KYUSHU CIVIL AFFAIRS REGION
GHQ SCAP
Fukuoka, Kyushu, Japan

RFB/jl

APO 24 Unit 5
21 July 1950

DR. Morimatsu Shoni
Director, Fukuoka City Health Center

Dear Sir:

Mrs. Alice Ushihara, a Foreign National, an employee of Kyushu Civil Affairs Region has been diagnosed on the 17th of July 1950 by Dr. Tokuyama, Ichiro, a private practitioner as having active pulmonary tuberculosis.

It is recommended that you put Mrs. Alice Ushihara on your active tuberculosis register and take the necessary preventive precautions as to contacts and hospitalization.

Yours truly,

RICHARD F. BROWN
Chief, Public Health Section

KYUSHU CIVIL AFFAIRS REGION
GHQ SCAP
Fukuoka, Kyushu, Japan

JEB/jl

APO 24 Unit 5
18 July 1950

Dr. Minohara, Yoshimichi
Director Fukujuen National Sanatorium
Koga, Fukuoka Prefecture

Dear Sir:

Dr. Tokuyama, Ichiro has examined Mrs. Alice Ushihara, an employee of Kyushu Civil Affairs Region and has made the following diagnosis:

Right apical pulmonary tuberculosis, moderately advanced with possible cavitation.

He has recommended immediate hospitalization and isolation.

We should appreciate your cooperation in providing a hospital bed at the earliest possible time.

Kyushu Civil Affairs Region assumes no responsibility for expenses incurred by Mrs. Ushihara.

Yours truly,

THOMAS J. COCKRELL
Major CAV
Deputy

Cancelled
but waiting
for its to be
returned

KYUSHU CIVIL AFFAIRS REGION
GHQ SCAP
Fukuoka, Kyushu, Japan

JEB/ji

APO 24 Unit 5
18 July 1950

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KYUSHU CIVIL AFFAIRS REGION
GHQ SCAP
Fukuoka, Kyushu, Japan

HFL/jl

APO 24 Unit 5
15 July 1950

SUBJECT: Compensatory Time

TO : Chief, Kyushu Civil Affairs Region, APO 24-5

Request that compensatory time of eight hours performed as Duty Officer on 12 July 1950 be granted 17 July 1950.

Harold F. Luke.
HAROLD F. LUKE
Veterinarian, Public Health Section

Chief of Section Absent

Approved
15 July 50

Yokohama
Saito Area
Shibasaki-Jima

1

KYUSHU CIVIL AFFAIRS REGION
GHQ SCAP
Fukuoka, Kyushu, Japan

APO 24 Unit 5
11 July 1950

DUTY ROSTER

Individuals must initial first column acknowledging dates on duty.
Anyone desiring replacement must have substitute initial second column.

Date	Tour of Duty	Name	Initial	Initial
11 Jul (Tue)	1200-1300	Kessler, William		
	1630-2200	" "		
	2200-0800	Kawata, Kunio		
12 Jul (Wed)	1200-2000	Luke, Harold		
	2000-0800	Jeneye, Kay		
13 Jul (Thu)	1200-1300	Nakamura, Thomas		
	1630-2200	" "		
	2200-0800	Mickle, R. Dale		
14 Jul (Fri)	1200-1300	Neary, Robert		
	1630-2200	" "		
	2200-0800	Mosman, Ellsworth		
15 Jul (Sat)	1200-2000	Lucchi, Alvin		
	2000-0800	Petro, Clarence J.		
16 Jul (Sun)	0800-1500	McGimpsey, Alexander		
	1500-2200	Reininger, Thomas T.		
	2200-0800	Rourk, John W.		
17 Jul (Mon)	1200-1300	Tokuno, Shiro		
	1630-2200	" "		
	2200-0800	Umphrey, Samuel B.		
18 Jul (Tue)	1200-1300	Wolniak, Michael W.		
	1630-2200	" "		
	2200-0800	Armagost, Edward D.		
19 Jul (Wed)	1200-2000	Barry, Clay G.		
	2000-0800	Beer, Ralph D.		
20 Jul (Thu)	1200-1300	Brown, Richard F.		
	1630-2200	" "		
	2200-0800	Gerrild, Jacob		
21 Jul (Fri)	1200-1300	Glines, Victor L.		
	1630-2200	" "		
	2200-0800	Habu, James T.		
22 Jul (Sat)	1200-2000	Harada, Teruo		
	2000-0800	Indinemao, James		
23 Jul (Sun)	0800-1500	Ogata, George Y.		
	1500-2200	Vogt, Oliver D.		
	2200-0800	Inouye, Ben		
24 Jul (Mon)	1200-1300	Jeneye, Kay		
	1630-2200	" "		
	2200-0800	Kessler, William C.		
25 Jul (Tue)	1200-1300	Kawata, Kuni		
	1630-2200	" "		
	2200-0800	Lucchi, Alvin		
26 Jul (Wed)	1200-2000	Luke, Harold J.		
	2000-0800	McGimpsey, Alexander		
27 Jul (Thr)	1200-1300	Mickle, R. Dale		
	1630-2200	" " "		
	2200-0800	Mosman, Ellsworth		
28 Jul (Fri)	1200-1300	Nakamura, Thomas		
	1630-2200	" "		
	2200-0800	Neary, Robert V.		
29 Jul (Sat)	1200-2000	Ogata, George		
	2000-0800	Petro, Clarence J.		

5621

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

000.8 (10 JUL 1950 CAS-PH 10 JUL 1950

SUBJECT: Medical Scholarships in the United States

F156

TO: Chief
Kyushu Civil Affairs Region
APO 24-5

1. Reference is made to your recommendation that Dr. Ichiro Tokuyama of the Kyushu Medical School be considered for a medical scholarship in the United States.

2. Scholarships sponsored under GARIOA Funds are primarily handled by Japanese authorities under the guidance of Civil Information and Education Section of this headquarters. Public Health and Welfare Section assist as required insofar as medical scholarships are concerned. The next competitive examinations for such scholarships are expected in October with appropriate announcements thereof to be about 30 days in advance. It is suggested that Dr. Tokuyama submit application to the Ministry of Education to participate in the next scheduled examination.

3. The Rockefeller Foundation assists individuals in obtaining further training in certain specialities. Dr. O. R. McCoy of the Rockefeller Foundation, currently serving with Public Health and Welfare Section, indicated that sponsorship is usually in a field considered to be of great importance in long-range development in a nation. Internal medicine has not been placed on a high priority in this regard. However, Dr. Tokuyama could submit a request for consideration by the Rockefeller Foundation, through Kyushu Medical School officials for their comments, by addressing it to the Rockefeller Foundation, Attn: Dr. O. R. McCoy, Public Health and Welfare Section, GHQ, SCAP, APO 500.

4. The resume of training and experience submitted in the applicant's behalf has been given to the deputy chief of Public Health and Welfare Section and will be available for either Rockefeller Foundation representatives or Civil Information and Education representatives to review as may be appropriate.

FOR THE CHIEF, CIVIL AFFAIRS SECTION:

J. E. O'Brien

J. E. O'BRIEN
CWO USA
Adm-Off

A7-03

C O	✓	
EXEC OFF		
ECON		
WELFARE		
CIV INFO		
EDUC		
CPC		
HEALTH	✓	
R P T S		
COAL BD		
SUPPLY		
S / M		
F I L E		
LEG. & GOV'T		
T A X		

Instruct Dr
Tokery and
accordingly

KYUSHU CIVIL AFFAIRS REGION
GHQ SCAP
Fukuoka, Kyushu, Japan

APO 24 Unit 5
6 July 1950

MEMORANDUM:

TO : All Sections

1. Compensatory time is authorized for time performed as Duty Officer.

2. Effective immediately applications by DAC personnel for compensatory time will be submitted in writing to the Deputy Chief, Kyushu Civil Affairs Region, 24 hours prior to requested starting time. Approval by the Section Chief will be necessary before being forwarded for final action.

BY ORDER OF COLONEL BURGHEIM:

THOMAS J. COCKRELL
Major CAV
Deputy

INTER OFFICE ROUTING SLIP

KYUSHU CIVIL AFFAIRS REGION

APO 24 UNIT 5

Ind No.	Date	From	To	Subject:
	6 Jun 50	Chief KCAR	Dr. Brown Public Health Section	Following information received in a telephone conversation with Colonel Kowalski, Civil Affairs Section, SCAP, this date. There is no replacement available in Japan for Mr. Alexander. Until such time as Mr. Alexander submits a request in writing for release, it is not possible to implement action to obtain a replacement which will have to come from the United States. Mr. Alexander's last word indicated that if he were unsuccessful in securing a position he was seeking in the United States, he probably will return to Japan. Reference replacement for Miss Baca, no positive action can be taken until she initiates a letter requesting release from ~~either~~ her assignment. In the event that Miss Baca submits her resignation, or request for termination, it has been urged that Miss Osterdahl be designated as a replacement. The decision involves several other individuals with equal qualifications but considerably more seniority.

J. H. BURGHEIM
Colonel QMC
Chief

Public Health

KYUSHU CIVIL AFFAIRS REGION
GHQ SCAP
Fukuoka, Kyushu, Japan

TJC/ky

APO 24 Unit 5
23 June 1950

A 300.6

OFFICE MEMORANDUM:

TO : All Personnel, Kyushu CAff Region

1. Office Memo, this headquarter, dated 1 June 1950, is rescinded, and the following substituted therefor:

a. After a review of existing regulations and directives covering travelling expenses for indigenous personnel, performing short distance travel, the following will govern.

(1) Reimbursement will not be authorized for a trip performed during duty hours on a given day, except as follows:

(a) Actual expenses for rail, bus, train or ferry fare will be reimbursed.

