Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

WAR DEPARTMENT
POSITION DESCRIPTION
FIELD SERVICE

1. POSITION NO.

CW-25

2. INSTALLATION	5. TITLE			
G-2, CIS, CCD, PPB, DIST. I.	6. SERVICE	7. SERIES File Clerk	8. GRADE 3	9. NO.
3. POSITION LOCATION	10. SIGNATURE OF ANALYST			11. DATE ALLOCATED
Motion Picture Section				
	12. ADDITIONAL IDENTICAL TO THIS POSITION CW-25-1			

4. DUTIES AND RESPONSIBILITIES	PERCENTAGE OF TIME ON EACH TASK
Under supervision, is responsible for the proper maintenance of all files concerned with the operations of the Motion Picture Section. LANGUAGE REQUIREMENTS: Good knowledge of verbal and written Japanese essential.	

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1 JUN 45

(Continue statement of duties on reverse side)

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

DUTIES AND RESPONSIBILITIES-Continued	PERCENTAGE OF TIME ON EACH TASK

The above duties and responsibilities are approved.

WALTER B. PUTNAM, Col. AC
Civil Censorship Officer
(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Clerk-Translator CAF-6

14. TITLES, GRADES AND NUMBER OF EMPLOYEES SUPERVISED BY THIS POSITION

Direct: **None** **Indirect:** **None**

POSITION AUDIT

DATE							
ANALYST							

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

WAR DEPARTMENT
POSITION DESCRIPTION
FIELD SERVICE

1. POSITION NO. CW-26

2. INSTALLATION G-2, CIS, CCD, PPB, DIST. I.	5. TITLE Censor (Theatrical)			
	6. SERVICE	7. SERIES	8. GRADE 8	9. NO.
3. POSITION LOCATION Theatrical Section	10. SIGNATURE OF ANALYST			11. DATE ALLOCATED
	12. ADDITIONAL IDENTICAL TO THIS POSITION CW-26-1 through CW-26-7			

4. DUTIES AND RESPONSIBILITIES — PERCENTAGE OF TIME ON EACH TASK

Assists Theatrical Censor (DAC, CAF-8) by reading English translations of scripts of Japanese plays with a view toward finding objectionable material. Spot-checks, under supervision of Theatrical Censor, theatres for censorable material and adherence to censorship regulations. Should have a thorough understanding of the principles and purpose of censorship and be able to explain reasons for deletions and suppressions to producers, playwrights, and scenarists. Should also be conversant with customs and history of the Japanese people.

LANGUAGE REQUIREMENTS:

Knowledge of written and oral Japanese is essential. Must have excellent command of the English language. Must be familiar with theatrical terminology.

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1 JUN 45

(Continue statement of duties on reverse side)

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

DUTIES AND RESPONSIBILITIES-Continued	PERCENTAGE OF TIME ON EACH TASK

The above duties and responsibilities are approved.

WALTER B. PUTNAM, Col. AC
Civil Censorship Officer
(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Censor (Theatrical) CAF-9

14. TITLES, GRADES AND NUMBER OF EMPLOYEES SUPERVISED BY THIS POSITION

Direct: None

Indirect: None

POSITION AUDIT

DATE							
ANALYST							

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

WAR DEPARTMENT
POSITION DESCRIPTION
FIELD SERVICE

1. POSITION NO.

CW-27

2. INSTALLATION	5. TITLE			
G-2, CIS, CCD, PPB, DIST. I.	Interpreter-Translator-Typist			
	6. SERVICE	7. SERIES	8. GRADE	9. NO.
			7	
3. POSITION LOCATION	10. SIGNATURE OF ANALYST			11. DATE ALLOCATED
Theatrical Section				
	12. ADDITIONAL IDENTICAL TO THIS POSITION			
	CW-27-1			

4. DUTIES AND RESPONSIBILITIES	PERCENTAGE OF TIME ON EACH TASK
Types all reports, memoranda, and studies which require special handling, making corrections in the translation and grammatical construction of the English sentences by referring to the original Japanese text. Translates or supervises translations of correspondence originally written in English for transmission to Japanese producers. Translates or supervises translations which require expert handling. Carries out interpreting mission as directed. Supervises, indirectly, all typing work done in the Section. Must have excellent typing ability.	
LANGUAGE REQUIREMENTS:	
Must possess excellent ability to render idiomatic written and verbal Japanese into grammatically correct English.	

WD FORM 74
1 JUN 45

(Continue statement of duties on reverse side)

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

DUTIES AND RESPONSIBILITIES-Continued	PERCENTAGE OF TIME ON EACH TASK

The above duties and responsibilities are approved.

WALTER B. PUTNAM, Col, AC
(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Liaison Officer (Theatrical Industry) CAF-9

14. TITLES, GRADES AND NUMBER OF EMPLOYEES SUPERVISED BY THIS POSITIO

Direct:
None

Indirect:
5 Clerk Typists (Grade 2)

POSITION AUDIT

DATE							
ANALYST							

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

WAR DEPARTMENT
POSITION DESCRIPTION
FIELD SERVICE

1. POSITION NO. CW-28

2. INSTALLATION G-2, CIS, CCD, PPB, DIST. I.	5. TITLE Clerk Typiste			
	6. SERVICE	7. SERIES	8. GRADE 2	9. NO.
3. POSITION LOCATION Theatrical Section	10. SIGNATURE OF ANALYST			11. DATE ALLOCATED
	12. ADDITIONAL IDENTICAL TO THIS POSITION CW-28-1 through CW-28-4			

4. DUTIES AND RESPONSIBILITIES — PERCENTAGE OF TIME ON EACH TASK

Under supervision, operates standard typwriter to reproduce from straight copy, corrected copy or rough draft, reports and translations with which the Theatrical Section is concerned. Performs related clerical tasks as may be required.

LANGUAGE REQUIREMENTS:

None.

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(Continue statement of duties on reverse side)

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

DUTIES AND RESPONSIBILITIES-Continued	PERCENTAGE OF TIME ON EACH TASK

The above duties and responsibilities are approved.

WALTER B. PUTNAM, Col. AC
Civil Censorship Officer
(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Liaison Officer (Theatrical Industry) CAF-9

14. TITLES, GRADES AND NUMBER OF EMPLOYEES SUPERVISED BY THIS POSITIO

Direct:
None

Indirect:
None

POSITION AUDIT

DATE							
ANALYST							

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

WAR DEPARTMENT
POSITION DESCRIPTION
FIELD SERVICE

1. POSITION NO.
CW-29

2. INSTALLATION	5. TITLE File Clerk			
G-2, CIS, CCD, FPB, DIST. I.	6. SERVICE	7. SERIES	8. GRADE 3	9. NO.
3. POSITION LOCATION	10. SIGNATURE OF ANALYST			11. DATE ALLOCATED
Theatrical Section				
	12. ADDITIONAL IDENTICAL TO THIS POSITION CW-29-1			

4. DUTIES AND RESPONSIBILITIES	PERCENTAGE OF TIME ON EACH TASK
Under supervision of Liaison Officer, organizes and is responsible for maintenance of all files concerned with the operations of the Theatrical Section. LANGUAGE REQUIREMENTS: Good knowledge of verbal and written Japanese essential. Knowledge of verbal English desired but not essential.	

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1 JUN 45

(Continue statement of duties on reverse side)

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

DUTIES AND RESPONSIBILITIES-Continued	PERCENTAGE OF TIME ON EACH TASK

The above duties and responsibilities are approved.

WALTER B. PUTNAM, Col. AC
Civil Censorship Officer
(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Liaison Officer (Theatrical Industry) CAF-9

14. TITLES, GRADES AND NUMBER OF EMPLOYEES SUPERVISED BY THIS POSITION

Direct:
None

Indirect:
None

POSITION AUDIT							
DATE							
ANALYST							

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

WAR DEPARTMENT
POSITION DESCRIPTION
FIELD SERVICE

1. POSITION NO.

CW-30

2. INSTALLATION C-2, CIS, CCD, PPB, DIST. I	5. TITLE Advisor, Technical Expert (Pictorial)			
	6. SERVICE	7. SERIES	8. GRADE 11	9. NO.
3. POSITION LOCATION Theatrical Section	10. SIGNATURE OF ANALYST			11. DATE ALLOCATED
	12. ADDITIONAL IDENTICAL TO THIS POSITION CW-30-1 and CW-30-2			

4. DUTIES AND RESPONSIBILITIES

PERCENTAGE OF TIME ON EACH TASK

General:

Must have considerable professional experience with Japanese theatre. Must be completely familiar with the provisions of the Pictorial Code and current regulations governing censorship treatment of publications. Scans and examines scripts pertaining to the theatrical field, notes accuracy of translations and recommends appropriate censorship action. Serves as consultant to Censor (Theatrical).

Specific: (Pictorial)

Must be acquainted with the history of the Japanese theatre and possess a knowledge of specific plays. Does special research and may be called on to perform functions of translator, interpreter, or investigator in matters requiring expert handling. Advises Theatrical, Motion Picture, and Graphic Censors on problems dealing with specific Japanese plays or movies.

LANGUAGE REQUIREMENTS:

Excellent command of verbal and written Japanese and English necessary.

(Continue statement of duties on reverse side)

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

DUTIES AND RESPONSIBILITIES-Continued	PERCENTAGE OF TIME ON EACH TASK

The above duties and responsibilities are approved.

WALTER B. PUTNAM, Col, AC
Civil Censorship Officer
(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Censor (Graphic) CAF-9

14. TITLES, GRADES AND NUMBER OF EMPLOYEES SUPERVISED BY THIS POSITION

Direct:
None

Indirect:
None

POSITION AUDIT

DATE							
ANALYST							

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

WAR DEPARTMENT
POSITION DESCRIPTION
FIELD SERVICE

1. POSITION NO. CW-31

2. INSTALLATION: G-2, CIS, CCD, PPB, DIST. I	5. TITLE: Adviser, Technical Expert (Press-Publications)			
	6. SERVICE	7. SERIES	8. GRADE: 11	9. NO.
3. POSITION LOCATION: Press and Publications Section	10. SIGNATURE OF ANALYST			11. DATE ALLOCATED
	12. ADDITIONAL IDENTICAL TO THIS POSITION: CW-31-1 through CW-31-23			

4. DUTIES AND RESPONSIBILITIES	PERCENTAGE OF TIME ON EACH TASK

General:

Must have considerable professional experience in Japanese education, publication law, or economic fields, and a thorough acquaintance with Japanese journalism. Must be completely familiar with the provisions of the Press Code and current regulations governing censorship treatment of publications. Scans and examines briefs and galleys of problem publications, notes accuracy of translations and recommends appropriate censorship action on the publications. Serves as consultant to Censor (Press and Publications).

Specific: (Analysis)

Re-examines problem publications previously examined by censorship Examiners. Concurs in recommendations for censorship action made by original examiners or modifies original recommendations where a more thorough analysis of the motives of the writers and probable effect on the readers indicates that the original recommendations are not appropriate. Analyzes consecutive issues of periodical publications, and non-periodical publications submitted for censorship by specific publishing companies, to determine trends in the periodicals, or in the type and volume of these non-periodicals. Makes written reports on these observed trends.

LANGUAGE REQUIREMENTS:

Comprehensive knowledge of written and oral Japanese is essential. Must have excellent knowledge of idiomatic English, preserving in all translations, the exact shade of meaning of the original Japanese text. Must be thoroughly familiar with meanings and prescribed translations of abbreviations and terminology used in reference to occupation and world affairs.

