

Hq Eighth Army, Cir 14

janitors and analogous positions will not be considered subject to this specific restriction. However, such persons will be individually screened and final determination of their status with respect to employment will rest with the clearing authority.

c. Citizens of the United States or allied countries will be investigated if they are to hold positions of trust and regardless of position, if there is any question as to their loyalty. Disclosure of derogatory information regarding the individual's character, integrity, veracity or discretion will preclude employment in a position of trust, and derogatory information regarding the individual's loyalty will preclude employment in any position.

d. Investigations of foreign national personnel will not be considered closed in any case until a check has been made by local Counter Intelligence Corps of the records of General Headquarters, Far East Command and a final determination made by the local military government team labor office on the basis of the investigation made by the Provost Marshal and the Counter Intelligence Corps.

e. Records of all personnel currently employed will be reviewed by the local military government labor office and action will be taken by this headquarters to separate disqualified personnel from the foreign national payroll where such action is recommended by the military government team. Personnel whose status is in doubt, under the terms of paragraph 3b above, will not be employed as foreign nationals.

f. Procedure for initiating security clearance will be outlined below:

- (1) Request for security clearance will be initiated through the local military government labor office by Civilian Personnel Section, this headquarters, upon application for employment. Where employment can be expedited, the unit desiring to employ an individual may request clearance through the local military government labor office prior to submission of application to Civilian Personnel Section, this headquarters. Request for security clearance will indicate whether employment will be in a position of trust.
- (2) Four copies of DA Form 79, Personal History Statement, will be prepared. One copy will be retained by Civilian Personnel Section, this headquarters, and three copies, accompanied by four pictures of the individual, will be sent to the local military government labor office for the use of the investigating organizations. An Identification Card, "US Army Forces. Authority for Employment" (now in use), indicating satisfactory completion of security check, will be issued the individual by the local Provost Marshal and countersigned by the local Counter Intelligence Corps. A temporary clearance may be issued following preliminary records check except where employment will be in a position of trust. For personnel outside the Yokohama-Tokyo area being processed by aml, a state-



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ment from the local military government labor office in lieu of the identification card to prevent possible loss. Foreign Nationals being processed in person will present their identification card to Civilian Personnel Section, this headquarters, will be notified of final results of investigation and determination of employability by the local military government labor office. For employment in a position of trust, an individual will be required to pass a complete investigation prior to employment.

g. Return of identification cards to the issuing agency upon termination of employment will be the responsibility of the unit employing the individual.

## 5. Position Actions.

a. The establishment of positions for an employment of foreign nationals will be limited to personnel whose technical or special qualifications are essential to the achievement of the objectives of the Occupation Forces and those employed in administrative capacities for which personnel cannot be provided directly by the Japanese Government, through labor requisitions. Foreign National personnel will not be employed under the provisions of this circular to perform services which normally can be furnished by the Japanese Government for the operation of facilities of all types e.g., billets, messes and dependent housing.

b. Using units will take action without delay, to separate personnel employed contrary to policy as outlined in paragraph a above.

c. Positions will be established by the preparation in quadruplicate of DA Form 74, Position Description, giving detailed description of the position duties and DA AGO Form 72, Personnel Action Request, in duplicate requesting establishment of the position. Complete justification of the request, including a statement that satisfactory personnel cannot be procured through the Japanese Government, and organizational charts will accompany the above forms. Approval for the establishment of positions will be requested through command channels to this headquarters, (attention CPS), or other staff sections concerned (see paragraph 7) for information and recommendation prior to submission to Civilian Personnel Section. Intermediate commands will indicate approval or disapproval. DA Form 74's will be garded by Civilian Personnel Section, this headquarters, in accordance with methods and standards applicable to Department of the Army Civilian positions except that separate pay rates will apply.

d. Reclassification of positions will require submission of new DA Form 74's, describing new or changes duties, and DA AGO Form 72's, requesting reclassifications.

e. Establishment of positions for personnel presently employed but not reported to Civilian Personnel Section, this headquarters, will be accomplished immediately in accordance with the provisions of paragraph 5c above. Date incumbant was originally employed on the foreign national payroll by



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the using unit will be stated in the letter of transmittal.

6. Personnel Actions.

a. All appointments, promotions, payroll preparations and separations of Foreign nationals will be effected by this headquarters in the same manner as for Department of the Army civilian personnel will be used for foreign nations personnel, each form or record clearly stamped "Foreign National". FEC AGO Form No. 83, Report of Personnel Action for Foreign Nationals (inclosure 1) will be used in lieu of DA Standard Form 50, Notification of Personnel Action.

b. All personnel actions (appointments, promotions, resignations, separations, pay adjustments, etc.) will be requested on DA AGO Form 72 (single copy). Qualifications of the individual for appointment, promotion, etc., will be approved by this headquarters prior to completion of the action. The same qualification standards that are used for Department of the Army civilian personnel will be used in the appointment, promotion, and reassignment of foreign nationals. Individuals should not be recommended for appointment or promotion unless it is believed they are fully qualified to fill the position.

c. Processing of personnel will be accomplished as follows:

- (1) To fill an existing vacancy with a specific individual, the using unit will submit the following forms to this headquarters.
  - (a) Application for Federal Employment, DA Standard Form 57, 1 copy
  - (b) Personal History Statement, DA Form 79, 4 copies.
  - (c) Report of Physical Examination, DA AGO Form 63, 1 copy.
  - (d) Personnel Action Request, DA Form 72, 1 copy.
- (3) Military government labor office statement of satisfactory security clearance, if completed, may be substituted for three copies of DA Form 79.
- (2) Processing will be completed by Civilian Personnel Section, this headquarters, and proper forms returned to the individual through the using unit along with DA Form 80, Employee Record Card, which will be maintained by the employing unit or locally designated administrative officer except when records are maintained centrally by a staff section of this headquarters, (see paragraph 7). Personnel in the Yokohama-Tokyo area will report to Civilian Personnel Section, this headquarters, for processing. Processing of personnel outside the Yokohama-Tokyo area may be accomplished by mail by submitting four copies of FEC AGO Form 84, Request for Subsistence, (inclosure 2) with the above forms.



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d. If a specific individual is not requested for a position, DA AGO Form 72 only will be submitted. Upon request, the local military government labor office will furnish Civilian Personnel Section, this headquarters, or prospective using units, available applications or applicants for specific positions. Final determination of the individual's qualification for the position will be the responsibility of Civilian Personnel Section, this headquarters, such determination to be based on personal interview and/or information furnished on DA Standard Form 57, Application for Federal Employment. However, applicants will be referred to unit requesting employment for interview and recommendation where ever possible.

e. Actions requested in 5c and 6c above, may be requested concurrently in the duplicate copies of DA AGO Form 72 (see paragraph 5c). Personnel reporting to Civilian Personnel Section, this headquarters, for processing will not report until the unit requesting employment has been notified of the position title, grade and number. Personnel outside the Yokohama-Tokyo area need not report in person (see paragraph 6c (2) above).

f. Foreign national personnel being discharged will be given written notice two weeks prior to the effective date of separation, except where discharge is for failure to pass satisfactory security check, in which event, discharge will be on the date specified by the local Military government labor office. Immediate separation may be effected locally by using commander in the case of serious offenses which would be detrimental to the interests of the Occupation Forces or injurious to the employee, his fellow workers or the general public. Requests for discharge of employees will be submitted to Civilian Personnel Section, this headquarters, on DA AGO Form 72 (single copy) and will include the effective date desired and under "Remarks," the reason for the request for discharge. The formal discharge notice to the employee will be issued by Civilian Personnel Section, this headquarters. In the case of serious offenses as described above, immediate separation will be made locally with DA AGO Form 72 notification, including reason for the action taken, forwarded to Civilian Personnel Section, this headquarters, without delay.

#### 7. Subsistence.

a. When determined by local military government teams that indigenous food and/or eating places are not readily accessible, foreign nationals may be subsisted by the Occupation Forces. Local military government teams will submit to Civilian Personnel Section, Headquarters, a list of employment areas within their jurisdiction in which subsistence by the Occupation Forces will be necessary. Local military government teams will review FEC AGO Form 83's (see paragraph 9] on personal currently employed and notify Civilian Personnel Section, this headquarters, of any changes in subsistence status required to conform to above policy.

b. The following two pay scales (see inclosure 3) have been established for foreign nationals:

- (1) Schedule A: For foreign nationals subsisted by the Occupation Forces.



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Employment on Schedule "A" will be elective in those areas where subsistence by the Occupation Forces is authorized. Personnel electing Schedule "A" will be informed at the time FEC AGO Form 84 is completed of the cancellation of their personal ration of Japanese food.

(2) Schedule B: For foreign nationals not subsisted by the Occupation Forces.

c. Foreign nationals receiving subsistence from the Army will be offered full subsistence only, i.e. three (3) meals per day, thirty (30) days per month consumed in an organized mess, and credit will not accrue to the employee for occasional meals not consumed.

d. At the time of processing foreign nationals authorized to choose subsistence by the Occupation Forces will complete FEC AGO Form 84, Request for Subsistence (inclosure 2) indicating the schedule on which they wish to be employed. Personnel electing Schedule "A" will be issued a Mess Authorization Card at that time by Civilian Personnel Section, this headquarters. This card will be the only official authorization for subsistence and will not be transferable. Mess Authorization Cards for personnel being processed by mail will be forwarded with official notification of employment to the employing unit for distribution to the individual. Operators of messes will maintain close local supervision of the use of foreign national mess authorization cards. Employing units will be responsible for return of mess authorization cards to Civilian Personnel Section, this headquarters, with DA AGO Form 72 requesting termination of employment.

e. Where local conditions make it advisable, arrangements will be made by the employing unit with the operators of foreign national messes to have individual mess authorization cards honored in more than one mess, e.g., foreign national living in Kobe but employed in Osaka.

f. Foreign national mess authorization cards will be honored in other than the local foreign national mess, only as indicated in 8e above or when accompanied by official travel orders or competent travel authority, which states that the individual is subsisted by the Occupation Forces. Where there is no foreign national mess available, mess authorization cards of foreign national employees on official travel will be honored by available Army messes.

g. Mess authorization cards of foreign national performing official travel for the Occupation Forces will be honored by military railway dining cars, provided authority for travel states that the individual is subsisted by the Occupation Forces.

h. Changes from pay Schedule "A" to Schedule "B" or from "B" to "A" will be made only at the beginning of a pay period. Four completed copies of FEC AGO Form 84 and DA AGO Form 72, requesting pay adjustment, will accompany time reports for the month preceding that in which the change is to be effective. Change from Schedule "A" to Schedule "B" will not be



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accomplished unless mess authorization card accompanies the FEC AGO Form 84 and DA AGO Form 72 with the time report.

i. Foreign national mess authorization cards which have been lost or destroyed will be replaced only upon the request of the employing unit accompanied by a sworn statement from the foreign national concerned giving the circumstances through which the card was lost. The employing unit will notify the local Provost Marshal and the mess officer of the loss.