(2) If the trip extends beyond normal duty hours, incurring extra expense, the daily per diem allowance of 160 yen will be paid.

b. The responsibility for forwarding Form IP-1 and copies of travel orders will rest with the Section Chief, in the case of all personnel, except drivers. In the case of drivers the responsibility will rest with the Motor Sergeant.

BY ORDER OF COLONEL BURGHEIM:

Thomas Cockrell

THOMAS J. COCKRELL
Major CAV
Deputy

draft copy

BASIC: Ltr, Civil Affairs Section, GHQ SCAP, APO 500, subj: "CF-51 for Dr. Bogmenko", dtd 17 May 1950
1st Ind PH/RFB/ji

[redacted] KYUSHU CIVIL AFFAIRS REGION, GHQ SCAP, APO 24-5, 23 May 1950

TO: Chief, Civil Affairs Section, GHQ SCAP, APO 500

Instructions complied with.

FOR THE CHIEF:

JAMES R. TRUDEN
Lt Col TC
Deputy

1 Incl:
n/c

Public Health
Distribution
for your
information

KT/mu

KYUSHU CIVIL AFFAIRS REGION
GHQ SCAP
Fukuoka, Kyushu, Japan

APO 24 Unit 5
6 June 1950

A 300.6

MEMORANDUM:

TO : All Personnel Kyushu Civil Affairs Region

1. Due to the rapid increase of dysentery in Japan, it is suggested that all Civil Affairs personnel and dependents be instructed in methods to prevent the contraction of dysentery.

2. Common routes of infection are through faeces, fingers, food and flies.

3. The following points are recommended for your guidance:

a. Drink only treated water, known to be safe.

b. Drink only boiled water (tea or coffee)

c. Insist on strict personnel cleanliness of servants and all food handlers.

d. Relieve servants from duty, if ill, particularly with diarrhea.

e. Wash your hands thoroughly before eating or handling food.

f. Eat only in authorized places.

g. Avoid eating of uncooked food unless you are sure it is from a safe source.

h. Report to the medical officer, if suffering from any persistant gastric disturbance or diarrhea.

FOR THE CHIEF:

James R. Truden

JAMES R. TRUDEN
Lt Col TC
Deputy

GENERAL HEADQUARTERS
FAR EAST COMMAND
Civilian Personnel Section
APO 500

CP MEMORANDUM
No 15-50

3 June 1950

LEAVE OF ABSENCE IMMEDIATELY PRIOR TO RETURN TO ZI

1. References. a. Department of Army Civilian Personnel Regulation L1.6-2f.

b. Staff Memorandum 55, GHQ SCAP and FEC, 20 December 1949.

c. GHQ Group Civilian Personnel Regulation 18-3a(3), 27 May 1948.

d. Checknote 1, G-1, subject, "Leave of Absence in Japan Prior to Return to ZI.", 2 May 1950.

2. Rescissions. a. Civilian Personnel Memorandum 39-49, subject, "Postponement of Separation and/or Date of Departure," 19 December 1949.

b. Civilian Personnel Memorandum 10-50, subject, "Leave of Absence Immediately Prior to Return to ZI," 15 May 1950.

3. In view of the fact that, during their employment, many employees are unable to avail themselves of leave within the command, it is the established policy of this Headquarters that, upon written request through the section chief to the Civilian Personnel Officer, up to a maximum of 30 calendar days leave of absence may be granted immediately prior to return to the ZI. The granting of such leave does not automatically entitle employees to Special Service rest hotel facilities, the provisions of reference 1b being applicable.

a. Reference 1a prohibits the granting of leave immediately prior to separation without return to duty status, consequently, favorable consideration will not be given to pre-separation leave requests filed by locally-separating employees.

b. The Civilian Personnel Officer ordinarily will not give favorable consideration to: (1) requests for postponement of departure date, for the purpose of taking leave, after booking arrangements for return travel have been completed; (2) requests for leave filed by employees who are being separated for reasons other than convenience of the government.

4. In order that there may be a clear understanding of the necessity for close coordination between the employee and the Civilian Personnel Section, it is desired that all employees availing themselves of pre-separation leave be apprised of the following:

a. Not less than 10 days in advance of sailing date, the employee must make an appointment with Packing and Crating Branch, Headquarters and Service Group, for packing and crating of household goods; hold baggage must be delivered to the warehouse not less than 5 days in advance of sailing date.

b. The employee must be present to turn over his household goods for packing and crating; the use of an agent for this purpose is not acceptable to Headquarters and Service Group.

c. The disposition of household goods prior to beginning of leave is undesirable for the following reasons:

(1) Storage space in GHQ warehouse is limited to 72 hours, at conclusion of which shipment is effected to the ZI.

(2) Government storage space is not available at ZI ports, consequently, household goods arriving in advance of owner would be subject to commercial storage at owner's expense.

d. Space allocations on ships returning to the ZI are not received in the Civilian Personnel Section in sufficient time to permit passenger booking prior to the beginning of a 30-day leave period.

5. Application for leave will be made by checknote addressed to the Civilian Personnel Officer through the chief of the employing section. Application will be initiated, preferably, as soon as the employee is aware of his impending departure, (see paragraph 3b(1), and will be prepared as shown in the following example:

"Annual leave and/or leave without pay under the provisions of Civilian Personnel Memorandum 15-50 for the period from_____ (Date) to_____ (Date)

a. Leave is requested for the purpose of (travel, negotiation for another position, etc.)_____

b. I (will, will not) accomplish packing and crating of effects during the period of leave.

c. (If packing and crating is to be accomplished during leave period) I will report to the Civilian Personnel Section as instructed.

d. (If packing and crating is to be accomplished subsequent to leave period) I will report to the Civilian Personnel Section on the first work-day after expiration of period of authorized leave.

e. I understand that, if my employing section cannot utilize my services between the date of expiration of authorized leave period and my actual date of departure, this period will be charged to annual leave or leave without pay."

If the employee is being reduced in force, his services will not be utilized by the employing section subsequent to expiration of leave period. The employing section will include in the indorsement to the leave application a statement as to whether or not the employee's services can be utilized between expiration of leave and date of departure.

6. Applications will be routed to the applicable E.U. technician for approval; in any case where the technician is of the opinion that the application should be disapproved, it will be referred to the Chief, Operations Division for decision. Disapproved applications will be returned by Operations Division to the employee through his section. If approved, the technician will so note on the application and will forward it immediately to the Administration Division. Administration Division will notify the employee of the approval by checknote which will also contain instructions and information based on the following:

a. In the event the employee is to accomplish preparations for departure (packing and crating) during leave period, booking will be made for the first available transportation after expiration of leave; this may be as early as the day following expiration of leave period, or, by necessity, may be considerably later. A date will be established upon which the employee will first be required to report by telephone to the Administration Division regarding orders and booking; subsequent dates for reporting will be established at the time of the first report.

(1) When the employing section has indicated that the employee's services can be utilized between expiration of leave and departure date, the employee will report to his section at the beginning of business on the first work-day following expiration of leave. Employee will be returned to a duty status on the section time and attendance report even though departure date is so near at hand as to necessitate granting of excused absence for the purpose of final clearance.

(2) When the employing section has indicated that the employee's services cannot be utilized between expiration of leave and departure date, he will be required to report to Administration Division daily, by telephone, after firm booking has been accomplished, in order to receive port call. Employee will report to Administration Division on the last work-day prior to sailing date for final clearance. Administration Division will notify the employing section of the departure date in order that the employee may be dropped from the time and attendance report on the day of departure.

b. In the event the employee is not to accomplish preparations for departure during the leave period, booking will be made for the first available transportation which will allow sufficient time for completion of departure arrangements. The employee is required to report by telephone to the Administration Division on the first work-day following expiration of leave period.

(1) When the employing section has indicated that the employee's services can be utilized between expiration of leave and departure date, the employee will report to his section at the beginnirg of business on the first work-day following expiration of leave. Employee will be returned to a duty status on the section time and attendance report. Final arrangements for departure will then be accomplished in the normal manner.

(2) When the employing section has indicated that the employee's services cannot be utilized between expiration of leave and departure date, the provisions of paragraph 6a(2) will apply.

7. Employees will continue to be carried against their established positions during period of pre-separation leave.

8. It is desired that this memorandum be brought to the attention of all employees desiring pre-separation leave.

/s/ R. H. Chard
/t/ R. H. CHARD
Colonel, AGD
Civilian Personnel Officer

DISTRIBUTION:
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P/R Br (2)
Opr Div (13)
CF (5)
G-1 (1)
Personnel Coordinators (1 ea.)

COPY

KYUSHU CIVIL AFFAIRS REGION
GHQ SCAP
Fukuoka, Kyushu, Japan

A/JM/km

APO 24 Unit 5
1 May 1950

300.6

OFFICE MEMORANDUM:

TO : All Personnel

REIMBURSEMENT FOR COST OF LODGING IN JAPANESE HOTELS

Section X - Weekly Directive 85, Headquarters Eighth Army, dated 22 April 1950, is quoted for information and guidance.

"Letter, General Headquarters, Supreme Commander for the Allied Powers, AG 113 (11 Apr 50)COM-BF, 11 April 1950, subject as above, is quoted in part for information and compliance:

"* * * *.

"2. Effective 1 March 1950 procurement demands for 'emergency billet' Japanese hotels, will no longer be made.

"3. Military and civilian personnel, traveling under orders on official business, will pay charges in yen for lodging at Japanese hotels and obtain receipts.

"4. Orders directing travel will cite open allotment 0118-5-040-433-02 and will authorize reimbursement in yen for actual expenses incurred for lodging when Government facilities are not available and may, at the request of the traveler, authorize advance payments. Specific authorization for advance payments showing number of days, at 1800 yen per day, will be stated in such orders and direct immediate settlement upon return to permanent station. A copy of each travel order authorizing advance or reimbursement in yen will be furnished the Budget and Fiscal Division, Office of Comptroller, General Headquarters.