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1 JUN 45

(Continue statement of duties on reverse side)

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

DUTIES AND RESPONSIBILITIES-Continued	PERCENTAGE OF TIME ON EACH TASK

The above duties and responsibilities are approved.

WALTER B. PUTNAM, Col. AC
Civil Censorship Officer
(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Censor (Press-Publications) Capt.

14. TITLES, GRADES AND NUMBER OF EMPLOYEES SUPERVISED BY THIS POSITION

Direct: **None** **Indirect:** **None**

POSITION AUDIT

DATE							
ANALYST							

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

WAR DEPARTMENT
POSITION DESCRIPTION
FIELD SERVICE

1. POSITION NO. CW-35

2. INSTALLATION	5. TITLE Clerk			
G-2, CIS, CCD, PPB, Dist. I	6. SERVICE	7. SERIES	8. GRADE 7	9. NO.
3. POSITION LOCATION	10. SIGNATURE OF ANALYST			11. DATE ALLOCATED
Press and Publications Section	12. ADDITIONAL IDENTICAL TO THIS POSITION CW-35-1 through CW-35-4			

4. DUTIES AND RESPONSIBILITIES	PERCENTAGE OF TIME ON EACH TASK
Maintains individual file cards for each publication submitted for censorship and enters thereon the action taken by censorship on that publication, making separate entries for each issue in the case of periodical publications. Maintains additional card files on each publishing company submitting publications for censorship and on publications broken down according to categories based on subject matter contained therein. Keeps a tally of the number of publications received in each category for inclusion in the section, monthly report of operations.	

LANGUAGE REQUIREMENTS:

Excellent knowledge of oral and written Japanese essential. Reading knowledge of English required.

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(Continue statement of duties on reverse side)

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

DUTIES AND RESPONSIBILITIES-Continued	PERCENTAGE OF TIME ON EACH TASK

The above duties and responsibilities are approved.

Walter B. Putnam, Col. AC
Civil Censorship Officer
(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Either (Censor (Book) CAF-9
(Censor (Magazine) CAF-10
(Censor (News) CAF-8

14. TITLES, GRADES AND NUMBER OF EMPLOYEES SUPERVISED BY THIS POSITION

Direct:	Indirect:
None	None

POSITION AUDIT

DATE							
ANALYST							

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

WAR DEPARTMENT
POSITION DESCRIPTION
FIELD SERVICE

1. POSITION NO. CW-36

2. INSTALLATION	5. TITLE			
G-2, CIS, CCD, PPB, Dist. I	Clerk			
	6. SERVICE	7. SERIES	8. GRADE	9. NO.
			6	
3. POSITION LOCATION	10. SIGNATURE OF ANALYST			11. DATE ALLOCATED
Press and Publications Section				
	12. ADDITIONAL IDENTICAL TO THIS POSITION			
	CW 36-1 through CW 36-9			

4. DUTIES AND RESPONSIBILITIES

PERCENTAGE OF TIME ON EACH TASK

Performs routine clerical, filing and typing assignments. Acts as inter-office messenger. Maintains adequate supplies for departmental operations. Checks file cards to determine whether or not publications reported as being published are being submitted for censorship.

LANGUAGE REQUIREMENTS:

Excellent knowledge of oral and written Japanese essential. Reading knowledge of English desired.

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1 JUN 45

(Continue statement of duties on reverse side)

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

DUTIES AND RESPONSIBILITIES-Continued	PERCENTAGE OF TIME ON EACH TASK

The above duties and responsibilities are approved.

Walter B. Putnam, Col. AC
Civil Censorship Officer
(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Either (Censor (Book) CAF-9
(Censor (Magazine) CAF-10
(Censor (News) CAF-8

14. TITLES, GRADES AND NUMBER OF EMPLOYEES SUPERVISED BY THIS POSITION

Direct:	Indirect:
None	None

POSITION AUDIT							
DATE							
ANALYST							

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

WAR DEPARTMENT
POSITION DESCRIPTION
FIELD SERVICE

1. POSITION NO. CM-37

2. INSTALLATION	5. TITLE File Clerk			
G-2, CIS, CCD, PPB, Dist. I.	6. SERVICE	7. SERIES	8. GRADE 5	9. NO.
3. POSITION LOCATION	10. SIGNATURE OF ANALYST			11. DATE ALLOCATED
Press and Publications Section				
	12. ADDITIONAL IDENTICAL TO THIS POSITION			

4. DUTIES AND RESPONSIBILITIES	PERCENTAGE OF TIME ON EACH TASK
Maintains files of publications submitted for censorship, keeping a continuous check on periodical publications to see that each issue is being submitted as required. Where publishers fail to submit publications regularly, contacts publishers by letter to determine cause for failure to comply with censorship regulations. Obtains necessary data from publications submitted for censorship or from representatives of the publishing company in order to maintain complete file cards on each publication. Keeps information on file cards current as changes are reported by the liaison officers. Insures that entries as to censorship violations detected in the publications are entered on the file cards accurately and completely. Should have a thorough knowledge of censorship policies and procedures as they apply to his specific job. LANGUAGE REQUIREMENTS: Excellent knowledge of oral and written Japanese essential. Some knowledge of oral and written English required.	

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1 JUN 45

(Continue statement of duties on reverse side)

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

DUTIES AND RESPONSIBILITIES-Continued	PERCENTAGE OF TIME ON EACH TASK

The above duties and responsibilities are approved.

Walter B. Putnam, Col. AC
Civil Censorship Officer
(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Either (Censor (News) CAF-8
(Censor (Magazine) CAF-10
(Censor (Book) CAF-6

14. TITLES, GRADES AND NUMBER OF EMPLOYEES SUPERVISED BY THIS POSITION

Direct: None

Indirect: None

POSITION AUDIT

DATE							
ANALYST							

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

WAR DEPARTMENT
POSITION DESCRIPTION
FIELD SERVICE

1. POSITION NO. CW-38

2. INSTALLATION C-2, CIS, CCD, PPB, DIST. I.	5. TITLE Clerk Typist			
	6. SERVICE	7. SERIES	8. GRADE 2	9. NO.
3. POSITION LOCATION Press and Publications Section	10. SIGNATURE OF ANALYST			11. DATE ALLOCATED
	12. ADDITIONAL IDENTICAL TO THIS POSITION CW-38-1 through CW-38-3			

4. DUTIES AND RESPONSIBILITIES	PERCENTAGE OF TIME ON EACH TASK
Operates standard typewriter. Types addresses on standard form letters and on envelopes. Does necessary copy-work typing. Types results of censorship action on publications on individual cards. Performs related clerical tasks. LANGUAGE REQUIREMENTS: Some knowledge of English required. Ability to type accurate copies of English texts essential.	

WD FORM 1 JUN 45 74

(Continue statement of duties on reverse side)

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

DUTIES AND RESPONSIBILITIES-Continued	PERCENTAGE OF TIME ON EACH TASK

The above duties and responsibilities are approved.

WALTER B. PUTNAM, Col. AC
Civil Censorship Officer
(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Either:	Examiner	CAF-8
	Censor (Book)	CAF-9
	Censor (Magazine)	CAF-10
	Censor (Film)	CAF-8

14. TITLES, GRADES AND NUMBER OF EMPLOYEES SUPERVISED BY THIS POSITION

Direct: None

Indirect: None

POSITION AUDIT

DATE							
ANALYST							

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

WAR DEPARTMENT
POSITION DESCRIPTION
FIELD SERVICE

1. POSITION NO. CW-39

2. INSTALLATION G-2, CIS, CCD, PPB, Dist. I	5. TITLE			
	6. SERVICE	7. SERIES	8. GRADE 11	9. (Not)
3. POSITION LOCATION Broadcast Section	10. SIGNATURE OF ANALYST			11. DATE ALLOCATED
	12. ADDITIONAL IDENTICAL TO THIS POSITION			

4. DUTIES AND RESPONSIBILITIES — PERCENTAGE OF TIME ON EACH TASK

General:

Must have considerable professional experience in radio or newspaper fields. Must be completely familiar with the provision of the Radio Code and current regulations governing censorship treatment of broadcasts. Scans and examines scripts, notes accuracy of translations, and recommends appropriate censorship action. Serves as consultant to Censor (Broadcast).

Specific: (Broadcast)

Must be well informed on all kinds of current subject matter, particularly political, economic, and cultural problems, as prompt and accurate decisions must be rendered.

LANGUAGE REQUIREMENTS:

Comprehensive knowledge of written and oral Japanese is essential. Must have excellent knowledge of idiomatic English, preserving in all translation, the exact shade of meaning of the original Japanese text. Must be thoroughly familiar with meanings and prescribed translations of abbreviations and terminology used in reference to occupation and world affairs.

WD FORM 74
1 JUN 45

(Continue statement of duties on reverse side)

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DUTIES AND RESPONSIBILITIES-Continued	PERCENTAGE OF TIME ON EACH TASK

The above duties and responsibilities are approved.

WALTER B. PUTNAM, Col, AC
Civil Censorship Officer
(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Censor (Broadcast) CAF-11

14. TITLES, GRADES AND NUMBER OF EMPLOYEES SUPERVISED BY THIS POSITION

Direct: None

Indirect: None

POSITION AUDIT

DATE							
ANALYST							

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

1. POSITION NO.

WAR DEPARTMENT
POSITION DESCRIPTION
FIELD SERVICE

Censor (Broadcast)

2. INSTALLATION ~~Hq, Sec, PPS~~, Dist. I	5. TITLE			
	6. SERVICE	7. SERIES	8. GRADE	9. NO.
3. POSITION LOCATION ~~Broadcast Section~~	10. SIGNATURE OF ANALYST			11. DATE ALLOCATED
	12. ADDITIONAL IDENTICAL TO THIS POSITION ~~CM-10-1 through CM-10-5~~			

4. DUTIES AND RESPONSIBILITIES	PERCENTAGE OF TIME ON EACH TASK
Censors radio scripts, transcriptions, and/or recordings; approves, disapproves or deletes all sripts. May make idiomatic or literal translations of scripts written in Sosho and Kaisho from the Japanse into English. Is responsible to Censor (Broadcast) for the summarization, approval, disapproval, or deletion of all scripts. Consults with the Censor (Broadcast) on all disapproved scripts and any unusual problems involved which would necessitate special treatment. On call, may review and re-examine work of the monitors. Must have a thorough knowledge of censorship policy and procedure.	

LANGUAGE REQUIREMENTS:

Excellent knowledge of verbal and printed or hand-written Japanese is essential.

WD FORM 74
1 JUN 45

(Continue statement of duties on reverse side)

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

DUTIES AND RESPONSIBILITIES-Continued	PERCENTAGE OF TIME ON EACH TASK

The above duties and responsibilities are approved.

Walter B. Putnam, Col. AC
Civil Censorship Officer
(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Censor(Broadcast) CAF-11

14. TITLES, GRADES AND NUMBER OF EMPLOYEES SUPERVISED BY THIS POSITION

Direct: None

Indirect: None

POSITION AUDIT

DATE							
ANALYST							

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

WAR DEPARTMENT
POSITION DESCRIPTION
FIELD SERVICE

1. POSITION NO.
CW-41

2. INSTALLATION	5. TITLE Monitor			
C-2, CIS, CCD, PPB, Dist. I	6. SERVICE	7. SERIES	8. GRADE 8	9. NO.
3. POSITION LOCATION	10. SIGNATURE OF ANALYST			11. DATE ALLOCATED
Broadcast Section	12. ADDITIONAL IDENTICAL TO THIS POSITION CW-41-1 through CW-41-5			

4. DUTIES AND RESPONSIBILITIES	PERCENTAGE OF TIME ON EACH TASK
Assists Monitor (Radio) (D&C, CAF-8) in monitoring radio broadcasts and recordings; keeping file of all current radio programs; indicating on file copy when the program has not been broadcast; and reporting violations to Censor (Broadcast). Must have good knowledge of censorship policy and procedures.	

