TIME AND ATTENDANCE REPORT

Japanese National

Government Section

1 February 1949 through 28 February 1949

KUBOKI, Saburo	Feb	1	2	3	4	5	Sun 6	7	8	9	10	11	12	Sun 13	14	15	16	17	Total Hours
		8	8	8	8	4		8	8	8	8	8	4		8	8	8	8	
		18	19	Sun 20	21	22	23	24	25	26	Sun 27	28							
		8	4		8	H	8	8	8	4		8							
																			168

I certify that attendances and absences recorded above are correct.

ROBERT N. MELVIN, Capt. Inf
Chief, Administrative Division

GS Files

HEADQUARTERS
TOKYO MILITARY GOVERNMENT TEAM
APO 181

28 February 1949

AGL-240

SUBJECT: Prevailing Wages of Skilled Workers and Common Laborers Employed by the Allied Forces.

TO: All Labor Using Units in Tokyo-To.

1. Effective 1 February 1949 the monthly wage for skilled workers and common laborers employed by the Allied Forces in Tokyo-To was revised granting an average raise of 27% for all categories; pay to be made retroactive to 30 December 1948.

2. Future payments will be made by the Tokyo-To Liaison Office in accordance with the following provisions: (This letter supersedes letter AGL-240, this headquarters, dated 12 Oct. 1948, subject: "Prevailing wages of skilled workers and common laborers employed by the Allied Forces.").

a. Skilled workers and common laborers will be considered as permanent employees, this will apply in cases where the term of employment is limited.

b. The fixed working hours will be determined by the using unit. The system of eight hours a day, excluding noon lunch hours, forty hours a week, and twenty-two days a month will prevail.

c. When the employee has absented himself from work on days other than paid holidays (Allied Forces Holidays), arrived late or left early, deduction shall be made from his monthly wage as follows:

(1) For each day of absence, at the rate of 1/22 of the monthly wage.

(2) For each hour of absence, at the rate of 1/176 of the monthly wage.

d. Child birth: A rest period, with pay, of six (6) weeks prior to child birth and not more than six (6) weeks after child birth will be granted.

e. In case an employee has been required to work on an Allied Forces holiday or has not taken the days with pay as provided for in the working rules, an additional payment of 1/22 of the monthly wage will be paid.

f. Absences:

(1) Absence for injury on duty or any illness: Pay for not more than 90 days from the first day of absence. If the period extends for more than one month a new report will be made for each month.

(2) Absence on account of mourning:
(a) Death of Parents -- not more than 7 days.
(b) Death of Consorts -- not more than 7 days.
(c) Death of Children -- not more than 5 days.
(d) Death of Grandparents, brothers and sisters: -- not more than 3 days.
(Note: Prompt report in writing is required. If travel is required the minimum days necessary for travel may be added to the number of days allowable).

g. In cases where the Japanese Government has supplied skilled or common labor but such labor is not actively used, for reasons attributed to the Allied Forces unit concerned, an allowance of 60% per day (1/22 of the monthly wage) will be paid.

3. Allowances:

a. Overtime Allowance: In case a skilled worker or common laborer works by demand of the Allied Forces authorities over the fixed working hours he is to be paid for such overtime a sum equal to 1.5/176 of the monthly wage. In case the fixed working hour exceeds 176 per month, overtime is paid for such excess. In case the individual is entitled to a foreman allowance or special allowance, overtime will be paid on the monthly wage plus such allowances.

b. Special Allowance:

(1) Special work allowances as authorized in sub-paragraph (a) through (h) will be paid not to exceed thirty percent of the base wage (amount of the basic wage plus the foreman allowance in the case of a foreman).

(a) When engaged in work at heights of not less than ten meters above the ground accompanying danger, or depths underground accompanying special danger (not less than four meters below the ground) such as digging, drilling, or under water work.

(b) When engaged in work near the railway tracks or on railway bridges accompanying special danger.

(c) When engaged in work handling high tension electric wires, materials of high temperature, explosives or poisonous materials, or work done in areas near such materials accompanying danger.

(d) When engaged in dangerous work handling heavy materials weighing not less than 500 kilograms per piece or handling extremely long or large articles.

(e) When engaged in refrigeration work injurious to health.

(f) When engaged in extremely filthy work.

(g) When engaged in handling bacteria and like infectious baccilli, or work done in contact with contagious diseases accompanying danger.

(h) When engaged in outdoor work in inclement weather.

