DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

ADMINISTRATIVE REVIEW

1. Names of people who assist.

2. Is a Gun-Shi or City between district, your prefecture and the agency you are reviewing?

3. Indicate name of supervisor or staff member responsible for the agency you are working on. Does he assist you?

4. Local Officials job and who talked to them, any other sources of information.

5. What case records you are going to review or have reviewed. Total No., Total No. You make notes on.

6. Total cases open 6 Mo. or more number reviewed.

7. Total No. less 6 Mo's - Total. No. reviewed.

8. No. of rejected cases reviewed.

9. Total No. appeals heard or had.

10. Total non-scheduled records read.

11. List method used in selection cases.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

NODA

12. Categories of assistance under. This Law.

13. List special reasons for reviewing an agency.

14. Characteristics of locality this agency serves. Population before and after war, financial ability, industries etc.

15. Statistical data on review period selected.

16. Average payments made during last month.

¥155.00 A PERSON

17. How does prefectures average compare with that of the locality?

18. How is this local agency representative of the prefecture?

19. Ownership status of buildings used by this agency?

20. What staff were there - positions at table - How many employed - How many vacancies?

3 MINSEI IIN

21. How many cases are Minsei-Iin carrying - are many cases pending?

4 FAMILIES = 13 PERSONS

22. What do they consider as ordinary case load?

THEY CONSIDER PRESENT NUMBER ORDINARY

23. Are any cases handled over the heads of the Minsei-Iin? Are any other services offered? Scope.

NO #7

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

NODA

24. Aspects that effect administration. NONE

25. Evaluate compilation of statistics.

26. Are estimates of future expenditures made?

YEARLY

27. Does Minsei-In explain eligibility requirement to the applicant?

NO

28. Are various types of assistance explained?

YES

29. Are there different procedures for non-residents?

NO - EXACTLY SAME

30. How does resident status effect consideration?

NO DIFFERENCE

31. Are requrests rejected or disposed of without proper reason or procedures?

NO

32. What records are kept of rejections? Are they filed? Where? Can the rejections be explained?

NO REJECTIONS AS YET

33. Is payment offered before eligirility is established?

IN EMERGENCY CASES

34. Is contact by receipient kept with labor exchange?

NO NEED FOR IT

35. Willingness to work etc. Self help.

CONSIDERED

36. Quality of individuals behavior.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

37. How is capacity of relatives to support determined?

PROPERTY

38. Local practices concerning residence.

BRING RATION CARD FROM FORMER TOWN

39. What difinition of residence is used?

40. Are there any citizenship requirements?

NO

41. What other eligibility requirements are there?

NONE

Determination of Need

1. What standards are uses?

2. Is fixed amount per family or individual used?

VARIES BY CIRCUMSTANCES

3. What items are included in the budget?

(PUBLIC ASSISTANCE)
(MISCELLANEOUS)

9. DOCTORS REPORTS ON NEEDY
10. CANCELLED PUBLIC ASSISTANCE
11. HIBOEI FILE
12. LETTERS FROM AND TO H.HQ

FILES

1. LIVELIHOOD PROTECTION LAW
2. INSTRUCTIONS CONCERNING ABOVE
3. REPORTS TO H.HQ.
4. APPLICATIONS FOR PUBLIC ASSISTANCE
5. FAMILY RECORDS OF NEEDY
6. MEDICAL ALLOWANCES
7. PUBLIC ASSISTANCE PAYMENTS
8. HEALTH CERTIFICATES OF NEEDY

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

GOMEN • MAGOI

POINTS TO BE CHECKED ON
DURING ADMINISTRATIVE REVIEW

1. Is at least one interview made before payment is started?

YES, BY MINSEI

2. Are home visits made before the determination of eligibility?

YES, MINSEI IIN

3. Does Minsei-Iin check bank records - pay records - police records?

YES YES DEPENDS ON CASE

4. What information is thus obtained?

5. Is a time limit set?

NO TIME LIMIT

6. Are there waiting lists? Why? How are names taken from the list?

NOT AT PRESENT

7. Are rejected applicants given aid in obtaining other services?

YES - CLOTHING, MEDICAL ALLOWANCES,

8. How are applicants notified of action taken?

BY TOWN OFFICE AND MINSEI IIN

1. How often is eligibility reviewed?

MONTHLY

2. Is there a required interval on period?

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

3. What is method of determination?

4. Are these people referred to the labor exchange?
NO NEED FOR IT IN THIS TOWN

5. Is ability of relatives to support checked?
YES

6. Is there a formal reapproval? By whom? Does agency know where re-determination is due?

7. How are addresses kept current?
FILING SYSTEM

8. How are records of deaths kept?
ENTERED IN FILING SYSTEM

9. Are any regular contacts maintained?
MONTHLY

10. Is responsibility placed on the recipient for changes in status reporting?
YES,

11. Are any cases closed without review?
NO

12. Is suspension procedure used?
THERE HAS ONLY BEEN ONE SUCH CASE

13. Can reinstatement be made promptly when necessary?
YES, AFTER REINVESTIGATION

14. Are cases always closed after 30 days after eligibility?

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

ADMINISTRATIVE REVIEW

1. Names of people who assist.

2. Is a Gun-Shi or City between district, your prefecture and the agency you are reviewing?

3. Indicate name of supervisor or staff member responsible for the agency you are working on. Does he assist you?

4. Local Officials job--and who talked to them, any other sources of information.

5. What case records you are going to review or have reviewed. Total No., Total No. You make notes on.

6. Total cases open 6 Mo. or more number reviewed.

7. Total No. less 6 Mo's - Total. No. reviewed.

8. No. of rejected cases reviewed.

9. Total No. appeals heard or had.

10. Total non-scheduled records read.

11. List method used in selection cases.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

GOMEN

12. Categories of assistance under this Law.

13. List special reasons for reviewing an agency.

14. Characteristics of locality this agency serves. Population before and after war, financial ability, industries etc.

15. Statistical data on review period selected.

16. Average payments made during last month.

¥205.00 A PERSON

17. How does prefectures average compare with that of the locality?

18. How is this local agency representative of the prefecture?

19. Ownership status of buildings used by this agency?

20. What staff were there - positions at table - How many employed - How many vacancies?

13 FAMILIES = 40 PERSONS

21. How many cases are Minsei-Iin carrying - are many cases pending?

5 MINSEI IN (2 FEMALE)

22. What do they consider as ordinary case load?

PRESENT NUMBER ORDINARY

23. Are any cases handled over the heads of the Minsei-Iin? Are any other services offered? Scope.

NO #7

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

24. Aspects that effect administration. RECOMEND

25. Evaluate compilation of a statistics. NONE

26. Are estimates of ~~future~~ expenditures made? YEARLY

27. Does ~~person~~ explain eligibility requirement to the applicant? NO

28. Are various types of assistance explained? YES

29. Are there different procedures for non-residents? NO

30. How does resident status effect consideration? NO EFFECT

31. Are requrests rejected or disposed of without proper reason or procedures? NO

32. What records are kept of rejections? Are they filed? Where? Can the rejections be explained? NONE SO FAR

33. Is payment offered before eligirility is established? ONLY IN ACUTE CASES

34. Is contact by receipient kept with labor exchange? NO NEED FOR IT IN THIS TOWN

35. Willingness to work etc. Self help. CONSIDERED

36. Quality of ~~in~~individuals behavior

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

37. How is capacity of relatives to support determined?

AMOUNT OF PROPERTY

38. Local practices concerning residence.

BRING RATION CARD FROM FORMER TOWN.

39. What difinition of residence is used?

40. Are there any citizenship requirements?

NO

41. What other eligibility requirements are there?

NONE

Determination of Need

1. What standards are uses?

2. Is fixed amount per family or individual used?

VARIES BY CIRCUMSTANCES.

3. What items are included in the budget?

(PUBLIC ASSISTANCE
(MISCELLANEOUS)

1. DOCTORS REPORTS ON NEEDY
2. CANCELLED PUBLIC ASSISTANCE
3. MINSEI IIN FILE
4. LETTERS FROM AND TO HIGHER HQ.
5. LIVELIHOOD PROTECTION LAW
6. INSTRUCTIONS CONCERNING ABOVE
7. REPORTS TO H. HQ
8. APPLICATIONS FOR PUBLIC ASSISTANCE
9. FAMILY RECORDS OF NEEDY

10. MEDICAL ALLOWANCES
11. PUBLIC ASSISTANCE PAYMENTS
12. HEALTH CERTIFICATES OF NEEDY.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

NOICHI

POINTS TO BE CHECKED ON
DURING ADMINISTRATIVE REVIEW

1. Is at least one interview made before payment is started?

YES

2. Are home visits made before the determination of eligibility?

YES BY M.I. and TOWN OFFICE

3. Does Minsei-Iin check bank records - pay records - police records?

YES YES NO

4. What information is thus obtained?

5. Is a time limit set?

NO

6. Are there waiting lists? Why? How are names taken from the list?

NONE

7. Are rejected applicants given aid in obtaining other services?

FIND THEM WORK ISSUE CLOTHING

8. How are applicants notified of action taken?

M.I. and DIRECTLY FROM TOWN OFFICE

1. How often is eligibility reviewed?

MONTHLY

2. Is there a required interval on period?

NO

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

3. What is method of determination?

NORMAL

4. Are these people referred to the labor exchange?

FIND THEM ODD JOBS AROUND TOWN L.E. IN YAMADA

5. Is ability of relatives to support checked?

YES

6. Is there a formal reapproval? By whom? Does agency know where re-determination is due?

7. How are addresses kept current?

THROUGH M.I. FILES

8. How are records of deaths kept?

FILES

9. Are any regular contacts maintained?

YES. THROUGH M.I.

10. Is responsibility placed on the recipient for changes in status reporting? YES

11. Are any cases closed without review?

NO

12. Is suspension procedure used? YES — IRREGULAR INCOME — SOME PEOPLE SAY THEY HAVE ENOUGH MONEY FOR THAT MONTH (VERY RARE

13. Can reinstatement be made promptly when necessary?

REINVESTIGATE

14. Are cases always closed after 30 days after eligibility?

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

ADMINISTRATIVE REVIEW

1. Names of people who assist.

2. Is a Gun-Shi or City between district, your prefecture and the agency you are reviewing?

3. Indicate name of supervisor or staff member responsible for the agency you are working on. Does he assist you?

4. Local Officials job and who talked to them, any other sources of information.

5. What case records you are going to review or have reviewed. Total No., Total No. You make notes on.

6. Total cases open 6 Mo. or more number reviewed.

7. Total No. less 6 Mo's - Total. No. reviewed.

8. No. of rejected cases reviewed.

9. Total No. appeals heard or had.

10. Total non-scheduled records read.

11. List method used in selection cases.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

12. Categories of assistance under this Law.

13. List special reasons for reviewing an agency.

14. Characteristics of locality this agency serves. Population before and after war, financial ability, industries etc.

15. Statistical data on review period selected.

16. Average payments made during last month.

17. How does prefectures average compare with that of the locality?

18. How is this local agency representative of the prefecture?

19. Ownership status of buildings used by this agency?

20. What staff were there - positions at table - How many employed - How many vacancies?

(8) 2 WOMEN 10 NORMAL 2 MORE NEEDED

21. How many cases are Minsei-Iin carrying - are many cases pending?

24 FAMILY 81 PEOPLE NONE

22. What do they consider as ordinary case load?

NORMAL

23. Are any cases handled over the heads of the Minsei-Iin? NONE
Are any other services offered? Scope.

WORK

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

24. Aspects that effect administration.

25. Evaluate compilation of a statistics.

26. Are estimates of future expenditures made?

YEARLY

27. Does Minsei-bin explain eligibility requirement to the applicant?

YES

28. Are various types of Assistance explained?

YES

29. Are there different procedures for non-residents?

NONE

30. How does resident status effect consideration?

NONE

31. Are requrests rejected or disposed of without proper reason or procedures?

NO

32. What records are kept of rejections? Are they filed? Where? Can the rejections be explained?

MINSEI IIN DO NOT HAND OUT FORMS UNLESS THEY ARE QUALIFIED FOR P.A.

