GHQ/SCAP Records(RG 331)
Description of contents

THE
NATIONAL ARCHIVES
OF THE
UNITED STATES

(1) Box no. 2187

(2) Folder title/number: (12)
Staff Visits & Field Trips: 1948

(3) Date: Jan. 1948 - Dec. 1948

(4) Subject:

Classification	Type of record
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(5) Item description and comment:

(6) Reproduction: (Yes) No

(7) Film no. Sheet no.

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

CHECK SHEET

(Do not remove from attached sheets)

File No.: Subject: Staff Visits Capt Melvin 26-6961

Note No.: From: Govt Sec To: Chief of Staff GWK Date: 24 Dec 1948

1. In compliance with Staff Memorandum No. 19, dated 28 May 1948, para. 4, the following is submitted for approval:

NAME	DEPARTURE	RETURN	DESTINATION
Maj Jack P. Napier O-43657, Executive Officer	1 Jan 49	31 Jan 49	~~Nagoya~~ Nagaoka, Sendai, Gifu, Kure Sapporo, Akita
Reason: To observe activities of district area Special Investigation Bureaus			
Mr. Makoto Matsukata P-5, Government Analyst Special Advisor	1 Jan 49	31 Jan 49	Sendai, Sapporo, Kyoto, Fukui, Kure, Fukuoka
Reason: Field Study of Procuratorial System			
Maj Roy A. Harris O-571957, AF	3 Jan 49	28 Jan	Prefectural Capitals
Capt Crescenzo F. Guida O-387075, Inf	3 Jan 49	28 Jan	Prefectural Capitals
Dr. Justin Williams, P-8, Chief, Parl & Political Div.	3 Jan 49	28 Jan	Prefectural Capitals
Reason: To investigate, observe, supervise, and advise on election campaigns and election regulations, if, as, and when necessary during the General Election for the members of the House of Representatives.			
Blaine Hoover, CAF-15 Chief, Civil Service Division	3 Jan 49	28 Jan	Sapporo, Sendai, Nagoya Osaka, Hiroshima, Takamatsu, Fukuoka, Niigata, Kumamoto, Kisofukushima, and Kyoto
James R. Bell, CAF-14 Chief, Organization Branch	3 Jan 49	28 Jan	"
W. Pierce MacCoy, CAF-14 Deputy Chief, Civil Service Div.	"	"	"

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

CHECK SHEET

(Do not remove from attached sheets)

File No.: Subject:

Note No.:	From:	To:		Date:
	Harry W. Marsh, CAF-14 Chief, Examination Branch	3 Jan 49	28 Jan	Sapporo, Sendai, Nagoya Osaka, Hiroshima, Takamatsu, Fukuoka, Niigata, Kumamoto, Kisofukushima, and Kyoto
	MacDonald Salter, CAF-14 Chief, Classification and Compensation Branch	"	"	"
	Thomas K. Tindale, CAF-14 Chief, Training Branch	"	"	"
	Thomas L. Eliot, CAF-13 Personnel Specialist	"	"	"
	Maynard N. Shirven, CAF-13 Examination Specialist	"	"	"
	John R. Shively, CAF-13 Training Specialist	"	"	"
	Jesse B. Bettis, CAF-12 Compensation Specialist	"	"	"
	Nora M. Borthick, CAF-12 Classification Specialist	"	"	"
	Walter P. Domanowski, CAF-12 Compensation Specialist	"	"	"
	Grace M. Pierson, CAF-12 Examination Specialist	"	"	"
	Gordon W. Peterson, CAF-12 Examination Specialist	"	"	"
	Alan Rankin, CAF-12 Classification Specialist	"	"	"
	Foster B. Roser, CAF-12 Examination Specialist	"	"	"

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

CHECK SHEET

(Do not remove from attached sheets)

File No.:

Subject:

Note No.:	From:	To:	Date:	
	Joseph L. Speicher, CAF-12 Examination Specialist	3 Jan 49	28 Jan	Sapporo, Sendai, Nagoya Osaka, Hiroshima, Takamatsu, Fukuoka, Niigata, Kumamoto, Kisofukushima, and Kyoto
	Justin Y. Narumi, CAF-9 Chief Interpreter	"	"	"
	Gilbert T. Suzuki, CAF-8 Research Interpreter	"	"	"

Reason: To assist regional offices in problems of organization, examination, administration and classification.

2. It is requested that the following list of Japanese nationals, employed by the government of Japan, be included on this forecast for January travel in connection with compensation and classification studies, organizational problems, and general administration. It is not known, due to present work loads, which of these members of the National Personnel Authority will be able to accompany Civil Service Division staff members on their field trips; however, it is imperative that some of these Japanese nationals go with each technician visiting the regional offices. This is necessary because the Japanese nationals listed are officials of the National Personnel Authority and are responsible for the administration of National Personnel Authority regional offices. In order to direct the activities of these offices in the future, it is of primary importance that NPA officials be familiar with the actual problems of organization and administration which are found at the regional level. No more than one-third of the Japanese nationals listed would travel at one time.

Kiyoshi Asai
Yoichi Ueno
Kenjiro Miyaji
Tsunemasa Temma
Yutaka Fujii
Tsunayuki Sato
Yukitoshi Sugazawa
Kaoru Sugahara
Hiroshi Kanatsugu
Kinichiro Kanazashi
Okiie Yamashita
Tomoo Sato
Masao Ohtake
Hiroshi Morita
Takanary Nagane
Takao Miyazaki
Akiro Sakita
Wataru Nagahashi
Tokuo Oki
Taro Miyake
Naoe Gomi
Kyoshi Kasuya
Takeshi Yoneyama
Toichi Hasumi

3. A Japanese civil service examination has been scheduled by the National Personnel Authority to take place on 16 January 1949 in the regional cities listed above. At this time most of the Civil Service Division technicians listed will be sent to those cities in order to supervise the conduct of the

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

CHECK SHEET

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File No.: Subject:

Note No.:	From:	To:	Date:

examination. As the Civil Service Division wishes to train and give experience to NPA staff members on all subjects concerned with public personnel administration, and specifically in this instance on the important phases of examining, it is requested that the following list of Japanese nationals - members of the NPA - be permitted to accompany technicians on this examination field trip.

Toshiaki Ichihachi
Shigeo Suzuki
Hiroshi Nagata
Kuramatsu Tateyama
Akira Irie
Shigeru Yoshida
Yonosuke Saito
Mitsuru Fushimi
Hideo Kumita
Yasuo Shigeta
Kazuo Minowa
Tadao Nakagima
Shigeo Nomura
Nishikawa Shigeru
Teruhiko Tamura
Soichiro Iwata
Masakazu Kawada
Sadahiko Atsumi
Teruomi Nomoto
Kenkei Shrakawa
Yukiko Kazami
Noboru Fukui
Shiro Shimizu
Yutako Takahashi
Seiichi Shiozaki
Minoru Tanaka
Shigeru Aoyagi

Seigi Washio
Susumu Shoji
Masao Kawada
Noriomi Marucka
Tsunetoshi Goto
Hiroshi Moriyama
Tumio Iwashita
Yoshinori Okazaki
Tatsugi Suzuki
Seiichi Komazawa
Seiji Nozawa
Masahiko Hara
Takao Shimomura
Masao Otake
Hajime Kato
Toshihiro Yamanouchi
Hiroyasu Okabe
Tamiji Ishibashi
Shinno Okayasu
Teruyuki Ueda
Tetsuo Furuta
Toshitake Terai
Kotaro Kasamatsu
Akio Sugino
Hideo Kawazoe
Haruo Hiruma

Few

Staff Visits

Staff Visits | Capt Melvin 26-6961

Govt Sec | Chief of Staff | 24 Dec 1948

1. In compliance with Staff Memorandum No. 19, dated 28 May 1948, para. 4, the following is submitted for approval:

NAME	DEPARTURE	RETURN	DESTINATION
Maj Jack P. Napier O-43657, Executive Officer	1 Jan Dec 48	31 Jan Dec 48	Napata, Sendai, Gifu, Kure
Reason: To observe activities of district area Special Investigation Bureaus			
Mr. Makoto Matsukata P-5, Government Analyst Special Advisor	1 Jan Dec 48	31 Jan Dec 48	Sendai, Sapporo, Kyoto, Fukui, Kure, Fukuoka
Reason: Field Study of Procuratorial System			
Maj Roy A. Harris O-571957, AF	3 Jan 49	28 Jan	Prefectural Capitals
Capt Crescenzo F. Guida O-387075, Inf	3 Jan 49	28 Jan	Prefectural Capitals
Dr. Justin Williams, P-8, Chief, Parl & Political Div.	3 Jan 49	28 Jan	Prefectural Capitals
Reason: To investigate, observe, supervise, and advise on election campaigns and election regulations, if as and when necessary during the General Election for the members of the House of Representatives.			
Blaine Hoover, CAF-15 Chief, Civil Service Division	3 Jan 49	28 Jan	Sapporo, Sendai, Nagoya Osaka, Hiroshima, Takamatsu, Fukuoka, Niigata, Kumamoto, Kisofukushima, and Kyoto
James R. Bell, CAF-14 Chief, Organization Branch	3 Jan 49	28 Jan	"
W. Pierce MacCoy, CAF-14 Deputy Chief, Civil Service Div.	"	"	"

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Harry W. Marsh, CAF-14 Chief, Examination Branch	3 Jan 49	28 Jan	Sapporo, Sendai, Nagoya Osaka, Hiroshima, Takamatsu, Fukuoka, Niigata, Kumamoto, Kisofukushima, and Kyoto
MacDonald Salter, CAF-14 Chief, Classification and Compensation Branch	"	"	"
Thomas K. Tindale, CAF-14 Chief, Training Branch	"	"	"
Thomas L. Eliot, CAF-13 Personnel Specialist	"	"	"
Maynard N. Shirven, CAF-13 Examination Specialist	"	"	"
John R. Shively, CAF-13 Training Specialist	"	"	"
Jesse B. Bettis, CAF-12 Compensation Specialist	"	"	"
Nora M. Borthick, CAF-12 Classification Specialist	"	"	"
Walter P. Domanowski, CAF-12 Compensation Specialist	"	"	"
Grace M. Pierson, CAF-12 Examination Specialist	"	"	"
Gordon W. Peterson, CAF-12 Examination Specialist	"	"	"
Alan Rankin, CAF-12 Classification Specialist	"	"	"
Foster B. Roser, CAF-12 Examination Specialist	"	"	"

Joseph L. Speicher, CAF-12 Examination Specialist	3 Jan 49	28 Jan	Sapporo, Sendai, Nagoya Osaka, Hiroshima, Takamatsu, Fukuoka, Niigata, Kumamoto, Kisofukushima, and Kyoto
Justin Y. Narumi, CAF-9 Chief Interpreter	"	"	"
Gilbert T. Suzuki, CAF-8 Research Interpreter	"	"	"

Reason: To assist regional offices in problems of organization, examination, administration and classification.

2. It is requested that the following list of Japanese nationals, employed by the government of Japan, be included on this forecast for January travel in connection with compensation and classification studies, organizational problems, and general administration. It is not known, due to present work loads, which of these members of the National Personnel Authority will be able to accompany Civil Service Division staff members on their field trips; however, it is imperative that some of these Japanese nationals go with each technician visiting the regional offices. This is necessary because the Japanese nationals listed are officials of the National Personnel Authority and are responsible for the administration of National Personnel Authority regional offices. In order to direct the activities of these offices in the future, it is of primary importance that NPA officials be familiar with the actual problems of organization and administration which are found at the regional level. No more than one-third of the Japanese nationals listed would travel at one time.

Kiyoshi Asai
Yoichi Ueno
Kenjiro Miyaji
Tsunemasa Temma
Yutaka Fujii
Tsunayuki Sato
Yukitoshi Sugazawa
Kaoru Sugahara
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Kinichiro Kanazashi
Okiie Yamashita
Tomoo Sato
Masao Ohtake
Hiroshi Morita
Takanary Nagano
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Tokuo Oki
Taro Miyake
Nace Gomi
Kyoshi Kasuya
Takeshi Yoneyama
Toichi Hasumi

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examination. As the Civil Service Division wishes to train and give experience to NPA staff members on all subjects concerned with public personnel administration, and specifically in this instance on the important phases of examining, it is requested that the following list of Japanese nationals - members of the NPA - be permitted to accompany technicians on this examination field trip.

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Shigeo Suzuki
Hiroshi Nagata
Kuramatsu Tateyama
Akira Iris
Shigeru Yoshida
Yonosuke Saito
Mitsuru Fushimi
Hideo Kumita
Yasuo Shigeta
Kazuo Minowa
Tadao Nakagima
Shigeo Nomura
Nishikawa Shigeru
Teruhiko Tamura
Soichiro Iwata
Masakazu Kawada
Sadahiko Atsumi
Terucmi Nomoto
Kenkei Shrakawa
Yukiko Kasami
Noboru Fukui
Shiro Shimizu
Yutako Takahashi
Seiichi Shiozaki
Minoru Tanaka
Shigeru Aoyagi

Seigi Washio
Susumu Shoji
Masao Kawada
Noriomi Maruoka
Tsunetoshi Goto
Hiroshi Moriyama
Tumio Iwashita
Yoshinori Okazaki
Tatsugi Suzuki
Seiichi Komazawa
Seiji Nozawa
Masahiko Hara
Takao Shimomura
Masao Otake
Hajime Kato
Toshihiro Yamanouchi
Hiroyasu Okabe
Tamiji Ishibashi
Shinno Okayasu
Teruyuki Ueda
Tetsuo Furuta
Toshitake Terai
Kotaro Kasamatsu
Akio Sugino
Hideo Kawasoe
Haruo Hiruma

CW

T/O

Request for Travel Orders Capt Melvin, 26-6961

Govt Sec CPS 8 Dec 1948

1. Request that travel orders be issued authorizing rail transportation for Mr. MacDonald Salter, Chief, Classification and Compensation Branch, CAF-14, accompanied by Mr. Kanazashi Kinichi and Mr. Miyike Taro, Japanese Nationals, employees of the Japanese Government, to travel to Kisofukushima and Nagoya from 15 Dec to 21 Dec 1948 to assist regional offices of the National Personnel Commission in problems of organization, examination, administration, and classification.

2. Travel approved by C/S, 7 Dec 1948.

- C. W. - - - - - - - - - -

GOVT SEC FILES

T/O

Request for Travel Orders

Nora M. Borthick CPS 8 Dec 1948

Thru: Govt Sec

(1) 1. Request travel orders be issued Nora M. Borthick, CAF-12, Classification Specialist, authorizing rail transportation to Nagoya on 17 Dec 1948 and returning on 20 Dec 1948.

2. Government messing and billeting facilities are not required as reservations have been made at the Hotel Tokiwa, a traders' hotel in Nagoya.

