

**GHQ/SCAP Records (RG 331, National Archives and Records Service)**

**Description of contents**

(1) Box no. **3145**

(2) Folder title/number: **(4)**  
**Civilian Personnel Miscellaneous**

(3) Date: **Dec. 1945 - Oct. 1949**

(4) Subject:

Classification	Type of record
9032.2	e

(5) Item description and comment:

**Fukuoka**

(6) Reproduction:  Yes  No

(7) Film no. \_\_\_\_\_ Sheet no. \_\_\_\_\_

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HEADQUARTERS EIGHTH ARMY  
United States Army  
Office of the Commanding General  
APO 343

9 October 1948

WEEKLY DIRECTIVE  
NUMBER 5

Section VII - Subsistence, Quarters and Foreign Service Allowances for Civilian Employees.

1. In accordance with Civilian Personnel Regulations P16, 15 July 1948 and General Headquarters, Far East Command, Radio ZX 20131, effective at the beginning of the first pay period after 1 August 1948 the following will apply:

a. In all cases where subsistence and quarters are furnished civilian employees, the value thereof will be collected by means of payroll deductions rather than by cash transactions.

b. The present value of subsistence is established at 40 cents a meal in overseas commands. The Bureau of the Budget requires that the gross annual rate be converted to an eleven-month basis. This conversion establishes the annual deduction rate at \$400.40 (\$15.40 a pay period). Deductions are made at this rate for each pay period during the calendar year with no reduction during periods of annual leave.

c. Employees stationed in overseas areas who take leave to return to the United States will have subsistence deductions withheld for thirty days for each year of overseas service immediately preceding the leave period.

d. Rental rates and charges for utilities as specified herein are applicable for:

(1) Housekeeping and non-housekeeping dependent quarters

Accomoda- tion	Classifica- tion	Rental per Mo.	Utilities Charge
Without bed- room	DH-0	\$25.00	\$ 5.00
1 bedroom	DH-1	30.00	7.50
2 bedrooms	DH-2	35.00	10.00
3 bedrooms	DH-3	40.00	12.50
4 bedrooms	DH-4	45.00	15.00

(a) One and two bedroom units may be quonset huts or pre-fabricated type.

(b) Housekeeping quarters are those which include facilities for the preparation of meals.



Weekly Directive 5, Hq Eighth Army, 9 October 1948, Cont'd.

(2) Bachelor Quarters.

<u>Accommodation</u>	<u>Classification</u>	<u>Rental per person</u>
1 person in room	BQ-1	\$13.00
2 persons in room	BQ-2	8.00
3 or more persons in room	BQ-3	6.00

e. When local conditions justify, housekeeping quarters may be assigned to other than families, i.e., to more than one employee, in which case each employee will be charged the appropriate rate specified for bachelor quarters.

2. Each officer responsible for the certification of Time and Attendance Reports for civilian employees will ascertain the type of quarters occupied by civilians under his jurisdiction on 8 August 1948.

a. The current Time and Attendance Report being prepared will show the appropriate quarters designation below each employee's name. The date "8 August 1948" will follow the designation where employee has not changed quarters since 8 August 1948. Where employee has moved since 8 August 1948, an explanation will be furnished in the remarks block. For example: "BQ-1 eff 8 August 1948, DH-1 eff 15 August 48." On subsequent time reports, only the quarters classification will be entered except where there is a change.

b. When quarters are assigned to the head of a family, deductions will be taken only from him at the applicable rate specified above, even though other members of his family may be in the employ of the installation.

3. Salary differential for United States citizens and other employees at overseas stations:

a. A salary differential of 25 per cent is payable to citizens of the United States for reason of the extra-continental location of the position, unusual isolation, or other substandard living conditions.

b. Employees carried in a leave status will be paid the authorized salary differential during such periods whether such leave is taken in the overseas command or within the continental limits of the United States.

c. Per diem allowance for travel time may be paid concurrently with differential from the time an employee enters a travel status until he reaches the United States.

d. The policy is to keep the number of United States civilian employees permanently assigned to theater rolls and on temporary duty in the Zone of Interior to a minimum and to limit periods of temporary duty to short duration. If employee retains salary differential while in the United States on temporary duty, no per diem will be authorized.

4. The foregoing will in no way modify the charges established in accordance with Circular 47, this headquarters, 22 July 1948. (AGCPH 248)



HEADQUARTERS  
KAGOSHIMA MILITARY GOVERNMENT TEAM  
KAGOSHIMA, KYUSHU, JAPAN

APO 970  
28 October 1948

CERTIFICATE

I certify that I have this date read and understand the provisions of Section VII Weekly Directive No. 5, Headquarters Eighth Army, dated 9 October 1948.

Vogt, Oliver D.  
Nagata, Masao  
Habu, James T.  
Harada, Teruo  
King, Mary J.

*Oliver D. Vogt*  
\_\_\_\_\_  
*Masao Nagata*  
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*James T. Habu*  
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*Teruo Harada*  
\_\_\_\_\_  
*Mary J. King*  
\_\_\_\_\_



BASIC: Ltr, Hq Kinki Mil Govt Region, APO 301, dtd 3 Aug 48,  
subj: "Leave Policy - Department of the Army Civil-  
lians".

1st Ind

BLE/mh

KYUSHU MIL GOVT REGION, HQ & HQ DET, APO 929, 6 August 1948

TO: Commanding Officer, Fukuoka Mil Govt Team, APO 929  
Commanding Officer, Saga Mil Govt Team, APO 929  
Commanding Officer, Nagasaki Mil Govt Team, APO 929  
Commanding Officer, Kumamoto Mil Govt Team, APO 24 Unit 1  
Commanding Officer, Oita Mil Govt Team, APO 24 Unit 2  
Commanding Officer, Miyazaki Mil Govt Team, APO 24 Unit 2  
Commanding Officer, Kagoshima Mil Govt Team, APO 970

1. Attention is invited to basic communication, "Leave  
Policy - Department of the Army Civilian".

2. Copy of CPR 150.6 has been forwarded to your under  
seperate cover.

BY ORDER OF COLONEL HILTON:

*Charles L. Bachtel*

CHARLES L. BACHTEL  
1st Lt            SIG C  
Adjutant



HEADQUARTERS  
KINKI MIL GOVT REGION  
APO 301 (Kyoto, Honshu)

JPM/hm

3 August 1948

SUBJECT: Leave Policy - Department of the Army Civilians

TO : See Distribution

1. Civilian Personnel Regulation 150.6 outlines a new policy governing leave to the Zone of Interior for Department of the Army Civilians.

2. Any Department of the Army Civilian employee who has completed his original employment agreement is eligible for leave under the provisions of this regulation.

3. General provisions of the regulation are as follows:

a. Employee is in a duty status during all periods of travel to and from his place of actual residence in the Zone of Interior.

b. Leave begins the day following the day of arrival at the place of actual residence. Leave ends the day employee departs his place of actual residence in answer to a port call for return to overseas station.

c. Travel to and from place of actual residence is performed at government expense.

d. Prior to departure from overseas theater, employee must sign a new two-year employment agreement. Effective date of agreement will be the date employee leaves his place of actual residence to return to the overseas theater.

e. Dependents may accompany employee on leave and return to the overseas theater with him. Travel of dependents is performed at government expense.

4. Request for leave under the provisions of this regulation will include the following information:

a. Leave is requested under the provisions of CPR 150.6.

b. Date on which original employment agreement was completed.

c. Name, sex, relationship, and date of birth of any dependents who will accompany employee.

d. Statement to the effect that the individual is aware of the fact that he must execute a new two-year employment agreement prior to departure from the theater.



BASIC: Ltr, Hq Kinki Mil Govt Region, subj: "Leave Policy - Department of the Army Civilians," dtd 3 Aug 48.

5. When dependents are to accompany employee, application for Return of Dependents will be forwarded to Commanding Officer, 2nd Medium Port, APO 503, in accordance with Memorandum #9, Headquarters I Corps, dated 15 May 1948. Under paragraph e of application state that principal is returning to Zone of Interior on \_\_\_\_\_ days leave under the provisions of GPR 150.6. Upon completion of leave principal and dependents will require return transportation to this theater.

BY ORDER OF COLONEL BURNS:

DISTRIBUTION:

2 ea MG Team, Kinki MG Region  
cc: Kyushu & Tokai MG Region

J. M. ENGLEHARDT  
Captain, AGD  
Adjutant

TO	INITIALS	DATE

RECEIVED  
MAY 11 1948  
AUG 3 1948  
MATT



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

BLE/ble

APG 929  
2 August 1948

SUBJECT: Letter of Transmittal (CPR 150.6)

- TO :
- Commanding Officer, Fukuoka Mil Govt Team, APO 929
  - Commanding Officer, Nagasaki Mil Govt Team, APO 929
  - Commanding Officer, Kumamoto Mil Govt Team, APO 24-1
  - Commanding Officer, Miyazaki Mil Govt Team, APO 24-2
  - ✓ Commanding Officer, Kagoshima Mil Govt Team, APO 970
  - Commanding Officer, Oita Mil Govt Team, APO 24-2
  - Commanding Officer, Saga Mil Govt Team, APO 929

1. Attention is invited to attached copy of CPR 150.6 FOREIGN SERVICE, Reemployment of Civilian Employees Who Have Completed Their Tours of Duty in Oversea Commands.

2. Those DAC's having completed their contracts, either one or two year contracts, may avail themselves of a leave to the Z/I as outlined in par 6-1 of attached CPR. Upon return from such leave, DAC will be required to sign a two year contract, effective date of agreement will be "Date travel begins to the oversea Station".

3. DAC's desiring to take leave in the Z/I, prior to the completion of their contract, but after one year's service overseas, will still comply with the provisions of GHQ, FEC Circular 20, 27 Feb 47 and GHQ, FEC Circular 43, April 1947.

BY ORDER OF COLONEL HILTON:

*Charles L. Bachtel*  
 CHARLES L. BACHTEL  
 1st Lt                    SIG C  
 Adjutant



**CIVILIAN PERSONNEL REGULATION No. 150  
FOREIGN SERVICE**

**DEPARTMENT OF THE ARMY  
Washington 25, D. C., 15 June 1948**

**1. Transmitted herewith is section 6, Civilian Personnel Regulation No. 150, 21 February 1946, subject. Reemployment of Civilian Employees Who Have Completed Their Tours of Duty in Oversea Commands.**

**2. This section authorizes oversea commands to execute new employment agreements with qualified civilians who have completed their tours of duty, to return them to the United States for leave purpose at Government expense, and at the expiration of such leave, to transport them back to the oversea area, without the necessity for formal separation and reappointment.  
(AG 248 (23Jun 48))**

**BY ORDER OF THE SECRETARY OF THE ARMY:**

**A. H. OSTHANK  
Director of Civilian Personnel**

**Official:  
EDWARD F. WISELL  
Major General  
The Adjutant General**



15 June 1948

Section 6

CFR 150.6

REEMPLOYMENT OF CIVILIAN EMPLOYEES WHO HAVE COMPLETED THEIR TOURS OF DUTY IN OVERSEA COMMANDS

	Paragraph
General . . . . .	6-1
New employment agreements . . . . .	6-2
Travel orders . . . . .	6-3
Emergency leave . . . . .	6-4
Failure to return . . . . .	6-5
Operating procedure . . . . .	6-6

6-1. GENERAL.—a. Authority.—Pursuant to section 7, Public Law 600, 79th Congress, and unpublished decisions of the Comptroller General. (B—58788 of 11 July 1946 and B—61290 of 15 November 1946), oversea commands utilizing written employment agreements are authorized to provide transportation at Government expense for employees proceeding from place of actual residence in the continental United States to oversea commands, and upon completion of agreed period of service to return them at Government expense, regardless of whether such employees are being returned for the purpose of taking leave, or for separation. These provisions, however, do not apply to persons paid from nonappropriated funds.

b. Policy.— It is desirable that qualified civilian employees of the Department of the Army in oversea areas whose services are regarded as satisfactory be retained by the oversea station as long as their services can be utilized. The utilization of such personnel will be of advantage to the oversea command or installation involved, in that they are immediately available and do not require the orientation of training needed by new recruits. For the above reasons it is suggested oversea commands encourage such personnel to return to their former positions, prior to requisitioning replacements to be recruited in the United States. To encourage such retention, employees who have completed satisfactorily their minimum agreed period of service in an oversea area under the provisions of a written employment agreement may be permitted to return at Government expense to their place of actual residence for leave purposes and be returned to the oversea command during or at the expiration of such leave.

6-2. NEW EMPLOYMENT AGREEMENTS.—Employees who have served their minimum agreed period of time and who are furnished return transportation at Government expense, from the oversea duty station to the place of actual residence in the United States, and who desire to return to the oversea command for another period of duty will be considered as new recruits for purposes of issuing a new employment agreement and travel orders providing for transportation at Government expense from place of actual residence in the United States to the permanent duty station overseas.

a. Dating of new agreement.—The new agreement should be executed and dated prior to the time the employee leaves the oversea station. The effective date of the agreement will be the "date travel begins to the oversea station."

b. Date of entrance on duty.—Entrance on duty status under the new agreement will be effective the date the person enters into a travel status from place of actual residence in the United States enroute to his permanent duty station overseas.



15 June 1948

CPR 150.6

c. **Disposition of Leave.**--In the event an employee desires to return to the overseas station under his new agreement prior to the expiration of his annual leave under the original agreement, such unused leave may be retained to his credit. If all annual leave expires prior to his entrance on duty status under the new agreement, he may be carried in a leave-without-pay status. Accrued and accumulated sick leave will be retained to the employee's credit in all cases, unless there is a break in service exceeding 90 calendar days, as provided in CPR 11. As long as the employee is carried in an annual leave or leave or leave-without-pay status, there is no break in service.

d. **Lump-sum payment.**--When personnel signify a willingness to return to the overseas post of duty under a new employment agreement, lumpsum payment of annual leave will not be effected. In such cases, the person is to be carried as if he were on vacation leave.