33. Is payment offered before eligirility is established?

NO

34. Is contact by receipient kept with labor exchange?

YES

35. Willingness to work etc. Self help.

36. Quality of indiniduals behavior.

} CONSIDERED

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

37. How is capacity of relatives to support determined?
SMALL VILLAGE SO MINSEI IN CAN DETERMINE

38. Local practices concerning residence.

39. What difinition of residence is used?

40. Are there any citizenship requirements?
NO

41. What other eligibility requirements are there?
NONE

Determination of Need

1. What standards are used?
NORMAL

2. Is fixed amount per family or individual used?
VARIES BY CIRCUMSTANCES

3. What items are included in the budget?

1. LIVELIHOOD PROTECTIONS LAW & INSTRUCTIONS FROM H.HQ.
2. MONTHLY WELFARE REPORT TO H.HQ.
3. MONTHLY REPORT INSTRUCTIONS FROM H.HQ.
4. LIVELIHOOD PROTECTION LAW
5. NEEDIES FAMILY RECORD
6. APPLICATIONS OF NEEDY
7. MONTHLY P.A. GRANTS TO NEEDY
8. APPLICATION FOR FUNDS FOR BUSINESS
9. INSTRUCTIONS CONCERNING ABOVE
10. FUNERAL ALLOWANCES
11. MINSEI IN ACTIVITIES - LETTERS CONCERNING FROM H.HQ
12. MEDICAL ALLOWANCES
13. MEDICAL TICKETS
14. INSTRUCTIONS FOR DISTRIBUTION OF ABOVE
15. DISTRIBUTION TO NEEDY
16. NATIONAL WELFARE ASSOCIATION
17. RED CROSS

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

OU

MURCOTO - MISACIO

POINTS TO BE CHECKED ON
DURING ADMINISTRATIVE REVIEW

1. Is at least one interview made before payment is started?

YES

2. Are home visits made before the determination of eligibility?

YES

3. Does Minsei-Iin check bank records - pay records - police records?

V V NO

4. What information is thus obtained?

5. Is a time limit set?

NO

6. Are there waiting lists? Why? How are names taken from the list?

NONE

7. Are rejected applicants given aid in obtaining other services?

FIND WORK ISSUE CLOTHING

8. How are applicants notified of action taken?

DIRECTLY FROM TOWN OFFICE

1. How often is eligibility reviewed?

MONTHLY

2. Is there a required interval on period?

NO

NO KNOWLEDGE OF DISASTER PLAN

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

3. What is method of determination?

4. Are these people referred to the labor exchange?
LIAISON WITH FISHING ASSOCIATION, HARBOR REHABILITATION PROJECT ICE PLANT OTHER TOWN PROJECTS (NO LABOR EXCHANGE IN THIS TOWN)

5. Is ability of relatives to support checked?
YES

6. Is there a formal reapproval? By whom? Does agency know where re-determination is due?

7. How are addresses kept current?
FILE SYSTEM

8. How are records of deaths kept?
FILE SYSTEM — FUNERAL ALLOWANCES GIVEN

9. Are any regular contacts maintained?
TOWN OFFICE THROUGH MUNICIPAL RECEIVE MONEY AT TOWN OFFICE

10. Is responsibility placed on the recipient for changes in status reporting? YES

11. Are any cases closed without review?
NO

12. Is suspension procedure used? YES - IN CASE DEMOBILIZATION MONEY INCREASE COMES IN 2 OR 3 MONTHS LUMPS SUSPEND TIL THEY RUN OUT

13. Can reinstatement be made promptly when necessary?
REINVESTIGATE

14. Are cases always closed after 30 days after eligibility?

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

ADMINISTRATIVE REVIEW

1. Names of people who assist.

2. Is a Gun-Shi or City between district, your prefecture and the agency you are reviewing?

3. Indicate name of supervisor or staff member responsible for the agency you are working on. Does he assist you?

4. Local Officials job and who talked to them, any other sources of information.

5. What case records you are going to review or have reviewed. Total No., Total No. You make notes on.

6. Total cases open 6 Mo. or more number reviewed.

7. Total No. less 6 Mo's - Total. No. reviewed.

8. No. of rejected cases reviewed.

9. Total No. appeals heard or had.

10. Total non-scheduled records read.

11. List method used in selection cases.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

12. Categories of assistance under. This Law.

13. List special reasons for reviewing an agency.

14. Characteristics of locality this agency serves. Population before and after war, financial ability, industries etc.

15. Statistical data on review period selected.

16. Average payments made during last month.

17. How does prefectures average compare with that of the locality?

18. How is this local agency representative of the prefecture?

19. Ownership status of buildings used by this agency?

20. What staff were there - positions at table - How many employed - How many vacancies?

(13) HAD REPRAM MEET ON 3 KP

21. How many cases are Minsei-Iin carrying - are many cases pending?

36 FAMILIES 122 PEOPLE NONE

22. What do they consider as ordinary case load?

NORMAL

23. Are any cases handled over the heads of the Minsei-Iin? NO
Are any other services offered? Scope. YES #7

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

NEEDY RECORDS KEPT CONFIDENTIAL? YES
MINSEI IIN MAYOR WELFARE WORKER

24. Aspects that effect administration.

NONE

25. Evaluate compilation of a statistics.

26. Are estimates of future expenditures made?

YEARLY — SUPPLEMENTARY BUDGET IF NOT ENOUGH

27. Does Minsei-Iin explain eligibility requirement to the applicant?

YES

28. Are various types of assistance explained?

YES

29. Are there different procedures for non-residents?

NO

30. How does resident status effect consideration?

NONE

31. Are requrests rejected or disposed of without proper reason or procedures?

NO

32. What records are kept of rejections? Are they filed? APPLICATIONS FILED WELFARE SECTION
Where? Can the rejections be explained? YES
MINSEI IIN RECORDS

33. Is payment offered before eligirility is established?

NONE - SO FAR

34. Is contact by receipient kept with labor exchange?

YES #4 PAGE 2

35. Willingness to work etc. Self help.

36. Quality of indiniduals behavior.

} CONSIDERED

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

25. REPATS NAMES
26. NAMES OF NEEDY FROM EVERY DISTRICT (14)
27. BRETHREN RELIEF LETTERS FROM

37. How is capacity of relatives to support determined? INVESTIGATE
PROPERTY

38. Local practices concerning residence.
BRING RATION CARD

39. What difinition of residence is used?

40. Are there any citizenship requirements?
NO

41. What other eligibility requirements are there?
NONE

Determination of Need

1. What standards are uses?

2. Is fixed amount per family or individual used?
CIRCUMSTANCES

3. What items are included in the budget? Livelihood Expenses
RECORDS

1. LIVELIHOOD PROTECTION LAW
2. INSTRUCTIONS FROM H.HQ. CONCERNING THE ABOVE
3. LETTERS FROM H.HQ
4. MONTHLY WELFARE REPORTS TO H.HQ.
5. SPECIAL " " " "
6. NEEDIES FAMILY RECORDS WHO ARE RECEIVING PA
7. " " " WHO MAY NEED PA AT ANY TIME
8. GENERAL INSPECTIONS OF NEEDIES CIRCUMSTANCES
9. PEOPLE WHO RECEIVE PA DIRECTLY FROM PREF OFF.
10. MEDICAL ALLOWANCES
11. MEDICAL BILLS
12. FUNERAL ALLOWANCES

13. VOCATIONAL FUNDS
14. ESTIMATE OF PA GRANTS FROM H.HQ.
15. P.A. GRANTED (AMOUNT & NAME)
16. MONTHLY INVESTIGATION OF NEEDY
17. DISTRIBUTION OF CLOTHING TO NEEDY
18. MISCELLANEOUS
19. CANCELLED PA
20. " "
21. REPATS & W.S. REPORTS & INSTRUCTIONS FROM H.HQ.
22. DISTRIBUTION TO REPATS
23. FREE " "
24. ARMY GOODS TO NEEDY

25. LETTERS & REPORTS CONCERNING MANCHURIAN REPATRIATION CORPS.
29. COMMUNITY CHEST GENERAL

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

OSAKIHAMA Q

POINTS TO BE CHECKED ON
DURING ADMINISTRATIVE REVIEW

1. Is at least one interview made before payment is started?

YES

2. Are home visits made before the determination of eligibility?

YES

3. Does Minsei-Iin check bank records - pay records - police records?

✓ ✓ NO

4. What information is thus obtained?

5. Is a time limit set?

NO

6. Are there waiting lists? Why? How are names taken from the list?

NO

7. Are rejected applicants given aid in obtaining other services?

YES - FIND EMPLOYMENT

8. How are applicants notified of action taken?

MINSEI IIN

1. How often is eligibility reviewed?

MONTHLY

2. Is there a required interval on period?

NO

HAVE KNOWLEDGE OF NEW DISASTER LAW BUT NO PLANS AS YET. SUGGESTED THEY MAKE IMMEDIATELY.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

3. What is method of determination?

4. Are these people referred to the labor exchange?

YES

5. Is ability of relatives to support checked?

YES

6. Is there a formal reapproval? By whom? Does agency know where re-determination is due?

7. How are addresses kept current?

MINSEI IIN CHECKS

8. How are records of deaths kept?

FILE

9. Are any regular contacts maintained?

YES

10. Is responsibility placed on the recipient for changes in status reporting? YES. MINSEI IIN KEEPS CURRENT

11. Are any cases closed without review?

NO

12. Is suspension procedure used?

NO

13. Can reinstatement be made promptly when necessary?

REINVESTIGATION FIRST

14. Are cases always closed after 30 days after eligibility?

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

ADMINISTRATIVE REVIEW

1. Names of people who assist.

2. Is a Gun-Shi or City between district, your prefecture and the agency you are reviewing?

3. Indicate name of supervisor or staff member responsible for the agency you are working on. Does he assist you?

4. Local Officials job and who talked to them, any other sources of information.

5. What case records you are going to review or have reviewed. Total No., Total No. You make notes on.

6. Total cases open 6 Mo. or more number reviewed.

7. Total No. less 6 Mo's - Total. No. reviewed.

8. No. of rejected cases reviewed.

9. Total No. appeals heard or had.

10. Total non-scheduled records read.

11. List method used in selection cases.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

12. Categories of assistance under. Dis Law.

13. List special reasons for reviewing an agency.

14. Characteristics of locality this agency serves. Population before and after war, financial ability, industries etc.

15. Statistical data on review period selected.

16. Average payments made during last month.

17. How does prefectures average compare with that of the locality?

18. How is this local agency representative of the prefecture?

19. Ownership status of buildings used by this agency?

20. What staff were there - positions at table - How many employed - How many vacancies?

21. How many cases are Minsei-Iin carrying - are many cases pending? (13
36 FAMILIES 128 PEOPLE NONE

22. What do they consider as ordinary case load?
ABOVE ABOUT NORMAL

23. Are any cases handled over the heads of the Minsei-Iin? NO
Are any other services offered? Scope.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

