Chiefs

1. The Disaster Plan herewith is to be kept available for ready reference in your office. It is not to be misplaced or lost in the files. Be sure you are familiar with it and that your office personnel understands what is applicable.

2. Members of families of American personnel stationed here should be informed of such portions of these instructions that are necessary for them to know. Dependents should be informed by the head of the family.

BY ORDER OF THE CHIEF, SHIKOKU CIVIL AFFAIRS REGION:

Ernest H. T. Schechinger

ERNEST H T SCHECHINGER
Lt Col CAC
Deputy

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CI ✓
Econ
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PH
PW
Int Rev
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SHIKOKU CIVIL AFFAIRS REGION
APO 1050

OPERATIONS PLAN
NUMBER 1

11 April 1950

DISASTER PLAN

1. Roferences:

a. Operational Directive Number 6, General Headquarters, Supreme Commander For The Allied Powers, Civil Affairs Section, APO 500, 1 April 1950.

b. Operations Plan Number 1, Headquarters 25th Infantry Division, APO 25, 1 April 1950.

2. This plan is to govern the actions of Civil Affairs personnel, their dependents and United Nations nationals of the Shikoku Civil Affairs Region in Takamatsu in the event of disaster. The relief of the Japanese civil population and the responsibilities of the Shikoku Civil Affairs Region in connection therewith are outlined in reference "a" above.

3. The types of disaster to be considered for which action is to be taken as provided include the following:

Earthquakes
Floods
Tidal Waves
Typhoons
Fires
Volcanic Eruptions
Chemical

4. The Island of Shikoku lies within the zone of responsibility of the Commanding General, 25th Infantry Division. He has delegated the responsibility for disaster operations on the island to the Commanding Officer, 27th Infantry Regiment.

5. Disasters due to earthquakes and fires in the city of Takamatsu are of primary consideration insofar as Civil Affairs personnel are likely to be involved. Floods, tidal waves, typhoons and volcanic eruptions are always possible; secondary consideration is given them in this plan, as they are likely to occur less frequently than the earthquakes and fires. Disasters due to chemical sources of a commercial nature are likely to occur less frequently than any of those mentioned above.

6. Safety precautions applicable to all Civil Affairs personnel in the event of disaster are contained in Annex 1 to this plan.

7. Any catastrophe that causes the destruction of the Region Headquarters building and dwellings occupied by dependents of Civil Affairs personnel in Takamatsu will necessitate early provisions for shelter and mess; in the event the Headquarters building is destroyed or severely damaged, the Headquarters personnel will assemble on the Region Headquarters Athletic Field. A temporary command post will be established in that area. Motor vehicles will be assembled there if it is necessary to move them from the present Motor Pool. Operations will be controlled from the new command post until the situation permits other arrangements.

Dependents living in the Castle area (houses 1 to 16C) when obliged to vacate their dwellings will assemble in the open area near the main (front) entrance to the Castle proper (house 16a). This gathering or assembly is for the purpose of ascertaining promptly the needs for shelter, food, medical attention, etc. Dependents living in the Miyawaki-cho, Showa-cho and Saiwai-cho areas (houses 27 to 39) when obliged to vacate their dwellings will assemble at the Athletic Field of the Takamatsu Commercial College. This is for the purpose of an early check on requirements for food, shelter, etc. and possible movement to Castle area.

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Operations Plan Number 1. "Disaster Plan", SCAR, APO 1050, 11 Apr 50

8. Mess arrangements for Civil Affairs personnel will be provided in the vicinity of the new command post or in the Castle compound, depending upon the conditions and the situation at the time. Mess Sergeant and Mess personnel will continue to operate with available equipment and supplies.

9. First aid and dispensary facilities will be set up in the ambulance on the Athletic Field or in some nearby shelter when it becomes necessary to vacate the Region Headquarters building. Nurse and Medical Corps enlisted men will continue to furnish aid and assistance with available supplies and equipment.

10. In the event of a major disaster to the Takamatsu area, Section Chiefs will make early contact with the Region Chief in order that all action of Civil Affairs personnel may be coordinated and controlled.

11. Standard typhoon alert conditions and the action to be taken under each condition are enumerated in Annex 2 to this plan.

L. E. TOOLE
Col Inf
Chief

Annexes 1. Safety Precautions
2. Typhoon S. O. P.
3. Tidal Wave Warning
4. Chemical
5. Emergency Air Evacuation
6. Airfields and Rail nets
7. Communications
8. Police Stations
9. Key Japanese Personnel

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SHIKOKU CIVIL AFFAIRS REGION
APO 1050

ANNEX 1 TO OPERATIONS PLAN NUMBER 1, 11 April 1950, SCAR

SAFETY PRECAUTIONS IN THE EVENT OF EARTHQUAKES, TYPHOONS, ETC.

1. These instructions should be read by all Occupation Force members and posted in an accessible place in homes and quarters.

2. Earthquakes:

a. Leave the building immediately. Pull the main power switches.

b. The greatest danger is remaining inside buildings and, if outside, from falling tiles. Tiles falling from the roofs of Japanese houses are capable of killing a man. If you can't get out, stand in doorway or under table. Fires are almost certain to follow unless electric switches are opened, and fires in stoves put out.

c. After an earthquake all buildings must be carefully checked.

d. Frequently tremors continue for hours, even days after the initial movement.

e. Remember that Tidal Waves often follow earthquakes.

3. Floods and Tidal Waves:

You will probably have advance notice of this source of disaster. Take to high ground nearest your home and wait evacuation. If in Takamatsu and time will allow go to high ground in RITSURIN PARK.

