WAR DEPARTMENT

POSITION DESCRIPTION

FIELD SERVICE

1. POSITION NO. J

2. INSTALLATION
Economic Division
Military Government Section
Eighth Army

5. TITLE Technical Advisor

6. SERVICE CAF | 7. SERIES 1150 | 8. GRADE 7 | 9. No.

10. SIGNATURE OF ANALYST ICR

11. DATE ALLOCATED 11/24/47

3. POSITION LOCATION
Headquarters Eighth Army
Yokohama, Japan

12. ADDITIONAL IDENTICAL TO THIS POSITION

4. DUTIES AND RESPONSIBILITIES

PERCENTAGE OF TIME ON EACH TASK

Technical Adviser, Natural Resources Branch,
Economic Division

1. Under the direction of the Chief of the Natural Resources Branch or his Assistants, incumbent obtains information from Japanese governmental and private agencies in the following fields: mining and geology, petroleum, electric power, agriculture, land reform, forestry, fishing and related fields.

2. Confers with Japanese governmental officials to obtain information as to the responsible agencies in the Japanese Government charged with the execution of certain directives from higher headquarters.

3. Advises the Chief of the Branch and his assistants on organization and functions of Japanese Governmental Bureaus, Agencies and Governmental Corporations such as Kodans, Nogyo-Kai (Agricultural Association), Farmer's Union, Fisheries Bureau, etc.

4. Attends meetings of representatives of industrial concerns, Land Commissions, Fishing Associations, Coal Board, etc., and informs the appropriate member of the Branch in a written memorandum as to the results.

5. Accompanies members of the Branch on field trips where he acts as interpreter and collects information from Japanese sources on existing conditions and hands them in written form to the Chief of the Branch or his assistants.

6. Whenever directed by the Chief of the Branch or his Assistants, incumbent conducts field trips by himself in order to ascertain how operational instructions con-

(Continue statement of duties on reverse side)

DUTIES AND RESPONSIBILITIES—*Continued*	PERCENTAGE OF TIME ON EACH TASK
cerning for example resale of land to farmers, distribution of fishing gear to fishermen, duties of expeditors in coal mining machinery production, etc., issued by this or higher headquarters are carried out by the Japanese. 7. Interviews Japanese representatives from private companies and governmental bureaus and agencies and informs members of the Branch as to their requests and problems and reports to the Chief of the Branch and/or his assistants. 8. Makes written translations of all Japanese documents received by the Branch. 9. Informs Japanese agencies directly as to remedial action taken by this or higher headquarters wherever practicable.	

The above duties and responsibilites are approved.

Rex W. Beasley
Colonel, FA
Military Government Section

(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Chief of the Natural Resources Branch, Economic Div, MG Sect.
CAF-12

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

POSITION AUDIT

DATE							
ANALYST							

554—PHILRYCOM—3 47—103M

WAR DEPARTMENT

POSITION DESCRIPTION

FIELD SERVICE

1. POSITION NO.

2. INSTALLATION

Headquarters, Eighth Army, APO 343

5. TITLE

Interpreter-Translator

6. SERVICE: PG

7. SERIES

8. GRADE

9. NO.

3. POSITION LOCATION

Military Government Section
Economics Division
APO 343
NYK Bldg., 3rd floor, Yokohama

10. SIGNATURE OF ANALYST

11. DATE ALLOCATED

12. ADDITIONAL IDENTICAL TO THIS POSITION

4. (A) SUPERVISION RECEIVED, (B) SUPERVISION EXERCISED, (C) DUTIES OF POSITION

PERCENTAGE OF TIME ON EACH TASK

INTERPRETER-TRANSLATOR
(Foreign National Employee)

The employee will be under general supervision of the executive officer and directly supervised by the administrative assistant.

Employee will have duties outlined in detail, but will be expected to use own judgment and initiative in general work.

Employee will per orm specific duties as follows:

Duties and responsibilities:

a. Interpreting and translating:

Incumbent will interpret from English to Japanese and Japanese to English during conferences between Japanese Government officials or representatives and businessmen and economic officers of this office, on all economic problems as follows: Commerce & Trade, Import & Export, Price Control Food Distribution, Manufacturing & Industry, Reparations, Natural Resources, Mining & Agriculture, Land Commissions, Labor, Labor Unions. Incumbent will translate into English various economic and miscellaneous reports forwarded to this office by the Japanese.

b. Receptionist:

Incumbent will receive officials or representatives from Japanese Government, businessmen and officials or representatives from

(Continue statement of duties on reverse side)

DUTIES—CONTINUED

PERCENTAGE OF TIME ON EACH TASK

various Military Units, directing them to the various branches within the Division, along with giving necessary information sought by visitors.

c. Filing:

Incumbent will be responsible for filing and maintenance of records files in the Division Administrative Office, with the exception of classified material.

Qualifications:

A qualified Interpreter-Translator capable of receiving and carrying out given instructions, and having a knowledge of office procedure.

THE ABOVE DUTIES ARE APPROVED

W. P. Shepard,
General, USA,
Chief, Military Government Section

SIGNATURE OF OPERATING OFFICIAL

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Executive Officer,
Economics Division,

POSITION AUDIT

DATE							
ANALYST							

0958—FEC Printing Plant—4/48—370M

Col Pagan

WAR DEPARTMENT

POSITION DESCRIPTION

FIELD SERVICE

1. POSITION NO.

2. INSTALLATION: Headquarters, Eighth Army

3. POSITION LOCATION: Military Government Section, Economics Division

5. TITLE: Business Specialist

6. SERVICE: CAF

7. SERIES

8. GRADE

9. NO.

10. SIGNATURE OF ANALYST

11. DATE ALLOCATED

12. ADDITIONAL IDENTICAL TO THIS POSITION

4. (A) SUPERVISION RECEIVED, (B) SUPERVISION EXERCISED, (C) DUTIES OF POSITION — PERCENTAGE OF TIME ON EACH TASK

Chief, Economics Division

Under the supervision of the Chief, Military Government Section, incumbent directs the work of the branches of the Economics Division and keeps chief, Military Government Section informed on its activities. These branches include Manufacturing and Industries Branch, Natural Resources Branch, Labor Branch and Commerce and Trade Branch, which are generally responsible for the following programs:

A. Manufacturing and Industries Branch:

(1) Reparations - inventory and surveillance of reparations equipment and packing and crating of same.

(2) Shipbuilding - surveillance.

(3) Former military installations - release of same.

(4) Restricted concerns - surveillance.

B. Natural Resources Branch:

(1) Agriculture
- (a) Land Reform
- (b) ~~Fertilizer production, and distribution~~ Reforestration
- (c) Land Reclamation

(2) Fishing

(3) Mining
- (a) Coal Production
- (b) Production Mining Machinery
- (c) Coal Allocation

WD FORM 1 MAY 46 74

(Continue statement of duties on reverse side)

16—46293-2

DUTIES—CONTINUED	PERCENTAGE OF TIME ON EACH TASK
~~(4) Forestry~~	
C. Labor Branch (1) Labor Relations and Education (2) Procurement and Processing of Labor for Occupation Forces.	
D. Commerce and Trade Branch: (1) Import-Export - surveillance (2) Accounting - Import - Export (3) Price Control and Rationing	
Incumbent will insure: that the occupational objectives as concerns the establishing or the re-establishing of the Japanese economy and its redirection into peaceful channels are being achieved; that directives of this and higher headquarters are properly disseminated to lower echelons; that plans and actions necessary to insure efficient functioning of the division are instituted.	
Incumbent is authorized by the Chief, Military Government Section, to handle and act on all matters pertaining to this division except those requiring the attention of the Chief of Staff. These matters are handled by incumbent with the Chief, Military Government Section.	
Incumbent attends conferences held by higher headquarters on economics functions and holds conferences for Economics and Labor Officers of subordinate units.	
Incumbent is required to make speeches on special occasions and is often requested to attend meetings of Japanese officials and business men.	

THE ABOVE DUTIES ARE APPROVED

SIGNATURE OF OPERATING OFFICIAL

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

POSITION AUDIT

DATE							
ANALYST							

WAR DEPARTMENT

POSITION DESCRIPTION

FIELD SERVICE

1. POSITION NO.

2. INSTALLATION

Headquarters, Eighth Army

5. TITLE

Business Specialist

6. SERVICE | 7. SERIES | 8. GRADE | 9. NO.

3. POSITION LOCATION

Military Government Section

Economics Division

10. SIGNATURE OF ANALYST

11. DATE ALLOCATED

12. ADDITIONAL IDENTICAL TO THIS POSITION

4. (A) SUPERVISION RECEIVED, (B) SUPERVISION EXERCISED, (C) DUTIES OF POSITION

PERCENTAGE OF TIME ON EACH TASK

Chief, Economics Division, cont'd.

Incumbent is also required to accompany representatives of our own and other governments and the Department of the Army on inspection trips.

Incumbent is responsible for all instruction pertaining to those activities which come within the jurisdiction of the division presented at orientation schools scheduled by the section.

WD FORM 1 MAY 48 74

(Continue statement of duties on reverse side)

16—46293-2

DUTIES—CONTINUED

	PERCENTAGE OF TIME ON EACH TASK
Chief, Economic Division, cont'd.	
Incumbent is also required to accompany representatives of our own and other governments and the Department of the Army on inspection trips.	

THE ABOVE DUTIES ARE APPROVED

W. P. Shepard,
General, USA
Chief, MG Section

SIGNATURE OF OPERATING OFFICIAL

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Chief, Military Government Section, General

POSITION AUDIT

DATE							
ANALYST							

16—46293-2

W DEPARTMENT

POSITION DESCRIPTION

FIELD SERVICE

1. POSITION NO.

2. INSTALLATION

Headquarters Eighth Army

5. TITLE

Transportation Specialist, Special Coal Team

6. SERVICE | 7. SERIES | 8. GRADE | 9. NO.

3. POSITION LOCATION

Hokkaido Military Government Team

Fukuoka " " "

10. SIGNATURE OF ANALYST

11. DATE ALLOCATED

12. ADDITIONAL IDENTICAL TO THIS POSITION

4. (A) SUPERVISION RECEIVED, (B) SUPERVISION EXERCISED, (C) DUTIES OF POSITION

PERCENTAGE OF TIME ON EACH TASK

1. Incumbent will work under the direct supervision of the chief of the special coal team and indirectly under the military government team commander. Independent action and decision will be required but incumbent will be required to keep his immediate superior informed on all such action.

2. He will maintain continuance liaison with ESB Transportation Coordinator on plans and problems relating to the movement of materials to the coal mines and movement of coal from the mines; assure that adequate coordination between the ESB Coordinator and the division railway officials is maintained in making overall plans for the movement of coal; assure that these plans are made sufficiently in advance, and that they will take care of planned coal production with provisions for the movement of other critical materials; give the ESB Coordinator backing in his job of establishing coordination between transportation officials and other government and private industry officials; assure that all industries cooperate in the transportation plan and in the prompt unloading of cars and return of empty cars.

3. The incumbent will give support and advice to the ESB Coordinator through the region or district headquarters in the execution of his duties with special emphasis being placed on the movement of those supplies necessary for coal production and of the movement of coal from the mines as follows:

(1) Coordinating the activities of the various Japanese Agencies concerned with the movement of goods with a view of promoting the most efficient utilization of the various transportation media and, within the policy of the ESB, to effect the equitable distribution of goods necessary for the national economic stability.

(2) Determining the regional traffic load.

(3) Determining the available capacity of the various media of transportation to meet the traffic load.

(4) Determining selectively the most efficient utilization of the

WD FORM 1 MAY 48 74

(Continue statement of duties on reverse side)

DUTIES—CONTINUED	PERCENTAGE OF TIME ON EACH TASK
various available media of transportation, making reports reflecting current conditions. (5) Initiating remedial measures for effecting improvement in the smooth flow of goods especially coal and coal supplies and equipment for the production of coal. (6) Establishing a panel of interested and competent advisors in the production and transportation fields, who may be called upon, as required by ESB, to assist in the solution of immediate transportation problems, or in the preparation of studies for the development of long range plans. 4. The incumbent will be responsible for: (1) Determining the transportation means available for movement of the planned production of coal. (2) Determining the points to which shipments of coal will be made, and the amounts to be shipped to each. (3) Familiarizing himself with the overall transportation requirements of the region and surrounding area with special attention to know the movement of coal and supplies to the coal mine will fit in with other transportation requirements. (4) The searching out of bottlenecks and assuring that prompt attention is given by responsible authorities for the overcoming of any bottlenecks in the movement of supplies to the coal mines or the movement of the coal from the mines. (5) Familiarizing himself, by making inspection trips, of the conditions at the mines and at other local industries for handling incoming and outgoing materials and supplies and produced goods, especially coal, in order to discover and correct conditions that might hamper any movements. (6) Keeping the chief of the special coal teams advised of all transportation problems and activities.	

THE ABOVE DUTIES ARE APPROVED

RAX W. BEASLEY
Brigadier General, GSC

SIGNATURE OF OPERATING OFFICIAL

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

POSITION AUDIT

DATE							
ANALYST							

WAR DEPARTMENT

POSITION DESCRIPTION

FIELD SERVICE

1. POSITION No.

2. INSTALLATION

3. POSITION LOCATION

5. TITLE
Transportation Specialist, Special Coal Team

6. SERVICE

7. SERIES

8. GRADE

9. No.

10. SIGNATURE OF ANALYST

11. DATE ALLOCATED

12. ADDITIONAL IDENTICAL TO THIS POSITION

4. (A) SUPERVISION RECEIVED, (B) SUPERVISION EXERCISED, (C) DUTIES OF POSITION

PERCENTAGE OF TIME ON EACH TASK

(7) Incumbent will coordinate his activities with all other sections of the military government team.

5. Incumbent should have a college education with a degree in business administration, or the equivalent in practical experience. A knowledge of Japanese economy in the field of production, distribution and transportation is desirous but not necessary.

(Continue statement of duties on reverse side)

WD FORM 1 MAY 46 74

DUTIES—CONTINUED	PERCENTAGE OF TIME ON EACH TASK
(7) Incumbent will coordinate his activities with all other sections of the military government teams. 5. Incumbent should have a college education with a degree in business administration, or the equivalent in practical experience. A knowledge of Japanese economy in the field of production, distribution and transportation is desirous but not necessary.	