NON-NEEDY ASK FOR PUBLIC ASSISTANCE DIRECTLY TO TOWN OFFICE

24. Aspects that effect administration.

25. Evaluate compilation of a statistics.

26. Are estimates of future expenditures made?

YEARLY BUDGET IF NOT ENOUGH SUPPLEMENTARY BUDGET MADE

27. Does Minsei-Iin explain eligibility requirement to the applicant?

YES

28. Are various types of assistance explained?

YES

29. Are there different procedures for non-residents?

NO

30. How does resident status effect consideration?

NOT EFFECTED

31. Are requests rejected or disposed of without proper reason or procedures?

NO

32. What records are kept of rejections? Are they filed? NONE
Where? Can the rejections be explained?

33. Is payment offered before eligirility is established?

YES EMERGENCIES (LIKE REPATRIATES WHO COME BACK PENNILESS

34. Is contact by receipient kept with labor exchange?

NO NO LABOR EXCHANGE HERE (AKI CLOSEST)

35. Willingness to work etc. Self help.

36. Quality of indiniduals behavior.

} CONSIDERED

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

ARE NEEDY KEPT CONFIDENTIAL? NO

37. How is capacity of relatives to support determined?

SAME AS THE APPLICANT

38. Local practices concerning residence. JUST BRING RATION CARD FROM FORMER TOWN WITH NEW ADDRESS PLACED ON IT BY OFFICIAL OF THAT TOWN.

39. What difinition of residence is used?

40. Are there any citizenship requirements?

NO

41. What other eligibility requirements are there?

NONE

12. MINUTES OF M.I. MEETING
13. LETTERS CONCERNING P.A. FROM H.HQ
14. MISCELLANEOUS MI FILES

Determination of Need

1. What standards are uses?

2. Is fixed amount per family or individual used?

DEPENDS ON CIRCUMSTANCES

3. ~~What items are included in the budget?~~

FILES

1. MEDICAL ALLOWANCE (NEEDY)
2. APPLICATIONS BY NEEDY
3. GENERAL INVESTIGATION OF NEEDIES CIRCUMSTANCES
4. LIST OF NEEDY
5. PUBLIC ASSISTANCE LAWS AND INSTRUCTIONS FROM H.HQ
6. LIST OF DISTRIBUTIONS RECEIVED FROM H.HQ.
7. LIST OF DISTRIBUTIONS TO THE NEEDY

8. NAMES OF NEEDY WHO RECEIVED DISTRIBUTIONS TO H.HQ.
9. MONTHLY PUBLIC ASSISTANCE REPORT TO H.HQ.
10. SPECIAL " " " " " .
11. COMPLETE LIST OF DISTRIBUTIONS (FROM WHOM. TO WHOM. DATE. QUANTITY)

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

AKi

POINTS TO BE CHECKED ON
DURING ADMINISTRATIVE REVIEW

1. Is at least one interview made before payment is started?

YES

2. Are home visits made before the determination of eligibility?

YES

3. Does Minsei-Iin check bank records - pay records - police records?

YES YES NO

4. What information is thus obtained?

5. Is a time limit set?

NO

6. Are there waiting lists? Why? How are names taken from the list?

NONE

7. Are rejected applicants given aid in obtaining other services?

WORK

8. How are applicants notified of action taken?

DIRECTLY FROM TOWN OFFICE

1. How often is eligibility reviewed?

MONTHLY

2. Is there a required interval on period?

NO

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

3. What is method of determination?

4. Are these people referred to the labor exchange?
YES

5. Is ability of relatives to support checked?
YES

6. Is there a formal reapproval? By whom? Does agency know where re-determination is due?

7. How are addresses kept current?
MINSEI IN CHECKS — FILES

8. How are records of deaths kept?
FILES

9. Are any regular contacts maintained?
YES BY MINSEI IN

10. Is responsibility placed on the recipient for changes in status reporting? YES

11. Are any cases closed without review?
NO

12. Is suspension procedure used? YES, WHEN AMOUNT OF P.A. GRANTS CHANGE

13. Can reinstatement be made promptly when necessary?
AFTER REINVESTIGATION

14. Are cases always closed after 30 days after eligibility?

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

ADMINISTRATIVE REVIEW

1. Names of people who assist.

2. Is a Gun-Shi or City between district, your prefecture and the agency you are reviewing?

3. Indicate name of supervisor or staff member responsible for the agency you are working on. Does he assist you?

4. Local Officials job and who talked to them, any other sources of information.

5. What case records you are going to review or have reviewed. Total No., Total No. You make notes on.

6. Total cases open 6 Mo. or more number reviewed.

7. Total No. less 6 Mo's - Total. No. reviewed.

8. No. of rejected cases reviewed.

9. Total No. appeals heard or had.

10. Total non-scheduled records read.

11. List method used in selection cases.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

NEEDIES RECORDS ARE KEPT CONFIDENTIAL.

12. Categories of assistance under. Dis Law.

13. List special reasons for reviewing an agency.

14. Characteristics of locality this agency serves. Population before and after war, financial ability, industries etc.

15. Statistical data on review period selected.

16. Average payments made during last month.

17. How does prefectures average compare with that of the locality?

18. How is this local agency representative of the prefecture?

19. Ownership status of buildings used by this agency?

20. What staff were there - positions at table - How many employed - How many vacancies?

(20)

21. How many cases are Minsei-Iin carrying - are many cases pending?

121 FAMILY 270 PEOPLE NONE

22. What do they consider as ordinary case load?

100 FAMILIES

23. Are any cases handled over the heads of the Minsei-Iin? NONE
Are any other services offered? Scope.

#7 PAGE 1

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

DISTRICT OFFICE CHANGES REPORT FORMS TOO OFTEN

24. Aspects that effect administration.

25. Evaluate compilation of a statistics.

26. Are estimates of future expenditures made?

YEARLY & SUPPLEMENTARY WHEN NECESSARY

27. Does Minsei-Iin explain eligibility requirement to the applicant?

YES

28. Are various types of assistance explained?

YES

29. Are there different procedures for non-residents?

NONE

30. How does resident status effect consideration?

NONE

31. Are requrests rejected or disposed of without proper reason or procedures?

32. What records are kept of rejections? Are they filed? APPLICATIONS, YES, Where? Can the rejections be explained? WELFARE SECTION, YES

33. Is payment offered before eligirility is established?

NO

34. Is contact by receipient kept with labor exchange?

YES

35. Willingness to work etc. Self help.

36. Quality of indiniduals behavior.

) CONSIDERED

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

37. How is capacity of relatives to support determined?

INVESTIGATION OF RELATIVES PROPERTIES

38. Local practices concerning residence.

RATION CARDS

39. What difinition of residence is used?

40. Are there any citizenship requirements?

NO

41. What other eligibility requirements are there?

NONE

Determination of Need

1. What standards are uses?

NORMAL

2. Is fixed amount per family or individual used?

VARIES BY CIRCUMSTANCES

3. What items are included in the budget?

FILES:

1. LIVELIHOOD PROTECTION CARD FILE.
2. REPORTS TO HIGHER AO CONCERNING L.P.L.
3. NEEDIES FAMILY RECORDS.
4. COMMUNICATIONS WITH HOSPITALS CONCERNING ~~FOOD~~ MEDICAL ALLOWANCES
5. MONTHLY P.A. GRANTS TO NEEDY
6. MEDICAL ALLOWANCES
7. MEDICAL CHECKLIST FOR NEEDY
8. VOCATIONAL FUNDS
9. FUNERAL ALLOWANCES
10. DISTRIBUTION RECEIVED & DISTRIBUTED
11. LETTERS CONCERNING DISTRIBUTION FROM H.HQ.
12. REPATRIATES AND WAR SUFFERERS
13. MINSEI IN F&LR AND MEETINGS
14. NATIONAL RELIEF ASSOCIATION FILE
15. DEMOBILIZATION CONCERNING
16. DEMOBILIZED
17. FOREIGN NATIONALS

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

KANDOURA

POINTS TO BE CHECKED ON
DURING ADMINISTRATIVE REVIEW

1. Is at least one interview made before payment is started?

YES

2. Are home visits made before the determination of eligibility?

YES

3. Does Minsei-Iin check bank records - pay records - police records?

V V NO

4. What information is thus obtained?

5. Is a time limit set?

NO

6. Are there waiting lists? Why? How are names taken from the list?

NO

7. Are rejected applicants given aid in obtaining other services?

YES (DISTRIBUTE CLOTHES THRAUGH YOUTH ASSOCIATION)

8. How are applicants notified of action taken?

BY MAYOR DIRECTLY THRAUGH TOWN OFFICE

1. How often is eligibility reviewed?

MONTHLY

2. Is there a required interval on period?

NO

HAVE KNOWLEDGE OF NEW DISASTER LAW ~~BUT NO~~

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

3. What is method of determination?

4. Are these people referred to the labor exchange?

NEEDY OF THIS VILLAGE ARE MOSTLY TOO OLD TO WORK OR ARE WIDOWS WITH SMALL KIDS.