"5. Advance payments of yen will be made to military and civilian personnel without requiring bond. Disbursing officers will maintain appropriate records of all advances pending final settlement with the traveler.

Memo, KCAR, APO 24-5, dtd 1 May 50

"6. Requests for reimbursement for hotel costs actually incurred will be made to a United States disbursing officer, who will prepare a modified Standard Form 1012 for execution by claimant. Hotel costs may include the following items and, when supported by paid receipts, will be reimbursed in the actural amount the traveler was required to spend:

"a. Hotel room.

"b. Food preparation (no reimbursement for subsistence is authorized).

"c. Necessary refrigeration for preservation of food.

"d. Charges for hot water or heat when not included in the cost of hotel rooms.

"e. Charges for maid service when not included in cost of hotel room.

"f. Local tax where applicable (payment of Japanese National tax should not be made by traveler).

"g. Other necessary expenses incident to lodging as distinguished from subsistence.

"7. All vouchers for reimbursement will be paid in yen and will be supported by two copies of official travel orders and original paid hotel receipts properly itemized. Such vouchers will contain a certificate from the claimant to the effect that the amount claimed does not include any expenses incurred for subsistence.

"* * * * *."

FOR THE CHIEF:

P. C. Bouck

P. C. BOUCK
Lt Col CAV
Deputy

KYUSHU CIVIL AFFAIRS REGION
GHQ SCAP
Fukuoka, Kyushu, Japan

A/JM/km

300.6

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"* * * * *."

FOR THE CHIEF:

P. C. BUCK
Lt Col CA
Deputy

SCAP	24 Jan 50	Reimbursement FOR COST of Lodging In Japanese Hotels
Labor Liaison Office	7 Mar 50	Travel Allowance for Indigenous Personnel Traveling on Official Business for th Occupation Forces
KCAR Office Memorandum	1 May 50	Reimbursement for Cost of Lodging in Japanese Hotels
KCAR PH Sect	23 May	1st Ind to Ltr, "SF-51" (Efficiency Report) for Dr. Bogmenko

Public Health

KYUSHU CIVIL AFFAIRS REGION
GHQ SCAP
Fukuoka, Kyushu, Japan

KT/mu

APO 24 Unit 5
9 June 1950

A 300.6

MEMORANDUM:

TO : All Section

1. In compliance with Section II, Circular 24, Headquarters Eighth Army, 15 April 1950, typhoid-para-typhoid shots will be given to Indigenous Personnel at the Shofuku Hospital during the month of June.

2. This immunization expense will be borne by each individual. There will be three shots given, one shot per week. The cost per individual is 60 yen, which will be paid at the time the first shot is given.

3. The schedule for employees of Kyushu Civil Affairs Region is as follows, units to send employees in two groups, one group in the morning and one in the afternoon:

First immunization.....	13 June,	1000--1200 hours 1400--1600 hours
Second immunization....	20 June,	1000--1200 hours 1400--1600 hours
Third immunization.....	27 June,	1000--1200 hours 1400--1600 hours

4. Persons who are absent at the time the immunizations are administered, will go to the Shofuku Hospital during the week to receive their shots.

5. Request all indigenous labor be informed of the above for strict compliance.

FOR THE CHIEF:

James R Truden

JAMES R. TRUDEN
Lt Col TC
Deputy

KYUSHU CIVIL AFFAIRS REGION
GHQ SCAP
Fukuoka, Kyushu, Japan

KT/mu

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FOR THE CHIEF:

James R Truden

JAMES R. TRUDEN 17
Lt Col TC
Deputy

Publicity Hewlett

KYUSHU CIVIL AFFAIRS REGION
GHQ SCAP
Fukuoka, Kyushu, Japan

APO 24 Unit 5
19 June 1950

A 300.6

MEMORANDUM:

SUBJECT: Travel Reimbursement for Indigenous Personnel

TO: All Sections

1. Effective this date, reimbursement for travel performed by indigenous personnel will be computed at the following rates:

Lodging in Area A - ¥800.00 per night

" " " B - ¥640.00 per night

Incidental Expenses - ¥160.00 per day

Lodging in Special Trains - 1/3 of Lodging Allowance

2. Section chiefs will advise their indigenous personnel to compute the advance payment requests (Form IP-2) at this new rate.

BY ORDER OF COLONEL BURGHEIM:

THOMAS J. COCKRELL
Major CAV
Deputy

KYUSHU CIVIL AFFAIRS REGION
GHQ SCAP
Fukuoka, Kyushu, Japan

APO 24 Unit 5
19 June 1950

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Incidental Expenses - ¥160.00 per day

Lodging in Special Trains - 1/3 of Lodging Allowance

2. Section chiefs will advise their indigenous personnel to compute the advance payment requests (Form IP-2) at this new rate.

BY ORDER OF COLONEL BURGHEIM:

THOMAS J. COCKRELL
Major CAV
Deputy

LABOR LIAISON OFFICE
Camp Hakata, Kyushu
APO 24 Unit 4

7 March 1950

SUBJECT: Travel Allowance for Indigenous Personnel Travelling on Official Business for the Occupation Forces.

TO : All Labor Using Units.

In accordance with instructions received thru Japanese Government channels, travel allowance will be paid in the following manner to indigenous personnel travelling on official business for the Occupation Forces, covering a distance of more than eight (8) kilometers or spending more than five (5) hours including round-trip travel time.

1. Train, Street Car and Other Transportation Expenses.

The full amount of transportation expenses borne by persons travelling on Japanese trains or other means of transportation will be reimbursed.

Travel by second class will be authorized for persons in the following classifications;

Advisor	Asst. Building Managers
Professionals	Special Interpreters
Technicians	Special Translators
Building Managers	Secretary

and any other classification approved by this office and the Ken Government to travel second class. All other classifications will travel by third class.

No transportation expense will be paid to persons travelling on Military coach or other military vehicles.

2. Daily Allowance

A daily allowance of ¥ 120. per day will be paid to persons travelling on official business for the Occupation Forces.

3. Hotel and Meal Expense.

Personnel travelling on official business involving overnight expenses such as hotels and meals, will be paid ¥ 600. for "A" districts and ¥ 430. for "B" districts.

Persons billeting in an Occupation Force billet, compound or Military coach will be paid 1/3 of ¥ 480, as meal expenses.

Persons billeting in homes of relatives or friends, will be paid the full amount of "B" district hotel expense.

The Hotel receipt must be attached to all reimbursement request, involving hotel expenses.

HOYT K LORANCE
LT COL INF
LABOR LIAISON OFFICER

LABOR LIAISON OFFICE
Camp Hakata, Kyushu
APO 24 Unit 4

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LABOR LIAISON OFFICER

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APO 24 Unit 4

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LT COL INF
LABOR LIAISON OFFICER

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
APO 500

AG 113 (12 Dec 49)COM-F

24 January 1950

SUBJECT: Reimbursement for Cost of Lodging in Japanese Hotels

TO: Commanding General, Eighth Army, APO 343
Commanding General, Headquarters and Service Group, General Headquarters, Far East Command, APO 500
Commander, Naval Forces, Far East, Navy No. 1165
Commanding General, Far East Air Forces, APO 925

1. Effective 1 March 1950 procurement demands for "emergency billet", Japanese Hotels, will no longer be made.

2. Military and civilian personnel, traveling under orders on official business, will pay charges in yen for lodging at Japanese Hotels and obtain receipts.

3. Orders directing travel will authorize reimbursement in yen for expenses incurred for lodging when Government facilities are not available and may, at the request of the traveler, authorize advance payment in yen. Specific authorization for advance payments showing number of days, at not to exceed 1800 yen per day, will be stated in such orders and direct immediate settlement upon return to permanent station. A copy of each travel order, authorizing advance or reimbursement in yen, will be furnished the Fiscal Division, Office of Comptroller, General Headquarters.

4. Advance payments of yen will be made to military and civilian personnel without requiring bond. In the case of military personnel, notation will be made in pencil of such advance under item 35 on the Military Pay Record and advances to civilian personnel will be reported to the appropriate Civilian Personnel Section for notation on the employee's WD Form 43.

5. Request for reimbursement for hotel costs incurred will be made to a United States Disbursing Officer who will prepare a modified Standard Form 1012 for execution by the claimant. Vouchers will be paid in yen and will be supported by two copies of official orders and copies of hotel receipts.

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
APO 500

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6 copies

AG 113 (12 Dec 49)COM-F, 24 Jan 50
SUBJECT: Reimbursement for Cost of Lodging in Japanese Hotels

6. Army and Air Force Disbursing Officers will transfer paid vouchers to the Central Disbursing Office of their respective services (Army, 179th Finance Disbursing Section - Air Force, Finance Officer, FEAMCOM) as cash items by Form 326-327 method. Transfers will be made by the 5th of the month following that in which payment was made. Navy Disbursing officers will present paid vouchers to an Army or Air Force Disbursing Officer in exchange for yen in cash or check.

7. Central Disbursing Officers will consolidate the paid vouchers and transmit them to the Funding Branch, Fiscal Division, Office of Comptroller, General Headquarters. The latter will purchase the vouchers with a yen check thereby enabling the Central Disbursing Officer to recoup yen expanded from yen working fund balance.