**6-3 TRAVEL ORDERS.**--Two sets of travel orders will be issued to the employee before he leaves the overseas station.

a. **Orders to United States.**--One set of travel orders will provide for return transportation at Government expense from permanent duty station overseas to the place of actual residence in the United States as provided in the original employment agreement.

b. **Orders returning to overseas station.**--The second set of travel orders will provide for travel at Government expense from the place of actual residence in the United States to permanent duty station overseas as provided in the new employment agreement. A copy of this set of orders will be left at the port of embarkation by the employee at the time he returns to the United States, as the basis for a port call at the time leave is completed.

**6-4. EMERGENCY LEAVE.**--This policy is not applicable in the granting of leave under emergency conditions unless the employee has completed the minimum period of employment provided for in the written agreement.

**6-5. FAILURE TO RETURN.**--When an employee is returned under the provisions of these regulations and then decides not to return to his overseas station, the overseas command will forward 201 file, pay information on WD AGO Form 594, Travel and Final Salary Payment Authority for Civilian Employees Returning From Overseas Employment, and other pertinent data to the appropriate port of embarkation in the zone of the interior for final salary payment and separation. Travel orders prepared under paragraph 6-3 will be canceled, with a copy to the port.

**6-6. OPERATING PROCEDURE.**--Overseas commands will develop operating procedures to implement these regulations for the issuance of orders for such personnel from the United States to proper duty station in their commands. In the development of the standard operating procedure, the following points will be considered:

a. **Agreed minimum period of service.**--For purposes of this authorization, the agreed minimum period of service will be the period specified in the employment agreement at the time of recruitment, plus any additional period agreed to



15 June 1948

CFR 150.6

by the employee in order to have dependents join him at the overseas area. It will not be necessary to return the employee immediately upon completion of the agreed-to minimum period, but the time of return to the United States may be fixed by agreement between the employee and command.

b. Discharge from armed forces overseas.--The authorization will be considered to cover employees discharged from the armed forces overseas to accept civilian employment, except where such persons were paid land travel at time of discharge in accordance with AR 35-4810 and AR 35-4820, such land transportation will not be provided a second time. For such employees, the place of induction will be considered to be the place of actual residence.

c. Length of agreement.--New agreements signed under this policy will be for 2 years, unless the command has been authorized to enter into 1-year agreements.

d. Return of dependents and household goods.--When employees are returned to the United States under this authority for the purpose of taking leave, dependents may be provided transportation with the employee, both to the place of residence and back to the overseas command, at Government expense. Household goods, however, may not be transported at Government expense.

e. Retention of quarters.--Where practicable, and when consistent with local command regulations, quarters may be held pending return of the employee and dependents. If quarters cannot be held, it is desirable that provision be made for the storage of household goods and other personal property of the employee.

f. Charging of leave

(1) Employees returned under this policy will be charged leave only from the day following arrival at their places of residence. Where an employee does not travel immediately or directly from the port of entry in the United States to his place of residence, a constructive date of arrival at the place of residence will be computed on the basis of common carrier time from the port of entry. Leave charges would then be based on that constructive date of arrival.

(2) Leave will not be charged for or after the day travel is begun on the return trip to the overseas command in response to a port call. If the employee does not travel directly from the place of residence in response to a port call, a constructive date on which travel would have begun will be computed from actual date of arrival at the port of embarkation or the date specified in the port call, whichever is later, based on common carrier time from place of residence to the port of embarkation.



HEADQUARTERS EIGHTH ARMY  
United States Army  
Office of the Commanding General  
APO 343

22 December 1947

AG 230.741 (CP)

SUBJECT: Federal Employees' Loyalty Program

TO : Commanding Officer  
Kagoshima MG Team  
APO 970

1. In accordance with Executive Order 9835, dated 21 March 1947, a complete loyalty investigation must be instituted on all Department of the Army civilians.

2. Records in Civilian Personnel Section indicate that your unit employs 6 DAC's. Accordingly, we are enclosing 6 SF 84's and SF 36's to be accomplished on each DAC. These forms are to be typed and must be completed and returned direct to Civilian Personnel Section, Headquarters 8th Army, APO 343, not later than 15 January 1948, in order to comply with deadline date set by the Department of the Army. All forms must be typed.

3. Employee will sign only one carbon copy of SF 34, under Item 16. On the SF 34, item 14 is to be omitted, and the Code No. on SF 36 is to be omitted.

4. Extreme care must be exercised to obtain clear and accurate fingerprints on the SF 86. The Provost Marshal in your area has been instructed to assist in the preparation of this form. Each organization employing DAC personnel will contact the local Provost Marshal for instructions on the time for employees to report for fingerprinting.

5. In addition, Forms SF 79 and WD AGO 643A (in duplicate) must be accomplished on each DAC hired after 30 September, 1947. These will be mailed to you under separate cover with a list of the DAC's for whom these forms are to be executed.

BY COMMAND OF LIEUTENANT GENERAL FICHLBERGER:

Incls:  
as Indicated

RAY E. STOLTZ  
Major, MSC  
Actg Asst Adj Gen



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

/ble

AP0 929  
5 December 47

SUBJECT: Letter of Transmittal

TO : Commanding Officer, Fukuoka Mil Govt Team, APO 929  
Commanding Officer, Nagasaki Mil Govt Team, APO 24 Unit 3  
Commanding Officer, Kumamoto Mil Govt Team, APO 24 Unit 1  
Commanding Officer, Miyazaki Mil Govt Team, APO 24 Unit 2  
~~Commanding Officer, Kagoshima Mil Govt Team, APO 970~~  
Commanding Officer, Oita Mil Govt Team, APO 24 Unit 2  
Commanding Officer, Saga Mil Govt Team, APO 929

1. Attached herewith is a copy of Ltr, Hqs Eighth Army, subject: "Classification Survey", with WD Form 74 attached.
2. Six copies of Form WD 74 is to be forwarded to this headquarters, along with other necessary papers, with all requests for promotion of Dept. of the Army Civilians.

BY ORDER OF COLONEL HILTON:

*Charles L. Bachtel*  
CHARLES L. BACHTEL  
1st Lt SIG C  
Adjutant

Incls:  
As Indicated Above

RECEIVED  
10 DEC 1947  
HEADQUARTERS  
EIGHTH ARMY  
APO 929



HEADQUARTERS EIGHTH ARMY  
United States Army  
Office of the Commanding General  
APO 343

SUBJECT: Classification Survey.

TO :

1. As you know the payment of civilian employees is based upon the principle of "equal pay for equal work". The Congress and the War Department have established rates of pay for positions of various degrees of difficulty. We want to make sure that each employee is paid at the rate which has been established for this particular position. Not only do we wish to abide by regulations but we realize that the mission of this installation cannot be successfully accomplished unless our employees know that their salaries have been established on a fair basis.

2. Positions often change in duties and responsibilities. Therefore, it is necessary to re-evaluate them from time to time, in order to insure that salaries are accurate reflections of current responsibilities. For this purpose, a classification and wage administration survey will shortly be made and in order to facilitate this, you, as an employee of the Federal Government, are being asked to prepare a description of your job, Form 74, for two reasons:

a. Because an employee of the Government must be paid according to what he does at work, and

b. Because you know best what the work is, and are best fitted to describe it to others.

3. It is not enough, though, that you know all about the work and how it is done. It is important that you do a good, careful job of describing it. TAKE YOUR TIME. WRITE SIMPLE. STICK TO THE FACTS. Do not worry too much about grammar, punctuation, or style. The only thing that counts is that you be understood when you tell what is done.

4. In order to help you, the attached guide has been prepared for your use to make sure you include in your description everything that will show how difficult and responsible your work is. No single set of questions, however, can cover all position, so you should feel free to add any information you think is important.

5. When completed, your description should be submitted to your immediate superior for review and necessary comments, additions, or corrections.



6. Your description, supplemented by additional information, if necessary, will be the official record of the work of your position and will be basis for classification. This record will serve other administrative and operating purposes--not only position classification, but also the instruction, training, and supervision of employees, the selection of employees for promotion or re-assignment, the preparation of estimates for personal services, the study of organizational structure and flow of work, and in the prosecution of programs designed to see that the highest abilities and skills of present personnel are being effectively utilized full time.

JOHN H. GIBSON  
Col, Infantry  
Chief, Civ Pers Sect.



DO NOT BEGIN TO WRITE YOUR DESCRIPTION UNTIL YOU HAVE READ ALL THE INSTRUCTIONS.

ESSENTIAL INFORMATION TO INCLUDE IN YOUR JOB DESCRIPTION (FORM 74)

(Note: If you are a supervisor preparing a description for a position under your supervision, keep in mind that the phrases in the following questions, such as "your work", "your position", refer to the position you are describing, and not your own.)

Sufficient copies of your form 74 should be typewritten to satisfy the needs of the organization to which you are assigned and in order that the Civilian Personnel Section, Headquarters, Eighth Army will receive the signed original with three carbon copies.

ITEM 1: POSITION NUMBER: This is the number assigned by the Civilian Personnel Section, to the position that you are occupying.

ITEM 2: INSTALLATION: This will always be Eighth Army.

ITEM 3: POSITION LOCATION: This will be the organizational and geographical location of the position. One Example:  
Headquarters, Eighth Army  
Civilian Personnel Section  
Classification & Wage Admin. Division.  
Classification Branch  
Records Unit  
Customs Building, Yokohama, Japan.

ITEM 4: ESSENTIAL INFORMATION TO INCLUDE AS DUTIES AND RESPONSIBILITIES:

WHAT DO YOU DO?

(Note: Your answer to this is intended to provide an outline description of the kind of work and nature of tasks and operations involved in your positions. This statement will ordinarily be from 200 to 300 words, in paragraph form, unless it includes the answers to "What Makes Your Work Difficult and Responsible?" Detailed information should be included in your answers to the questions under "What Makes Your Work Difficult and Responsible?")

What are your usual duties? What different things do you do, such as filing, taking dictation, keeping records, interviewing, operating equipment, auditing vouchers, reviewing the work of others, rendering opinions, performing specific kinds of research, designing, or other professional or scientific work, etc.? Describe each duty and indicate the approximate percentage of time given to performing it.

In describing each duty be sure to state specifically the nature of the work and the operations performed. For example: If you are a file clerk, state whether you have an alphabetical or subject matter file and how many files, the materials filed and methods of filing. If you are a calculating-machine operator, describe the kinds of calculations you make. If you make studies of procedures and work methods



state the nature and the purpose of the procedures and methods. If you preside at formal hearings, describe the kinds of cases, the issues or questions, the scope of evidence, and the extent to which you participate in the final disposition of the case, etc. Resist the temptation to use ambiguous terms and phrases such as "handle", "to examine", "to assist", "all", "wide latitude for independent action" unless the expressions are followed by explanation in sufficient detail as to the nature and extent to show the "why" and "how" of the situation.

What other duties do you perform that are not a usual part of your work? How much of your total time is spent on them?

What, in your opinion, are the things most important and necessary for you to know in performing your duties?

Does your work require that you have a license, certificate, or other evidence of special training and accomplishments?

#### WHAT MAKES YOUR WORK DIFFICULT AND RESPONSIBLE?

(Note: All the questions may not apply to your work. Answer only those which do apply to your work, and feel free to add anything else which you think is important. Write the answers to these questions in any way or order you see fit. If you wish to answer more than one question in one statement, to do. If you prefer, you may combine the answers to these questions with your description of "what Do You Do").

#### HELP PROVIDED BY GUIDES:

(Guides in your work are those rules, regulations, procedures, practices, principles, and policies which tell you in some way how to do your job).

How do you know how to go about your duties? That is, from other than your supervisor, where do you get the information that enables you to do your work right, to answer questions, and to solve problems? Common sources of such information include follow employees (other than your supervisors), Laws, manuals, books of procedure, previous practice, established professional methods and concepts, file and records. Describe all such sources or guides.

To what extent do the guides for your work answer all your questions or instruct you in the way to do your work? In other words, how much opportunity is left you to use your own judgment in performing your duties? Give some examples of this, showing (1) how the guides did not fully cover your assignment of your questions and problems, and (2) how this fact affected the use of judgment in your work.



Are the duties, problems, and questions to which you apply your guides usually the same, or do they vary from time to time? How does this affect the difficulty of your work?

HELP PROVIDED BY THE SUPERVISOR:

Your supervisor is the one who assigns you your work, who gives you directions, to whom you go for help, and who is responsible for what you do. This will be the name of individual or in the case of a position vacancy, the organizational job title, to be indicated for Item 13).

Is your work of such a nature that once having learned the work it is necessary for you to be given instructions only when something new comes up?

Does your supervisor usually give you instructions or suggestions with assignments: How detailed or general are they? Do they answer all your questions? To what extent are you free to work out your own answers to problems? Give examples.

ORIGINAL THINKING DONE:

What do you do on your present job that was never done before? In other words, what have you done that was the first of its kind, that was new?

Specifically, do you compose or arrange things in new ways? Do you prepare procedures to guide others in doing their work? Do you devise tools, instruments, or techniques for others to use? Do you adapt established methods or techniques to new uses? Do you invent or construct new basic methods of work? Do you develop new ideas concerning science, management, government, or other fields? Give examples.

PERSONAL WORK CONTACTS DEALING WITH OTHERS

Do you work for the most part by yourself, with only occasional contacts with other people? Explain?

What makes these contacts difficult:

- Do you have to explain things to others? Or make arrangements with them? What problems arise in this?
- Do you have to persuade or convince others at any time? Do you have to overcome opposing ideas and interests in order to do your job properly? Give examples.
- If your personal work contacts do not involve explanation or persuasion, what is there about them which makes them so difficult. ?

THE EXTENT TO WHICH DECISIONS AND RECOMMENDATIONS MADE ARE CHECKED OR REVIEWED:



A work assignment, although reviewed in its final form, may involve many decisions or recommendations during its progress. These decision or recommendations may be may not be reviewed when the final product is reviewed.)

What things that you decide or recommend in your work are not recieved by anyone?

How frequently is your work reviewed before action results? Never? Occasionally? Usually? Always?