4. Wage Scale for Skilled Workers and Common Laborers.

a. The monthly wage of skilled workers and common laborers will be established within the scope of the scale outlined below.

b. The monthly wage for employees being transferred from pay under the clerical scale to this wage scale will be not less than the pay (base pay plus area allowance) received at the time of transfer. If such wage exceeds the maximum under this scale no promotions will be given until further revision of this scale.

I. CONSTRUCTION WORKERS:

Title	Remarks	Minimum	Maximum
Carpenter		¥ 7,142	¥ 11,333
Cement Workers		6,150	9,815
Electrician		6,513	10,365
Glazier	(Includes concrete workers, gardener specialist)	5,521	8,869
Joiner	Upholsterer	7,142	11,333
Mat Layer	(Includes tile layer, slate layer)	6,150	9,815
Painter		6,150	9,815
Plumber		6,779	10,783
Roofer		5,957	9,551
Scaffold Builder		4,335	7,065
Sheet Metal Worker		6,779	10,783
Stone Cutter		6,513	10,365
Stucco Worker		6,150	9,815
Welder	(Includes Pump Operator)	6,416	10,233

II. VEHICLE WORKERS:

Automobile Repairman	Includes Firetruck repairman	7,046	11,201
Caster		7,046	11,201
Diesel Engine Operator		7,046	11,201
Driver	Jeep, auto, truck, bus	6,779	10,783
Driver	Crane car, trailer truck, special bus, firetruck driver	7,046	11,201
Electrician		6,513	10,365
General Mechanic		7,046	11,201
Greaser		5,884	9,419
Oiler		5,884	9,419
Painter	Body and Sign	6,150	9,815

II. VEHICLE WORKERS (CONTINUED):

Title	Remarks	Minimum	Maximum
Sheet Metal Worker		¥ 6,779	¥ 10,783
Tinsmith	includes Blacksmith	6,416	10,233
Tire Repairman		7,046	11,201
Upholsterer	includes Linoleum Layer	5,884	9,419
Washer		5,884	9,419
Wood Worker	includes Sawyer	7,142	11,333

III. GENERAL REPAIRMEN & MACHINISTS:

Cable Repairman		6,150	9,815
Calculator Repairman		6,330	10,101
Camera Repairman		6,330	10,101
Cannon Assembling Worker		5,690	9,133
Draftsman		5,594	9,001
Electrician		6,513	10,365
Latheman, Grinder		6,513	10,365
Locksmith		5,594	9,001
Power Generation Worker		6,513	10,365
Projector Operator		6,513	10,365
Projector Repairman		6,513	10,365
Radio Repairman		6,330	10,101
Refrigerator Repairman	Reefer	6,513	10,365
Refrigerator Repairman	Household	5,690	9,133
Rifle Assembling Worker		5,690	9,133
Sewing Machine Repairman		6,330	10,101
Spectacle Repairman		6,330	10,101
Telephone Workers		6,150	9,815
Typewriter Repairman		6,330	10,101
Watch Repairman		6,330	10,101

IV. OTHERS:

Baker		5,594	9,001
Boilerman		6,779	10,783
Gardener		4,432	7,219
Laborer	(Includes heavy & light, janitor, cleaner, earthworker, explosive handler)	4,868	7,901
Laundry Man	Includes Packer	6,513	10,365
Porter		5,061	8,165
Seamstress		5,327	8,583
Shoemaker		6,683	10,651
Shoe Repairman		5,327	8,583
* Stevedore	(Includes warehouseman and freight handler)	5,061	9,419
Tailor		6,683	10,651

* Note: Warehouseman and freight handlers will not in any case exceed ¥ 8,165 without specific approval of Tokyo-To through Mil. Govt.

FOR THE COMMANDING OFFICER:

William J. Streetman

WILLIAM J. STREETMAN
Captain, Infantry,
Adjutant.

HEADQUARTERS
TOKYO MILITARY GOVERNMENT TEAM
APO 181

AGL-240 25 February 1949

SUBJECT: Wages of Clerical Workers and Service Personnel employed by the Allied Forces.

TO: All Labor Using Units in Tokyo-To.

1. A revised wage scale, which supersedes inclosure 1, AGL-240, Headquarters Tokyo Military Government Team, dated 26 Aug. 1948 is attached as inclosure 1.

2. The effective date of this wage scale is 1 March 1949 and will remain in effect until changed by correspondence from this Headquarters.

3. This wage scale is a 50% increase over the previous scale of 26 Aug. 1948. All clerical employees of the Occupation Forces will automatically receive this increase; therefore it is unnecessary for units to submit "Recommendations for Increase," to adjust the salaries to conform to this scale.