THE ABOVE DUTIES ARE APPROVED

RAX W. BEASLEY
Brigadier General, GSC

SIGNATURE OF OPERATING OFFICIAL

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

POSITION AUDIT

DATE							
ANALYST							

0958—FEC Printing Plant—4/48—370M

WAR DEPARTMENT

POSITION DESCRIPTION

FIELD SERVICE

1. POSITION No.

2. INSTALLATION

Headquarters Eighth Army

3. POSITION LOCATION

Hokkaido Military Government District
Fukuoka Military Government Team

Labor Section

T/O Position; Labor Relations

5. TITLE Labor Officer - Coal Production Advisory Allocation

6. SERVICE	7. SERIES	8. GRADE	9. No.
		CAF-12	

10. SIGNATURE OF ANALYST

11. DATE ALLOCATED

12. ADDITIONAL IDENTICAL TO THIS POSITION

4. (A) SUPERVISION RECEIVED, (B) SUPERVISION EXERCISED, (C) DUTIES OF POSITION

PERCENTAGE OF TIME ON EACH TASK

Under the direct supervision of the chief of the special coal team and the indirect supervision of the Military Government team (district) commander, incumbent is responsible for administering, coordinating, and controlling the Labor Relations and Education programs in Fukuoka (Hokkaido) in the application of broad directives and policies to specific problems peculiar to this area. An extensive knowledge of labor relations, methods of arbitration, mediation and conciliation, labor education, history and development of labor legislation and practices in the United States, together with extensive knowledge of coal mining and its procedures is required in the conduction of the program.

Keeps the team (district) commander informed on all matters pertaining to labor such as current legislation and laws; sensitive labor area, within the Region; the number, cause, and status of actual strikes or disputes, coal mine problems, etc. Acts as his advisor and consultant, representing him at all major conferences and meetings, with reference to coal production.

Studies such forms of Japanese legislation as: trade union laws, labor relations adjustment act and the labor standards act in order to possess the necessary background and information for the interpretation, understanding and tactful handling of labor relations within the team.

Establishes regular periodic contacts with prefectural technical units, local labor organizations, and employers associations; maintains close surveillance, through the prefectural employees, to detect attitudes and opinions of labor and management. Personally evaluates and analyzes information secured or reported. Represents the team at important labor meetings and offers guidance to the Japanese. Maintains basic charts, graphs or tabulations as a continuous source of information on labor activities, Japanese governmental reaction to labor activities, strikes, disputes, and sensitive areas within the team, concerning coal production.

Assists and encourages the establishment or labor schools, maintaining surveillance over methods, curriculum and instructors, recommending teaching techniques as outlined by Labor Division, SCAP. Assists and encourages the

(Continue statement of duties on reverse side)

DUTIES—CONTINUED	PERCENTAGE OF TIME ON EACH TASK
establishment of labor libraries, reproduction of books and pamphlets, and showing of recommended film strips. Incumbent will coordinate his activities with other technicians and experts in the team concerned with the coal problem. Arranges meetings and conferences with labor and employer representatives. Make speeches before Japanese and Occupation Forces groups and represents the Team (District) Commander or attends with him conferences in which major plans are discussed for the purpose of presenting sound recommendations based on operating experience. Conducts studies on general problems of labor relations. In these he will use information from CCD, CIC and Tactical S-2s as a supplement to his own investigation, e.g. 1. Formation of new labor unions. 2. Democratic function of labor unions. 3. Legal and extra-legal labor conditions in private enterprise. 4. Functioning of local governmental agencies, at: Labor Relations Committees, Labor Standards Committees. 5. Coal Mine Labor Conditions: Reports his findings to the team (district) commander, and to such other military government teams and other units concerned, as may seem necessary.	

THE ABOVE DUTIES ARE APPROVED

REX W. BEASLEY
Brigadier General, GSC

SIGNATURE OF OPERATING OFFICIAL

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

POSITION AUDIT

DATE							
ANALYST							

0958—FEC Printing Plant—4/48—370M

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Labor Officer

1. Under the direction of the Chief of the Labor Branch, Economics Division, incumbent ~~(performs duties requiring a thorough knowledge of)~~ is assigned responsibility for the development of programs pertaining to labor-management relations, employment, procurement ~~of and receipting~~ for labor ~~for the Occupation Forces~~, and aids in the development of the overall labor program. Independent action is restricted only by general office policies and limitations set by higher authority. Duties of the incumbent are as follows:

a. To be completely familiar with the organization and functioning of the Labor Branch, and be able to assume the duties of the chief in his absence.

b. Studies reports from SCAP, G-2 and the prefectural Military Government Teams with the purpose of correlating and evaluating labor dispute information. Keeps a system of charts and files so as to furnish "on call" intelligence concerning labor relations and employment problems to his Chief, higher headquarters and subordinate headquarters.

c. Arranges conferences and meetings with labor representatives. Speaks before Japanese and Occupation Force groups and represents the Chief of the Labor Branch, or attends with him conferences in which major plans are discussed, for the purpose of presenting the operational viewpoint within his job assignment. Participates in field trips for the purpose of collecting information and data as a basis for evaluating the effectiveness of methods employed by Military Government Units in carrying out SCAP labor directives and Occupation Forces policy. Acts as technical consultant to the Team Commander and members on matters concerning labor relations and employment.

_____ _____ MILITARY GOVERNMENT REGION #

_____
Location & APO

POSITION	MOS	OCCUPANT	TERMINATION DATE
Mil Govt Officer	8104		
EXECUTIVE	2124		
ADJUTANT	2110		
Detach Commander	2136		
Supply Officer	4000		
Supply Officer	4000		
Motor Officer	0600		
Economics Officer	8000		
Economics Officer	8000		
Labor Relations	2330		
Legal & Government	8107		
Civil Information	5503		
Civil Education	5503		
Civil Education	5503		
Public Health Officer	3005		
Sanitary Officer	7960		
Veterinary Officer	3200		
Public Welfare Officer	5900		

Dependent housing units required _____

Dependent housing units occupied _____

Dependent housing units available _____

- Roster to be used for Chugoku and Shikoku Military Government Teams only.

d. Conducts studies on general programs of Labor Relations, Employment, and indigenous labor.

e. The incumbent will make decisions relating to problems arising within his job assignment. He will make such recommendations and suggestions to the Chief as, in his opinion, will result in greater efficiency, within his branch and corresponding branches of lower echelons.

f. Instructs students of the Military Government Orientation School on the subjects covered by position description.

2. The incumbent should have a college degree in economics or government, or the equivalent in practical experience, or at least four years in labor relations, or any combination of the two.

_____ MILITARY GOVERNMENT REGION #

_____
Location & APO

POSITION	MOS	OCCUPANT	TERMINATION DATE
Mil Govt Officer	8104		
EXECUTIVE	2124		
ADJUTANT	2110		
Detach Commander	2136		
Supply Officer	4000		
Supply Officer	4000		
Motor Officer	0600		
Economics Officer	8000		
Economics Officer	8000		
Labor Relations	2330		
Legal & Government	8107		
Civil Information	5503		
Civil Education	5503		
Civil Education	5503		
Public Health Officer	3005		
Sanitary Officer	7960		
Veterinary Officer	3200		
Public Welfare Officer	5900		

Dependent housing units required _____

Dependent housing units occupied _____

Dependent housing units available _____

- Roster to be used for Chugoku and Shikoku Military Government Teams only.

WAR DEPARTMENT

POSITION DESCRIPTION

FIELD SERVICE

1. POSITION NO. 0

2. INSTALLATION
Headquarters Eighth Army

5. TITLE
Industrial Specialist

6. SERVICE CAF | 7. SERIES 1150 | 8. GRADE 12 | 9. No.

10. SIGNATURE OF ANALYST
I. C. Randall

11. DATE ALLOCATED
12/3/47

3. POSITION LOCATION

Military Government Section

Economics Division

Manufacturing & Industry Branch

12. ADDITIONAL IDENTICAL TO THIS POSITION

4. DUTIES AND RESPONSIBILITIES

PERCENTAGE OF TIME ON EACH TASK

(a) General:

Under the general supervision of the Chief of the Economics Division, incumbent is responsible for the implementation of the Military Government mission as it relates to (a) the rehabilitation of Japanese industry and (b) the surveillance of restricted industrial activities.

(b) Specific:

Supervises all Branch personnel. Assigns duties to assistants by jurisdictional areas (matters pertaining to areas within the jurisdiction of the five subordinate commands are assigned to different officers) and by action required (clerical matters are assigned to Administrative Assistant). Coordinates Branch activities with those of other branches of the Economics Division, other divisions of the Military Government Section, other sections of Eighth Army Headquarters.

Attends frequent conferences with SCAP officials to (1) inform them of field conditions and problems (2) advise concerning the operational practicability of contemplated policies.

Confers with Japanese officials, public and private, to direct operational procedures in compliance with SCAP and Eighth Army directives and to advise concerning problems arising therefrom. (Example: reparations additions and deletions, restriction of oil refining activities, explosives manufacturing, etc.)

Field trips to supervise Military Government activities relating to reparations and other industrial matters; advise subordinate commands regarding field problems; collect information concerning field conditions. Attends Eighth Army Economic Conferences to explain, clarify, and advise on current problems.

Drafts Operational Directives and general correspondence to

(Continue statement of duties on reverse side)

DUTIES AND RESPONSIBILITIES—*Continued*	PERCENTAGE OF TIME ON EACH TASK
the subordinate commands directing and amplifying operational procedures regarding such activities as reparations, shipbuilding, oil refining, production of explosives, production of fertilizer, etc. Lectures and conducts seminars at Military Government schools and conferences. Performs military duties as assigned.	

The above duties and responsibilites are approved.
Rex W. Beasley
Colonel, F.A.
Chief, MG Section

(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Chief, Economics Division MG Section, Lt. Col.

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

POSITION AUDIT

DATE							
ANALYST							

DEPARTMENT

POSITION DESCRIPTION

FIELD SERVICE

1. POSITION NO. 0

2. INSTALLATION: Headquarters Eighth Army

5. TITLE: Industrial Specialist

6. SERVICE: CAF | 7. SERIES: 1150 | 8. GRADE: 10 | 9. No.

3. POSITION LOCATION

Military Government Section

Economics Division

Manufacturing & Industry Branch

10. SIGNATURE OF ANALYST: I. C. Randall — I. C. Randall

11. DATE ALLOCATED: 12/3/47

12. ADDITIONAL IDENTICAL TO THIS POSITION

4. DUTIES AND RESPONSIBILITIES — PERCENTAGE OF TIME ON EACH TASK

Assumes responsibilities of the Chief of the Branch in the latter's absence. — 15%

Acts in executive capacity in coordinating the implementation of SCAP directives (command letters, Occupation Instructions) concerning industrial matters, reparations, shipbuilding. Drafts Operational Directives and correspondence to subordinate commands directing or amplifying operational procedures and policies. Drafts correspondence to SCAP on policy matters. Acts on situations of immediate importance and those requiring action of an overall nature (as distinguished from those pertaining to only one subordinate command). — 35%

Attends frequent conferences with SCAP officials to (a) discuss field conditions and problems (b) discuss practicability of contemplated policies. Makes frequent field trips to subordinate commands to inspect field conditions and coordinate activities in reparations and industrial matters. — 20%

Confers with Japanese Government officials to clarify and amplify procedures for compliance with SCAP or 8th Army directives. Confers with Japanese industrialists on problems affecting manufacturing and industry which result from occupational force controls. Typical problems involve the temporary use of reparations machinery, the release of land and industrial buildings from reparations, the release and allocation of enemy surrendered supplies and materials, reconversion and rehabilitation of industries. — 10%

Studies problems and situations within manufacturing and industrial fields, collects and correlates data, as basis for recommendations to Chief of Branch to initiate actions of a policy nature. Studies are initiated by the incumbent, and also directed by Chief of Branch. Sample subjects are quality and use of petroleum preservatives, shipping scedule of reparations, cost of packing reparations items for shipment. — 15%

Orients newly assigned personnel in Military Government activities. Lectures on economic activities at conferences and school classes. Performs military duties as assigned. — 5%

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(Continue statement of duties on reverse side)

DUTIES AND RESPONSIBILITIES—*Continued*	PERCENTAGE OF TIME ON EACH TASK

The above duties and responsibilites are approved.
Rex W. Beasley
Colonel, F.A.
Chief, MG Section

(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Chief, M & I Branch
Economics Division, MG Section
Lt. Col.

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

POSITION AUDIT

DATE							
ANALYST							

834—PHILRYCOM—3/47—103M

DEPARTMENT

POSITION DESCRIPTION

FIELD SERVICE

1. POSITION NO. MGE-5

2. INSTALLATION: Headquarters, Eighth Army

3. POSITION LOCATION

Military Government Section

Economics Division

Manufacturing & Industry Branch

5. TITLE: Industrial Specialist-
~~Administrative Assistant~~

6. SERVICE	7. SERIES	8. GRADE	9. No.
CAF	1150-130	10	

10. SIGNATURE OF ANALYST: I. C. Randall — I. C. Randall

11. DATE ALLOCATED: 12/3/47

12. ADDITIONAL IDENTICAL TO THIS POSITION

4. DUTIES AND RESPONSIBILITIES — PERCENTAGE OF TIME ON EACH TASK

Duties As Industrial Specialist:

Normally functions in the supervision of specified subordinate command areas as assigned by the Chief of Branch. May be assigned specific projects not related to assigned geographical areas.

Determines action to be taken on problems involving reparations matters, public works, restrictions and controls on such activities as shipbuilding, the manufacture of explosives, fertilizers, oil refining, etc. Drafts correspondence, subject to approval of the Chief of Branch, and based on current directives, to superior and subordinate commands making recommendations and rendering decisions on such matters.

Confers with SCAP, Eighth Army and Japanese officials, and representatives of Japanese industry to advise, inform, and direct, concerning drafting of and compliance with directives pertaining to the work of the Branch.

Assists in preparation of and reviews instructions and directives implementing SCAP policies.