LANGUAGE REQUIREMENTS:

Good knowledge of verbal, printed and handwritten Japanese essential.

WD FORM
1 JUN 45 74

(Continue statement of duties on reverse side)

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

DUTIES AND RESPONSIBILITIES-Continued	PERCENTAGE OF TIME ON EACH TASK

The above duties and responsibilities are approved.

Walter B. Putnam, Col. AC
Civil Censorship Officer
(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Monitor (Radio) CAF-8

14. TITLES, GRADES AND NUMBER OF EMPLOYEES SUPERVISED BY THIS POSITION

Direct:	Indirect:
None	None

POSITION AUDIT

DATE							
ANALYST							

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

WAR DEPARTMENT
POSITION DESCRIPTION
FIELD SERVICE

1. POSITION NO. CW-42

2. INSTALLATION C-2, CIS, CCD, FPB, Dist. I	5. TITLE Clerk Typist			
	6. SERVICE	7. SERIES	8. GRADE 2	9. NO.
3. POSITION LOCATION Broadcast Section	10. SIGNATURE OF ANALYST			11. DATE ALLOCATED
	12. ADDITIONAL IDENTICAL TO THIS POSITION CW-42-1 and CW-42-2			

4. DUTIES AND RESPONSIBILITIES	PERCENTAGE OF TIME ON EACH TASK
Operates standard typewriter. Types addresses on standard form letters and on envelopes. Does necessary copy-work typing. Performs related clerical tasks. LANGUAGE REQUIREMENTS: Some knowledge of English required. Ability to type accurate copies of English texts essential.	

WD FORM
1 JUN 45 74

(Continue statement of duties on reverse side)

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

DUTIES AND RESPONSIBILITIES-Continued	PERCENTAGE OF TIME ON EACH TASK

The above duties and responsibilities are approved.

WALTER B. PUTNAM, Col. AC
Civil Censorship Officer
(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Censor (Broadcast) GAF-11

14. TITLES, GRADES AND NUMBER OF EMPLOYEES SUPERVISED BY THIS POSITIO

Direct:	**Indirect:**
None	**None**

POSITION AUDIT

DATE							
ANALYST							

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

WAR DEPARTMENT
POSITION DESCRIPTION
FIELD SERVICE

1. POSITION NO. CM-43

2. INSTALLATION G-2, CIS, CCD, PPB, DIST. I	5. TITLE Censor (Broadcast)			
	6. SERVICE	7. SERIES	8. GRADE 9	9. NO.
3. POSITION LOCATION PPB Sub-Station Ia Sendai, Honshu, Japan.	10. SIGNATURE OF ANALYST			11. DATE ALLOCATED
	12. ADDITIONAL IDENTICAL TO THIS POSITION CM-43-1 through CM-43-3			

4. DUTIES AND RESPONSIBILITIES

PERCENTAGE OF TIME ON EACH TASK

During absence of Sub-Station Chief, Assists Censor (Broadcast) (CAF-9) in directing maintenance and operation of PPB Sub-Station Ia. Censors radio scripts, transcriptions, and/or recordings; approves, disapproves, or deletes all scripts. May make idiomatic or literal translations of scripts written in Sosho and Kaisho from the Japanese into English. Directly responsible to Censor (PPB) for the summarization, approval, disapproval, or deletion of all scripts with which he comes in contact. Consults with the Sub-Station Chief on all disapproved scripts and any unusual problems involved which would necessitate special treatment. Assists in supervising the work of the monitors and, on call, may review and re-examine their work. Must have a thorough knowledge of army chain of command, supply, personnel management and motor maintenance.

LANGUAGE REQUIREMENTS:

Excellent knowledge of verbal and printed or hand-written Japanese is essential.

WD FORM 74
1 JUN 45

(Continue statement of duties on reverse side)

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

DUTIES AND RESPONSIBILITIES-Continued	PERCENTAGE OF TIME ON EACH TASK

The above duties and responsibilities are approved.

WALTER B. PUTNAM, Col. AC
Civil Censorship Officer
(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Censor (PPB) Capt.

14. TITLES, GRADES AND NUMBER OF EMPLOYEES SUPERVISED BY THIS POSITIO

Direct:
None

Indirect:
None

POSITION AUDIT

DATE							
ANALYST							

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

WAR DEPARTMENT
POSITION DESCRIPTION
FIELD SERVICE

1. POSITION NO. CN-44

2. INSTALLATION	5. TITLE Monitor (Radio)			
G-2, CIS, CCD, PPB, DIST. I.	6. SERVICE	7. SERIES	8. GRADE 7	9. NO.
3. POSITION LOCATION	10. SIGNATURE OF ANALYST			11. DATE ALLOCATED
PPB Sub-Station I-s Sendai, Honshu, Japan.	12. ADDITIONAL IDENTICAL TO THIS POSITION CN-44-1 through CN-44-3			

4. DUTIES AND RESPONSIBILITIES	PERCENTAGE OF TIME ON EACH TASK
Monitors radio broadcasts and recordings; keeps file of all current radio programs; indicates on file copy when the program has not been broadcast; reports violations to Censor (PPB) District Sub-Station. Must have excellent knowledge of English verbal Japanese, and censorship policy and procedures. LANGUAGE REQUIREMENTS: Good knowledge of verbal, printed and hand written Japanese essential.	

WD FORM 74
1 JUN 45

(Continue statement of duties on reverse side)

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

DUTIES AND RESPONSIBILITIES-Continued	PERCENTAGE OF TIME ON EACH TASK

The above duties and responsibilities are approved.

WALTER B. PUTNAM, Col. AC
Civil Censorship Officer
(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Censor (PPB) Capt. (Military)

14. TITLES, GRADES AND NUMBER OF EMPLOYEES SUPERVISED BY THIS POSITION

Direct:
None

Indirect:
None

POSITION AUDIT							
DATE							
ANALYST							

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

WAR DEPARTMENT
POSITION DESCRIPTION
FIELD SERVICE

1. POSITION NO.

CW-45

2. INSTALLATION G-2, CIS, CCD, PPB, DIST. I.	5. TITLE Censor (Local News)			
	6. SERVICE	7. SERIES	8. GRADE 8	9. NO.
3. POSITION LOCATION PPB Sub-Station Ia Sendai, Honshu, Japan.	10. SIGNATURE OF ANALYST			11. DATE ALLOCATED
	12. ADDITIONAL IDENTICAL TO THIS POSITION CW-45-1			

4. DUTIES AND RESPONSIBILITIES	PERCENTAGE OF TIME ON EACH TASK
Reads, evaluates, and reviews press copy and galley proof for the purpose of obtaining information of value and to prevent the passage of information detrimental to the United States and Allied interests. Selects necessary portions to be passed, deleted, or suppressed and, in this capacity, must demonstrate good judgment and possess the ability to make quick and accurate decisions. Must have a thorough knowledge of the policies, procedures, precedents, and techniques of censorship. LANGUAGE REQUIREMENTS: Wide knowledge of printed Kaisho and idiomatic Japanese expression is essential. Must have an excellent command of English.	

WD FORM
1 JUN 45 74

(Continue statement of duties on reverse side)

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

DUTIES AND RESPONSIBILITIES-Continued	PERCENTAGE OF TIME ON EACH TASK

The above duties and responsibilities are approved.

WALTER B. PUTNAM, Col, AC
Civil Censorship Officer
(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Censor (PPB), CAF-10

14. TITLES, GRADES AND NUMBER OF EMPLOYEES SUPERVISED BY THIS POSITION

Direct:
None

Indirect:
None

POSITION AUDIT

DATE							
ANALYST							

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

WAR DEPARTMENT
POSITION DESCRIPTION
FIELD SERVICE

1. POSITION NO.

CW-46

2. INSTALLATION G-2, CIS, CCD, PPB DIST. I.	5. TITLE Examiner (Theatrical)			
	6. SERVICE	7. SERIES	8. GRADE	9. NO.
3. POSITION LOCATION PPB Sub-Station Ia Sendai, Honshu, Japan.	10. SIGNATURE OF ANALYST			11. DATE ALLOCATED
	12. ADDITIONAL IDENTICAL TO THIS POSITION CW-46-1			

4. DUTIES AND RESPONSIBILITIES

PERCENTAGE OF TIME ON EACH TASK

Reads and evaluates Japanese scripts of stage plays in accordance with established policies and procedures; may translate portions of the script. May also examine Kamishibai (paper theatre). Must have a good knowledge of censorship policies and procedures. Must preserve in all translations, the exact shade of meaning of the original Japanese text. Must be thoroughly familiar with motion picture and theatrical terminology, Japanese psychology, and aspects of Japanese history.

LANGUAGE REQUIREMENTS:

Comprehensive knowledge of all forms of written Japanese necessary. Must be able to read hand-written Sosho and printed Kaisho. Must have excellent knowledge of idiomatic English.

WD FORM 74
1 JUN 45

(Continue statement of duties on reverse side)

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

DUTIES AND RESPONSIBILITIES-Continued	PERCENTAGE OF TIME ON EACH TASK

The above duties and responsibilities are approved.

WALTER B. PUTNAM, Col. AC
Civil Censorship Officer
(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Censor (PP3) Capt. (Military)

14. TITLES, GRADES AND NUMBER OF EMPLOYEES SUPERVISED BY THIS POSITIO

Direct: None

Indirect: None

POSITION AUDIT

DATE							
ANALYST							

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

WAR DEPARTMENT
POSITION DESCRIPTION
FIELD SERVICE

1. POSITION NO. CM-47

2. INSTALLATION	5. TITLE Clerk Typist			
G-2, CIS, CCD, FPB, DIST. I.	6. SERVICE	7. SERIES	8. GRADE 2	9. NO.
3. POSITION LOCATION	10. SIGNATURE OF ANALYST			11. DATE ALLOCATED
FPB Sub-Station Ia Sendai, Honshu, Japan.	12. ADDITIONAL IDENTICAL TO THIS POSITION CM-47-1			

4. DUTIES AND RESPONSIBILITIES	PERCENTAGE OF TIME ON EACH TASK
Operates standard typewriter. Types addresses on standard form letters and on envelopes. Does necessary copy-work typing. Types results of censorship action on publications, scripts, etc., on individual cards. Performs related clerical tasks. LANGUAGE REQUIREMENTS: Some knowledge of English required. Ability to type accurate copies of English texts essential.	

WD FORM 74
1 JUN 45

(Continue statement of duties on reverse side)

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

DUTIES AND RESPONSIBILITIES-Continued	PERCENTAGE OF TIME ON EACH TASK

The above duties and responsibilities are approved.