4. Typhoons:

a. You will have advance notice. The greatest danger is from flying debris and broken glass. Stay under cover. Fasten down property that may blow around and injure you or others.

b. Your telephone and electric lines may fail. Prepare candles, flash lights etc for use.

5. Fire:

a. Try to put out fire.

b. Call Fire Dept., phone 119 and say "Fire" or "Kagee", and give your house number or address; then call 4101.

c. Have personnel leave building.

d. Save what property you can.

e. Fire prevention is your responsibility. Check your extinguishers regularly; know how to use them; have them conveniently placed. If they are not satisfactory, complain (phone R&U - 4174 until rectified.) Put it in writing if you don't get prompt action. Check your electrical outlets regularly. If they heat up, have them fixed immediately (phone R&U - 4174 .)

f. Don't smoke in bed, have plenty of ash trays.

L. E. TOOLE
Colonel Inf

RESTRICTED

SHIKOKU CIVIL AFFAIRS REGION
APO 1050

ANNEX 2 TO OPERATIONS PLAN NUMBER 1, 11 April 1950, SCAR

TYPHOON STANDING OPERATION PROCEDURE

1. Standard designation of typhoon alert conditions are as follows:

   a. CONDITION III - Winds of fifty (50) knots or more anticipated within forty-eight (48) hours.

   b. CONDITION II - Winds of fifty (50) knots or more anticipated within twenty-four (24) hours.

   c. CONDITION I - Winds of fifty (50) knots or more anticipated within twelve (12) hours.

   d. ALL CLEAR - Typhoon has passed. No further danger.

2. When a typhoon alert condition is announced, the following will apply:

   a. CONDITION III

      (1) A general state of readiness will be established.

      (2) Preparations will be made in each section of Civil Affairs Headquarters to provide for the safety of property, equipment and records and to prevent early damage by wind or rain.

      (3) Individuals in each section will be assigned specific tasks and duties to perform for typhoon alert Conditions I and II and will be made familiar with their assignments. Drills will be held to insure that all concerned are thoroughly familiar with their assigned duties. These drills will include preparations for operating under difficulties likely to be encountered during such situations. Extra containers for water must be filled, improvised lights must be on hand - mess facilities in the open must be provided, first aid station set up and motor transportation moved to another location for safety.

   b. CONDITION II

      (1) The Adjutant's Office will secure all classified papers and documents except those essential for immediate operations (see AR 380-5). If the situation indicates it is necessary, other records and papers will be moved or placed where they will be safe from damage.

      (2) The Dispensary personnel, Mess, Motor Pool and Boat personnel will be placed on alert status.

      (3) Extra water containers will be filled and emergency type rations made readily available for issue or use and for movement as the situation develops or indicates.

      (4) Issue necessary orders to all Civil Affairs personnel preparatory to assuming CONDITION I.

      (5) Report assumption of CONDITION II to higher headquarters.

   c. CONDITION I

      (1) Determine that all requirements of CONDITION II have been met.

      (2) Secure all government property and equipment within means available.

      (3) Check security guards on posts and in the area.

(4) Post additional security personnel as may be available and appropriate.

(5) Issue emergency rations where required or necessary for Civil Affairs personnel.

(6) Report assumption of CONDITION I to higher headquarters.

3. Reports:

a. The assumption of each typhoon condition will be reported to higher headquarters when and as directed by the Region Chief.

b. Typhoon casualties or injuries suffered by Civil Affairs personnel will be promptly reported to Region Headquarters or the command post for record purposes and for early transmission to higher headquarters.

c. Property damage reports will be made as early as practicable to Region Headquarters for record purposes.

L. E. Toole

L. E. TOOLE
Col Inf

SHIKOKU CIVIL AFFAIRS REGION
APO 1050

ANNEX 3 TO OPERATIONS PLAN NUMBER 1, 11 April 1950, SCAR

TIDAL WAVE WARNING

1. A Tidal Wave may appear with little or no advance warning having been received here. It is one type of disaster that must be considered in this area along with Earthquakes and Typhoons. Earthquakes that are noticeable in other localities may cause disturbances under the sea and the resulting upheaval or disturbance may affect waters in the Takamatsu vicinity.

2. When warnings are received late, it may be necessary to evacuate areas near the Inland Sea without delay. In such instances all Civil Affairs personnel in Takamatsu will go to the high ground in RITSURIN PARK. This Park is located approximately 1 mile southwest of the Region Headquarters building and is generally known to all. Time permitting, movement will be made by motor vehicle from the Region Motor Pool. However, the warning may be so brief that individuals may find it necessary to move on foot the short distance involved. Civil Affairs personnel will, after reaching the high ground mentioned, assemble in that general vicinity for further instructions.

3. Tidal Wave warnings and information relative to location, intensity and movement of Tidal Waves in the Pacific may be broadcast by radio if time permits. This may not always be possible, however, and Civil Affairs personnel may receive only a brief warning that will permit very little delay.

4. The 2143d Weather Wing USAF will generally disseminate information on the movement of Tidal Waves in the Pacific and the Armed Forces Radio services will broadcast such warnings when they are so directed.

L. E. TOOLE
Col Inf

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

SHIKO U CIVIL AFFAIRS REGION
APO 1050

ANNEX 4 TO OPERATIONS PLAN NUMBER 1, 11 April 1950, SCAR

CHEMICAL

1. In the event of a disaster that releases large quantities of industrial chemicals, the nearest Army or Division Chemical Officer will be contacted for technical advice and assistance.