4. Reference paragraph 12 a, letter TMGT, subject "Labor Regulations"; so much of par. 12, a, as reads, "In case an employee is to be recommended for an increase of ¥ 5,000 or more, units must submit recommendation in two (2) copies on Labor Form "Japanese National Personnel Action Request" to Military Government Team", is ammended to read, "In case an employee is to be recommended for an increase to ¥ 7,500 or more, units must submit recommendation in 2 copies on Labor Form "Japanese National Personnel Action Request", to Military Government Labor Officer for forwarding to the Japanese Government."

FOR THE COMMANDING OFFICER:

William J. Stretman
CAPTAIN, INFANTRY

WILLIAM J. STRETTMAN
Captain, Infantry,
Adjutant.

1 Inclosure:
Wage schedule clerical workers and service personnel employed by the Allied Forces.

WAGE SCALE OF THE CLERICAL WORKERS FOR THE ALLIED FORCES

Occupation	Grade of Official Duties and Amount of Wages			Remarks
A. G-E-N-E-R-A-L				
	Number of People Managed 0 - 50	50 - 200	200 - 1,000	
1. Building Manager	4320 - 6410	6410 - 6980	6980 - 7890	There will be a manager in every building or base. An additional payment of ¥ 100 for each additional 1,000 employees.
2. Assistant Building Manager	3680 - 5420	5420 - 5990	5990 - 6800	One Assistant building manager will be authorized for each 200 laborers controlled.
3. Supervisor			4850 - 6300	
4. Clerk	2270 - 4050	4050 - 4820	4820 - 5580	
5. Interpreter	3050 - 4760	4760 - 5520	5520 - 6300	
6. Translator	3050 - 4760	4760 - 5520	5520 - 6500	Includes special scientific interpretation, translation on medical science, law, etc.
7. Special Interpreter & Translator (Technical)	5340 - 6300	6300 - 6800	6800 - 8240	Censor
8. English Stenographer		3680 - 4320	4320 - 6300	

9. Typist:					
	English	2420 - 4010	4010 - 4650	4650 - 4820	
	Japanese	2070 - 2760	2760 - 3440	3440 - 4190	
10. Telephone Operator:					
	(without knowledge of English)	1970 - 2570	2570 - 3240	3240 - 4010	
	(with knowledge of English)	2070 - 3200	3200 - 4020	4020 - 4850	
11. Roomboy, Roomgirl, Porter		2240 - 4010	3720 - 4580		
12. Pageboy, Bellboy, Elevator-boy, Elevator-girl		2040 - 3720	3530 - 4190		
13. Salesman, Salesgirl		2420 - 4520	4320 - 5390		
14. Guards		2420 - 4670	2730 - 5210	2730 - 5390	
15. Engineer		5340 - 7220			
16. Assistant Engineer		4850 - 6300			
17. Accountant			4850 - 6300	5310 - 7220	
18. Meteorelogical ** Technician			4850 - 6300	5340 - 8240	
19. I. B. M. **	Key Punch Operator 3810 - 5210	Service System Machine Operator 4320 - 7050	Repair-man 4770 - 7370	Chief Operator 7370 - 8630	
20. Photographer**					
	Ordinary	3050 - 4950	4850 - 6300	5310 - 7220	
	Aerial		5210 - 7220	7220 - 9650	
21. Professional**		4850 - 6300	4850 - 6300	6300 - 8240	Such as Doctors, lawyers, artists.

Wage Scale of Clerical Workers and Service Personnel (Continued)

22.	Fireman (fighter)	2420 - 5340	4850 - 5160	5160 - 6300	
23.	Secretary		5340 - 6300		
24.	Nurse	2420 - 4850	4850 - 5090		Licensed Nurse only
25.	Teacher		5310 - 6260	6260 - 8240	
26.	Statistical ** Analyst (Economic and other)	5240 - 6300	6300 - 6800	6800 - 8240	
27.	Advisor **		7550 - 9650	9650 - 12900	
28.	Mess Manager			4850 - 6800	
29.	Cook	3050 - 4010	3680 - 5840	5340 - 5630	
30.	Waiter and Waitress	2070 - 3620	2750 - 4850		
31.	Head Waiter and Waitress		3050 - 4850	4850 - 5580	
32.	Kitchen Police	2070 - 4010	2750 - 4850		Kitchen helper, pantry, dish-washer.
33.	Kitchen Odd Worker	2070 - 4320	2750 - 4850		Storehouse-man, cleaner.
34.	Technical Man *	3050 - 4850	4850 - 6300	6300 - 6800	Such as Doctors, lawyers, artists.