Nora M. Borthick
NORA M. BORTHICK

- - - -

Request for Travel Orders

Alan C. Rankin

Thru: CPS
Govt Sec

8 Dec 1948

(1) 1. Request travel orders be issued Alan C. Rankin, CAF-12, Classification Specialist, authorizing rail transportation to Nagoya on 17 Dec 1948 and returning on 20 Dec 1948.

2. Government messing and billeting facilities are not required as reservations have been made at the Hotel Tokiwa, a traders' hotel in Nagoya.

Alan C. Rankin
ALAN C. RANKIN

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(2) From: Govt Sec To: CPS Date: 8 Dec 1948

Recommend approval.

---C. W.---

GS FILE

TRAVEL ORDERS

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

CHECK SHEET

(Do not remove from attached sheets)

Captain R.E.Melvin
26-6961

Subject: Additional Request for Travel

File No.:

Date: 7 December 1948

To: Chief of Staff

Note No.:	From: Govt Sec
1.	1. It is requested that permission be granted for Mr. MacDonald Salter, Chief, Classification and Compensation Branch, CAF 14, to travel to Kisofukushima in conjunction with official travel to Nagoya from 15 December 1948 to 21 December 1948. 2. The December official travel forecast prepared by Government Section provided for travel by Mr. Salter to Nagoya in order to work on Classification and Compensation surveys, and it was not known at that time that the Agriculture and Forestry installation at Kisofukushima would be valuable to the Civil Service Division survey being conducted. As Kisofukushima is located very close to Nagoya and as it is an important installation for Classification and Compensation survey purposes, Government Section requests that Mr. Salter be permitted to visit this installation in conjunction with visiting Nagoya, thereby eliminating an additional trip at a later date. C. W.

Miyoke
Kanachiro Kanazaki

12 7/8

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

CHECK SHEET

(Do not remove from attached sheets)

Capt Melvin
26-6961

File No.:

Subject: Staff Visits

Note No.: | From: Govt Sec | To: Chief of Staff | Date: 23 Nov 1948

1. In compliance with Staff Memorandum No. 19, dated 28 May 1948, para. 4, the following is submitted for approval:

NAME	DEPARTURE	RETURN	DESTINATION
Maj Jack P. Napier O-43657, Executive Officer	1 Dec 48	31 Dec 48	Nagata, Sendai, Gifu, Kure
Reason: To observe activities of district area Special Investigation Bureaus			
Mr. Makoto Matsukata P-5, Government Analyst Special Advisor	1 Dec 48	31 Dec 48	Sendai, Sapporo, Kyoto, Fukui, Kure, Fukuoka
Reason: Field Study of Procuratorial System			
Mr. Blaine Hoover CAF 15, Chief, Civil Service Division	1 Dec 48	31 Dec 48	Sapporo, Sendai, Nagoya, Osaka, Hiroshima, Takamatsu, Fukuoka, Miigata, Kumamoto
Mr. Luther Steward CAF 15, Ass't to the Chief, Govt Sec	"	"	"
Mr. James R. Bell CAF 14, Chief Organization Branch	"	"	Sapporo, Sendai, Nagoya, Osaka, Hiroshima, Takamatsu, Niigata, Kumamoto, Fukuoka
Mr. Thomas K. Tindale CAF 14, Chief, Training Branch	"	"	"
Mr. MacDonald Salter CAF 14, Chief, Classification and Compensation Branch	"	"	"
Mr. Harry W. Marsh CAF 14, Chief, Examination Branch	"	"	"
Mr. Maynard N. Shirven CAF 13, Examination Specialist	"	"	"

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

CHECK SHEET

(Do not remove from attached sheets)

File No.: Subject: Staff Visits — Capt Melvin 26-6961

Note No.: From: Govt Sec To: Chief of Staff Date: 23 Nov 1948

NAME	DEPARTURE	RETURN	DESTINATION
Mr. Foster B. Roser CAF 12, Examination Specialist	1 Dec 48	31 Dec 48	Sapporo, Sendai, Nagoya, Osaka, Hiroshima, Takamatsu, Niigata, Kumamoto, Fukuoka
Mr. Joseph L. Speicher CAF 12, Examination Specialist	"	"	"
Miss Grace M. Pierson CAF 12, Examination Specialist	"	"	"
Mr. Yoshihiko Shigemura CAF 8, Research Interpreter	"	"	"

Reason: To assist regional offices of the National Personnel Commission in problems of organization, examination, administration and classification.

2. Request permission for one or more of the following Japanese Nationals, employees of the Japanese Government, to accompany the above named members of the Civil Service Division to Sapporo, Sendai, Nagoya, Osaka, Hiroshima, Takamatsu and Fukuoka. It is not known, due to present work loads, which of these Japanese will be able to accompany Civil Service Division staff members on their field trips; however, it is imperative that one or more of these Japanese be permitted to travel with each technician visiting the regional offices. This is necessary as the Japanese Nationals listed are officials of the National Personnel Authority and are responsible for the administration of National Personnel Authority regional offices. In order to direct the activities of these offices in the future, it is of primary importance that NPA officials be familiar with the actual problems of organization and administration which are found at the regional level:

Asai, Kiyoshi
Ueno, Yoichi
Miyaji, Kenjiro
Temma, Tsunemasa
Fujii, Yutaka
Sato, Tsuneyuki
Sugahara, Kaoru
Nagane, Takan
Miyazaki, Takao
Sakita, Akiro
Nagahashi, Wataru
Oki, Tokuo
Sugazawa, Yukitoshi
Kanatsugu, Hiroshi
Kanazashi, Kinichiro
Yamashita, Okiie
Sato, Tomoo
Ohtake, Masao
Morita, Hiroshi
Miyake, Taro
Gomi, Naoe
Kasuya, Kyoshi
Yoneyama, Takeshi
Hasumi, Toichi

APPROVED
DEPUTY C/S, SCAP
24 Nov 1948
INITIALS

11 24/5 S

C. W.

Staff Visits

GOVERNMENT SECTION
Civil Service Division

23 November 1948

MEMORANDUM FOR: Mr. Harold Bettencourt, Chief Clerk

SUBJECT : December Travel

Name	From	To	Place
Blaine Hoover, CAF-15, Chief, Civil Service Division	1 Dec	31 Dec	Sapporo, Sendai, Nagoya, Osaka, Hiroshima, Takamatsu, Fukuoka, Niigata, and Kumamoto
Luther Steward, CAF-15, Ass't to the Chief, Govt Sec	"	"	"
Thomas K. Tindale, CAF-14 Chief, Training Branch	"	"	"
James R. Bell, CAF-14 Chief, Organization Branch	"	"	"
MacDonald Salter, CAF-14 Chief, Classification and Compensation Branch	"	"	"
Harry W. Marsh, CAF-14 Chief, Examination Branch	"	"	"
Maynard N. Shirven, CAF-13 Examination Specialist	"	"	"
Foster B. Roser, CAF-12 Examination Specialist	"	"	"
Joseph L. Speicher, CAF-12 Examination Specialist	"	"	"
Grace M. Pierson, CAF-12 Examination Specialist	"	"	"
Yoshihiko Shigemura, CAF-8 Research Interpreter	"	"	"

Reason: To assist regional offices in problems of organization, examination, administration and classification.

MEMO FOR HAROLD BETTENCOURT 23 November 1948

It is requested that the following list of Japanese nationals, employed by the government of Japan, be included on this forecast for December travel. It is not known, due to present work loads, which of these members of the National Personnel Authority will be able to accompany Civil Service Division staff members on their field trips; however, it is imperative that some of these Japanese nationals go with each technician visiting the regional offices. This is necessary because the Japanese nationals listed are officials of the National Personnel Authority and are responsible for the administration of National Personnel Authority regional offices. In order to direct the activities of these offices in the future, it is of primary importance that NPA officials be familiar with the actual problems of organization and administration which are found at the regional level. No more than one-third of the Japanese nationals listed would travel at one time.

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Akiro Sakita
Wataru Nagahashi
Tokuo Oki
Taro Miyake
Naoe Gomi
Kyoshi Kasuya
Takeshi Yoneyama
Toichi Hasumi

HM

HELEN MACHIN
Administrative Assistant.

HM:mvb

STAFF VISITS

Capt Melvin
26-6961

Staff Visits

Chief of Staff

Govt Sec

23 Nov 1948

1. In compliance with Staff Memorandum No. 19, dated 28 May 1948, para. 4, the following is submitted for approval:

NAME	DEPARTURE	RETURN	DESTINATION
Maj Jack P. Napier O-43657, Executive Officer	1 Dec 48	31 Dec 48	Nagata, Sendai, Gifu, Kure
Reason: To observe activities of district area Special Investigation Bureaus			
Mr. Makoto Matsukata P-5, Government Analyst Special Adviser	1 Dec 48	31 Dec 48	Sendai, Sappore, Kyoto, Fukui, Kure, Fukuoka
Reason: Field Study of Procuratorial System			
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Mr. Luther Steward CAF 15, Ass't to the Chief, Govt Sec	"	"	"
Mr. James R. Bell CAF 14, Chief Organization Branch	"	"	Sappore, Sendai, Nagoya, Osaka, Hiroshima, Takamatsu, Niigata, Kumamoto, Fukuoka
Mr. Thomas K. Tindale CAF 14, Chief, Training Branch	"	"	"
Mr. MacDonald Salter CAF 14, Chief, Classification and Compensation Branch	"	"	"
Mr. Harry W. Marsh CAF 14, Chief, Examination Branch	"	"	"
Mr. Maynard N. Shirven CAF 13, Examination Specialist	"	"	"

Capt Melvin
26-6961

Staff Visits

Chief of Staff

23 Nov 1948

Govt Sec

NAME	DEPARTURE	RETURN	DESTINATION
Mr. Foster B. Roser CAF 12, Examination Specialist	1 Dec 48	31 Dec 48	Sappore, Sendai, Nagoya, Osaka, Hiroshima, Takamatsu, Niigata, Kumamoto, Fukuoka
Mr. Joseph L. Speicher CAF 12, Examination Specialist	"	"	"
Miss Grace M. Pierson CAF 12, Examination Specialist	"	"	"
Mr. Yoshihiko Shigemura CAF 8, Research Interpreter Specialist	"	"	"

Reason: To assist regional offices of the National Personnel Commission in problems of organization, examination, administration and classification.

2. Request permission for one or more of the following Japanese Nationals, employees of the Japanese Government, to accompany the above named members of the Civil Service Division to Sappore, Sendai, Nagoya, Osaka, Hiroshima, Takamatsu and Fukuoka. It is not known, due to present work loads, which of these Japanese will be able to accompany Civil Service Division staff members on their field trips; however, it is imperative that one or more of these Japanese be permitted to travel with each technician visiting the regional offices. This is necessary as the Japanese Nationals listed are officials of the National Personnel Authority and are responsible for the administration of National Personnel Authority regional offices. In order to direct the activities of these offices in the future, it is of primary importance that NPA officials be familiar with the actual problems of organization and administration which are found at the regional level:

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Miyaji, Kenjiro
Temma, Tsunemasa
Fujii, Yutaka
Sato, Tsuneyuki
Sugahara, Kaoru
Nagano, Takan
Miyazaki, Takao
Sakita, Akiro
Nagahashi, Wataru
Oki, Tokue
Sugasawa, Yukiteshi
Kanatsugu, Hiroshi
Kamazashi, Kinichiro
Yamashita, Okiie
Sato, Tomoo
Ohtake, Masao
Morita, Hiroshi
Miyake, Taro
Gomi, Naoo
Kasuya, Kyoshi
Yoneyama, Takeshi
Masumi, Teichi

- C. W. -

GOVT SEC FILES

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

CHECK SHEET

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File No.: Subject: Staff Visits Capt Melvin 26-6961

Note No.: 1 From: Govt Sec To: Chief of Staff Date: 25 October 1948

1. In compliance with Staff Memorandum No. 19, dated 28 May 1948, para. 4, the following is submitted for approval:

Name	Departure	Return	Destination
Maj Jack P. Napier, O-43657 , Executive Officer	1 Nov 48	30 Nov 48	Nagata, Sendai, Gifu, Kure
Reason: To observe activities of district area Special Investigation Bureaus.			
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Mr. Maynard N. Shirven, CAF-13, Examination Specialist, Civil Service Division	1 Nov 48	30 Nov 48	Sapporo, Sendai, Nagoya, Osaka, Hiroshima, Takamatsu, Fukuoka

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GENERAL HEADQUARTERS
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File No.: Subject: Staff Visits Capt. Melvin 26-6961

Note No.: 1 (Cont'd)

From: Govt Sec To: Chief of Staff Date: 25 October 1948

Name	Departure	Return	Destination
Mr. Foster B. Roser, CAF-12, Examination Specialist, Civil Service Division	1 Nov 48	30 Nov 48	Sapporo, Sendai, Nagoya, Osaka, Hiroshima, Takamatsu, Fukuoka
Mr. Joseph L. Speicher, CAF-12, Examination Specialist, Civil Service Division	"	"	"
Miss Grace M. Pierson CAF-10, Examination Specialist, Civil Service Division	"	"	"

Reason: To assist regional offices of the National Personnel Commission in problems of organization, examination, administration and classification.

Mr. Thomas K. Tindale CAF-14, Chief, Training Branch, Civil Service Division	3 Nov 48	9 Nov 48	Osaka

Reason: To address and discuss phases of personnel management and Civil Service Administration with conferees attending the Osaka Prefectural Institute of Industrial Efficiency Convention.