5. Is ability of relatives to support checked?

NO NO NEEDY HAVE RELATIVES

6. Is there a formal reapproval? By whom? Does agency know where re-determination is due?

7. How are addresses kept current?

FILE - MINSEI IN

8. How are records of deaths kept?

NOTED INTO FILES

9. Are any regular contacts maintained?

YES

10. Is responsibility placed on the recipient for changes in status reporting?

YES - MINSEI IN CHECKS

11. Are any cases closed without review?

NO

12. Is suspension procedure used?

NO

13. Can reinstatement be made promptly when necessary?

REINVESTIGATION

14. Are cases always closed after 30 days after eligibility?

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

ADMINISTRATIVE REVIEW

1. Names of people who assist.

2. Is a Gun-Shi or City between district, your prefecture and the agency you are reviewing?

3. Indicate name of supervisor or staff member responsible for the agency you are working on. Does he assist you?

4. Local Officials job and who talked to them, any other sources of information.

5. What case records you are going to review or have reviewed. Total No., Total No. You make notes on.

6. Total cases open 6 Mo. or more number reviewed.

7. Total No. less 6 Mo's - Total. No. reviewed.

8. No. of rejected cases reviewed.

9. Total No. appeals heard or had.

10. Total non-scheduled records read.

11. List method used in selection cases.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

12. Categories of assistance under. This Law.

13. List special reasons for reviewing an agency.

14. Characteristics of locality this agency serves. Population before and after war, financial ability, industries etc.

15. Statistical data on review period selected.

16. Average payments made during last month.

17. How does prefectures average compare with that of the locality?

18. How is this local agency representative of the prefecture?

19. Ownership status of buildings used by this agency?

20. What staff were there - positions at table - How many employed - How many vacancies?

21. How many cases are Minsei-Iin carrying - are many cases pending? (10)

48 FAMILIES 138 PEOPLES NONE

22. What do they consider as ordinary case load?

AT PRESENT NORMAL (WHEN NO FISH NEEDY INCREASE)

23. Are any cases handled over the heads of the Minsei-Iin? NO
Are any other services offered? Scope.

ASK TO CONSULT THEIR MINSEI IIN

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

24. Aspects that effect administration. NONE

25. Evaluate compilation of a statistics.

26. Are estimates of future expenditures made?

YES YEARLY, IF NOT ENOUGH, SUPPLEMENTARY BUDGET

27. Does Minsei-Iin explain eligibility requirement to the applicant?

YES

28. Are various types of assistance explained?

YES

29. Are there different procedures for non-residents?

NO

30. How does resident status effect consideration?

NO

31. Are requrests rejected or disposed of without proper reason or procedures?

NO

32. What records are kept of rejections? Are they filed? Where? Can the rejections be explained?

APPLICANT FORMS ~~YES~~, YES

WELFARE SECTION OF TOWN OFFICE YES

33. Is payment offered before eligirility is established?

NO (NO NEED - NO EMERGENCY CASES)

34. Is contact by receipient kept with labor exchange?

ALL NEEDY TOO OLD TO WORK OR WIDOWS WITH (3 AT THE LEAST) KIDS CONSIDERED

35. Willingness to work etc. Self help.

36. Quality of indiniduals behavior.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

17. SPECIAL DISTRIBUTIONS OF CLOTHING TO NEEDY, REPATS, W.S.
18. INSTRUCTIONS FROM H.HQ CONCERNING REPATRIATES.

37. How is capacity of relatives to support determined?

NONE IN THIS TOWN

38. Local practices concerning residence. JUST BRING RATIONCARD FROM FORMER TOWN WITH NEW ADDRESSES PLACED ON IT BY OFFICIAL OF THAT TOWN

39. What difinition of residence is used?

40. Are there any citizenship requirements?

NO

41. What other eligibility requirements are there?

NONE

Determination of Need

1. What standards are uses?

2. Is fixed amount per family or individual used?

DEPENDS ON CIRCUMSTANCES

3. ~~What items are included in the budget?~~

1. LIVELIHOOD PROTECTIONS AND INSTRUCTIONS FROM PREF O
2. " " " " " LOCAL O.
3. CONCERNING P.A. MATTERS (PERMANENT INSTRUCTIONS)
4. LIVELIHOOD PROTECTION LAWS
5. MONTHLY REPORTS TO H HQ.
6. INSTRUCTIONS TO MINSEI IN FROM H HQ.
7. NEEDIES RECORDS
8. P.A. APPLICATIONS
9. CANCELLED P.A. GRANTS
10. MEDICAL AND FUNERAL ADOWANCES

15. ~~LIST~~ INSTRUCTIONS CONCERNING DISTRIBUTION TO NEEDY FROM H. HQ
16. INSTRUCTIONS CONCERNING DISTRIBUTION TO REPATS AND WAR SUFFERERS.
11. DISTRIBUTED ARTICLES TO NEEDY
12. DISTRIBUTION TO REPATRIATES AND WAR SUFFERERS.
13. DISTRIBUTION TO REPATRIATES FROM H HQ.
14. MONTHLY GRANTS TO NEEDY
17. DISTRIBUTION RECORD RECEIVED
DATE PLACE NAME

RECORDS FILES

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

H O NAKAMURA O

POINTS TO BE CHECKED ON
DURING ADMINISTRATIVE REVIEW

1. Is at least one interview made before payment is started? YES

2. Are home visits made before the determination of eligibility? YES

3. Does Minsei-Iin check bank records - pay records - police records?
YES YES YES

4. What information is thus obtained?

5. Is a time limit set? YES 10 to 20 DAYS.

6. Are there waiting lists? Why? How are names taken from the list?
YES 2. ABOUT 1 WEEK.

7. Are rejected applicants given aid in obtaining other services?
YES

8. How are applicants notified of action taken?
MINSEI IN WILL NOTIFY

1. How often is eligibility reviewed? ONCE MONTHLY. TOWN W.O. & M.I.

2. Is there a required interval on period?

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

3. What is method of determination? AMOUNT OF INCOME
RENT
SICK PERSON
NEIBORS.

4. Are these people referred to the labor exchange?
YES.

5. Is ability of relatives to support checked?
YES

6. Is there a formal reapproval? By whom? Does agency know where re-determination is due?

7. How are addresses kept current? BY LEDGER MONTHLY CHECK.

8. How are records of deaths kept? BY LEDGER.

9. Are any regular contacts maintained? YES.

10. Is responsibility placed on the recipient for changes in status reporting?
NO.

11. Are any cases closed without review? No

12. Is suspension procedure used? YES.

13. Can reinstatement be made promptly when necessary?
NO

14. Are cases always closed after 30 days after eligibility?

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

ADMINISTRATIVE REVIEW

1. Names of people who assist.

2. Is a Gun-Shi or City between district, your prefecture and the agency you are reviewing?

3. Indicate name of supervisor or staff member responsible for the agency you are working on. Does he assist you?

4. Local Officials job and who talked to them, any other sources of information.

5. What case records you are going to review or have reviewed. Total No., Total No. You make notes on.

6. Total cases open 6 Mo. or more number reviewed.

7. Total No. less 6 Mo's - Total. No. reviewed.

8. No. of rejected cases reviewed.

9. Total No. appeals heard or had.

10. Total non-scheduled records read.

11. List method used in selection cases.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

12. Categories of assistance under. This law.

13. List special reasons for reviewing an agency.

14. Characteristics of locality this agency serves. Population before and after war, financial ability, industries etc.

15. Statistical data on review period selected.

16. Average payments made during last month.

17. How does prefectures average compare with that of the locality?

18. How is this local agency representative of the prefecture?

19. Ownership status of buildings used by this agency?

20. What staff were there - positions at table - How many employed - How many vacancies?

21. How many cases are Minsei-Iin carrying - are many cases pending? 2
38 FAMILIES 85 people

22. What do they consider as ordinary case load?
40. FAMILIES

23. Are any cases handled over the heads of the Minsei-Iin? Are any other services offered? Scope.
ONLY EMERGENCY CASES

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

24. Aspects that effect administration. NONE.

25. Evaluate compilation of a statistics. GOOD.

26. Are estimates of future expenditures made? YEARLY ESTIMATE.

27. Does Minsei-Iin explain eligibility requirement to the applicant? YES.

28. Are various types of assistance explained? YES

29. Are there different procedures for non-residents? YES 3 CASES OCCURRED RECENTLY.

30. How does resident status effect consideration? TREATED ALL THE SAME.

31. Are requrests rejected or disposed of without proper reason or procedures? NO.

32. What records are kept of rejections? Are they filed? YES
Where? Can the rejections be explained? YES.

33. Is payment offered before eligirility is established? NO.

34. Is contact by receipient kept with labor exchange? YES.

35. Willingness to work etc. Self help. YES CHECKED.

36. Quality of indiniduals behavior. " "

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

NOT REQUIRED to KEEP NEEDY A/C BOOK.

37. How is capacity of relatives to support determined?

38. Local practices concerning residence.

39. What difinition of residence is used? ONCE REGISTERED FOR RATIONS.

40. Are there any citizenship requirements? No.

41. What other eligibility requirements are there? NONE

Determination of Need

1. What standards are uses? NORMAL.

2. Is fixed amount per family or individual used? PER PERSON

3. What items are included in the budget?

1. FAMILY RECORD
2. DISCONTINUED NEEDY P A.
3 EXPENDITURE. A/C BOOK.
4. BUDGET RECEIPTS FROM C GOVT.
5. M I. MEETING MINUTE BOOK.
6 " " " ATTENDANCE "
7 MEDICAL ALLOW. NAMES.
8. VAGABOND SICK & DEATH BOOK
9 L. P. LAW.
10 M. I. LAWS.
11. DOCTORS BILLS
12. Higher HQ. report file.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

SHIMODA =

POINTS TO BE CHECKED ON
DURING ADMINISTRATIVE REVIEW

1. Is at least one interview made before payment is started?
2. One by M.I. & 1 by Welfare Official of Town Office

2. Are home visits made before the determination of eligibility?
Yes 2 Home visits.

3. Does Minsei-Iin check bank records ✓ - pay records ✓ - police records? NO

4. What information is thus obtained? ✓ always coincide.

5. Is a time limit set? NO TIME LIMIT
Usually 2 to 3 weeks.

6. Are there waiting lists? Why? NONE How are names taken from the list? NONE.

7. Are rejected applicants given aid in obtaining other services?
YES! VOCATIONAL ASSISTANCE

8. How are applicants notified of action taken?
Through M.I.

1. How often is eligibility reviewed?
Every 3 MONTHS!

2. Is there a required interval or period?
NO

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

a first application ledger is kept.
a ledger of persons receiving PA is kept. ~~a PA~~ a monthly a/c book is kept of PA recepts.
a general investigation once every 3 months
a M.I. a/c book is kept.
a Miscell ledger is kept
Clothing supply book is kept.

3. What is method of determination? monthly report book

4. Are these people referred to the labor exchange?
Family members are checked for workers & wages of these workers. Also how many helpless members are in the family property is checked. Check for such relatives.