8. Subsistence Report.

Local military government labor offices will furnish the Japanese Government each month a current list of foreign nationals who are subsisted by the Occupation Forces in order to avoid additional issuances of the Japanese food ration. One copy of FEC AGO Form 83 on all personnel actions will be transmitted by Civilian Personnel Section, this headquarters, to the local military government team for use in preparation of the report.

9. Reimbursement for Meals.

Army Exchange Service and quasi-official organizations, e.g. American Red Cross, will reimburse the Department of the Army on a United States dollar basis at the rate of forty (40) cents per meal for meals furnished foreign nationals in their employ. Reimbursement will be made to the appropriate local disbursing officer on Standard Form 1044 at the time the monthly payroll is submitted.

10. Pay Scales.

a. Within grade advancements will be made as follows:

(1) New appointments will be made at Step 1 of the appropriate pay grade and schedule in all cases. Advancement to the pay steps within the appropriate pay grade will be made automatically by Civilian Personnel Section, this headquarters, upon completion of the following periods of satisfactory service.

Period of Satisfactory Service

Within Grade Advancement

3 months

Step I to Step II

6 months

Step II to Step III

6 months

Step III to Step IV

6 months

Step IV to Step V

(2) The FEC AGO Form 83, Notification of Personnel Action, for Periodic advancements will be forwarded to the employee through the employing unit for information and concurrence that conduct and services have been satisfactory, in the same manner



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as for Department of the Army civilian employee periodic pay increases. If the operating official does not concur, he will write "Cancel" across the face of the Form 83, enter the reason for the action under 83, enter the reason for the action under "Remarks", sign his name and title, and return the form to Civilian Personnel Section, this headquarters, as soon as practicable and in any case not to exceed ten days from receipt of the FEC AGO Form 83,

b. Employees may be rewarded for superior performance of duties by a one step promotion within the pay grade upon the recommendation of the operating official, without regard to the time spent on the job.

c. Area differentials have been established to compensate for the higher cost of living in heavily populated areas.

(1) Area differentials are authorized as follows:

Area A - Six (6) largest cities - Tokyo, Osaka, Kyoto, Nagoya, Yokohama, Kobe .....20% of base pay

Area B - Cities with population in excess of 100,000 people .....10% of base pay

Area C - Cities, towns, and villages with a population of less than 100,000 people .....No differential

(2) The duty station will determine eligibility for the area differential.

d. Deductions will not be made from foreign national payrolls for social insurance or taxes which may be required by Japanese legislation. However, this does not exempt foreign national employees from any legal obligations which they may have under Japanese law.

e. The pay schedules as shown in this circular have been established for the payment of foreign nationals employed by the Occupation Forces in Japan. The granting of higher rates for listed grades or of special wage supplements in the form of extra pay, clothing, or other material considerations is prohibited.

11. Hours, Overtime and Holiday Pay.

a. The standard work week for foreign national employees will be forty (40) hours, and hours of work will coincide with those of the employing unit wherever possible.

b. Irregular or occasional overtime duty required of foreign nationals will be compensated for at the rate of time and one-half or compensatory time off may be granted in lieu of paid overtime.



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c. Effective 1 November 1947, regularly scheduled weekly tours of duty for foreign nationals in excess of forty (40) hours require prior approval of this headquarters.

d. Foreign national employees required to work a regularly scheduled tour of duty, a part or all of which falls between 1800 and 0600 the following morning, will receive a night differential equal to ten (10) percent of the regular hourly rate. Only those hours falling between 1800 and 0600 will be payable at night differential rates.

e. Foreign nationals employed by the Occupation Forces will be accorded the same privileges as Department of the Army civilians with respect to pay and excused absence on legal American holidays; that is, they will receive straight time rates if prevented from working on a legal holiday falling within the basic forty hour work week and will receive double time for the regularly scheduled hours of work (not to exceed eight hours) performed on a legal holiday falling within the basic forty-hour work week.

## 12. Time Reports and Payrolls.

a. Time reports will be submitted on Form 8 OCP 1 for a calendar month and will bear the same payroll number assigned to Department of the Army Civilians time reports if applicable. Time reports will be sent direct to Civilian Personnel Section, this headquarters, not later than the first working day of the month following that for which the report is submitted.

b. Foreign nationals being repatriated or reinstates United States citizens returning to the Zone of Interior will be instructed to hand carry final reports to the payroll division, Civilian Personnel Section, this headquarters, at least eight (8) working hours prior to the time of departure in order that final salary payments may be made. Personnel leaving from a port other than Yokohama should allow sufficient additional time for hand carrying or for normal mail service to complete final pay.

c. The paying Finance Officer will transfer receipted payrolls as cash to the Finance Officer, 240th Finance Disbursing Section, APO 500, who will be reimbursed by the Funding Officer, Office of the Fiscal Director, General Headquarters, Far East Command, APO 500, for the net amount of the payroll.