How close is the review of your work? Is it checked in all details for accuracy? Or generally to see what you have followed instructions? Or only in terms of results achieved?

How frequently are your decisions and recommendations changed upon review? "What is the usual extent of such changes in your work?"

THE IMPORTANCE AND EFFECTS OR WORK DONE:

What are the effects of decisions and recommendations that you make? For example, in what ways can things that you decide on your own:

- Speed up or slow down productions in your own or other agencies?
- Improve or lower the quality of work done in your own or other agencies?
- Affect the nature of vasic policies in your own or other agencies?

WHEN COMPLETED, CHECK YOUR DESCRIPTION AGAINST THE QUESTIONS TO MAKE SURE THAT YOU HAVE FULLY DESCRIBED THE POSITION.

THE FOLLOWING QUESTIONS APPLY TO SUPERVISORY OR MANAGEMENT POSITION ONLY.

There are amny kinds or supervisory positions, deponding upon the actual supervisory tasks perfermed. If you are responsible for the work of other employees, answer the questions which apply to your position.

If you train employees on an organized, systematic basis, describe the program covering such topics as training time tables, job breakdowns, or material used.

If you devise or adapt procedures for the work under your supervision, describe what you have done or are doing in this connection including the development of processor flow-of-work charts or statements.



If you delegate or distribute work on a planned basis, and define responsibilities and relationships, describe how this is done, and describe the methods used, such as work-distribution charts.

If you replan and reorganize work operations involving redistributions of functions and responsibilities for the work under your supervision, describe how you do this, and attach copies of plans or charts if desirable.

If you coordinate the operations of several units, explain the work operations of these units and describe problems involved in coordinating their work.

If you confer with your subordinates in order to let them know their good points and shortcomings and to help them correct their deficiencies, tell how and how often you do this.

If you perform other supervisory duties not listed here, and which have the effect of getting the best work done with least expenditure of labor, materials, and equipment, describe them.

ITEM 5: TITLE: Leave vacant. This space will be used by the Civilian Personnel Section and the civil service job title eventually inserted will be the position title.

ITEM 6: TO 11: Leave vacant

ITEM 12: ADDITIONAL - IDENTICAL TO THIS POSITION: This space is for used by the immediate supervisor of your position to indicate the position numbers, as assigned by the Civilian Personnel Section, of all positions that are exactly alike in duties and responsibilities. Only one position description, with such references to other positions, need be prepared and forwarded. Positions that are exactly alike in duties and responsibilities under the immediate supervision of another supervisor should not be included, and a separate description should be prepared and forwarded to satisfy requirements of Items 3 and 13.

ITEM 13: TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION: This is self explanatory. In the case of a vacant position indicate the position title and grade.

ITEM 14: TITLES, GRADES, AND NUMBER OF EMPLOYEES SUPERVISED BY THIS POSITION. Whom do you supervise (give names and titles of positions if not more than 10--otherwise tell how many there are in each class by position titles; this should include authorized and established Civil Service positions that are vacant. Positions filled by military personnel, foreign nationals, and Japanese nationals should be indicated by organizational job titles in the same manner).

(1) Through direct or immediate contact.

(2) Through others who directly supervise them.



(3) On temporary detail or project assignment basis.

Describe any features of your supervisory duties which make them unusually difficult if not covered above.

SIGNATURE: Your job description must be signed by an operating official.

WHEN COMPLETED, CHECK YOUR DISCRIPTION AGAINST THE QUESTIONS TO MAKE SURE THAT YOU HAVE FULLY DESCRIBED THE POSITION.



HEADQUARTERS I CORPS  
(APO 301, Kyoto, Honshu)

MEMORANDUM:

12 September 1947

NUMBER 84 :

LEAVE APPLICATIONS

1. Rescissions:

- a. Par 1, Daily Bulletin No. 154, Hq I Corps, 3 July 47.
- b. Par 7, Daily Bulletin No. 157, Hq I Corps, 8 July 47.

2. References:

- a. AR 600-115.
- b. Circular No. 172, War Department, 1 July 47.
- c. Circular No. 50, GHQ, FEC, 8 May 47.
- d. Circular No. 20, GHQ, FEC, 27 Feb 47, as amended by Circular No. 71, GHQ, FEC, 19 June 47.
- e. Circular No. 136, Hq Eighth Army, 13 Aug 47.

3. Leave Request by Military Personnel.

a. In accordance with the provisions of AR 600-115, it is desired that leave for military personnel be taken on a staggered basis during the year rather than all personnel attempting to take advantage of leave privileges during the last couple of months at the end of the fiscal year prior to 30 June at which time all leave accounts are balanced.

b. Requests for leave by military personnel of corps non-divisional units submitted to this headquarters for approval will be submitted in original only, similar to attached form marked Inclosure No. 1, and must be received not less than 10 days prior to the effective date to enable normal processing and timely issuance. The revised leave request form may be reproduced locally by those units who do not have authority to approve leaves. In the interest of conservation, the backs of obsolete mimeographed forms may be used.

c. In event leave applicant is a member of a board or court-martial, the request will contain the concurrence of the senior officer concerned.

d. A custodian of a fund will indicate the final action taken in reference to the provisions of par 15b, AR 210-50.

e. Address on leave will be sufficiently detailed to enable communication if found officially necessary.



Memo No. 84, Hq I Cor, 12 Sept 47 - cont'd.

f. Requests for leave to be spent outside the Far East Command will contain the information required by Incl 1 to Circular No. 50, GHQ FEC, 8 May 47. Attention is invited to provisions of Message form, Hq Eighth Army, file AG 210.711, subject: "Leave of Absence to China," dated 13 Aug 47. All leave requests outside the FEC will be submitted in four (4) copies.

g. Reference 2b pertains to Emergency leaves to U.S. for military personnel.

4. Absence Requests By War Department Civilian Personnel.

a. War Department Civilians of corps non-divisional units submitting requests for absence from duty station, to this headquarters for approval, will submit their request in time to be received at this headquarters not less than 10 days prior to the effective date of departure. It is desired that the attached form be adapted by completion of paragraph 1b and so much of the form that applies to WDC.

b. It is desired that the provisions of Circular No. 20, GHQ FEC, 8 May 47, as amended, be met prior to the submission of the absence request and that the appropriate paragraph and/or sub-paragraph be indicated as the basis for the request.

c. Section chiefs or unit commanders processing the requests are enjoined to insure compliance with the provisions of current directives pertaining to WDC leave policies. Officers certifying to civilian Time Reports will cause SF No. 71(CSC) to be accomplished and forwarded with the Time Report for any leave absence taken.

d. Instructions above pertaining to absence outside the FEC apply equally to WD civilians.

e. All WDC requests will indicate the effective date of departure and the total number of calendar days applicant will be absent from duty station. In addition the number of working days, to include fractions, will be shown which will be the amount of time properly chargeable as leave.

f. All absent from duty requests will contain the statement: "SF No. 71 (CSC), (Application for Leave), will be completed and attached to my Time Report for period required."

g. Reference 2e pertains to Emergency Leave to ZI for WDC personnel.

By COMMAND OF MAJOR GENERAL WOODRUFF:

OFFICIAL:

/s/ C.C. Carter  
/t/ C.C. Carter  
Colonel, AGD,  
Adjutant General,

RALPH I. GLASGOW  
Colonel, GSC  
Chief of Staff/

DIST: A & B

1 Incl: Lv of Abs request form.



C\_O\_P\_Y\_

GENERAL HEADQUARTERS  
FAR EAST COMMAND

8A  
FEC - 43  
Apr

CIRCULAR )  
: )  
NO....20 )

APC 500  
27 February 1947  
*rescinded*  
11 Nov 48  
cir 46  
GHQ-FEC

LEAVE POLICIES FOR WAR DEPARTMENT CIVILIAN  
EMPLOYEES

1. a. Rescission. Civilian Personnel Policies and Regulations No. 11, General Headquarters, Supreme Commander for the Allied Powers, 2 May 1946.

b. References:

- (1) War Department Civilian Personnel Regulations 75, as amended.
- (2) War Department Civilian Personnel Regulations 150.5.
- (3) Circular 14, War Department, 15 January 1946, as amended.

2. General. The provisions of this circular will govern the granting of leave to United States citizen civilian employees of the War Department in this command. For the purpose of this circular, an employee who is a citizen of the United States is defined as a United States citizen who was recruited in the United States or Hawaii and who traveled at his own or Government expense to an area of this command, and former United States military personnel discharged in the command to accept War Department civilian employment. Leave for native and alien personnel will conform to local prevailing practices established by law or custom but will not be granted or credited in excess of the amount provided for United States citizen civilian employees.

3. Annual Leave. a. Leave to Visit the Continental United States.

(1) Vacation Leave.

- (a) Local commanders may authorize not less than sixty (60) days annual leave to visit the continental United States upon completion of three (3) years overseas service. Continuous federal service, including military service, in more than one (1) overseas command without leave in the continental United States (other



DECLASSIFIED E.O. 12065 SECTION 5 4027/MS/CS

than temporary duty for rest and recuperation), may be counted in computing the three (3) years' service for this purpose. The running of such leave will be between the dates of arriving in the leaving a port in the continental United States. Transportation may be furnished on an Army transport on a space available basis at no expense to the Government and employee will pay the cost of own subsistence.

- (b) Local commanders may authorize leave in any amount, with or without pay, to an employee to visit the continental United States but not more often than once a year. The running of such leave will start on the day following the the last day of actual duty and will continue to run until employee returns to his permanent duty station. Transportation may be furnished on an Army transport on a space available basis at no expense to the Government and employee will pay the cost of own subsistence. Leave will be granted under the provisions of this paragraph only after employee has completed his original tour of duty of one (1) year or less or completed one (1) year of service if tour of duty is greater, unless denial of request for leave would cause extreme personal hardship on the employee.
  - (c) Employees recruited in the Hawaiian Islands who were not originally transported from the continental United States to that area at Government expense may be granted leave to visit the Hawaiian Islands or the continental United States under the provisions of paragraph 3a (1) (a) and (b) above.
  - (d) The Three (3) year period of service for leave leave under the provisions of paragraph 3a (1) (a) will begin to run from the date of return to duty when leave is taken under the provisions of paragraph 3a (1) (a) and (b).
- (2) Emergency Leave. The determination of the emergency will be made in accordance with the procedure outlined in War Department Circular 14, 1946, as amended.
- (a) The request for emergency leave of a civilian who has served less than one year will be processed as a separation, entitling the employee



DECLASSIFIED E.O. 12958 SECTION 5 (b) (7) (D)

to return transportation at Government expense and in a duty and pay status to point of hire or induction into the Armed Forces.

- (b) A request for emergency leave of a civilian employee who has served more than one year may be granted under the provisions of paragraph 3a (1) (b).

<sup>3</sup> 6. Leave in and Between Overseas Areas. During the first six months service in the oversea command, annual leave of a few hours or days, not to exceed five days, may be granted to an employee for personal reasons. Upon completion of six months service an employee may be granted up to thirty days annual leave provided employee has the annual leave to his credit. Commanders may establish such priorities and prerequisites as are consistent with local command policy for admission of civilian employees to United States Army leave centers. Leave for this purpose will not be granted until employee has completed six months service. Leave between overseas areas within this command may be granted only after clearance has been obtained from the commander of the area to be visited. The running of such leave will be between the day following the last day of duty and the day employee returns to duty. Transportation may be furnished on an Army transport on a space available basis at no expense to the Government and employee will pay cost of own subsistence.

4. Sick Leave. Sick leave may be granted when an employee is incapacitated for duty by sickness or injury or for the purpose of receiving medical, dental, or optical treatment. Where absence is for three days or less, employee will be required to submit personal certification that the absence was due to incapacity for the performance of duty. If the absence is for more than three days a properly executed medical certificates by a medical officer will be required. If an employee, because of sickness or injury, is unable to report to work, he will notify his supervisor as soon as possible on the first day of absence. All employees will be cautioned that sick leave is not a right but a privilege to be granted upon the determination by the responsible administrative official that the request for sick leave is justified. Any abuse of this privilege may be made the basis for a charge to annual leave or leave without pay, or disciplinary action. Sick leave may not be accumulated in excess of ninety (90) days.

5. Maternity Leave. Maternity leave not in excess of six (6) months, to include sick, annual, and leave without pay, may be granted permanent employees upon presentation of a certificate from a medical officer indicating expected date of confinement and that employee is physically incapacitated for further duty.



If, prior to the expiration of the first six (6) month period of maternity leave, it is determined that an extension is necessary, leave may be extended to one (1) year upon presentation of medical certificate. If an employee, either permanent or temporary, resigns instead of taking maternity leave, she is entitled to all accumulated and accrued annual and sick leave which accrued to the close of the last day of duty provided a properly executed certificate from a medical officer is presented.

6. Excused Absence. a. Rest Periods. Short rest periods may be granted during the daily tour of duty where it will serve to maintain the efficiency of the employee. A fifteen (15) minute rest period is authorized during each four (4) hour period, duties permitting. Failure to take such rest periods during each four (4) hour period will not permit the accumulation of such time for the purpose of taking excused time at a later date or to increase the fifteen (15) minutes authorized for each four (4) hour period.

b. Vaccinations. When employees are absent because of illness resulting from administratively required vaccinations, the time lost will be considered as excused absence, provided the necessity for the absence is certified by the medical officer administering the vaccinations.

c. Military Court Leave. An employee who attends, as a witness, a military court will be authorized the necessary absence without a loss of salary and without charge to leave.

d. Consultation with Counsellors. Leave will not be charged for absence from duty during which employee is utilizing the services of a counsellor provided by the command to assist in meeting personal problems or to conduct exit interviews.

e. Efficiency Rating Appeals. Employees who appeal their efficiency ratings will be authorized the necessary absence without loss of salary or charge to leave for the purpose of consulting with rating officials and attending hearings in connection with such appeals.

f. Grievances. An employee, his representative, or an employee and his representative, if employed in the same area, may be granted authorized absence without charge to leave and without loss of salary to present a grievance at all supervisory levels and to attend hearings in connection therewith at the place of employment.