2. In very high concentration of any gas which may be encountered in a contaminated enclosed place or close to a gas source, the capacity of the service canister may be exceeded in a short time. Although very efficient against war gases under field conditions, the service mask will furnish no protection against certain industrial gases such as ammonia, carbon monoxide and gasoline fumes. Personnel must vacate the contaminated areas immediately, to the windward side, and such areas should be marked off under the supervision of a Chemical Officer. Civil Affairs personnel of this Region will not enter contaminated areas unless directed to do so by this Headquarters.

L. E. TOOLE
Col Inf

SHIKOKU CIVIL AFFAIRS REGION
APO 1050

ANNEX 5 TO OPERATIONS PLAN NUMBER 1, 11 April 1950, SCAR

EMERGENCY AIR EVACUATION

1. Call Osaka Air Strip, through Japanese lines, and ask for a plane.

2. Give the following information:

   a. Name of unit.

   b. Location

   c. Information that a plane is needed.

   d. Location of nearest air strip

   e. Size of strip

   f. Tell them if patient is an ambulance or stretcher case.

   g. Destination of patient (28th Sta Hosp., Osaka)

   h. Find out the estimated time of arrival of plane.

3. If the evacuation takes place at night, the landing strip will be provided with lights as follows:

GREEN	on the approach end of runway.
RED	on the opposite end
WHITE	on the sides.

Jeeps will be used to augment lanterns.

NOTE: In the event regular landing lights are not used, have 2 vehicles cross lights on center of field and one vehicle direct lights down the strip from the end on the downwind side (the end of the field the wind is coming from.)

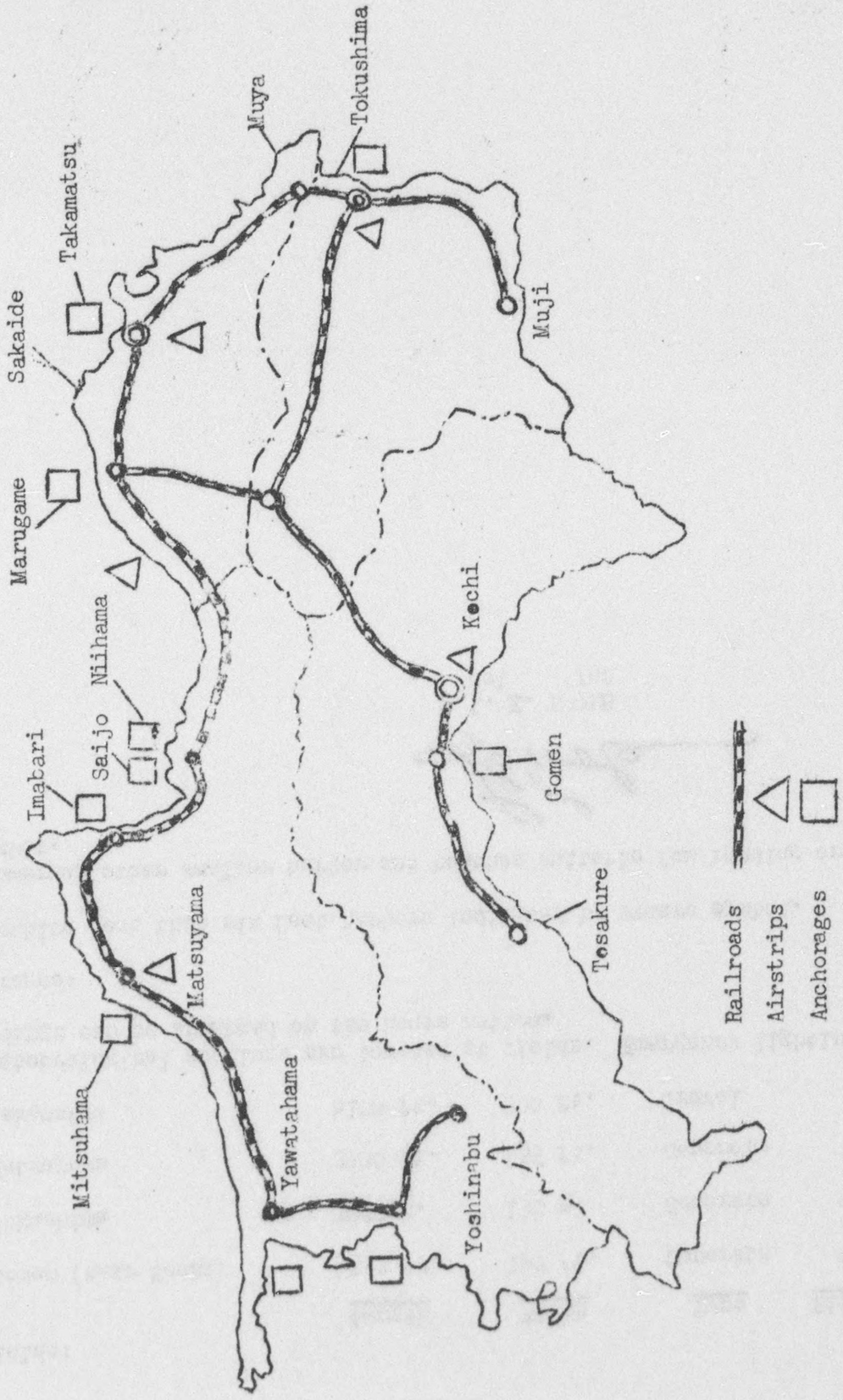
4. In the event that the above procedure cannot be used, the Region Launch or a commandeered launch will be used to carry the patient to Honshu for further Air, Rail, or Motor Transportation.