## 13. Leave and Compensation;

a. Foreign nationals will accrue annual leave at the rate of two (2) days for each month of service, and sick leave at the rate of one (1) day for each month of service. Any non-pay period of a fractional day or more will not constitute a break in the month of service for leave accrual purposes for foreign nationals, however, when absence in a non-pay status totals eighty-five (85) hours, leave credits will be reduced one (1) day of annual leave and one-half ( $\frac{1}{2}$ ) day of sick leave. Any authorized absence for which the individual does not have accrued leave, will result in loss of pay. Leave may be taken consistent with locally established policy and will be in



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accordance with procedures outlined in War Department Civilian Personnel Regulations 75, 26 March 1947 as amended by Changes 1, 2 July 1947. Leave both annual and sick, taken during the period of employment will accumulate from month to month, up to a maximum of sixty (60) days each. Payment will be made for all unused, accumulated and accrued annual leave to the employee's credit at the time of separation. Leave, annual or sick, will not be advanced to foreign national employees.

b. Compensation claims will be processed in accordance with regulations issued by General Headquarters, Far East Command, (see reference 1a (4) above).

14. Travel.

a. Reimbursement for official travel will be made as follows:

- (1) Foreign nationals ordered by the Occupation Forces to perform official travel will be reimbursed, provided:
  - (a) Expenses incident to such travel have actually been borne by the individual/
  - (b) Expenses are supported by adequate receipts not exceeding the price ceilings established by the Japanese Government, and
  - (c) Authorization for traveling expenses is contained in the order.
- (2) Reimbursement will be at the following rates:
  - (a) Employees in Pay Grade 14 and below.  
Third class fare, daily subsistence allowance of not to exceed 50 yen for each night.
  - (b) Employees in Pay Grade 15 and above.  
Second class fare, daily subsistence allowance of not to exceed 150 yen, and hotel expenses not to exceed 50 yen for each night.
  - (c) The certifying officer will prepare FEC AGO Form 85, Travel and Per Diem Voucher (inclosure 4) in duplicate, supported by receipts for all expenditures and a copy of the travel order. This voucher will be forwarded to the finance officer who regularly pays the employee and who will make yen payment in cash or by check to the individual, mailing the check to the employee's organization.

b. Foreign national employees are authorized to use military cars and sleeping accommodations on trains when performing official travel for the Occupation Forces, provided the use of such accommodations is specifically



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stated in the order authorizing the travel.

15. Miscellaneous.

a. Proselyting of employees between sections, units, organizations or agencies operating under the auspices of the Army, is prohibited. Transfer of foreign nationals will be effected through Civilian Personnel Section, this headquarters, only, for personnel administered and paid through Civilian Personnel Section, this headquarters. Such transfers will require a release from the employing unit on DA AGO Form 72 before transfer can be effected. Agencies operating under the auspices of the Army but administering their own personnel will obtain a release from the employing agency (Civilian Personnel Section, this headquarters, or any other agency operating under the auspices of the Army), prior to accepting a foreign national for employment. Individuals leaving the employment of a military establishment or agency operating under the auspices of the Army, without authorization, will not be employed by any military establishment or agency for a period of six (6) months.

b. Prior to employment, linguists will be tested for language qualifications. Application for tests will be made through Civilian Personnel Section, this headquarters, to the Commanding Officer, Translator and Interpreter Service, APO 500.

c. Retroactive pay based on Schedule "B", is authorized from 1 April 1947 to 31 August 1947 for all currently employed foreign nationals, regardless of subsistence status during that period. Reimbursement for back pay due will be made by the employing unit in accordance with procedures authorized prior to 1 September 1947.

(AG 230.145) (CP)



### III FOREIGN NATIONALS:(BLH)

The following is an extract of a 4th Indorsement from Hqs 441st CIC Det, GHQ, FEC, (PO 500, dtd 28 March 1949, to basic communication, subject: "Security Clearance for Foreign Nationals". This statement of policy may be of value to you when processing future applications for Foreign National employment.

"2. Reference is made to Eighth Army Circular 14, Sect I, paragraph 3b, sub-paragraph (2)(a),(b), and (c).

3. Many Nisei Americans, particularly among those who were repatriated from Tule Lake Segregation Center, Newell, California, and Crystal City Internment Center, Texas, and who were more than 18 years of age at the time of repatriation, are known to have either renounced their United States citizenship, requested repatriation prior to termination of hostilities, or to have been forcibly repatriated to Japan by the United States Government for security reasons or for expressions of acts prejudicial to the Allied war effort. Attention is invited to the fact that these are the same prime reasons why such individuals are not documented by the American Consuls in Japan as United States citizens.

4. Information of the above nature, while available to intelligence agencies in the Zone of Interior, is generally not available in this theater. Consequently, it is difficult to prove or disprove locally whether these individuals definitely fall within the categories given. It is felt, therefore, that all employing agencies of the Occupation Forces should assume that these individuals fall in the categories of sub-paragraph cited above, unless proved otherwise, and that, if employed, this employment should be as Japanese Nationals until full documentation has been obtained that they are American citizens. Evidence of such documentation generally takes the form of a certificate of identity issued by a local American Consul. Exception should be made only on those persons who were under 18 years of age at the time of their repatriation to Japan, because they are generally considered to have retained their United States citizenship and are usually so documented by the United States Consuls here."