7. Absences and Tardiness. Unavoidable and necessary absence from duty not in excess of thirty (30) minutes, and tardiness of any duration, may be handled in any of the following ways:



- a. Administratively by excuse for adequate reasons.
- b. By requiring additional work equivalent to the period of absence or tardiness.
- c. By a charge against overtime previously worked beyond regular hours. Any abuse of this privilege will be made the basis for a charge against annual leave or disciplinary action.

8. Leave for the Purpose of Securing a Transfer. Employees who return to the United States or Hawaii upon completion of tour of duty and who desire to obtain further Federal employment without a break in service may request the commanding officer of the port designated to make final salary payment to carry them in a leave or leave without pay status for ninety (90) consecutive days following the date of arrival of destination for the purpose of attempting to secure a transfer to another Federal position.

9. Leave Differential. Employees may accumulate a maximum of one hundred and four (104) days annual leave while stationed within this command. Employees who transfer to the continental United States or to an overseas area which does not authorize the "differential," may transfer only ninety (90) days plus current accrued leave for the year, not to exceed a maximum of one hundred and sixteen (116) days.

AG 230.5 (31 Jan 47) GA

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,  
Major General, General Staff Corps,  
Chief of Staff.

OFFICIAL:

JOHN B. COOLEY,  
Colonel, AGD,  
Adjutant General.



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GENERAL HEADQUARTERS  
UNITED STATES ARMY FORCES, PACIFIC

CIRCULAR )  
NO...100 )

APC 500  
25 November 1946

	<u>Section</u>
Recruitment of Civilian Personnel From Outside of Japan and Korea.....	I
AFPAC Regulations 75-15.....	II

I. RECRUITMENT OF CIVILIAN PERSONNEL FROM OUTSIDE OF JAPAN AND KOREA. 1. a. Rescissions. Civilian Personnel Policies and Regulations 4, formerly No. 26, General Headquarters, Supreme Commander for the Allied Powers, 15 November 1945, is rescinded.

b. References.

- (1) War Department Civilian Personnel Regulation No. 150.2, 3 October 1946.
- (2) Circular 61, General Headquarters, United States Army Forces, Pacific, 17 July 1946.

2. General. This circular is published for the guidance of employing agencies of the Army in the geographic area of Japan and Korea and will be applicable to the procurement of all civilian personnel except maritime personnel.

3. Policy. Due to the expense, delay, and transportation requirements, it is the policy of this command that civilian personnel will be procured from outside of Japan and Korea only when individuals of the required skill and qualifications are not available locally. All requisitions for personnel outside of Japan and Korea will contain the statement that local recruitment has not been successful. Local sources include resident United States citizens, foreign and Japanese nationals, and American military personnel eligible for discharge and desirous of local employment.

4. Conditions of Employment. The following general conditions will govern the employment of personnel recruited from outside of Japan and Korea:

- a. All employees will be required to serve a minimum of two (2) years in Japan or Korea except those specifically authorized otherwise on the face of WD Form 50, Notification of Personnel Action, and to sign the statement of conditions required by War Department Civilian Personnel Regulation No. 150.2, 3 October 1946.



(Cir 100)

b. All employees must satisfy fully the minimum qualifications of the position for which considered.

c. All employees must have attained their twenty-first (21st) birthday.

5. Responsibility. a. The officer in charge of each employing agency is responsible for the proper preparation of requisitions for civilian personnel to be recruited from outside of Japan and Korea.

b. The Chief, Civilian Personnel Section, General Headquarters, United States Army Forces, Pacific, APO 500, will be responsible for reviewing, recording, and transmitting all requisitions for such personnel to the Chief, Overseas Branch, Office of the Secretary of War, Washington 25, D. C.

6. Procedure. a. Each employing agency desiring to recruit civilian personnel from outside of Japan and Korea will prepare a requisition in the form described in the model letter attached hereto as Inclosure 1. The requisition will be forwarded in quadruplicate to the Chief, Civilian Personnel Section, General Headquarters, United States Army Forces, Pacific, APO 500, through regular command channels. A copy of War Department Form 74 for each position will be attached to the requisition.

b. Inasmuch as no requisition can be transmitted outside of Japan or Korea until the proper designation, minimum qualifications, and rate of pay are finally determined, job descriptions submitted for each position will be complete and detailed.

c. Intermediate agencies will forward the approved requisitions, including therewith a statement as to the local availability of the type of personnel requisitioned.

d. All requisitions will be reviewed by the Chief, Civilian Personnel Section, General Headquarters, United States Army Forces, Pacific, for completeness of information, determination as to the grade, designation, rate of pay, minimum qualifications, and conformance with current policies and restrictions.

e. Prior to transmittal to the Office of the Secretary of War, or other War Department agency, the Chief, Civilian Personnel Section, will assign a number to each requisition to facilitate reference thereto in radiograms, correspondence, travel orders, and passenger lists.



(Cir 100)

7. Name Requests. a. Name requests for female civilian personnel to be recruited outside of Japan and Korea will be supported by a statement that the individual is not the wife of civilian or military personnel on duty in Japan or Korea.

b. Name requests for employees of CAF-5 level and below should be held to an absolute minimum, personnel for such level being recruited locally wherever possible.

8. Personal Contact With Prospective Employees. Personal informal correspondence with personnel being requested by name will specifically avoid making any definite offer of position or statement as to the rate of pay, and will advise the prospective employee to take no action until the offer of employment is received from the War Department.

9. Cancellations of requisitions will be submitted and processed through the same channels as requisitions.  
AG 461 (10 Sep 46)CP

1 Incl  
Requisition

II. AFPAC REGULATIONS 75-15. 1. So much of paragraph 5, AFPAC Regulations 75-15, 5 October 1946, as reads "paragraph 1a above" is amended to read "paragraph 2a above."

2. So much of paragraph 8a, AFPAC Regulations 75-15, 5 October 1946, as reads "paragraph 1a" is amended to read "paragraph 2a."  
AG 331.7 (14 Nov 46)SS

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,  
Major General, General Staff Corps,  
Chief of Staff.

OFFICIAL:

*John B. Cooley*  
JOHN B. COOLEY,  
Colonel, AGD,  
Adjutant General.



REQUISITION FOR CIVILIAN PERSONNEL  
(To be submitted in quadruplicate)

Date \_\_\_\_\_

TO: Commander-in-Chief, General Headquarters, United States Army Forces, Pacific,  
APO 500 (Attention: Chief, Civilian Personnel Section)

1. The following personnel is requested for duty at: \_\_\_\_\_

2. Number of persons to be recruited on this requisition: \_\_\_\_\_

3. Job title, and job description or manual citation: \_\_\_\_\_

A WD Form 74 is inclosed.

a. Service: \_\_\_\_\_ b. Grade: \_\_\_\_\_ c. Salary: \_\_\_\_\_  
d. Tour of duty: \_\_\_\_\_ hours per day, \_\_\_\_\_ hours per week

4. Special qualification requirements: \_\_\_\_\_

5. Date person's services are requested: \_\_\_\_\_

6. Conditions of employment (strike out statements not applicable):

a. (Government)(Private) living quarters available, apartment, dormi-  
tory, barracks, rooms in private houses, other, specify.

Approximate cost per month \$ \_\_\_\_\_

b. (Government) (Private) eating facilities available.

Approximate cost per month \$ \_\_\_\_\_

c. Furnish here any pertinent information concerning employment, e.g.,  
isolation of post of duty; recreation facilities available;  
clothing available locally for purchase; etc.

7. Attach two copies of agreement of employment for each person to sign to be  
recruited on this requisition, if such is required.

8. If person is requested by name, furnish the following:

a. Name: \_\_\_\_\_

b. Address at which person may be contacted: \_\_\_\_\_

c. If presently employed, by whom and address: \_\_\_\_\_

9. Use this space for additional information not covered above: \_\_\_\_\_

For the Commanding Officer:

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Department: \_\_\_\_\_

Incl  
WD Form 74, Position Description

Inclosure 1



information has been imparted. The high incidence of venereal disease among casual pickups should be particularly stressed in lectures. Since venereal disease constitutes a sizable portion of dispensary care, it is well worth the unit surgeon's effort to try to reduce the incidence of venereal disease in his unit.

Where special measures have been used effectively in the control of venereal disease within a unit, the unit venereal disease control officer should submit details to the Eighth Army Venereal Disease Officer in order that such information may be made available to other units with similar problems. Suggestions may be forwarded separately, or may accompany the monthly venereal disease statistical report."

OFFICERS PAY VOUCHERS: (M)

On officers pay vouchers submitted for the month of December, the remark LIP by H. G. Ledgerwood, Maj, F.D. should be changed to read LIP by Milton B. Hale, Lt. Col. F. D.

CIVILIAN EMPLOYEES: (M)

1. In order to expedite the preparation of payrolls by the office of Civilian Personnel, Eighth Army, your attention is directed to instructions, as to time periods to be covered, on reverse side of Time Reports. Periods of time now current are:

- From 3 Nov 46 through 16 Nov 46
- From 17 Nov 46 through 30 Nov 46
- From 1 Dec 46 through 14 Dec 46
- From 15 Dec 46 through 28 Dec 46

2. The signature of the civilian employees are no longer required on the payrolls prior to submission to finance for payment.

REHABILITATION OF POSTAL SAVINGS BRANCHES: (M)

1. Your attention is directed to O1098, Hqs Eighth Army dated 12 November 1946, subject: "Rehabilitation of Postal Savings Branches".

2. Although the above directive pertains to the Tokyo Kanagawa Military Government District and the Shikoku and Chugoku Military Government Regions, it is anticipated that in the very near future the Kyushu Military Government Units will be required to comply with such a directive. Necessary steps should be taken to comply.

PERSONAL SIGNATURE OF TEAM COMMANDING OFFICER ON IMPORTANT PAPERS: (C)

Papers and report of more than routine importance, such.



DECLASSIFIED E.O. 12958 SECTION 1.4

as recommendations for promotions, semi-monthly activities reports, and special reports initiated by the Team, will bear the personal signature of the Commanding Officer of the Military Government Team.

**INTRA-THEATER MOVEMENT OF DEPENDENTS: (A)**

Reference is made to Section I, Daily Bulletin #184, Hqs I Corps, dtd 14 November 1946, subj: "Intra-Theater Movement of Dependents". It is requested that copies of this Daily Bulletin be reproduced for the information of eligible personnel.

**TELEPHONE PROCEDURE: (A)**

The following is quoted from Daily Bulletin #202, Hq 24th Infantry Division, dtd 21 Nov 1946:

**"5. TELEPHONE PROCEDURE:**

It has been noted recently that personnel of this headquarters have been answering the telephones improperly and in some cases discourteously. The following is the correct procedure for answering telephones: (Example) "Adjutant's Office - Sgt Jones speaking."

In case the called party is not in, the person answering the telephone should ask if there is any message. (Example) "The Adjutant is not in, is there any message".

The use of one query "who is calling" is unnecessary, and only prolongs use of communication lines and its use must be discouraged".

**MILITARY PAYMENT CERTIFICATE: (A)**

The following is quoted from Eighth Army radio DX 85364 for your information and compliance:

"It has been brought to the attention of this headquarters that personnel of this command have been mailing Military Payment Certificates to the United States in payment of bills, etc. This practice will cease immediately as these certificates cannot be negotiated in the United States. Authorized personnel desiring to transfer funds to the United States will exchange Military Payment Certificates for dollar instruments through their local disbursing Officer or by purchasing Money Orders from Army Post Office. All commanders are charged with taking positive and continuing action to insure dissemination of this information to all members of their command."



HEADQUARTERS EIGHTH ARMY  
United States Army  
Office of the Commanding General  
APO 343

*Mailed 20 Nov 46*

AG 230.714

SUBJECT: Emergency Addressee and Personal Property.

TO : Commanding Officer  
Military Government Section  
Kagoshima (Inter) Prefecture  
APO 929

1. Request the attached WD, AGO Form 43 be completed by all War Department Civilian employees assigned to your unit and returned to this headquarters by most expeditious means possible.

2. Letters of transmittal returning subject cards to this headquarters should be addressed as follows:

Commanding General  
Eighth Army  
APO 343

Attn: Civilian Personnel Section.

BY COMMAND OF LIEUTENANT GENERAL EICHELBERGER:

HERMAN C. JOHNSON JR.  
2d Lt, CAV  
Actg Asst Adj Gen

Incl:



COAL ALLOCATIONS: (W)

The following is extracted from letter Headquarters Eighth Army:

"1. Reference is made to Semi-Monthly Activities Reports, Kagoshima Military Government Team, dated 3 September 1946, which reported that the coal allocations to the industries in Kagoshima during the month of July were seriously reduced.

2. It is pointed out that coal is the most critical item in Japan at this time and that the overall supply is only 50 percent of the basic requirements.

3. However, in view of the report of the shortage of coal in Kagoshima for such critical industries as food processing, the matter was taken up with the Japan Coal Company who reported that an increase was made during August.

4. Additional information on the types of food processing industries and their present needs of coal would be helpful in obtaining an increased allocation.

5. Military Government Teams are encouraged to include reports of such problems in their Activities Reports. Attention will be given them and every attempt will be made to aid in their solution. The case in question might properly have been the subject of a special report".

OFFICERS AND WARRANT OFFICERS WD AGO FORM 65: (TM)

The following is quoted from 24th Infantry Division, Daily Bulletin No. 183, dtd 29 October 1946:

"It is desired that all units notify this headquarters by 2 November 1946, of the number of officers and warrant officers who do not have a new type WD AGO Form 65 (Laminated Type). (G)".

PAY OF WAR DEPARTMENT CIVILIAN EMPLOYEES: (TM)

To acquaint all concerned with the civilian pay procedure the following information is published.