L. E. TOOLE
Col Inf

SHIKOKU CIVIL AFFAIRS REGION
APO 1050

ANNEX 6 TO OPERATIONS PLAN NUMBER 1, 11 April 1950, SCAR

AIRFIELDS, ANCHORAGES AND RAIL NETS



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

ANNEX 6 TO OPERATIONS PLAN NUMBER 1, 11 April 1950, SCAR (Cont'd)

1. Airfields:

	Length	Width	Type	Direction
a. Gomen (near Kochi)	4133 ft.	197 ft.	Concrete	NE-SW
Tokushima	1230 m.	130 m.	Concrete	NW-SE
Matsuyama	3900 ft.	435 ft.	Concrete	N-S
Takamatsu	4100 ft.	200 ft.	Gravel	E-W

b. Meteorological stations are located at fields. Emergency lighting or night landings can be arranged on two hours notice.

2. Anchorages:

a. Nothing less than six feet harbors indicated by square symbol.

b. Numerous other smaller harbor and beaches suitable for landing craft exist.

L. E. TOOLE
Col Inf

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

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SHIKOKU CIVIL AFFAIRS REGION
APO 1050

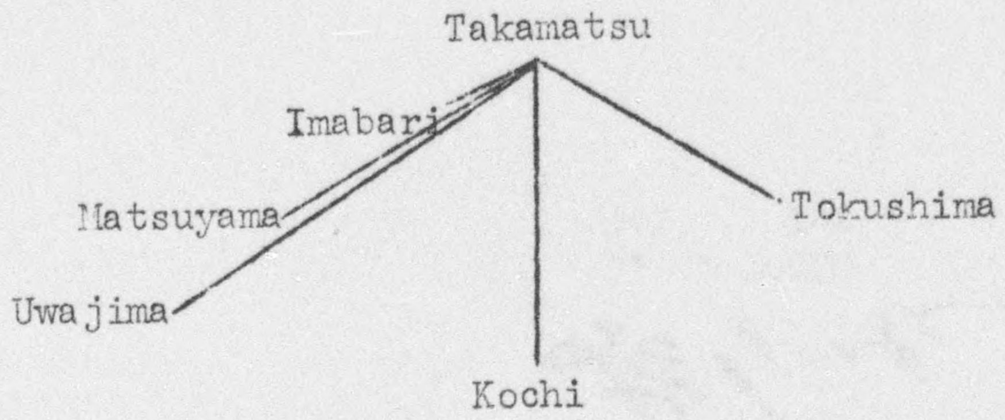
ANNEX 7 TO OPERATIONS PLAN NUMBER 1, 11 April 1950, SCAR

COMMUNICATIONS

1. Radio Telephone

a. Civil: Headquarters is at Central Communications Office in Takamatsu. Building is located at 22-5 Sanban-cho, Takamatsu City.

NET



All stations are on a net 3542 KC at 84.9 meters at day time and all stations are on a net of 2385 KC at 125.7 meters at night. Adequate personnel are available to man this net continuously. There is a net link with each station and Okayama, Himeji and Osaka at emergency on wave length 4200 KC.

b. Police:

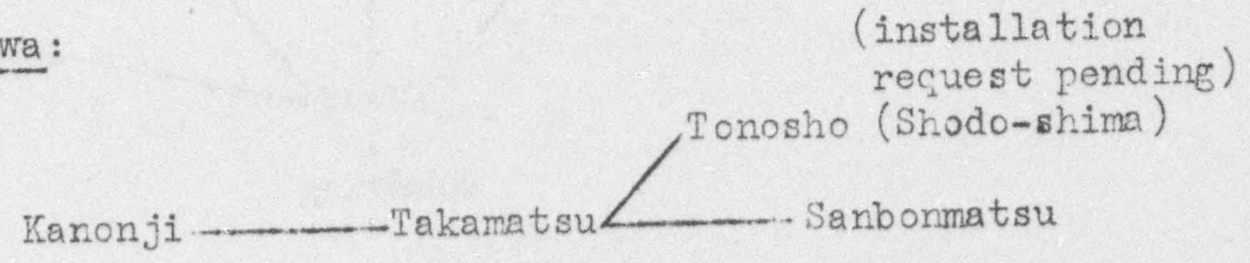
(1) There is an external net link to Hiroshima, Osaka, Tokyo and Fukuoka.

(2) There is a net link with each prefecture controlled by Takamatsu (control located in Ken Building).

Wave length	Feb to Apr	0600 to 1730 -- 5310 KC
		1730 to 0600 -- 2455 KC
	May to Jul	0430 to 1830 -- 5310 KC
		1830 to 0430 -- 2455 KC
	Aug to Oct	0500 to 1800 -- 5310 KC
		1800 to 0500 -- 2455 KC
	Nov to Jan	0630 to 1630 -- 5310 KC
		1630 to 0630 -- 2455 KC