### IV ADMINISTRATION (EHS)

#### 1. Assignment of Officers and Warrant Officers:

(Kagoshima, Oita, Kumamoto, Saga and Miyazaki only.)  
Your attention is invited to Sect 9, Weekly Directive 31, Eighth Army, current series and T/D 301-1225, Eighth Army, 48. An example would be in the case of an officer, he would be assigned primary duty as Detachment Commander with additional duties as Adjutant.

FOR THE COMMANDING OFFICER:

#### DISTRIBUTION:

2-CO, I Corps MG Sec.  
4-CO, 24th Inf Div  
1-Ea MG Team  
1-Tokai-Hokuriku MG Reg  
1-Sgt Major

*Charles F. Lawson*  
CHARLES F. LAWSON  
Capt TC  
Acting Adjutant



# Personnel

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

APO 24 Unit 5  
20 April 1949

INFORMATION BULLETIN)  
NUMBER 15)

## I REPORTS (JDT)

### 1. Reports due week ending 23 April 1949:

#### Weekly:

- a. Persons Placed in Restraint (Y-04) 3 copies 18 Apr  
(MF 8th Army, AG-YW 250.3, 1 June 48: Neg Rpts Not Req)
- b. Port Quarantine (PG-10) 1 copy 19 Apr  
(NMGT, KNIGT, FNIGT only: OD 32, 8th Army 47)
- c. Statistical Health (MED-11) Info Copy 19 Apr  
(NMGT, KNIGT only: AR 40-1025: Cir 64, GHQ, FEC 47:  
Restricted)
- d. Deadline Vehicles 1 copy 20 Apr  
(Mtr Vehicles Memo 1, KSIG, Feb 47)

#### Monthly:

- a. Status of Weapons & Ammo (O-4) 3 copies 17 Apr  
(Cir 7, 8th Army 48: Memo 42, 24th Div, 12 Aug 48: Memo  
17, I Corps, 27 July 48: RESTRICTED)
- b. Team Training Schedule 1 copy 20 Apr  
(Training Directive #1, I Corps, May 47)
- c. TI & E Report (TI&E-01(R-1)) 1 copy 23 Apr  
(Memo 14, I Corps 48: Cir 178, 8th Army 47)

### 2. Reports due week ending 30 April 1949:

#### Weekly:

- a. Persons Placed in Restraint (Y-04) 3 copies 25 Apr  
(MF 8th Army, AG-YW 250.3, 1 June 48: Neg Rept Not Req)
- b. Port Quarantine (PG-10) 1 copy 26 Apr  
(NMGT, KNIGT, FNIGT only: OD 32, 8th Army 47)
- c. Statistical Health (MED-11) Info Copy 26 Apr  
(NMGT, KNIGT only: AR 40-1025: Cir 64, GHQ, FEC 47:RESTRICT)



- d. Deadline Vehicles (Mtr Vehicles Memo #1, KSIG, Feb 47) 1 copy 27 Apr

Monthly:

- a. Court Martial Activities Report (QJA-01(R-1) 29 Apr  
(Ltr IG 250.4, I Corps, 9 Nov 48) 2 copies
- b. Provost Court Report (QLS-01) Info Copy 29 Apr  
(OD 33, 33/1, 8th Army 48)
- c. Status of Sedans & Buses (O-8(R-1) 3 copies 30 Apr  
(Cir 162, 8th Army 47)

II SUPPLY (SDB)

1. Publications:

- a. WD AGO Form 17 will be used in the submission of requisition for WD Publications and Blank Forms, complying with instruction for preparation as shown on back of form.
- b. Regular monthly requisitions will be submitted by telex to reach this headquarters no later than the 5th of each month. Stocks not available at this headquarters will be placed on back order. When back ordered items are received from I Corps, shipment will be made to units without further request.
- c. Civilian Personnel forms will be requisitioned in this manner.
- d. Unit stock level should be based on maintaining an estimated 30 day supply. The future needs of each WD blank form should be anticipated so as to have in stock the form when necessary.
- e. Telephone requests to this headquarters for blank forms should be kept to a minimum.

III AUTOMOBILE INFO: (CFL)

General Motors Corp has opened a Tokyo office where orders for General Motors cars may be placed, with delivery in the States: Factory (Detroit) Oakland, or New York. The address -

General Motors Corps.  
No. 1 Chome 35 Shibaura, Minatoku  
Tokyo (near main Coca Cola Bldg plant)

Price list and further details to be furnished later. Phone number of GM in Tokyo - 45-0769 or 45-0937. Deposit on cars \$300 on Chevrolets. \$400 all others except Cadillac, \$500 on "Cads".



GENERAL HEADQUARTERS  
SUPREME COMMANDER FOR THE ALLIED POWERS

AG 230 (13 Aug 47) GA

APO 500  
13 August 1947

SUBJECT: Administration of Foreign Nationals

TO : Commanding General, Eighth Army, APO 343  
Commanding General, Far East Air Forces, United States Army,  
APO 925  
Commander, United States Naval Forces, Far East, FPE Navy 3923  
Commanding General, Headquarters and Service Group, General  
Headquarters, Far East Command, APO 500

1. a. Rescission. So much of paragraph 3, Letter, AG 248 ISS/FI, General Headquarters, Supreme Commander for the Allied Powers, subject, "Payment of Japanese and Foreign Nationals Employed by the Occupation Forces," 5 April 1946, as pertains to foreign nationals, is rescinded.

b. References:

- (1) War Department Civilian Personnel Regulations 75, 26 March 1947, as amended by Changes 1, 2 July 1947.
- (2) Circular 74, General Headquarters, Far East Command, 26 June 1947.
- (3) Letter, AG 230 CIS, General Headquarters, Supreme Commander for the Allied Powers, subject, "Security Clearance and Employment Restrictions of Civilian Personnel," 27 November 1945.
- (4) Radio CX 63528, General Headquarters, Supreme Commander for the Allied Powers, 30 July 1946.