Coordinates the work of the lower units by frequent field inspections to (1) insure compliance of both Occupation Forces and Japanese to directives with which this Branch is concerned; (2) advise and consult with lower Echelons concerning field problems as mentioned above. Writes detailed reports of such inspections.

May act as Chief of Branch in the absence of the Chief and the Assistant Chief.

Duties as Administrative Assistant:

General: Organization and supervision of all clerical procedures; supervision of clerical personnel; implementation of certain SCAP directives involving principally routine clerical procedures.

(1) Plans and Supervises:

WD FORM 1 JUN 45 74

(Continue statement of duties on reverse side)

16—45363-1

DUTIES AND RESPONSIBILITIES—*Continued*

PERCENTAGE OF TIME ON EACH TASK

(a) for subordinates:

(1) Filing and clerical procedures and routines. (Ex-SOP on reparations card file entries, assignment and recording of reparations code numbers, logs, files, office forms, etc.) Note: Some of above carried out by officers as well as subordinates.

(2) Statistical procedures: (Ex-Reparations check sheets, monthly report to Army Commander, correction of reparations plant lists and code numbers etc.) Note: Some of above carried out by subordinate Military Government commands.

(3) General supervision, including assignments, scheduling of duties, hours, etc., of ten (10) clerical personnel. Confers with Division Exec. Officer regarding personnel matters. Decisions involving major matters such as employment of new personnel, promotions, are subject to approval of Chief of Branch.

(b) for other personnel.

(1) Implementation of certain SCAP directives which (a) apply to more than one geographical subdivision of this command and/or (b) involve routine clerical procedures. (Ex: Drafts of Operational Directive 28/14 regarding accounting procedures for the return of surrendered enemy property; letter to subordinate commands regarding new inventory procedures for certain shipyards).

(2) Screens Eighth Army and SCAP publications and correspondence to subject matters of interest to this Branch, routing as necessary to interested personnel.

The above duties and responsibilites are approved.
Rex W. Beasley
Colonel, F.A.
Chief, MG Section

Rex W. Beasley
(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Chief, M&I Branch, Economics Division, MG Section - Lt. Col.

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

POSITION AUDIT

DATE							
ANALYST							

R DEPARTMENT

POSITION DESCRIPTION

FIELD SERVICE

1. POSITION NO.

0

2. INSTALLATION

Headquarters Eighth Army

5. TITLE

Industrial Specialist

6. SERVICE: CAF

7. SERIES: 1150

8. GRADE: 9

9. No.

3. POSITION LOCATION

Military Government Section

Economics Division

Manufacturing & Industry Branch

10. SIGNATURE OF ANALYST

I. C. Randall

I. C. Randall

11. DATE ALLOCATED

12/3/47

12. ADDITIONAL IDENTICAL TO THIS POSITION

4. DUTIES AND RESPONSIBILITIES

PERCENTAGE OF TIME ON EACH TASK

Normally functions in the supervision of specified subordinate command areas as assigned by the Chief of Branch. May be assigned specific projects not related to assigned geographical areas.

Determines action to be taken on problems involving reparations matters, public works, restrictions and controls on such activities as shipbuilding, the manufacture of explosives, fertilizers, oil refining, etc. Drafts correspondence, subject to approval of the Chief of Branch, and based on current directives, to superior and subordinate commands making recommendations and rendering decisions on such matters.

Confers with SCAP, Eighth Army and Japanese officials, and representatives of Japanese industry to advise, inform and direct, concerning drafting of and compliance with directives pertaining to the work of the Branch.

Assists in preparation of and reviews instructions and directives implementing SCAP policies.

Coordinates the work of the lower units by frequent field inspections to (1) insure compliance of both Occupation Forces and Japanese to directives with which this Branch is concerned; (2) advise and consult with lower Echelons concerning field problems as mentioned above. Writes detailed reports of such inspections.

Instructs personnel newly assigned to Military Government in the operation of this Branch. Lectures and conducts seminar at military government schools and conferences.

Performs military duties assigned by Army Headquarters, such as serving on Courts Martial, auditing boards, as duty officer, etc.

May act as Chief of Branch in the absence of the Chief and the Assistant Chief.

(Continue statement of duties on reverse side)

DUTIES AND RESPONSIBILITIES—*Continued*	PERCENTAGE OF TIME ON EACH TASK

The above duties and responsibilites are approved.

Rex W. Beasley
Colonel, F.A.
Chief, MG Section

(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Chief, M & I Branch, Economics Division, MG Section
Lt. Col.

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

POSITION AUDIT

DATE							
ANALYST							

854—PHILRYCOM—3, 47—103M

R DEPARTMENT

POSITION DESCRIPTION

FIELD SERVICE

1. POSITION NO.

2. INSTALLATION
Economic Division
Military Government Section
Eighth Army

5. TITLE

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

3. POSITION LOCATION
Headquarters Eighth Army
Yokohama, Japan

10. SIGNATURE OF ANALYST

11. DATE ALLOCATED

12. ADDITIONAL IDENTICAL TO THIS POSITION

4. DUTIES AND RESPONSIBILITIES

PERCENTAGE OF TIME ON EACH TASK

Assistant Labor Officer

Under the direction of the Chief, Labor Branch, Economics Division, incumbent performs duties requiring a thorough knowledge of the objectives of the Labor Relations and Education Program. Lends technical counsel on matters pertaining to the employment of women and minors. Aids in the development of the overall labor program. Independent action is restricted only by general office policies and limitations set by higher authority.

Problems of Assistant Labor Officer are:

1. As Assistant Labor Officer incumbent will be fully cognizant of the situation and functioning of the Labor Branch.

2. The incumbent will study reports from SCAP, G-2 and the prefectural Military Government Teams with the purpose of correlating and evaluating the labor dispute information. She will keep a system of charts and files so as to furnish "on call" intelligence and advice concerning labor relations and women's and minors' problems to her Chief, higher headquarters and subordinate headquarters.

3. She will arrange conferences and meetings with women's and minors' representatives throughout Japan. She will make speeches before Japanese and Occupation Force groups and will represent the Chief of the Labor Branch or attend with him conferences in which major plans are discussed for the purpose of presenting the operational viewpoint within the chief's job assignment. She will participate in field trips for the purpose of collecting information and data as a basis for evaluating the effectiveness of methods employed in conformance to intents and policies of SCAP as pertains to the job assignment. She will act as technical consultant to the Team Commander and team members on current and revised

WD FORM 1 JUN 45 74

(Continue statement of duties on reverse side)

DUTIES AND RESPONSIBILITIES—*Continued*	PERCENTAGE OF TIME ON EACH TASK
policies and procedures. 4. She will conduct studies on women's and minors' labor problems to include: (she employs direct assistance of the Japanese National investigator) a. Conditions and problems peculiar to this class of workers. b. The employment of child labor. c. Family labor problems and domestic employees. d. The problems of workers' families. e. To improve the status of this class of workers. 5. The incumbent will make decisions relating to problems arising within her job assignment within the limits established by Chief of the Labor Branch. She will make such recommendations and suggestions to the Chief, as in her opinion, will result in greater efficiency within his branch and corresponding branches of lower echelons. The Assistant Labor Officer should have a college degree in economics or government, or the equivalent in practical experience, or at least four years in labor relations, or any combination of the two.	

The above duties and responsibilites are approved.
Rex W. Beasley
General, FA
Chief, Military Government Section

(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Chief, Labor Branch, Economics Division, MG Section

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

POSITION AUDIT

DATE							
ANALYST							

834—PHILRYCOM—3/47—103M

WAR DEPARTMENT

POSITION DESCRIPTION

FIELD SERVICE

1. POSITION No.

2. INSTALLATION
Economic Division
Military Government Section
Eighth Army

5. TITLE

6. SERVICE: CAF | 7. SERIES | 8. GRADE: 7 | 9. No.

3. POSITION LOCATION
Headquarters Eighth Army
Yokohama, Japan

10. SIGNATURE OF ANALYST

11. DATE ALLOCATED

12. ADDITIONAL IDENTICAL TO THIS POSITION

4. (A) SUPERVISION RECEIVED, (B) SUPERVISION EXERCISED, (C) DUTIES OF POSITION

PERCENTAGE OF TIME ON EACH TASK

Assistant Labor Officer

Under the supervision of the Chief, Labor Branch, Economics Division, incumbent performs assigned duties requiring a thorough knowledge of the objectives of the Labor Relations and Education program. Receives counsel and assistance on the more difficult phases of assignment but to a large extent works on own responsibility on matters pertaining to the employment of women and minors. Incumbent is guided by general policies and limitations set by higher headquarters.

Problems of Assistant Labor Officer are:

1. As Assistant Labor Officer incumbent will be fully cognizant of the situation and functioning of the Labor Branch.

2. The incumbent will study reports from SCAP, G-2 and the prefectural Military Government Teams with the purpose of correlating and evaluating the labor dispute information. She will keep a system of charts and files so as to furnish "on call" intelligence and advice concerning labor relations and women's and minors' problems to her Chief, higher headquarters and usbordinate headquarters.

3. She will attend conferences and meetings with women's and minors' representatives throughout Japan as planned and arranged by her superiors. She will make approved speeches before Japanese and Occupation Forces groups and will represent the Chief of the Labor Branch or attend with him conferences in which major plans are discussed for the purpose of presenting the operational viewpoint within the chief's job assignment. She will participate in field trips for the purpose of collecting information and data to present to the chief as a basis for evaluating the effectiveness of methods employed in conformance to intents and policies of SCAP as pertains to the job assignment. She will act as technical consultant to the Team Commander and team members on current and revised policies and procedures.

(Continue statement of duties on reverse side)

DUTIES—CONTINUED	PERCENTAGE OF TIME ON EACH TASK
4. She will conduct studies on women's and minors' labor problems to include: (she employs direct assistance of the Japanese National investigator) a. Conditions and problems peculiar to this class of workers. b. The employment of child labor. c. Family labor problems and domestic employees. d. The problems of workers' families. e. To improve the status of this class of workers.	
5. The incumbent will make decisions relating to problems arising within her job assignment within the limits established by Chief of the Labor Branch. She will make such recommendations and suggestions to the Chief, as in her opinion, will result in greater efficiency within his branch and corresponding branches of lower echelons. The Assistant Labor Officer should have a college degree in economics or government, or the equivalent in practical experience, or at least four years in labor relations, or any combination of the two.	

THE ABOVE DUTIES ARE APPROVED

Rex W. Beasley
General - FA
Chief, Military Government Section

SIGNATURE OF OPERATING OFFICIAL

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Chief, Labor Branch, Economics Division, MG Section

POSITION AUDIT

DATE							
ANALYST							

WAR DEPARTMENT

POSITION DESCRIPTION

FIELD SERVICE

1. POSITION NO. J

2. INSTALLATION
Economic Division
Military Government Section
Eighth Army

5. TITLE
Labor Advisor

6. SERVICE: CAF
7. SERIES: 130
8. GRADE: 7
9. No.

3. POSITION LOCATION
Headquarters Eighth Army
Yokohama, Japan

10. SIGNATURE OF ANALYST
I.C. Randall

11. DATE ALLOCATED
11/24/47

12. ADDITIONAL IDENTICAL TO THIS POSITION

4. DUTIES AND RESPONSIBILITIES

PERCENTAGE OF TIME ON EACH TASK

1. Position is Labor Advisor to the Labor Branch of the Economic Division.

a. The immediate supervisor of this employee is the Assistant Chief of the Labor Branch. Supervision will be administrative only.

b. Principle problems of the labor advisor are:

(1) He will be familiar with the general condition of labor, in regard to labor relations and education and will be required to render advice on any problem concerning Japanese Nationals-as pertaining to his job assignment. 20%

(2) He will be aware of the normal degree of compliance in the Japanese Labor legislation and will bring to the attention of his supervisor any descrepancies with regard to the following: 20%

Trade Unions; Labor contract; Wages; Working Hours; recess; rest and annual vacation with pay; Safety and Sanitation; women and minor workers; training of skilled laborers; accident compensation; rule of employment; organization of inspection; miscellany (including retiring allowance, insurance, etc.).

c. He will act as liaison between the labor branch and the Japanese Government labor agencies. In this capacity, he will become familiar with personalities of the Japanese Government officials and so be in a position to advise the Labor Branch accordingly. 20%

d. He will, upon request of the Assistant Labor Officer, carry our investigations, (for the specific and sole information of the Labor Branch): viz: 25%

(Continue statement of duties on reverse side)

DUTIES AND RESPONSIBILITIES—*Continued*	PERCENTAGE OF TIME ON EACH TASK
1. Formation of new Labor Unions. 2. Democratic functiioning of Labor Unions. 3. Illegal and extra legal labor conditions in private enterprise. 4. Functioning of Government Agencies.	
e. He will assist the Labor Branch personnel in interpreting and translating prepared speeches. He will attend conferences with the Labor Branch personnel when so requested.	15%
f. This employee should have a college education and be able to read and translate English.	

The above duties and responsibilites are approved.
Rex. W. Beasley
Colonel F.A.
Chief, Military Government Section

(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Asst. Chief, Labor Branch, Economics Division, M.G. Section
Lt.

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

POSITION AUDIT

DATE							
ANALYST							

554—PHILRYCOM—3 47—103M

WAR DEPARTMENT

POSITION DESCRIPTION

FIELD SERVICE

1. POSITION NO. ~~ME-6~~

2. INSTALLATION
Economic Division
Military Government
Eighth Army

5. TITLE Labor Officer

6. SERVICE CAF | 7. SERIES 130 | 8. GRADE 11 12 | 9. No.

3. POSITION LOCATION
Headquarters Eighth Army
Yokohama, Japan

10. SIGNATURE OF ANALYST ICR

11. DATE ALLOCATED 11/24/47

12. ADDITIONAL IDENTICAL TO THIS POSITION

4. DUTIES AND RESPONSIBILITIES | PERCENTAGE OF TIME ON EACH TASK

Chief of the Labor Branch, Economic Division

Under the direction of the Chief, Economics ~~Section~~ Division, incumbent is responsible for developing operational methods, ~~assisting in~~, and evaluating the activities of Military Government teams delegated the mission of insuring conformance of the Japanese to command letters issued to the Japanese Government relating to Japanese labor and assisiting the Japanese in developing a free and democratic labor movement.