BY COMMAND OF GENERAL MacARTHUR:

/s/ K. B. Bush
/t/ K. B. BUSH
Brigadier General, USA
Adjutant General

Luke

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
APO 500

AG 113 (12 Dec 49)GCM-F 24 January 1950

SUBJECT: Reimbursement for Cost of Lodging in Japanese Hotels

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Commanding General, Headquarters and Service Group,
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BY COMMAND OF GENERAL MacARTHUR:

/s/ K. B. Bush
/t/ K. B. BUSH
Brigadier General, USA
Adjutant General

GENERAL HEADQUARTERS
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/s/ K. B. Bush
/t/ K. B. BUSH
Brigadier General, USA
Adjutant General

KYUSHU CIVIL AFFAIRS REGION
GHQ SCAP
Fukuoka, Kyushu, Japan

APO 24 Unit 5
7 April 1950

SUBJECT: Indigenous Personnel Administration

TO: All Sections

1. Travel Reimbursement:

a. Request for Travel Reimbursement forms are being inaccurately submitted in that the number of nights lodged at hotels indicated on the forms does not correspond with number of nights on the hotel receipts. Accurate submission of this form is requested to eliminate unnecessary delay in reimbursement of travel expense.

b. All indigenous employees are reminded that travel reimbursements for the month of March must be collected not later than 10 April 1950. Payments will not be made after above date.

c. Hereafter, employees drawing advance payments for travel expense are requested to make indications as such on "Request for Travel Reimbursement" forms.

d. Section Chiefs are reminded that certifying officers are responsible for the accuracy and authenticity of travel reimbursement requests received from their sections. Certifying officers must ascertain requests are correct before signing.

2. Health Cards

All Japanese employees who have not turned in employer's copy of health card to Indigenous Labor Office are requested to do so immediately. Employees who have not filed a copy of health card with the Indigenous Labor Office must present employee's copy of health card at the earliest possible date.

3. Physical Examination

All indigenous personnel not having health cards in their possession must have physical examination administered by Shofuku Hospital. Physical Inspection Receipt, 8A Form 54 must be obtained at the Indigenous Labor Office before reporting for physical examination.

FOR THE CHIEF:

P. C. Bouck

P. C. BOUCK
LT COL Cav
Deputy

HEADQUARTERS
KYUSHU CIVIL AFFAIRS REGION
Economics Section

APO 24-5
29 December 1949

SUBJECT: Typhus Immunization

TO : Sgt-Major

The following persons have not received typhus shots during the past year.

E. R. Mosman OK

H. F. Lanham OK

C. J. McMahon OK

S. B. Umphrey OK

S. S. McNeely OK

T. T. Reininger OK

M. Ruiz MC

- Dr Brown RB

- Mr Indermaur. DR

- Mr Meyer - MC

H. F. Lanham
Administrative Asst.

appointment is for
Tues, Jan 3, at 2 PM
instead of Friday

3 Jan CC

2 pm

118th STAT

KYUSHU CIVIL AFFAIRS REGION
HEADQUARTERS AND HEADQUARTERS DETACHMENT
Fukuoka, Kyushu, Japan

PH/RFB/jp1

APO 24 Unit 5
23 December 1949

SUBJECT: Typhus Immunization

TO : All DAC Personnel of KCAR

1. Typhus booster shots should have been completed by November 8, 1949.

2. Arrangements have been made for typhus booster shots to be given at 118th Station Hospital on Friday, December 30.

3. All section chiefs should send a list of names of those who have not yet received typhus booster shots to Sgt. Mikel.

FOR THE CHIEF:

RICHARD F. BROWN
Chief, Public Health Officer

KYUSHU CIVIL AFFAIRS REGION
HEADQUARTERS AND HEADQUARTERS DETACHMENT
Fukuoka, Kyushu, Japan

APO 24 Unit 5
19 December 1949

SUBJECT: Last Three Digits AGO Card Serial No.

TO : Chief, Kyushu Civil Affairs Region

NAME	Last Three Digits AGO
Mr. Aleck Alexander	748
Miss Josephine Baca	728
Dr. Leon T. Bogmenko	359
Dr. Richard F. Brown	356
Mr. James P. Indinemo	510
Dr. Herold F. Luke	777
Miss Ethel Osterdahl	161
Miss Alice Ushihara (Foreign National)	101

FOR THE CHIEF:

LEON T. BOGMENKO
Ass't Chief, Public Health Officer

KYUSHU CIVIL AFFAIRS REGION
HEADQUARTERS AND HEADQUARTERS DETACHMENT
Fukuoka, Kyushu, Japan

LTB/jpi

APO 24 Unit 5
16 December 1949

SUBJECT: Classification of Public Health Personnel

TO : Chief, Kyushu Civil Affairs Region
(Attn: Personnel Section)

The following classification of Public Health Personnel is recommended:

Mrs. Alice Ushihara, Foreign National - To be classified as Interpreter-Translator.

FOR THE CHIEF:

Leon T. Bogmenko MD

LEON T. BOGMENKO
Ass't Chief, Public Health Officer

Public Health Section

Attn: Dr Bogmenko

Subject Foreign National

is already classified as an

Interpreter - Translator

Civ Per Sect.

KYUSHU CIVIL AFFAIRS REGION
HEADQUARTERS AND HEADQUARTERS DETACHMENT
Fukuoka, Kyushu, Japan

APO 24 Unit 5
14 December 1949

SUBJECT: Classification of Public Health Personnel

TO : KCAR Labor Section
(Attn: Mr. Mickle)

The following classification of Public Health Personnel is recommended:

1. Mr. Hiromi Miura, Japanese National - To be classified as Professional based upon a review of his qualifications.

2. Mrs. Alice Ushihara, Foreign National - To be classified as Interpreter-Translator.

3. Miss Midori Yamamoto, Japanese National - To be classified as Professional based upon qualified nurses certificate.

FOR THE CHIEF:

Richard F Brown

RICHARD F. BROWN
Chief, Public Health Officer

1 Incl:
Personal History
Mr. Miura

KYUSHU CIVIL AFFAIRS REGION
HEADQUARTERS AND HEADQUARTERS DETACHMENT
Fukuoka, Kyushu, Japan

APO 24 Unit 5
14 December 1949

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FOR THE CHIEF:

RICHARD F. BROWN
Chief, Public Health Officer

1 Incl:
Personal History
Mr. Miura

KYUSHU CIVIL AFFAIRS REGION
HEADQUARTERS AND HEADQUARTERS DETACHMENT
Fukuoka, Kyushu, Japan

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FOR THE CHIEF:

RICHARD F. BROWN
Chief, Public Health Officer

1 Incl:
Personal History
Mr. Miura

KYUSHU CIVIL AFFAIRS REGION
HEADQUARTERS AND HEADQUARTERS DETACHMENT
Fukuoka, Kyusnu, Japan

APO 24 Unit 5
12 December 1949

SUBJECT: Misuse of Government Vehicle, Type ¼ Ton Taxi Jeep No. 2

TO : Chief, Kyushu Civil Affairs Region

1. The above statement was obtained from Mr. Manji Nakayama, employed in Public Health Section, Kyushu Civil Affairs Region.

2. It is my opinion that Mr. Nakayama, who is a Japanese National, had no authority to order a taxi jeep for his personal use.

RICHARD F. BROWN
DAC P-6
Chief Public Health Officer

1 Incl:
Statement Mr.
Nakayama

To: Chief, Public Health Section
Kyushu Civil Affairs Region

12 October 1949

On 9th Oct., 49 I was invited to my friend's hotel named TOYOKAN for the openning celemony, and around 10 PM I left that hotel on my way home, but I was influenced by alcohol, so I dropped by the R.T.O. baggage section and phoned Sgt. Rieder, but I could not get touched with him, so I asked the Taxi Jeep by his name, and got the jeep.

On my was back, I dropped by the tea room named Tel Me, and took the driver with me, and when I got out from the tea room, there was M.P. looking for the driver. They asked me who was on the Jeep and I told him that only the driver and myself was on the Jeep.

I was brought to the P.M. and was asked many questions, and let me go.

For this reason, it has nothing to do with Sgt Rieder, beside I feel very sorry on him and Sgt Powers who was called in to PM on next moring.

I should like to take all the responsibility for it.

M. NAKAYAMA
Public Health Section
Kyushu Civil Affairs Region

To: Chief, Public Health Section
Kyushu Civil Affairs Region

12 October 1949

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M. NAKAYAMA
Public Health Section
Kyushu Civil Affairs Region

file RFB

RFB
Ltr

KYUSHU CIVIL AFFAIRS REGION
HEADQUARTERS AND HEADQUARTERS DETACHMENT
Fukuoka, Kyushu, Japan

RFB/ji

APO 24 Unit 5
12 November 1949

SUBJECT: Estimated Travel Time In Days and Nights for Indigenous Personnel Employed In Public Health Section

TO : Chief, Kyushu Civil Affairs Region

Section Using Indigenous Personnel	Grade	Time
Public Health Chief Public Health Medical Officer	Professional Advisor Interpreter	10 nights 10 "
Veterinary Officer	Technical Advisor Special Interpreter	14 nights 14 "
Sanitary Engineer	Technical Advisor Interpreter	10 nights 14 "
Nursing Section		
Miss Baca Miss Osterdahl	Technical Advisor Interpreter	10 nights 10 "
	Total Technical Advisor Total Interpreter	44 nights 48 "
Total days and nights per month		92 nights

RFB

RICHARD F. BROWN, Chief
Public Health Section

KYUSHU CIVIL AFFAIRS REGION
HEADQUARTERS AND HEADQUARTERS DETACHMENT
Fukuoka, Kyushu, Japan

RDM/hc

APO 24 Unit 5
25 October 1949

MEMORANDUM:

SUBJECT: Transfer or Hire of Indigenous Personnel

TO : All Section, This Headquarters

Pending information from higher headquarters regarding yen budget, the transfer of indigenous personnel from teams to region or the hire of new personnel is cancelled.

BY ORDER OF COLONEL HILTON:

Thomas W. Carew
THOMAS W. CAREW
1st Lt. FA
Asst Adjutant

File

II 15

KYUSHU CIVIL AFFAIRS REGION
HEADQUARTERS AND HEADQUARTERS DETACHMENT
Fukuoka, Kyushu, Japan

APO 24 Unit 5

(Date)

SUBJECT: DAC Leave Request

THRU :

TO : Commanding Officer, Kyushu Civil Affairs Region,
APO 24 Unit 5

1. Under provisions of Civilian Personnel Regulation L-1, request absence from duty station for_____calender days effective_____, terminating and chargeable as _____hour annual leave.