WALTER B. PUTNAM, Col. AC
Civil Censorship Officer
(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Censor (Broadcast) CAF-9

14. TITLES, GRADES AND NUMBER OF EMPLOYEES SUPERVISED BY THIS POSITION

Direct: None

Indirect: None

POSITION AUDIT

DATE							
ANALYST							

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

WAR DEPARTMENT
POSITION DESCRIPTION
FIELD SERVICE

1. POSITION NO. CW-48

2. INSTALLATION G-2, CIS, CCD, PPB, DIST. I.	5. TITLE Censor (Broadcast)			
	6. SERVICE	7. SERIES	8. GRADE 9	9. NO.
3. POSITION LOCATION PPB Sub-Station Ib Sapporo, Hokkaido, Japan.	10. SIGNATURE OF ANALYST			11. DATE ALLOCATED
	12. ADDITIONAL IDENTICAL TO THIS POSITION CW-48-1 through CW-48-2			

4. DUTIES AND RESPONSIBILITIES	PERCENTAGE OF TIME ON EACH TASK
Assists Censor (Broadcast) (DAC), during absence of Sub-Station Censor (PPB), in directing maintenance and operation of PPB Sub-Station I-b. Under direction of Censor (Broadcast), censors radio scripts, transcriptions and/or recordings; approves, disapproves, or deletes all scripts. May make idiomatic or literal translations of scripts written in Sosho and Kaisho from the Japanese into English. Directly responsible for the summarization, approval, disapproval, or deletion of all scripts with which he comes in contact. Consults with the Censor (PPB) Sub-Station on all disapproved scripts and any unusual problems involved which would necessitate special treatment. Supervises the work of the monitors and, on call, may review and re-examine their work. Must have a thorough knowledge of censorship policy and procedure. LANGUAGE REQUIREMENTS: Excellent knowledge of verbal and printed or hand-written Japanese is essential.	

WD FORM 74
1 JUN 45

(Continue statement of duties on reverse side)

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

DUTIES AND RESPONSIBILITIES-Continued	PERCENTAGE OF TIME ON EACH TASK

The above duties and responsibilities are approved.

WALTER B. PUTNAM, Col. AC
Civil Censorship Officer
(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Censor (Broadcast), CAF-9

14. TITLES, GRADES AND NUMBER OF EMPLOYEES SUPERVISED BY THIS POSITION

Direct:
None

Indirect:
None

POSITION AUDIT

DATE							
ANALYST							

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

WAR DEPARTMENT
POSITION DESCRIPTION
FIELD SERVICE

1. POSITION NO.

CW-49

2. INSTALLATION G-2, CIS, CCD, FPB, DIST. I.	5. TITLE Monitor (Radio)			
	6. SERVICE	7. SERIES	8. GRADE 7	9. NO.
3. POSITION LOCATION FPB Sub-Station Ib Sapporo, Hokkaido, Japan.	10. SIGNATURE OF ANALYST			11. DATE ALLOCATED
	12. ADDITIONAL IDENTICAL TO THIS POSITION CW-49-1 through CW-49-5			

4. DUTIES AND RESPONSIBILITIES	PERCENTAGE OF TIME ON EACH TASK
Monitors radio broadcasts and recordings; keeps file of all current radio programs; indicates on file copy when the program has not been broadcast; reports violations to Censor (FPB) District Sub-Station. Must have good knowledge of English, verbal Japanese, and censorship policy and procedures. LANGUAGE REQUIREMENTS: Good knowledge of verbal, printed and hand written Japanese essential.	

WD FORM 74
1 JUN 45

(Continue statement of duties on reverse side)

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

DUTIES AND RESPONSIBILITIES-Continued	PERCENTAGE OF TIME ON EACH TASK

The above duties and responsibilities are approved.

WALTER B. PUTNAM, Col. AC
Chief Censorship Officer
(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Censor (PPB) CAF-10

14. TITLES, GRADES AND NUMBER OF EMPLOYEES SUPERVISED BY THIS POSITION

Direct:
None

Indirect:
None

POSITION AUDIT

DATE							
ANALYST							

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

WAR DEPARTMENT
POSITION DESCRIPTION
FIELD SERVICE

1. POSITION NO.

CM-50

2. INSTALLATION C-2, CIS, CCD, PPB, DIST. I.	5. TITLE Censor (Local News)			
	6. SERVICE	7. SERIES	8. GRADE 8	9. NO.
3. POSITION LOCATION PPB Sub-Station Ib Sapporo, Hokkaido, Japan.	10. SIGNATURE OF ANALYST			11. DATE ALLOCATED
	12. ADDITIONAL IDENTICAL TO THIS POSITION CM-50-1			

4. DUTIES AND RESPONSIBILITIES	PERCENTAGE OF TIME ON EACH TASK
Reads, evaluates, and reviews press copy and galley proof for the purpose of obtaining information of value and to prevent the passage of information detrimental to the United States and Allied interests. Selects necessary portions to be passed, deleted, or suppressed and, in this capacity, must demonstrate good judgment and possess the ability to make quick and accurate decisions. Must have a thorough knowledge of the policies, procedures, precedents, and techniques of censorship. LANGUAGE REQUIREMENTS: Wide knowledge of printed Kaisho and idiomatic Japanese expression is essential. Must have an excellent command of English.	

WD FORM 74
1 JUN 45

(Continue statement of duties on reverse side)

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

DUTIES AND RESPONSIBILITIES-Continued	PERCENTAGE OF TIME ON EACH TASK

The above duties and responsibilities are approved.

WALTER B. PUTNAM, Col. AC
Civil Censorship Officer
(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Censor (PPB), CAF-10

14. TITLES, GRADES AND NUMBER OF EMPLOYEES SUPERVISED BY THIS POSITION

Direct: None

Indirect: None

POSITION AUDIT							
DATE							
ANALYST							

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

WAR DEPARTMENT
POSITION DESCRIPTION
FIELD SERVICE

1. POSITION NO. CW-51

2. INSTALLATION	5. TITLE Examiner (Theatrical)			
G-2, CIS, CCD, PPB, DIST. I.	6. SERVICE	7. SERIES	8. GRADE 7	9. NO.
3. POSITION LOCATION	10. SIGNATURE OF ANALYST			11. DATE ALLOCATED
PPB Sub-Station Ib Sapporo, Hokkaido, Japan.	12. ADDITIONAL IDENTICAL TO THIS POSITION CW-51-1			

4. DUTIES AND RESPONSIBILITIES	PERCENTAGE OF TIME ON EACH TASK
Reads and evaluates Japanese scripts of stage plays in accordance with established policies and procedures; may translate portions of the script. May also examine Kamishibai (paper theatre). Must have a good knowledge of censorship policies and procedures. Must preserve in all translations, the exact shade of meaning of the original Japanese text. Must be thoroughly familiar with motion picture and theatrical terminology, Japanese psychology, and aspects of Japanese history. LANGUAGE REQUIREMENTS: Comprehensive knowledge of all forms of written Japanese necessary. Must be able to read hand-written Sosho and printed Kaisho. Must have excellent knowledge of idiomatic English.	

WD FORM 74
1 JUN 45

(Continue statement of duties on reverse side)

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

DUTIES AND RESPONSIBILITIES-Continued	PERCENTAGE OF TIME ON EACH TASK

The above duties and responsibilities are approved.

WALTER B. PUTNAM, Col. AC
Civil Censorship Officer
(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Censor (PPB), CAF-10

14. TITLES, GRADES AND NUMBER OF EMPLOYEES SUPERVISED BY THIS POSITION

Direct:	Indirect:
None	None

POSITION AUDIT

DATE							
ANALYST							

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

WAR DEPARTMENT
POSITION DESCRIPTION
FIELD SERVICE

1. POSITION NO. CW-52

2. INSTALLATION G-2, CIS, CCD, PPB, DIST. I.	5. TITLE Clerk Typist			
	6. SERVICE	7. SERIES	8. GRADE 2	9. NO.
3. POSITION LOCATION PPB Sub-Station Ib Sappore, Hokkaido, Japan.	10. SIGNATURE OF ANALYST			11. DATE ALLOCATED
	12. ADDITIONAL IDENTICAL TO THIS POSITION CW-52-1 through CW-52-3			

4. DUTIES AND RESPONSIBILITIES	PERCENTAGE OF TIME ON EACH TASK
Operates standard typewriter. Types addresses on standard form letters and on envelopes. Does necessary copy-work typing. Types results of censorship action on publications on individual cards. Performs related clerical tasks.	
LANGUAGE REQUIREMENTS: Some knowledge of English required. Ability to type accurate copies of English texts essential.	

WD FORM 74
1 JUN 45

(Continue statement of duties on reverse side)

DUTIES AND RESPONSIBILITIES-Continued	PERCENTAGE OF TIME ON EACH TASK

The above duties and responsibilities are approved.

WALTER B. PUTNAM, Col. AC
Chief Censorship Officer
(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Censor (Broadcast) CAF-9

14. TITLES, GRADES AND NUMBER OF EMPLOYEES SUPERVISED BY THIS POSITION

Direct:	Indirect:
None	None

POSITION AUDIT

DATE							
ANALYST							

Declassified E.O. 12065 Section 3-402/NNDC NO. 775069

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

DUTIES AND RESPONSIBILITIES-Continued	PERCENTAGE OF TIME ON EACH TASK

The above duties and responsibilities are approved.

WALTER B. PUTNAM, Col. AC
Chief, Censorship Office
(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Censor (Broadcast) CAF-9

14. TITLES, GRADES AND NUMBER OF EMPLOYEES SUPERVISED BY THIS POSITION

Direct: None **Indirect:** None

POSITION AUDIT

DATE							
ANALYST							

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

9

HEADQUARTERS
CIVIL CENSORSHIP DETACHMENT

FROM: PPB-I-Adm.

APO 500
DATE 7 Jan 1948

REMARKS

Office of the CCO		Col Putnam	
		Lt Col Thompson	
Liaison O		Capt Whitworth	
Spec Rpts		Mr McMullen	
Adm Div		Mr Hart	
		Capt Orr	
Pers	✓	Mr Boone	
Supply		Mr Hull	
SRCS		Lt Frailey	
Com Div		Mr Engrav	
		Mr Spaeth	
IRS		Mr McLaughlin	
TOS		Mr Blagg	
PPB Div		Mr Costello	
		Maj Wells	
		Capt Brubaker	
PPB I		Mr Malloy	
Com Dist I		Maj Lewis	
DPS I		Maj Rutherford	
Telecom I		Mr Bowden	
		Sgt Major	
		Chief Corres	
		Adm Files	

Please substitute the attached jot descriptions. Note that "Messenger Boy" for Broadcast Sect. is a new jot. Two copies of each of the attached have been forwarded to Comm Dist I

Initials Jay
Phone 26-5229

Note: This Buck slip will be used on both sides. The side no longer needed should be marked out with an X.

CCD #126

2589

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

HEADQUARTERS
CIVIL CENSORSHIP DETACHMENT

FROM: _____ APO 500

DATE _____ 1947

Office of the CCO		Col Putnam		REMARKS
		Lt Col Thompson		
Liaison O		Capt Whitworth		
Spec Rpts		Mr McMullen		
Adm Div		Mr Hart		
		Capt Orr		
Pers		Mr Boone		
Supply		Mr Hull		
SRCS		Lt Frailey		
Com Div		Mr Engrav		
		Mr Spaeth		
IRS		Mr McLaughlin		
TOS		Mr Blagg		
PPB Div		Mr Costello		
		Maj Wells		
		Capt Brubaker		
PPB I		Mr Malloy		
Com Dist I		Maj Lewis		
DPS I		Maj Rutherford		
Telecom I		Mr Bowden		
		Sgt Major		
		Chief Corres		
		Adm Files		

Initials _____
Phone

Note: This Buck slip will be used on both sides. The side no longer needed should be marked out with an X.