Incumbents duties are as follows:

1. He will coordinate between GHQ, SCAP and the Military Government teams on all matters concerning labor policies, directives and Japanese labor legislation; study command letters and using them as a basis, prepares drafts of operational directives amplifying the instructions; establishes schedules for reports from the teams and such other units reporting on labor directly to this headquarters; prepares drafts on correspondence and directives interpreting, clarifying or discussing policy matters. 20

2. He will arrange conferences and meetings with both Japanese and Occupating Force labor representatives and will make speeches before these groups. He will represent the Chief of the Economic Division, or attend with him, conferences in which major plans are discussed for the purpose of presenting military government viewpoint within the scope of his assignment. He will conduct, or delegate subordinates to field trips for the purpose of supervising, assisting team offices, and collecting data as a basis for evaluating the effectiveness of methods used in implementing established policies and directives as pertains to his assignment. He will act as a technical advisor to team commanders and the Chief of Economics Division on all matters pertaining labor procurement, wages, hours, working conditions, labor relations and education. 35

WD FORM 1 JUN 45 74

(Continue statement of duties on reverse side)

DUTIES AND RESPONSIBILITIES—*Continued*	PERCENTAGE OF TIME ON EACH TASK
3. He will require adequate reports from the field in order to conduct studies on general labor problems, such as the number, cost, average wages of Japanese Labor used by the Occupation Forces, and the effectiveness of labor relations. Based on these data he will formulate plans, recommend necessary remedial action and compile reports required to be furnished higher headquarters.	20
4. He will make decisions relating to labor problems within the scope of his assignment and within the limits established by the Chief of the Economics Division. He will make recommendations to his Chief on matters of operation and policy.	15
5. He will supervise two subordinates, one in charge of Labor Relations and Education and the other in charge of Reports and Statistics.	10
This officer should have a college education, with a degree in business administration or economics. He should have a working knowledge in trade unionism, industrial relations and business management.	

The above duties and responsibilites are approved.

Rex W. Beasley
Colone. F.A.
Chief, Military Government Section

(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Chief, Economics Division, M.G. Section
Col.

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

POSITION AUDIT

DATE							
ANALYST							

834—PHILRYCOM—3-47—103M

WAR DEPARTMENT

POSITION DESCRIPTION

FIELD SERVICE

1. POSITION NO. ~~MGE-7~~

2. INSTALLATION
Economic Division
Military Government Section
Eighth Army

5. TITLE
Labor Officer

6. SERVICE: CAF | 7. SERIES: 130 | 8. GRADE: 9 | 9. No.:

3. POSITION LOCATION
Headquarters Eighth Army
Yokohama, Japan

10. SIGNATURE OF ANALYST: ICR

11. DATE ALLOCATED: 11/24/47

12. ADDITIONAL IDENTICAL TO THIS POSITION

4. DUTIES AND RESPONSIBILITIES | PERCENTAGE OF TIME ON EACH TASK

Assistant Labor Officer

Under the direction of the Chief of the Labor Branch, Economics Section, he will assist in the operations and functioning of the Labor Branch. He will give special attention to labor relations and education matters.

Problems of the Assistant Labor Officer are:

1. As assistant to the Labor Officer he will be fully cognizant of the situation, and functioning of the Labor Branch. He will exercise direct supervision over seven (7) enlisted men, DAC, or Japanese nationals. He will carry out the normal conduct of the branch, during the absence of the Chief. — 20%

2. The encumbent will study reports from SCAP, G-2 and the prefectural Military Government Teams with the purpose of correlating and evaluating the labor dispute information. He will keep a system of charts and files so as to furnish "on call" intelligence concerning labor relations to his Chief, higher headquarters and subordinate headquarters. — 25%

3. He will arrange conferences and meetings with labor representatives. He will make speeches before Japanese and Occupation Force groups and will represent the Chief of the Labor Branch or attend with him conferences in which major plans are discussed for the purpose of presenting the operational viewpoint within his job assignment. He will participate in field trips for the purpose of collecting information and data as a basis for evaluating the effectiveness of methods employed in conformance to intents and policies of SCAP as pertains to his job assignment. He will act as technical consultant to the Team Commander and members on matters concerning labor relations and education. — 25%

WD FORM 1 JUN 45 74

(Continue statement of duties on reverse side)

DUTIES AND RESPONSIBILITIES—*Continued*	PERCENTAGE OF TIME ON EACH TASK
4. He will conduct studies on general problems of ~~labor~~ c+m labor relations (he employs direct assistance of the Japanese National investigator), for example: 1. Formation of new labor unions. 2. Activities of labor relations committees. 3. Dissolvement of labor unions. 4. Wage and price conferences. 5. Problems of labor in the new economy.	15%
5. The encumbent will make decisions relating to problems arising within his job assignment within the limits established of the Chief of the Labor Branch. He will make such recommendations and suggestions to the Chief as, in his opinion, will result in greater efficiency within his branch and corresponding branches of lower echelons.	15%
The Assistant Labor Officer should have a college degree in economics or government, or the equivalent in practical experience, or at least four years in labor relations, or any combination of the two.	

The above duties and responsibilites are approved.

Rex W. Beasley
Colonel, FA
Chief, Military Government Section

(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Chief, Labor Branch, Economics Division, MG Section
~~Capt.~~

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

POSITION AUDIT

DATE							
ANALYST							

854—PHILRYCOM—3/47—100M

WAR DEPARTMENT

POSITION DESCRIPTION

FIELD SERVICE

1. POSITION NO. MGE-2

2. INSTALLATION
Economic Division
Military Government Section
Eighth Army

5. TITLE Industrial Specialist

6. SERVICE	7. SERIES	8. GRADE	9. No.
CAF	1150	12	

3. POSITION LOCATION
Headquarters Eighth Army

Yokohama, Japan

10. SIGNATURE OF ANALYST ICR

11. DATE ALLOCATED 11/24/47

12. ADDITIONAL IDENTICAL TO THIS POSITION

4. DUTIES AND RESPONSIBILITIES

PERCENTAGE OF TIME ON EACH TASK

Chief, Natural Resources Branch
Economic Division

Under the direction of the Chief of the Economics Division, incumbent is responsible for the Natural Resources phase of Military Government functions which include: the stimulation of production of agriculture, fishing and mining products, lumber, charcoal and other forestry products, the generation of electric power, the production and refining of petroleum; the problems in distribution of raw materials and electric power, and surveillance of specific programs in any of the above fields as directed by SCAP, such as reform programs in agricultural and fishing industries. The following methods are used:

1. Directing assistants in the development of operational procedures for the activities of MG teams in carrying out surveillance of SCAP programs to insure conformance of the Japanese to SCAP directives to the Japanese Government. Attends and participates in or delegates assistants to conferences with different sections of SCAP and/or different divisions of MG Section and Staff Sections of Eighth Army Headquarters to become familiar with all aspects of the program to be developed and to coordinate with all interested persons; presents or has assistants to present at these conferences the possibilities and/or limitations of MG participation in these programs; studies SCAP proposals for MG participating in these programs or studies reports and recommendations of assistants, reviews them with the Chief of the Economic Division and makes recommendation for necessary changes based on the capacity of MG teams to handle the programs; assigns specific programs concerning natural resources to assistants which require the preparation of operational directives either from SCAP command letters and/or

WD FORM 1 JUN 45 74

(Continue statement of duties on reverse side)

DUTIES AND RESPONSIBILITIES—*Continued*	PERCENTAGE OF TIME ON EACH TASK
from studies made of existing or newly established policies of SCAP and/or operating policies of the Commanding General; reviews these drafts for adherence to policy and outline of procedure before presentation to the Chief of the Economics Division. 2. Studying the problems that arise in the field and evaluating the work of the MG teams in carrying out the surveillance programs, by conducting or delegating subordinates to field trips for the purpose: of collecting information and data on operating problems in the work of MG for evaluating the effectiveness of methods employed by the teams in carrying out their operational procedures of SCAP policies; spot-checking Japanese for their conformance with SCAP policies; improving on operational procedures of the MG teams by accompanying members of the regional and prefectural teams on local inspection trips to observe at first-hand their methods and techniques used in dealing with the Japanese and to demonstrate methods for their improvements; and learns problems by studying written reports submitted by MG teams and by the assistants. As a result of these studies directs corrective action on problems found by outlining programs for assistants to work out, or makes recommendations to the proper section of SCAP. 3. Acting as technical consultant to regional and team commanders in technical subjects on Natural Resources work, such as petroleum production and refining and on mining, and on functions of distribution organizations, Japanese government channel of allocations, and on new laws concerning	

The above duties and responsibilites are approved.

(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

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

POSITION AUDIT

DATE							
ANALYST							

834—PHILADYCOM—3.47—103M

WAR DEPARTMENT

POSITION DESCRIPTION

FIELD SERVICE

1. POSITION NO.			
2. INSTALLATION	5. TITLE		
	6. SERVICE	7. SERIES	8. GRADE	9. No.
3. POSITION LOCATION	10. SIGNATURE OF ANALYST		11. DATE ALLOCATED
	12. ADDITIONAL IDENTICAL TO THIS POSITION		

4. DUTIES AND RESPONSIBILITIES — PERCENTAGE OF TIME ON EACH TASK

Sheet 2 - Chief, Natural Resources Branch (cont'd)

distribution organizations, and laws on reform programs in agriculture and fishing industries.

4. Establishing program for assistants in ascertaining national trends from surveys made by regional teams; using the regional team to assist in evaluation of the work of individual team and for carrying out operational instructions and for direct supervision of the prefectural teams in carrying out their programs. Coordinates the work of the different teams by recommending to different regional teams those points of improvement observed in outstanding regions.

5. Keeping the MG teams in the field informed through the regional teams on SCAP policies and programs pertaining to Natural Resources, where operational instructions from SCAP are lacking, by written instructions prepared by incumbent or by his assistants under his supervision for the regional teams or by conducting regional conferences, and participating in and making addresses at MG conventions on a national scale.

6. Keeping the different appropriate sections of SCAP informed on the functioning of their programs pertaining to Natural Resources from an operating viewpoint by conferences, telephone and written communications; make recommendations for corrective action to be taken on these programs and problems that arise in the field; reviews recommendation of assistants pertaining to corrective actions.

7. Coordinating the work of Natural Resources on this level with all staff sections of Eighth Army Headquarters on such problems that they are concerned with through conferences held by incumbent or assistants.

(Continue statement of duties on reverse side)

DUTIES AND RESPONSIBILITIES—*Continued*	PERCENTAGE OF TIME ON EACH TASK
8. Making studies or directing assistants in making studies of personnel requirements for Natural Resources work in each MG team, based on importance of different phases of Natural Resources in each prefecture, and make recommendations to the Chief of the Division.	
9. Preparing or directing the preparation of special reports on any phase of the work of Military Government in Natural Resources or technical reports on Natural Resource subject, such as production methods and techniques and capacities and problems of coal mining industry in Japan for the Chief of the Division as he directs.	
10. Informing and advising Japanese on assistance they can obtain from MG in their Natural Resources work, and learning the problems of the Japanese by conducting interviews and receiving written reports from Japanese Government agencies, industries, and heads of agriculture, fishing and raw materials distribution associations, cooperatives and Kodans, and addressing groups of these Japanese.	
11. Orienting new personnel coming to MG before leaving for their new assignment.	
12. Supervising two assistants, each delegated the development and surveillance of different phases of Natural Resources programs, and one Executive Assistant who supervises the administrative, statistical and clerical work of the Branch and the responsible personnel, and one technical adviser (Japanese).	

The above duties and responsibilites are approved.

(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

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

POSITION AUDIT

DATE							
ANALYST							

554—PHILRYCOM—3 47—103M

WAR DEPARTMENT

POSITION DESCRIPTION

FIELD SERVICE

1. POSITION NO.

2. INSTALLATION

5. TITLE

6. SERVICE | 7. SERIES | 8. GRADE | 9. No.

3. POSITION LOCATION

10. SIGNATURE OF ANALYST

11. DATE ALLOCATED

12. ADDITIONAL IDENTICAL TO THIS POSITION

4. DUTIES AND RESPONSIBILITIES

PERCENTAGE OF TIME ON EACH TASK

Sheet 3 - Chief, Natural Resources Branch (cont'd)

13. Keeping the Chief of the Division informed on all the activities of this branch in the problems that arise in the field and the conferences that are held at SCAP and the field.

(Continue statement of duties on reverse side)

WD FORM 1 JUN 45 74

DUTIES AND RESPONSIBILITIES—*Continued*	PERCENTAGE OF TIME ON EACH TASK

The above duties and responsibilites are approved.
Rex W. Beasley
Colonel, FA
Chief, Military Government Section

Rex W Beasley
(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Chief, Economics Division, MG Section
Colonel

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

POSITION AUDIT

DATE							
ANALYST							

854—PHILRYCOM—2 47—103M

DEPARTMENT

POSITION DESCRIPTION

FIELD SERVICE

1. POSITION NO. MGE-1

2. INSTALLATION
Economics Division
Military Government Section
Headquarters Eighth Army

5. TITLE Commercial Specialist

6. SERVICE	7. SERIES	8. GRADE	9. No.
CAF	1140	12	

3. POSITION LOCATION
Headquarters Eighth Army
Yokohama, Japan

10. SIGNATURE OF ANALYST ICR

11. DATE ALLOCATED 11/24/47

12. ADDITIONAL IDENTICAL TO THIS POSITION

Position - I

4. DUTIES AND RESPONSIBILITIES

PERCENTAGE OF TIME ON EACH TASK

The position is Chief, Commerce and Trade Branch, Economics Division.

A. The work of this individual is supervised by the Chief, Economics Division.

B. Incumbent supervises three subordinates each delegated the development and surveillance of one major phase of the Commerce and Trade program. The three major sub-branches follow:

1. Import-Export Operations
2. Import-Export Accounting
3. Price Control and Rationing

C. Incumbent is responsible for the implementation of all policy promulgated by this or higher headquarters relative to Commerce & Trade, and is delegated the mission of insuring conformance by the Japanese of memoranda on trade and commerce matters issued to them by SCAP and of command letters issued to the Japanese by this headquarters. Division Chief must be properly advised of all policy and policy changes as they occur.