Time reports of all civilian War Department Employees must be signed by the team commanders and submitted immediately after completion of period direct to Commanding General, Eighth Army, APO 343, Attention: Civilian Personnel Office. Upon receipt of time reports the Eighth Army Civilian Personnel Section processes these time reports, making up the payrolls. The payrolls are then mailed direct to the Teams in which the personnel are employed. It is very important that the correct name and



DECLASSIFIED E.O. 11652

address is indicated on the time report. When the payrolls are received by the Teams they should be signed by the individual. When signing the payrolls individuals must sign name as written, with the exception that the first name, initial and last name are signed in that order. If by chance, name is incorrectly spelled, notification should be made to Office of Civilian Personnel, Eighth Army. After check has been made of retained copies of time reports to ascertain if name was correctly spelled on those reports. After payrolls have been signed by those concerned, they are forwarded to Kyushu Military Government Region, Attention: Personnel, The payroll remarks are noted on the location cards of individuals and sent to 24th Division Finance for payment. Upon notification by Finance Officer, 24th Division, that rolls are ready for payment, the Region Class A, Finance Officer will pick up the funds and make payment to individuals concerned.

Upon submission of Time Reports, it is requested that the following information be checked before submission:

- a. Reporting unit, name and APO are correctly indicated.
- b. Period of services is correct.
- c. Names, first initial and last are correctly spelled.
- d. That proper quarters assignment is indicated in accordance with rating or quarters available.
- e. Statement that all individuals reported on have signed statement that they will not participate in strikes against the United States Government.
- f. The number of rations consumed is indicated for each individual.
- g. That the instructions on the back of the report are fully complied with.
- h. The signature of the Team commander appears in the certificate.

SAFETY DIRECTOR: (D)

According to the latest Region Duty Assignment Roster, the Public Safety Officer will from now on also act as Safety Director for Military Personnel. All questions relating to safety, therefore, whether concerned with the Japanese or the military can now be directed to the same officer.



*Yahr*  
*Yahr*  
DAILY BULLETIN  
NUMBER 95

*File in  
Corbin's  
Employment File*

HEADQUARTERS I CORPS  
APO 301 (Kyoto, Honshu)

25 July 1946

O F F I C I A L

I. INFORMATION TO WAR DEPT ON EMERGENCY RETURNEES

Ref: Eighth Army radio cite DX79219 RD, dtd 22 July 1946.

Following AFPAC Radio ZX09299, dated 20 July 1946 passed for your information and compliance:

"All future radios to War Department regarding emergency returnees will cite AGPA-II. Notify all units under your command who are responsible for reporting any information to War Department regarding emergency returnees". (B)

II. PAYMENT OF CIVILIAN EMPLOYEES

Following radio cite ZX 08874 from CINCAFPAC passed for information and necessary action;

"WD radio cite WCL 26488 dated 12 July 46 is repeated for the information, guidance and compliance of all concerned: Civilian personnel circular 3, now being printed requires, prior to issuance of first pay check paid from funds for fiscal year 47 and in accordance with section 10 of the military appropriations bill for fiscal year 30 June 47, the execution of an affidavit by all United States citizens wherever employed and all other civilian employees located in the continental United States and its territories and possessions and for all such new employees, exclusive of natives and aliens employed outside the continental United States, its territories and possessions. The following affidavit will be placed in 201 file and notation made on CP 50: 'I do hereby swear (or affirm) that I am not engaged in any strike against the government of the United States; that I am not a member of government employees that asserts the right to strike against the government of the United States, and that I will not, while a government employee, become a member of such an organization.'

Affidavit must be sworn to by employee before a person authorized to administer oaths.

Disbursing officers will require on civilian payrolls presented for payment certificate to the effect that the persons named therein have executed the affidavits required by section 10 of the military appropriation act for the fiscal year 1947" (P)

III. SHOULDER PATCHES FOR RED CROSS PERSONNEL

American Red Cross personnel may wear the army shoulder patch of the organization in which the individual is serving. As the red cross shoulder

*JH*



DAILY Bulletin No. 95, Hq I Corps, dtd 25 July 1946 contd.

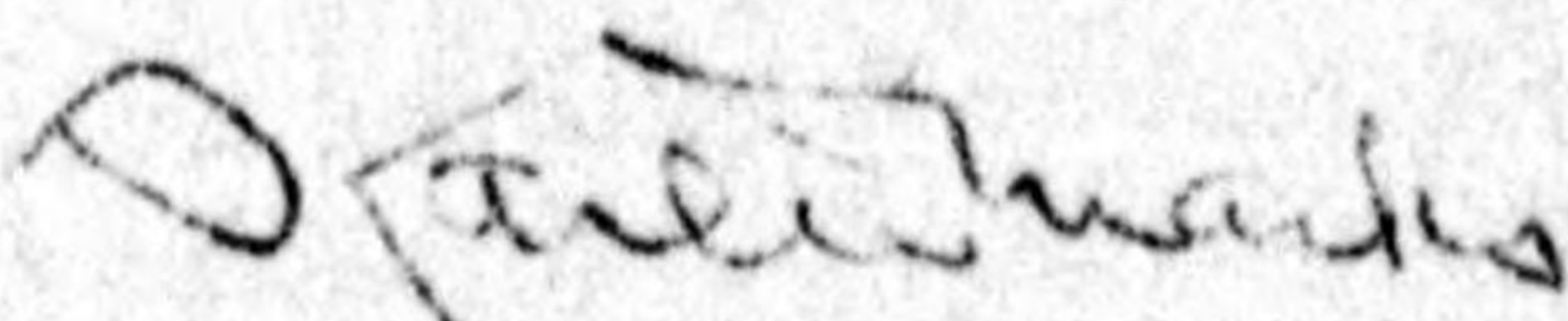
patch is prescribed for the left shoulder the army patch may be worn on the right shoulder.

Examples: Red Cross personnel on duty at the Kyoto Recreation Center may wear I Corps patch while those on duty with 24th Infantry Division units may wear the 24th Division patch. (B)

BY COMMAND OF MAJOR GENERAL WOODRUFF:

OFFICIAL:

HUGH CORT  
Colonel, GSC  
Chief of Staff



KARL W. MARKS  
Lt Col, AGD  
Adjutant General

DISTRIBUTION:

A & D

### I N F O R M A T I O N

The Meiji Hotel in Tokyo is operated by Eighth Army Special Service as a transient hotel for Officers and Enlisted men visiting the Tokyo area. Military personnel from any unit with a proper recreational pass or travel orders will be billeted and fed upon presentation of pass or orders. (U)

RECEIVED  
Hqtrs KAG MG TEAM  
DATE AUG 2 1946  
TIME 1600



WAR DEPARTMENT  
UNITED STATES OF AMERICA  
GENERAL HEADQUARTERS  
SUPREME COMMANDER FOR THE ALLIED POWERS

STANDARD CONDITIONS OF EMPLOYMENT FOR UNITED STATES  
CONTINENTAL CITIZENS

1. Except as otherwise specified below, United States continental citizens are employed under the same laws and regulations as apply to Federal employees within the United States, and are subject to the provisions of current and future statutes or restrictive regulations of the War Department and of this command relating to United Government positions, personnel, property, or funds.
2. This appointment is an excepted appointment under Schedules A or B of the United States Civil Service Act and Rules.
3. You are required to remain in service with this command at least 1 year from the time of arrival at permanent duty station, except where otherwise noted on the face of the WD Form 50, in order to be entitled to return transportation to your point of hire at Government expense, unless you are separated sooner for reasons acceptable to the Government not involving misconduct. The particular employing unit, the location of the work, and the advisability of any transfer within the command will be in the sole discretion of this command.
4. The basic rate is paid for a 5-day, 40-hour week, which is standard for pay and leave purposes. For work authorized in excess of the hours required by law, overtime compensation will be paid in accordance with existing United States statutes.
5. While in an official travel status, including time enroute to and from the place of engagement, you will be in a pay status during the time established by this command as the regularly scheduled work week. No pay is authorized for the time spent in official travel during any calendar week in excess of this period.
6. Annual and sick leave credits and charges, retirement deductions, and treatment and compensation for service-connected injuries or death will be handled pursuant to Federal law and War Department regulations.
7. Quarters and subsistence are presently made available by this command. Charges, according to the kind made available, will be based on Civilian Personnel Regulations 125 and 213, as amended.
8. Necessary medical care and hospitalization will, pursuant to existing Army regulations, be provided by the command, except in United States territories and possessions if adequate private medical facilities are available.
9. You are subject to military law wherever it is established by competent authority. Whenever required, prescribed uniforms must be worn and are to be procured at your expense, as are all other items of clothing.



1 10. Under present Army regulations, you are privileged to make purchases at quartermaster sales stores and outlets of the Army Exchange service, except when restricted by command regulations.

11. You are being employed with the understanding that, to the best of your knowledge and belief, you are qualified on the basis of physical condition, character, and training.

12. It is understood that you have read and understand the foregoing statement, as well as the fact that NO OTHER REPRESENTATIONS CAN CHANGE YOUR STATUS OR BIND THE UNITED STATES ARMY OR GOVERNMENT'S.

\_\_\_\_\_  
Signature of Employee

Date: \_\_\_\_\_



GENERAL HEADQUARTERS  
SUPREME COMMANDER FOR THE ALLIED POWERS

CIVILIAN PERSONNEL POLICIES )  
AND REGULATIONS NO.....7 )

APD 500  
30 April 1946

PREScribed CLOTHING REGULATIONS FOR CIVILIANS ACCOMPANYING  
U. S. ARMY FORCES IN JAPAN AND KOREA

1. Rescission: Civilian Personnel Policies and Regulations No. 128, 14 January 1946, is rescinded.

2. Policy: The following provisions will govern clothing regulations for War Department civilian employees on duty with U. S. Army Forces in Japan and Korea:

a. Employees recruited from outside the occupation area, with the exception of hostesses and librarians, will wear civilian dress both on and off duty.

b. Employees recruited from within the occupation area and hostesses and librarians, when items of the distinctive uniform prescribed by AR 600-36 are not available, may wear the military uniform, less all distinctive insignia as to rank. The following provisions will govern:

- (1) Insignia, shoulder sleeve conforming to the following specifications: On a khaki-colored cloth background  $2\frac{1}{2}$  inches in height and 3 inches in width, a dark blue equilateral triangle of  $1\frac{1}{4}$  inches, bearing the letters "US" in khaki color  $\frac{1}{2}$  inch in width and  $\frac{1}{2}$  inch in height, except that Army hostesses and librarians will wear the authorized shoulder patch prescribed in paragraph 13b (1), AR 600-36.
- (2) The metal letters "US" will be worn on both sides of the collar of the service coat and on both tabs of the collar of the service shirt when these articles of clothing are worn as an outer garment.
- (3) The cap, garrison, without braid, will be worn with the metal letters "US" on left side, 1 inch from the front center.
- (4) When in Army uniform the civilian employee will wear the same type accessories to the uniform as prescribed for the military.



(OPPR No. 7, GHQ, SCAP)

- (5) Articles of the uniform will not be worn mixed with civilian dress.
- (6) Civilian employees authorized to wear the army uniform and honorably discharged from the service, are permitted to wear any ribbons to which they are entitled as members of the armed forces and, in addition thereto, any ribbons indicating civilian awards of the United States Government. Military ribbons authorized will be worn on the left breast from left to right, medal ribbons followed by the service ribbons as prescribed by Army Regulations. Ribbons denoting civilian awards and service will be worn following the military awards. For additional information on wearing of awards and decorations see AR 600-40.
- (7) Changes in design and material of the female uniform, as prescribed by War Department Circular No. 282, 1945, will be complied with when materials become available. All personnel affected are authorized to wear out existing items of clothing previously authorized.

c. The military uniform is not authorized for wear by Foreign Nationals and cards will not be issued to this category of personnel. Foreign Nationals now in possession of uniforms may continue to wear them providing they are dyed or otherwise so altered as not to resemble the Army uniform.

d. Japanese personnel will wear civilian dress. No authority exists to permit Japanese nationals to purchase any clothing from U. S. Army stocks.

3. Uniform Authorization Card: Civilian employees authorized to wear the U. S. Army uniform will be required to carry with them when in uniform a Uniform Authorization Card issued by the Director of Civilian Personnel of the Headquarters by which employed. If employee transfers to another Headquarters, a new authorization card will be obtained and the old card surrendered. (A sample form for guidance is attached) Military Police will report civilian employees, who are wearing the U. S. Army uniform and do not possess an authorization card, to the Director of Civilian Personnel for appropriate disciplinary action.

4. Limitation on the Wearing of Military Uniform: Civilians referred to in paragraph 2b and c will be required to purchase and wear civilian dress as soon as adequate supplies are available. The Commanding General of the major command responsible for the logistical support of an area will determine, for that area, when the supply of civilian clothing is adequate.



(CPIR No. 7, GHQ, SCAP)

5. Responsibility: The contents of this directive will be brought to the attention of all employees and it is the distinct duty of all supervisors to see that each civilian under this jurisdiction is dressed in conformance with these regulations. Violators of this regulation will be reported by name to the Director of Civilian Personnel of each major command who will take such disciplinary measures as are necessary.

By command of General MacARTHUR:

OFFICIAL:

RICHARD J. MARSHALL,  
Major General, General Staff Corps,  
Chief of Staff.

/t/ B. M. FITCH  
/s/ B. M. FITCH,  
Brigadier General, AGD,  
Adjutant General.

1 Incl:  
Sample, Uniform Authorization Card



Headquarters

UNIFORM AUTHORIZATION

Name \_\_\_\_\_  
Designation \_\_\_\_\_ Section \_\_\_\_\_  
Height \_\_\_\_\_ Weight \_\_\_\_\_ Hair \_\_\_\_\_ Eyes \_\_\_\_\_

Reason for authorization \_\_\_\_\_

The above-named employee is authorized to wear the U. S. Army uniform, less all distinctive insignia of rank. The uniform will not be worn with items of civilian clothing.

\_\_\_\_\_  
Director of Civilian Personnel

\_\_\_\_\_  
Bearer's Signature

Date \_\_\_\_\_ 194\_\_\_\_

INCLOSURE - Sample, Uniform Authorization Card



## POSITION CLASSIFICATION

1. Authority: By order of the Secretary of War (W. D. Order C) authority for certain personnel actions in the War Department has been decentralized. Among these is the responsibility for the classification of all positions in overseas areas. In 8th Army Headquarters, a unit of the Personnel Section, the Classification Division, has been assigned the duty of actually allocating positions, the responsibility of determining that all policies of the War Department and of the Civil Service Commission in this regard are complied with, and the obligation of maintaining the standards set by these agencies.