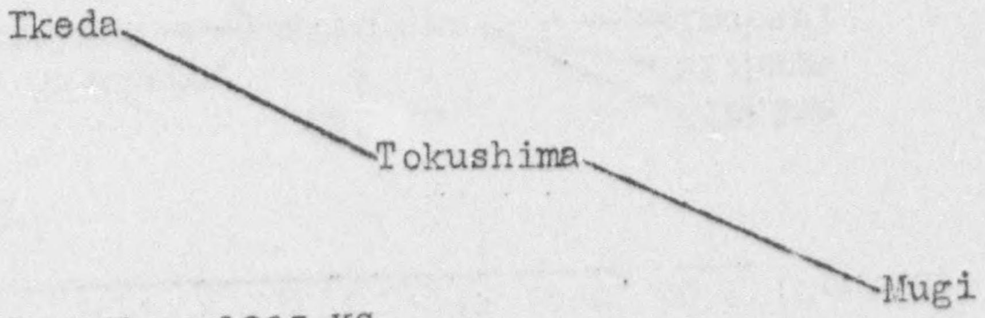
(3) There are internal police nets as shown in diagrams below:

Kagawa:



Wave length - 1985 KC. Telephone No. of control point; Takamatsu 5133-39

Tokushima:



Wave Length - 1995 KC.
Telephone No. of control point, Tokushima 1461-63.

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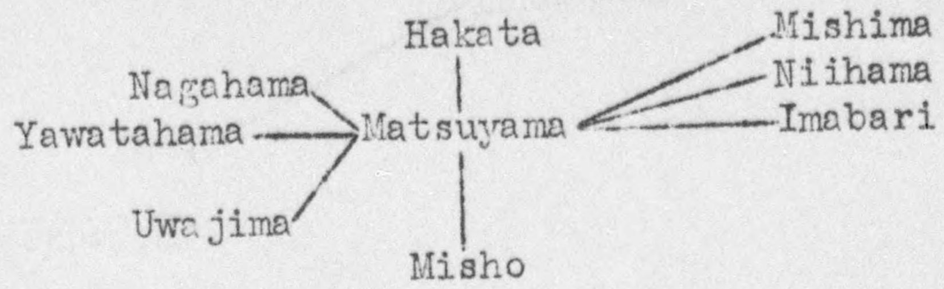
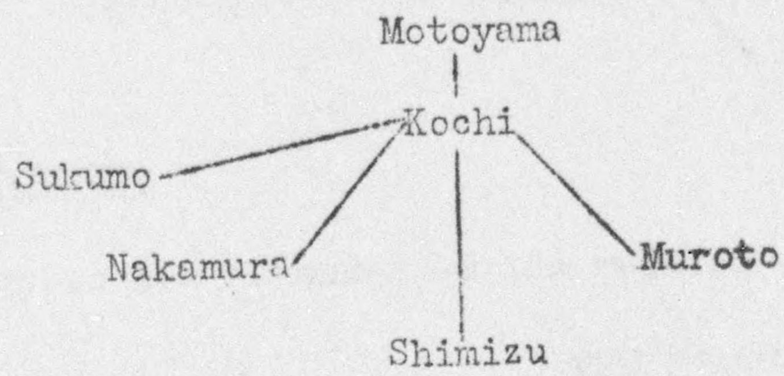
Ehime:



Wave length 2280 KC
Telephone No. of control point, Matsuyama 920.

Kochi:



Wave length 1970 KC
Telephone No. of control point, Kochi 1600-02

2. Civil Broadcasting Stations

Name and Location	Telephone No.	Wave length
Takamatsu, No. 1, 1 chome Kotobukicho	2024 3356	1280 KC
Tokushima, No. 4, 2 chome Hinamimaegawa-cho	20	980 KC
Kochi, No. 55, Sagami-cho	81	1st 560 KC 2nd 1000 KC
Matsuyama, Oguri-cho	401 17	1st 940 KC 2nd 1230 KC

L. E. TOOLE
Col Inf

SHIKOKU CIVIL AFFAIRS REGION
APO 1050

ANNEX 8 TO OPERATIONS PLAN NUMBER 1, 11 April 1950, SCAR

POLICE STATIONS AND SUB-STATIONS

Kagawa Ken

National Rural Police

Okawa District Police Stations		(Sanbonmatsu)
Kita	"	(Hirai)
Shozu	"	(Dosho)
Kagawa	"	(Takamatsu)
Ayauta	"	(Sakaide)
Nakatado	"	(Zentsuji)
Mitoyo	"	(Kanonji)

Municipal Police

Takamatsu	Hirai	Tadotsu
Marugame	Kawashima	Zentsuji
Sakaide	Ikeda	Kotohira
Hiketa	Tonosho	Nio
Shiratorihoncho	Noma	Kanonji
Sanbonmatsu	Bushozan	Toyohama
Tsuda	Kozai	Takuma
Shido	Utazu	Onohara
Nagao	Hashioka	

Tokushima Ken

National Rural Police

Katsumyo district police stations	
Mima East District	"
Naka West	"
Mima West	"
Kaifu	"
Oe	"
Miyoshi	"
Itano	"
Awa	"
Naka east	"

Municipal Police

Tokushima	Kawashima	Yamase
Naruto	Ishii	Ichijo
Komatsushima	Banzai	Handa
Ikeda	Kamojima	Mikita
Tomioka	Sadamitsu	Sakano
Muki	Shishikui	Tsuji
Wakimachi	Tachibana	Hirajima
Hiwasa	Hanoura	Nii
Kokufu	Bando	Tsubaki
Ichiba		

ANNEX 8 TO OPERATIONS PLAN NUMBER 1, 11 April 1950, SCAR (Cont'd)

Kochi Ken

National Rural Police

Chuo District	Police Stations
Banto	"
Bansei	"
Koban	"
Koryo	"
Kogo	"
Niyodo	"
Kacho	"
Peihoku	"
Kahoku	"
Geisei	"
Geito	"