CCD #126

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

WAR DEPARTMENT POSITION DESCRIPTION FIELD SERVICE	1. POSITION NO. CW-19

2. INSTALLATION	5. TITLE			
G-2, CIS, CCD, PPB, DIST. I	Clerk Typist			
	6. SERVICE	7. SERIES	8. GRADE 7	9. NO
3. POSITION LOCATION	10. SIGNATURE OF ANALYST			11. DATE ALLOCATED
News Agency Section				
	12. ADDITIONAL IDENTICAL TO THIS POSITION CW-19-1 thru CW-19-5			

DUTIES AND RESPONSIBILITIES	PERCENTAGE OF TIME ON EACH TASK
Operates standard typewriter to reproduce from manuscript or typed English copy, reports, memoranda, and records. LANGUAGE REQUIREMENTS: Reading knowledge of printed or hand-written English.	

WD FORM
1 JUN 45 74

(Continue statement of duties on reverse side)

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

DUTIES AND RESPONSIBILITIES - Continued	PERCENTAGE OF TIME ON EACH TASK

The above duties and responsibilities are approved.

WALTER B. PUTHAM, Col. AC
Civil Supply Officer
(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Clerk CAF-6

14. TITLES, GRADES, AND NUMBER OF EMPLOYEES SUPERVISED BY THIS POSITION

Direct: None

Indirect: None

	POSITION AUDIT						
DATE							
ANALYST							

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

WAR DEPARTMENT
POSITION DESCRIPTION
FIELD SERVICE

1. POSITION NO.
CW-15

2. INSTALLATION
C-2, CIS, CCD, PPB, DIST. I

5. TITLE
Messenger Boy

6. SERVICE | 7. SERIES | 8. GRADE: 2 | 9. NO

3. POSITION LOCATION
News Agency Section

10. SIGNATURE OF ANALYST

11. DATE ALLOCATED

12. ADDITIONAL IDENTICAL TO THIS POSITION
CW-15-1 thru CW-15-5

DUTIES AND RESPONSIBILITIES	PERCENTAGE OF TIME ON EACH TASK
Acts as messenger between News Agency Section and the office of the Censor (PPB). Carries stories of a sensitive nature which require the action of the Censor (PPB) and delivers messages and reports which are not of a classified nature. Assists clerks in compilation of statistical record of copy going through News Agency Section. LANGUAGE REQUIREMENTS: None.	

WD FORM
1 JUN 45 74

(Continue statement of duties on reverse side)

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

DUTIES AND RESPONSIBILITIES - Continued	PERCENTAGE OF TIME ON EACH TASK

The above duties and responsibilities are approved.

WALTER B. PUPHAM, Col, AC
Chief, Comptroller Officer
(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Clerk GAF-6

14. TITLES, GRADES, AND NUMBER OF EMPLOYEES SUPERVISED BY THIS POSITION

Direct:

None

Indirect:

None

	POSITION AUDIT						
DATE							
ANALYST							

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

WAR DEPARTMENT
POSITION DESCRIPTION
FIELD SERVICE

1. POSITION NO.

CW-14

2. INSTALLATION

G-2, CIS, CCD, PPB, DIST. I

5. TITLE

File Clerk

6. SERVICE	7. SERIES	8. GRADE	9. NO
		3	

3. POSITION LOCATION

News Agency Section

10. SIGNATURE OF ANALYST

11. DATE ALLOCATED

12. ADDITIONAL IDENTICAL TO THIS POSITION

CW-14-1 through CW-14-5

DUTIES AND RESPONSIBILITIES	PERCENTAGE OF TIME ON EACH TASK
Maintains files of newspapers, newspaper galleys, page proofs, and translations. As reference to files is frequently requested only by subject matter, without knowledge of the name of the paper or the date of the publication of the article, the file clerk must have a good memory and knowledge of news items on file. Maintains files of English language publications from Civil Information and Education Section, Public Information Officer, and other SCAP Sections. LANGUAGE REQUIREMENTS: Reading knowledge of Japanese and English essential.	

WD FORM
1 JUN 45 74

(Continue statement of duties on reverse side)

DUTIES AND RESPONSIBILITIES - Continued	PERCENTAGE OF TIME ON EACH TASK

The above duties and responsibilities are approved.

(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

14. TITLES, GRADES, AND NUMBER OF EMPLOYEES SUPERVISED BY THIS POSITION

	POSITION AUDIT						
DATE							
ANALYST							

Declassified E.O. 12065 Section 3-402/NNDC NO. 775069

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

WAR DEPARTMENT POSITION DESCRIPTION FIELD SERVICE	1. POSITION NO. CW-13

2. INSTALLATION	5. TITLE			
G-2, CIS, CCD, PPB, DIST. I	Clerk General			
	6. SERVICE	7. SERIES	8. GRADE 4	9. NO

3. POSITION LOCATION	10. SIGNATURE OF ANALYST	11. DATE ALLOCATED
News Agency Section		
	12. ADDITIONAL IDENTICAL TO THIS POSITION CW-13-1 thru CW-13-11	

DUTIES AND RESPONSIBILITIES	PERCENTAGE OF TIME ON EACH TASK
Time stamps galley copy and page proofs in and out of News Agency Section. Acts as liaison, between censor personnel and newspaper copy representatives. Must be competent to determine from English copy whether it is Foreign or Local News. Files SCAP publications including Press Releases, Press Conferences Summations, and English language wire copy. Maintains statistical record of all copy going through News Agency Section. LANGUAGE REQUIREMENTS: Reading knowledge of Japanese and English essential.	

WD FORM
1 JUN 45 74

(Continue statement of duties on reverse side)

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

DUTIES AND RESPONSIBILITIES - Continued	PERCENTAGE OF TIME ON EACH TASK

The above duties and responsibilities are approved.

WALTER D. PUTNAM, Col. AC
Civil Censorship Officer
(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Clerk CAF-6

14. TITLES, GRADES, AND NUMBER OF EMPLOYEES SUPERVISED BY THIS POSITION

Direct:

None

Indirect:

None

	POSITION AUDIT						
DATE							
ANALYST							

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

WAR DEPARTMENT
POSITION DESCRIPTION
FIELD SERVICE

1. POSITION NO.

CW-

2. INSTALLATION

G-2, CIS, CCD, PPB, DIST. I

5. TITLE

Messenger Boy

6. SERVICE	7. SERIES	8. GRADE	9. NO
		2	

3. POSITION LOCATION

Broadcast Section

10. SIGNATURE OF ANALYST

11. DATE ALLOCATED

12. ADDITIONAL IDENTICAL TO THIS POSITION

DUTIES AND RESPONSIBILITIES	PERCENTAGE OF TIME ON EACH TASK
Acts as messenger between Broadcast Section and the office of the Censor (PPB). Carries scripts of a sensitive nature which require the action of the Censor (PPB) and delivers messages and reports which are not of a classified nature.	

LANGUAGE REQUIREMENTS:

None.

WD FORM
1 JUN 45 74

(Continue statement of duties on reverse side)

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

DUTIES AND RESPONSIBILITIES - Continued	PERCENTAGE OF TIME ON EACH TASK

JAN 8 1948 11 30

The above duties and responsibilities are approved.

WALTER B. PUTNAM, Col. AC
Civil Censorship Officer

(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Censor (Broadcast) CAF-11

14. TITLES, GRADES, AND NUMBER OF EMPLOYEES SUPERVISED BY THIS POSITION

Direct:

None

Indirect:

None

	POSITION AUDIT						
DATE							
ANALYST							

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

WAR DEPARTMENT

POSITION DESCRIPTION

FIELD SERVICE

1. POSITION NO.	
CR-141	

2. INSTALLATION	5. TITLE			
G-2, CIS, CCD, PPB, Dist. I	Censorship Special Examiner			
	6. SERVICE: E/N	7. SERIES:	8. GRADE: 14	9. No.
3. POSITION LOCATION	10. SIGNATURE OF ANALYST			11. DATE ALLOCATED
Press and Publications Section				
	12. ADDITIONAL IDENTICAL TO THIS POSITION: CR-141-1 thru CR-141-2			

4. DUTIES AND RESPONSIBILITIES

PERCENTAGE OF TIME ON EACH TASK

Reads and evaluates newspapers, magazines or books printed in Japanese or other languages for the purpose of detecting and extracting material of informational value to Allied agencies and reports any item in publications examined which is detrimental to the Occupation or its aims or to the interests of the Allied Nations. Evaluates material examined according to established Press Code or other specific instructions and from knowledge of present political, economic, social and labor conditions in Japan and throughout the world. Selects and translates necessary portions and recommends censorship action to be taken on those portions or on the publications as a whole. Must be thoroughly familiar with the culture, customs and literature of Japan and the major countries.

LANGUAGE REQUIREMENTS:

Comprehensive knowledge of all forms of written or printed Japanese and at least one additional language required. Must have excellent command of English. Ability to translate from Japanese or other foreign languages into English, preserving the exact meaning of the original text, is essential.

(Continue statement of duties on reverse side)

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

DUTIES AND RESPONSIBILITIES—*Continued*	PERCENTAGE OF TIME ON EACH TASK

The above duties and responsibilites are approved.

Walter B. Putnam, Col., USAF
Civil Censorship Officer
(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Examiner Translators CAF-7

14. TITLES, GRADES, AND NUMBER OF EMPLOYEES SUPERVISED BY THIS POSITION

Direct:

None

Indirect:

None

POSITION AUDIT

DATE							
ANALYST							

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Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

WAR DEPARTMENT
POSITION DESCRIPTION
FIELD SERVICE

1. POSITION NO. CR- 136

2. INSTALLATION

G-2, CIS, CCD, PPB, Dist. I

5. TITLE

Censor (Magazine)

6. SERVICE	7. SERIES	8. GRADE	9. NO

3. POSITION LOCATION

Magazine Department,
Press and Publications Section

10. SIGNATURE OF ANALYST

11. DATE ALLOCATED

12. ADDITIONAL IDENTICAL TO THIS POSITION

DUTIES AND RESPONSIBILITIES	PERCENTAGE OF TIME ON EACH TASK
Assists the Magazine Censor (DAC) in directing the operations of the Magazine Department's examiners in the pre and post-censorship of magazines for the purpose of extracting material of informational value to Allied Agencies and to prevent the passage in precensored magazines of material detrimental to the Occupation or its objectives or to the interests of the Allied Nations. In the absence of the Magazine Censor (DAC), makes final decision as to whether or not material reported by examiners violates the Press Code or other current censorship regulations, forwardingproblem magazines to the Re-examination Department for further scrutiny and recommendation and for eventual referral to Press and Publications Censor for final decision. Assists Magazine Censor (DAC) in the preparation of a monthly report of developments in the field of Japanese magazine publishing and prepares or supervises preparation of such other special reports as may be required. Must have a thorough knowledge of censorship policies, techniques and precedents. Must have a knowledge of Japanese and ofinternational politics, economy and labor as well as some knowledge of Japanese culture and customs. LANGUAGE REQUIREMENTS: Thorough knowledge of English and or oral and written Japanese essential.	

WD FORM
1 JUN 45 74

(Continue statement of duties on reverse side)

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

DUTIES AND RESPONSIBILITIES - Continued	PERCENTAGE OF TIME ON EACH TASK

The above duties and responsibilities are approved.