2. Request permission for one or more of the following Japanese nationals, employees of the Japanese Government, to accompany the above-named members of the Civil Service Division to Sapporo, Sendai, Nagoya, Osaka, Hiroshima, Takamatsu and Fukuoka. It is not known, due to present work loads, which of these Japanese will be able to accompany Civil Service Division staff members on their field trips; however, it is imperative that some of these Japanese go with each technician visiting the regional offices. This is necessary as the Japanese nationals listed are officials of the National Personnel Authority and are responsible for the administration of National Personnel Authority regional offices. In order to direct the activities of these offices in the future, it is of primary importance that NPA officials be familiar with the actual problems of organization and administration which are found at the regional level:

ASAI, Kiyoshi
UENO, Yoichi
Miyaji, Kenjiro
SUGAZAWA, Yukitoshi
TEMMA, Tsunemasa
FUJII, Yutaka
SATO, Tsuneyuki

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

CHECK SHEET

(Do not remove from attached sheets)

File No.: Subject: Staff Visits Capt Melvin 26-6961

Note No.:	From: Govt. Sec	To: Chief of Staff	Date: 25 October 1948

1 Cont'd

SUGAHARA, Kaoru
KANATSUGU, Hiroshi
KANAZASHI, Kinichiro
YAMASHITA, Okiie
SATO, Tomoo
OHTAKE, Masao
MORITA, Hiroshi
NAGANE, Takanary
MIYAZAKI, Takao
NAGAHASHI, Wataru
MIYAKE, Taro
SAKITA, Akiro
OKI, Tokuo

C. W.

APPROVED
DEPUTY C/S, SCAP
26 Oct 1948
INITIALS EWC

Staff Visits Capt Melvin 26-6961

Govt Sec Chief of Staff 25 October 1948

1 1. In compliance with Staff Memorandum No. 19, dated 28 May 1948, para. 4, the following is submitted for approval:

Name	Departure	Return	Destination
Maj Jack P. Napier, O-43657, Executive Officer	1 Nov 48	30 Nov 48	Nagata, Sendai, Gifu, Kure
Reason: To observe activities of district area Special Investigation Bureaus.			
Mr. Makoto Matsukata, P-5, Government Analyst, Special Advisor	3 Nov 48	30 Nov 48	Sendai, Sapporo, Kyoto, Fukui, Kure, Fukuoka
Reason: Field Study of Procuratorial System			
Mr. James R. Bell, CAF-14, Chief Organization Branch, Civil Service Division	1 Nov 48	30 Nov 48	Sapporo, Sendai, Nagoya, Osaka, Hiroshima, Takamatsu, Fukuoka
Mr. MacDonald Salter, CAF-14, Chief, Classification and Compensation Specialist, Civil Service Division	1 Nov 48	30 Nov 48	Sapporo, Sendai, Nagoya, Osaka, Hiroshima, Takamatsu, Fukuoka
Mr. Harry W. Marsh, CAF-14, Chief, Examination Branch, Civil Service Division	1 Nov 48	30 Nov 48	Sapporo, Sendai, Nagoya, Osaka, Hiroshima, Takamatsu, Fukuoka
Mr. Maynard N. Shirven, CAF-13, Examination Specialist, Civil Service Division	1 Nov 48	30 Nov 48	Sapporo, Sendai, Nagoya, Osaka, Hiroshima, Takamatsu, Fukuo

Govt. Sect. Files

1 (Cont'd)

Name	Departure	Return	Destination
Mr. Foster R. Moser, CAF-12, Examination Specialist, Civil Service Division	1 Nov 48	30 Nov 48	Sapporo, Sendai, Nagoya, Osaka, Hiroshima, Takamatsu, Fukuoka
Mr. Joseph L. Speicher, CAF-12, Examination Specialist, Civil Service Division	"	"	"
Miss Grace M. Pierson CAF-10, Examination Specialist, Civil Service Division	"	"	"

Reason: To assist regional offices of the National Personnel Commission in problems of organization, examination, administration and classification.

Mr. Thomas K. Tisdale CAF-14, Chief, Training Branch, Civil Service Division	3 Nov 48	9 Nov 48	Osaka

Reason: To address and discuss phases of personnel management and Civil Service Administration with conferees attending the Osaka Prefectural Institute of Industrial Efficiency Convention.

2. Request permission for one or more of the following Japanese nationals, employees of the Japanese Government, to accompany the above-named members of the Civil Service Division to Sapporo, Sendai, Nagoya, Osaka, Hiroshima, Takamatsu and Fukuoka. It is not known, due to present work loads, which of these Japanese will be able to accompany Civil Service Division staff members on their field trips; however, it is imperative that some of these Japanese go with each technician visiting the regional offices. This is necessary as the Japanese nationals listed are officials of the National Personnel Authority and are responsible for the administration of National Personnel Authority regional offices. In order to direct the activities of these offices in the future, it is of primary importance that NPA officials be familiar with the actual problems of organization and administration which are found at the regional level:

ASAI, Kiyoshi
UENO, Yoichi
Miyaji, Kenjiro
SUGAZAWA, Yukitoshi
TENMA, Tsunesaburo
FUJII, Yutaka
SATO, Tsuneyuki

Staff Visits Capt Kelvin 26-6921

Govt. Sec Chief of Staff 28 October 1943

2
Cont'd

SUGAHARA, Kouya
KANAFUKU, Hiroshi
KANAZAWA, Kinichiro
YAMASHIRA, Ohtio
SATO, Tomoo
OHZAKI, Nizuo
MORIYA, Hiroshi
NAGANE, Takamasa
MIYAZAKI, Tokuo
NAGAHASHI, Wataru
MIYAKE, Taro
SAKATA, Akiro
OKI, Tokuo

C. V.

(Original)
ORDERS
S-V

Capt. Melvin
26-6961

Request for Travel Orders

Govt. Sect. CPS 7 Oct. 1948

1. Request travel orders be issued authorizing rail transportation for Mr. MacDonald Salter, CAF-14, Chief, Classification and Compensation Branch, Civil Service Division, Mr. Jesse B. Bettis, CAF-12, Compensation Specialist, Civil Service Division, and Mr. James B. Vaughn, CAF-12, Classification Specialist, Civil Service Division, to visit Osaka, Kobe and Kyoto for the period 14 October to 20 October 1948, to make sample classification and compensation field studies.

2. This travel has been approved by EC/S 6 October 1948.

C. W.

GOVT SECT FILES

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

CHECK SHEET

(Do not remove from attached sheets)

File No.:

Subject: Staff Visits — Capt. Melvin, 26-6961

Note No.:

From: Govt. Section To: Chief of Staff — Date: 6 October 1948

1. Reference GS Check Sheet, subject, "Staff Visits" dated 22 September 1948 bearing Deputy Chief of Staff approval dated 23 September 1948.

2. It is requested that permission be granted to add Kyoto and Kobe to the destinations previously requested by reference check sheet for Mr. MacDonald Salter, Chief Classification and Compensation Branch, CAF-14, Mr. Jesse B. Bettis, Compensation Specialist, CAF-12, and Mr. James B. Vaughn, Classification Specialist, CAF-12.

3. Reference check sheet granted approval for these Government Section staff members to visit Sendai, Nagoya, and Osaka where National Personnel Authority field offices are located for the purpose of making sample classification and compensation field studies. These technicians plan to visit the National Personnel Authority branch office at Osaka where field studies of government agencies will be started. Additional information has disclosed that government agencies located in Kobe and Kyoto would be valuable to include in this preliminary classification and compensation survey. As these cities are located in the same area as Osaka, permission to visit them simultaneously with Osaka would enable the personnel to secure the additional information in a single field trip.

C. W.

APPROVED
DEPUTY CHIEF OF STAFF
6 Oct 1948
INITIALS EWK

10 6/26 S

Staff Visits Capt. Melvin, 26-6961

Govt. Section Chief of Staff 6 October 1948

1. Reference GS Check Sheet, subject,"Staff Visits" dated 22 September 1948 bearing Deputy Chief of Staff approval dated 23 September 1948.

2. It is requested that permission be granted to add Kyoto and Kobe to the destinations previously requested by reference check sheet for Mr. MacDonald Salter, Chief Classification and Compensation Branch, CAF-14, Mr. Jesse B. Rettie, Compensation Specialist, CAF-12, and Mr. James B. Vaughn, Classification Specialist, CAF-12.

3. Reference check sheet granted approval for these Government Section staff members to visit Sendai, Nagoya, and Osaka where National Personnel Authority field offices are located for the purpose of making sample classification and compensation field studies. These technicians plan to visit the National Personnel Authority branch office at Osaka where field studies of government agencies will be started. Additional information has disclosed that government agencies located in Kobe and Kyoto would be valuable to include in this preliminary classification and compensation survey. As these cities are located in the same area as Osaka, permission to visit them simultaneously with Osaka would enable the personnel to secure the additional information in a single field trip.

C. W.

10 6/26 S

Staff Visits

Staff Visits Capt. Melvin, 26-6961

Govt. Section Chief of Staff 6 October 1948

1. Reference GS Check Sheet, subject, "Staff Visits" dated 22 September 1948 bearing Deputy Chief of Staff approval dated 23 September 1948.

2. It is requested that permission be granted to add Kyoto and Kobe to the destinations previously requested by reference check sheet for Mr. MacDonald Salter, Chief Classification and Compensation Branch, CAF-14, Mr. Jesse B. Bettis, Compensation Specialist, CAF-12, and Mr. James B. Vaughn, Classification Specialist, CAF-12.

3. Reference check sheet granted approval for these Government Section staff members to visit Sendai, Nagoya, and Osaka where National Personnel Authority field offices are located for the purpose of making sample classification and compensation field studies. These technicians plan to visit the National Personnel Authority branch office at Osaka where field studies of government agencies will be started. Additional information has disclosed that government agencies located in Kobe and Kyoto would be valuable to include in this preliminary classification and compensation survey. As these cities are located in the same area as Osaka, permission to visit them simultaneously with Osaka would enable the personnel to secure the additional information in a single field trip.

C. W.

STAFF VISITS

Staff Visits Capt. Melvin, 26-6961

Govt. Section Chief of Staff 6 October 1948

1. Reference GS Check Sheet, subject,"Staff Visits" dated 22 September 1948 bearing Deputy Chief of Staff approval dated 23 September 1948.

2. It is requested that permission be granted to add Kyoto and Kobe to the destinations previously requested by reference check sheet for Mr. MacDonald Salter, Chief Classification and Compensation Branch, CAF-14, Mr. Jesse B. Bettis, Compensation Specialist, CAF-12, and Mr. James B. Vaughn, Classification Specialist, CAF-12.

3. Reference check sheet granted approval for these Government Section staff members to visit Sendai, Nagoya, and Osaka where National Personnel Authority field offices are located for the purpose of making sample classification and compensation field studies. These technicians plan to visit the National Personnel Authority branch office at Osaka where field studies of government agencies will be started. Additional information has disclosed that government agencies located in Kobe and Kyoto would be valuable to include in this preliminary classification and compensation survey. As these cities are located in the same area as Osaka, permission to visit them simultaneously with Osaka would enable the personnel to secure the additional information in a single field trip.

GOVT SECT FILES

C. W.

Staff Visits Capt. Melvin, 26-6961

Govt. Section Chief of Staff 22 September 48

1 In compliance with Staff Memorandum No. 19, dated 28 May 1948, para. 4, the following is submitted for approval:

Name	Departure	Return	Destination
Mr. James Bell, CAF-14 Chief, Organization Br.	1 Oct. 48	29 Oct. 48	Hilde, Sapporo, Sendai, Nagoya, Osaka, Hiroshima, Takamatsu, Fukuoka

Reason: To assist Regional offices for the National Personnel Commission which are being established in the cities to be visited.

Mr. MacDonald Salter, CAF-14 Chief, Class. & Compensation Br.	1 Oct. 48	29 Oct. 48	Sendai, Nagoya, Osaka, Hilde
Mr. Jesse R. Bettis, CAF-12 Compensation Specialist	1 Oct. 48	29 Oct. 48	Sendai, Nagoya, Osaka, Hilde
Mr. James B. Vaughn, CAF-12 Classification Specialist	1 Oct. 48	29 Oct. 48	Sendai, Nagoya, Osaka, Hilde

Reason: To make sample classification and compensation field studies.

Mr. Makoto Matsumoto P-5 Government Analyst Special Advisor	6 Oct 48	22 Oct. 48	Sendai, Sapporo, Kyoto, Fukui, Kure, Fukuoka

Reason: Field Study of Procuratorial System.

Maj. Jack P. Napier O-400285, Executive Officer	6 Oct. 48	22 Oct. 48	Nagata, Sendai, Gifu, Kure

Reason: To observe activities of district area Special Investigation Bureaus.

Capt. Melvin, 26-6961

C. W.

GS FILES

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

CHECK SHEET

(Do not remove from attached sheets)

File No.: Subject: Staff Visits Capt. Melvin, 26-6961

Note No.: 1

From: Govt. Section To: Chief of Staff Date: 22 September 48

In compliance with Staff Memorandum No. 19, dated 28 May 1948, para. 4, the following is submitted for approval:

Name	Departure	Return	Destination
Mr. James Bell, CAF-14 Chief, Organization Br.	1 Oct. 48	29 Oct. 48	Nikko, Sapporo, Sendai, Nagoya, Osaka, Hiroshima, Takamatsu, Fukuoka

Reason: To assist Regional offices for the National Personnel Commission which are being established in the cities to be visited.

Mr. MacDonald Salter, CAF-14 Chief, Class. & Compensation Br.	1 Oct. 48	29 Oct. 48	Sendai, Nagoya, Osaka, Nikko
Mr. Jesse B. Bettis, CAF-12 Compensation Specialist	1 Oct. 48	29 Oct. 48	Sendai, Nagoya, Osaka, Nikko
Mr. James B. Vaughn, CAF-12 Classification Specialist	1 Oct. 48	29 Oct. 48	Sendai, Nagoya, Osaka, Nikko

Reason: To make sample classification and compensation field studies.

Mr. Makoto Matsukata P-5 Government Analyst Special Advisor	6 Oct 48	22 Oct. 48	Sendai, Sapporo, Kyoto, Fukui, Kure, Fukuoka

Reason: Field Study of Procuratorial System.

Maj. Jack P. Napier O-400085, Executive Officer	6 Oct. 48	22 Oct. 48	Nagata, Sendai, Gifu, Kure

Reason: To observe activities of district area Special Investigation Bureaus.

C. W.

146

922s/10

APPROVED
DEPUTY C/S, SCAP
23 Sept 1948
INITIALS WK

Fwded Tokyo

Request for Travel Orders

Govt Sec | Civilian Personnel | 11 September 1948

1. Request that travel orders be issued authorizing rail transportation for Mr. Gordon W. Peterson, CAF-12, Examination Specialist, Civil Service Division, to travel to Kanazawa from 15 September to 18 September 1948, for the purpose of lecturing on Civil Service reform where Military Leaders are meeting to discuss factors pertinent to the success of a current educational program.

2. Travel approved by Deputy Chief of Staff 9 September 1948.

- C. W. - - - - - - - - - - - - -

V S.V.

Temporary Duty and Travel Orders —
Mr. Blaine Hoover Maj. J. P. Napier - 26-6341

Government Section G-1 14 Sept. 1948

1. Reference Government Section check sheet to G-1, subject, Temporary Duty and Travel Orders — Mr. Blaine Hoover, dated 2 September 1948.

2. Request that orders granting Mr. Hoover TDY in the United States include authorization permitting Mr. Hoover to utilize commercial telephone and telegraph facilities at Government expense whenever it is necessary, in his judgment, to the accomplishment of his mission.

———————————————C. W.———————————————

8 Govt Section Files

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

Files

CHECK SHEET

(Do not remove from attached sheets) CW/JN/BH/RM/JD

File No.: Subject: Staff Visits

Note No.: 1 From: GS To: Chief of Staff GWK Capt. R. Melvin 26-6961 Date: 9 Sept 48

1. In compliance with Staff Memorandum No. 19, dated 28 May 1948, paragraph 4, the following is submitted for approval:

Name	Departure	Return	Destination
Mr. Gordon W. Peterson CAF-12, Examination Specialist	15 September	18 September	Kanazawa

Reason: It has been requested that Mr. Peterson lecture on policies of civil service reform at Kanazawa where Military Government leaders are meeting to discuss factors pertinent to the success of a current educational program.

2. Mr. Peterson was not mentioned in the September staff travel forecast because the request for a civil service representative to attend the Military Government conference had not been received at the time the report was compiled.