5. Is ability of relatives to support checked?
YES.

6. Is there a formal reapproval? By whom? Does agency know where re-determination is due?

7. How are addresses kept current? By person reporting to Village Office

8. How are records of deaths kept? in a ledger. with P.A. payment.

9. Are any regular contacts maintained? Yes

10. Is responsibility placed on the recipient for changes in status reporting?
No

11. Are any cases closed without review?
No.

12. Is suspension procedure used?
NO CASES

13. Can reinstatement be made promptly when necessary?
REINVESTIGATE FIRST.

14. Are cases always closed after 30 days after eligibility?

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

ADMINISTRATIVE REVIEW

1. Names of people who assist.

2. Is a Gun-Shi or City between district, your prefecture and the agency you are reviewing?

3. Indicate name of supervisor or staff member responsible for the agency you are working on. Does he assist you?

4. Local Officials job and who talked to them, any other sources of information.

5. What case records you are going to review or have reviewed. Total No., Total No. You make notes on.

6. Total cases open 6 Mo. or more number reviewed.

7. Total No. less 6 Mo's - Total. No. reviewed.

8. No. of rejected cases reviewed.

9. Total No. appeals heard or had.

10. Total non-scheduled records read.

11. List method used in selection cases.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

12. Categories of assistance under this law.

13. List special reasons for reviewing an agency.

14. Characteristics of locality this agency serves. Population before and after war, financial ability, industries etc.

15. Statistical data on review period selected.

16. Average payments made during last month.

17. How does prefectures average compare with that of the locality?

18. How is this local agency representative of the prefecture?

19. Ownership status of buildings used by this agency?

20. What staff were there - positions at table - How many employed - How many vacancies?

21. How many cases are Minsei-Iin carrying - are many cases pending?
65 FAMILIES 216 PERSONS. NONE.

22. What do they consider as ordinary case load? YES. AVERAGE.

23. Are any cases handled over the heads of the Minsei-Lin? NO.
Are any other services offered? Scope.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

24. Aspects that effect administration. NONE

25. Evaluate compilation of a statistics.

26. Are estimates of future expenditures made? Yearly

27. Does Minsei-Iin explain eligibility requirement to the applicant? ✓

28. Are various types of assistance explained? Yes

29. Are there different procedures for non-residents? No.

30. How does resident status effect consideration? Doesn't

31. Are requrests rejected or disposed of without proper reason or procedures? No.

32. What records are kept of rejections? FILE. Are they filed? YES
Where? VILLAGE OFFICE. Can the rejections be explained? YES.

33. Is payment offered before eligirility is established? No

34. Is contact by receipient kept with labor exchange? YES

35. Willingness to work etc. Self help. CONSIDERED.

36. Quality of indiniduals behavior. YES

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

37. How is capacity of relatives to support determined? Good

38. Local practices concerning residence. } One reporting to T.O.

39. What difinition of residence is used?

40. Are there any citizenship requirements? No

41. What other eligibility requirements are there? No.

Determination of Need

1. What standards are uses? according to need.

2. Is fixed amount per family or individual used? No

3. What items are included in the budget?

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

SHIMIZU

POINTS TO BE CHECKED ON
DURING ADMINISTRATIVE REVIEW

1. Is at least one interview made before payment is started? YES.

2. Are home visits made before the determination of eligibility?
YES

3. Does Minsei-Iin check bank records - pay records - police records?
YES YES YES.

4. What information is thus obtained?

5. Is a time limit set? NO.
from 10 to 30 DAYS.

6. Are there waiting lists? Why? How are names taken from the list?
NO.

7. Are rejected applicants given aid in obtaining other services?
YES.

8. How are applicants notified of action taken?
TOWN HALL GIVES DIRECT NOTIFICATION to —
M.I. & to NEEDY

1. How often is eligibility reviewed? MONTHLY

2. Is there a required interval or period?

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

3. What is method of determination?

4. Are these people referred to the labor exchange?
YES

5. Is ability of relatives to support checked?
YES

6. Is there a formal reapproval? By whom? Does agency know where re-determination is due?

7. How are addresses kept current? BY FILE. AND M.I. INFORMATION.

8. How are records of deaths kept? FILE.

9. Are any regular contacts maintained? YES.

10. Is responsibility placed on the recipient for changes in status reporting? ALWAYS JOB FOR M.I. & TOWN OFF.

11. Are any cases closed without review? NO

12. Is suspension procedure used? YES.

13. Can reinstatement be made promptly when necessary?
NO MUST BE REINVESTIGATED.

14. Are cases always closed after 30 days after eligibility?

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

ADMINISTRATIVE REVIEW

1. Names of people who assist.

2. Is a Gun-Shi or City between district, your prefecture and the agency you are reviewing?

3. Indicate name of supervisor or staff member responsible for the agency you are working on. Does he assist you?

4. Local Officials job and who talked to them, any other sources of information.

5. What case records you are going to review or have reviewed. Total No., Total No. You make notes on.

6. Total cases open 6 Mo. or more number reviewed.

7. Total No. less 6 Mo's - Total. No. reviewed.

8. No. of rejected cases reviewed.

9. Total No. appeals heard or had.

10. Total non-scheduled records read.

11. List method used in selection cases.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

12. Categories of assistance under. This law.

13. List special reasons for reviewing an agency.

14. Characteristics of locality this agency serves. Population before and after war, financial ability, industries etc.

15. Statistical data on review period selected.

16. Average payments made during last month. ¥450

17. How does prefectures average compare with that of the locality?

18. How is this local agency representative of the prefecture?

19. Ownership status of buildings used by this agency?

20. What staff were there - positions at table - How many employed - How many vacancies?

21. How many cases are Minsei-Iin carrying - are many cases pending?
78 FAMILIES 250 People NONE

22. What do they consider as ordinary case load?
THE ABOVE.

23. Are any cases handled over the heads of the Minsei-Iin? Are any other services offered? Scope.
ONLY SPECIAL CASES

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

24. Aspects that effect administration.

NONE AT PRESENT.

25. Evaluate compilation of statistics.

26. Are estimates of future expenditures made? YEARLY.

27. Does Minsei-Iin explain eligibility requirement to the applicant?

YES

28. Are various types of assistance explained?

YES.

29. Are there different procedures for non-residents?

NO.

30. How does resident status effect consideration?

NO

31. Are requrests rejected or disposed of without proper reason or procedures?

HAVE NOT BEEN ANY. NO.

32. What records are kept of rejections? Are they filed? WILL KEEP.
Where? Can the rejections be explained?

33. Is payment offered before eligirility is established?

NO.

34. Is contact by receipient kept with labor exchange?

NO.

35. Willingness to work etc. Self help.

36. Quality of indiniduals behavior.

} YES

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

37. How is capacity of relatives to support determined?
Relatives are contacted. & personally interviewed

38. Local practices concerning residence.

39. What difinition of residence is used?
A ~~person~~ person possessing a permanent

40. Are there any citizenship requirements? N/O

41. What other eligibility requirements are there? N/O.

Determination of Need

1. What standards are uses?

2. Is fixed amount per family or individual used?
Not Fixed Amount

3. What items are included in the budget?

1. Needy needs
2. Higher HQ notifications regarding M.I.
3. assist in Kind district File
4. Medical clearance file.
5. Dss Certif for M.A.
6. Details of Needy Town Officer / Deaths recorded not.
7. " " " M.I.
8. D.L.S LAW.
9. Higher HQ Instr. regards PA.
10. Monthly report to Higher HQ.
11. Miscell File. contains monthly Grant reports of needy.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

N O O

OKUUTI

POINTS TO BE CHECKED ON
DURING ADMINISTRATIVE REVIEW

1. Is at least one interview made before payment is started?
YES ONE BY M.I.

2. Are home visits made before the determination of eligibility?
YES.

3. Does Minsei-Iin check bank records -- pay records - police records?
NO

4. What information is thus obtained?

5. Is a time limit set?
No

6. Are there waiting lists? Why? How are names taken from the list?
YES (2) They are to be investigated on 2d for 4E.

7. Are rejected applicants given aid in obtaining other services?
YES. M.I. takes action

8. How are applicants notified of action taken?
through M.I.

1. How often is eligibility reviewed?
Twice in almost 1 year

2. Is there a required interval or period?
No

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

3. What is method of determination?

4. Are these people referred to the labor exchange?
NO CASES

5. Is ability of relatives to support checked?
YES

6. Is there a formal reapproval? By whom? Does agency know where re-determination is due?

7. How are addresses kept current? FILE M.I. NOTIFICATION.

8. How are records of deaths kept? FILE

9. Are any regular contacts maintained? NO. comes to collect monthly payments.

10. Is responsibility placed on the recipient for changes in status reporting? YES. M.I. also refer.

11. Are any cases closed without review?
NO

12. Is suspension procedure used?
yes.

13. Can reinstatement be made promptly when necessary?
Must reinvestigate.

14. Are cases always closed after 30 days after eligibility?

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

ADMINISTRATIVE REVIEW

1. Names of people who assist.

2. Is a Gun-Shi or City between district, your prefecture and the agency you are reviewing?

3. Indicate name of supervisor or staff member responsible for the agency you are working on. Does he assist you?

4. Local Officials job and who talked to them, any other sources of information.

5. What case records you are going to review or have reviewed. Total No., Total No. You make notes on.

6. Total cases open 6 Mo. or more number reviewed.

7. Total No. less 6 Mo's - Total. No. reviewed.

8. No. of rejected cases reviewed.

9. Total No. appeals heard or had.

10. Total non-scheduled records read.

11. List method used in selection cases.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

12. Categories of assistance under this law.

13. List special reasons for reviewing an agency.

14. Characteristics of locality this agency serves. Population before and after war, financial ability, industries etc.

15. Statistical data on review period selected.

16. Average payments made during last month.

17. How does prefectures average compare with that of the locality?

18. How is this local agency representative of the prefecture?

19. Ownership status of buildings used by this agency?

20. What staff were there - positions at table - How many employed - How many vacancies?

21. How many cases are Minsei-Iin carrying - are many cases pending?

60 families. 243 persons. 2.

22. What do they consider as ordinary case load?

40 families

23. Are any cases handled over the heads of the Minsei-Iin? Are any other services offered? Scope.

No

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

Q

Q

WHAT OTHER DUTIES DO YOU HAVE.

24. Aspects that effect administration.

1. Religious matters
2 Employment "

NONE.
ALL ACTIVITIES SLOW.

25. Evaluate compilation of a statistics.

26. Are estimates of future expenditures made?

YEARLY.

27. Does Minsei-Iin explain eligibility requirement to the applicant?

YES

28. Are various types of assistance explained?

YES.

29. Are there different procedures for non-residents?

NO

30. How does resident status effect consideration?

NO.

31. Are requrests rejected or disposed of without proper reason or procedures?

YES.

32. What records are kept of rejections? Are they filed? Where? Can the rejections be explained?

NO CASES.

33. Is payment offered before eligirility is established?

NO.

34. Is contact by receipient kept with labor exchange?

NOT applicable.

35. Willingness to work etc. Self help.

36. Quality of indiniduals behavior.

} CONSIDERED

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

37. How is capacity of relatives to support determined?
Investigate relatives economic situation

38. Local practices concerning residence.

39. What difinition of residence is used?

?

40. Are there any citizenship requirements?
NO.

41. What other eligibility requirements are there?
NONE.

Determination of Need

1. What standards are uses?

2. Is fixed amount per family or individual used?
FIXED AMOUNT PER PERSON. INCOME IS DEDUCTED

3. What items are included in the budget?

16. Application from needy to Village office for Verification

HOW CONFIDENTIAL ARE RECORDS KEPT. WHO SEES THEM. ?

ANSWER.

VILLAGERS ALL KNOW.

NOW IT IS BELEIVED THE VILLAGERS DO NOT KNOW.