2. a. Date of last leave_____

b. Amount of leave taken at that time_____

3. I will have_____ days accrued leave as of date of departure.

4. Reservations have (have not) been made at a rest hotel with the Special Service Officer (State Rest Hotels desired and periods)

_____

5. Name, age and sex of dependents, if any, who will accompany me are as follows:_____

_____

6. Date of arrival in this theater_____

7. Complete address while on leave (show dates) where individual can be reached for official purposes_____

_____

_____

_____

NAME & AGN

_____

GRADE & ORGANIZATION

Form letter. Two copies must be received at this Hq not less than 10 days prior to effective date of leave. When approved, the indorsement from this Hq will constitute authority for writing travel orders.

May be reproduced Locally.

II
15

KYUSHU CIVIL AFFAIRS REGION
HEADQUARTERS AND HEADQUARTERS DETACHMENT
Fukuoka, Kyushu, Japan

APO 24 Unit 5
3 October 1949

SUBJECT: Estimate of Office Equipment Required by Public Health Section

TO: Commanding Officer, Kyushu Civil Affairs Region
APO 24 Unit 5
(Attention: Executive Officer)

1. This report is submitted in compliance with a verbal request and is based on the following estimate of personnel:

a. Indigenous personnel:

Three doctors
One sanitary engineer
Two Verterinarians
Two public health nurses
Four interpreter - translators

b. Civilian personnel:

Two of enlisted man status
One officer type

2. a. It is requested that one thousand (1,000) sq. feet of floor space be provided for this section.

b. The following list of office equipment is offered as an estimate:

Fifteen office desks
Three tables which would accomodate two workers
Twenty one chairs, desk type
Two bookcases
Two filing cabinets
Two typewriter
Three telephones
Six wastebaskets

HAROLD F. LUKE, DVM
DAC P-5
Acting Public Health Officer

H/15

KYUSHU CIVIL AFFAIRS REGION
HEADQUARTERS AND HEADQUARTERS DETACHMENT
Fukuoka, Kyushu, Japan

HFL/km

APO 24 Unit 5
19 September 1949

SUBJECT: Public Health Mission and Proposed Table of Organization of Personnel

TO : Commanding Officer, Kyushu Civil Affairs Region, APO 24 Unit 5

In compliance with memorandum this headquarters, dated 19 September 1949, the following report is submitted:

With regard to the mission of the public health section as of 1 January 1950, it will continue to be to raise standards of this nation in all phases of public health activity to control epidemic diseases, and to promote effective programs designed to reduce the incidence of disease, and espeically such infections diseases as TB, trachoma, and the venereal diseases.

It is understood that emphasis will be placed on the following phases of activity:

1. Public health planning at prefectural level.

2. Perfection in operation of all health centers.

3. Control of principle communicable diseases.

4. Development of a more effective food inspection service with emphases on seafood sanitation.

5. Improvement of Insect and Rodent control programs.

6. Development of education and activities of nurses with emphasis on public health functions.

7. Development of satisfactory water systems.

8. Perfection in hospital administration.

9. Control of principle annual diseases.

10. Development of public health education programs.

It is suggested that the following proposed regional table of organization for both civilian and Japanese National personnel be accepted:

1. Civilian Personnel:

a. Two (2) Public Health Officers
   One (1) Chief of Section, P-6
   One (1) Public Health Officer, P-5
b. One (1) Sanitary Engineer, P-5
c. Two (2) Public Health Nurses
   One (1) Chief Public Health Nurse, P-4
   One (1) Assistant Public Health Nurse, P-3
d. One (1) Veterinary Affairs Office, P-5
e. One (1) Typist, CAF-2
f. One (1) Clerk, General, CAF-2

2. Japanese Nationals:

a. Five (5) Physicians
   One (1) consultant to chief Public Health Officer
   One (1) V.D. consultant
   One (1) Tuberculosis consultant
   One (1) Hospital consultant
   One (1) Health Center consultant
b. Three (3) Sanitary Engineers
   Two (2) Enviromental Sanitation and IRControl insect rodent.
   One (1) water Supply Control.
c. Four (4) Nurses
   Two (2) Clinical nurses
   One (1) Public Health nurse
   One (1) Nurse midwife
d. Three (3) Veterinarians
   One (1) Livestock disease control veterinarian.
   One (1) veterinary meat, milk and fish inspector.
   One (1) veterinary food inspector.
e. Six (1) interpreters (one for each official in the public health section).
f. Three (3) translators.
g. One (1) typist.

It is the opinion of this section that the foregoing T.O. of personnel represents a minimum of Japanese nationals which should be employed to effectively carry out the mission of public health in this region.

HAROLD F. LUKE, P-5
Chief of Section

II 16

KYUSHU CIVIL AFFAIRS REGION
HEADQUARTERS AND HEADQUARTERS DETACHMENT
Fukuoka, Kyushu, Japan

HFL/km

APO 24 Unit 5
2 September 1949

MEMORANDUM:

SUBJECT: Discharge of Yoshio Yamasaki

TO: Mr. Mickle, Labor Officer

1. It is requested that Mr. Yoshio Yamasaki employed as a translator for Region Public Health Section, be discharged effective 30 October 1949.

2. Mr. Yoshio Yamasaki is an industrious, conscientious, and honest worker and it is recommended that he be terminated without prejudice.

HAROLD R. LUKE, D.V.M.
Chief of Section

KYUSHU CIVIL AFFAIRS REGION
HEADQUARTERS AND HEADQUARTERS DETACHMENT
Fukuoka, Kyushu, Japan

APO 24 Unit 5
3 September 1949

MEMORANDUM:

SUBJECT: Discharge of Yoshio Yamasaki. Correction of Letter 2 September 1949.
TO : Mr. Mickle, Labor Officer.

In reference to letter, this headquarters, dated 2 September 1949, in regards to the discharge of Mr. Yoshio Yamasaki, paragraph 1 is amended to read 3 October 1949 instead of 30 October 1949.

HAROLD I. LUKE, D. V. M.
CHIEF OF SECTION

II 15

HEADQUARTERS EIGHTH ARMY

WEEKLY DIRECTIVE
NUMBER 14

11 December 1948

Section VII- Interviewing of Military and Civilian Personnel Seeking Reassignment.

1. Reference.

Circular 95, General Headquarters, Far East Command, 26 September 1947, subject: "Recruitment of Civilian Personnel."

2. The practice of interviewing either military or civilian personnel seeking reassignment without concurrence of the parent Unit and the tendering of positions to such persons if they will request reassignment, is not conducive to harmonious personnel relations.

3. Military personnel desiring reassignment will initiate their requests thru channels under AR 615-200 or AR 605-145, as appropriate.

4. Civilian personnel desiring reassignment will obtain clearance of their present employers and Civilian Personnel Section, prior to interview by potential employers.

5. Attention is directed to the provisions of paragraph 4c of the above reference. (AGD 200.3)

July — 9
Yancey 1v.

Aug —
Wallace 1v.

Jan —

Feb —

Mar. —

Freeman take over
Team + Region

Apr. —

Harrower + Boudreault to
Wallace cover Kumamoto
+ Kagoshima

May —

Hillman + Detrick to
Wallace cover Kagoshima
+ Miyazaki.

Earl cover Fukuoka +
Saga

June —

Earl to
Yancey cover Saga + Kagawaki

Departure Dates

As of 31 Jan 49

Detrick	18 May
Yancey	19 July
Earl	12 May
Harrower	4 April
Fiirman	20 May
Bondurant	20 April
Wallace	4 Aug

II/5

MARY A. EITEL

PH NURSE P-3

Date assign 1 Feb 49.

Contract 19 Dec 48

KYUSHU MILITARY GOVERNMENT REGION
HEADQUARTERS AND HEADQUARTERS DETACHMENT
Fukuoka, Kyushu, Japan
APO 929

RANK	NAME	ASN	DATE OF RANK	TEAM ASGD	DATE ASGD	DEP ZI	RET ZI	CAT	MOS
1st Lt	Harrower, Harold W.	01717913	4 Jul 47	Region	25 Jan 48	Aug 47	Feb 50	V	3100
1st Lt	Fierman, Louis B.	01747238	15 Mar 46	Fukuoka	18 Nov 47	8 Oct 47	8 Apr 50	V	3100
Capt	Kerker, Herbert V. (PQ)	01170449	10 Feb 46	DSFukuoka	6 Oct 47	22 Nov 46	22 May 49	I	4110
1st Lt	Harris, Glenn L. (PQ)	0760999	2 Nov 45	DSFukuoka	6 Oct 47	5 Jan 47	5 Jul 49	I	3100
Capt	Guze, Samuel B.	01716955	24 Jul 46	Nagasaki	18 Jul 47	21 Feb 47	21 Aug 49	V	3100
1st Lt	Bondurant, James E.	01766259	Mar 47	Nagasaki	15 Jan 48	15 Dec 57	15 Jan 50	V	3100
1st Lt	Kurtz, William J. (PQ)	01823893	22 Nov 44	DSNagasaki	6 Oct 47	14 Mar 47	14 Sep 49	unk	2120
Capt	Peterson, Robert C.	01756980	17 Nov 47	Kumamoto	15 Jan 48	15 Dec 47	15 Jun 50	V	3100
1st Lt	Wallace, Richard C.	01747191	19 May 47	Kagoshima	17 Jan 48	28 Nov 47	28 Apr 50	V	3100
1st Lt	Detrick, Bill D.	01736247	~~24 Nov 47~~ 18 Aug 47	Miyazaki	24 Nov 47	8 Oct 47	July 8 Apr 50	V	3100
1st Lt	Earl, William H.	01786115	3 Jul 47	Saga	25 Sep 47	2 Jan 47	2 Jul 49	V	3100

Guze - Rtd to ZI I Corps Ltr. O. 2-26 11 Feb 1948

H. Earl - Ltr. O. Hq. I Corps 11-95 dated 29 Nov. 47
upon arrival 30 days Emer. leave. plus travel time.
1305 So. 6th. St.
Cottage Grove, Oregon

16 May 1948

.Private History (only main)

Name: Yoshio Yamasaki
Age : 44 yrs old
Address: No 170, Ijiri, Osamura, Chikushi-gun, Fukuoka-ken.
(
(School):

(1) Graduated Seinan Baptist College, Literary Course, 4 yrs.
Fukuoka City, 1929.