2. Responsibility: The work of the Classification Division is subject to strict control. Accordingly, position audits, inspection, and spot-checks are conducted by higher authority, in this area by SCAP, in order to determine that classification and related functions are being performed properly. The standard set for the 8th Army can be maintained and the work of the Classification Division can be carried out efficiently only if all personnel in a supervisory capacity are fully aware of the necessary facts and give their full cooperation in maintaining satisfactory procedures. Accordingly, the information in subsequent paragraphs is being provided so that all concerned can understand the policy set forth, conform to it, and discharge the duties which devolve upon them.

3. Types of Positions: Positions are divided into two categories - graded and ungraded.

a. Graded positions are all those positions which must be classified or "allocated" in accordance with the Classification Act of 1923, as amended.

(1) Classifications are determined by evaluating the duties and responsibilities of all positions, establishing groups of positions which have similar duties and responsibilities, and then arranging these groups in relation to each other. As indicated, this classification system has been adopted by an Act of Congress; rules exist for its enforcement; penalties are provided for its violation; it cannot be changed by anyone in this Headquarters.

(2) In this connection it will be noted that the classification system concerns itself with, and that the application of this system or "allocation" is directed toward the position, not the employee. It will serve to illustrate how rigidly this rule is followed if it is borne in mind that a position may be allocated even when it is not occupied, just so long as the duties of that position and its responsibilities are clearly defined. It is clear, therefore, that the allocation of a position has no relation to the employee who performs it. Similarly, the qualifications of an employee do not influence the allocation of the position, unless such qualifications are actually required in the performance of the duties it involves. For example, a stenographer who is performing duties ordinarily allocable to a CAF-2, but who is capable of doing court reporting, cannot be allocated to a higher grade unless court reporting is one of her administratively assigned functions and she actually performs such duties.

(3) If a position has been properly allocated, it must, in order to comply with current legislation, be placed into a certain service, and grade. This also means that it is placed into a certain salary range, because for these classified positions an inflexible compensation schedule has been provided by legislation. This schedule can be adjusted only by congressional action superseding existing legislation.



- (4) Surveys of graded positions to determine whether existing positions are properly allocated and to establish information required for audit purposes will be made from time to time as the needs require and as directed by higher authority.

b. Ungraded positions undergo a process of analysis similar to that applied in the case of positions which must be classified. Like the graded positions, ungraded positions are also placed in a designated compensation range which is determined by the difficulty of a position and related factors. One of the principal distinctions between ungraded positions and graded positions is that the compensation schedule for the former is flexible, whereas that for the latter is not. Instead, the compensation schedule for ungraded positions may be adjusted upon approval of the Wage Administration Agency after an authorized wage survey has been made. The compensation range established as the result of such a survey, so long as it remains in effect, is binding upon this Headquarters.

#### 4. Appointment

a. Approval: Before steps may be taken by an appointing officer to fill any position, he must assure that proper approval for the establishment of the position, which he desires to create or to fill, has been given by the official to whom he is responsible. Such approval can be based only on a full and complete justification for the existence of the position.

b. Allocation: At the same time the duties and responsibilities of the position must be properly analyzed by the Headquarters Classification Analyst and placed in the correct service and grade before any action may be taken toward recruitment or toward filling the position from the organization. It is not within the jurisdiction of Section Heads or other supervisory personnel to promise a prospective employee that he will be entitled to a given salary until the position has been allocated and it has been determined to what grade and salary range the position belongs.

5. Changes in Positions: The assumption of new duties by Headquarters 8th Army, the discontinuance of existing functions, the rearrangement among the various elements of the responsibility for performing existing duties, the reorganization within any given element, or the expansion or contraction of the operating force with which a given set of duties is performed - all these may bring about changes that will affect the duties and responsibilities of certain positions. This means that the process of classification is a continuing process.

6. Position Descriptions: A position description is a voucher for personal services and carries with it the same responsibility as all other vouchers authorizing the expenditure of Federal funds. This is the responsibility of the supervisor who approves the duties and responsibilities as an accurate description of the work being performed. The importance of this fact cannot be over emphasized. Whether a position is one that is newly created, or whether it is one to be filled by reallocation of an employee, a job description must be submitted by the employee's supervisor. It should, accordingly, describe the duties actually being performed by the employee. Classification of the position should, under normal circumstances, be possible on the basis of this description. Only when questions arise as to the proper allocation of the position or when the duties shown on the classification sheet are not sufficiently clear, the Classification Analyst will contact the supervisor and, if necessary, make a desk audit of that position. Such an audit is an examination at the scene of the performance of the work, of the processes followed; the material processed, the actions taken, the instruments used by the employee, etc. Its purpose is to analyze the kind, scope, difficulty, and responsibility of the work being performed. An audit of a position must not be construed as meaning that the efficiency of the employee is under investigation.

7. Safeguards for the Employee: Operating units are furnished a copy of their job sheets on actions affecting classification and each employee should be informed of his right to refer to the description of the position he occupies. This gives the employee a definite statement of the duties assigned to him and some idea of the relationship of his duties to those of other positions in the organization.



DECLASSIFIED BY: [REDACTED]

A Section Head may request that an analysis be made of any particular position when he believes that its duties and responsibilities have changed to such an extent that reallocation may be justified.

Either an individual or an element of the organization may appeal the allocation of a position through the respective Section Chief. However, it should be borne in mind that only those duties and responsibilities which have been delegated to a position by a responsible authority may be considered in allocating the position. Classification does not determine what the duties and responsibilities of a position ought to be, it is concerned only in determining and evaluating what they are.

Employees should be informed of their rights in this regard but appeals should be made only after every effort has been made to solve the classification problem informally.



INSTRUCTIONS FOR PREPARING POSITION DESCRIPTIONS

- A. Show: (a) Supervision received and by whom.  
(b) Scope of responsibility.  
(c) Control or review of work.

Under the general supervision of the Military Government team adjutant, incumbent is responsible for independently accomplishing work assignments in accordance with prescribed procedure or general outline. Detailed work is spot-checked; reports and correspondence are reviewed for adequacy and accuracy.

- B. Show: (a) What is done.  
(b) How it is done.  
(c) Why it is done (if this is not obvious).

This portion of the Job Sheet may follow either of two plans:

- (1) Sequence of importance of work  
or  
(2) Sequence of flow of work.

Segregates incoming mail; directs policy or important letters to adjutant for action; sends standard forms to clerical unit; answers letters based on precedent, or well established policies, or by furnishing factual information attainable from office records; prepares routine indorsements. Reviews outgoing mail for form, grammar, and spelling; checks number of copies and inclosures; scans standard forms for accuracy.

45%

Maintains control cards showing present status of reparations plants; records plant name and location; makes entries showing dates and brief notes of inventories, partial releases, etc. to reflect complete history of plant and equipment while in reparation status. Secures data from letters, forms, reports of field trips, and oral instructions from operating officials. Insures that entries are consistent and logical.

30%

Compiles standardized monthly reports by gathering factual information from files or by contacting Branch Chiefs, arranging statistics in tabular form, or converting to percentages, supplies necessary footnotes for clarity, submits to typist and proofreads on completion. Compiles special reports as requested and outlined by supervisor using similar procedure.

15%

- C. Show: Supervision given and to whom.  
Give actual process of supervision.

Assigns and reviews the work of lower grade employees engaged in typing forms and correspondence and filing material under the Dewey Decimal System. Assists them in unusual problems.

10%



GENERAL HEADQUARTERS  
SUPREME COMMANDER FOR THE ALLIED POWERS

CPPR 25

CIVILIAN PERSONNEL POLICIES  
AND REGULATIONS NO. 25

18 February 1946

RECRUITMENT OF CIVILIAN PERSONNEL FROM WITHIN THE OCCUPATION AREA

1. General. This regulation is issued to govern the recruitment of civilian personnel by Army Forces from within the occupation area and the payment thereof.

2. Establishment of Positions. Before recruitment of American and foreign national personnel, the positions must be established by the preparation of position and descriptions and the grading of the job by the appropriate civilian personnel office to determine the proper pay rate in accordance with Appendix I, this regulation. Grade levels for foreign nationals correspond in general to grade levels established for positions held by United States citizens and will be established by the same method and standards as are positions held by United States citizens with difference reflected in the separate pay rates for United States citizens and foreign nationals. After the job title and pay rate is properly determined, recruitment can be undertaken. Proper evaluation of jobs is essential to insure that Army agencies do not engage in proselyting workers through wage competition.

3. Employment of United States Citizens.

A. Recruitment of civilian Personnel from outside the occupation area is accomplished in accordance with SCAP CPPR No. 26.

B. United States Military personnel within the occupation area who are United States citizens and eligible for release from active service will be paid at regular United States base rate plus appropriate overseas differential when employed as War Department civilian workers.

C. Residents of the occupation area who are United States citizens will be paid at the regular United States base rate, but without the oversease differential. Such citizenship must be proved by furnishing a signed certificate from the proper State Department official. Until such certificate is furnished, employment as foreign nationals is authorized, (See Par. 4B for additional restrictions regarding persons of Japanese ancestry).

4. Employment of Foreign Nationals.

A. The term "Foreign Nationals" shall include:

- (1) Stateless persons.



- (2) Citizens of Axis countries (Excluding Japanese Nationals).
- (3) Citizens of Allied or neutral nations who were in the occupation area during the period of hostilities.
- (4) A person of Japanese ancestry who claims citizenship of a country other than Japan and who is not disqualified under paragraph 4B, (1), (2), and (3) below.

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

- (1) He served in the Japanese Armed Forces, or
- (2) He took an active part in the prosecution of the war against the United States, (For example: if he wrote proganda material. However, if he merely did translation work, that fact alone would not be disqualifying), or
- (3) His name was struck off the family census register (Koseki Tohon) and subsequently rein-stated after 1 January 1941, or was entered on the family register for the first time after 7 December 1941, or
- (4) Clear intent was shown of never returning to the United States.

C. It will be the responsibility of the hiring agency to determine whether an individual of Japanese ancestry is eligible to be hired as a foreign national. The records of such individuals already employed will be reviewed by the using unit and proper action taken to change status to that of Japanese nationals, if disqualified under paragraph 4B, above. In case of doubt, employment will be as Japanese national.

D. Procurement and registration of all foreign nationals, and Japanese nationals, will be the responsibility of the appropriate Military Government Labor Office. Using units will not employ such personnel without the prior approval of such Military Government Labor Office.

E. Commanders of major commands will designate necessary payroll Certifying officers who will be responsible for payroll preparation, salary payments and disposition of payroll deductions of both foreign nationals and technical Japanese personnel. Payrolls will be prepared on Form MGL-2 ) (1032). The certified payroll will be



presented to an army disbursing officer and necessary funds drawn by the agency making payment.

Paid vouchers will be carried by disbursing officers as a cash item until they are cleared with the Currencies Funding Division, Office of the Fiscal Director, General Headquarters, AFPAC, in accordance with technical instructions issued by the latter.

F. Military authorities will make no deductions for social insurance or taxes which may be required by Japanese regulations. This provision does not exempt foreign or technical Japanese nationals from legal obligations under Japanese law. Payroll deductions for subsistence furnished to foreign nationals will be made to the United States in the following manner: Certifying officers will prepare a Standard Form 1044, "Schedule of Collections" in quadruplicate, stating thereon the source, description, amount and fund to be credited for presentation to the disbursing officer with the payroll. The disbursing officer will pay the net amount of the payroll and take into his official account the amount of the payroll deductions, as a collection due to the United States. One copy of Standard Form 1044, bearing the disbursing officer's signature, will be attached by the latter to the payroll prior to clearing the voucher with the Currencies Funding Division, Office of the Fiscal Director, General Headquarters, AFPAC.

#### 5. Employment of Japanese Nationals:

A. The policies and procedures governing the employment of Japanese nationals not otherwise provided for in this regulation are set forth in letter, General Headquarters SCAP, file AG 230 (7 Nov 45) ESS, & November 1945, Subject: "Civilian Labor Employed by Occupation Forces." Information concerning pay rates for certain common types of positions to be filled by Japanese is contained in letter, General Headquarters, SCAP, file AG 240 (7 Nov 45) ESS, 7 November 1945, Subject: "Wages Paid to Japanese Nationals". See paragraph 7, this regulation, for security clearances.

B. To perform technical and highly specialized duties in positions for which qualified foreign nationals or United States Citizens are not readily available, with the prior approval of the Office of Civilian Personnel, General Headquarters, SCAP, Japanese nationals may be employed at rates of pay in excess of those ordinarily paid by the Japanese Government. Request for such approval will be made through channels and will include the following information:

- (1) Complete position description giving statement of duties and responsibilities involved and qualifications essential for satisfactory performance.
- (2) Copy of Japanese pay schedule currently in effect in the area (including all extras such as family allowance, housing allowance, etc.)



- DECLASSIFIED E.O. 12958 SECTION 5.02/1.02
- (3) Certification to the effect that attempt has been made to secure Japanese nationals through usual channels at the Japanese Government pay rate and that no qualified workers have been obtained.
  - (4) Total number of individuals required and recommended monthly rate of pay.

C. After necessary approval is obtained for the employment of technical Japanese personnel, procurement will be as prescribed for foreign nationals.

D. Technical Japanese personnel will be paid in accordance with the procedure established in Par. 4e, above. Individuals will be clearly indicated on the payroll as either Japanese nationals or foreign nationals (Filipino, Far Eastern, other).

#### 6. Pay Rates.

A. The attached schedule of pay rates (Appendix I) has been prepared primarily for the payment of foreign nationals employed in the Tokyo-Yokohama area. Labor Offices in other areas will review the rate to be paid and if a slower rate is found advisable, it will be applied uniformly throughout that area. In no case will higher rates for listed grades be paid without the prior approval of this headquarters.