Municipal Police

Kochi	Ochi	Muroto
Nakamura	Takaoka	Shinusa
Inc	Murotomisaki	Kure
Aki	Kiragawa	Kubokawa
Yamada	Motoyama	Sukumo
Suzaki	Sagawa	Nabari
Akaoka	Shimizu	

Ehime Ken

National Rural Police

Onsen District	Police Station
Ochi	"
Kakata	"
Shuso	"
Nii	"
Uma	"
Kamiukena	"
Iyo	"
Kita	"
Nishiuwa	"
Higashiuwa	"
Kitauwa	"
Minamiuwa	"

Municipal Police

Matsuyama	Kikuma	Ozu
Imabari	Komatsu	Uchiko
Uwajima	Nyugawa	Nagahama
Yawatahama	Toshin	Mikame
Niihama	Kawanoe	Kawanoishi
Saijo	Mishima	Uwa
Hojo	Kuma	Nomura
Sakurai	Gunchu	Yoshida
Hashihama	Masaki	Iwamatsu

L. E. TOOLE
Col Inf

SHIKOKU CIVIL AFFAIRS REGION
APO 1050

ANNEX 9 TO OPERATIONS PLAN NUMBER 1, 11 April 1950, SCAR

KEY JAPANESE PERSONNEL

Name of Office	Chief	Location	Tele. No.
Central Liaison & Coordination	Noboru Takasugi	Takamatsu	2801
	Asst. - Sakao Tamura	Takamatsu	2668
Prefectural Liaison			
Kagawa	Kiyoshi Murayama	Tenjinmae, Takamatsu	2111
Tokushima	Ichiro Kito	Mandaichi, 1 chome, Tokushima	811
Kochi	Yoshimi Tsuji	Nishihiro-koji, Kochi	28, 207
Ehime	Takenosuke Ono	Ichibancho, Matsuyama	27
Governor			
Kagawa	Keikichi Masuhara	Gobancho, Takamatsu	2800
Tokushima	Goro Abe	Madaicho, 1 chome, Tokushima	811
Kochi	Naomi Momonoi	Marunouchi, Kochi	1200
Ehime	Aoki Shigeomi	Ichibancho, Matsuyama	300
Police Department			
Kagawa	Syogo Matsumoto	Tenjinmae, Takamatsu	2800
Tokushima	Akira Hatano	Mandaicho, 1 chome, Tokushima	811
Kochi	Manabu Hirai	Marunouchi, Kochi	1200
Ehime	Shiichi Tamamura	Ichibancho, Matsuyama	300
Medical Department			
Kagawa	Eie Yamaguchi	Tenjinmae, Takamatsu	3230
Tokushima	Taro Sato	Mandaicho, 1 chome, Tokushima	811
Kochi	Minoru Seijo	Jirokoji, Kochi	1200
Ehime	Shozo Kimura	Ichiban-cho, Matsuyama	300
Public Welfare Section			
Kagawa	Tomoatsu Takahashi	Tenjinmae, Takamatsu	3230
Tokushima	Shizumoto Tamama	Mandai-cho, 1 chome, Tokushima	811
Kochi	Mitsuaki Hashida	Marunouchi, Kochi	1200
Ehime	Sadamizu Matsumoto (Social Section)	Ichibancho, Matsuyama	300

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

ANNEX 9 TO OPERATIONS PLAN NUMBER 1, 11 April 1950, SCAR (Cont'd)

Engineering Department

Kagawa	Munomitsu Fujita	Tenjinmae, Takamatsu	3229
Tokushima	Taro Takano	Mandai-cho,1 Chome,Tokushima	811
Kochi	Yutaka Hirai	Marunouchi, Kochi	1200
Ehime	Keisaburo Aozasa	Ichibancho, Matsuyama	300

L. E. TOOLE
Col Inf

C&O-P-Y

Civil Information Section

C-O-P-Y

GENERAL HEADQUARTERS
FAR EAST COMMAND
Civilian Personnel Section

CP MEMORANDUM
NO.....32-50

1 December 1950

ANNUAL LEAVE

It is requested that the following information, quoted from parts of Department of Army Civilian Personnel Circular 4, 1950, be brought to the attention of civilian employees who are paid from appropriated funds. It is emphasized that these provisions are NOT applicable to employees serving overseas but WILL become applicable to employees who return to the United States if they are reemployed within the United States on or before 30 June 1951.

"1. General.***Under previous leave statutes employees have been entitled to carry unused leave forward into the succeeding year, subject to a maximum accumulation figure (generally 60 days). An additional limitation has now been imposed by section 1212 of the General Appropriation Act, 1951***, as follows:

No part of the funds of, or available for expenditure by any corporation or agency included in this act, * * * shall be available to pay for annual leave accumulated by any civilian officer or employee during the calendar year 1950 and unused at the close of business on June 30, 1951; Provided, That this section shall not apply to officers an employees whose post of duty is outside the continental United States: And provided further, That this section shall not apply with respect to the payment of compensation for accumulated annual leave in the case of officers or employees who leave their civilian positions for the purpose of entering upon active military or naval service in the Armed Forces of the United States."