Walter B. Putnam, Col., AC
Civil Censorship Officer
(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Magazine Censor CAF-10

14. TITLES, GRADES, AND NUMBER OF EMPLOYEES SUPERVISED BY THIS POSITION

Indirect:

None

Direct:

40 Examiners (J/N)
12 Clerks (5 F/N, 7 J/N)

	POSITION AUDIT						
DATE							
ANALYST							

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

WAR DEPARTMENT
POSITION DESCRIPTION
FIELD SERVICE

1. POSITION NO. [redacted] 137-2

2. INSTALLATION

G-2, CIS, CCD, PPB, Dist. I

5. TITLE

Violation Report Editor

6. SERVICE	7. SERIES	8. GRADE	9. NO

3. POSITION LOCATION

Press and Publications Section

10. SIGNATURE OF ANALYST

11. DATE ALLOCATED

12. ADDITIONAL IDENTICAL TO THIS POSITION

DUTIES AND RESPONSIBILITIES	PERCENTAGE OF TIME ON EACH TASK
Must be familiar with the provisions of the Press Code and current regulationsgoverning censorship treatment of publications. Prepares violation reports of censorship action taken, using the English translations of objectionable portions of publications which have been acted upon by censorship. Refers to the original text to insure the accuracy of such translations, at the same time putting translated portions into proper English for typing. After referring to the original Japanese texts, prepares in English brief summaries of the magazine or newspaper articles or books in which violations have been detected. LANGUAGE REQUIREMENTS: Comprehensive knowledge of written Japanese and an excellent knowledge of idiomatic English is essential in order to transform faulty and awkward translations by Japanese national examiners into presentable English for record. Must be thoroughly familiar with meanings and prescribed translations of abbreviations and terminology used in reference to occupation and world affairs.	

WD FORM
1 JUN 45 74

(Continue statement of duties on reverse side)

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

DUTIES AND RESPONSIBILITIES - Continued	PERCENTAGE OF TIME ON EACH TASK

The above duties and responsibilities are approved.

Walter B. Putnam, Col., AC
Civil Censorship Officer
(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Censor (Press and Publications) CAF-11

14. TITLES, GRADES, AND NUMBER OF EMPLOYEES SUPERVISED BY THIS POSITION

Direct	Indirect
2 J/N Interpreter-Translator-Typists.	None

	POSITION AUDIT						
DATE							
ANALYST							

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

WAR DEPARTMENT POSITION DESCRIPTION FIELD SERVICE	1. POSITION NO. 138-3

2. INSTALLATION	5. TITLE			
G-2, CIS, CCD, PPB, Dist. I	Examiner Translator			
	6. SERVICE	7. SERIES	8. GRADE	9. NO
	F/N		PG-5	
3. POSITION LOCATION	10. SIGNATURE OF ANALYST			11. DATE ALLOCATED
Press and Publications Section				
	12. ADDITIONAL IDENTICAL TO THIS POSITION			

DUTIES AND RESPONSIBILITIES	PERCENTAGE OF TIME ON EACH TASK
Assigns magazines, books or newspapers to Examiners for examination. Revise recommendations of Examiners for censorship action to be taken on magazines, books or newspapers. Concurs in or modifies original recommendations and adds appropriate comments and additional recommendations when in his opinion those originally made are not adequate or appropriate. Refers questionable magazines, books or newspapers to Department Head for decision on censorship action to be taken. Marks deletions and suppressions in galley proofs of precensored magazines and books and affixes the censorship approval stamp to galley proofs of precensored publications which have been passed. Maintains daily statistical report of publications examined and censorship action taken. Edits and checks accuracy of translations of censorship violations. Aids Department Head in general supervision of Examiners. Must be familiar with censorship policies, procedures and current regulations governing censorship operations. Knowledge of Japanese culture, customs, economics and politics required. LANGUAGE REQUIREMENTS: Comprehensive knowledge of written Japanese is essential. Must have good knowledge of idiomatic English. Must be thoroughly familiar with meanings and prescribed translations of terminology used in reference to occupation and world affairs.	

WD FORM
1 JUN 45 74

(Continue statement of duties on reverse side)

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

DUTIES AND RESPONSIBILITIES - Continued	PERCENTAGE OF TIME ON EACH TASK

The above duties and responsibilities are approved.

Walter B. Putnam, Col., AC
Civil Censorship Officer
(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Examiner, CAF-8 1st Lt.

14. TITLES, GRADES, AND NUMBER OF EMPLOYEES SUPERVISED BY THIS POSITION

Direct	Indirect
Examiners, (F/N, J/N) Clerks, (F/N, J/N)	None

	POSITION AUDIT						
DATE							
ANALYST							

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

WAR DEPARTMENT POSITION DESCRIPTION FIELD SERVICE	1. POSITION NO. CM- 139-3

2. INSTALLATION	5. TITLE			
G-2, CIS, CCD, PPB, MIS. I	Translator Typist			
	6. SERVICE	7. SERIES	8. GRADE	9. NO
3. POSITION LOCATION	10. SIGNATURE OF ANALYST			11. DATE ALLOCATED
Press and Publications Section Book, Magazine and/or Newspaper Department				
	12. ADDITIONAL IDENTICAL TO THIS POSITION			
	[redacted]			

DUTIES AND RESPONSIBILITIES	PERCENTAGE OF TIME ON EACH TASK
Obtains from Japanese publishers submitting publications or from the publications themselves information in Japanese concerning the name and address of the publishing company, name of the editor and/or publisher and other necessary information for file records and types this information on file cards, translating titles of publications into English. In the Magazine and Newspaper Departments keeps information on the file cards current as changes are reported by the liaison officers. Types on file cards a record of censorship action taken on each issue of periodical publications. In the Magazine and Newspaper Departments, prepares cards for all publications to be filed according to names of the publishing companies and according to the category of the subject matter of the publications. LANGUAGE REQUIREMENTS: Excellent knowledge of oral and written Japanese is required. Knowledge of English sufficient to translate publication titles from Japanese into English needed.	

WD FORM
1 JUN 45 74

(Continue statement of duties on reverse side)

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

DUTIES AND RESPONSIBILITIES - Continued	PERCENTAGE OF TIME ON EACH TASK

The above duties and responsibilities are approved.

VALTER B. PUTNAM, Col. AC
Chief Security Officer
(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Either: Magazine Censor GS-10
News Censor GS- 9
Book Censor GS- 9
Examiner GS- 9, 1st Lt.

14. TITLES, GRADES, AND NUMBER OF EMPLOYEES SUPERVISED BY THIS POSITION

Direct:

None

Indirect:

None

	POSITION AUDIT						
DATE							
ANALYST							

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

WAR DEPARTMENT
POSITION DESCRIPTION
FIELD SERVICE

1. POSITION NO. CR- 140

2. INSTALLATION

G-2, CIS, CCD, PPB, DIST. I

5. TITLE

Interpreter-Typist

6. SERVICE	7. SERIES	8. GRADE	9. NO

3. POSITION LOCATION

Broadcast Section

10. SIGNATURE OF ANALYST

11. DATE ALLOCATED

12. ADDITIONAL IDENTICAL TO THIS POSITION

DUTIES AND RESPONSIBILITIES	PERCENTAGE OF TIME ON EACH TASK
Co-ordinates the files of the monitors and censors with the administrative records. Evaluates file copy in sloughing off out-dated material. Handles classified matters and is in a position of trust. Edits script translation and types from long hand original. Types monthly report, special reports, and classified correspondence. Is receptionist for the section and interpreter for the section chief and his assistant. Must be excellent touch-typist and have a good knowledge of censorship policy and procedure. LANGUAGE REQUIREMENTS: Fluency in Japanese and excellence in English.	

WD FORM
1 JUN 45 74

(Continue statement of duties on reverse side)

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

DUTIES AND RESPONSIBILITIES - Continued	PERCENTAGE OF TIME ON EACH TASK

The above duties and responsibilities are approved [redacted]

(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

[redacted]

14. TITLES, GRADES, AND NUMBER OF EMPLOYEES SUPERVISED BY THIS POSITION

Direct	Indirect
None	None

	POSITION AUDIT						
DATE							
ANALYST							

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

WAR DEPARTMENT

POSITION DESCRIPTION

FIELD SERVICE

1. POSITION No. CR-141

2. INSTALLATION: G-2, CIS, CCD, PPB, Dist. I

5. TITLE: Censorship Special Examiner

6. SERVICE	7. SERIES	8. GRADE	9. No.
E/N		14	

3. POSITION LOCATION: Press and Publications Section

10. SIGNATURE OF ANALYST

11. DATE ALLOCATED

12. ADDITIONAL IDENTICAL TO THIS POSITION: CR-141-1 thru CR-141-2

4. DUTIES AND RESPONSIBILITIES

PERCENTAGE OF TIME ON EACH TASK

Reads and evaluates newspapers, magazines or books printed in Japanese or other languages for the purpose of detecting and extracting material of informational value to Allied agencies and reports any item in publications examined which is detrimental to the Occupation or its aims or to the interests of the Allied Nations. Evaluates material examined according to established Press Code or other specific instructions and from knowledge of present political, economic, social and labor conditions in Japan and throughout the world. Selects and translates necessary portions and recommends censorship action to be taken on those portions or on the publications as a whole. Must be thoroughly familiar with the culture, customs and literature of Japan and the major countries.

LANGUAGE REQUIREMENTS:

Comprehensive knowledge of all forms of written or printed Japanese and at least one additional language required. Must have excellent command of English. Ability to translate from Japanese or other foreign languages into English, preserving the exact meaning of the original text, is essential.

WD FORM 1 JUN 45 74

(Continue statement of duties on reverse side)

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

DUTIES AND RESPONSIBILITIES—*Continued*	PERCENTAGE OF TIME ON EACH TASK

The above duties and responsibilites are approved.

Walter B. Putnam, Col., USAF
Civil Censorship Officer
(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Examiner Translators CAF-7

14. TITLES, GRADES, AND NUMBER OF EMPLOYEES SUPERVISED BY THIS POSITION

Direct:

None

Indirect:

None

POSITION AUDIT

DATE							
ANALYST							

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Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

WAR DEPARTMENT
POSITION DESCRIPTION
FIELD SERVICE

1. POSITION NO.

2. INSTALLATION

G-2, CIS, CCD, PPB, DIST. I

5. TITLE

Interpreter-Typist

6. SERVICE	7. SERIES	8. GRADE	9. NO

3. POSITION LOCATION

Headquarters Section

10. SIGNATURE OF ANALYST

11. DATE ALLOCATED

12. ADDITIONAL IDENTICAL TO THIS POSITION

DUTIES AND RESPONSIBILITIES	PERCENTAGE OF TIME ON EACH TASK
Co-ordinates the files of the monitors and censors with the administrative records. Evaluates file copy in sloughing off out-dated material. Handles classified matters and is in a position of trust. Edits script translation and types from long hand original. Types monthly report, special reports, and classified correspondence. Is receptionist for the section and interpreter for the section chief and his assistant. Must be excellent touch-typist and have a good knowledge of censorship policy and procedure. LANGUAGE REQUIREMENTS: Fluency in Japanese and excellence in English.	

WD FORM
1 JUN 45 74

(Continue statement of duties on reverse side)

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

DUTIES AND RESPONSIBILITIES - Continued	PERCENTAGE OF TIME ON EACH TASK

The above duties and responsibilities are approved

Major B. Putnam, Col., AC
Civil Censorship Officer

(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Censor (Broadcast) CAF-11

14. TITLES, GRADES, AND NUMBER OF EMPLOYEES SUPERVISED BY THIS POSITION

Direct	Indirect
None	None

	POSITION AUDIT						
DATE							
ANALYST							

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

WAR DEPARTMENT
POSITION DESCRIPTION
FIELD SERVICE

1. POSITION NO.

2. INSTALLATION

G-2, GIB, GCD, FPB, DIST. I

5. TITLE

Interpreter-Typist

6. SERVICE	7. SERIES	8. GRADE	9. NO

3. POSITION LOCATION

Precinct Section

10. SIGNATURE OF ANALYST

11. DATE ALLOCATED

12. ADDITIONAL IDENTICAL TO THIS POSITION

DUTIES AND RESPONSIBILITIES	PERCENTAGE OF TIME ON EACH TASK
Co-ordinates the files of the monitors and censors with the administrative records. Evaluates file copy in sloughing off out-dated material. Handles classified matters and is in a position of trust. Edits script translation and types from long hand original. Types monthly report, special reports, and classified correspondence. Is receptionist for the section and interpreter for the section chief and his assistant. Must be excellent touch-typist and have a good knowledge of censorship policy and procedure. LANGUAGE REQUIREMENTS: Fluency in Japanese and excellence in English.	