(2) Graduated Kyushu University, Jurisprudence Course, 3 yrs.
Fukuoka City, 1934., Bachelor of Laws.

(3) Graduated Kyushu University, Economy Course, 1 yr.
Fukuoka city, 1935., Bachelor of Economy.

(4) Received Teachers Qualification of High School from
Education Ministry, Tokyo Government, 1940.

(Job or Works)

(1)
(1) Announcer of Kumamoto Radio Station & Assistant Editor of
News section---2 yrs from 1929 to 1930

(2) Pressman of Kyodo Tsushinsha (ie; AP or UP in this country)
10 yrs from 1931 to 1940 .,Miyazaki & Fukuoka City.

(3) Teacher of Secondary Schools & Youth Schools in Fukuoka
City---5 yrs from 1941 to 1945.

(4) Interpreter of Labor Office, Base 2 ,Itazuke Army Air Base,
10 months from October 1945 tO July 1946.

(5) Translator of Ogami-gumi(Ogami Construction Co),Kasugabaru;
9 months from November 1946 to July 1947.

Yoshio Yamasaki
山崎良夫

Refer to:
Public Health No. 1

POSITION DESCRIPTION

Eighth Army

Kyushu

Regional Military Government Team
Public Health Section

Incumbent's name

(Insert)

Duties and Responsibilities

REGIONAL PUBLIC HEALTH OFFICER

Under the general supervision of the Commanding Officer of the regional Military Government team and also subject to regulations and staff direction from higher authority from whom he may secure advice and assistance, incumbent is responsible for directing the public health program throughout the region, designed to establish normal civil health control measures to prevent disease in the civilian population. A thorough knowledge of public health techniques and theories and a very good understanding of the objectives of the public health program is required.

Incumbent performs the following tasks in accomplishing assignment:

1. Exercises staff supervision of the respective prefecture public health officers in the region through frequent and detailed inspections of the prefecture public health teams, where public health officers are independently carrying out the program, to determine the effectiveness of techniques and methods applied as reflected in results of the program and existing conditions in the prefecture. Holds personal discussions with public health officers in the prefectures in order to recommend corrective action and desirable new methods for increased efficiency. Calls conferences to facilitate the operation of a coordinated regional program and reviews reports submitted by the prefectures for the purpose of improving and strengthening the public health program as applied throughout the region.

2. Analyzes the progress of the program in the region and makes recommendations for the consideration of higher authority concerning desirable changes in public health policies and procedures to effect greater efficiency based on existing situations in the field. These recommendations include both current and future planning.

3. Supervises execution of Eighth Army operational directives and SCAP directives pertaining to public health throughout the region.

4. Maintains liaison with necessary civilian agencies and with the Public Health Branch, Headquarters Eighth Army Military Government Section.

5. Keeps superior informed concerning plans, policies and operations and acts as advisor to him on all matters concerning public health. Maintains necessary charts and records for this activity.

6. Cares for the health of the military government unit and makes necessary inspections in the absence of a medical unit in the near vicinity. This includes the setting up and operation of a dispensary.

7. Coordinates and assists in the planning, organizing and administering of the various programs of public health including public health nursing, sanitation, and veterinary affairs.

8. Makes routine and special reports required on unit (military) and public health activities.

The above duties and responsibilities are approved.

Signature of Team Commander

Name, Grade or Rank of immediate supervisor. Region

G. W. SARGENT, Lt. Col. Executive Officer

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

Josephine Baca, P-4, Public Health Nurse - Alex Witunski CAF-4 Fukuoka MG
Aleck Alexander, P-5, Sanitary Engr.
Lt. Louis B. Fierman, Pub. Health Off - Fukuoka MGT
Lt. James E. Bondurant - Pub. Health Off -Nagasaki MGT
Capt. Robert C. Peterson - Kumamoto MGT - Pub. Heal th Off
Lt. Richard C. Wallace - Pub. Health Off - Kagoshima MGT
Lt. Bill D. Detrick - Pub. Health Off - Miyazaki MGT
Lt. William Earl - Pub. Health Off - Saga Mil Govt Team
Lt. Owen H. Nichols, Pub. Health Off. - Oita MGT (Not Med O)

MR. ALEXANDER

POSITION DESCRIPTION

EIGHTH ARMY

Kyushu Mil Govt Region
Public Health Section
T/O Position: Sanitary Engr.

Incumbent's Name

ALECK ALEXANDER
(Insert)

DUTIES AND RESPONSIBILITIES

Under the general supervision of the Public Health Officer of the Regional Mil Govt Hqs, and subject to the approval and advice of higher authority, this specialist is primarily responsible for the assistance of Team Public Health Officers and prefectural Japanese Health officials in planning and conducting a sound program in environmental sanitation throughout each prefecture in the Region. Accomplishment of this purpose entails the following tasks:

(a) Instruction of prefectural health officials in the organization, responsibilities and function of Sanitary Sections of Health Centers and its relationship to the rest of the Health Department, and to other departments.

(b) Advice and direction of the prefectural training programs for sanitary officers and other responsible personnel in insect and rodent control principles.

(c) Assistance in the extension of prefectural training programs to other phases of sanitation, such as rural water supply, food handling, inspection of dairy plants, and public building sanitation.

(d) Analysis and evaluation of sanitation programs.

The Sanitary Engineer inspects existing Japanese public water supplies to determine the existance of sanitary defects and provides advice for the correction of construction defects and improper operational procedures. Public waste disposal facilities are similarly inspected.

The Sanitary Engineer should be consulted on all problems pertaining to the construction of Japanese Public Works project of a Sanitary nature, such as the expansion or repair of existing water supplies, the construction or repair of waste disposal facilities, incinerators and the construction of water impoundments for any purpose. His services and opinions should be requested on problems in stream pollution, industrial sanitation and hygiene and sanitation of public facilities.

Advice of the Sanitary Engineer should be requested on sanitation problems of all types relative to installations and services of the Occupation Forces.

The above duties and responsibilities are approved.

Signature of Region Commander

Name Grade or Rank of immediate supervisor.

Lt. H. Harrower, Public Health Officer - KYUSHU-MIL GOVT REGION

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

Refer to:
Public Health No. 2

POSITION DESCRIPTION

Eighth Army
Kyushu

Regional Military Government Team
Public Health Section

Incumbent's name

(Insert)

Duties and Responsibilities

REGIONAL VETERINARIAN

Under the general supervision of the public health officer of the regional military government team, incumbent performs duties requiring the use of professional techniques and skills and a knowledge of policies and procedures governing the public health program in the occupation. Receives technical and administrative assistance on the more difficult phases of assignment, but to a large extent works on own responsibility in determining methods and working details for the development of an effective civilian veterinary program to establish normal veterinary affairs, to control meat and milk inspection, and animal disease control procedures, to prevent diseases in men and animals throughout the region.

Incumbent performs the following tasks in accomplishing assignment.

1. Visits the prefectures within region, frequently, to make detailed inspections of the prefectural teams, where public health officers are independently carrying out a veterinary program, to determine the effectiveness of techniques and methods employed. Holds discussions with the public health officer in the prefecture in order to recommend corrective action and new methods for increased efficiency. Holds regional conferences to facilitate the operation of a coordinated regional program. Reviews reports for the purpose of improving and strengthening the public health veterinary program as applied throughout the region.

2. Makes surveys and inspections of the general veterinary status of the area with particular reference towards controlling animal diseases and determining the status of meat and milk inspection, assisting the Japanese health officials and veterinarians in planning an adequate veterinary program. Helps to organize and train veterinarians in the fields of meat and milk inspection and animal disease control. Encourages, supervises and maintains surveillance over the Japanese as they carry out their programs of veterinary affairs in the prefectures within regions. Aids the Japanese in their animal husbandry programs and veterinary education, assisting in administration and formulation of veterinary curriculum. Evaluates Japanese information on veterinary affairs, maintaining liaison with the Japanese Government veterinary officials at the prefectural level to determine compliance by the Japanese with SCAP directives relating to veterinary affiars.

3. Analyzes the progress of the veterinary program in the region and makes recommendations for the consideration of higher authority concerning desirable changes in public health policies and procedures to effect greater efficiency based on existing situations in the field. These recommendations include both current and future planning for veterinary affairs in particular.

4. Supervises the execution of Eighth Army operational directives and SCAP directives pertaining to public health veterinary affairs throughout the region.

5. Maintains liaison with necessary civilian agencies and with the Public Health Branch, Military Government Section, Eighth Army, on technical matters.

6. Keeps superior informed concerning plans, policies and operations. Acts as adviser on all matters concerning public health veterinary affairs. Maintains necessary charts and records for this activity.

7. Makes routine and special reports required concerning public health veterinary affairs.

The above duties and responsibilities are approved.

Signature of ~~Team~~ Commander
Region

Name, Grade or Rank of immediate supervisor.

Lt. H. Harrower, MC, Public Health Officer

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

PH FILE
1-18-49
II,5

Refer to:
Public Health No.