1. Incumbent as an expert on commerce and trade matters, sits with or for the Chief of the Division at conferences in this or higher headquarters where policy matters are under discussion or in the process of formulation.

2. Field inspections and reports from Sub-Chiefs must be analysed and reconstructed in order for the incumbent to make recommendations and report trends to the Division Chief.

D. Incumbent will establish liaison with higher headquarters both through personal and subordinate contacts to keep abreast of contemplated policy changes, and advise higher headquarters of policy changes considered desirable by the Division Chief and this headquarters.

E. Miscellaneous duties will include organizing and participating in in-service training courses; speaking before Japanese and Occupation

(Continue statement of duties on reverse side)

DUTIES AND RESPONSIBILITIES—*Continued*	PERCENTAGE OF TIME ON EACH TASK
Force groups; conducts studies on general problems of Commerce and Trade. F. The person occupying this position should have a college education or the equivalent, should have ten years business experience and training in economics is desirable but not essential.	

The above duties and responsibilites are approved.

Rex W. Beasley, Col., F.A.
(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Chief, Economics Division, Colonel

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

Assistant to Chief, Captain
Chief, Price Control & Rationing Sub-Branch - CAF 11
Chief, Import-Export Sub-Branch - CAF 11

POSITION AUDIT

DATE							
ANALYST							

884—PHILRYCOM—3/47—103M

DEPARTMENT

POSITION DESCRIPTION

FIELD SERVICE

1. POSITION NO.

Officer

2. INSTALLATION

Economics Division
Military Government Section
Headquarters Eighth Army

5. TITLE

Commercial Specialist

6. SERVICE	7. SERIES	8. GRADE	9. No.
CAF	1140	10	

3. POSITION LOCATION

Headquarters Eighth Army

Yokohama, Japan

Position - II

10. SIGNATURE OF ANALYST

ICR

11. DATE ALLOCATED

10/25/47

12. ADDITIONAL IDENTICAL TO THIS POSITION

4. DUTIES AND RESPONSIBILITIES

PERCENTAGE OF TIME ON EACH TASK

The position is assistant to the Chief of the Commerce and Trade Branch of the Economics Division, with additional responsibility as Chief of the Import-Export Accounting Sub-Branch.

a. As assistant to the Chief of the Commerce and Trade Branch this individual will act for the Chief in his absence.

b. In the absence of the Chief will sit in on conferences in this or higher headquarters where policy matters are under discussion or in the process of formulation, and report to supervisor any limitations on commitments made.

c. The incumbent will analyze and reconstruct reports from lower units and inspection reports from sub Chiefs so that only matters of importance will be presented to the Chief for his consideration.

d. The incumbent will aid the sub Chiefs in the preparation of operational directives, circulars and command letters. Before presenting to the Chief for action, final drafts will be checked for accuracy conciseness, and workability.

e. The incumbent will make such trips, attend conferences and make inspections as are directed by the Chief. Upon his return he will prepare a written report stating results obtained, information secured etc.

f. He will directly supervise the work of all Branch personnel. Interview and place new employees, recommend procedural adjustments; prepare efficiency ratings.

g. He will be responsible for the implementation of work programs within the branch by supervision. He will clarify the objective and give advice on furthering the program when necessary.

h. As Chief of the Import-Export Accounting Sub-Branch this individual will be directly responsible for work in the Sub-Branch.

i. He will maintain liaison with SCAP on accounting problems.

WD FORM 1 JUN 45 74

(Continue statement of duties on reverse side)

DUTIES AND RESPONSIBILITIES—*Continued*	PERCENTAGE OF TIME ON EACH TASK
j. He will make decisions on accounting problems occurring in the Sub-Branch, and develop methods necessary to obtain accurate records. k. He will check the Import-Export quantitative report before it is forwarded to SCAP. l. The person occupying this position should have a college education or the equivalent, should have at least 5 years accounting experience and 10 years business experience. Training in economics is desirous but not essential.	

The above duties and responsibilites are approved.

Rex W. Beasley, Col., F.A.
(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Chief, Commerce & Trade Branch - CAF 12

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

Chief, Price Control & Rationing Sub-Branch - CAF 11
Chief, Import-Export Sub-Branch - CAF 11
Junior Accountant - CAF 3

POSITION AUDIT

DATE							
ANALYST							

934—PHILRYCOM—3. 47—103M

WAR DEPARTMENT

POSITION DESCRIPTION

FIELD SERVICE

1. POSITION NO.

em

2. INSTALLATION

Economics Division
Military Government Section

3. POSITION LOCATION

Headquarters Eighth Army

Yokohama, Japan

4. Position - IV

5. TITLE: Clerk

6. SERVICE	7. SERIES	8. GRADE	9. No.
CAF	130	2	

10. SIGNATURE OF ANALYST: JCR ICR

11. DATE ALLOCATED: 11/26/47

12. ADDITIONAL IDENTICAL TO THIS POSITION

DUTIES AND RESPONSIBILITIES

PERCENTAGE OF TIME ON EACH TASK

The position is Chief Clerk in the Commerce and Trade Branch of the Economics Division.

a. The Chief Clerk will be supervised by the assistant to the Chief of the Commerce and Trade Branch.

b. The Chief Clerk will have direct supervision over the file clerk in the Commerce and Trade Branch.

c. The Chief Clerk will be responsible for keeping a record of all incoming and outgoing correspondence for the branch. In so doing he will maintain an "In and Out Correspondence Journal". This journal will contain the following:

1. Number
2. Dates received
3. Sender
4. Subject
5. To whom sent
6. Dates sent

d. The Chief Clerk will check all outgoing correspondence for completness and accuracy. This check will be for number of copies and attachment of all inclosures.

e. The Chief Clerk will constantly check the "In and Out Journal" to see that there is no undue delay in the handling of correspondence.

f. The Chief Clerk will submit a monthly report to the Chief Clerk of the Economics Division containing the number and types of incoming correspondence.

g. The Chief Clerk will receive and distribute all personal mail for the sub-branch.

h. The incumbent should have at least a high school education or its equivalent. A knowledge of military correspondence is desired but not necessary.

(Continue statement of duties on reverse side)

WD FORM 74
1 JUN 45

DUTIES AND RESPONSIBILITIES—*Continued*	PERCENTAGE OF TIME ON EACH TASK

The above duties and responsibilites are approved.

Rex W. Beasley, Col., F.A.

(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Assistant to Chief, Commerce & Trade Branch - Captain

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

File Clerk - F. N.

POSITION AUDIT

DATE							
ANALYST							

884—PHILRYCOM—3-47—103M

WAR DEPARTMENT

POSITION DESCRIPTION

FIELD SERVICE

1. POSITION NO. J

2. INSTALLATION
Economics Division
Military Government Section
Headquarters Eighth Army

5. TITLE Messenger

6. SERVICE CPC | 7. SERIES 110 | 8. GRADE 3 | 9. No.

3. POSITION LOCATION
Headquarters Eighth Army

Yokohama, Japan

10. SIGNATURE OF ANALYST ICR

11. DATE ALLOCATED 11/26/47

12. ADDITIONAL IDENTICAL TO THIS POSITION

Position - XX

4. DUTIES AND RESPONSIBILITIES

PERCENTAGE OF TIME ON EACH TASK

The position is courier-typist in the Commerce and Trade Branch, Economics Division.

a. The incumbent will hand-carry documents and other non-confidential matter to SCAP as is necessary. He will make two daily trips to SCAP when necessary.

b. When not on courier service he will type drafts and do such copy work as may be directed.

c. The incumbent should have a knowledge of English. He should be a qualified typist.

WD FORM 1 JUN 45 74

(Continue statement of duties on reverse side)

DUTIES AND RESPONSIBILITIES—*Continued*	PERCENTAGE OF TIME ON EACH TASK

The above duties and responsibilites are approved.

Rex V. Dunlap, Col., F.A.
(SIGNATURE OF OPERATING OFFICER)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Administrative Assistants, all Sub-Branches

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

None

POSITION AUDIT

DATE							
ANALYST							

554—PHILRYCOM—3 47—103M

WAR DEPARTMENT

POSITION DESCRIPTION

FIELD SERVICE

1. POSITION NO.

J

2. INSTALLATION

Economics Division
Military Government Section
Headquarters Eighth Army

5. TITLE

Typist

6. SERVICE	7. SERIES	8. GRADE	9. No.
CAF	320	2	

3. POSITION LOCATION

Headquarters Eighth Army

Yokohama, Japan

Position - III

10. SIGNATURE OF ANALYST

JCR
ICR

11. DATE ALLOCATED

11/22/47

12. ADDITIONAL IDENTICAL TO THIS POSITION

4. DUTIES AND RESPONSIBILITIES

PERCENTAGE OF TIME ON EACH TASK

The position is typist in the Commerce and Trade Branch of the Economics Division.

a. The work of this individual will be supervised by the administrative assistant to the Chief of the Import-Export Sub-Branch of the Commerce and Trade Branch.

b. The typist will perform duties as follows:

1. Type rough drafts.
2. Type final form letters from drafts.
3. Type memoranda from drafts.
4. Type indorsements, cut stencils and any additional kind of typing as the occasion may demand.

c. All indorsements and original correspondence will be typed according to recognized military procedure.

d. As typist are Japanese nationals, a knowledge of English is desired.

WD FORM 1 JUN 45 74

(Continue statement of duties on reverse side)

DUTIES AND RESPONSIBILITIES—*Continued*	PERCENTAGE OF TIME ON EACH TASK

The above duties and responsibilites are approved.

Rex W. Beasley, Col., F.A.
(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Administrative Assistant all Sub-Branches

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

None

POSITION AUDIT

DATE							
ANALYST							

854—PHILRYCOM—3-47—103M

WAR DEPARTMENT

POSITION DESCRIPTION

FIELD SERVICE

1. POSITION NO. MGE-3

2. INSTALLATION
Economics Division
Military Government Section
Headquarters Eighth Army

5. TITLE Commercial Specialist

6. SERVICE CAF | 7. SERIES 1140 | 8. GRADE 10 | 9. No.

3. POSITION LOCATION
Headquarters Eighth Army
Yokohama, Japan

10. SIGNATURE OF ANALYST J. C. Randall ICR

11. DATE ALLOCATED 11/24/47

12. ADDITIONAL IDENTICAL TO THIS POSITION

Position - V

4. DUTIES AND RESPONSIBILITIES

PERCENTAGE OF TIME ON EACH TASK

The position is Chief of the Import-Export Sub-Branch, Commerce and Trade Branch, Economics Division.

a. The incumbent will be directly responsible to the Chief and Ass't Chief of the Commerce and Trade Branch.

b. The incumbent will supervise the work of the Sub-Branch. The Sub-Branch handles all documents pertaining to Japanese imports and exports, and ship movements for handling this type of cargo.

c. The incumbent will be responsible for the implementation of SCAP directives and instructions that pertain to the sub-branch. This is done by setting up the office procedure, and drafting operational directives to lower units. Details assistants to issue instructions to lower units or to Japanese agencies.

d. The incumbent must attend numerous conferences with SCAP concerning the operational aspects of policies formulated or in the process of formulation. It is sometimes necessary to have SCAP make changes in policy by pointing out that said policy will not function from an operational standpoint. By constant coordination with SCAP, by phone and personal contacts, mistakes in procedure are avoided.

e. The implementation of SCAP programs and policies must be coordinated with various sections of 8th Army, lower Military Government units, U. S. Maritime Commission, and various Japanese agencies. This is done by conferences, personal or telephone calls or by letter.

f. The incumbent will be responsible for the implementation of SCAP directives concerning the protection of all imported commodities, (especially imported textiles) against fire, theft, weather, etc.

g. The incumbent will attend conferences and make inspections concerning the disposal of destroyed implements of war. He will keep the chief advised as to any changes found that conflict with established policy.

(Continue statement of duties on reverse side)

DUTIES AND RESPONSIBILITIES—*Continued*	PERCENTAGE OF TIME ON EACH TASK
h. The incumbent must have a college education. He should have at least 10 years business experience. He should have a thorough knowledge of import-export procedures. A knowledge of shipping facilities is desirous but not necessary.	

The above duties and responsibilites are approved.

Rex W. Beasley, Col., F.A.
(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Chief, Commerce and Trade Branch - CAF 12

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

Administrative Assistant - CAF 7

POSITION AUDIT

DATE							
ANALYST							

WAR DEPARTMENT

POSITION DESCRIPTION

FIELD SERVICE

1. POSITION NO. MGE-11

2. INSTALLATION
Economics Division
Military Government Section
Headquarters Eighth Army

5. TITLE Clerk

6. SERVICE CAF | 7. SERIES 130 | 8. GRADE 6 | 9. No.

3. POSITION LOCATION
Headquarters Eighth Army
Yokohama, Japan

Position - VI

10. SIGNATURE OF ANALYST Inez C. Randall

11. DATE ALLOCATED 11/24/47

12. ADDITIONAL IDENTICAL TO THIS POSITION

4. DUTIES AND RESPONSIBILITIES

PERCENTAGE OF TIME ON EACH TASK

The position is administrative assistant to the Chief of the Import-Export Sub-Branch, Commerce and Trade Branch, Economics Division.

a. The incumbent will be supervised by the Chief of the Import-Export Sub-Branch. He will act for the Chief in his absence.

b. The incumbent will supervise the work of assistants. These assistants handle all documents pertaining to Japanese imports and exports and ship movements for handling this type of cargo. The incumbent will also have indirect supervision over the typing pool concerning Import-Export Sub-Branch correspondence.

c. The incumbent will be responsible for final checking of all outgoing correspondence eminating from the Import-Export Sub-Branch with the exception of correspondence dealing with new or changing policy.

d. The incumbent at the direction of the Chief of the Sub-Branch will meet with representatives of Japanese Government agencies for the purpose of clarifying various problems arising from the changes in procedure. He will keep the Chief of the Sub-Branch advised of pertinent data obtained from these meetings.

e. The incumbent will gather information in the sub-branch for insertion in the Weekly Activities Report.

f. The incumbent will check various Japanese reports to see that all shipping documents have been presented to cover reported shipments. These include:

1. Coal report
2. Bamboo report
3. Mining timbers report
4. Super phosphate report
5. Daily shipping report

g. The incumbent should have a college education or the equivalent in business training. Should have ten years transportation experience.