Wage Scale of Clerical Workers and Service Personnel (Continued)

B. D-O-M-E-S-T-I-C S-E-R-V-A-N-T-S:

	Occupation		Grade of Official Duties and Amount of Wages	
1.	House Manager		5150 - 6360	6360 - 6980
2.	House Keeper			3120 - 6710
3.	Assistant House Keeper			3120 - 4880
4.	Houseboy and Maid	2360 - 4190	4190 - 4880	
5.	Houseboy and Maid (First Class)		3120 - 4880	
6.	Stoker (High pressure boiler)		3810 - 4770	4770 - 6860
7.	Furnace Attender		3120 - 4880	
8.	Yardman		3120 - 4880	
9.	Cook and Baker	3540 - 4250	4250 - 6710	6710 - 6980
10.	Kitchen Police	3540 - 4250		
11.	Laundry man Laundress	2780 - 3530	3530 - 4880	

Note: * These wages are temporary and will be used until the prevailing wages are established for this category.

** Determination of salary will be based on the recommendation of the Military Govt. Labor Office. Pay recommendations will be submitted on these categories.

Jap. Labor

8278-V

GENERAL HEADQUARTERS
FAR EAST COMMAND

CHECK NOTE

Subject: Request for Monthly Report on Requisition Japanese Labor

1. FROM: G-1 TO: Government Sec 15 February 1949

1. References:

a. Check Note, G-1 to all Staff Sections, subject: same as above, dated 25 August 1947.

b. GHQ radio ZX 39049, dated 5 February 1949, Requisition Labor Reports (RCS QGD-23).

2. Reference 1a requested a report of requisitioned Japanese Labor by the 10th of each month and furnished the necessary instructions for format and preparation of subject report.

3. Reference 1-b requires the consolidated reports from Headquarters and Service Group and other major subordinate commands by the 10th of the month.

4. In order to provide the time required to consolidate the reports of GHQ, staff sections will dispatch the reports required by reference 1a to insure arrival in G-1 by the fifth of the month, effective with the report due 5 March 1949 for the month of February.

RCM
W. A. B.

Noted — Report will be submitted by the fifth of the month —

H B Williamson

GENERAL HEADQUARTERS
FAR EAST COMMAND

CHECK NOTE

Subject: Request for Monthly Report on Requisition Japanese Labor

1. FROM: G-1 TO: Government Sec 15 February 1949

1. References:

a. Check Note, G-1 to all Staff Sections, subject: same as above, dated 25 August 1947.

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RCM
W. A. B.

TIME AND ATTENDANCE REPORT

Japanese National

Government Section

1 January 1949 through 31 January 1949

KUSUKI, Saburo	Jan	1	Sun 2	3	4	5	6	7	8	Sun 9	10	11	12	13	14	15	Sun 16	17	TOTAL HOURS
		½		8	8	8	8	8	4		8	8	8	8	8	4		8	

	18	19	20	21	22	Sun 23	24	25	26	27	28	29	Sun 30	31	
	8	8	8	8	4		8	8	8	8	8	4		8	188

I certify that attendances and absences recorded above are correct.

ROBERT E. MELVIN, Capt. Inf
Chief, Administrative Division

Capt. Melvin
26-6961

Requisition Japanese Labor

Govt Sec. G-1 ~~9 Feb 49~~ 15 Feb 49

1. In compliance with G-1 e/n dated August 1947, subject "Request for Monthly Report on Requisition of Japanese Labor", the following report is submitted for the month of ~~January~~ Feb.

Line No.	Category of Employee	Number Employed (Daily Av.)	Total Monthly Salary Yen, including Monthly Allowance	Remarks
1	Mimeograph Operator	1	¥5,300 7,01	None

C. W.

Govt. Sect. Files

TIME AND ATTENDANCE REPORT

Japanese National

Government Section

1 December 1948 through 31 December 1948

KUBOKI, Saburo	Dec	1	2	3	4	Sun 5	6	7	8	9	10	11	Sun 12	13	TOTAL HOURS
		8	8	8	4		8	8	8	8	8	4		8	
		14	15	16	17	18	Sun 19	20	21	22	23	24	Xmas 25	Sun 26	
		8	8	8	8	4		8	8	8	8	8			
		27	28	29	30	31									
		8	8	8	8	8									

196

I certify that attendances and absences recorded above are correct.