Public Health Nurse
P 690 4

POSITION DESCRIPTION

Eighth Army

Regional Military Government
Public Health Section

Incumbent's Name

(Insert)

Duties and Responsibilities

REGIONAL PUBLIC HEALTH NURSE

1. Under general supervision of the public health officer, incumbent assists in directing and coordinating the public health program throughout the prefectural military government teams in the region. Independent action and decision in public health and nursing affairs assigned to incumbent's immediate supervision are permitted within the limits of broad directives, regulations and policies established by higher authority. Technical assistance is provided by Eighth Army public health personnel through periodic visits to the region and by conferences.

2. A thorough and detailed knowledge of provisions of the law, regulations, policies, procedures and practices which relate to public health and a comprehensive understanding of the objectives of the public health program are required.

3. Assembles and studies instructions from higher headquarters concerning new policies, SCAP directives to the Japanese Government, operational directives from Eighth Army and other authoritative material with a view to determining priority, emphasis and general methods of operation within the region.

4. Being primarily a field supervisor of the prefectural public health nurses, incumbent spends a large part of her time with the teams. Exercises staff and technical supervision over the prefectural units for compliance with directives pertaining to the nursing activities in public health, and to determine the effectiveness of the technics and methods applied in order to recommend corrective action and desirable new methods for increased efficiency. Holds personal discussions with them in order to lend advice and assistance and to recommend corrective action and desirable new technics. Organizes and directs frequent group conferences of subordinate public health nurses to facilitate the operation of a coordinated regional program. Studies reports from the field to keep currently informed of field activities. Analyzes the progress of the nursing programs throughout the region and makes recommendations for the consideration of higher authority concerning desirable changes in the public health nursing policies and procedures to effect greater efficiency based on existing situations in the field. These recommendations include both current and future planning for nursing affairs in particular. Makes personal contacts required to secure factual data in

questionable cases and makes decisions based on a knowledge of problems common to the regional area and in conformity to existing directives. Collects data and recommends solutions to problems encountered in the field as a result of conflicting directives and/or impractical demands.

5. Maintains liaison with necessary regional Japanese bureaus, civilian agencies and Eighth Army Military Government Section. Acts as coordinator between higher echelon and prefectural units for the purpose of establishing a complete understanding of the intents and purposes of instructions to the field and to present practical viewpoints on operational experience to higher echelon.

6. Keeps the regional public health officer informed regarding all phases of the public health nursing program and the needs, achievements, violations of directives, future plans, etc., by means of oral reports, memoranda, and staff studies. Acts as his consultant and advisor on matters pertaining to public health nursing affairs.

7. Answers correspondence pertaining to public health nursing program and renders routine and special reports as required.

8. On prefectures not having a public health nurse, assists the prefectural public health officer to the maximum workable extent in surveillance and guidance of the Japanese in public health nursing affairs.

PH FILE
1-18-49

II, 15

Refer to:
Public Health No.

Public Health Nurse
P 3

POSITION DESCRIPTION

Eighth Army

Incumbent's Name

Prefectural Military Government Team
Public Health Section

(Insert)

Duties and Responsibilities

PREFECTURAL PUBLIC HEALTH NURSE

1. Under the general supervision of the public health officer, incumbent plans, organizes and administers the nursing program throughout the prefecture of nursing district. Independent action and decision are permitted incumbent within the limitations of broad directives, regulations and policies established by higher authority. Technical supervision is provided by regional public health personnel through periodic visits to subordinate prefectures and by conferences.

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

3. The operational scope of the public health nurse includes:

a. Assisting the public health officer in the surveillance of Japanese public health activities at all levels within the prefecture to determine compliance by the Japanese with SCAP directives relative to public health and clinical nursing with special reference to the manner of performance of the following:

(1) General public health and sanitation programs.

(2) The organization and operation of the Japanese Nurse and Midwife's Association.

(3) The organization and operation of nursing schools.

(4) Programs to increase the efficiency, education and improve the working conditions of the clinical nurses.

(5) Programs to increase the efficiency, education of the school nurses and the school health programs.

b. Technical assistance to the Japanese in the organization and administration of nursing services in health centers and hospitals.

c. Training Japanese public health nursing officials in modern public health methods and technics.

d. Assisting the team public health officer in rendering emergency medical care when the military government operates its own dispensary.

e. Assisting Japanese public health nursing officials in planning and implementing an education program in public health.

f. Assisting public health nursing officials in long-range planning.

4. Makes personal field trips to gather facts and secure information on matters in the prefecture for conformance to policies, procedures and requirements of higher headquarters, ascertain violations of directives, and to give advice and suggestions in field of activity in which her section is engaged.

5. Keeps public health officer informed on all matter relating to the nursing and midwifery professions. Coordinates work, through the public health officer, with other sections in the team. Meets, furnishes information and orientation, arranges itineraries, and accompanies important visitors on trips throughout the prefecture.

6. Prepares for the approval of the public health officer an activities schedule in accordance with the priorities program, participates personally therein and supervises its execution. Reports to the public health officer problems which are beyond local solution with recommendations and supporting statistics and/or data for report to higher headquarters.

7. Renders routine and special reports, and correspondence as required.

PH FILE
1-18-49
II, 5

Refer to:
Public Health No.

Public Health Officer
P 640 6

POSITION DESCRIPTION

Eighth Army

Incumbent's Name

Regional Military Government Team
Public Health Section

(Insert)

Duties and Responsibilities

REGIONAL PUBLIC HEALTH OFFICER

1. Under the general supervision of the military government regional commander, incumbent directs and coordinates the public health program throughout the prefectural military government teams of the region. Independent action and decision are permitted incumbent within the limitations of broad directives, regulations and policies established by higher authority. Technical assistance is provided by Eighth Army public health personnel through periodic visits to the region and by conferences.

2. A thorough and detailed knowledge of provisions of laws, regulations, policies, procedures and practices which relate to public health, and a comprehensive understanding of the objectives of the public health program are required.

3. Assembles and studies instructions from higher headquarters concerning public health, SCAP directives to the Japanese government, operational directives from Eighth Army and other authoritative material with a view to determining priority, emphasis and general methods of operation within the region.

4. Being primarily a field supervisor of the prefectural public health sections, incumbent spends a large part of his time with these teams. Operational activities of this position are limited to dealings with appropriate bureaus and non-governmental agencies whose scope is region wide. Exercises technical supervision over the prefectural units for compliance with directives pertaining to public health and to determine the effectiveness of the techniques and methods applied, in order to recommend corrective action and desirable new methods for increased efficiency. Holds personal discussions with them in order to lend advice and assistance and to recommend corrective action and desirable new techniques. Organizes and directs frequent group conferences of subordinate public health officers to facilitate the operation of a coordinated regional program. Studies reports from the field to keep currently informed on field activities. Analyzes the progress of the public health programs throughout the region and makes recommendations for the consideration of higher authority concerning desirable changes in policies and procedures to effect greater efficiency based on existing situations in the field. Initiates correspondence or makes personal

contacts required to secure complete factual data in questionable cases and makes decisions based on a knowledge of public health problems common to the regional area. Collects data and recommends solutions to problems encountered in the field as a result of conflicting directives and/or impractical demands. Determines from analyses of reports and field inspections the effectiveness of prefectural operations and takes appropriate action as necessary to augment and revitalize the program.

5. Maintains liaison with necessary regional Japanese bureaus, civilian agencies and Eighth Army Military Government Section. Coordinates the work of the section with projects of lateral sections on the team. Acts as coordinator between higher echelon and prefectural units for the purpose of establishing a complete understanding of the intents and purposes of instructions to the field and to present practical viewpoints based on operational experience to higher echelon.

6. Keeps the regional team commander informed regarding all phases of the public health program and the needs, achievements, violations of directives, future plans, etc., by means of oral reports, memoranda and staff studies. Acts as his consultant and advisor on matters pertaining to public health.

7. Schedules the activities of other personnel in the section. Assigns work to be accomplished and reviews completed work.

8. Answers correspondence pertaining to the section and renders routine and special reports as required.

9. When requested advises regional commander and other sections of the team as to proper interpretation of directives, SCAPINS and memorandums.

10. Cares for the health of the military government unit in the absence of a medical unit in the near vicinity. This may include the operation of a dispensary.

Refer to:
Public Health No.

Public Health Officer
P 640 6

POSITION DESCRIPTION

Eighth Army

Regional Military Government Team
Public Health Section

Incumbent's Name

(Insert)

Duties and Responsibilities

REGIONAL PUBLIC HEALTH OFFICER

1. Under the general supervision of the military government regional commander, incumbent directs and coordinates the public health program throughout the prefectural military government teams of the region. Independent action and decision are permitted incumbent within the limitations of broad directives, regulations and policies established by higher authority. Technical assistance is provided by Eighth Army public health personnel through periodic visits to the region and by conferences.

2. A thorough and detailed knowledge of provisions of laws, regulations, policies, procedures and practices which relate to public health, and a comprehensive understanding of the objectives of the public health program are required.

3. Assembles and studies instructions from higher headquarters concerning public health, SCAP directives to the Japanese government, operational directives from Eighth Army and other authoritative material with a view to determining priority, emphasis and general methods of operation within the region.

4. Being primarily a field supervisor of the prefectural public health sections, incumbent spends a large part of his time with these teams. Operational activities of this position are limited to dealings with appropriate bureaus and non-governmental agencies whose scope is region wide. Exercises technical supervision over the prefectural units for compliance with directives pertaining to public health and to determine the effectiveness of the techniques and methods applied, in order to recommend corrective action and desirable new methods for increased efficiency. Holds personal discussions with them in order to lend advice and assistance and to recommend corrective action and desirable new techniques. Organizes and directs frequent group conferences of subordinate public health officers to facilitate the operation of a coordinated regional program. Studies reports from the field to keep currently informed on field activities. Analyzes the progress of the public health programs throughout the region and makes recommendations for the consideration of higher authority concerning desirable changes in policies and procedures to effect greater efficiency based on existing situations in the field. Initiates correspondence or makes personal

contacts required to secure complete factual data in questionable cases and makes decisions based on a knowledge of public health problems common to the regional area. Collects data and recommends solutions to problems encountered in the field as a result of conflicting directives and/or impractical demands. Determines from analyses of reports and field inspections the effectiveness of prefectural operations and takes appropriate action as necessary to augment and revitalize the program.