3. Request that Mr. Peterson be permitted to travel on Saturday, 18 September 1948 as his lecture is scheduled for 17 September 1948 and pressure of operations in Tokyo require him to be at work on the following Monday.

- - - -

CW/JN/BH/HM/JD

Staff Visits

GS Chief of Staff

Capt. R. Malvin 26-6961
9 Sept 48

1 1. In compliance with Staff Memorandum No. 19, dated 28 May 1948, paragraph 4, the following is submitted for approval:

Name	Departure	Return	Destination
Mr. Gordon W. Peterson CAF-12, Examination Specialist	15 September	18 September	Kanazawa

Reason: It has been requested that Mr. Peterson lecture on policies of civil service reform at Kanazawa where Military Government leaders are meeting to discuss factors pertinent to the success of a current educational program.

2. Mr. Peterson was not mentioned in the September staff travel forecast because the request for a civil service representative to attend the Military Government conference had not been received at the time the report was compiled.

3. Request that Mr. Peterson be permitted to travel on Saturday, 18 September 1948 as his lecture is scheduled for 17 September 1948 and pressure of operations in Tokyo require him to be at work on the following Monday.

- CW - - - - - - - - - - - -

GS File

Request for Travel Orders

26-6961
Capt. Melvin

Govt Sec

CPS

2 Sept 48

1

1. Request that travel orders be issued authorizing rail and motor transportation for Mr. Blaine Hoover, CAF 15, Chief, Civil Service Division to visit Nikko from 3 September to 6 September 1948 for the purpose of addressing the National Personnel Authority Training School and reviewing activities and progress of school up to date.

2. It is further requested that travel orders include the following provisions: "No charge will be made for meals furnished in government-operated mess upon presentation of mess deduction card." "Authority granted to utilize Japanese hotels where others are not available."

3. This travel has been approved by DC/S on 1 Sept 48.

- - - -

Feldhuis

Request for Travel Orders

Capt. Melvin 26-6961
2 September 1948

Govt Sec CPS

1 1. Request travel orders be issued authorising rail, motor and air transportation for Mr. Osborne Hauge, P-8, Chief, Public Affairs Division, Government Section, to visit the Military Government Regions of Chugoku, APO 317; Shikoku, APO 1050; Tokai-Hokuriku, APO 710; and Kinki, APO 301, during the period 4 September 1948 through 15 September 1948, for the purpose of conferring with Military Government officials.

2. Mr. Hauge will accompany Brigadier General Courtney Whitney, Chief, Government Section, whose trip was verbally approved by the C-in-C.

- C. W. - - - - - - - - - - - -

8 GS Files

Temporary Duty and Travel Orders --
Mr. Blaine Hoover

Maj. J. P. Napier - 26-6241

Government Section G-1 September 2, 1948

1 1. Request that orders be issued granting Mr. Blaine Hoover, DAC, Special Assistant to Chief, Government Section, CAF-15, forty days temporary duty in the United States effective on or about 18 September 1948 with authority to travel by commercial air or rail facilities to such points in the United States as may be necessary to accomplish his mission of recruiting those DAC personnel still to be recruited on Requisition Number 1539, Government Section (M), and to perform other duties as assigned.

2. With the passage of the Civil Service Law by the Japanese Diet, Civil Service Division staff members have had the opportunity of working closely with the National Personnel Commission and other members of the Government of Japan and have become cognizant of the problems which must be solved in order to effect reform in the Japanese Civil Service. After reviewing Civil Service Division operations to date and the problems which are inherent to the present Japanese Civil Service, Mr. Hoover has found that it will be necessary to recruit additional technical staff, provided for in Requisition Number 1539, in order to advise the Japanese in solving the many difficult and highly technical questions which are being encountered and to assist them on additional specialized phases of Public Personnel Administration. The need for additional technical staff is essential as present and future demands on the time and energies of Civil Service staff are too great to be adequately met by the present number of technicians.

Govt Sec Files

3. It is further requested that Mr. Hoover be designated an acting transportation officer for the purpose of issuing transportation requests in connection with the accomplishment of this mission.

4. Further request that Mr. Hoover be authorized a Class II priority for military aircraft and that he be granted an additional baggage allowance of twenty pounds for the flight to the United States and return.

5. It is further requested that Mr. Hoover's orders authorize an eight day delay en route in the United States.

- C. W. - - - - - - - - - - - -

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

CHECK SHEET

(Do not remove from attached sheets)

File No.: Subject: Temporary Duty and Travel Orders--
Mr. Blaine Hoover

Note No.: From: Government Section To: G-1
Major J. P. Napier-26-6241
Date: September 2, 1948

1. Request that orders be issued granting Mr. Blaine Hoover, DAC, Special Assistant to Chief, Government Section, CAF-15, forty days temporary duty in the United States effective on or about 18 September 1948 with authority to travel by commercial air or rail facilities to such points in the United States as may be necessary to accomplish his mission of recruiting those DAC personnel still to be recruited on Requisition Number 1539, Government Section (M), and to perform other duties as assigned.

2. With the passage of the Civil Service Law by the Japanese Diet, Civil Service Division staff members have had the opportunity of working closely with the National Personnel Commission and other members of the Government of Japan and have become cognizant of the problems which must be ~~overcome~~ solved in order to effect reform in the Japanese Civil Service. After reviewing Civil Service Division operations to date and the problems which are inherent to the present Japanese Civil Service, Mr. Hoover has found that it will be necessary to recruit additional technical staff, provided for in Requisition Number 1539, in order to advise the Japanese in solving the many difficult and highly technical questions which are being encountered and to assist them on additional specialized phases of Public Personnel Administration. The need for additional technical staff is essential as present and future demands on the time and energies of Civil Service staff are too great to be adequately met by the present number of technicians.

3. It is further requested that Mr. Hoover be designated an acting transportation officer for the purpose of issuing transportation requests in connection with the accomplishment of this mission.

4. ~~It is~~ Further requested that Mr. Hoover be authorized a Class II priority for military aircraft and that he be granted an additional baggage allowance of twenty pounds for the flight to the United States and return.

5. It is further requested that Mr. Hoover's orders authorize an eight day delay en route in the United States.

- C. W. - - - - - - -

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

CHECK SHEET

(Do not remove from attached sheets)

File No.: Subject: Staff Visits

Note No.: 1

From: Govt Sec To: Chief of Staff GHQ Date: 1 September 1948

1. In compliance with Staff Memorandum No. 19, dated 28 May 1948, paragraph 4, the following is submitted for approval:

Name	Departure	Return	Destination
Mr. Blaine Hoover CAF-15, Chief, Civil Service Div., Govt Sec	3 Sept 1948	6 Sept 1948	Nikko

Reason: To address the National Personnel Authority Training School and review activities and progress of school up to date.

2. This request was not included in request for September field trips as Mr. Hoover was not able to determine at that time the exact date he would be able to address the National Personnel Authority Training School and to review activities and progress of the school to date.

9 1/13

3. Request exception to permit Mr. Hoover to travel on a weekend as he is scheduled to make his address on Saturday, 4 September, and desires to return to his office for duty Monday morning.

CW

- C.W. - - - - - - - - - -

Major Jack P Napier
Request for Rail Transportation 26-6962

Govt Sec Civil Trans Sec 1 September 1948

1 1. Reference telephone conversation 31 August 1948, Lt. Colonel Barnes, Civil Transportation Section - Major Napier, Government Section, subject as above.

2. It is requested that transportation by private railroad car be furnished the Chief, Government Section, 4 September 1948 to 15 September 1948, inclusive. The Chief, Government Section, desires that the car be available to depart from Tokyo the morning of 4 September 1948 in order that a daylight trip be made toKyoto; and that arrangements be made that by contacting RTO at Kyoto he can have the car shuttled to such other places as it is necessary for him to proceed. No messinger sleeping facilities are required.

3. Further request that high-speed flat car be furnished during the same dates to transport official automobile (Chevrolet Sedan).

4. Trip has been verbally approved by the Commander-in-Chief, and orders issued in accordance therewith.

GS

- C. W. - - - - - - -

Request for Travel Orders

Govt Sec | AG-PO | 1 Sept 1948

1 1. Request that travel orders be issued authorizing rail, motor and air transportation for Capt Robert Borman, O-1325859, Inf., Chief, Statistical and Review Branch, to visit Fukuoka, Saga, Nagasaki and Beppu Prefectures from 13 September to 22 September 1948, for the purpose of observing the activities of the District Area Special Investigation Bureaus.

2. Further request that authority be granted to utilize Japanese hotels where other facilities are not available.

3. This request has been approved by DC/S on 26 August 1948.

- C. W. - - - - - - -

GS FILE

Request for TDY

Govt Sec | Company C, Staff Battalion | 1 September 1948

1

1. Request that SFC Roddy Rodriques, # RA-10641056, be placed on TDY effective 4 September 1948 through 15 September 1948, to visit Chugoku MGR APO 317, Shikoku MGR APO 1050, Tokai-Hokuriku MGR APO 710 and Kinki MGR APO 301.

2. SFC Rodriques will accompany Brigadier General Courtney Whitney, Chief, Government Section.

3. Further request that rail, motor and water transportation be authorized.

- C. W. - - - - - - - - - - -

Staff Visits

Govt Sec Chief of Staff 1 September 1948

1 1. In compliance with Staff Memorandum No. 19, dated 28 May 1948, paragraph 4, the following is submitted for approval:

Name	Departure	Return	Destination
Mr. Blaine Hoover CAF-15, Chief, Civil Service Div., Govt Sec	5 Sept 1948	6 Sept 1948	Nikko

Reason: To address the National Personnel Authority Training School and review activities and progress of school up to date.

2. This request was not included in request for September field trips as Mr. Hoover was not able to determine at that time the exact date he would be able to address the National Personnel Authority Training School and to review activities and progress of the school to date.

3. Request exception to permit Mr. Hoover to travel on a weekend as he is scheduled to make his address on Saturday, 4 September, and desires to return to his office for duty Monday morning.

- C. W. - - - - - - - - - -

GENERAL HEADQUARTERS
FAR EAST COMMAND
APO 500

AG 201 - Addressee AGPO 1 Sep 48

LO 225-1

SUBJECT: Temporary Duty Travel Order

TO: BRIG GEN COURTNEY WHITNEY 0398227 USA, GHQ FEC APO 500, Govt Sec

1. You will proceed to places, units, or organizations within Japan as designated, on or about the date shown, on temporary duty for the purpose and the number of days indicated. Upon completion will return to present station.

a. Places, units, etc: Chugoku MGR APO 317, Shikoku MGR APO 1050, Tokai-Hokuriku MGR APO 710 and Kinki MGR APO 301.

b. Depart on or about: 4 Sep 48

c. Temporary duty not to exceed twelve (12) days authorized.

d. Purpose: To confer with Military Government officials.

e. Travel by air is authorized.

2. The travel directed is necessary in the military service. An allowance of sixty-five (65) pounds personal baggage authorized while traveling by air. Rail and government motor transportation is authorized. Per diem is not authorized.

BY COMMAND OF GENERAL MacARTHUR:

R. M. LEVY,
Colonel, AGD,
Adjutant General.

DISTRIBUTION:
Staff Section concerned (1)
Addressee (3)

1841—FEC Printing Plant—7/48—6M

Request for Travel Orders

Govt Sec AG-PO Capt Melvin 26-6961
31 August 1948

1 1. Request travel orders be issued authorizing rail, motor and air transportation for Brigadier General Courtney Whitney, O-398227, USA, Chief, Government Section, to visit the Military Government Regions of Chugoku, APO 317; Shikoku, APO 1050; Tohai-Hokuriku, APO 710, and Kinki, APO 301, during the period 4 September 1948 through 15 September 1948, for the purpose of conferring with Military Government officials.

2. This TRIP travel has the verbal approval of the C-in-C.

- -C.W.- - - - - - - - -

GS FILE

Staff Visits

Govt. Section | Chief of Staff | 25 August 1948

1 In compliance with Staff Memorandum No. 19, dated 28 May 1948, para. 4, the following is submitted for approval:

Name	Departure	Return	Destination
Mr. Makoto Matsukata P-5 Government Analyst Special Adviser	7 Sept 48	23 Sept. 48	Sendai, Sapporo, Kyoto, Fukui, Kure, Fukuoka
Reason: Field Study of Procuratorial System			
Major Jack P. Napier O-400085, Executive Officer	7 Sept 48	24 Sept 48	Nigata, Sendai, Sapporo
Reason: To observe the activities of district area Special Investigation Bureaus.			
Capt. Robert Borman O-1325859, Inf Chief, Statistical and Reports Br.	13 Sept 48	22 Sept 48	Fukuoka, Saga, Nagasaki, Beppu
Reason: To observe the activities of district area Special Investigation Bureaus.			
Mr. James Bell, CAF-14 Chief, Organization Br.	2 Sept 48	28 Sept 48	Nikko, Sapporo, Sendai, Nagoya, Osaka, Hiroshima, Takamatsu, Fukuoka
Reason: To assist Regional offices for the National Personnel Commission which are being established in the cities to be visited.			
Mr. MacDonald Salter, CAF-14 Chief, Class. & Compensation Br.	2 Sept 48	28 Sept 48	Sendai, Nagoya, Osaka, Nikko
Mr. Jesse B. Bettis, CAF-12 Compensation Specialist	2 Sept 48	28 Sept 48	Sendai, Nagoya, Osaka, Nikko
Mr. James B. Vaughn, CAF-12 Classification Specialist	2 Sept 48	28 Sept 48	Sendai, Nagoya, Osaka, Nikko
Reason: To make sample classification and compensation field studies.			

Staff Visits

GS C / S 25 Aug. 48

	Name	Departure	Return	Destination
1 (cont)	Mr. W. Pierce MacCoy, CAF-14 Chief, General Pers. Administration Br.	14 Sept 48	28 Sept 48	Nikko
	Mr. Thomas L. Eliot, CAF-13 Personnel Specialist	20 Sept 48	24 Sept 48	Nikko

Reason: To assist the permanent staff (teaching public personnel administration to Japanese students who are trainees for technical and administrative positions in the Japanese National Personnel Commission) by giving integrated instructions in specialized fields of public personnel administration to the Japanese students.

C. W.

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

CHECK SHEET

(Do not remove from attached sheets)

File No.:

Subject: Staff Visits

Note No.: 1

From: Govt. Section To: Chief of Staff Date: 25 August 1948

In compliance with Staff Memorandum No. 19, dated 28 May 1948, para. 4, the following is submitted for approval:

Name	Departure	Return	Destination
Mr. Makoto Matsukata P-5 Government Analyst Special Adviser	7 Sept 48	23 Sept. 48	Sendai, Sapporo, Kyoto, Fukui, Kure, Fukuoka

Reason: Field Study of Procuratorial System

Major Jack P. Napier O-400085, Executive Officer	7 Sept 48	24 Sept 48	Nigata, Sendai, Sapporo

Reason: To observe the activities of district area Special Investigation Bureaus.