(Continue statement of duties on reverse side)

DUTIES AND RESPONSIBILITIES—*Continued*	PERCENTAGE OF TIME ON EACH TASK
A working knowledge of military correspondence is desired.	

The above duties and responsibilites are approved.

Rex W. Beasley, Col., F.A.
(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Chief, Import-Export Sub-Branch BFK.

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

Export Documents Clerk - CAF 4
Import Documents Clerk - CAF 3
Ships Movement Clerk - CAF 5
File Clerk - F.N.
Typists - Japanese

POSITION AUDIT

DATE							
ANALYST							

834—PHILRYCOM—2 47—103M

1 Copy

R DEPARTMENT

POSITION DESCRIPTION

FIELD SERVICE

1. POSITION NO.

2. INSTALLATION

Eighth Army

5. TITLE

Assistant Economics Officer

6. SERVICE | 7. SERIES | 8. GRADE 7 | 9. NO.

3. POSITION LOCATION

Osaka Military Government Team

10. SIGNATURE OF ANALYST

11. DATE ALLOCATED

Economics Section

12. ADDITIONAL IDENTICAL TO THIS POSITION

T/O Position: Asst. Economics Officer

4. (A) SUPERVISION RECEIVED, (B) SUPERVISION EXERCISED, (C) DUTIES OF POSITION

PERCENTAGE OF TIME ON EACH TASK

PRINCIPAL ASSISTANT TO CHIEF, ECONOMICS SECTION

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

Osaka is designated as one of the seven major prefectures in Japan by Occupation Force classification and has a population of approximately three and a third million people. It is the greatest industrial area in Japan and the second largest consuming area.

The incumbent is often required to accompany visiting dignitaries with diplomatic status from our own and foreign countries, as well as personnel from higher headquarters, on inspection trips of the industrial facilities for such purposes as the determination of productive capacity, analysis of methods of production, and availability for reparations.

The following statistics on time consuming programs requiring the surveillance of economics officers are approximations intended to present a brief picture, by comparison, of the scope and responsibilities of the position of the economics officer in this team:

	percent of Japan Total
	Osaka
Reparations Plants	11%
Reparations Shipments	20%
Imported Foods	5.5%
Petroleum Allocations	3%
Coal Allocations	3.5%
New Freight Car Construction	28%
Freight Car Repairs	15%

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

WD FORM 1 MAY 48 74

(Continue statement of duties on reverse side)

DUTIES—CONTINUED

PERCENTAGE OF TIME ON EACH TASK

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

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

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

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

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

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

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

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

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

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

THE ABOVE DUTIES ARE APPROVED

Rex W. Beasley
Brigadier General, GSC.

SIGNATURE OF OPERATING OFFICIAL

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Economics Officer CAF-12, or Major

POSITION AUDIT

DATE							
ANALYST							

WAR DEPARTMENT

POSITION DESCRIPTION

FIELD SERVICE

1. POSITION NO.

2. INSTALLATION: Eighth Army

5. TITLE: Chief, Economics Section

6. SERVICE | 7. SERIES | 8. GRADE: 12 | 9. NO.

3. POSITION LOCATION: Hyogo Military Government Team

Economics Section

T/O Position: Chief, Economics Section

10. SIGNATURE OF ANALYST

11. DATE ALLOCATED

12. ADDITIONAL IDENTICAL TO THIS POSITION

4. (A) SUPERVISION RECEIVED, (B) SUPERVISION EXERCISED, (C) DUTIES OF POSITION

PERCENTAGE OF TIME ON EACH TASK

CHIEF, ECONOMICS SECTION

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

Hyogo is designated as one of the seven major prefectures in Japan by Occupation Force classification and has a population of more than three million people. It is a great consumer and industrial area and contains the city of Kobe, which is second only to Yokohama as a port of entry for import-export trade of Japan.

The incumbent is often required to accompany visiting dignitaries with diplomatic status from our own and foreign countries, as well as personnel from higher headquarters, on inspection trips of the industrial facilities for such purposes as the determination of productive capacity, analysis of methods of production and availability for reparations.

The following statistics on time consuming programs requiring the surveillance of economics officers are approximations intended to present a brief picture, by comparison, of the scope and responsibilities of the position of the economics officer in this team:

	Percent of Japan Total Hyogo
Reparations Plants	7%
Reparations Shipments	10%
Imported Foods	4%
Petroleum Allocations	3%
Coal Allocations	4%
New Freight Car Construction	12%
Freight Car Repairs	5%
Export Trade	40%
Import Trade	23%

WD FORM 1 MAY 48 74

(Continue statement of duties on reverse side)

DUTIES—CONTINUED

PERCENTAGE OF TIME ON EACH TASK

The operational scope of the economics program includes: Manufacturing and Industry, Natural Resources, Commerce and Trade, including the import-export program, and labor to include labor management relations, the orderly development of labor organizations, and procurement of labor for the Occupation Forces.

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

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

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

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

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

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

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

THE ABOVE DUTIES ARE APPROVED

SIGNATURE OF OPERATING OFFICIAL

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

POSITION AUDIT

DATE							
ANALYST							

0958—FEC Printing Plant—4/48—370M

WAR DEPARTMENT

POSITION DESCRIPTION

FIELD SERVICE

1. POSITION NO.

2. INSTALLATION

3. TITLE

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

3. POSITION LOCATION

Hyogo Military Government Team

10. SIGNATURE OF ANALYST

11. DATE ALLOCATED

12. ADDITIONAL IDENTICAL TO THIS POSITION

4. (A) SUPERVISION RECEIVED, (B) SUPERVISION EXERCISED, (C) DUTIES OF POSITION

PERCENTAGE OF TIME ON EACH TASK

CHIEF, ECONOMICS SECTION (Cont'd)

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

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

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

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

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

WD FORM 1 MAY 48 74

(Continue statement of duties on reverse side)

DUTIES—CONTINUED	PERCENTAGE OF TIME ON EACH TASK
7. Digests, analyzes and understands material delegated to subordinates for development; suggests extent and limitation of development and gives guidance as requested. Delivers correspondence and reports prepared in the section for signature of team commander and uses such information as a medium of control of the section.	
8. Reports to the team commander problems which are beyond local solution with recommendations and supporting statistics and/or data for report to higher headquarters.	
9. Initiates and supervises programs to be administered by the Japanese for improvements of economic conditions.	
10. Represents the section in coordinating work of section with lateral sections in the team.	
11. In coordination with the Civil Information Section (CIS), acts in furtherance the civil information program as it applies to economic matters.	

THE ABOVE DUTIES ARE APPROVED

Rex V. Beasley
Brigadier General, GSC

SIGNATURE OF OPERATING OFFICIAL

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Senior Military Government Officer, Lt. Col.

POSITION AUDIT

DATE							
ANALYST							

0958—FEC Printing Plant—4/46—370M

R DEPARTMENT

POSITION DESCRIPTION

FIELD SERVICE

1. POSITION NO.

2. INSTALLATION

Eighth Army

5. TITLE

Assistant Economics Officer

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

3. POSITION LOCATION

Hyogo Military Government Team

Economics Section

T/O Position: Asst. Economics Officer

10. SIGNATURE OF ANALYST

11. DATE ALLOCATED

12. ADDITIONAL IDENTICAL TO THIS POSITION

4. (A) SUPERVISION RECEIVED, (B) SUPERVISION EXERCISED, (C) DUTIES OF POSITION

PERCENTAGE OF TIME ON EACH TASK

PRINCIPAL ASSISTANT TO CHIEF, ECONOMICS SECTION

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

Hyogo is designated as one of the seven major prefectures in Japan by Occupation Force classification and has a population of more than three million people. It is a great consumer and industrial area and contains the city of Kobe, which is second only to Yokohama as a port of entry for import-export trade of Japan.

The incumbent is often required to accompany visiting dignitaries with diplomatic status from our own and foreign countries, as well as personnel from higher headquarters, on inspection trips of the industrial facilities for such purposes as the determination of productive capacity, analysis of methods of production and availability for reparations.

The following statistics on time consuming programs requiring the surveillance of economics officers are approximations intended to present a brief picture, by comparison, of the scope and responsibilities of the position of the economics officer in this team:

	Percent of Japan Total Hyogo
Reparations Plants	7%
Reparations Shipments	10%
Imported Foods	4%
Petroleum Allocations	3%
Coal Allocations	4%
New Freight CarConstruction	12%
Freight Car Repairs	5%
Export Trade	40%
Import Trade	23%

(Continue statement of duties on reverse side)

DUTIES—CONTINUED

PERCENTAGE OF TIME ON EACH TASK

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

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

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

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

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

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

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

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

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

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

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

THE ABOVE DUTIES ARE APPROVED

Rex W. Beasley
Brigadier General, GSC

SIGNATURE OF OPERATING OFFICIAL

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Economics Officer CAF-12, or Major

POSITION AUDIT

DATE							
ANALYST							

WAR DEPARTMENT

POSITION DESCRIPTION

FIELD SERVICE

1. POSITION NO.

2. INSTALLATION: Eighth Army

5. TITLE: Chief, Economics Section

6. SERVICE | 7. SERIES | 8. GRADE: 13 | 9. NO.

3. POSITION LOCATION: Fukuoka Military Government Team

Economics Section

T/O Position: Chief, Economics Section

10. SIGNATURE OF ANALYST

11. DATE ALLOCATED

12. ADDITIONAL IDENTICAL TO THIS POSITION

4. (A) SUPERVISION RECEIVED, (B) SUPERVISION EXERCISED, (C) DUTIES OF POSITION

PERCENTAGE OF TIME ON EACH TASK

CHIEF, ECONOMICS SECTION

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

Fukuoka is designated as one of the seven major prefectures in Japan by Occupation Forces classification and has a population of nearly three million two hundred thousand people. It is the principal coal producing area of Japan and also an important industrial area.

The incumbent is often required to accompany visiting dignitaries with diplomatic status from our own and foreign countries, as well as personnel from higher headquarters, on inspection trips of the industrial facilities for such purposes as the determination of productive capacity, analysis of methods of production and availability for reparations.

The following statistics on time consuming programs requiring the surveillance of economics officers are approximations intended to present a brief picture, by comparison, of the scope and responsibilities of the position of the economics officer in this team:

	Percent of Japan Total Fukuoka
Reparations Plants	4%
Reparations Shipments	15%
Imported Foods	3.4%
Petroleum Allocations	4%
Coal Allocations	14.7%
Freight Car Repairs	6%
Coal Production	42%

The operational scope of the economics program includes: Manufacturing and Industry, Natural Resources, Commerce and Trade, including the import-export program, and labor to include labor management relations, the orderly development of labor organizations, and procurement of labor for the Occupa-

WD FORM 1 MAY 48 74

(Continue statement of duties on reverse side)

DUTIES—CONTINUED

PERCENTAGE OF TIME ON EACH TASK

tion Forces.

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

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

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

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

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

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

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

7. Digests, analyzes and understands material delegated to subordinates for development; suggests extent and limitation of development and gives

THE ABOVE DUTIES ARE APPROVED

SIGNATURE OF OPERATING OFFICIAL

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

POSITION AUDIT

DATE							
ANALYST							

0958—FEC Printing Plant—4/48—370M

WAR DEPARTMENT

POSITION DESCRIPTION

FIELD SERVICE

1. POSITION NO.

2. INSTALLATION

3. POSITION LOCATION

Fukuoka Military Government Team

5. TITLE

6. SERVICE | 7. SERIES | 8. GRADE | 9. NO.

10. SIGNATURE OF ANALYST

11. DATE ALLOCATED

12. ADDITIONAL IDENTICAL TO THIS POSITION

4. (A) SUPERVISION RECEIVED, (B) SUPERVISION EXERCISED, (C) DUTIES OF POSITION

PERCENTAGE OF TIME ON EACH TASK

CHIEF, ECONOMICS SECTION (Cont'd)

guidance as requested. Reviews correspondence and reports prepared in the section for signature of team commander and uses such information as a medium of control of the section.

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

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

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

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

WD FORM 1 MAY 46 74

(Continue statement of duties on reverse side)

DUTIES—CONTINUED	PERCENTAGE OF TIME ON EACH TASK
Provides military government team	

THE ABOVE DUTIES ARE APPROVED

Rex W. Beasley
Brigadier General, GSC

SIGNATURE OF OPERATING OFFICIAL

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Senior Military Government Officer, Lt. Col.

POSITION AUDIT

DATE							
ANALYST							

0955—FEC Printing Plant—4/48—370M

WAR DEPARTMENT

POSITION DESCRIPTION

FIELD SERVICE

1. POSITION NO.

2. INSTALLATION

Eighth Army

5. TITLE Assistant Economics Officer

6. SERVICE | 7. SERIES | 8. GRADE 70 | 9. NO.

3. POSITION LOCATION

Fukuoka Military Government Team

Economics Section

T/O Position: Asst. Economics Officer

10. SIGNATURE OF ANALYST

11. DATE ALLOCATED

12. ADDITIONAL IDENTICAL TO THIS POSITION

4. (A) SUPERVISION RECEIVED, (B) SUPERVISION EXERCISED, (C) DUTIES OF POSITION

PERCENTAGE OF TIME ON EACH TASK

PRINCIPAL ASSISTANT TO CHIEF, ECONOMICS SECTION

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

Fukuoka is designated as one of the seven major prefectures in Japan by Occupation Forces classification and has a population of nearly three million two hundred thousand people. It is the principal coal producing area of Japan and also an important industrial area.

The incumbent is often required to accompany visiting dignitaries with diplomatic status from our own and foreign countries, as well as personnel from higher headquarters, on inspection trips of the industrial facilities for such purposes as the determination of productive capacity, analysis of methods of production and availability for reparations.