WD FORM
1 JUN 45 74

(Continue statement of duties on reverse side)

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

DUTIES AND RESPONSIBILITIES - Continued	PERCENTAGE OF TIME ON EACH TASK

The above duties and responsibilities are approved.

Walter B. Putnam, Col., AC
Civil Censorship Officer

(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Censor (Broadcast) CAF-11

14. TITLES, GRADES, AND NUMBER OF EMPLOYEES SUPERVISED BY THIS POSITION

Direct	Indirect
None	None

	POSITION AUDIT						
DATE							
ANALYST							

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

DAILY DIARY 26 February 1947

WDC SUB-SECTION:

1. Contract extension requested for Miss Toshiko Aihara.

2. Orders requested for T. Takimori, Alva Blagg, Mary Akita and Hirochi Kita.

3. Completed check with Control Branch at CPS, FEC, with the result that the following positions have been established:

04.11		Special Reports Writer	2 positions
		Secretary (PPB Div)	
	CE-23	Ch IRS Fukuoka	
	CB-4	Asst Ch Comm Div (Postal)	
04.16	CE-24	Clerk Typist (IRS)	
	CM 13-41	Supv Reg Mail Exam Unit	

As of this date, CCD is one (1) position below ceiling, which vacancy is being held open for the establishment of the position of Asst Chief Information & Records Sec (Tokyo). The Classification & Wage Division of CPS, FEC, is still holding this position.

A block of transfers for DPS I was made without benefit of WD Forms 72.

J/N and F/N SUB-SECTION:

1. Prepared payroll and paid WDCs, covering period from 26 January to 8 February 1947.

2. Processed 37 Records of Personal Action pertaining to employment and separation.

3. Audited and forwarded for PMO Clearances 21 Personal History Statements with Photographs.

4. Sent 21 Authority for employment Cards to DPS.

5. Two (2) transportation certificates issued.

6. Arranged for typing test for applicant for employment.

7. Reviewed reports required by Labor Office of Military Government.

C.H.B.

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

DAILY DIARY 24 February 1947

WDC SUB-SECTION:

1. WD Forms 72 (Civilian Personnel Action Request) prepared for the regular appointments of Lillian H. Inouye and Takako Nii.

2. WD Form 72 prepared for the termination of Kenneth Y. Nakado; travel orders requested.

3. WD Forms 72 prepared for the transfers of Masaaki Takanabe, Charles H. Boone and Louis Bernstein.

4. WD Form 72 prepared for the termination of John Pastor.

5. Continued with checking T/O in preparation for final check with CPS.

6. Routine duties.

J/N and F/N SUB-SECTION:

1. Mr. Bernstein visited five places this morning.

a. Tokyo Bank. He learned that Japanese banks are now releasing 700 Yen instead of 500 Yen in cash per month.

b. National City Bank. Was informed that as yet nothing official has been issued from American headquarters on the above matter.

c. Labor Office of Military Government. Discussed revised application for Employment form and nature of reports required.

d. Provost Marshal's Office. Discussed revised Personal History forms and clearances of employees.

e. Tokyo Station. Discussed with Station Master, Mr. Amano, a revised Ticket Purchase Request form.

2. Completed revision of application for Employment and personal History Statement form.

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

J/N and F/N SUB-SECTION: (continued)

3. Payroll of WDC turned in. Two persons red-lined.

4. Interviewed 2 WDC's who requested billets.

5. Interviewed a dismissed Japanese National who desired reconsideration of his case.

C.H.B.

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

DAILY DIARY 21 February 1947

WDC SUB-SECTION:

1. Extension of Contract requested for Miss Fumeko Maeda.

2. Routine duties.

3. Table of Organization presently being checked against records of CPS.

J/N and F/N SUB-SECTION:

1. Arrangement was made with Mr. Isomura, Director of Liaison Office, for Nakayama Shigeru in securing his house.

2. Application for employment approved and will be submitted for approval.

3. Instructed Miss Mitchener to dismiss Examiner Translator Eiichi Niwa, in accordance with directive from the Provost Marshal.

C.H.B.

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

DAILY DIARY 20 February 1947

WDC SUB-SECTION:

1. WD Form 72 (Civilian Personnel Action Request) prepared for the appointment by transfer of Helen J. Gromer.

2. WD Form 72 prepared for the regular appointment of Fujie Yasuda.

3. WD Form 72 prepared for the transfer of John Mittwer.

4. Requested orders to place Mr. Louis Spaeth on TDY to District Station No. III, Fukuoka.

J/N and F/N SUB-SECTION:

1. Hired four (4) Senior Examiner Translator for PPB and one (1) Night Guard for IRS Hq.

2. Set up rosters and schedules of J & F/N employees for interviews and finger printing.

3. Completed payment of WDC for period from 12 January to 25 January 1947.

4. One transportation certificate issued.

C.H.B.

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

DAILY DIARY 19 February 1947

WDC SUB-SECTION:

1. WD Forms 72 (Civilian Personnel Action Request) prepared for recruitment of individuals to replace Asa Munekiyo and Garth A. Bouckley.

2. WD Forms 72 prepared for the promotions of Jewel Wimberly and Robert Eejima.

3. WD Form 72 prepared for the appointment of Elsie Shishido.

4. Requested rescission of travel orders for Kiyoshi Sumida.

5. Requested orders for Rest Leave for Mr. Albert Y. Suzuki.

6. WD Form 72 prepared for the transfer of Curtis Bergen.

7. WD Form 72 prepared for the transfer of Yukio Mizumoto and the cancellation of CCD Pos. No. 12.61 CM 13-32, Supv Parcel Post Exam Unit.

8. WD Form 72 prepared for the resignation of Leona M. Harris; travel orders requested.

9. WD Form 72 prepared for the appointment by transfer of Agatha McDermott.

10. Distributed Memorandum to all WDCs regarding dependent housing and travel.

11. Requested Stateside recruitment of Frank M. Jimbo.

J/N and F/N SUB-SECTION:

1. Audited and forwarded for PMO clearances 18 Personal History Statements with photographs.

2. Processed 40 Personal History Statements pertaining to employment and separation.

3. January Salary Statement for F/N prepared.

4. Hired one typist for Hq Supply and one driver for Hq Motor Pool.

C.H.B.

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

DAILY DIARY 18 February 1947

WDC SUB-SECTION:

1. WD Form 72 (Civilian Personnel Action Request) prepared for the Stateside recruitment of Miss Helen Ulrey.

2. WD Form 72 prepared for the termination of Miss Kiyoko Hamamura.

3. WD Form 50 (Notification of Personnel Action) received from CPS, FEC, confirming the promotion of Yasuki F. Mizuno.

4. Extension of contract requested for Mr. Richard H. Castle

J/N and F/N SUB-SECTION:

1. Hired one (1) J/N as a Ware House Clk for PPB and two (2) J/N as Drivers for CCD HQ Motor Pool.

2. Building passes for F/N procured and issued to persons concerned. Old building passes collected and will be returned to Hq & Sv Gp.

3. Interviews and finger-printing of J/N & F/N by PMO stepped-up. Set-up rosters of schedules.

4. Mess Coupons for F/N procured.

C.H.B.

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

DAILY DIARY 17 February 1947

WDC SUB-SECTION:

1. Requested orders to allow Mr. William F. Corkery to visit friends in Osaka.

2. Requested orders for Rest Leave for Mr. William T. Ikeda.

3. WD Forms 50 (Notification of Personnel Action) received from CPS, FEC, confirming promotions of Mayme M. Smith and Sadae Suehiro Tagami.

4. Contract extension requested for Mr. Kiyoshi Sumida.

5. WD Form 72 (Civilian Personnel Action Request) and WD Form 74 (Position Description) prepared for the reestablishment of the position of Chief, Personnel Section for a War Department Civilian.

J/N and F/N SUB-SECTION:

1. Hired two (2) J/N, one as a typist for PPB, and one as a night guard for IRS Hq.

2. Processed 28 Personal History Statements.

3. Audited and forwarded for PMO clearances 24 Personal History Statements with photographs.

4. Mr. L. R. Bernstein took over the duties of Chief of F/N and J/N Sub-Section.

5. Mr. Bernstein and Mr. Boone visited the Labor Office of MG, OCP, HQ & Sv Gp, DPS and PPB in order to facilitate liaison between CCD and these agencies.

C. H. B.

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DAILY DIARY 14 February 1947

WDC SUB-SECTION:

1. Information copies received from CPS confirming the following:

Cancellations

12.06 CM 13-3
(Supv Pers Mail Exam Unit)

32.02 CO 5-8
(Examiner)

12.33 CM 41
(Ch Clk W/L)

13.12 CM 19-5
(Ch Clh W/L)

12.06 CM 13-9
(Supv Pers Mail Exam Unit)

24.07 CN 27
(Hd Theatrical Dept)

02.09 CF-7
(Sr Tech Trancl)

03.04 CD-2
(Stenographer)

Establishments

13.07 CM 46
(Supv Rec & Disp Unit)

13.19 CM 45
(Supv. Disp Mail Unit)

CN 43
(Hd Mation Picture Dept)

2. Travel orders were requested to return Miss Kiyoko Hamamura to Hawaii.

J/N and F/N SUB-SECTION:

1. Processed 16 Personal History Statements.
2. Hired one (1) J/N as a carpenter for HQ.
3. Paid Mr. H. Mutsuo, WDC.

T. M. E.

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DAILY DIARY 13 February 1947

WDC SUB-SECTION:

1. WD Forms 72 (Civilian Personnel Action Request) prepared for the transfers of Miss Leona Harris and Miss Helen Rickford.

2. Extension of contract requested for Miss Lucille F. Gillmore.

3. Memorandum, subject: Transportation of Dependents received for William T. Ikeda, Vincent E. Mercola, Susumu Okamoto and Burke Marshall. Transmitted to sections.

4. Requested orders for Miss Hanaoka Yamauchi to visit friends and relatives in Yamaguchi, Hiroshima and Fukuoka Prefectures.

5. Extension of contract requested for Miss Fumeko Maeda.

6. Requested orders to place Burke Marshall and Hisaichi Kawamoto on TDY to District Station No. II (Osaka).

7. Requested that travel orders for the following persons be rescinded:

NAKAMURA, Satoru	IMATA, Florence
MIZUNO, Yasuki F.	MAEDA, Fumeko
TABATA, Katsutoshi	YAMAGATA, Mineo
HIROMOTO, Clarance	AKITA, Mary

8. WD Form 72 (Civilian Personnel Action Request) prepared for the transfer of Mark Hettich.

J/N and F/N SUB-SECTION:

1. Processed 40 Records of Personal Action pertaining to employment and separation.

2. Audited 31 Personal History Statements of CCD HQ.

3. Prepared 9 Individual Cards for new employees.

4. Hired one boiler man for HQ.

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5. Schedule being stepped up on interviews at PMO.