Capt. Robert Borman O-1325859, Inf Chief, Statistical and Reports Br.	13 Sept 48	22 Sept 48	Fukuoka, Saga, Nagasaki, Beppu

Reason: To observe the activities of district area Special Investigation Bureaus.

Mr. James Bell, CAF-14 Chief, Organization Br.	2 Sept 48	28 Sept 48	Nikko, Sapporo, Sendai, Nagoya, Osaka, Hiroshima, Takamatsu, Fukuoka

Reason: To assist Regional offices for the National Personnel Commission which are being established in the cities to be visited.

Mr. MacDonald Salter, CAF-14 Chief, Class. & Compensation Br.	2 Sept 48	28 Sept 48	Sendai, Nagoya, Osaka, Nikko
Mr. Jesse B. Bettis, CAF-12 Compensation Specialist	2 Sept 48	28 Sept 48	Sendai, Nagoya, Osaka, Nikko
Mr. James B. Vaughn, CAF-12 Classification Specialist	2 Sept 48	28 Sept 48	Sendai, Nagoya, Osaka, Nikko

Reason: To make sample classification and compensation field studies.

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8 25/22 S

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

CHECK SHEET

(Do not remove from attached sheets)

File No.: Subject: Staff Visits

Note No.: 1 (cont)

From: GS To: C / S Date: 25 Aug. 48

Name	Departure	Return	Destination
Mr. W. Pierce MacCoy, CAF-14 Chief, General Pers. Administration Br.	14 Sept 48	28 Sept 48	Nikko
Mr. Thomas L. Eliot, CAF-13 Personnel Specialist	20 Sept 48	24 Sept 48	Nikko

Reason: To assist the permanent staff (teaching public personnel administration to Japanese students who are trainees for technical and administrative positions in the Japanese National Personnel Commission) by giving integrated instructions in specialized fields of public personnel administration to the Japanese students.

for C. W.

APPROVED
DEPUTY C/S, SCAP
26 Aug 1948
INITIALS

2. All travel orders for above listed persons should be cut to include the following statements: "No charge will be made for meals furnished in government-operated mess upon presentation of Mess Deduction Card." "Authority granted to utilize Japanese hotels where authorized facilities are not available."

3. In addition to the above scheduled official travel, it is requested that Mr. MacDonald Salter, Chief, Classification and Compensation Branch, CAF 14; Mr. Jesse B. Bettis, Compensation Specialist, CAF12; and Mr. James B. Vaughn, Classification Specialist, CAF 12, be permitted to travel to Sendai, Nagoya, and Osaka in order to make sample classification and compensation field studies during the month of September. As it is impossible to forecast definite dates for this travel because the pressure of operation which must be performed in Tokyo cannot be predicted, it is requested that the above persons be authorized to travel to these three cities from 1 September 1948 to 30 September 1948. Authorization for this travel was included in the August report. However, due to the press of work in Tokyo this field work has not been accomplished and no travel was performed in August.

4. Regional offices for the National Personnel Commission are being established in the following cities: Sapporo, Sendai, Nagoya, Osaka, Hiroshima, Takamatsu, and Fukuoka, and it will be necessary for Mr. James R. Bell, Chief, Organization Branch, CAF-14, to assist the Commission in organizing these branch offices properly. As the scope of requirements for this project is as yet unknown it will not be possible to schedule the necessary travel definitely; however, as it may become necessary for Mr. Bell to visit these cities during the month of September, it is requested that he be authorized to travel from 1 September 1948 to 30 September 1948. Authorization for this travel was included in the August report. However, due to the press of work in Tokyo, this field work has not yet been accomplished and no travel was performed during the month of August.

HELEN R. MACHIN
Administrative Assistant
By_____

MVB/vr

2. All travel orders for above listed persons should be cut to include the following statements: "No charge will be made for meals furnished in government-operated mess upon presentation of Mess Deduction Card." "Authority granted to utilize Japanese hotels where authorized facilities are not available."

3. In addition to the above scheduled official travel, it is requested that Mr. MacDonald Salter, Chief, Classification and Compensation Branch, CAF 14; Mr. Jesse B. Bettis, Compensation Specialist, CAF12; and Mr. James B. Vaughn, Classification Specialist, CAF 12, be permitted to travel to Sendai, Nagoya, and Osaka in order to make sample classification and compensation field studies during the month of September. As it is impossible to forecast definite dates for this travel because the pressure of operation which must be performed in Tokyo cannot be predicted, it is requested that the above persons be authorized to travel to these three cities from 1 September 1948 to 30 September 1948. Authorization for this travel was included in the August report. However, due to the press of work in Tokyo this field work has not been accomplished and no travel was performed in August.

4. Regional offices for the National Personnel Commission are being established in the following cities: Sapporo, Sendai, Nagoya, Osaka, Hiroshima, Takamatsu, and Fukuoka, and it will be necessary for Mr. James R. Bell, Chief, Organization Branch, CAF-14, to assist the Commission in organizing these branch offices properly. As the scope of requirements for this project is as yet unknown it will not be possible to schedule the necessary travel definitely; however, as it may become necessary for Mr. Bell to visit these cities during the month of September, it is requested that he be authorized to travel from 1 September 1948 to 30 September 1948. Authorization for this travel was included in the August report. However, due to the press of work in Tokyo, this field work has not yet been accomplished and no travel was performed during the month of August.

HELEN R. MACHIN
Administrative Assistant
By_____

HRM/vr

CIVIL SERVICE DIVISION
Government Section

17 August 1948

MEMORANDUM FOR: Mr. Harold Bettencourt

SUBJECT : September Official Travel

1. Staff members of the Civil Service Division listed below are scheduled to visit the Civil Service Training Institute at Nikko for short periods of time (to assist the permanent staff, (teaching public personnel administration to Japanese students who are trainees for technical and administrative positions in the Japanese National Personnel Commission) by giving integrated instructions in specialized fields of public personnel administration to the Japanese students:)

Name	From	To
Mr. Harry W. Marsh, Chief, Examination Branch CAF-14	23 August	5 September
Mr. Joseph L. Speicher, Examination Specialist CAF-12	23 August	5 September
Mr. Maynard N. Shirven, Examination Specialist CAF-13	23 August	5 September
Mr. Foster B. Roser, Examination Specialist CAF-12	23 August	5 September
Miss Grace M. Pierson, Examination Specialist CAF-8	23 August	5 September
Mr. Blaine Hoover, Chief, CS Div. CAF-15	7 September	9 September
Mr. MacDonald Salter, Chief, Class. & Comp. Branch, CAF-14	9 September	15 September
Mr. Jesse B. Bettis, Compensation Specialist CAF-12	9 September	15 September
Mr. W. Pierce MacCoy, Chief, General Pers. Admini-stration Branch, CAF-14	14 September	~~27~~ 28 September
Mr. Thomas L. Eliot, Personnel Specialist CAF-13	~~19~~ 20 September	24 September
Mr. James R. Bell, Chief, Organization Branch CAF-14	~~24~~ 23 September	30 September

2. All travel orders for above listed persons should be cut to include the following statements: "No charge will be made for meals furnished in government-operated mess upon presentation of Mess Deduction Card." "Authority granted to utilize Japanese hotels where authorized facilities are not available."

3. In addition to the above scheduled official travel, it is requested that Mr. MacDonald Salter, Chief, Classification and Compensation Branch, CAF 14; Mr. Jesse B. Bettis, Compensation Specialist, CAF12; and Mr. James B. Vaughn, Classification Specialist, CAF 12, be permitted to travel to Sendai, Nagoya, and Osaka in order to make sample classification and compensation field studies during the month of September. As it is impossible to forecast definite dates for this travel because the pressure of operation which must be performed in Tokyo cannot be predicted, it is requested that the above persons be authorized to travel to these three cities from 1 September 1948 to 30 September 1948. Authorization for this travel was included in the August report. However, due to the press of work in Tokyo this field work has not been accomplished and no travel was performed in August.

4. Regional offices for the National Personnel Commission are being established in the following cities: Sapporo, Sendai, Nagoya, Osaka, Hiroshima, Takamatsu, and Fukuoka, and it will be necessary for Mr. James R. Bell, Chief, Organization Branch, CAF-14, to assist the Commission in organizing these branch offices properly. As the scope of requirements for this project is as yet unknown it will not be possible to schedule the necessary travel definitely; however, as it may become necessary for Mr. Bell to visit these cities during the month of September, it is requested that he be authorized to travel from 1 September 1948 to 30 September 1948. Authorization for this travel was included in the August report. However, due to the press of work in Tokyo, this field work has not yet been accomplished and no travel was performed during the month of August.

HELEN R. MACHIN
Administrative Assistant
By Melva Van Bockum

MVB/vr

CIVIL SERVICE DIVISION
Government Section

17 August 1948

MEMORANDUM FOR: Mr. Harold Bettencourt

SUBJECT : September Official Travel

1. Staff members of the Civil Service Division listed below are scheduled to visit the Civil Service Training Institute at Nikko for short periods of time to assist the permanent staff, (teaching public personnel administration to Japanese students who are trainees for technical and administrative positions in the Japanese National Personnel Commission) by giving integrated instructions in specialized fields of public personnel administration to the Japanese students:

Name	From	To
Mr. Harry W. Marsh, Chief, Examination Branch CAF-14	23 August	5 September
Mr. Joseph L. Speicher, Examination Specialist CAF-12	23 August	5 September
Mr. Maynard N. Shirven, Examination Specialist CAF-13	23 August	5 September
Mr. Foster B. Roser, Examination Specialist CAF-12	23 August	5 September
Miss Grace M. Pierson, Examination Specialist CAF-8	23 August	5 September
Mr. Blaine Hoover, Chief, CS Div. CAF-15	7 September	9 September
Mr. MacDonald Salter, Chief, Class. & Comp. Branch, CAF-14	9 September	15 September
Mr. Jesse B. Bettis, Compensation Specialist CAF-12	9 September	15 September
Mr. W. Pierce MacCoy, Chief, General Pers. Administration Branch, CAF-14	14 September	27 September
Mr. Thomas L. Eliot, Personnel Specialist CAF-13	19 September	24 September
Mr. James R. Bell, Chief, Organization Branch CAF-14	24 September	30 September

G.S.Files

Field Trip

Request for Travel Orders — 26 Aug 48, Capt. Helvin

GS — AG-370 — 4 Aug 48

1. 1. Request travel orders be issued authorizing rail, motor and air transportation for Lt. Hans K. Rosenwald, O-936858, Language Officer, Government Section, to visit Niigata, Sendai, and Sapporo, for the period 10 Aug through 20 Aug 48, for the purpose of observing the activities of District Area Special Investigation Bureaus.

2. This travel has been approved by DC/S on 23 Jul 48.

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Request for Travel Orders — 26-6951
GS — Civilian Personnel — Capt. Kelvin — 3 August 1948

1. 1. Request travel orders be issued authorizing mail transportation for Mr. Walter P. Domanovski, CAF 12, Compensation Specialist, Civil Service Division, and for Mr. Jesse B. Bettis, CAF 12, Compensation Specialist, Civil Service Division, to visit Nikko for the period 9 August to 20 August, 1948, to assist the permanent staff by giving integrated instructions in specialized fields of Public Personnel Administration to the Japanese students.

2. It is further requested that travel orders include the following provisions: "No charge will be made for meals furnished in government-operated mess upon presentation of mess deduction cards; authority granted to utilize Japanese hotels where other facilities are not available."

3. This travel has been approved by DO/S on 28 July 1948.

- C.W. - - - - -

GS Files

Full Trip

R. Bettencourt
Request for Travel Orders 26 6243

GS Civilian Personnel 2 Aug 1948

1. Request that travel orders be issued authorizing mail transportation for Mr. Elaine Hoover, CAF 15, Chief Civil Service Division, to travel to Nikko for the period 5 August 1948 to 6 August 1948 for the purpose of visiting Civil Service Training Institute at Nikko and to assist the permanent staff by giving integrated instruction in specialized fields of Public Personnel Administration to the Japanese students.

2. Travel has been approved by DC/S 23 July 1948.

----------C.W.----------

GS Files

STAFF-VISITS

Request for Travel Orders

GS CPS 26 July 1948

1. 1. It is requested that travel orders be issued authorizing rail and motor transportation for Mr. John R. Shively, CAF-13, Training Specialist, Civil Service Division, and for Miss June E. Baker, CAF-4, Clerk-Stenographer, to visit Nikko, for the period 2 August through 8 October 1948, inclusive, to assist in directing the curriculum and administration to Japanese students who are trainees for administrative and technical positions with the Japanese National Personnel Commission.

2. It is further requested that travel orders include the following provisions: "No charge will be made for meals furnished in government-operated mess upon presentation of mess deduction cards"; authority granted to utilize Japanese hotels where other facilities are not available.

3. This travel has been approved by DC/S on 23 July 1948.

- -C.W.- - - - -

GS Files

Staff Visits

CW/CLK/RM/vs

26-6961
Request for Travel Orders Capt.Melvin

GS CPS 26 July 1948

1 1. Request travel orders be issued authorizing rail and motor transportation for Mr. Thomas K. Tindale, Chief, Training Branch, CAF-14, to visit Nikko, for the period 28 July through 8 October 1948, inclusive, for the purpose of teaching public personnel administration to Japanese students who are trainees for administrative and technical positions with the Japanese National Personnel Commission.

2. It is further requested that travel orders include the following provisions: "No charge will be made for meals furnished in government-operated mess upon presentation of mess deduction cards." "Authority granted to utilize Japanese hotels where other facilities are not available."

3. This travel has been approved by DC/S on 23 July 1948.

C. W.

GS Files

Staff Visits

Capt Melvin, 26-6961

Govt Svc C/S 26 July 1948

In compliance with Staff Memorandum No. 82, dated 2 October 1947, para 3, the following is submitted for approval:

Name	Departure	Return	Destination
Mr. James R. Bell, CAF-14 Chief, Organization Br Civil Service Division	2 Aug 48	31 Aug 48	Sapporo, Sendai, Nagoya, Hiroshima, Osaka, Takamatsu, Fukuoka.

Reason: To assist the National Personnel Commission in the organization of regional branch offices of the Commission.