5. Maintains liaison with necessary regional Japanese bureaus, civilian agencies and Eighth Army Military Government Section. Coordinates the work of the section with projects of lateral sections on the team. Acts as coordinator between higher echelon and prefectural units for the purpose of establishing a complete understanding of the intents and purposes of instructions to the field and to present practical viewpoints based on operational experience to higher echelon.

6. Keeps the regional team commander informed regarding all phases of the public health program and the needs, achievements, violations of directives, future plans, etc., by means of oral reports, memoranda and staff studies. Acts as his consultant and advisor on matters pertaining to public health.

7. Schedules the activities of other personnel in the section. Assigns work to be accomplished and reviews completed work.

8. Answers correspondence pertaining to the section and renders routine and special reports as required.

9. When requested advises regional commander and other sections of the team as to proper interpretation of directives, SCAPINS and memorandums.

10. Cares for the health of the military government unit in the absence of a medical unit in the near vicinity. This may include the operation of a dispensary.

PH FILE
1-18-49
II/5

Refer to:
Public Health No. 2

Veterinarian
P 750 5

POSITION DESCRIPTION

Eighth Army

Incumbent's Name

Regional Military Government Team
Public Health Section

(Insert)

Duties and Responsibilities

REGIONAL VETERINARIAN

1. Under the general supervision of the public health officer, incumbent directs and coordinates the veterinary program throughout the prefectural military government teams of the region. Independent action and decision are permitted incumbent within the limitations of broad directives, regulations, and policies established by higher authority. Technical assistance is provided by Eighth Army Health personnel through periodic visits to the region and conferences with regional public health officials.

2. A thorough and detailed knowledge of provisions of laws, regulations, policies, procedures and practices which relate to public health, and a comprehensive understanding of the objectives of the public health program is required.

3. Assembles and studies instructions from higher headquarters concerning matters of veterinary public health and animal disease control, SCAP directives to the Japanese Government, operational directives from Eighth Army and other authoritative material with a view to determining priority, emphasis and general methods of operation within the region.

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

5. a. Being primarily a field agent incumbent spends a large part of his time with the prefectural teams. At that level he gives the public health officer assistance and technical advice in the field of veterinary medicine to include:

(1) General surveillance of the veterinary activities.

(2) Organization and operation of the veterinary services in both the public health and economic fields.

(3) Effective use of veterinary personnel with regard to training, supervision and operations.

(4) Animal disease control especially those communicable to man as bovine tuberculosis, brucellosis and rabies with emphasis on the prompt reporting of major epidemic animal diseases.

(5) Veterinary public health activities relating to meat and milk inspection and food sanitation.

(6) Development of a veterinary laboratory service in each prefecture.

(7) Manufacture of veterinary biologicals.

(8) Veterinary education.

b. Studies reports from the field to keep currently informed on field activities. Analyzes the progress of the public health veterinary programs throughout the region and makes recommendations for the consideration of higher authority concerning desirable changes in veterinary policies and procedures to effect greater efficiency based on existing situations in the field. Initiates correspondence or makes personal contacts required to secure complete factual data in questionable cases and makes decisions based on a knowledge of the public health veterinary problems common to the regional area. Collects data and recommends solution to problems encountered in the field as a result of conflicting directives and/or impractical demands. Determines from analyses of reports and field inspections the effectiveness of prefectural operations and take appropriate action necessary to augment and revitalize the program.

6. Maintains liaison with necessary regional Japanese bureaus, civilian agencies and Eighth Army Military Government Section. Coordinates the veterinary activities of the section with projects of lateral sections on the team. Acts as coordinator between higher echelon and prefectural units for the purpose of establishing a complete understanding of the intents and purposes of instructions to the field and to present practical viewpoints based on operational experience to higher echelon.

7. Keeps the regional public health officer informed regarding all phases of the veterinary program and the needs, achievements, violations of directives, future plans, etc., by means of oral reports, memoranda and staff studies. Acts as his consultant and advisor on matters pertaining to public health veterinary affairs.

8. Answers correspondence pertaining to public health veterinary affairs and renders routine and special reports as required..

PH File
1-18-49
II, 5

Refer to:
Public Health No. 3

Sanitary Engineer
P 830 5

POSITION DESCRIPTION

Eighth Army

Incumbent's Name

Regional Military Government
Public Health Section

(Insert)

Duties and Responsibilities

REGIONAL SANITARY ENGINEER

1. Under the general supervision of the public health officer, incumbent directs and coordinates the sanitary program throughout the prefectural military government teams of the region. Independent action and decision are permitted incumbent within the limitations of broad directives, regulations and policies established by higher authority. Technical assistance is provided by Eighth Army Public Health personnel through periodic visits to the region and by conferences with regional public health officials.

2. A thorough and detailed knowledge of provisions of laws, regulations, policies, procedures and practices which relate to public health, and a comprehensive understanding of the objectives of the public health program is required.

3. Assembles and studies instructions from higher headquarters concerning public health sanitary affairs, SCAP directives to the Japanese Government. operational directives from Eighth Army and other authoritative material with a view to determining priority, emphasis and general methods of operation within the region.

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

5. a. Being primarily a field agent incumbent spends a large part of his time with the prefectural teams. At that level he gives the public health officer assistance and technical advice in the field of sanitary engineering to include:

(1) General surveillance of the sanitary engineering activities.

(2) Organization and operation of the sanitation services in the public health department.

(3) Effective use of sanitation personnel with regard to training, supervision and operations.

Regional Sanitary Engineer - P-5 (Cont'd)

(4) Insect and rodent control.

(5) Waterworks and sewage disposal.

(6) Environmental sanitation.

b. Studies reports from the field to keep currently informed on field activities. Analyzes the progress of the public health sanitary programs throughout the region and makes recommendations for the consideration of higher authority concerning desirable changes in sanitary policies and procedures to effect greater efficiency based on existing situations in the field. Initiates correspondence or makes personal contacts required to secure complete factual data in questionable cases and makes decisions based on a knowledge of public health sanitary problems common to the regional area. Collects data and recommends solutions to problems encountered in the field as a result of conflicting directives and/or impractical demands. Determines from analyses of reports and field inspections the effectiveness of prefectural operations and takes appropriate action as necessary to augment and revitalize the program.

6. Maintains liaison with necessary regional Japanese bureaus, civilian agencies and Eighth Army Military Government Section. Coordinates the sanitary engineering activities of the section with projects of lateral sections of the team. Acts as coordinator between higher echelon and prefectural units for the purpose of establishing a complete understanding of the intents and purposes of instructions to the field and to present practical viewpoints based on operational experience to higher echelon.

7. Keeps the regional public health officer informed regarding all phases of the sanitary program and the needs, achievements, violations of directives, future plans, etc., by means of oral reports, memoranda and staff studies. Acts as his consultant and advisor on matters pertaining to public health sanitary affairs.

8. Answers correspondence pertaining to sanitary engineering affairs and renders routine and special reports as required.

PH FILE
1-18-49
II, 5

Refer to:
Public Health No.

Public Health Officer
P 640 5

POSITION DESCRIPTION

Eighth Army

Incumbent's Name

Prefectural Military Government Team
Public Health Section

(Insert)

Duties and Responsibilities

PREFECTURAL PUBLIC HEALTH OFFICER

1. Under the general supervision of the prefectural military government team commander, incumbent plans, organizes and administers the public health program throughout the prefecture. Independent action and decision are permitted incumbent within the limitations of broad directives, regulations and policies established by higher authority. Technical supervision is provided by regional public health personnel through periodic visits to subordinate prefectures, conferences with prefectural officers and assistance and advice when necessary.

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

3. The operational scope of the Public Health Section includes:

a. Surveillance of Japanese public health activities at all levels within the prefectures in order to determine compliance by the Japanese with SCAP directives relative to public health with special reference to manner of performance of the following.

(1) General public health and sanitation program.

(2) Organization, training and operation of civilian sanitation squads for insect and rodent control, and environmental sanitation.

(3) Immunization program in compliance with existing regulations.

(4) Hospitalization and medical care for the Japanese.

(5) Quarantine and general control measures for the major epidemic diseases.

(6) Tuberculosis control program.

(7) Prompt and accurate reporting of communicable diseases with special attention to the major epidemic diseases.

(8) Venereal disease treatment and c ntrol program.

(9) Distribution and use of medical supplies, insect and rodent control supplies, and equipment.

(10) Narcotics control program.

b. Technical assistance to the Japanese in the organization and administration of health centers and hospitals.

c. Training Japanese public health officials in modern public health methods and techniques.

d. Caring for the health of the military government unit, in the absence of a medical unit in the near vicinity. This may include operation of a dispensary.

e. Assisting Japanese public health officials in planning and implementing an education program in public health.

f. Assisting public health officials in long-range planning.

4. Makes personal field trips to gather facts and secure information on matters in the prefecture for conformance to policies, procedures and requirements of higher headquarters, ascertain violations of directives, and to give advice and suggestions in field of activity in which his section is engaged. Represents the team commander at public health conferences at higher headquarters and with Japanese officials and groups of other citizens, delivers speeches on public health matters to local groups and organizations. Intent and scope of speeches are indicated to supervisor but preview is not made before delivery.

5. Keeps team commander informed on all matters pertaining to the section; acts as his consultant and advisor, and assists in establishment of team operational policy. Represents the section in coordinating work of section with lateral sections in the team. Meets, furnishes information and orientation, arranges itineraries, and accompanies important visitors on trips throughout the prefecture.

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

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

8. Renders routine and special reports and correspondence as required.