1. P.A Receipts kept by Rec:
2. Monthly payments to needy with Needy Stamps
3. Village office Family particulars Needy.
4. M. I. " " "
5. Record of august complete investigation
6. Higher HQ instr. regard. M.I.
7. Medical allowance File.
8. Higher HQ instr. regard. P.A.
9. Oct. map of repat. & war victims
10. Monthly repat to Higher HQ.
11. National investigation.
12. File of Part needy.
13. File of repats.
14. Former enemy suppliers' list.
15. Assist in kind list with receipts.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

A Q O

SHIMOKAWAGUCHI

POINTS TO BE CHECKED ON
DURING ADMINISTRATIVE REVIEW

1. Is at least one interview made before payment is started?
YES. ONE BY M.I.

2. Are home visits made before the determination of eligibility?
YES

3. Does Minsei-Iin check bank records - pay records - police records?
YES YES YES.

4. What information is thus obtained?

5. Is a time limit set?
YES WITHIN 15 DAYS

6. Are there waiting lists? Why? How are names taken from the list?
NO

7. Are rejected applicants given aid in obtaining other services?
YES M.I. HELP

8. How are applicants notified of action taken?
BOTH BY M.I. & V.O.

1. How often is eligibility reviewed?
EVERY 2 MONTHS.

2. Is there a required interval or period?
NO.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

3. What is method of determination? NOT APPLICABLE

4. Are these people referred to the labor exchange?
NO. REASON. IN THIS VILLAGE.

5. Is ability of relatives to support checked?
YES

6. Is there a formal reapproval? By whom? Does agency know where re-determination is due?
DOES NOT APPLY

7. How are addresses kept current? FILE
NOTIFIED BY M. I.

8. How are records of deaths kept? FILE.

9. Are any regular contacts maintained?
YES

10. Is responsibility placed on the recipient for changes in status reporting? YES

11. Are any cases closed without review?
NO.

12. Is suspension procedure used? YES.

13. Can reinstatement be made promptly when necessary?
MUST RE-INVESTIGATE.

14. Are cases always closed after 30 days after eligibility?

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

ADMINISTRATIVE REVIEW

1. Names of people who assist.

2. Is a Gun-Shi or City between district, your prefecture and the agency you are reviewing?

3. Indicate name of supervisor or staff member responsible for the agency you are working on. Does he assist you?

4. Local Officials job and who talked to them, any other sources of information.

5. What case records you are going to review or have reviewed. Total No., Total No. You make notes on.

6. Total cases open 6 Mo. or more number reviewed.

7. Total No. less 6 Mo's - Total. No. reviewed.

8. No. of rejected cases reviewed.

9. Total No. appeals heard or had.

10. Total non-scheduled records read.

11. List method used in selection cases.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

12. Categories of assistance under this Law.

13. List special reasons for reviewing an agency.

14. Characteristics of locality this agency serves. Population before and after war, financial ability, industries etc.

15. Statistical data on review period selected.

16. Average payments made during last month.

17. How does prefectures average compare with that of the locality?

18. How is this local agency representative of the prefecture?

19. Ownership status of buildings used by this agency?

20. What staff were there - positions at table - How many employed - How many vacancies?

21. How many cases are Minsei-Iin carrying - are many cases pending?
37 FAMILIES 126 PEOPLE — NO

22. What do they consider as ordinary case load?
THE ABOVE IS NORMAL.

23. Are any cases handled over the heads of the Minsei-Iin?
Are any other services offered? Scope. NO

IS EVERY CASE MAINTAINED IN A CONFIDENTIAL MANNER.

YES. M.I. VILLAGE WELFARE & VILL. C.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

24. Aspects that effect administration. NONE.

WHAT OTHER WORK DOES HE DO SPECIAL DISTRIBUTION OF SHOYO Y MISO.

25. Evaluate compilation of statistics.

26. Are estimates of future expenditures made? YEARLY ESTIMATES

27. Does Minsei-Iin explain eligibility requirement to the applicant? YES.

28. Are various types of assistance explained? YES.

29. Are there different procedures for non-residents? NO.

30. How does resident status effect consideration? NO. DIFFERENCE.

31. Are requrests rejected or disposed of without proper reason or procedures? NO.

32. What records are kept of rejections? Are they filed? YES. Where? Can the rejections be explained? YES. YES.

33. Is payment offered before eligirility is established? NO.

34. Is contact by receipient kept with labor exchange? NOT APPLICABLE

35. Willingness to work etc. Self help.

36. Quality of indiniduals behavior.

} CONSIDERED.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

37. How is capacity of relatives to support determined?
THE RELATIVES CAPACITY TO SUPPORT IS INVESTIGATED BY V.O & M.I.

38. Local practices concerning residence.

39. What difinition of residence is used? ?

40. Are there any citizenship requirements? No.

41. What other eligibility requirements are there?
NONE.

Determination of Need

1. What standards are uses?

2. Is fixed amount per family or individual used?
VARIES ACCORDINGLY.

3. What items are included in the budget?

1. PARTICULARS OF NEEDY BY M.I.
2. ALL HIGHER HQ INSTRUCTIONS ON P.A.
3. GENERAL INVESTIGATION PARTICULARS.
4. PART. OF NEEDY. BY V.O.
5. LIST OF MONTHLY PAYMENTS – NO RECEIPTS – FUNERAL ALLOWANCES
6. M.I. INSTRUCTIONS FROM HIGHER HQ..
7. ASSIST IN KIND. DIST. FILE INCL. HIGHER HQ INST.
8. FILE CONCERNING SUFFERS. INST. FROM HIGHER HQ.
9. RECEIPT FILE MAINTAINED BY VILLAGE ACCOUNTANT.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

N

"SUKUDO"

POINTS TO BE CHECKED ON
DURING ADMINISTRATIVE REVIEW

1. Is at least one interview made before payment is started?

YES.

2. Are home visits made before the determination of eligibility?

YES

3. Does Minsei-Iin check bank records ✓ - pay records ✓ - police records? NO

4. What information is thus obtained?

5. Is a time limit set?

NO.

6. Are there waiting lists? Why? How are names taken from the list?

NO.

7. Are rejected applicants given aid in obtaining other services?

YES.

8. How are applicants notified of action taken?

THROUGH M.I.

1. How often is eligibility reviewed?

MONTHLY.

2. Is there a required interval or period?

YES

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

3. What is method of determination?

4. Are these people referred to the labor exchange?
YES.

5. Is ability of relatives to support checked?
YES.

6. Is there a formal reapproval? By whom? Does agency know where re-determination is due?

7. How are addresses kept current? FILE. KNOWLEDGE CONTINUALLY SUBMITTED BY MINEI LIN.

8. How are records of deaths kept? FILE.

9. Are any regular contacts maintained?
YES

10. Is responsibility placed on the recipient for changes in status reporting? YES. M.I. also. Kept contact.

11. Are any cases closed without review?
NO.

12. Is suspension procedure used?
YES

13. Can reinstatement be made promptly when necessary?
Reinvestigation is necessary.

14. Are cases always closed after 30 days after eligibility?

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

ADMINISTRATIVE REVIEW

1. Names of people who assist.

2. Is a Gun-Shi or City between district, your prefecture and the agency you are reviewing?

3. Indicate name of supervisor or staff member responsible for the agency you are working on. Does he assist you?

4. Local Officials job and who talked to them, any other sources of information.

5. What case records you are going to review or have reviewed. Total No., Total No. You make notes on.

6. Total cases open 6 Mo. or more number reviewed.

7. Total No. less 6 Mo's - Total. No. reviewed.

8. No. of rejected cases reviewed.

9. Total No. appeals heard or had.

10. Total non-scheduled records read.

11. List method used in selection cases.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

12. Categories of assistance under. This Law.

13. List special reasons for reviewing an agency.

14. Characteristics of locality this agency serves. Population before and after war, financial ability, industries etc.

15. Statistical data on review period selected.

16. Average payments made during last month.

17. How does prefectures average compare with that of the locality?

18. How is this local agency representative of the prefecture?

19. Ownership status of buildings used by this agency?

20. What staff were there - positions at table - How many employed - How many vacancies?
~~None~~.

21. How many cases are Minsei-Iin carrying - are many cases pending?
55 families. 200 people None

22. What do they consider as ordinary case load?
The above is normal.

23. Are any cases handled over the heads of the Minsei-Iin? YES
Are any other services offered? Scope.
Only special cases.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

24. Aspects that effect administration.
Repatriates are asking for Medical allowance from Town Office. T.O. Welfare Official says not qualified.

25. Evaluate compilation of a statistics.

26. Are estimates of future expenditures made?
Yearly Budget. Revised 3 monthly periods.

27. Does Minsei-Iin explain eligibility requirement to the applicant?
YES

28. Are various types of assistance explained?
YES

29. Are there different procedures for non-residents?
NO.

30. How does resident status effect consideration?
NOT AFFECTED.

31. Are requrests rejected or disposed of without proper reason or procedures?
NO.

32. What records are kept of rejections? Are they filed? YES
FILE
Where? Can the rejections be explained? YES.
T.O.

33. Is payment offered before eligirility is established?
YES. EMERG. HELP

34. Is contact by receipient kept with labor exchange?
YES

35. Willingness to work etc. Self help.

36. Quality of indiniduals behavior.

} CONSIDERED

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

37. How is capacity of relatives to support determined?
SAME INVEST TO RELATIVES AS TO NEEDY.

38. Local practices concerning residence.

39. What difinition of residence is used?

40. Are there any citizenship requirements? No

41. What other eligibility requirements are there?
NO

Determination of Need

1. What standards are used?

2. Is fixed amount per family or individual used?
Varies by circumstances.

3. What items are included in the budget?

1. Family Circumstances by V.O. UNDER 1 Year
2. " " " " OVER 1 "
3. P.A. Recipients whose allowances have been cancelled
4. General instruction for High HQ. about P.A.
5. Higher HQ instruct. about various organizations.
6. Record of money received from C.G. P.G.
7. Monthly payments to needy.
8. Emerg. Livelihood supply to Victims.
9. application for funeral allowance by M.I.
10. D.S.I details Medical allowance - & childbirth allow.
11. Record of individual payment.
" " Medical allow.
" " Funeral "
" " Childbirth "
" " Vocational "
} In air file.
12. Medical allowance INDEX.
13. " " TICKETS

14. Distribution of Pass in Kind. to Needy. under L.P.L.
15. " " Genuine Needy.
16. Forms D.V.H. Supplies Shortfalls.
17. Monthly report to Higher HQ.
18. Govt & Non Govt Persons " "
19. L.P. Laws. Census. L.P.L.
20. Particulars of Guardians M.I. Persons. Rang. Range.
21. Location Note. Area. F.N.
22. Vagrants Camp
23. Receipts of Needy kept by accountant
24. M.I. working Manual Govt. Allowances
25.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

STANDING OPERATING PROCEDURE

FOR BOTH REGIONAL AND PREFECTURAL WELFARE OFFICERS

1. The Public Welfare officer will be guided by Public Health and Welfare Bulletin, October 1947, titled "Duties and Functions of Welfare Officers Military Government".

2. A list should be compiled and kept current in each Military Government Headquarters of all pertinent SCAPINS and operational Directives. Filing should be so arranged as to break them into various sub-heads, such as "Public Assistance", "Institutions", "Relief supplies", "Disaster Planning", "Foreign Nationals", "Reporting" etc according to the subject covered in the OD or SCAPIN.