- C.W. - - - - - - - - - - - - -

CS Files

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

CHECK SHEET

(Do not remove from attached sheets)

File No.: Subject: Staff Visits

Note No.: 1. From: GS To: C of S Date: 22 July 1948

In compliance with Staff Memorandum No. 82, dated 2 October 1947, para. 3, the following is submitted for approval:

Name	Departure	Return	Destination
Mr. Makoto Matsukata P-5 Government Analyst Special Adviser	2 Aug 48	31 Aug 48	Sendai, Sapporo, Kyoto, Fukui, Kure, Fukuoka
Reason: Field Study of Procuratorial System.			
Maj. Jack P. Napier O-400085, Ex. O.	9 Aug 48	20 Aug 48	Nigata, Sendai, Sapporo
Lt. Hans H. Baerwald O-936858, Language Officer	9 Aug 48	20 Aug 48	" " "
Reason: To observe the activities of District Area Special Investigation Bureaus.			
Mr. Thomas K. Tindale CAF 14, Chief Training Branch, Civil Service Div.	2 Aug 48	8 Oct 48	Nikko
Mr. John R. Shively CAF 13, Training Specialist, Civil Service Division	2 Aug 48	8 Oct 48	"
Miss June E. Baker CAF 4, Clerk-Steno Civil Service Division	2 Aug 48	8 Oct 48	"
Reason: Permanent members to direct the curriculum and administration of the Civil Service Institute established at Nikko for the purpose of teaching public personnel administration to Japanese students who are trainees for administrative and technical positions with the Japanese National Personnel Commission.			
Mr. Blaine Hoover CAF 15, Chief Civil Service Division	5 Aug 48	6 Aug 48	Nikko
Mr. MacDonald Salter CAF 14, Chief, Class. & Comp. Br., Civil Service Div,	9 Aug 48	23 Aug 48	"

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

CHECK SHEET

(Do not remove from attached sheets)

File No.:

Subject: **Staff Visits**

Note No.: 1 (cont)

From: GS To: C of S Date: 22 July 1948

Name	Departure	Return	Destination
Mr. Walter P. Domanowski CAF 12, Compensation Specialist Civil Service Division	9 Aug 48	13 Aug 48	Nikko
Mr. Gordon W. Peterson CAF 12, Examination Specialist Civil Service Division	9 Aug 48	13 Aug 48	"
Mr. Jesse B. Bettis CAF 12, Compensation Specialist Civil Service Division	9 Aug 48	13 Aug 48	"
Mr. W. Pierce MacCoy CAF 14, Chief, General Pers. Adm. Br., Civil Service Div.	*13 Aug 48	16 Aug 48	"
Mr. James B. Vaughn CAF 12, Classification Specialist Civil Service Division	16 Aug 48	23 Aug 48	"
Mrs. Nora M. Borthick CAF 12, Classification Specialist Civil Service Division	16 Aug 48	23 Aug 48	"
Mr. Harry W. Marsh CAF 14, Chief, Examination Br., Civil Service Division	23 Aug 48	5 Sept 48	"
Mr. Joseph L. Speicher CAF 12, Examination Specialist Civil Service Division	23 Aug. 48	5 Sept 48	"
Mr. Maynard N. Shirven CAF 13, Examination Specialist Civil Service Division	23 Aug 48	5 Sept 48	"
Mr. Foster B. Roser CAF 12, Examination Specialist Civil Service Division	23 Aug 48	5 Sept 48	"

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

CHECK SHEET

(Do not remove from attached sheets)

File No.: Subject: Staff Visits

Note No.: 1 (cont)

From: GS To: C of S Date: 22 July 1948

Name	Departure	Return	Destination
Miss Grace M. Pierson CAF 8, Examination Specialist Civil Service Division	23 Aug 48	5 Sept 48	Nikko

Reason: To visit the Civil Service Training Institute at Nikko to assist the permanent staff by giving integrated instruction in specialized fields of Public Personnel Administration to the Japanese students.

* Mr. W. Pierce MacCoy is scheduled to instruct the training institute students on the subject of "The National Public Service Law" for one day, 14 Aug 48.

Mr. MacDonald Salter CAF 14, Chief, Class. & Comp. Br., Civil Service Division	2 Aug 48	31 Aug 48	Sendai, Nagoya, Osaka
Mr. Jesse B. Bettis CAF 12, Compensation Specialist Civil Service Division	2 Aug 48	31 Aug 48	" "
Mr. James B. Vaughn CAF 12, Classification Specialist Civil Service Division	2 Aug 48	31 Aug 48	" "

Reason: To make preliminary preparations to start classification and compensation field studies.

C.W.

APPROVED
DEPUTY [illegible], SCAP
23 July 1948
INITIALS [illegible]

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

CHECK SHEET

(Do not remove from attached sheets)

File No.: Subject: Staff Visits Capt Melvin, 26-6961

Note No.: From: Govt Sec To: C/S Date: 26 July 1948

In compliance with Staff Memorandum No. 82, dated 2 October 1947, para 3, the following is submitted for approval:

Name	Departure	Return	Destination
Mr. James R. Bell, CAF-14 Chief, Organization Br Civil Service Division	2 Aug 48	31 Aug 48	Sapporo, Sendai, Nagoya, Hiroshima, Osaka, Takamatsu, Fukuoka.

Reason: To assist the National Personnel Commission in the organization of regional branch offices of the Commission.

C.W.

APPROVED
DEPUTY C/S, SCAP
26 July 48
INITIALS EWK

7 26/20 S

Staff Visits

GS | 6 of 8 | 28 July 1948

1. In compliance with Staff Memorandum No. 82, dated 2 October 1947, para. 3, the following is submitted for approval:

Name	Departure	Return	Destination
Mr. Makoto Matsumoto P-5 Government Analyst Special Adviser	2 Aug 48	31 Aug 48	Sendai, Sapporo, Kyoto, Fukui, Kure, Fukuoka
Reason: Field Study of Procuratorial System.			
Maj. Jack P. Napier O-400085, Ex. O.	9 Aug 48	20 Aug 48	Niigata, Sendai, Sapporo
Lt. Hans H. Baerwald O-936858, Language Officer	9 Aug 48	20 Aug 48	" " "
Reason: To observe the activities of District Area Special Investigation Bureaus.			
Mr. Thomas K. Tindale CAF 14, Chief Training Branch, Civil Service Div.	2 Aug 48	8 Oct 48	Hikone
Mr. John R. Shively CAF 13, Training Specialist, Civil Service Division	2 Aug 48	8 Oct 48	"
Miss June M. Baker CAF 4, Clerk-Steno Civil Service Division	2 Aug 48	8 Oct 48	"
Reason: Permanent members to direct the curriculum and administration of the Civil Service Institute established at Hikone for the purpose of teaching public personnel administration to Japanese students who are trainees for administrative and technical positions with the Japanese National Personnel Commission.			
Mr. Blaine Hoover CAF 15, Chief Civil Service Division	5 Aug 48	6 Aug 48	Nikko
Mr. MacDonald Salter CAF 14, Chief, Class. & Comp. Br., Civil Service Div.	9 Aug 48	23 Aug 48	"

GS Files

Staff Visits

OS 0 of 3 22 July 1948

1 (cont)	Name	Departure	Return	Destination
	Mr. Walter P. Domanowski CAF 12, Compensation Specialist Civil Service Division	9 Aug 48	13 Aug 48	Wilkes
	Mr. Gordon W. Peterson CAF 12, Examination Specialist Civil Service Division	9 Aug 48	13 Aug 48	"
	Mr. Jesse B. Bettis CAF 12, Compensation Specialist Civil Service Division	9 Aug 48	13 Aug 48	"
	Mr. W. Pierce MacCoy CAF 14, Chief, General Pers. Adm. Br., Civil Service Div.	*13 Aug 48	16 Aug 48	"
	Mr. James B. Vaughn CAF 12, Classification Specialist Civil Service Division	16 Aug 48	23 Aug 48	"
	Mrs. Nora M. Borthick CAF 12, Classification Specialist Civil Service Division	16 Aug 48	23 Aug 48	"
	Mr. Harry W. Marsh CAF 14, Chief, Examination Br., Civil Service Division	23 Aug 48	5 Sept 48	"
	Mr. Joseph L. Speicher CAF 12, Examination Specialist Civil Service Division	23 Aug. 48	5 Sept 48	"
	Mr. Maynard N. Shirven CAF 12, Examination Specialist Civil Service Division	23 Aug 48	5 Sept 48	"
	Mr. Foster B. Roser CAF 12, Examination Specialist Civil Service Division	23 Aug 48	5 Sept 48	"

	Name	Departure	Return	Destination
1 (cont)	Miss Grace M. Pierson CAF 8, Examination Specialist Civil Service Division	23 Aug 48	5 Sept 48	Nikko

Reason: To visit the Civil Service Training Institute at Nikko to assist the permanent staff by giving integrated instruction in specialized fields of Public Personnel Administration to the Japanese students.

* Mr. W. Pierce MacCoy is scheduled to instruct the training institute students on the subject of "The National Public Service Law" for one day, 14 Aug 48.

Mr. MacDonald Salter CAF 14, Chief, Class. & Comp. Br., Civil Service Division	2 Aug 48	31 Aug 48	Sendai, Nagoya, Osaka
Mr. Jesse B. Bettis CAF 12, Compensation Specialist Civil Service Division	2 Aug 48	31 Aug 48	" "
Mr. James B. Vaughn CAF 12, Classification Specialist Civil Service Division	2 Aug 48	31 Aug 48	" "

Reason: To make preliminary preparations to start classification and compensation field studies.

- C.W. - - - - -

Staff Visits

GS 0 of S 22 July 1948

1. In compliance with Staff Memorandum No. 82, dated 2 October 1947, para. 3, the following is submitted for approval:

Name	Departure	Return	Destination
Mr. Makoto Matsumoto P-5 Government Analyst Special Adviser	2 Aug 48	31 Aug 48	Sendai, Sapporo, Kyoto, Fukui, Kure, Fukuoka
Reason: Field Study of Procuratorial System.			
Maj. Jack P. Napier O-400085, Ex. O.	9 Aug 48	20 Aug 48	Niigata, Sendai, Sapporo
Lt. Hans H. Baerwald O-936858, Language Officer	9 Aug 48	20 Aug 48	" " "
Reason: To observe the activities of District Area Special Investigation Bureaus.			
Mr. Thomas K. Tindale CAF 14, Chief Training Branch, Civil Service Div.	2 Aug 48	8 Oct 48	Nikko
Mr. John R. Shively CAF 13, Training Specialist, Civil Service Division	2 Aug 48	8 Oct 48	"
Miss June E. Baker CAF 4, Clerk-Steno Civil Service Division	2 Aug 48	8 Oct 48	"
Reason: Permanent members to direct the curriculum and administration of the Civil Service Institute established at Nikko for the purpose of teaching public personnel administration to Japanese students who are trainees for administrative and technical positions with the Japanese National Personnel Commission.			
Mr. Blaine Hoover CAF 15, Chief Civil Service Division	5 Aug 48	6 Aug 48	Nikko
Mr. MacDonald Salter CAF 14, Chief, Class. & Comp. Br., Civil Service Div.	9 Aug 48	23 Aug 48	"

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Staff Visits

GS 6 of 8 22 July 1948

1 (cont)	Name	Departure	Return	Destination
	Mr. Walter P. Domanovsky CAF 12, Compensation Specialist Civil Service Division	9 Aug 48	13 Aug 48	Biloxi
	Mr. Gordon W. Peterson CAF 12, Examination Specialist Civil Service Division	9 Aug 48	13 Aug 48	"
	Mr. Jesse B. Bettis CAF 12, Compensation Specialist Civil Service Division	9 Aug 48	13 Aug 48	"
	Mr. W. Pierce MacCoy CAF 14, Chief, General Pers. Adm. Br., Civil Service Div.	*13 Aug 48	16 Aug 48	"
	Mr. James B. Vaughn CAF 12, Classification Specialist Civil Service Division	16 Aug 48	23 Aug 48	"
	Mrs. Nora M. Borthick CAF 12, Classification Specialist Civil Service Division	16 Aug 48	23 Aug 48	"
	Mr. Harry W. Marsh CAF 14, Chief, Examination Br., Civil Service Division	23 Aug 48	5 Sept 48	"
	Mr. Joseph L. Speicher CAF 12, Examination Specialist Civil Service Division	23 Aug. 48	5 Sept 48	"
	Mr. Maynard N. Shirven CAF 13, Examination Specialist Civil Service Division	23 Aug 48	5 Sept 48	"
	Mr. Foster R. Roser CAF 12, Examination Specialist Civil Service Division	23 Aug 48	5 Sept 48	"

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	Name	Departure	Return	Destination
1 (cont)	Miss Grace M. Pierson CAF 8, Examination Specialist Civil Service Division	23 Aug 48	5 Sept 48	Nikko

Reason: To visit the Civil Service Training Institute at Nikko to assist the permanent staff by giving integrated instruction in specialized fields of Public Personnel Administration to the Japanese students.

* Mr. W. Pierce MacCoy is scheduled to instruct the training institute students on the subject of "The National Public Service Law" for one day, 14 Aug 48.

Mr. MacDonald Salter CAF 14, Chief, Class. & Comp. Br., Civil Service Division	2 Aug 48	31 Aug 48	Sendai, Nagoya, Osaka
Mr. Jesse B. Bettis CAF 12, Compensation Specialist Civil Service Division	2 Aug 48	31 Aug 48	" "
Mr. James B. Vaughn CAF 12, Classification Specialist Civil Service Division	2 Aug 48	31 Aug 48	" "

Reason: To make preliminary preparations to start classification and compensation field studies.

----------C.W.----------

CIVIL SERVICE DIVISION
Government Section

21 July 1948

MEMORANDUM FOR: Mr. Harold Bettencourt

SUBJECT : **August Official Travel**

1. It is requested that travel orders be prepared for Mr. John R. Shively, Training Specialist, CAF-13, and for Miss June E. Baker, Clerk-Stenographer, CAF-4, to travel to Nikko from 2 August 1948 to 8 October 1948. Mr. Shively and Miss Baker are to be temporarily stationed in Nikko as permanent members of the Civil Service Institute staff. Mr. Shively will assist Mr. Thomas K. Tindale in directing the curriculum and administration of this school which is being held for the purpose of teaching public personnel administration to Japanese students who are trainees for technical and administrative positions in the Japanese National Personnel Commission. Miss Baker is being assigned to take care of clerical and stenographic work necessary to the administration of this school.

2. Staff members of the Civil Service Division listed below are scheduled to visit the Civil Service Training Institute at Nikko for short periods of time to assist the permanent staff by giving integrated instruction in specialized fields of public personnel administration to the Japanese students:

Name	From	To
Mr. Blaine Hoover, Chief, CS Div. CAF-15	5 August	6 August
Mr. MacDonald Salter, Chief, Class. & Comp. Branch, CAF-14	9 August	23 August
Mr. Walter P. Domanowski, Compensation Specialist, CAF-12	9 August	13 August
Mr. Gordon W. Peterson, Examination Specialist, CAF-12	9 August	13 August
Mr. Jesse B. Bettis, Compensation Specialist, CAF-12	9 August	13 August

CIVIL SERVICE DIVISION
Government Section

20 July 1948

MEMORANDUM FOR: Harold Bettencourt

SUBJECT : Travel Orders

1. It is requested that travel orders be authorized for Mr. Thomas K. Tindale, Chief, Training Branch, CAF-14, to travel to Nikko on or about 28 July 1948 to 8 October 1948.