* * * * * *

"3. EFFECT OF SECTION 1212. - Based on a decision of 29 September 1950 (B-98189), in which the Comptroller General considered various questions raised by the Civil Service Commission, the following conclusions are reached as to the meaning and effect of the statutory provisions quoted in paragraph 1:

a. Previous rules governing accumulations of annual leave above 60 days are not altered. Examples: An employee who had an annual leave balance of 68 days carried forward on 1 January 1950 would forfeit all leave in excess of 60 days remaining to his credit on 31 December 1950. An employee who had an annual leave balance of 56 days carried forward on 1 January 1950 would forfeit all leave in excess of 60 days

remaining to his credit on 31 December 1950. If this employee carried over a leave balance of 60 days on I January 1951, the five days in excess of his leave balance on 1 January 1950 would have to be used or forfeited on 30 June 1951 in accordance with b below.

b. For persons employed within the United States, a permanent restriction is placed on granting or paying for annual leave earned during 1950 and remaining unused on 30 June 1951. Leave carried forward on 1 January 1950 will be available for use under normal rules but leave earned during 1950 which remains unused on 31 December 1950, if not forfeited on that date under maximum accumulation rules must be used before 30 June 1951 or absolutely forfeited at that time. Example: An employee who had an annual leave balance of 25 days carried forward on 1 January 1950 and who used only 10 days of the 26 days accrued in 1950 would have to use of forfeit the extra 16 days by 30 June 1951. Similarly, an employee who entered on duty on 1 July 1950 would have to use the 13 days accrued during 1950 or forfeit any remaining balance on 30 June 1951.

c. Lump-sum payments may include 1950 leave for employees who separate on or before 30 June 1951, even though the lump-sum leave period extends beyond 30 June 1951. For employees who separate on or after 1 July 1951, lump-sum leave payments may not include 1950 leave, except as authorized in d below.

d. Employees who enter the military service may elect to be paid for their unused annual leave or have it remain to their credit. If they are reemployed after military service on or before 30 June 1951, the rules states in a through c above would apply to the leave accredited to their accounts. If reemployed on or after 1 July 1951 such employees would have the entire account of annual leave recredited to their account, including any 1950 leave, and it would then be available for normal use of payment. Employees who enter the military service after 30 June 1951 would be subject to the rules stated in a through c above and so would not have any 1950 leave remaining to their credit.

e. Employees serving overseas will not be required to forfeit leave because of the special statutory limitation. If they are reemployed within the United States on or before 30 June 1951, however, they will be subject to the rules stated in a through c above."

/a/ L C White
for R. H. CHARD
Colonel, AGC
Chief, Civilian Personnel Section

mr. Smith
pls info cy
RBW
RK
file

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

524.02 (14 Dec 1950)CAS-A 14 Dec 1950

SUBJECT: Shipment of Baggage

TO: Chief
Shikoku Civil Affairs Region
APO 1050

1. Confirming recent telephone conversation, the following information is for dissemination among Department of the Army civilian employees:

a. Household goods and/or hold luggage is to be forwarded to Tokyo approximately one week prior to expected departure of employee.

b. This baggage will be properly crated and inspected before shipment to Tokyo.

c. Upon arrival of baggage in Tokyo, it will be sent to the Shiodome Freight Warehouse pending the arrival of employee. In order to facilitate shipment to the Shiodome Freight Warehouse, it is desired that the employee specify this destination when shipping his baggage from the local RTO but no special marking is necessary except as determined by the RTO officials.

d. This baggage will be held until arrival of employee in Tokyo, at which time all necessary clearances will be made for further shipment of baggage to the Zone of Interior.

s/ R. A. Anderson
t/ R. A. ANDERSON
Chief, Personnel Division

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

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

WEEKLY DIRECTIVE
NUMBER 85

22 April 1950

E X T R A C T

Section XIV - Transportation of Hold Baggage for Personnel Traveling in a Leave Status.

Letter, General Headquarters, Far East Command, AG 524 (12 Apr 50)TO, 10 April 1950, subject as above, is quoted for information and guidance of all concerned:

"1. Hold baggage belonging to personnel of the Department of Defense traveling in a leave status may be transported aboard government vessels on a space available basis. The weight allowances for such baggage are as follows:

"a. Principal and adult dependents, 350 pounds.

"b. Dependents under 12 years of age, 175 pounds.

"2. All personnel traveling in an ordinary leave status are required to pay any out of pocket expenses incident to the transportation of their hold baggage to and from the port of embarkation and the port of debarkation.

"3. Civilian personnel traveling in a reemployment leave status are authorized transportation from their place of duty to their leave destination and return at government expense. No out of pocket expenses are involved in the shipment of hold baggage for this category of personnel.

"4. Civilian personnel traveling in a leave status under the provisions of Civilian Personnel Regulations L1.6-5a and b (60 days leave after 3 years of continuous oversea duty) and enlisted personnel traveling in a reenlistment leave status are authorized transportation from their place of duty to the port of debarkation and return at government expense. Accordingly, this category of personnel are required to pay any out of pocket expenses incident to the transportation of their hold baggage from the port of debarkation to their final destination and return.

"5. The phrase 'out of pocket expenses' as used above, includes marking, banding, drayage, land transportation, stevedoring, documentation, and storage." (AGJ 524)

Mr. MacLeod

SHIKOKU CIVIL AFFAIRS REGION
APO 1050

Takamatsu, Shikoku
23 March 1950

SUBJECT: Long Distance Telephone Service

TO: All Civil Affairs Personnel

1. The Japanese dial telephone system at the Takamatsu exchange was installed approximately 13 years ago. During the war years it received the minimum of maintenance. The increase in the use of Japanese local telephone service together with the demands made on the telephone equipment by Occupation Forces has increased the wear and tear on the equipment, and breakdown in service is the result.