B. Pay rates are set primarily on a cost of living basis. Nationals of all Far Eastern countries, except the Philippine Island, will be paid at rates approximating those paid to Japanese nationals. (See Scale A, Appendix I, this regulation). Filipino nationals will be paid at rates established by the United States wage administration agency for the Philippines plus an appropriate differential as set by the Office of Civilian Personnel, General Headquarters, SCAP. All other foreign nationals will be paid at rates as shown in Scale B, Appendix I.

#### 7. Security Clearance and Employment Restrictions.

See letter, General Headquarters SCAP, file AG 230 (27 Nov 45) CIS, 27 November 1945, Subject: "Security Clearance and Employment Restrictions of Civilian Personnel." All employees will be subject to satisfactory security clearance.

#### 8. Miscellaneous.

A. Proselyting of employees between military units is prohibited. Transfer of Foreign Nationals and Japanese Nationals will effected only with the approval of the appropriate Military Government Labor Office. Individuals leaving the employment of one military unit without permission, will not be hired by another military unit for a period of sixty (60) days.



B. Special wage supplements in the form of food, extra pay, clothing, or other material considerations will not be granted to workers by labor using units.

9. Rescissions. Letter, General Headquarters SCAP file AG 230.033 (11 Oct 45) ESS, 11 October 1945, Subject: "Employment of Foreign nationals", and Memorandum, General Headquarters SCAP file AG 230 (17 Oct 45 ESS, 17 October 1945, Subject: "Employment of Foreign Nationals", are rescinded. Such provisions of previous directives and instructions concerning employment of foreign and Japanese nationals as may conflict with provision of this regulation are rescinded.

BY COMMAND OF GENERAL MACARTHUR:

RICHARD J. MARSHALL,  
Major General, General Staff Corps,  
Chief of Staff.



1-DEXTER  
2-FW

GENERAL HEADQUARTERS  
SUPREME COMMANDER FOR THE ALLIED POWERS

AG 230 (20 Dec 45)OCP

20 December 1945

SUBJECT: Civilian Personnel Standard Operating Procedure for GHQ, SCAP.

TO : Staff Sections, this headquarters and GHQ, AFAC, Advance Echelon.

1. GENERAL: The Unit Personnel Division, Office of Civilian Personnel, this headquarters, has been established to relieve the general and special staff sections of the necessity of recruiting, hiring, processing and paying U. S. citizens, foreign national, technically qualified Japanese, and other accredited civilian personnel working for the War Department at this headquarters. The objective of the memorandum is to standardize and expedite processing of civilian personnel actions and to clarify relationships between the Unit Personnel Division and the general and special staff sections of this headquarters serviced by it.

2. AUTHORIZATION OF POSITIONS: The number of positions for each section is determined and authorized by G-1. The Unit Personnel Division is advised of the determination and establishes a position control file accordingly. Total number of positions authorized may not be exceeded.

3. ESTABLISHMENT OF POSITIONS:

a. Before an individual can be hired or a binding commitment made, the position to be filled must be established and funds procured.

b. An established position is defined as a set of duties and responsibilities to be performed by one civilian employee, which has been authorized and has been reviewed by the Unit Personnel Division as to grade and job title. An established position is created as a result of a survey or review by the Unit Personnel Division and is supported by a job description. The position may be either vacant or filled.

c. To establish a position and to determine the proper salary, the attached WD Form 72, Civilian Personnel Action Request will be submitted. Items 1, 6, 8, 9, 10, 11, 12, 13 and 14 will be completed. No offer of employment will be made until the grade and salary has been officially determined in accordance with specifications of the War Department and Civil Service Commission.

Original copy of WD Form 72, and the original and 2 copies of WD Form 74, position description, is sent to the Unit Personnel Division and one copy is retained by the staff section until action is completed, after which this copy may be destroyed. The space "Request No." WD Form 72, will be filled in by the operating section and will be numbered serials beginning with No. 1, preceded by the section identifying symbol, i.e. Adjutant General "AG-1".

A supply of WD Forms No. 80, Employee Record Card, has been requisitioned. Pending receipt and distribution, it is suggested that each staff section maintain a 3" x 5" card showing the following information on each established position,



BASIC: Ltr, SCAP to Staff Sections, subj: "Civilian Personnel S.O.P.", file AG 230 (20 Dec 45) OCF, dtd 20 Dec 45.

- (1) Name of Employee (If position is vacant, leave sufficient blank space).
- (2) Grade of Position.
- (3) Address and telephone No. of Employee
- (4) Section in which position is located
- (5) Position No. \_\_\_\_\_ (This is obtained from position No. space, Item 15, WD Form 72 when returned by OCF to staff sections.)

SEE PARAGRAPH 4 below for information as to employment of an individual to fill the established position.

d. To cancel the established position because it is no longer needed or the function is no longer being performed, items 1, 6, 7, 8, 9, 13 and 14 Part A, WD Form 72, will be completed. If there is an incumbent, item 5 of Part A should be completed so that separation or transfer of the employee can be completed. Position number will be entered under Item 12.

e. A classification analyst from Unit Personnel Division will review each requested job, and establish the correct title, service, series and grade in accordance with prescribed standards. The Director of Civilian Personnel is responsible for the proper allocation of positions.

RECRUITMENT OF CIVILIANS TO BE PAID AT U. S. RATES

a. In the recruitment and employment of personnel no persons can be paid unless the job is established and a WD Form 50, Notification of Personnel Action, is issued prior to the person entering on duty. Persons working without having had prior clearance through the Unit Personnel Division cannot be paid for such periods of unauthorized work as retroactive actions cannot be made under current regulations. Employee Agreements will be issued by Chief, Unit Personnel Division.

b. Recruitment of personnel to fill a proposed position is initiated by completing item 3, Part A, of WD Form 72, at same time establishment of the job is requested. If the job is already established, items 3, 6, 7, 8, 9, 10, 11, 12, 13 and 14 will be completed. If a specific qualified person is known to be available, the name should be inserted in item 3, and appropriate remarks as to address and availability made in item 12. Item 12 will also indicate whether U. S. citizens are required, or whether foreign nationals or technically qualified Japanese nationals can be used.

c. The Office of Civilian Personnel is the only section of this headquarters empowered to initiate action to procure War Department civilian employees from outside Japan and Korea. Informal personal contact may be made with individuals regarding their availability or desire for employment in the occupational area. It is cautioned that no advice should be given as to rate of pay, type of accommodations, etc, until the position has been established. Individuals so contacted should be warned to take no action to resign from present positions or to make travel plans until a definite offer of a position is tendered by a representative of the War Department or the Civil Service Commission. If a qualified person is known to be available, and is desired to fill an established position, item 12 of WD Form 72 should indicate the person's address and other pertinent data as to place of employment, salary received, etc.



BASIC: Ltr SCAP Staff Sections, subj: "Civilian Personnel S.O.P.", file AG 230(20 Dec 45)OCP, dtd 20 Dec 45.

5. PERSONNEL ACTIONS:

a. A WD Form 72 will be submitted to Chief, Unit Personnel Division for all types of personnel actions.

b. A promotion is defined as an increase in grade or salary.

c. A demotion is defined as a decrease in grade or salary.

d. Automatic within grade promotions (APPLICABLE ONLY TO EMPLOYEES PAID AT U.S. RATES) which are based on length of service and efficiency ratings will be effected by the Unit Personnel Division from the employee's records. Chiefs of staff sections are not required to initiate action in this matter.

e. An employee may be promoted to a higher grade in three ways:

- (1) The duties and responsibilities of his present position may have increased so as to warrant reclassification to a higher grade, or
- (2) He may be placed in an entirely different position which has been established at a higher grade than his present position, or
- (3) The original allocation may be changed by survey or issuance of new job specifications.

In any case a WD Form 72 and WD Form 74 will be submitted to the Unit Personnel Division. If an inspection of the job is required, a representative of the Unit Personnel Division will review the position. Time limits as prescribed in civilian personnel regulations will be adhered to.

f. If the duties of an employee's position change in such a manner as to require a change in designation without change in grade and salary, or if he is placed in an established position in a different line of work without change in grade, Part A WD Form 72, accompanied by a WD Form 74, will be completed and forwarded to the Unit Personnel Division. These actions are described as reassignments, example of which are changes from clerk to clerk-typist, or from clerk-typist to clerk stenographer. If approved, the Unit Personnel Division will take official action to make the reassignment.

g. Employees will not be transferred from section to section without prior approval of such action by Unit Personnel Division. This does not prohibit loan of employees for short period; however, the loaning office will be responsible for the time reporting.

h. Some of the more common types of separations are listed below:

- |                                    |                                       |
|------------------------------------|---------------------------------------|
| (1) Resignation                    | (4) Separation for Disability         |
| (2) Removal                        | (5) Separation of Deaths              |
| (3) Separation for<br>inefficiency | (6) Separation by Retirement          |
|                                    | (7) Separation of Reduction in Force. |



BASIC: Ltr SCAP to Staff sections, subj: "Civilian Personnel S.O.P.", file AG 230 (20 Dec 45)OCP, dtd 20 Dec 45.

i. Every effort will be made to persuade the employee to remain in his position. If work factors are the primary cause for resignation, an attempt will be made to place the employee in a position for which he is better suited. When personal problems are the cause of resignation, an effort will be made to work out a solution. If these measures are unsuccessful, the employee will be referred to the Unit Personnel Division for an interview (NOT APPLICABLE FOR JAPANESE PERSONNEL).

6. EMPLOYEE INJURY AND ILLNESS:

a. It is of paramount importance that employees be protected against physical hazards, injuries, or disease resulting from their employment.

b. Medical treatment for injuries and illnesses may be obtained at Army Dispensaries.

c. The Federal Government has made provisions for medical treatment, hospitalization and compensation for employees paid at U.S. rates who are disabled or killed in performance of duty. The United States Employees' Compensation Act of 7 September 1916, as amended, established the United States Employees' Compensation Commission as the authority to administer these provisions and to make all rules and regulations necessary for its effective administration.

- (1) Claims for compensation cannot be granted legally unless reports of injury and disability and claims for compensation are submitted on appropriate forms to the Employees' Compensation Commission. When an employee sustains an injury on the job, no matter how slight, the procedure outlined in the following paragraph will be followed.
- (2) The employee will complete C.A.1, "Employee's Notice of Injury and Original Claim for Compensation and Medical Treatment" in duplicate and forward it to his superior. If medical treatment is required the employee's superior will prepare Form C.A. 16 in triplicate, and give the original to the employee, who will present it to the Army medical facility administering treatment. The chief of the employing staff section will forward Form C.A.1 in duplicate and the duplicate and triplicate of Form C.A.16 to the Unit Personnel Division; which will make such further investigation and additional reports as may be necessary.
- (3) A supply of forms will be furnished upon request to the Unit Personnel Division.

7. TRAVEL:

a. Request for travel orders for the performance of temporary official duty will follow the same procedure required for military personnel. Adjutant general will furnish the Unit Personnel Division, Office of Civilian Personnel, with copies of all civilian employee travel orders for inclusion in the employees' 201 files.

b. Travel orders for permanent change of station will be routed through Unit Personnel Division.

c. Travel for recreational purposes while on leave status will be at the employee's own expense.



BASIC: Ltr SCAP Staff Sections, subj: "Civilian Personnel S.O.P.", file AG 230 (20 Dec 45) OCP, dtd 20 Dec 45.

d. If an employee has been recruited on the mainland and transported to this area at government expense he may be returned to his point of engagement at government expense upon relief from duty in this area. Necessary arrangements for transportation will be made by the Unit Personnel Division when the employee reports for clearance as prescribed in paragraph 5 i above.

8. TIME AND LEAVE REPORTS AND PROCEDURES:

a. The time and leave reporting system set forth in this paragraph will govern all staff sections of HQ, SCAP, serviced by the Unit Personnel Division, office of Civilian Personnel. These time reports must be accurately maintained and certified by a responsible officer in each section. War Department and Theater regulations prescribe that civilian salary payments can be made only on the basis of positive time certifications.

b. Time Report for Civilian Employees CP Form 1, will be used to record the attendance of and meals furnished to all civilian employees. Total number of meals furnished will be entered in "Remarks" column opposite each employee's name. Instructions for its completion are shown on the reverse side of the form. It will be submitted for two weeks period in accordance with the schedule indicated on the reverse side. The reports are due within two days after the last day of the reporting period. If not received by the end of the second day, payment cannot be made until the following pay day. A separate time report will be submitted for foreign national and Japanese nationals personnel paid on a foreign national pay roll.

c. The regularly established tour of duty, GHQ, SCAP, for civilian employees will be eight (8) hours per day, six days per week, with Sunday ordinarily considered as the regularly authorized day off (Shown as DO on Time Report) each section should adjust its work schedule for employees to permit one full day off in a seven (7) day period. Within the two-week period two DO's should be entered for each employee on duty for the full fourteen day period.

d. Leave (APPLICABLE ONLY TO EMPLOYEES PAID AT U.S. RATES).

(1) Annual leave will be granted at the discretion of the Chief of Section. It may be granted for such routine purposes as shopping and for short vacation periods. All leave will be reported in full hours only. Example: If an employee is absent 5½ hours, leave will be reported at 6 hours. Absences up to 29 minutes can be administratively excused. Annual leave accrues at the approximate rate of two (2) days per month for each full month actually worked. Leave so accrued will carry over from year to year except that not more than 90 days annual leave may be carried over.