2. Mr. Thomas K. Tindale will direct the operation of the Civil Service Division institute at Nikko. This school is being held for the purpose of teaching public personnel administration to Japanese students who are trainees for administrative and technical positions with the Japanese National Personnel Commission./ Mr. Tindale is responsible for the curriculum and administration of this school during the above-stated dates.

3. Travel orders should be cut to include the following statements: "No charge will be made for meals furnished in government-operated mess upon presentation of mess deduction cards." "Authority granted to utilize Japanese hotels where authorized facilities are not available."

H Machin

HELEN MACHIN

HM:jd

Name	From	To
[1]Mr. W. P. MacCoy, Chief, General Pers. Adm. Br., CAF-14	13 August	16 August
Mr. James B. Vaughn, Classification Specialist, CAF-12	16 August	23 August
Mrs. Nora M. Borthick, Classification Specialist, CAF-12	16 August	23 August
Mr. Harry W. Marsh, Chief, Examination Branch, CAF-14	23 August	5 September
Mr. Joseph L. Speicher, Examination Specialist, CAF-12	23 August	5 September
Mr. Maynard N. Shirven, Examination Specialist, CAF-13	23 August	5 September
Mr. Foster B. Roser, Examination Specialist, CAF-12	23 August	5 September
Miss Grace M. Pierson, Examination Specialist, CAF-8	23 August	5 September

3. All travel orders for above listed persons should be cut to include the following statements: "No charge will be made for meals furnished in government-operated mess upon presentation of Mess Deduction Card." "Authority granted to utilize Japanese hotels where authorized facilities are not available."

4. In addition to the above scheduled official travel, it is requested that Mr. MacDonald Salter, Chief, Classification & Compensation Branch, CAF-14; Mr. Jesse B. Bettis, Compensation Specialist, CAF-12, and Mr. James B. Vaughn, Classification Specialist, CAF-12, be permitted to travel to Sendai, Nagoya, and Osaka in order to start classification and compensation field studies during the month of August. As it is impossible to forecast definite dates for this travel because the number of assignments in the Classification & Compensation Branch requiring travel, together with the pressure of operations which must be performed in Tokyo, cannot be predicted, it is requested that the above persons be authorized to travel to these three cities from 1 August 1948 to 31 August 1948.

- - -

1 Mr. W. Pierce MacCoy is scheduled to instruct the training institute students on the subject of "The National Public Service Law" for one day, 14 August 1948, ~~and~~ as this falls on a Saturday it is necessary, in order to comply with travel regulations, to show his travel as taking place the previous Friday and following Monday. This travel is less than five days, and as it extends over a week-end, it requires the following special justification: The training school will operate ona six day schedule and this date - 14 August 1948 - can not be changed without causing great inconvenience to the teaching schedule and to the sequence of proper subject matter.

Name	From	To
[1]Mr. W. P. MacCoy, Chief, General Pers. Adm. Br., CAF-14	13 August	16 August
Mr. James B. Vaughn, Classification Specialist, CAF-12	16 August	23 August
Mrs. Nora M. Borthick, Classification Specialist, CAF-12	16 August	23 August
Mr. Harry W. Marsh, Chief, Examination Branch, CAF-14	23 August	5 September
Mr. Joseph L. Speicher, Examination Specialist, CAF-12	23 August	5 September
Mr. Maynard N. Shirven, Examination Specialist, CAF-13	23 August	5 September
Mr. Foster B. Roser, Examination Specialist, CAF-12	23 August	5 September
Miss Grace M. Pierson, Examination Specialist, CAF-8	23 August	5 September

3. All travel orders for above listed persons should be cut to include the following statements: "No charge will be made for meals furnished in government-operated mess upon presentation of Mess Deduction Card." "Authority granted to utilize Japanese hotels where authorized facilities are not available."

4. In addition to the above scheduled official travel, it is requested that Mr. MacDonald Salter, Chief, Classification & Compensation Branch, CAF-14; Mr. Jesse B. Bettis, Compensation Specialist, CAF-12, and Mr. James B. Vaughn, Classification Specialist, CAF-12, be permitted to travel to Sendai, Nagoya, and Osaka in order to start classification and compensation field studies during the month of August. As it is impossible to forecast definite dates for this travel because the number of assignments in the Classification & Compensation Branch requiring travel, together with the pressure of operations which must be performed in Tokyo, cannot be predicted, it is requested that the above persons be authorized to travel to these three cities from 1 August 1948 to 31 August 1948.

- - -

[1] Mr. W. Pierce MacCoy is scheduled to instruct the training institute students on the subject of "The National Public Service Law" for one day, 14 August 1948, ~~and~~ as this falls on a Saturday it is necessary, in order to comply with travel regulations, to show his travel as taking place the previous Friday and following Monday. This travel is less than five days, and as it extends over a week-end, it requires the following special justification: The training school will operate ona six day schedule and this date - 14 August 1948 - can not be changed without causing great inconvenience to the teaching schedule and to the sequence of proper subject matter.

5. Regional offices for the National Personnel Commission are being established in the following cities: Sapporo, Sendai, Nagoya, Osaka, Hiroshima, Takamatsu and Fukuoka, and it will be necessary for Mr. James R. Bell, Chief, Organization Branch, CAF-14, to assist the Commission in organizing these branch offices properly. As the scope of requirements for this project is as yet unknown it will not be possible to schedule the necessary travel definitely; however, as it may become necessary for Mr. Bell to visit these cities during the month of August, it is requested that he be authorized to travel from 1 August 1948 to 31 August 1948.

H Machin

HELEN R. MACHIN
Administrative Assistant

HRM:jd

Request for travel orders

GS , CPS 26 Jul 48

1. It is requested that travel orders be issued authorizing rail and motor transportation for Mr. John R. Shively, CAF-13, training Specialist, Civil Service Division, and for Miss June E. Baker, CAF-4, Clerk-Stenographer, to visit Nikko, for the period 2 Aug through 8 Oct 48, inclusive, to assist in directing the curriculum and administration to Japanese students who are trainees for administrative and technical positions with the Japanese National Personnel Commission.

2. It is further requested that travel orders include the following provisions: "No charge will be made for meals furnished in government-operated mess upon presentation of mess deduction cards." "Authority granted to utilize Japanese hotels where other facilities are not available."

(over)

3. This trial has been approved by DC/SOW

23 Jul 78

---------- CW ----------

Request for travel orders

GS CPS 23 Jul 48

1. Request travel orders be issued authorizing rail and motor transportation for Mr. Thomas K. Tindale, Chief, Training Branch, CPF 14, to visit Nikko, for the period 28 Jul through 8 Oct 48, inclusive, for the purpose of teaching public personnel administration to Japanese students who are trainees for administrative and technical positions with the Japanese National Personnel Commission.

2. It is further requested that travel orders include the following provisions: "No charge will be made for meals furnished in government-operated mess upon presentation of mess deduction cards."; "authority granted to utilize Japanese hotels where other facilities are not available."

3. This transfer has been approved by DCS on 23 Jul 1948.

C.W.

CW/CLK/JPN/ked

Admission to Imperial Palace Grounds

Govt. Section G-2 15 July 1948

1 1. The Supreme Commander has approved plan for audience with the Emperor at 1300 hours on 21 July 1948 made on behalf of the Australian Parliamentary Delegation. Members of the party are:

Mr. Leslie Clement Haylen	-	Leader of Delegation. Member of the House of Representatives for Parkes, New South Wales.
Senator Joseph Cooke	-	Senator for Western Australia.
Mr. Charles W. Davidson	-	Member of the House of Representatives of Capricornia, Queensland.
Mr. Josiah Francis	-	Member of the House of Representatives for Moreton, Queensland.
Senator Reginald Murray	-	Senator for Tasmania.
Mr. Edgar H. Russell	-	Member of the House of Representatives for Grey, South Australia.
Colonel Rupert S. Ryan	-	Member of the House of Representatives for Flinders, Victoria.
Dr. J. Williams	-	Chief, Parliamentary and Political Division, Government Section, GHQ, SCAP.
Major Jack P. Napier	-	Executive Officer, Government Section, GHQ, SCAP.

2. Request that necessary authorization to enter restricted area be issued.

----------CW----------

CW/CLK/JPN/REM/jb

Request for Travel Orders

Government Section Civilian Personnel 2 July 1948

1 1. Request that travel orders be issued authorizing rail transportation for the following named personnel:

Name	Departure	Return	Destination
Mr. Maynard N. Shirven, Examination Specialist, CAF-13	7 July 48	15 July 48	Fukuoka and Hiroshima
Mr. Foster B. Roser, Examination Specialist, CAF-12	8 July 48	15 July 48	Takamatsu and Osaka
Miss Grace M. Pierson, Examination Specialist, CAF-8	7 July 48	15 July 48	Sapporo and Sendai

a. Reason: To supervise the oral examination for Trainee Personnel Officer being conducted by the National Personnel Commission.

2. Further request that the following Japanese Nationals, employees of the Japanese Government, be authorized to travel to Fukuoka, Hiroshima, Osaka, Sapporo, Sendai, and Takamatsu from 6 July 1948 to 15 July 1948, as assigned.

Okiie Yamashita
Kenjiro Miyami
Takuo Ogi
Kychei Mamada
Yoichi Ueno
Yukata Fujii
Shigejiro Kyogoku
Tsuneyuk Sato
Shigera Fujita
Toshio Tonomi
Takashige Nogano
Hiroshi Morita

3. Travel has been approved by C/S, 24 June 1948.

C. W.

CIVIL SERVICE DIVISION
Government Section

1 July 1948

MEMORANDUM FOR: Mr. Harold Bettencourt

SUBJECT : Travel Orders

1. It is requested that travel orders be authorized for the following persons who will supervise the oral examination for Trainee Personnel Officer being conducted for the first time by the National Personnel Commission:

Name	Destination	Dates ~~From~~ Departure	~~To~~ Return
Maynard N. Shirven, Examination Specialist, CAF-13	Fukuoka and Hiroshima	7 Jul '48	15 Jul '48
Foster B. Roser, Examination Specialist, CAF-12	Takamatsu and Osaka	8 Jul '48	15 Jul '48
Grace M. Pierson, Examination Specialist, CAF-8	Sapporo and Sendai	7 Jul '48	15 Jul '48

2. It is requested that the following Japanese Government employees be authorized to travel to Fukuoka, Hiroshima, Osaka, Sapporo, Sendai, and Takamatsu from 6 July 1948 to 15 July 1948 as assigned:

Okiie Yamashita,
Kenjiro Miyazi,
Takuo Ogi,
Kyohei Mamada,
Yoichi Ueno,
Yukata Fujii,
Shigejiro Kyogoku,
Tsuneyuk Sato,
Shigera Fujita,
Toshio Tonomi,
Takashige Nogane,
Hiroshi Morita

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

CHECK SHEET

(Do not remove from attached sheets)

File No.: Subject: Staff Visits

Note No.: 1

From: Government Section To: Chief of Staff Date: 23 June 1948

In compliance with Staff Memorandum No. 82, dated 2 October 1947, para. 3, the following is submitted for approval:

Name	Departure	Return	Destination
Mr. Makoto Matsukata P-5, Government Analyst Special Adviser	6 July 48	28 July 48	Sendai, Sapporo, Kyoto, Fukui, Kure, Fukuoka
Reason: Field study of procuratorial system.			
Mr. James R. Bell CAF-14, Chief, Organization Branch, Civil Service Div.	1 July 48	28 July 48	Nikko
Mr. Thomas K. Tindale, CAF-14, Chief, Training Branch, Civil Service Division	1 July 48	28 July 48	Nikko
Reason: To make preliminary preparations and organize the Civil Service Institute for operation by 2 Aug. 48.			
Mr. W. Pierce MacCoy CAF-14, Chief, General Personnel Admin. Br., Civil Service Div.	1 July 48	28 July 48	Sapporo, Sendai, Nagoya, Osaka, Hiroshima, Takamatsu, Fukuoka
Mr. MacDonald Salter CAF-14, Chief, Classification & Compensation Br., Civil Service Div.	"	"	" " "
Mr. Harry W. Marsh, CAF-14, Chief, Examination Branch, Civil Service Division	"	"	" " "
Mr. Thomas K. Tindale, CAF-14, Chief, Training Branch, Civil Service Division	"	"	" " "

6 24/1

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

CHECK SHEET

(Do not remove from attached sheets)

File No.: Subject: Staff Visits

Note No.: 1 (cont)

From: Govt. Section To: Chief of Staff Date: 23 June 1948

Name	Departure	Return	Destination
Mr. James R. Bell, CAF-14, Chief, Organization Branch, Civil Service Div.	1 July 48	28 July 48	Sapporo, Sendai, Nagoya, Osaka, Hiroshima, Takamatsu, Fukuoka
Mr. Thomas L. Eliot CAF-13, Personnel Specialist, Civil Service Division	"	"	"
Mr. James B. Vaughn CAF-12, Classification Specialist, Civil Service Div.	"	"	"
Mr. Jesse B. Bettis CAF-12, Compensation Specialist, Civil Service Division	"	"	"
Mr. Walter P. Damonowski, CAF-12, Compensation Specialist, Civil Service Div.	"	"	"
Miss Grace M. Pierson CAF-12, Examination Specialist, Civil Service Division	"	"	"
Mr. Joseph L. Speicher CAF-12, Examination Specialist, Civil Service Division	"	"	"
Mr. Maynard Shirven, CAF-13, Examination Specialist, Civil Service Division	"	"	"

6 24/5

(178)

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

CHECK SHEET

(Do not remove from attached sheets)

File No.: Subject: Staff Visits

Note No.: 1 (concl)

From: Govt. Section To: Chief of Staff Date: 23 June 1948

Name	Departure	Return	Destination
Mr. Foster B. Roser CAF-12, Examination Specialist, Civil Service Division	1 July 48	28 July 48	Sapporo, Sendai, Nagoya, Osaka, Hiroshima, Takamatsu, Fukuoka
Mr. Gordon W. Peterson, CAF-12, Examination Specialist, Civil Service Div.	"	"	"

(178)

Reason: To supervise the Temporary National Personnel Commission's technical and clerical oral examinations and to make classification studies and wage surveys.

C. W.

APPROVED
DEPUTY C/S, SCAP
24 June 1948
INITIALS

CIVIL SERVICE DIVISION
Government Section

21 June 1948

MEMORANDUM FOR: Mr. Harold Bettencourt

SUBJECT : Official Travel-- 1 July through 31 July, 1948

1. During the period 1 July 1948, to 31 July 1948, it will be necessary that travel to Nikko be authorized for Mr. Jampes R. Bell, Chief, Organization Branch, CAF-14, and Mr. Thomas K. Tindale, Chief, Training Branch, CAF-14, who shall make preliminary preparations and organize the Civil Service Institute for operation by 2 August, 1948.