ROBERT B. MELVIN, Capt, Inf
Chief, Administrative Division

FILE UNDER: Japanese Labor (~~Census~~)

INDEX SHEET

DATE: 10 Jan. 1949

FROM: Whitney TO:

SUBJECT: Japanese Nationals to Accompany Justin Williams

DOCUMENT FILED UNDER: CLASSIFIED FILE:

Field Trips

Jap Labor

Capt Melvin,
Requisition Japanese Labor 26-6961

Govt Sec G-1 10 Jan 49

1. In compliance with G-1 s/n dated 25 August 1947, subject "Request for Monthly Report on Requisition of Japanese Labor", the following report is submitted for the month of December:

Line No.	Category of Employee	Number Employed (Daily Av.)	Total Monthly Salary Yen, including Monthly Allowance	Remarks
1	Mimeograph Operator	1	¥5,300	None

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

Govt. Sec Files

Jap Labor

02296

MOTZ - 26-5936

Subject: Pay Scale of Japanese Nationals
Employed by Occupation Forces

1. From: G-1 To: Government Section Date: 8 November 48

1. It is understood that a revised pay scale for Japanese Government employees has been developed and will be presented to the Cabinet. It is further understood that this wage scale will be applicable to Japanese Nationals employed by the occupation forces.

2. Based on information gained from extensive conferences with the SCAP Sections and the Headquarters and Service Group, it would appear that it is becoming increasingly difficult to obtain and retain trained qualified Japanese in all categories who are essential to the accomplishment of the occupation missions. It is known that a similar situation exists in other areas and commands throughout Japan. Inasmuch as this category of personnel represents a very important segment of the labor force required to do our job here, it is proposed that the Government Section take the necessary steps to apply the new Japanese Government wage rates to all Japanese Nationals employed by the occupation forces at the earliest possible date.

3. In a conference between Mr. Motz and Dr. Scarr with Mr. McCoy of your Civil Service Division, Mr. McCoy indicated that it might be possible to immediately place into effect the new pay schedule for all Japanese Nationals employed by the occupation forces. It is requested that information be furnished G-1 as to what action is necessary to accomplish this.

---------- W. A. B. ----------

GS

2 From: Govt Sec To: G-1

Maj Jack P. Napier
26-5962
Date: 7 December 48

Returned pursuant to telephone conversations Mr. Motz, G-1, Major Napier, Government Section, 7 December 1948.

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

Requisition Japanese Labor

Capt. Melvin
26-6961

GS G-1

6 December 1948

1. In compliance with G-1 s/n dated 25 August 1947, subject "Request for Monthly Report on Requisition of Japanese Labor", the following report is submitted for the month of November:

Line No.	Category or Employee	Number Employed (Daily Av.)	Total Monthly Salary Yen, including Monthly Allowance	Remarks
1	Mimeograph Operator	1	75,300	None

C. W.

Time and Attendance Report

Japanese Nationals

1 Nov. 1948 to 8 Nov. 1948 — Government Section

	Nov	1	2	3	4	5	6	7	8	
HAYASHI, Kuraichi		8	8	8	8	8			8	Terminated
UYENO, Ichiro		8	8	8	8	8			8	Terminated

I certify that attendances and absences recorded above are correct.

JAMES B. AVANT, 1st Lt.
Deputy Chief, Administrative Division

GOVT. SECT. FILES

Time and Attendance Report

Japanese National

Government Section

1 November 1948 thru 30 November 1948

	Nov	1	2	3	4	5	6	Sun 7	8	9	10	11	12	13	Total Hrs.
KUROKI, Saburo		8	8	8	8	8	4		8	8	8	8	8	4	
	Sun 14	15	16	17	18	19	20	Sun 21	22	23	24	25	26	27	
		8	8	8	8	8	4		8	8	8	8	8	4	176

I certify that attendances and absences recorded above are correct.

JAMES B. AVANT, 1st Lt.
Deputy Chief, Administrative Division

Time and Attendance Report

Japanese National

Government Section

1 November 1948 thru 30 November 1948

	Nov	1	2	3	4	5	6	Sun 7	8	9	10	11	12	13	Total Hrs.
KUROKI, Saburo		8	8	8	8	8	4		8	8	8	8	8	4	

	Sun 14	15	16	17	18	19	20	Sun 21	22	23	24	25	26	27	
		8	8	8	8	8	4		8	8	8	8	8	4	176

I certify that attendances and absences recorded above are correct.