2. The telephone operators used on the Allied Force switchboard are taught only a limited amount of telephone English. Because of this, they cannot explain the reasons for delays or breakdowns and do not always understand requests made by Allied personnel.

3. There is but one Allied Force telephone cable between Shikoku and Honshu. This cable services all Allied Force telephones on the Island of Shikoku, and its use is alternated between the Takamatsu exchange and the Osaka exchange.

4. Allied personnel can avoid annoyances and delay by following a few simple rules of courtesy and the exercise of patience which may result in improved service.

a. Long Distance calls to Honshu exchanges should be limited to the absolute minimum necessary for conduct of official business.

b. Prior to placing your call, outline the subject matter and make the call brief.

c. Personal calls should not be made during normal business hours, but rather after 1900 hours on weekdays and after 1200 hours on Saturdays and all day Sunday or holidays when the traffic is not heavy.

d. In placing the call, give the operator the number of the telephone from which the call is being made and the name of the party making the call. This information is required for the preparation of toll tickets which are forwarded to the Allied Forces accounting office.

e. Speak distinctly and be sure that the operator understands your wishes. Do not scold, reprove, speak harshly or rapidly.

f. Do not request priority service unless in an emergency. This confuses operating personnel and also prevents use of the lines by other Allied agencies.

5. A recent inspection of the telephone facilities by the Deputy Chief indicates that the manager of the local telephone exchange and his employees are doing the best they can to provide us with satisfactory service. The least we can do to help them is to observe the abovementioned rules of courtesy.

BY ORDER OF THE CHIEF, SHIKOKU CIVIL AFFAIRS REGION:

Ernest H T Schechinger

ERNEST H T SCHECHINGER
Lt Col CAC

Smith

HEADQUARTERS
HEADQUARTERS AND SERVICE GROUP
GENERAL HEADQUARTERS, FAR EAST COMMAND
APO 500

28 February 1950

ADMINISTRATIVE MEMORANDUM
NUMBER 27

BILLETING POLICY

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SECTION I - BILLETING PROCEDURE

1. The assignment of billets to authorized military and civilian personnel assigned or attached for duty with General Headquarters, Far East Command, will be in accordance with the following:

a. Registration and Assignment.

(1) Officers. Each officer, except general officers, who arrives between 0800 and 1800 hours will report to lobby of the Dai Ichi Building, and will sign the Officer's Register. After an officer has signed in, he (she) will report to the Central Billeting Office in the lobby of the Military Air Transport Service Building for assignment of quarters. An officer arriving after 1800 hours will go directly to the Central Billeting Office for assignment of quarters and will sign the Officer's Register the following morning.

(2) Civilians. Each civilian, except visiting dignitaries, upon arrival in Tokyo, will report to the Central Billeting Office in the lobby of the Military Air Transport Service Building for assignment of quarters.

b. Military personnel, including American Red Cross, will be assigned billets by seniority.

c. Department of the Army Civilian employees will be assigned according to Civil Service ratings and date of appointment thereto.

d. Other civilians who contribute directly to the furtherance of the Occupation Mission will be assigned according to their respective rate of annual pay.

e. The Headquarters Commandant will maintain separate lists of military and civilian personnel for assignment purposes. A proportionate share of billets will be applied to the requirements of each list on the following basis:

(1) Field grade officers, (including American Red Cross), Department of the Army Civilian employees with ratings of GS-12 or equivalent, and above, and other civilians whose annual pay is over $6,400.

1. e. (2) Company grade officers (Including American Red Cross), Department of the Army civilian employees with ratings of GS-7 to GS-11, inclusive (or equivalent), all Department of the Army women civilian employees not included in paragraph 4b(1), and other civilians whose annual pay is between $3,764 and $6,395.

(3) Enlisted men and all other male civilian employees.

f. Change in Assignment.

(1) A limited number of rooms are reserved for transients. Other rooms are available for selection by permanently assigned personnel.

(2) A list of vacancies will be posted weekly at each billet at 1400 hours Friday. Bids will close at 2400 hours Sunday, and assignments will be made by seniority at 1400 hours Tuesday. Bids will be submitted on forms available at the front desk of each billet.

(3) Single rooms normally will be assigned through competitive bidding to officers, including American Red Cross and civilian employees with ratings of GS-5 or equivalent and higher. If sufficient vacancies exist, classification requirements may be lowered.

(4) Change in billet assignment will be effected by use of the bidding system as indicated in sub-paragraph f(2). When authority for change of assignment has been granted, the individual concerned will obtain a transfer of quarters authorization from the clerk of their present billet.

g. Absence or Departure.

(1) The billet manager will be advised of any anticipated absence of from three (3) to fourteen (14) days. Upon permanent departure, individuals will obtain clearance from the billet manager. Assignment to a billet will automatically be terminated if an absence is in excess of fourteen (14) days, unless retention of quarters is approved.

(2) Retention of Quarters. Personnel residing in General Headquarters Billets, who are going on Temporary Duty, or authorized leave and desire to retain quarters, must submit requests to the Headquarters Commandant, Attention: Billeting Section, at least seven (7) days prior to departure date. Requests must be submitted in triplicate and give name, rank, billet, room number, expected time of departure and expected time of return. A copy of travel orders or certification of leave or Temporary Duty by section chief will be attached to letter of request.

h. Imperial and Dai Iti Hotels.

(1) Billeting in the Imperial Hotel is in accordance with letter AG 620.6 (7 Mar 49)SGS, 17 March 1949, subject, "Billeting in the Imperial Hotel".