2. General. a. The provisions of this letter will govern the administration of foreign nationals employed by the occupation forces in Japan and paid from occupation yen accounts. It does not cover Japanese nationals or labor provided by the Japanese Government to meet procurement or labor demands of the occupation forces.

b. Effective 1 September 1947, all appointments, promotions, payroll preparations, and separations of foreign nationals as defined in paragraph 3b, will be effected by the appropriate civilian personnel office in the same manner as for United States citizen civilian employees. Using units will forward all records of currently employed foreign nationals to appropriate civilian personnel office. All forms and records (except War Department or Standard Form 50) currently used in the administration of United States citizen civilian personnel will be used in carrying out the provision of this letter, each form or record properly identified by note thereon as "Foreign National." FTC AGO Form No. 33, "Notification of Personnel Action for Foreign Nationals" (inclosure 1), will be used in lieu of War Department or Standard Form 50.



GENERAL HEADQUARTERS  
SUPREME COMMANDER FOR THE ALLIED POWERS

AG 230 (13 Aug 47) GA

APO 500  
13 August 1947

SUBJECT: Administration of Foreign Nationals

TO : Commanding General, Eighth Army, APO 343  
Commanding General, Far East Air Forces, United States Army,  
APO 925  
Commander, United States Naval Forces, Far East, FPE Navy 3923  
Commanding General, Headquarters and Service Group, General  
Headquarters, Far East Command, APO 500

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3. Definition of Foreign Nationals.

a. The term "Foreign Nationals" will include:

- (1) Citizens of Allied or neutral nations, and nationals of liberated areas who were in the occupation area during the period of hostilities.
- (2) A person of Japanese ancestry who claims citizenship of a country other than Japan and who is not disqualified under the provisions of sub-paragraphs 3b (1), (2), or (3) below.
- (3) Citizens of Axis countries (excluding Japanese nationals).
- (4) Stateless persons.

b. A person of Japanese ancestry who claims United States citizenship but has not obtained necessary papers from the State Department, may be employed as a foreign national, unless:

- (1) He served in the Japanese armed forces, or
- (2) He took an active part in the prosecution of the war against the Allied Nations (translation work alone will not be considered disqualifying), or
- (3) Clear intent was shown of never returning to the United States.

4. It will be the responsibility of the local Military Government Labor Office to determine, on the basis of a security check, whether an individual of Japanese ancestry is eligible for employment as a foreign national. The records of such individuals already employed will be reviewed by the local Military Government Labor Office and proper action taken to change the status of the individuals to that of Japanese nationals, if disqualified under paragraph 3b. In all cases of doubt, employment will be as Japanese nationals.

5. Currently employed foreign nationals who furnish proof of United States citizenship may continue to be employed as foreign nationals at the discretion of the local commander.

6. Policy on Hiring. a. Authorization for establishment of positions to be filled by foreign national personnel will be secured through the same channels as authorization for War Department civilians. The hiring of foreign nationals under the provisions of this letter will be limited to those whose technical specialties are essential to the achievement of occupation objectives, and to those employed in administrative capacities as indicated in paragraph 14 below.

b. No foreign national personnel will be hired and paid under the provisions of this letter unless personnel cannot be provided directly by the Japanese Government through labor requisition. Similarly, no foreign national personnel will be hired to perform services normally furnished by the Japanese Government for the operation of facilities of all types, including billets and dependent housing, in accordance with reference cited in subparagraph 1b (4). The provisions of this letter do not,



however, preclude the hiring of foreign nationals by the Japanese Government.

c. Immediate action will be taken with respect to currently employed foreign nationals to comply with the above policy.

7. Establishment of Positions. a. Positions will be established by the preparation of position descriptions for the grading of the job by the appropriate civilian personnel office, to determine the proper pay rate in accordance with attached Pay Schedules (inclosure 2). Grade levels for foreign nationals will correspond in general to those established for United States citizens, and will be established by the same methods and standards as are applicable to positions held by United States citizen civilian employees, except that separate pay rates will apply. Proper evaluation of jobs is essential to insure that agencies do not engage in proselyting workers through wage competition.

b. A tentative ceiling on the number of foreign nationals to be employed under the provisions of paragraph 9e below on Pay Schedule is established as follows:

General Headquarters Staff Sections	400
Fifth Army	1275
Far East Air Forces, United States Army	260
Naval Forces, Far East	10
Headquarters and Service Group, General Headquarters, Far East Command	55

8. Labor Supply. The local Military Government Labor Office will furnish the appropriate civilian personnel office, upon request, available applications or applicants as desired for specific positions. It will be the responsibility of the civilian personnel office to make selections consistent with locally established placement policy.