JAMES B. AVANT, 1st Lt.
Deputy Chief, Administrative Division

Govt. Sect. Files

JAP LABOR

Capt. R. E. Melvin
26-6961

Payroll Separation of
Kurachi Hayashi and Ichiro Ueno

Govt Sec

Dai Ichi Building Custodian

15 Sept 1948

1

1. It is requested that Mr. Kurachi Hayashi and Mr. Ichiro Ueno be shown as separated from the Dai Ichi Building Japanese payroll. Mr. Hayashi's date of separation is November 9, 1948, and Mr. Ueno's date of separation is November 10, 1948.

2. These men were employed by the Civil Service Division, Government Section, as Economic Research Technicians, and their performance in this capacity was very satisfactory. Their release was necessary inasmuch as their assignments were completed.

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

GS Files

Time and Attendance Report

Japanese Nationals

Government Section

1 October 1948 thru 31 October 1948

	Oct	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
HAYASHI, Kuraichi		8			8	8	8	8	8			8	8	8	8	8		(Hours)
KUBOKI, Saburo		8	4		8	8	8	8	8	4		8	8	8	8	8	4	"
UYENO, Ichiro		8			8	8	8	8	8			8	8	8	8	8		"

	Oct	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
HAYASHI, Kuraichi			8	8	8	8	8			8	8	8	8	8			"
KUBOKI, Saburo			8	8	8	8	8	4		8	8	8	8	8	4		"
UYENO, Ichiro			8	8	8	8	8			8	8	8	8	8			"

I certify that attendances and absences recorded above are correct.

James B. Avant

JAMES B. AVANT, 1st Lt.
Deputy Chief, Administrative Division

Government Section File

Capt. Melvin
Requisition Japanese Labor 26-6961

GS G-1 9 November 1948

1. In compliance with G-1 c/n dated dated 25 August 1947, subject "Request for Monthly Report on Requisition of Japanese Labor", the following report is submitted for the month of October:

Line No.	Category of Employee	Number Employed (Daily Av.)	Total Monthly Salary Yen, including Monthly Allowance	Remarks
1	Mimeograph Operator	1	¥5,300	None
2	Economic Res. Technician	1	8,500	None
3	"	1	7,500	None

G. W.

Govt. Section Files

HEADQUARTERS
HEADQUARTERS AND SERVICE GROUP
GENERAL HEADQUARTERS, FAR EAST COMMAND
APO 500

CHECK SHEET

Lt. E.H.Power 26-6739

File No: HC 230 (HSA) Subject: Allowances of Japanese Requisitioned Labor

Note No. From: Hq Comdt (HSA) To: Govt, GHQ, SCAP Date: 9 October 1948

1. 1. In accordance with instructions received from GHQ, SCAP, & FEC, the following allowances of Japanese requisitioned labor are authorized your section as of 1 October 1948.

NUMBER AUTHORIZED 4

2. The labor ceiling established above is maximum and may not be exceeded except upon written approval by G-1, GHQ, FEC. Section Chiefs are requested to make continous surveys on utilization of Japanese labor with a view toward decreasing occupation costs and lessening demands on the Japanese economy.

3. All Japanese nationals employed by your section after 1 October 1948 will be confirmed by the issuance of a labor requisition (triplicate) forwarded to this headquarters, attention S-1. The signing of a labor requisition will signify that the allowances prescribed herein are not being exceeded.

for [illegible]
R E S

HEADQUARTERS
HEADQUARTERS AND SERVICE GROUP
GENERAL HEADQUARTERS, FAR EAST COMMAND
APO 500

CHECK SHEET

Lt. E.H.Power 26-6739

File No: HC 230 (HSA) Subject: Allowances of Japanese Requisitioned Labor

Note No. From: Hq Comdt (HSA) To: Govt, GHQ, SCAP Date: 9 October 1948

1. 1. In accordance with instructions received from GHQ, SCAP, & FEC, the following allowances of Japanese requisitioned labor are authorized your section as of 1 October 1948.

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3. All Japanese nationals employed by your section after 1 October 1948 will be confirmed by the issuance of a labor requisition (triplicate) forwarded to this headquarters, attention S-1. The signing of a labor requisition will signify that the allowances prescribed herein are not being exceeded.

for Hla
R E S

GOVERNMENT SECTION, GHQ, SCAP
26 June 1948

TIME AND ATTENDANCE RECORD OF JAPANESE NATIONALS

Period from 26 May thru 25 June 1948

	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F
	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
"ISAMORI, GORO	8	8	8	4		M	8	8	8	8	4		8	8	8	8	8	4		8	8	8	8	8	4		8	8	8	8	8

ROBERT M. MELVIN
Capt INF
Chief, Adm. Div.