The following statistics on time consuming programs requiring the surveillance of economics officers are approximations intended to present a brief picture, by comparison, of the scope and responsibilities of the position of the economics officer in this team:

	Percent of Japan Total Fukuoka
Reparations Plants	4%
Reparations Shipments	15%
Imported Foods	3.4%
Petroleum Allocations	4%
Coal Allocations	14.7%
Freight Car Repairs	6%
Coal Production	42%

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

(Continue statement of duties on reverse side)

DUTIES—CONTINUED

PERCENTAGE OF TIME ON EACH TASK

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

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

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

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

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

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

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

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

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

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

THE ABOVE DUTIES ARE APPROVED

Rex W. Beasley
Brigadier General, GSC

SIGNATURE OF OPERATING OFFICIAL

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Economics Officer CAF-12, or Major

POSITION AUDIT

DATE							
ANALYST							

0958—FEC Printing Plant—4/48—370M

WAR DEPARTMENT

POSITION DESCRIPTION

FIELD SERVICE

1. POSITION NO.

2. INSTALLATION

Eighth Army

5. TITLE

Chief, Economics Section

6. SERVICE | 7. SERIES | 8. GRADE | 9. NO.

3. POSITION LOCATION

Aichi Military Government Team

Economics Section

T/O Position: Chief, Economics Section

10. SIGNATURE OF ANALYST

11. DATE ALLOCATED

12. ADDITIONAL IDENTICAL TO THIS POSITION

4. (A) SUPERVISION RECEIVED, (B) SUPERVISION EXERCISED, (C) DUTIES OF POSITION

PERCENTAGE OF TIME ON EACH TASK

CHIEF, ECONOMICS SECTION

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

Aichi is designated as one of the seven major prefectures in Japan by Occupation Force classification and has a population of approximately three million one hundred twenty-five thousand people. It is a highly concentrated industrial area specializing in light and heavy machinery and is a sister prefecture to Osaka, the greatest industrial area in Japan. Nagoya, the world famous porcelain manufacturing center, is located here. Porcelain is an important item of export.

The incumbent is often required to accompany visiting dignitaries with diplomatic status from our own and foreign countries, as well as personnel from higher headquarters, on inspection trips of the industrial facilities forsuch purposes as the determination of productive capacity, analysis of methods of production and availability for reparations.

The following statistics on time consuming programs requiring the surveillance of economics officers are approximations intended to present a brief picture, by comparison, of the scope and responsibilities of the position of the economics officer in this team:

	Percent of Japan Total
	Aichi
Reparations Plants	8%
Reparations Shipments	15%
Imported Foods	3%
Petroleum Allocations	3%
Coal Allocations	1.5%
Freight Car Repairs	7%

WD FORM 1 MAY 48 74

(Continue statement of duties on reverse side)

DUTIES—CONTINUED

PERCENTAGE OF TIME ON EACH TASK

The operational scope of the economics program includes: Manufacturing and Industry, Natural Resources, Commerce and Trade, including the import-export program, and labor to include labor management relations, the orderly development of labor organizations, and procurement of labor for the Occupation Forces.

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

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

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

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

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

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

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

THE ABOVE DUTIES ARE APPROVED

SIGNATURE OF OPERATING OFFICIAL

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

POSITION AUDIT

DATE							
ANALYST							

0958—FEC Printing Plant—4/48—370M

WAR DEPARTMENT

POSITION DESCRIPTION

FIELD SERVICE

1. POSITION NO.

2. INSTALLATION

5. TITLE

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

3. POSITION LOCATION

Aichi Military Government Team

10. SIGNATURE OF ANALYST

11. DATE ALLOCATED

12. ADDITIONAL IDENTICAL TO THIS POSITION

4. (A) SUPERVISION RECEIVED, (B) SUPERVISION EXERCISED, (C) DUTIES OF POSITION

PERCENTAGE OF TIME ON EACH TASK

CHIEF, ECONOMICS SECTION (Cont'd)

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

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

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

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

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

WD FORM 1 MAY 46 74

(Continue statement of duties on reverse side)

DUTIES—CONTINUED	PERCENTAGE OF TIME ON EACH TASK
7. Digests, analyzes and understands material delegated to subordinates for development; suggests extent and initiation of development and gives guidance as requested. Reviews correspondence and reports prepared in the section for signature of team commander and uses such information as a medium of control of the section.	
8. Reports to the team commander problems which are beyond local solution with recommendations and supporting statistics and/or data for report to higher headquarters.	
9. Initiates and supervises programs to be administered by the Japanese for improvement of economic conditions.	
10. Represents the section in coordinating work of section with lateral sections in the team.	
11. In coordination with the Civil Information Section Chief, aids in formulating the civil information program as it applies to economic matters.	

THE ABOVE DUTIES ARE APPROVED

Rex W. Beasley
Brigadier General, GSC

SIGNATURE OF OPERATING OFFICIAL

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Senior Military Government Officer, Lt. Col.

POSITION AUDIT

DATE							
ANALYST							

0958—FEC Printing Plant—4/48—370M

WAR DEPARTMENT

POSITION DESCRIPTION

FIELD SERVICE

1. POSITION NO.

2. INSTALLATION: Eighth Army

3. POSITION LOCATION: Aichi Military Government Team

Economics Section

T/O Position: Asst. Economics Officer

5. TITLE: Assistant Economics Officer

6. SERVICE | 7. SERIES | 8. GRADE: 10 | 9. NO.

10. SIGNATURE OF ANALYST

11. DATE ALLOCATED

12. ADDITIONAL IDENTICAL TO THIS POSITION

4. (A) SUPERVISION RECEIVED, (B) SUPERVISION EXERCISED, (C) DUTIES OF POSITION

PERCENTAGE OF TIME ON EACH TASK

PRINCIPAL ASSISTANT TO CHIEF, ECONOMICS SECTION

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

Aichi is designated as one of the seven major prefectures in Japan by Occupation Force classification and has a population of approximately three million one hundred twenty-five thousand people. It is a highly concentrated industrial area specializing in light and heavy machinery and is a sister prefecture to Osaka, the greatest industrial area in Japan. Nagoya, the world famous porcelain manufacturing center, is located here. Porcelain is an important item for export.

The incumbent is often required to accompany visiting dignitaries with diplomatic status from our own and foreign countries, as well as personnel from higher headquarters, on inspection trips of the industrial facilities for such purposes as the determination of productive capacity, analysis of methods of production, and availability for reparations.

The following statistics on time consuming programs requiring the surveillance of economics officers are approximations intended to present a brief picture, by comparison, of the scope and responsibilities of the position of the economics officer in this team:

	Percent of Japan Total Aichi
Reparations Plants	8%
Reparations Shipments	15%
Imported Foods	3%
Petroleum Allocations	3%
Coal Allocations	1.5%
Freight Car Repairs	7%

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

WD FORM 1 MAY 46 74

(Continue statement of duties on reverse side)

DUTIES—CONTINUED

PERCENTAGE OF TIME ON EACH TASK

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

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

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

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

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

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

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

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

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

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

THE ABOVE DUTIES ARE APPROVED

Rex W. Beasley
Brigadier General, GSC

SIGNATURE OF OPERATING OFFICIAL

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Economics Officer CAF-12, or Major

POSITION AUDIT

DATE							
ANALYST							

WAR DEPARTMENT

POSITION DESCRIPTION

FIELD SERVICE

1. POSITION NO.

2. INSTALLATION

EIGHTH ARMY

5. TITLE Economics Specialist

6. SERVICE

7. SERIES

8. GRADE CAT 7

9. NO.

3. POSITION LOCATION

Toyama MG Team, APO 301

Economics Section

10. SIGNATURE OF ANALYST

11. DATE ALLOCATED

12. ADDITIONAL IDENTICAL TO THIS POSITION

4. (A) SUPERVISION RECEIVED, (B) SUPERVISION EXERCISED, (C) DUTIES OF POSITION

PERCENTAGE OF TIME ON EACH TASK

ASSISTANT CHIEF, MILITARY GOVERNMENT TEAM, ECONOMICS SECTION

Under the supervision of the Chief, Military Government Team Economics Section, incumbent is delegated the development and management of a special phase of the Economics program or may assist in the overall program using his own judgment and decision on routine matters, but referring major problems to his chief for decision. Control by the supervisor is maintained by periodic discussions or conferences by review of correspondence and reports prepared by incumbent, by frequent checks of his work and by making decision for him on major problems that arise. Operating responsibilities of the section include: Natural Resources, including agricultural production, distribution, organization and reform, Commerce and Trade, Manufacturing and Industry, and Labor.

(1) Assists the chief in preparing working plans from directives and authoritative material issued by higher headquarters; discusses material with supervisor and corresponding sections at higher headquarters to insure a clear complete understanding of the program and related problems.

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

(3) Conducts field trips to observe conditions and program progress throughout the area whenever directed by the supervisor. Exercises surveillance of and makes suggestions to government officials and Japanese citizens to assure compliance with SCAP and Japanese Government directives; investigates or initiates surveys when appropriate.

(Continue statement of duties on reverse side)

WD FORM 1 MAY 45 74

DUTIES—CONTINUED	PERCENTAGE OF TIME ON EACH TASK
(4) Obtains information for reports to higher headquarters. This includes conferences and inspections for special reports and preparation of report forms for recurring reports, both statistical and analytical. Submits activities report to chief of section.	
(5) Reports to chief of section unsatisfactory conditions which cannot be corrected by local action, with recommendations for report to higher headquarters.	
(6) Coordinates with other sections of the team through the chief of the section and assists the chief in assembling appropriate Japanese and member of the RG Team for study and solution of problems common to all.	

THE ABOVE DUTIES ARE APPROVED

REX W. BEASLEY
BRIG. GEN. USA

SIGNATURE OF OPERATING OFFICIAL

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Chief Economics Section - Major or CAF-11

POSITION AUDIT

DATE							
ANALYST							

0958—FEC Printing Plant—4/48—370M

Prefectural Economic Affairs

new 2 Dec 1948

Economics Section:

Under the general supervision of the Prefectural Military Government Team Commander, incumbent plans, organizes and administers the Economics program throughout the prefecture. Independent action and decision are permitted incumbent within the limitations of broad directives, regulations and policies established by higher authority. Technical supervision is provided by regional Economics personnel through periodic visits to subordinate prefectures, conferences with Prefectural officers and assistance and advice when necessary.

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

Operational scope of the Economics program includes many subjects pertaining to industry and labor, some of which are as follows:

Agriculture
Fisheries
Mining
Forestry
Petroleum
Elimination of Control Associations
Crop Collection
Food Distribution
Incentive Goods
Import-Export
Blackmarket
Fertilizer
Economics Investigation Board
Transportation
Electric Power
Construction
Public Works
Redistribution of Critical Materials
Stimulation of Critical Industries
Release of Installations
Reparations
Restricted Industrial Operations
Labor Procurement for Occupation Forces
Labor Relations
Wages and Working Conditions
Employment

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

Commander at conferences at higher headquarters and with Japanese officials, business men, farmers, labor representatives and groups of other citizens; delivers speeches on Economics matters to local groups and organizations. Intent and scope of speeches are indicated to supervisor but preview is not made before delivery. Initiates and supervises programs to be administered by the Japanese for improvement of Economic conditions.

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

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

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

Renders routine and special reports and correspondence as required.

CAF-11

Refer to:
Economics No. 4

POSITION DESCRIPTION

Eighth Army

Incumbent's Name

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

(Insert)

Duties and Responsibilities

CHIEF, ECONOMIC SECTION

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The above duties and responsibilities are approved.

Signature of Team Commander

Name, Grade or Rank of immediate supervisor.

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

R SMET

R DEPARTMENT

POSITION DESCRIPTION

FIELD SERVICE

1. POSITION No.

2. INSTALLATION

Eighth Army

5. TITLE

Chief, Economics Section

6. SERVICE | 7. SERIES | 8. GRADE 13 | 9. No.

10. SIGNATURE OF ANALYST

11. DATE ALLOCATED

3. POSITION LOCATION

Kanagawa Military Government Team

Economics Section

T/O Position: Chief, Economics Section

12. ADDITIONAL IDENTICAL TO THIS POSITION

4. (A) SUPERVISION RECEIVED, (B) SUPERVISION EXERCISED, (C) DUTIES OF POSITION

PERCENTAGE OF TIME ON EACH TASK

CHIEF, ECONOMICS SECTION

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

Kanagawa is designated as one of the seven major prefectures in Japan by Occupation Force classification and has a population of approximately two and a quarter million people. It is a great industrial and consuming area and contains the city of Yokohama, which is a class A fishing port and the principal port of entry to Japan for all import - export trade.

The incumbent is often required to accompany visiting dignitaries with diplomatic status from our own and foreign countries, as well as personnel from higher headquarters, on inspection trips of the industrial facilities for such purposes as the determination of productive capacity, analysis of methods of production and availability for reparations.

The following statistics on time consuming programs requiring the surveillance of economics officers are approximations intended to present a brief picture, by comparison, of the scope and responsibilities of the position of the economics officer in this team:

	Percent of Japan Total Kanagawa
Reparations Plants	7%
Reparations Shipments	20%
Imported Foods	4%
Petroleum Allocations	14%
Coal Allocations	3.4%
Freight Car Repairs	7%
Export Trade	30%
Import Trade	45%

The operational scope of the economics program includes: Manufacturing and Industry, Natural Resources, Commerce and Trade, including

(Continue statement of duties on reverse side)

DUTIES—CONTINUED

PERCENTAGE OF TIME ON EACH TASK

the import-export program, and labor to include labor management relations, the orderly development of labor organizations, and procurement of labor for the Occupation Forces.

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

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

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

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

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

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

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

THE ABOVE DUTIES ARE APPROVED

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

SIGNATURE OF OPERATING OFFICIAL

POSITION AUDIT

DATE							
ANALYST							

16—46293-2

WAR DEPARTMENT

POSITION DESCRIPTION

FIELD SERVICE

1. POSITION NO.

2. INSTALLATION

5. TITLE

6. SERVICE | 7. SERIES | 8. GRADE | 9. NO.

3. POSITION LOCATION

Kanagawa Military Government Team

10. SIGNATURE OF ANALYST

11. DATE ALLOCATED

12. ADDITIONAL IDENTICAL TO THIS POSITION

4. (A) SUPERVISION RECEIVED, (B) SUPERVISION EXERCISED, (C) DUTIES OF POSITION

PERCENTAGE OF TIME ON EACH TASK

CHIEF, ECONOMICS SECTION (Cont'd)

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

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

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

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

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

WD FORM 1 MAY 46 74

(Continue statement of duties on reverse side)

DUTIES—CONTINUED	PERCENTAGE OF TIME ON EACH TASK
7. Digests, analyzes and understands material delegated to subordinates for development; suggests extent and limitations of development and gives guidance as requested. Reviews correspondence and reports prepared in the section for signature of team commander and uses such information as a medium of control of the section.	
8. Reports to the team commander problems which are beyond local solution with recommendations and supporting statistics and/or data for report to higher headquarters.	
9. Initiates and supervises programs to be administered by the Japanese for improvement of economic conditions.	
10. Represents the section in coordinating work of section with lateral sections in the team.	
11. In coordination with the Civil Information Section Chief, aids in furnishing the civil information program as it applies to economic matters.	