9. Pay. a. The civilian personnel certifying officer of each command will be responsible for payroll preparation. Salary payment will be made on a monthly basis. Payrolls will be submitted to the proper disbursing officer not later than the tenth of each month, covering the preceding calendar month for payment to the individual. The paying Finance Officer will transfer receipted payrolls as cash to the Finance Officer, 240th Finance Disbursing Section, APO 500, who will be reimbursed by the Funding Officer, Office of the Fiscal Director, General Headquarters, Far East Command, APO 500, for the net amount of the payroll. Pay accounts of foreign nationals are subject to audit by the General Accounting Section, General Headquarters, Supreme Commander for the Allied Powers, APO 500.

b. Deductions will not be made for social insurance or taxes which may be required by Japanese legislation. This does not, however, exempt foreign nationals from legal obligations under Japanese law.

c. Two Pay Schedules (inclosure 2) have been established for the payment of foreign nationals, as follows:



Schedule A - Pay Schedule for Foreign Nationals Subsisted by the Occupation Forces.

Schedule B - Pay Schedule for Foreign Nationals Not Subsisted by the Occupation Forces.

When determined by the local military government that indigenous food and/or eating places are not readily accessible, foreign nationals may be subsisted by the occupation forces (Schedule A). When foreign nationals are subsisted, full subsistence only will be offered, i.e., three (3) meals per day, thirty (30) days per month, consumed in an organized mess. The pay scale (Schedule A) is based on provision of subsistence on a monthly basis and credit will not accrue to the employee for occasional meals not consumed during the month. At the time of employment, foreign nationals will complete PFC AGO Form No. 84, "Subsistence Request for Foreign Nationals" (inclosure 3), indicating whether or not they desire to be subsisted by the Occupation Forces. The letter "A", representing Schedule A, or "B", representing Schedule B, will appear on the payroll after the employee's name, to indicate whether or not subsistence has been furnished by the occupation forces.

Pay Schedule B is authorized retroactively to 1 April 1947. All currently employed foreign nationals will be considered as having been employed at those pay rates from 1 April 1947 to the first regular pay period following the date of this letter, at which time the appropriate pay scale will be applicable. Reimbursement for back pay due will be made by using units prior to assumption of administration by civilian personnel offices.

e. The Commanding General, Eighth Army, from information received from organizations subsisting foreign nationals, will render an account each month to the General Accounting Section, General Headquarters, Supreme Commander for the Allied Powers, APO 500, of the number of meals furnished to foreign nationals employed by the occupation forces for which reimbursement has not been received (see paragraph 9f below).

f. The Army Exchange Service, the Central Purchasing Office, and quasi official organizations (such as the American Red Cross) will reimburse the War Department on a United States dollar basis at the rate of twenty-five (25) cents for each meal furnished by the Army to foreign nationals in their employ or under their jurisdiction. This reimbursement will be paid to the appropriate disbursing officer at the time of submission of the monthly payroll on Standard Form 104.

g. The schedules of pay rates in Japanese yen have been prepared for the payment of foreign nationals employed by the occupation forces in Japan, and in no case will higher rates for listed grades be paid.

h. The granting of special wage supplements to foreign nationals in the form of extra pay, clothing, or other material considerations, is prohibited.

i. Local Military Government Labor Offices will furnish the Japanese Government each month a current list of foreign nationals who are subsisted by the occupation forces, in order to avoid additional issuance of the Japanese ration.



10. Hours of Work, Overtime, and Night Differential. a. The standard work week for all foreign nationals will be forty (40) hours. Wherever possible, this work week will coincide with that of the employing unit.

b. Overtime duty required of any foreign national employee for irregular or occasional duty outside the regularly scheduled forty (40) hours will be compensated for at the rate of time and one-half. Compensatory time off in lieu of paid overtime may be granted.

c. Those foreign nationals required to work a regularly scheduled tour of duty, a part or all of which falls between 1800 and 0600 the following morning, will be paid a night differential equal to ten (10) percent of the regular hourly rate of pay. The night differential is payable only for those hours falling between 1800 and 0600.

11. Traveling Expenses. a. Foreign nationals ordered by the occupation forces to perform official travel will be reimbursed, provided:

- (1) Expenses incident to such travel have actually been borne by the individual.
- (2) Expenses are supported by adequate receipts not exceeding the price ceiling established by the Japanese Government, and
- (3) Authorization for traveling expenses is contained in the order

b. Reimbursement will be as follows:

- (1) Employees in Pay Grade 14 and Below. Third-class fare, daily subsistence allowance of not to exceed 150 yen, and hotel expenses not to exceed 50 yen for each night.
- (2) Employees in Pay Grade 15 and Above. Second-class fare, daily subsistence allowance of not to exceed 150 yen, and hotel expenses not to exceed 50 yen for each night.
- (3) The certifying officer will prepare FFC AGO Form No. 85, "Travel and Per Diem Voucher" (inclosure 4), in duplicate, supporting by receipts for all expenditures and a copy of the travel order. This voucher will be forwarded to the Finance Officer who regularly pays the employee, who will make yen payment in cash or by check to the individual, mailing check to the employee's organization.