GOVERNMENT SECTION, GHQ, SCAP
25 May 1948

TIME AND ATTENDANCE RECORD OF JAPANESE NATIONALS

Period from 26 April thru 25 May 1948

	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T
	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
KISAMORI, Goro	8	8	8	8	8	4	0	8	8	8	8	8	4	0	8	8	8	8	8	4	0	8	8	8	8	8	4	0	8	8

FRANK R. HARRISON
Lt Col INF
Chief, Admin. Div.

GOVERNMENT SECTION, GHQ, SCAP
26 April 1948

TIME AND ATTENDANCE RECORD OF JAPANESE NATIONALS

Period from 26 March thru 25 April 1948

	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun
	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
KISAMORI, Goro	8	4	0	8	8	8	8	8	4	0	8	0	8	8	8	4	0	8	8	8	8	8	4	0	8	8	8	8	8	4	0

FRANK R. HARRISON
Lt Col INF
Chief, Admin. Div.

GOVERNMENT SECTION, GHQ, SCAP
26 March 1948

TIME AND ATTENDANCE RECORD OF JAPANESE NATIONALS

Period from 26 February thru 25 March 1948

	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur
	26	27	28	29	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
KISAMORI, Gorou					8	8	8	8	8	4	0	8	8	8	8	8	4	0	8	8	8	8	8	5	0	8	8	10	8

Frank R Harrison
FRANK R. HARRISON
Lt Col INF
Chief, Admin. Div.

GOVERNMENT SECTION, GHQ, SCAP
26 March 1948

TIME AND ATTENDANCE RECORD OF JAPANESE NATIONALS

Period from 26 February thru 25 March 1948

KISAMORI, Gorou

Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur
26	27	28	29	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
				8	8	8	8	8	4	0	8	8	8	8	8	4	0	8	8	8	8	8	5	0	8	8	10	8

Frank R Harrison
FRANK R. HARRISON
Lt Col INF
Chief, Admin. Div.

LABOR REQUISITION FOR MILITARY UNITS

DATE 6 October 1948

TO: HEADQUARTERS, TOKYO MILITARY GOVERNMENT TEAM, APO 181
ATTN: LABOR OFFICE

LABOR AS LISTED BELOW IS REQUIRED ON 18 October 1948
(time and date wanted)

FOR THE FOLLOWING PROJECT Translating test material
(brief description of job)

AND WILL REPORT TO:

Harry W. Marsh
Chief Examination Branch
Civil Service Division, Government Section

LABOR

NUMBER REQUIRED	TYPE OF WORK
(1)	Expert translating of Japanese test material showing refined shades of meaning in multiple choice test items. Putting English items into Japanese translation with the same refinements of meaning. This requires a person having an extensive knowledge of both the Japanese and the English language as well as possessing University background in both English and Japanese subjects.

PROBABLE DURATION OF JOB Indefinite

SIGNATURE _____ USING UNIT Government Section

ADDRESS: Dai-Ichi Building

PHONE NUMBER: 26.6961

1st Ind.

HQS TOKYO MILITARY GOVERNMENT TEAM, APO 181

TO: Special Procurement Board, Tokyo

_____ 1948

WILLIAM F. KINGRY
Capt., CAV
Labor Officer

LABOR REQUISITION FOR MILITARY UNITS

DATE 6 October 1948

TO: HEADQUARTERS, TOKYO MILITARY GOVERNMENT TEAM, APO 181
ATTN: LABOR OFFICE

LABOR AS LISTED BELOW IS REQUIRED ON 18 October 1948
(time and date wanted)

FOR THE FOLLOWING PROJECT Translating test of material
(brief description of job)

AND WILL REPORT TO:

Harry W. Marsh
Chief Examination Branch
Civil Service Division, Government Section

LABOR

NUMBER REQUIRED	TYPE OF WORK
(1)	Expert translating of Japanese test material showing refined shades of meaning in multiple choice test items. Putting English items into Japanese translation with the same refinements of meaning. This requires a person having an extensive knowledge of both the Japanese and the English language as well as possessing University background in both English and Japanese subjects.

PROBABLE DURATION OF JOB Indefinite

SIGNATURE _____ USING UNIT Government Section

ADDRESS: Dai-Ichi Building

PHONE NUMBER: 26-6961

1st Ind.

HQ, TOKYO MILITARY GOVERNMENT TEAM, APO 181

TO: Special Procurement Board, Tokyo

_____ 1948

WILLIAM F. KNIGHT
Capt., CAV
Labor Officer

Date 7 October 1948

SUBJECT: Recommendation for Language Differentials

TO : Tokyo-To Labor Bureau

THRU : Tokyo Military Government Team, APO 181

Unit	Unit or Installation and its Recommending Officer
Government Section Civil Service Division	Capt. Robert E. Kelvin
Person Recommended Kuraichi Hayashi	Present Base Pay ¥6400

Job Title & Job Description (explain in detail)

Economic Research Technician - To study technical and administrative documents in English or Japanese for research purposes in connection with the conduct of position-classification surveys and compensation studies.