THE ABOVE DUTIES ARE APPROVED

Rex W. Beasley
Brigadier General, GSC

SIGNATURE OF OPERATING OFFICIAL

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Senior Military Government Officer, Colonel

POSITION AUDIT

DATE							
ANALYST							

0958—FEC Printing Plant—4/48—370M

R DEPARTMENT

POSITION DESCRIPTION

FIELD SERVICE

1. POSITION NO.

2. INSTALLATION

Eighth Army

5. TITLE

Assistant Economics Officer

6. SERVICE | 7. SERIES | 8. GRADE | 9. NO.

10. SIGNATURE OF ANALYST

11. DATE ALLOCATED

3. POSITION LOCATION

Kanagawa Military Government Team

Economics Section

T/O Position: Asst. Economics Officer

12. ADDITIONAL IDENTICAL TO THIS POSITION

4. (A) SUPERVISION RECEIVED, (B) SUPERVISION EXERCISED, (C) DUTIES OF POSITION

PERCENTAGE OF TIME ON EACH TASK

PRINCIPAL ASSISTANT TO CHIEF, ECONOMICS SECTION

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

Kanagawa is designated as one of the seven major prefectures in Japan by Occupation Force classification and has a population of approximately two and a quarter million people. It is a great industrial and consuming area and contains the city of Yokohama, which is a class A fishing port and the principal port of entry to Japan for all import - export trade.

The incumbent is often required to accompany visiting dignitaries with diplomatic status from our own and foreign countries, as well as personnel from higher headquarters, on inspection trips of the industrial facilities for such purposes as the determination of productive capacity, analysis of methods of production, and availability for reparations.

The following statistics on time consuming programs requiring the surveillance of economics officers are approximations intended to present a brief picture, by comparison, of the scope and responsibilities of the position of the economics officer in this team:

	Percent of Japan Total Kanagawa
Reparations Plants	7%
Reparations Shipments	30%
Imported Foods	4%
Petroleum Allocations	14%
Coal Allocations	3.4%
Freight Car Repairs	7%
Export Trade	30%
Import Trade	45%

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

(Continue statement of duties on reverse side)

DUTIES—CONTINUED

PERCENTAGE OF TIME ON EACH TASK

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

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

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

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

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

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

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

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

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

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

THE ABOVE DUTIES ARE APPROVED

Rex W. Beasley
Brigadier General, GSC

SIGNATURE OF OPERATING OFFICIAL

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Economics Officer CAF-12, or Major

POSITION AUDIT

DATE							
ANALYST							

R DEPARTMENT

POSITION DESCRIPTION

FIELD SERVICE

1. POSITION NO.

2. INSTALLATION

Eighth Army

5. TITLE Chief, Economics Section

6. SERVICE | 7. SERIES | 8. GRADE 12 | 9. NO.

3. POSITION LOCATION

Osaka Military Government Team

Economics Section

T/O Position: Chief, Economics Section

10. SIGNATURE OF ANALYST

11. DATE ALLOCATED

12. ADDITIONAL IDENTICAL TO THIS POSITION

4. (A) SUPERVISION RECEIVED, (B) SUPERVISION EXERCISED, (C) DUTIES OF POSITION

PERCENTAGE OF TIME ON EACH TASK

CHIEF, ECONOMICS SECTION

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

Osaka is designated as one of the seven major prefectures in Japan by Occupation Force classification and has a population of approximately three and a third million people. It is the greatest industrial area in Japan and the second largest consuming area.

The incumbent is often required to accompany visiting dignitaries with diplomatic status from our own and foreign countries, as well as personnel from higher headquarters, on inspection trips of the industrial facilities for such purposes as the determination of productive capacity, analysis of methods of production and availability for reparations.

The following statistics on time consuming programs requiring the surveillance of economics officers are approximations intended to present a brief picture, by comparison, of the scope and responsibilities of the position of the economics officer in this team:

	Percent of Japan Total Osaka
Reparations Plants	11%
Reparations Shipments	20%
Imported Foods	5.5%
Petroleum Allocations	3%
Coal Allocations	3.5%
New Freight Car Construction	28%
Freight Car Repairs	15%

The operational scope of the economics program includes: Manufacturing and Industry, Natural Resources, Commerce and Trade, including the import-export program, and labor to include labor management relations, the orderly development of labor organizations, and procurement of labor for the Occupation Forces.

WD FORM 1 MAY 46 74

(Continue statement of duties on reverse side)

DUTIES—CONTINUED	PERCENTAGE OF TIME ON EACH TASK
Incumbent is responsible for organizational planning of the section, assignment of personnel, control and direction of phases of program delegated to subordinates, coordination of matters pertaining to the economy of the area and interrelated matters pertaining to economy of other areas or to the national economy.	
1. Prepares for approval of the team executive the weekly activities schedule of his section in accordance with the priorities program, participates personally therein and supervises execution.	
2. Makes personal field trips to gather facts, develop evidence or secure information on economic matters in the prefecture to check conformance to policies, procedures and requirements of higher headquarters, ascertain violations of directives, give advice and suggestions in field of activity in which his section is engaged.	
3. Programs in detail the work of his assistants including his NCO field assistants, outlining information to be gathered during field inspections and providing assistants with available information to disseminate, and such fact finding aids as questionnaires and check sheets.	
4. Keeps team commander informed on all matters pertaining to the section; acts as his consultant and advisor; assists in establishment of team operational policy.	
5. Represents the team commander at conferences at higher headquarters and at conferences with Japanese officials, business men, farmers, labor representatives and groups of other citizens; delivers speeches on economic matters to local groups and organizations. Intent and scope of speeches are indicated to supervisor but preview is not made before delivery.	
6. Meets, furnishes information and orientation, arranges itineraries, and accompanies important visitors on trips throughout prefecture. Included are high governmental officials of the United States or other allied countries, consultants, etc.	
7. Digests, analyzes and understands material delegated to subordinates for development; suggests extent and limitation of development and gives guidance as requested. Reviews correspondence and reports prepared in the section for signature of team commander and uses such information as a medium of control of the section.	

THE ABOVE DUTIES ARE APPROVED

SIGNATURE OF OPERATING OFFICIAL

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

POSITION AUDIT

DATE						
ANALYST						

0958—FEC Printing Plant—4/18—370M

WAR DEPARTMENT

POSITION DESCRIPTION

FIELD SERVICE

1. POSITION NO.

2. INSTALLATION

5. TITLE

6. SERVICE | 7. SERIES | 8. GRADE | 9. NO.

3. POSITION LOCATION

Osaka Military Government Team

10. SIGNATURE OF ANALYST

11. DATE ALLOCATED

12. ADDITIONAL IDENTICAL TO THIS POSITION

4. (A) SUPERVISION RECEIVED, (B) SUPERVISION EXERCISED, (C) DUTIES OF POSITION

PERCENTAGE OF TIME ON EACH TASK

CHIEF, ECONOMICS SECTION (Cont'd)

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

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

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

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

WD FORM 1 MAY 45 74

(Continue statement of duties on reverse side)

DUTIES—CONTINUED

PERCENTAGE OF TIME ON EACH TASK

THE ABOVE DUTIES ARE APPROVED

Rex W. Beasley
Brigadier General, GSC

SIGNATURE OF OPERATING OFFICIAL

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Senior Military Government Officer, Colonel

POSITION AUDIT

DATE							
ANALYST							

0958—FEC Printing Plant—4/48—370M

Tokyo MGT

WAR DEPARTMENT

POSITION DESCRIPTION

FIELD SERVICE

1. POSITION NO.

2. INSTALLATION: Eighth Army

5. TITLE: Chief, Economics Section

6. SERVICE | 7. SERIES | 8. GRADE: 12 | 9. NO.

3. POSITION LOCATION

Tokyo Military Government Team

Economics Section

T/O Position: Chief, Economics Section

10. SIGNATURE OF ANALYST

11. DATE ALLOCATED

12. ADDITIONAL IDENTICAL TO THIS POSITION

4. (A) SUPERVISION RECEIVED, (B) SUPERVISION EXERCISED, (C) DUTIES OF POSITION

PERCENTAGE OF TIME ON EACH TASK

CHIEF, ECONOMICS SECTION

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

Tokyo-to is designated as one of the seven major prefectures in Japan by Occupation Force classification and has a population of close to five million people. It is the greatest consuming area in Japan and is the second greatest industrial area as well as the seat of the Japanese Government.

The incumbent is often required to accompany visiting dignitaries with diplomatic status from our own and foreign countries, as well as personnel from higher headquarters, on inspection trips of the industrial facilities for such purposes as the determination of productive capacity, analysis of methods of production and availability for reparations.

The following statistics on time consuming programs requiring the surveillance of economics officers are approximations intended to present a brief picture, by comparison, of the scope and responsibilities of the position of the economics officer in this team:

	Percent of Japan Total Tokyo
Reparations Plants	13%
Reparations Shipments	20%
Imported Foods	8%
Petroleum Allocations	47%
Coal Allocations	5%
New Freight Car Construction	14%
Freight Car Repairs	5%

The operational scope of the economics program includes: Manufacturing and Industry, natural resources, commerce and trade, including

(Continue statement of duties on reverse side)

DUTIES—CONTINUED	PERCENTAGE OF TIME ON EACH TASK
the import-export program, and labor to include labor management relations, the orderly development of labor organizations, and procurement of labor for the Occupation Force. Incumbent is responsible for organizational planning of the section, assignment of personnel, control and direction of phases of program delegated to subordinates, coordination of matters pertaining to the economy of the area and interrelated matters pertaining to economy of other areas or to the national economy. 1. Prepares for approval of the team executive the weekly activities schedule of his section in accordance with the priorities program, participates personally therein and supervises execution. 2. Makes personal field trips to gather facts, develop evidence or secure information on economic matters in the prefecture to check conformance to policies, procedures and requirements of higher headquarters, ascertain violations of directives, give advice and suggestions in field of activity in which his section is engaged. 3. Programs in detail the work of his assistants including his ECO field assistants, outlining information to be gathered during field inspections and providing assistants with available information to disseminate, and such fact finding aids as questionnaires and check sheets. 4. Keeps team commander informed on all matters pertaining to the section; acts as his consultant and advisor; assists in establishment of team operational policy. 5. Represents the team commander at conferences at higher headquarters and at conferences with Japanese officials, business men, farmers, labor representatives and groups of other citizens; delivers speeches on economic matters to local groups and organizations. Intent and scope of speeches are indicated to supervisor but preview is not made before delivery. 6. Meets, furnishes information and orientation, arranges itineraries, and accompanies important visitors on trips throughout prefecture. Included are high governmental officials of the United States or other allied countries, consultants, etc.	

THE ABOVE DUTIES ARE APPROVED

SIGNATURE OF OPERATING OFFICIAL

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

POSITION AUDIT

DATE							
ANALYST							

0958—FEC Printing Plant—4/48—370M

AR DEPARTMENT

POSITION DESCRIPTION

FIELD SERVICE

1. POSITION No.

2. INSTALLATION

5. TITLE

6. SERVICE | 7. SERIES | 8. GRADE | 9. No.

3. POSITION LOCATION

Tokyo Military Government Team

10. SIGNATURE OF ANALYST

11. DATE ALLOCATED

12. ADDITIONAL IDENTICAL TO THIS POSITION

4. DUTIES AND RESPONSIBILITIES

PERCENTAGE OF TIME ON EACH TASK

CHIEF, ECONOMICS SECTION (Cont'd)

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

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

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

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

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

WD FORM 1 JUN 45 74

(Continue statement of duties on reverse side)

16—45383-1

DUTIES AND RESPONSIBILITIES—*Continued*	PERCENTAGE OF TIME ON EACH TASK

The above duties and responsibilites are approved.

Rex W. Beasley
Brigadier General, GSC

(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Senior Military Government Officer, Colonel

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

POSITION AUDIT

DATE							
ANALYST							

16—45363-1 U. S. GOVERNMENT PRINTING OFFICE

R DEPARTMENT

POSITION DESCRIPTION
FIELD SERVICE

1. POSITION NO.

2. INSTALLATION

Eighth Army

5. TITLE Assistant Economics Officer

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

10. SIGNATURE OF ANALYST

11. DATE ALLOCATED

3. POSITION LOCATION

Tokyo Military Government Team

Economics Section

T/O Position: Asst. Economics Officer

12. ADDITIONAL IDENTICAL TO THIS POSITION

4. (A) SUPERVISION RECEIVED, (B) SUPERVISION EXERCISED, (C) DUTIES OF POSITION

PERCENTAGE OF TIME ON EACH TASK

PRINCIPAL ASSISTANT TO CHIEF, ECONOMICS SECTION

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

Tokyo-to is designated as one of the seven major prefectures in Japan by Occupational Force classification and has a population of close to five million people. It is the greatest consuming area in Japan and is the second greatest industrial area as well as the seat of the Japanese Government.

The incumbent is often required to accompany visiting dignitaries with diplomatic status from our own and foreign countries, as well as personnel from higher headquarters, on inspection trips of the industrial facilities for such purposes as the determination of productive capacity, analysis of methods of production, and availability for reparations.

The following statistics on time consuming programs requiring the surveillance of economics officers are approximations intended to present a brief picture, by comparison, of the scope and responsibilities of the position of the economics officer in this team:

	Percent of Japan Total Tokyo
Reparations Plants	13%
Reparations Shipments	20%
Imported Foods	8%
Petroleum Allocations	47%
Coal Allocations	5%
New Freight Car Construction	14%
Freight Car Repairs	5%

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

(Continue statement of duties on reverse side)