3. The following duties apply specifically to the prefectural public welfare officer.

a. Under ideal conditions, the Prefectural Welfare Officer should tempt to spends approximately fifty per cent of this time in the field.

b. Most of the time in the field should be devoted to the inspection of welfare offices.

c. A complete file should be established of all SCAPINS, Operational Directives, and Public Health and Welfare Bulletins in each Prefectural Welfare Office.

d. Pertinent information which is not specifically requested in the Monthly Activities Report from the Public Welfare Officer, should be included in special reports and is encouraged.

e. Conferences should be held at least monthly with prefectural welfare officials. Special conferences should be held as needed.

f. Regular training should be undertaken with Japanese and enlisted personnel assigned to the Welfare Section.

g. Because of the importance of the public welfare program in helping accomplish the objectives of the occupation, the highest qualified personnel, both Japanese and enlisted men, should be assigned to the Public Welfare Section. Personnel should not be assigned to the Public Welfare Section without the approval of the Welfare Officer.

h. Details concerning the specific duties of the Public Welfare Officer are contained in the check list, SCAPINS and Pertinent Operational Directives. and summarized in Public Health and Welfare Technical Bulletin #6, dated October 1947.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

FROM (A) Originator: Det 1 Amst Armd Car Sqn -

Date—Time of Origin:

For Action: BLOF LO

TO:

(w) For Information (INFO.):

Message Instructions: GR

ORIGINATOR'S No.

Full name req:-

"To BLOF LO v 34 Bde 0 GS 23 0 E DUCK 0 UNCLAS 0 Ref SMQ 105 of 091530 I 0 Do not propose to vary existing comm plan 0 Requests of this nature should come from det Armd Car Coy who should decide whether escort cars are required or otherwise 0 If rqt demands can arrange for 399 rqt to be sent to TAKAMATSU 0 Present rqt does not warrant this 0 Manoeuvre action only

Distr: BLOF LO
Shikoku Region

Unsigned

This message may be sent AS WRITTEN by any means { except / ..... } Wireless

Signed

If liable to be intercepted or fall into enemy hands, this message must be sent IN CIPHER

Signed

Originator's Instructions
Degree of Priority

Time	System	Op
THI or TOR		
Time Cleared		

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

i. Monthly reports should be curt, clear and concise. It should concern primarily with an over all evaluation of Japanese welfare work.

j. The Welfare Officer should have a continuing awareness of the Japanese and MG Disaster Plans.

4. Functions of the Region welfare officer should include the following:

a. Study of all pertinent directives and furnish teams with up-to-date lists of references ot pertinent directives.

b. Maintain up-to-date standing operating procedure.

c. Maintain journal of section activities.

d. Prepare and submit matters of interest to the teams for inclusion in weekly informational bulletin.

e. Maintain record of matters to be included on agenda for monthly team commander's meetings, weekly meetings with CIC, Field Security and BCOF Liaison Officer.

f. Make regular visits to prefecture.

g. Study reports submitted by teams as basis for regional activity and report.

h. Insure tinely forwarding of reports to higher headquarters.

i. Assume responsibility for "action items" referred direct to sections.

j. Do everything possible to assist, encourage and stimulate activities of teams.

k. Report to higher headquarters problems which effect several prefectures and recommend action to correct difficulties encountered.

l. Hold conferences 5-6 times per year with PWO for exchange of ideas.

m. Arrange for training of enlisted personnel assigned to Welfare Section assigned to Prefectures and region. (See #3)

n. Assist and cooperate with the Japanese in training and other programs which take place on a regional level.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

FROM (A) Originator: Det 1 Asst Armd Car Sqn

Date—Time of Origin: 5

For Action: BCOF LO

TO

(w) For Information (INFO.): Shikoku Region ATG

Message Instructions— GR—

ORIGINATOR'S No. /

~~TOT~~ Foll instn recd from 34 Bde ⊙ JOJO has deteriorated into a tropical storm ⊙ All BCOF area clear of typhoon ⊙ Danger of floods still present with ~~flood~~ max at 101200 also possibility landslides ⊙ From Armd Car Det only ⊙ Effective strength Seven for ZENTSUJI four on call ZENTSUJI one TAKAMATSU two in use as R/T links.

This message may be sent AS WRITTEN by any means { except / ____ } Wireless

If liable to be intercepted or fall into enemy hands, this message must be sent IN CIPHER

Originator's Instructions Degree of Priority

Time	System	Op
THI or TOR		
Time Cleared		

Signed

Signed

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

c. Encourage, suggest and correlate surveys on a region-wide basis on pertinent Japanese welfare activities.

p. Maintain an up-to-date regional disaster plan and cooperate with prefectures on prefectural disaster plans. Check periodically to ascertain that both Japanese and team disaster plans are up-to-date.

5. Field visits and periodic checks made by welfare officers should be conducted with a previously prep-ared check list as a guide. Any information gained by field visits should be carefully tabulated and analysed and if considered beneficial should be reported and passed on to the other teams in the region. An attitude of free exchange of information and ideas should be maintained by all welfare officers in the region.

6. Primary responsibility for Japanese welfare activities rests with the Japanese. Stimulation, encouragement and assistance, however should come from the public welfare officer of Military Government.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

Army Form C2136 (Large)
(Pads of 100) (Adapted Sept. 1943)

MESSAGE FORM

Register No.

Call	Ser. No.	Priority	Transmission Instructions

ABOVE THIS LINE FOR SIGNALS USE ONLY

FROM (A) Originator: BLO F LO SHIKOKU | Date—Time of Origin: 0 | 1720 | Office Date Stamp

For Action: 3+ Bde [already delivered]

TO

(w) For Information (INFO.): ~~GHQ~~ Shikoku Region AMG. [already delivered]

Message Instructions— GR—

ORIGINATOR'S No.

SMQ 10 / 0 F× DUCK ⊙ UNCLAS ⊙ 4 / new

GS 512 / 09 / 1405 I ⊙ NIL Casualties

NIL damage ⊙ ~~S~~ Typhoon report in my

SMQ 106 / 09 / 1615 ⊙ NNE movement /

30-30 with times at 30 knots according

to JAP MET Station

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

CHECK LIST OF INSTITUTIONS

1. Are private institutions susidized by public funds? If yes, itemize, giving percentage of expenses of institution that comes from public funds. Can responsibility of the private institution be carried by public institutions? If so, are such public insitiutions now in existence? Are they contemplated?

2. Have any new institutions been established within the past year? Under whatcircumstances? Were they actually needed?

3. Is there duplication and overlapping of some of the functions of various institutions now existing? State whether public or private. Is there a gap in services for some other needs not at present met by current institutions? If so, explain, stating what is contemplated to bridge this gap.

4. Is there an accounting of funds given to institution by public welfare? If so, who ddes the accounting and how often is the account audited? Is there an accounting of funds given to institution from private sources? If so, who does the accounting and how often is it done?

5. Are institutions filled to capacity? Overcrowded?

6. Are intake policies of institutions adequate to take care of present needs? Could a change in intake policy effect a more efficient coverage of existing needs now unmet by other sources? Explain.

7. Are women and children segregated?

8. Are institutional facilities (sanitation, food, medical treatment, wtc.) adequated? Are any steps being taken to bring about adequacy of facilities if at present they are not considered to be such? If so, explain.

9. Are educational activities for children in institutions? Is the CI&E Officer cooperating in this respect with the P.W. Officer?

10. Are recreational activites adequate? If not, are any steps being taken to bring this about?

11. Is there any evidence of maltreatment of inmates?

12. Is the public health officer cooperating with the public welfare officer in matters of hygiene, medical treatment, sanitation in the institutions?

13. Is occupational therapy given immates? If so, is it as adequate as can be given under the circumstances?

14. Is form "I nspection of Welfare & Penal Insitutions" being used in making inspections?

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

EHIME KEN ADMINISTRATIVE REVIEW CHECK LIST

Date:_____ Welfare Office visited:_____ Gun:_____

By:_____ Accompanied by:_____

Officials interviewed:_____ Meeting held? Yes___ No___

1. Total case load: 1.a. Certification Resp.:

2. Number of Minsei-iin - Total: Men: Women:

3. Intake & closing (past two calendar months) Date:_____

Type of Assistance	Applications Received	Applications Rejected	Applications Approved	Aid discontinued	Present Case Loa
Living Expense					
Medical Aid					
Maternity Aid					
Funeral Aid					
Occupation Aid					
TOTAL:					

4. Number of appeals (during past two calendar months):

5. Number of appeals resulting in case opening:

   a. Appeal procedure:

6. Number of cases reviewed: By type:

7. (Reviewed cases) No. visited in last 30 days: last 60 days:
   over 60 days:

8. Number visits properly recorded during past 30 days: 60 days:
   No. visits recorded:

9. Number of cases properly budgeted (acc. to latest schedule):

10. Number over budgeted: 11. Under budgeted: Why?

12. Number cases in such poor condition, no review possible:

13. Number of reviewed cases visited:

14. Do visits jibe with records (number of cases):

15. Publicity and understanding by public of Daily Life Security Law:

16. Special problem handling (relatives, bank accounts, occupational a
    home owners, non-residents)

Important Community data (Economics, etc.)

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

Ehime-ken Administrative Review Check List, contd.

17. How is recertification program proceeding:

18. Are cases being closed properly:

19. Other action being taken during recert:

20. Staff set-up:

Title	Background	Duties	Efficiency

21. Comments on statistical and financial records:

22. Community Data

a. Total population:
b. Total families:
c. Total relief families:
d. % of families on relief:
e. Comparison with prefectural aver.: Other similar communities:
Explanation:

f. Is community matching prefectural expenditures?
g. Community economics:
h. Is community able to pay for relief?
i. Average welfare payments:
j. Relationship to prefecture:
k. Relationship to district office:
l. Relationship to Minsei-iin:

23. Case Recording Review

a. Complete?
b. Correct?
c. Visits recorded?
d. Reinvestigations made?
e. Reinvestigations recorded?
f. Other:

24. Minsei-iin

a. Was meeting held with them during review?
b. Impressions and comments (age, ability, interest, attendance at meetings, attitudes):

c. Training?

25. Additional Data:

a. Are budgets submitted to prefectural fiscal section currently?

b. Is money received monthly or regularly?
c. Use of Local Labor Exchange (automatic referrels? periodic reporting: refused employment? % secured jobs thru exchange?)

d. Are case records kept confidential?