(2) Sick leave may be granted when an employee is incapacitated for duty by sickness or injury or to receive medical, dental or optical treatment. At the discretion of the Section Chief the employee may be required to present a personal certification as to illness for three (3) days or less, and a certification of illness signed by a physician is required for illnesses of more than three (3) days. When required, such certificates will be attached to the Time Report. Sick Leave will be counted in full hours in the same way as annual leave. Sick leave accrues at the rate of 1½ days per month for each



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full month actually worked. Employees may accrue no more than 90 days sick leave. Sick leave is a privilege and not a right and it is not to be substituted for annual leave.

e. Leave for foreign nationals and Japanese technical personnel will be granted at discretion of section chiefs.

f. paid overtime (APPLICABLE ONLY TO EMPLOYEES PAID AT U.S. RATES): Overtime beyond 48 hours a week will be authorized only to meet emergency work loads and must be approved in writing by the chief of section not later than one full work day after being authorized. A copy of the approval will be attached to the time report and will contain a brief statement of justification. Compensatory time off may be granted in lieu of payment for hours worked in excess of 48 hours in a given week. The compensatory time off must be granted and taken during the same pay period as that in which the excess overtime was reported. The irregular or occasional time worked in excess of 48 hours in the administrative work-week must be certified on the official time report.

g. Legal holidays (APPLICABLE ONLY TO EMPLOYEES PAID AT U.S. RATES):

- (1) The following listed days which have been declared legal holidays by Congress and the President will be regarded as non-work days unless specific instructions are issued to the contrary, 1 January, 22 February, 30 May, 4 July, first Monday in September, 11 November, Thanksgiving Day, 25 December.
- (2) Annual or sick leave may not be charged for absence on a legal holiday under any circumstances. If an employee is ill on a holiday which has been declared a work day, he may be excused with pay. If an employee is absent on such a holiday without advance approval, he will lose pay for that day.
- (3) Time and a half is paid for all work on legal holidays; therefore, all employees should be permitted to be off duty these days.

h. Night differential (APPLICABLE ONLY TO EMPLOYEES PAID AT U.S. RATES) Federal Employees Pay Act of 1945 provides for a flat 10% night differential for employees who are on a regularly scheduled night duty from hours 1800 to 0600. It cannot be paid to employees on a leave status or absent because of excused absence. Separate individual time reports, Form CP 1, will be submitted on employees whose regular scheduled tour of duty falls between 1800 to 0600 hours, and will show under each employee's name the hours worked, i.e.:

DOE, Jane  
(Due night differential; Works from 1800 to 0300  
1 hr for midnight lunch)

9. INCOME TAX AND ALLOWMENTS: Specific information concerning income tax and allotments will be furnished employees by the Unit Personnel Division upon request.

10. MESSING AND HOUSING: The Unit Personnel Division will be responsible for arranging with the Headquarters Commandant for messing, housing and other necessary and authorized accommodations for U. S. employees, civilian personnel



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of attached organization, and for making recommendations on these matters for foreign national employees. Charges for subsistence will be made by payroll deductions as reported on Time Report. Japanese personnel are not entitled to such privileges.

11. PAY PERIOD: Effective 1 December 1945, the pay period for all civilian employees at this Headquarters paid at U.S. Civil Service rates will consist of four (4) work weeks of 48 hours each. Salary payments will be made at the unit personnel division seven (7) days subsequent to the close of business at the end of the pay period. A schedule of the opening and closing dates of the pay periods will be distributed shortly.

12. SECURITY CLEARANCE AND EMPLOYMENT RESTRICTIONS: The policy outlined in letter this Headquarters AG 230 (27 Nov 45) CIS will be followed. Employment of all civilian personnel will be subject to satisfactory security clearance."

13. PRIVILEGES FOR EMPLOYEES PAID AT U.S. RATES: United States citizens who are War Department civilian employees of this Headquarters will be granted the privileges accorded military personnel, including religious services, commissary privileges, mess facilities and recreational activities.

14. JAPANESE PERSONNEL:

a. Labor and standard types of personnel include common laborers, mess personnel, interpreters, translators, clerks, typists, stenographers, etc.

(1) Such personnel will be requisitioned directly from the Labor Office, Tokyo Detachment, 8th Army Military Government at the American Club. MGTD Form #1 should be submitted in triplicate directly to the American Club. Requisitions received after 0930 will be filled the following day. Requisitions received after 0930 cannot be filled until two days later. Additional time may be required for skilled workers (i.e., carpenters, stenographers, draftsmen).

(2) Weekly reports: Units receiving Japanese labor through the Tokyo Detachment, 8th Army Military Government are requested to submit weekly a report as of 2400 Saturday on attached MGTD Form No. 2 to that office. This report will include all contract Japanese Laborers who may not have been furnished by the Tokyo Detachment Labor Office. Common labor in this report refers only to unskilled labor. Mess personnel, janitors, servants, etc., will be enumerated under "all other types of workers".

(3) Payment of Japanese Labor: It is the responsibility of the Japanese Government to set the wage rate and arrange payment of such Japanese workers employed by the Armed Forces. However, in instances where difficulties may arise concerning payment, the Tokyo Detachment, 8th Army, will be willing to make suggestions and offer assistance to expedite these matters. For method of payment and wage scales, see letter, this headquarters, AGO 240 (7 Nov 45) ESS, Subject: "Wages Paid to Japanese Nationals."



BASIC: Ltr to Staff Sections, Subj: "Civilian Personnel S.O.P.", file AG 230(20 Dec 45) OCP, dtd 20 Dec 45.

b. Technically qualified personnel include consultants, professional and scientific personnel and other personnel not covered in 14a above.

- (1) Actions on such personnel will be requested on WD Form #72 in accordance with procedure outlined in Par 15a and b below.
- (2) Wage rates for such technical personnel will be specifically authorized by the Unit Personnel Division based upon the duties to be performed.
- (3) Payment of such technical personnel will be in accordance with the specifically authorized rates, and on the payroll of foreign nationals (See paragraph 15d below.)

15. Foreign Nationals;

a. Requests for employment of foreign nationals will be made on Form WD #72 to the Unit Personnel Division accompanied by a description of duties on WD Form #72.

b. The Unit Personnel Division will be responsible for wage setting and filling the request with the Eighth Army Tokyo Labor Office. Security clearance will also be completed before employee is entered on duty.

c. All matters pertaining to foreign nationals will be referred to the Unit Personnel Division.

d. Each section, until further notice, will prepare payrolls in accordance with the memorandum, this Headquarters, dated 17 October 1945, "Employment of Foreign Nationals", file AG 230 (17 Oct 45) ISB.

e. The term foreign nationals shall include residents of Japan, who are citizens of the United States, neutrals; citizens of Allied or Axis countries and stateless persons.

f. For other policy on foreign nationals, see memorandum cited in paragraph 15d above.

16. Correspondence and Inquiries;

a. Check sheets intended for the Unit Personnel Division will be addressed to office of civilian personnel (UFD).

b. Memoranda will include: "Attention Unit Personnel Division, office of Civilian Personnel".

By command of General MacARTHUR;

/s/ H. W. Allen  
H. W. ALLEN  
Colonel, A. G. D.  
Asst Adjutant General

- 5 Incls;
- Incl. 1 - WD Form 72
  - Incl. 2 - OP Form 1
  - Incl. 3 - WD Form 74
  - Incl. 4 - MGTD Form No. 1
  - Incl. 5 - MGTD Form No. 2



part B - (For use by Personnel Office ONLY)

position	Auth. by	Date	Allocated by	Date	Position No.	16. Std Terminology
15. Action Approvals						
17. Remarks			18. Effective date		19. Pos ref or job descrip manual	
20 Leave data for separation action		A. Last day of duty		B. No. hrs. to be paid		C. pd covered by lv. From; To ;
D. Excess lv taken days;		E. No. days LWOP		F. Signature of leave clerk		

part C-(To be filled in by exit interview)

Date of Interview	Name of employee interviewed	Signature of exit interviewer
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Part D-(To be filled in by employee when resigning)

Note to operating official, This resignation must not be executed until after an exit interview has been conducted and certified to in Part "C" above. No copy of this form will be given to the employee prior to his exit interview conducted by the personnel office.

1. I hereby resign for the following reasons;

2. My last day of work will be	3. Forward any communications to me at		
	Street and number	City	State

4. It is understood that final salary check cannot be released until payment is made of any indebtedness to the government and until all government property charged to me has been returned.

Date	Last name-first name-middle initial (printed)	Signature
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Part A-(Continued)



WD Form 72

Request No.	CIVILIAN PERSONNEL ACTION REQUEST	Date of request
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Part A (Use of operating office) SECTION I-Position Action Request (see III below)

1. Nature of position action request 2. No. of positions involved  
 Establish  Reclassify  Cancel

SECTION II-personnel Action Request (see III below)

3 Appointments	<input checked="" type="checkbox"/> Regular <input type="checkbox"/> Temporary (not to exceed,	Name (if applicable)	
	<input type="checkbox"/> other	No. persons	Des. effec. date
4. Transfer or changes	<input type="checkbox"/> Promotion <input type="checkbox"/> Suspension	Name (if applicable)	
	<input type="checkbox"/> other <input type="checkbox"/> Transfer w/in installation	No. persons	Des. effec. date
5. Separations (prepare an extra copy WD 72 all separations)	<input type="checkbox"/> Resignation <input checked="" type="checkbox"/> Termination	Name (if applicable)	
	<input type="checkbox"/> other (specify)	No. persons	Des. effec. date

- Request that vacancy created by this vacancy be filled as indicated in 3 or 4 above.
- Request that vacancy created by this action be not filled and that the position be:
  - Cancelled as indicated above in Item 1
  - Held open until further notice

SECTION III-Position Specifications (Use in connection with I and/or II above)

Item	From (Present position)	To (Proposed position)
6. position title		
7. salary		
8. branch section		
9. and location		

10. Is access to confidential or secret material involved  Yes  No

11. Name of last incumbent if position is already established,

12. Remarks (When used to request personnel, except "name" cases, include qualifications required, experience training, sex, special skills, physical factors, and special working conditions. Use Item 12 on reverse side if more space is needed.)

13. For further information call (Name, title, phone) | 14. Approved by (Signature and title).



INSTRUCTION FOR PREPARATION

TIME REPORT FOR CIVILIAN EMPLOYEES

1. Each section must submit a time report covering all civilians in the section, on the day after the last day of the period covered. Delivery should be made to Unit Personnel Section, OCP, 2d floor Teikoku Bldg (behind Provost Marshal Bldg).

2. These time reports must be accurately maintained and certified by an officer. Theater and War Department Regulations prescribe that civilian salary payments can be made on the basis of positive time certifications, only.

3. The payroll period is two calendar weeks, the work week beginning at 0001 Sunday and ending at 2400 Saturday. Time reports should adhere to the following schedule:

- a. 18 Nov through 1 Dec
- b. 2 Dec " 15 Dec.
- c. 16 Dec " 29 Dec
- d. 30 Dec and every two weeks thereafter.

4. Time reports should be prepared retroactively to cover full period of duty with the Army, from date of departure from home. Time awaiting transportation in the States and enroute should be shown as "TR".

5. Explanation of entries:

- a. Item (1) SECTION. For example, LABOR ESS.
- b. Item (2) DATE RECORD COMPLETED. Ordinarily, the last day of the period covered. For records prepared retroactively, use current date.
- c. Item (3) PERIOD. As shown in schedule in paragraph 3, above.
- d. Column 1. NAMES. List alphabetically, last, first, and initial.
- e. Column 2. DAY OF MONTH AND HOURS WORKED. Show the date over the day:

21	22	23	24	etc.
S	M	T	W	

After each employee's name, show under pertinent day number of hours worked, or authorized symbols, viz:

- 8 - For 8 hours work
- 8-2 - For 8 hours work plus 2 hours overtime
- 8-DO - For 8 hours work on authorized day off

AP, SL, DO, AL, TR -- As indicated on face of sheet

f. Column 3. REMARKS. Explain any deviation from normal work schedule, dates of reporting and transfer, etc.

g. MEALS: Certifying Officers will be responsible for accurately reporting the number of meals eaten every two weeks. Unless an employee is separated, he will normally be charged for forty-two meals every fourteen days and any deviation from this number should be explained.



CP Form 1.

GENERAL HEADQUARTERS  
SUPREME COMMANDER FOR THE ALLIED POWERS  
TIME REPORT FOR CIVILIAN EMPLOYERS

- (1) SECTION \_\_\_\_\_
- (2) LOCATION \_\_\_\_\_ (3) PHONE NO. \_\_\_\_\_
- (4) DATE RECORD COMPLETED \_\_\_\_\_
- (5) PERIOD FROM \_\_\_\_\_ THRU \_\_\_\_\_

NAME	DAY OF MONTH AND HOURS WORKED														REMARKS */	
	S	M	T	W	T	F	S	S	M	T	W	T	F	S		

\*/ Explain overtime, give date reported for work, date transferred, meals, etc.

AP - Absent without leave  
 AL - Authorized annual leave  
 SL - Authorized sick leave  
 DO - Authorized day off  
 TR - Travel status

I CERTIFY THAT THE ABOVE IS A TRUE AND CORRECT ATTENDANCE RECORD OF EACH OF THE ABOVE NAMED PERSONS FOR THE PERIOD COVERED BY THIS RECORD.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and rank, typed

\_\_\_\_\_  
Title



Duties and Responsibilities (continued)      Percentage of  
 time on  
 each task

---



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The above statement of duties and responsibilities is approved as correct

Signature of operating official

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13. Title and grade of immediate supervisor of this position

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Position Audit

Date					
Analyst					



WD Form 74

1. Position No.

War Department  
POSITION DESCRIPTION  
Field Service

2. Installation	5. Title			
3. Position location.	6. Service	7. Series	8. Grade	9. No.
	10. Signature of analyst.	11. Date allocated		
12. Additional identical to this position.				

4. Duties and responsibilities. Percentage of time on each task.



LABOR REQUISITIONS FOR MILITARY UNITS  
IN TOKYO-TO

Date \_\_\_\_\_

TO: TOKYO DETACHMENT, 8TH ARMY MILITARY GOVERNMENT,  
AMERICAN CLUB, TOKYO.

Labor as listed below is required on \_\_\_\_\_  
(Time and date wanted)

for the following project \_\_\_\_\_

and will report to \_\_\_\_\_  
(Officer-in-charge) (Name of place)

\_\_\_\_\_  
(Complete address using Japanese and English  
names, room numbers, floor, etc.)

NUMBER

TYPE OF WORK

Probable duration of job is \_\_\_\_\_

Signature \_\_\_\_\_

Using Unit \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_