2. During the period 1 July 1948, to 31 July 1948, it will be necessary to send the following representatives of the Civil Service Division technical staff to Sapporo, Sendai, Nagoya, Osaka, Hiroshima, Takamatsu, and Fukuoka:

W. Pierce MacCoy, Chief, General Personnel Administration Branch, CAF-14
MacDonald Salter, Chief, Classification and Compensation Branch, CAF-14
Harry W. Marsh, Chief, Examination Branch, CAF-14
Thomas K. Tindale, Chief, Training Branch, CAF-14
James R. Bell, Chief, Organization Branch, CAF-14
Thomas L. Eliot, Personnel Specialist, CAF-13
James B. Vaughn, Classification Specialist, CAF-12
Jesse B. Bettis, Compensation Specialist, CAF-12
Walter P. Domanowski, Compensation Specialist, CAF-12
Grace M. Pierson, Examination Specialist, CAF-12
Joseph L. Speicher, Examination Specialist, CAF-12
Maynard Shirven, Examination Specialist, CAF-13
Foster B. Roser, Examination Specialist, CAF-12
Gordon W. Peterson, Examination Specialist, CAF-12

A. The Temporary National Personnel Commission's technical and clerical oral examinations shall be held during the month of July in the above mentioned city, the exact date of which is not yet known. It will be necessary to send Civil Service Division technicians to each of these cities to supervise this phase of the examination process as it will be the first time an oral examination has been held in Japan.

B. The Classification and Compensation Branch will be required to make classification studies and wage surveys. In order to do this work, field sampling must be started; therefore, it is requested that classification and compensation technicians mentioned above be permitted to travel to the cities listed.

C. Regional offices for the National Personnel Commission are being established in each of the seven cities listed above and it will be necessary for Mr. James R. Bell, Chief, Organization Branch, CAF-14,

to assist the Commission in organizing these branch offices properly. Mr. Bell plans to carry out this assignment in conjunction with assisting in the organization of the Civil Service Institute at Nikko. However, as the scope of requirements for these projects are as yet unknown, it will not be possible to schedule the necessary travel in definite terms.

3. The number and scope of assignments requiring travel, coupled with the pressure of operations which must be carried out in Tokyo makes it impossible to forecast Civil Service Division travel on a definite schedule. It is requested that Government Section be permitted to submit specific requests for travel later as operations permit.

4. It is requested that the following list of Japanese Representatives, employed by the Japanese government, be shown on travel orders as authorized to visit Osaka, Sapporo, Sendai, Hiroshima, Takamatsu, and Fukuoka, as assigned on the examination project:

Yamashita, Okiie
Habu, Kenichiro
Sato, Toshio
Miyake, Taro
Kanatsugu, Hiroshi
Fujii, Yutaka
Nagane, Takanari
Tonomi, Toshio
Yoneda, Teruo
Sato, Tsuneyuki
Sugawara, Kaoru
Morita, Hiroshi
Otake, Masao
Tenma, Tsunemasa
Kyogoku, Jujiro
Kashiwagi, Yukio
Sakita, Akira
Suzuki, Harumatsu
Mamada, Kyohei

HELEN MACHIN

HM:mvb

Govt. Section files

Staff Visits

Government Section Chief of Staff 23 June 1948

1 In compliance with Staff Memorandum No. 82, dated 2 October 1947, para. 3. the following is submitted for approval:

Name	Departure	Return	Destination
Mr. Makoto Matsukata P-5, Government Analyst Special Adviser	6 July 48	28 July 48	Sendai, Sapporo, Kyoto, Fukui, Kure, Fukuoka
Reason: Field study of procuratorial system.			
Mr. James R. Bell CAF-14, Chief, Organization Branch, Civil Service Div.	1 July 48	28 July 48	Nikko
Mr. Thomas K. Tindale, CAF-14, Chief, Training Branch, Civil Service Division	1 July 48	28 July 48	Nikko
Reason: To make preliminary preparations and organize the Civil Service Institute for operation by 2 Aug. 48.			
Mr. W. Pierce MacCoy CAF-14, Chief, General Personnel Admin. Br., Civil Service Div.	1 July 48	28 July 48	Sapporo, Sendai, Nagoya, Osaka, Hiroshima, Takamatsu, Fukuoka
Mr. MacDonald Salter CAF-14, Chief, Classification & Compensation Br., Civil Service Div.	"	"	" " "
Mr. Harry W. Marsh, CAF-14, Chief, Examination Branch, Civil Service Division	"	"	" " "
Mr. Thomas K. Tindale, CAF-14, Chief, Training Branch, Civil Service Division	"	"	" " "

Staff Visits

Govt. Section — Chief of Staff — 23 June 1948

	Name	Departure	Return	Destination
1 (cont)	Mr. James R. Bell, CAF-14, Chief, Organization Branch, Civil Service Div.	1 July 48	28 July 48	Sapporo, Sendai, Nagoya, Osaka, Hiroshima, Takamatsu, Fukuoka
	Mr. Thomas L. Eliot CAF-13, Personnel Specialist, Civil Service Division	"	"	"
	Mr. James B. Vaughn CAF-12, Classification Specialist, Civil Service Div.	"	"	"
	Mr. Jesse B. Bettis CAF-12, Compensation Specialist, Civil Service Division	"	"	"
	Mr. Walter P. Dumonowski, CAF-12, Compensation Specialist, Civil Service Div.	"	"	"
	Miss Grace M. Pierson CAF-12, Examination Specialist, Civil Service Division	"	"	"
	Mr. Joseph L. Speicher CAF-12, Examination Specialist, Civil Service Division	"	"	"
	Mr. Maynard Shirven, CAF-13, Examination Specialist, Civil service Division	"	"	"

Staff Visits

Govt. Section — Chief of Staff — 23 June 1948

1 (cont'd)	Name	Departure	Return	Destination
	Mr. Foster B. Roser CAF-12, Examination Specialist, Civil Service Division	1 July 48	28 July 48	Sapporo, Sendai, Nagoya, Osaka, Hiroshima, Takamatsu, Fukuoka
	Mr. Gordon W. Peterson, CAF-12, Examination Specialist, Civil Service Div.	"	"	"

Reason: To supervise the Temporary National Personnel Commission's technical and clerical oral examinations and to make classification studies and wage surveys.

---------- C. W. ----------

Field Trip

Request for Travel Orders

Govt Sec CPS 14 June 1948

1. Request that the following personnel be issued travel orders authorizing rail transportation to visit the cities as indicated below for the purpose of recruiting applicants and making arrangements for technical and clerical examinations to be given by the temporary Personnel Commission on 27 June 1948:

Name	Title and Grade	Destination	Dates
Mr. Maynard N. Shirven	Exam. Spec. CAF-13	Osaka	24-30 June 1948
Miss Grace M. Pierson	Exam. Spec. CAF-8	Osaka	24-30 June 1948
Mr. Foster B. Roser	Exam. Spec. CAF-12	Hiroshima	24-30 June 1948
Mr. James B. Vaughn	Class. Spec. CAF-12	Hiroshima	24-30 June 1948
Mr. Thomas K. Tindale	Ch. Tr. Br. CAF-14	Takamatsu	24-30 June 1948
Mr. Jesse B. Bettis	Comp. Spec. CAF-12	Sendai	24-30 June 1948
Mr. Thomas L. Eliot	pers. Spec. CAF-13	Sapporo	23-30 June 1948
Mr. Harry W. Marsh	Ch. Exam. Br. CAF-14	Fukuoka	24-30 June 1948

2. Request further that the following list of Japanese representatives, employed by the Japanese government, be authorized to visit any one of the following cities as assigned: Osaka, Hiroshima, Takamatsu, Sendai, Sapporo and Fukuoka.

Dr. Kyoshi Asai	Mitsuo Hirakawa	Yoshiichi Fujimori
Okiie Yamashita	Shigeru Fujita	Seiichi Kumii
Yoichi Ueno	Torao Syoji	Shizuo Kamimura
Tomoo Sato	Naoji Syuku	Keisaku Kiyama
Shiro Okabe	Jinji Takanashi	Hironori Yamamori
Kenichiro Habu	Takao Kasuya	Taro Miyake
Takashige Nagano	Teiji Hosono	Hiroyuki Kobata
Yonezo Sakai	Tadao Kunori	Nase Gomi
Norimasa Tenma	Torakichi Naito	Keiichi Matsumoto
Ihei Koyama	Shigejiro Kyogoku	Inejiro Ohhashi
Toshio Sato	Masao Ohtake	Toshihiko Ishii

3. Travel approved by D C/S 25 May 1948.

C. W.

CW/CD/HDP/vs

Request for Special Railroad Car

Govt Section — Civil Transportation Sect — 8 June 1948

GS FILES

1 1. Request assignment of a special railroad car, with sleeping accommodations, this car to be used from 1700, 18 June 1948, to 25 June 1948, inclusive. The approximate schedule for the use of this car is as follows: leave Yamaguchi City subsequent to 1700 hours, 18 June, to proceed to Matsue, arriving there approximately 0800, 19 June; leaving Matsue to arrive in Tottori not later than 1330 hours on 19 June; leaving Tottori either in the evening, 19 June, or the morning of 20 June to return to Matsue; leaving Matsue on 22 June subsequent to 1700 hours to arrive at Tottori either in the evening of 22 June or not later than 0700,23 June; leaving Tottori subsequent to 1700 hours on 24 June or on the morning of 25 June to proceed to Kyoto or Osaka to make connections with the Allied Limited leaving the evening of 25 June for Tokyo.

2. The passengers will be as follows: Howard D. Porter, P-6, Government Section, GHQ, SCAP, M. E. Nolan, P-6, Government Section, GHQ, SCAP, John MacLean, P-4, Headquarters Eighth Army, and Arnold van Benschoten, P-5, Chugoku Military Government Region. There is also a possibility that there may be one or two more persons whose names, at present, are not known.

3. Rations necessary will depend somewhat on train schedules. Meals, with the possible exception of breakfast, will probably not be necessary while car is stationary. Howard D. Porter will be in charge of rations.

- C. W. - - - - - - - -

CW/CD/CLK/vs

Request for Travel Orders

GS AG-PO 7 June 1948

1 1. It is requested that travel orders be issued authorizing rail and motor transportation for Major Roy A. Harris, A-0571957, Liaison Officer, Local Government Division, to proceed to Yamaguchi, Matsue, Tottori, Fukui, Kanazawa, Toyama, Kyoto and Osaka, for the period 14 June to 27 June 1948, inclusive, for the purpose of investigating reorganization of local governments.

2. It is also requested that the above person be authorized to repeat trips within this period and to ride in Japanese trains.

3. Travel approval was received from the C/S on 25 May 1948.

- C. W. - - - - - - - - -

GS Files

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

CHECK SHEET

(Do not remove from attached sheets)

File No.: Subject: Staff Visits

Note No.: (1) From: Govt. Sect. To: C/S Date: 7 June 1948

1. It is requested that the following members of the Civil Service Division be included among those authorized to travel to Osaka, Fukuoka, Takamatsu, Hiroshima, Sendai and Sapporo during the month of June in accordance with Government Section's request made on 25 May 1948:

	Rating	Title
Mr. Jesse Bettis	CAF-12	Compensation Specialist
Mr. James Vaughn	CAF-12	Classification Specialist
Mr. Thomas Eliot	CAF-13	Personnel Specialist
Mr. Thomas Tindale	CAF-14	Chief, Training Branch

2. It is necessary to request the addition of these names for travel authorization because Messrs. Hoover, MacCoy, Salter, Bell and Peterson, whose names were included in the request of 25 May 1948, will be required to remain in Tokyo the week end of June 27 -- the date of the Temporary National Personnel Commission examination -- in order to make necessary preparations for putting the National Public Service Law into effect on 1 July 1948. It is also imperative that two persons supervise the examinations in each of the cities where they are being held; therefore, it is requested that the above-named persons be permitted to travel in order to replace those staff members named above who had previously planned to supervise the examinations.

6/1/1

-C.W.-

APPROVED
DEPUTY CHIEF, SCAP
7 June 1948
INITIALS EWK

Staff Visits

Govt. Sect. C/S 7 June 1948

(1) 1. It is requested that the following members of the Civil Service Division be included among those authorized to travel to Osaka, Fukuoka, Takamatsu, Hiroshima, Sendai and Sapporo during the month of June in accordance with Government Section's request made on 25 May 1948:

	Rating	Title
Mr. Jesse Bettis	CAF-12	Compensation Specialist
Mr. James Vaughn	CAF-12	Classification Specialist
Mr. Thomas Eliot	CAF-13	Personnel Specialist
Mr. Thomas Tindale	CAF-14	Chief, Training Branch

2. It is necessary to request the addition of these names for travel authorization because Messrs. Hoover, MacCoy, Salter, Bell and Peterson, whose names were included in the request of 25 May 1948, will be required to remain in Tokyo the week end of June 27 -- the date of the Temporary National Personnel Commission examination -- in order to make necessary preparations for putting the National Public Service Law into effect on 1 July 1948. It is also imperative that two persons supervise the examinations in each of the cities where they are being held; therefore, it is requested that the above-named persons be permitted to travel in order to replace those staff members named above who had previously planned to supervise the examinations.

GS FILES

----------C.W.----------

CW/CD/CLK/vs

Request for Travel Orders

GS CPS 7 June 1948

1 1. It is requested that travel orders be issued authorizing rail and motor transportation for Cecil G. Tilton, P-8, Local Government Division, Howard D. Porter, P-6, Chief, Prefectural Branch, Michael E. Nolan, P-6, Chief, Town and Village Branch, accompanied by two English personnel, Mr. Ivor T. M. Pink, Councellor UKLM and Mr. Peter Scott, Secretary UKLM, to proceed to Yamaguchi, Matsue, Tottori, Fukui, Kanazawa, Toyama, Kyoto and Osaka, for the period 14 June to 27 June 1948, inclusive, for the purpose of investigating reorganization of local governments.

2. It is also requested that the above personnel be authorized to repeat trips within this period and to ride in Japanese trains.

3. Travel approval for the American personnel was received from the C/S 25 May 1948 and for the English personnel on 5 June 1948.

- C. W. - - - - - - - - - -

SELF GS FILES

GENERAL HEADQUARTERS
FAR EAST COMMAND
APO 500

AG 201 - Harris, Roy A AGPO 6 Jun 48

SUBJECT: Order 148-9

TO: MAJ ROY A HARRIS A0571957 USAF, GHQ FEC APO 500

1. Above-named off WP o/a 14 Jun 48 to Yamaguchi, Matsue, Tottori, Fukui, Kanazawa, Toyama, Kyoto and Osaka, Japan on TDY for a period of approximately fourteen (14) days for purpose of investigating reorganization of local governments. Upon compl will ret to present sta.

2. Tvl by rail and govt mtr transportation auth. TDN. Such tvl as may be necessary between Tokyo and destinations indicated is auth. Off is auth to ride in Japanese trains when necessary.

BY COMMAND OF GENERAL MacARTHUR:

D. W. INMAN
Captain AGD
Asst Adj Gen

DISTRIBUTION:
Govt Sec (1)
Maj Harris (4) thru Govt Sec