26. General Comments:

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

CASE REVIEW CHECK LIST

(For additional data use extra sheets, indicate items discussed)

Family Name:_____ Date of Review:_____ By:_____

Date of visit:_____ By:_____ Type Aid:_____ Amount:_____

No.	Name	Rel.	Sex	Age	Employed?	Type Work	Income	Remarks
1								
2								
3								
4								
5								
6								
7								

INCOME

Source of Income	Amount	
	Record	Client
Employment by:		
Employment by:		
Employment by:		
Land (farming)		
Aid by Relatives		
Savings		
Other (itemize)		
Other (itemize)		
TOTAL:		

EXPENSES

Expense Item	Amount	
	Record	Client
Staple Foods		
Other Foods		
Rent		
Fuel		
Clothing		
Medical		
School Lunch		
Other (itemize)		
TOTAL:		

Special Problems: How handled:

Budgeting satisfactory: Over budgeted: Under budgeted:

Attitude of Minsei-iin, officials:
Frequency of visits:
Regularity of relief:
Discrepancy between need and relief:
Why if discrepancy:
Other comments:

Monthly Relief Allowance according to latest schedule: ¥

Remarks and Evaluation:

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

CASE REVIEW CHECK LIST

(For additional data use extra sheets, indicate items discussed)

Family Name:_____ Date of Review:_____ By:_____

Date of visit:_____ By:_____ Type Aid:_____ Amount:_____

No.	Name	Rel.	Sex	Age	Employed?	Type Work	Income	Remarks
1								
2								
3								
4								
5								
6								
7								

INCOME

Source of Income	Amount	
	Record	Client
Employment by:		
Employment by:		
Employment by:		
Land (Farming)		
Aid by Relatives		
Savings		
Other (itemize)		
Other (itemize)		
TOTAL:		

EXPENSES

Expense Item	Amount	
	Record	Client
Staple Foods		
Other Foods		
Rent		
Fuel		
Clothing		
Medical		
School Lunch		
Other (itemize)		
TOTAL:		

Special Problems: How handled:

Budgeting satisfactory: Over budgeted: Under budgeted:

Attitude of Minsei-iin, officials:
Frequency of visits:
Regularity of relief:
Discrepancy between need and relief:
Why if discrepancy:
Other comments:

Monthly Relief Allowance according to latest schedule: ¥

Remarks and Evaluation:

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

PUBLIC WELFARE CHECK LIST ON PREFECTURAL LEVEL

I. Organization of Prefectural Welfare Section

1. What is the organizational chart of the Public Welfare Section?
2. Are inter-relationships and hierarchy indicated?
3. Is responsibility of each person indicated?
4. Are regular meetings or conferences held between welfare chiefs and sub-section heads?
5. Do sub-section heads make regularo written reports to welfare chiefs?

II. Administration

1. What kind of filling system is used?
2. What types of records are kept?
3. What types of administrative controls are used?

III. Personnel

1. How is staff hierd? Fired? Promoted?
2. Are staff members qualified?
3. Is staff given orientation? In-training?
4. Does office have a personnel policy? Is it in writting?

IV. Inter-relationships between Prefectural and Local welfare offices.

1. Is there an active working relationship between the prefectural and the gun welfare offices? Between the prefectural and local welfare officer? Between the district and the local welfare offices?
2. Is there an informational flow from prefectural to lower level?

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

CHIN SHUN KA	Chinese				
YAMAOKA TATSUO	Japanese	18	Theft of Occupation Force Property	31 Oct 47	House Arrest
OHMORI HIROSHI	Japanese	17	"	31 Oct 47	"

KOCHI-KEN

KOKO SE	Chinese	57	Gambling	30 Jul 47	House Arrest
KOKO SE	Shinese	57	Violation of Commerce & Industry Ordinance 25, (illegal trading in textiles)	5 Oct 47	"
RYU SEI HA (Captain of "WAKA MARU")	Formosan	25	Violation of Imperial Ordinance 207, 277, & 311. Japanese Customs Law. (illegal import & entry)	1 Oct 47	Kochi Jail
GO JIN GI	Formosan	29	Violation of Imperial Ordinance 311 and 207	1 Oct 47	Kochi Jail
RI MOKU DEN	Formosan	40	"	1 Oct 47	"
RIN SEI KI (Passengers in "WAKA MARU")	Formosan	33	"	1 Oct 47	"
9 men (Crew of the cargo in "WAKA MARU")	Formosan		Violation of Imperial Ordinance 311 & 207	1 Oct 47	Kochi Jail
18 men	Formosan		Violation of Imperial Ordinance 207, 277, & 311. Japanese Customs Laws 61	1 Oct 47	Kochi Jail
TATSUMA YOKOKAWA	Japanese	57	Violation of Imperial Ordinance 300, 311. (illegal possession of weapons. Giving false information)	3 Nov 47	House Arrest

TOKUSHIMA-KEN

TO SEI KEI	Chinese	29	Illgal Possession of Controlled foodstuffs	26 Sep 47	House Arrest
YOSHIDA KIYOYUKI	Japanese	20	Violation of SCAP Directive 756 (Evading interrogation by CIC Agents)	30 Jul 47	"

2. Your earliest disposal of these cases would be appreciated.

FOR THE COMMANDING OFFICER

CHARLES H. BACK
Captain USAF
Adjutant

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

3. Does prefecture set up training programs on a prefecture wide level?
4. Does a representative of the prefectural or gun welfare office accompany MG Public Welfare Officer on making field visits?

V. Special Problems

1. Is there a Central Child Welfare Committee?
2. Is there a Repatriation Board?
3. Has the tonari gumi system been completely eliminated?
4. Are the Community Chest, Japanese Red Cross, and other campaigns well organized? Are contributions voluntary?
5. Are private organizations such as Dobo Engo Kai functioning astisfactorily?
6. Are relief recipients being taxed? No [illegible]
7. Are transients being cared for adequately?
8. Has there been any attempt to evaluate whether persons not receiving assistance should be receiving aid? no

VI. Disaster Plans

1. Is the disaster plan up to date?
2. Are new Japanese officials familiar with the plan?
3. Are localities aware of the plan and are they prepared to participate in it?

VII. Training of welfare personnel

1. Prefectural level
   a. Welfare official conferences and training in basic administration.
   b. Annual minsei-iin conferences.
   c. In-training of prefectural staff.
   d. Training of gun (district) welfare officials.
   e. Case worker training.
2. Gun level.
   a. District minsei-iin conferences.
   b. Training of new welfare chiefs.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

Department, 2500, in case of fire and then immediately call this Hq, 4101. The motor sergeant, or in absence the stand by driverm with a squad of 6 men (Annex A) will proceed to the fire by truck with the proper equipment. All other military personnel will foun in the street in front of Region Headquarters.

g. Japanese employees will evacuate to the athletic field.

h. The person discorering a fire will sourd the alarm and immediately properd with first aid treatment using extinqwshers and or sand.

1. Fire Statrm: Remove hose, wttach nozzle, be prepared to use odcacent exting wishers or to lower undoor shutters if fire in odcacent swilding.

Statrm 1. First tlon. 1st/Sgt Froler Put Wetherall
Statrm 2. Second Floor T/3 Gettemy Pvt Faust
Statrm 3. Third Floor Cop Anderson Pvt Haupt
Statrm 4. Fouth Floor Sgt Shintaku Col Rattner
Statrm 5. Fifth Floor T/Sgt Ferris cook or beker on duty

2. Traffic control: Keep all unauthorized persons anay from the building and assist fire department in main taiming order antside the building. S/Sgt Seki Pfc Gollagher.

3. Dependent Housing and Warehouse:

Fire detail: Report to motor pool with an extinquicher from the statrm to which you are assigned for region building fires.

Region building Food equipment motor Sgt or standby driver.
1st Sgt Fowler Pvt Wetherall T/3 Gettemy Pvt Faust Cop Anderson Pvt Haupt Sgt Shintaku Pfc Rattner S/Sgt Ferris:

V. Special Problems

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

PUBLIC WELFARE CHECK LIST ON LOCAL LEVELS

I. Administration and Organization

1. What is the table of organization?
2. Are relationships clear?
3. Are responsibilities clearly difined?
4. Are statistical and financial records intelligently kept?
5. A re-accounts audited? If so, by whom and how often?
6. How do welfare expended compare with other communities of like population?
7. Are surplus welfare funds returned to regional office at end of fiscal year?
8. After deficiencies in welfare administration, institutional management, or other activities have been pointed out by the MG Welfare Officer, have these deficiencies been rectified?

II. Case Records

1. Is information complete? Is record adequate?
2. Are relief amounts adequate?
3. Is information easy to obtain?
4. Are records numbered? Otherwise indexed?
5. Who is responsible for keeping records current?
6. Are records current? Are reinvestigations noted? Are reviews noted? Are changes recorded?

III. Welfare Policies and Practices

1. Is Daily Life Security Law publicized?
2. Is Daily Life Security Law understood by officials?
3. Are applications acted on promptly?
4. Are appeals ever make? How are they handled?
5. Are refusals of relief explained to the applicant?
6. Are refusals of relief intelligently thought thru? Justified?
7. Are paid case workers used? How? To handle casework problems? To recheck investigations? To make reinvestigations? Other? Is there a need for paid caseworkers?
8. What is the average grant-in-aid given? Does it adequately cover the expenses of daily living? How does it compare with the basic grant under provisions of the Daily Life Security Law? How dows it compare with the maximum amount permitted under provisions of the Daily Life Security Law?
9. Is adequate medical aid granted?
10. Are cases automatically closed after receiving occupational aid or is relief continued on a selective level?
11. Are cases closed if relatives can assist but refuse to do so? What efforts are being made to have responsibile relatives assist?
12. Is preferential treatment given favored groups? Is there any discrimination?
13. Is there a tendency on the part of Jpanese officials to slough off their own responsibilities on the shoulders of MG personnel?

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

3. The Jeep and the actual place:

It was fine weather when the accident happened, and the sun was shining from thewest. The road was the one connecting Takuma with Shonai-mura. Its width is about 23 "shaku" and thecurve forms about a 40 degree angle. On the southern side is the protruding mountain, and the east-west side is facing the sea. The height of the road is about 11 "shaku" above the sea level. When I went to see the Jeep, it was on the sea-shore about 10 "shaku" to the westward of the road. It was ebb tide at that time.

4. References to the accident.

A. According to seitaro Matsushita (age 42, Farmer, living in No. 1.575,A Ohama, Shonai-mura, Mitoyo-gun), he was fishing at the sea-shore about 500 meters to the south of the place where the accident happened, when he heard a sound of a horn at the place. At about 15:20 or 15:30, he did not turn to the direction. About 12 or 13 seconds later, he heard a thud, so he turned his head to see a Jeep fallen on the sea-shore. The Jeep was in its usual form. No one was passing the road.

B. According to Akira Mori (age 37 Farmer, living in No. 1.697, A, Ohama, Shonai-mura, Mitoyo-gun), he was engaged in fishing in the offing about 300 meters from the actual spot, and running the ship towards west, when, at about 15:20 or 15:30, he heard a screeching sound and a thud in the direction of the spot. He turned his head and saw the Jeep fallen on the beach. The Jeep had its usual form and its front was turned to the road. A man near the place ran to the spot. A man on the left of the Jeep stood up but instanly sat down again. I saw another man appear at the left side of the Jeep, and at the same time the third man was seen at the right side. I have not seen the Jeep at the moment of the accident. At the time of the accident, when I heard the sound no man nor vehicle was passing by the place.

The Jeep had the sign of "MG 2"

I hereby report to you the investigations of the accident by means of this written statesment.

18 October 1947.

Noboru Katsuta