6. Locator Card file posted with current changes.

7. Followed up billeting of re-instated U. S. citizens with Major Shubert's Office Hq & Sv Gp waiting decision from G-4.

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DAILY DIARY 12 February 1947

WDC SUB-SECTION:

1. WD Forms 72 (Civilian Personnel Action Request) prepared for the promotions of the following:

KUSNETSOFF, Nina J.
MORITA, Toshiaki
MINAMOTO, Masanori
KANNO, Kinji
TANIGUCHI, Miyoko
KATO, Earl M.
NAKAO, Errol
WATERS, Agnes B.
OBRERO, Cornelio

2. Mr. Charles Bowden arrived from the States to replace Mr. Earl Dotson in the position of Telecom Censor, CCD Pos. No. 30.01.

3. WD Form 72 (Civilian Personnel Action Request) prepared for the appointment by transfer of Mrs. Esther Nelson.

4. WD Forms 72 (Civilian Personnel Action Request) prepared for the regular appointments of Noboru Kondo and Morris J. Asami.

5. Requested orders for Kiyoshi Yamashita to visit his mother in Kumamoto.

6. WD Forms 72 and 74 (Position Description) prepared for the transfer of Miss Katherine Taylor to the position of Secretary (PPB Div) being established.

J/N and F/N SUB-SECTION:

1. Paid 4 WDCs at Yokohama DPS Sub-Station.

2. Processed 36 Records of Personnel Action pertaining to employment, separation, etc.

3. Audited and forwarded for PMO clearances 14 Personal History Statements with photographs.

4. Plans being formulated to take care of increased work-load on F/N.

T. M. E.

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DAILY DIARY 11 February 1947

WDC SUB-SECTION:

1. WD Form 50 (Notification of Personnel Action) received from CPS, FEC, confirming promotion of Harry M. Goda.

2. Information copy of WD Form 72 (Civilian Personnel Action Request) received from CPS, FEC, cancelling CCD Pos. No. 12.35 CM 11-8, Hd Special Mail Exam Dept.

3. Requested orders for Stanley Kaizawa to visit his grandparents in Hiroshima.

4. WD Form 72 (Civilian Personnel Action Request) prepared for the promotion of Teruko Fujitani.

5. WD Form 72 (Civilian Personnel Action Request) prepared for the regular appointment of Sgt Miyoji Yamada.

J/N and F/N SUB-SECTION:

1. Payment for WDC continued.

2. Issued two (2) Transp. Certificates and one (1) Identification Card.

3. Processed Seventy-three (73) Personal History Statements to Provost Marshal for security clearance.

4. Hired one (1) Jap. National as a Carpenter to Supply.

5. Coordinated J & F/N personnel with DPS, PPB etc. and PMO to be interviewed for security clearances.

T. M. E.

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DAILY DIARY 10 February 1947

WDC SUB-SECTION:

1. G-2 Brief to Major Mayer explaining the necessity for establishment of additional positions of Special Reports Writer.

2. Travel orders requested for Miss Katherine Taylor to go to Osaka on official business.

3. WD Forms 72 (Civilian Personnel Action Request) prepared for the transfer of Mitsui Okamoto, the transfer and promotion of Albert N. Baldwin and the regular appointment of Thelma M. Nagahara.

4. Travel orders requested to place Claire Amano and Mary Aoki on TDY to District Station No. III, Fukuoka.

5. Notifications of War Department Civilians eligible for Rest Leave sent to stations.

6. WD Form 72 (Civilian Personnel Action Request) prepared for the appointment by transfer of Miss May Voss.

J/N and F/N SUB-SECTION:

1. Audited and forwarded for PMO clearances 40 Personal History Statements.

2. Processed 76 Records of Personnel Action pertaining to employment, separation etc.

3. Conference this date, Billeting Office and CCD, pertaining to the billeting of reinstated American Citizen. From now on, all request must go thru CPS for comment or concurrence first - then to Hg & Sv Gp (Billeting Office).

4. Preparation for payment of WDCs.

5. Check Sheet prepared on S. H. Griggs.

6. Hired
   One (1) F/N as a Msg Ctr Clk to CCD Adm Sec.
   One (1) J/N as a Sr. Ex. Tr.to PPB.

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DAILY DIARY 7 February 1947

WDC SUB-SECTION:

1. Travel orders request to return the following to Hawaii for forty-five (45) days leave:

TAKAMURA, Mutsumi
MITSUNAGA, Yukio
YOSHIDA, Kazuo
MITSUKADO, Edward
GODA, Harry
KIKUMOTO, Paul
SHIROMA, Masao
SATO, Tomiya
YAMAGATA, Mineo
TABATA, Katsuyoshi
UEKI, Hisayoshi
MIYATAKE, Michael
TSUTSUSE, Tetsuo
NAKAMURA, Satoru

Travel orders requested to return Miss Nancy Miyamoto and Mr. Kageyoshi Kajo to Hawaii as their contract have expired and they do not disire reemployement.

2. Travel orders request to return Miss Helen Brown and Miss May Voss to the U. S. for forty-five (45) days leave.

3. WD Form 50 (Notification of Personnel Action) received conferning promotions of the following: Rose Meth, Elss Iversen, Stanley Tsuda, Hisaichi Kawamoto, Takeshi Kawashima, Shigeo Hirosawa, Yoshie Awaya, Paul Kikumoto, Wm. F. McMullen and Anne M. Doering.

J/N and F/N SUB-SECTION:

1. Checked and submitted F/N January Payroll to Finance Office.

2. Completed payment of WDCs. Five (5) WDC red-lined.

3. Processed 132 Personal Action Sheets on separation employment etc.

T. M. E.

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DAILY DIARY 6 February 1947

WDC SUB-SECTION:

1. WD Form 72 (Civilian Personnel Action Request) prepared for the termination of Mr. George K. Furukawa and the Stateside recruitment of Mr. Frank Jimbo as a replacement.

2. WD Form 72 (Civilian Personnel Action Request) prepared for the recruitment of an individual to replace Miss Marian Mansfield.

3. WD Form 72 (Civilian Personnel Action Request) prepared for the cancellation of three (3) positions of Translator, CCD Pos. Nos. 32.04 CO 6, CO 6-1 and CO 6-2, and the establishment of two (2) additional positions of Examiner, CCD Pos. No. 32.02.

4. WD Form 72 (Civilian Personnel Action Request) prepared for the cancellation of Pos. No. 32.03 CO 10, Sr Examiner-Translator and the establishment of one (1) position of Monitor-Translator, CCD Pos. No. 33.03.

5. Citations for Service Emblems prepared for presentation to WDC employees on 14 February 1947.

6. WD Form 72 (Civilian Personnel Action Request) prepared for the promotion of Miss Helen Crane.

7. WD Form 72 (Civilian Personnel Action Request) prepared for the regular appointment of Miss Theresa Horiuchi.

8. Cancellations and establishment of the following positions have been confirmed by CPS, FEC, as follows:

Cancellations	Establishments
3 Supv Pers Mail Exam Unit 12.06 (CM 13-6, CM 13-7 and CM 13-8)	3 Supv Parcel Post Exam Unit 12.61 (CM 47, CM 47-1, CM 47-2)
4 Watch List Clerk 13.13 (CM 21-2, CM 21-1, CM 21-3 and CM 21-4)	4 Jr Examiner-Translator 12.41 (CM 48, CM 48-1, CM 48-2 and CM 48-3)

9. 1st Indorsement to Delinquency Reports on Masao Shiroma and Inman Knickolls sent to CG, Hq, Hq & Sv Gp.

10. 1st Indorsement sent to Commanding Officer, District Station No. IV, approving the action of transferring the pos-

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ition of Telecommunications Censor from a military position to a civilian position.

11. Contract extension requested for Mr. Harry Fredericks.

J/N and F/N SUB-SECTION:

1. Conference - Col. Brown, G-2, Mr. Boone, CCD and representatives of G-1, G-4, ESS, Hq & Sv Gp, M. G., et cetera relative to policies and procedures for employment of F/N. In the main, this section anticipates an increased work load. F/N will, when the circular is published, receive O/T pay, sick leave, annual leave, pay increases, et cetera. Also job descriptions must be prepared on all F/N. System correlated after Civil Service rules and regulations of Japanese Government and U. S. A. No publicity has been given awaiting official notice. Plans being formulated to take care of work load.

2. Hired one (1) Japanese National as a Sr Examiner-Translator for PPB.

3. Paid four (4) War Department Civilians.

4. Prepared and submitted F/N January payroll to Finance Office.

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DAILY DIARY 5 February 1947

WDC SUB-SECTION:

1. WD Forms 50 (Notification of Personnel Action) received from CPS, FEC, confirming promotions of Stanley Y. Kaizawa and Garth A. Bouckley.

2. Requested extension of contract for Alyce Kinoshita.

3. WD Forms 72 (Civilian Personnel Action Request) prepared for the transfers of Dorothy Shibano, Hideo Asada and Yoneji Goto.

4. WD Form 72 prepared for the cancellation of the regular appointment of Sgt Charles Sakaguchi.

5. WD Form 72 prepared for a change of name for Miss Sadae Suehiro who was recently married to Lt. Kan Tagami.

6. WD Form 72 prepared for the termination of Mr. Kageyoshi Koja, whose contract has expired; travel orders requested to return him to Hawaii.

7. WD Forms 72 prepared for the recruitment of individuals to fill the position of Secretary, Pos. No. 10.03 CM 3-3 and Monito-Translator, Pos. No. 33.03 CO 7-6, due to contract terminations in April.

J/N and F/N SUB-SECTION:

1. Hired one (1) J/N, Typist, for PPB. Requisition for six (6) typists filled.

2. Prepared and forwarded requisitions to 32nd Milit. Gov. Co. for typist, and Technical Expert (F/N) to be used in CCD Headquarters.

3. Completed WDC payment except those who were absent.

4. Completed F/N January Payroll will be submitted to Finance Office this afternoon.

5. Audited and forwarded 32 Personal Action Sheets to PMO.

T. M. E.

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DAILY DIARY 4 February 1947

WDC SUB-SECTION:

1. Requested travel orders to return Mr. Shigeo Hirosawa to the United States for leave.

2. Followed up requests for orders on Miss Fumeko Maeda, Miss Helen Brown, Mr. Tetsuo Tsutsuse and Miss Nancy Miyamoto.

3. WD Form 72 (Civilian Personnel Action Request) prepared for the transfer of Mr. Kazuo Nekota.

4. WD Form 72 (Civilian Personnel Action Request) prepared for the transfer and promotion of Mr. Noboru Kawamoto.

5. Mr. Fushiwo Shimoda was given the permission of the Civil Censorship Detachment to transfer to ATIS.

6. WD Forms 72 (Civilian Personnel Action Request) prepared for the cancellation of Pos. No. 13.04 CM 17, Hd Rec & Distr Dept and Pos. No. 20.02 CN 2, Asst PPB Censor, PPB I.

7. WD Form 72 (Civilian Personnel Action Request) prepared to establish two (2) additional positions of Special Reports Writer, CCD Pos. No. 04.11.

8. WD Form 72 (Civilian Personnel Action Request) prepared for the establishment of the position of Clerk Typist for IRS.

9. Information copy of WD Form 72 received from CPS, FEC, establishing the position of Library Clerk, Pos. No. 14.13.

10. WD Forms 72 and 74 (Position Description) prepared for the cancellation of CCD Pos. No. 08.12 CJ 8-2, Mechanic, and the establishment of the position of Clerk, Motor Pool.

11. Requested travel orders for Miss Frida Eskin to visit Shanghai, China, for business reasons.