12. Leave Privileges. Foreign nationals will accrue annual leave at the rate of two (2) days for each month of service, and sick leave at the rate of one (1) day for each month of service. Any nonpay period of a fractional day or more will not constitute a break in the month of service for leave accrual purposes for foreign nationals; however, when absence in a nonpay status totals eight-five (85) hours, leave credits will be reduced one (1) day annual leave and one-half (1/2) day sick leave. Any authorized absence for which the individual does not have accrued leave will result in loss of pay. Leave may be taken consistent with locally established policy and will be in accordance with procedures outlined in War Department Civilian Personnel Regulations 75, 26 March 1947, as amended by Changes 1, 2 July 1947.



Leave, both annual and sick, not taken during the period of employment will accumulate from month to month up to a maximum of sixty (60) days each. Payment will be made for all unused, accumulated, and accrued annual leave to employee's credit at time of separation. Leave, annual or sick, will not be advanced to foreign nationals.

13. Discharge Notice. Foreign nationals will be given two (2) weeks advance written notice of discharge except where discharge is for failure to pass satisfactory security check. In such cases, discharge will be effected on the date specified by the local Military Government Labor Office, or immediately in the case of serious offenses which would be detrimental to the interest of the occupation forces or injurious to the employee, his fellow workers, or the general public. Notice will include reason for termination, and a copy thereof will be furnished the local Military Government Labor Office in order to determine suitability for further employment.

14. Records and Reports. a. Administrative and payroll records for foreign nationals will be maintained separately from those of United States citizen civilian employees. In no case will these records be forwarded to record depositories in the continental United States.

b. The Commanding Generals, Eighth Army; Far East Air Forces, United States Army; Headquarters and Service Group, General Headquarters, Far East Command; and the Commander Naval Forces, Far East, will forward a monthly report in quadruplicate to the Commander-in-Chief, Far East, APO 500, Attention: Civilian Personnel Section, not later than the tenth day of each month, showing, for the preceding month, the total number of employees by job categories, ratings, and salaries (i.e., translators, interpreters, doctors, office managers, etc.) on the foreign national payroll (Reports Control Symbol QGA-21).

15. Security Clearance and Employment Restrictions. All foreign national employees will be subject to security clearance, based on restrictions contained in letter, AG 230 CIS, General Headquarters, Supreme Commander for the Allied Powers, subject, "Security Clearance and Employment Restrictions of Civilian Personnel," 27 November 1945.

16. Proselyting. Proselyting of employees between sections or commands is prohibited. Transfer of foreign nationals will be effected only with the prior approval of the civilian personnel officer and the appropriate Military Government Labor Office. Individuals leaving the employment of one military establishment without permission will not be employed by another military establishment for a period of six (6) months.


17. Linguists. Prior to employment, linguists will be tested for language qualifications. Application for tests will be made by the appropriate civilian personnel office to the Commanding Officer, Translator and Interpret Service, APO 500. Formal appointment of linguists may be made upon receipt of results and classifications as to linguistic qualifications.

BY COMMAND OF GENERAL MacARTHUR:

/s/ R. M. Levy  
R. M. LEVY  
Colonel, AGD  
Adjutant General

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5 Sept 1947



SCHEDULE "A"

PAY SCHEDULE TO BE PAID FOREIGN NATIONALS EMPLOYED BY THE ALLIED FORCES WHO ARE SUBSISTED BY THE OCCUPATION FORCES

<u>Classification Grade</u>	<u>Pay Grade</u>	<u>Rate Paid in Yen per month - Pay Steps</u>				
		<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
CPC-1	1	¥1300	¥1420	¥1540	¥1700	¥1730
SP-1, CPC-2	2	¥1540	¥1660	¥1780	¥1900	¥2020
CAF-1	3	¥1660	¥1780	¥1900	¥2020	¥2140
SP-2, CPC-3	4	¥1780	¥1900	¥2020	¥2140	¥2260
CAF-2, SP-3	5	¥1900	¥2020	¥2140	¥2260	¥2380
CPC-4	6	¥2020	¥2140	¥2260	¥2380	¥2500
CAF-3, SP-4	7	¥2140	¥2260	¥2380	¥2500	¥2620
CPC-5	8	¥2260	¥2380	¥2500	¥2620	¥2740
CAF-4, SP-5	9	¥2380	¥2500	¥2620	¥2740	¥2860
CPC-6	10	¥2500	¥2620	¥2740	¥2860	¥2980
CAF-5, SP-6, P-1	11	¥2620	¥2740	¥2860	¥2980	¥3100
CPC-7	12	¥2740	¥2860	¥2980	¥3100	¥3220
CPC-8	13	¥2860	¥2980	¥3100	¥3220	¥3340
CAF-6, SP-7, CPC-9	14	¥3220	¥3340	¥3460	¥3580	¥3700
CAF-7, P-2, SP-8, CPC-10	15	¥3700	¥3900	¥4100	¥4300	¥4500
CAF-8	16	¥4500	¥4700	¥4900	¥5100	¥5300
CAF-9, P-3	17	¥5300	¥5500	¥5700	¥5900	¥6100
CAF-10	18	¥6100	¥6300	¥6500	¥6700	¥6900
CAF-11, P-4	19	¥6900	¥7300	¥7700	¥8100	¥8500
CAF-12, P-5	20	¥8500	¥8900	¥9300	¥9700	¥10100
CAF-13, P-6	21	¥10100	¥10500	¥10900	¥11300	¥11700
CAF-14, P-7	22	¥11700	¥12100	¥12500	¥12900	¥13300
CAF-15, P-8	23	¥13300	¥13700	¥14100	¥14500	¥14900