Amount of Foreign Language Used ▲

Language Proficiency

Translation Ability		Conversation Ability	
Tr. into Foreign Lang.	Tr. into Japanese	Foreign Lang.	Japanese
* 7	* 9	* 7	* 10

Deligence towards Work
* 9

Additional Technical Aptitude, if any
(i.e. Typing etc.) None
*

Remarks None

Note: 1. For each of the items marked *, grade the person's proficiency(the possible maximum is 10 points.)
2. This form is to be reproduced locally.

Jap Labor

Requisition Japanese Labor

Capt. Melvin
26-8961
9 Nov.

GS G-1

8 October 1948

1. In compliance with G-1 c/n dated 25 Aug. 1947, subject "Request for Monthly Report on Requisition of Japanese Labor", the following report is submitted for the month of September: Oct

Line No.	Category of Employee	Number Employed (Daily Average)	Total Monthly Salary Yen, including Monthly Allowance	Remarks
1	Mimeograph Operator	1	¥3,000 5,300	None
2	Economic Res. Technician	1	¥8,353 8,500	None
3	"	1	¥4,350 7,500	None

C. W.

COMT SECT FILES

Jap Staff

CW/JN/BH/HM/jd

Interpreter Position - Japanese National

GS

G-1

Captain R.E. Melvin - 26-6961
21 Sept. 1948

1. It is requested that Government Section be authorised one additional Japanese National Interpreter.

2. The Civil Service Division is working closely with the staff of the National Personnel Commission in the preparation of written test material for a large volume of examinations which it will be shortly necessary to hold. Much of this test material must be translated from the English language to Japanese and adapted to Japanese modes of thought and to Japanese culture. On the other hand, the Japanese staff is learning rapidly to originate its own test material in the Japanese language. In order that they may be well trained in this process, it is essential that a translator put the material in English language for review in such form that it will accurately present the ideas and thoughts. This is particularly important in the construction of test items which are known as multiple choice items. In such items, a question or statement is made and four or five alternative answers are presented, one of which is the correct answer. In order to make such test material valuable, fine shades of meaning are often necessary in order that the reasoning power of the candidate will be shown in his selection of the correct answer.

3. There will be an increasing volume of this work and the present interpreters on the staff of the Civil Service Division are unable to do all this translation. There is no person on the staff of the Japanese National Personnel Commission who is qualified in the English language to do this translating. It therefore becomes necessary to request a position to be added to the staff of the Civil Service Division for a Japanese National who can do this translating both from English to Japanese and from Japanese to English with great skill. It is desirable that such a person be Japanese National in order that there may be full understanding of Japanese life and customs and Japanese modes of thought. It is also necessary that such a person shall have been educated in an English speaking school or university in order that there may be equal understanding of the English language and Western customs and ideas.

4. Inasmuch as Civil Service Division is in the midst of working on this test material in preparation for examinations to be held, it is desirable that such a person be employed at the earliest possible moment.

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

CS File

Jap Labor

Requisition Japanese Labor
Capt Melvin, 26-6961

G-1

8 July 1948

1. In compliance with G-1 c/n dated 25 August 1947, subject "Request for Monthly Report on Requisition of Japanese Labor", the following report is submitted for the month of August:

Line No.	Category of Employee	Number Employed (Daily Average)	Total Monthly Salary Yen, including Monthly Allowance	Remarks
1	Economic Res. Technician	1	¥ 6,552	None
2	"	1	4,350	None

GS File

G-1

Dup Letter C.

25-6961
Employment of Japanese National — Capt Melvin

Govt Sec — Building Custodian, Dai Ichi Building — 2 Sept 48

1

This is to advise that Mr. Saburo Kuboki is employed by Government Section as a mimeograph operator, effective date, 1 September 48.

-0.Y.-

GS Files

COPY

1 September 1948

TIME AND ATTENDANCE REPORT

JAPANESE NATIONALS

1 August 1948 thru 31 August — Civil Service Division, Government Section, Room 25, Dai Ichi

	August 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
HAYASHI, Kuraichi		8	8	8	8	8			8	8	8	8	8			8	8	8	8	8	
UYENO, Ichiro		8	8	8	8	8			8	8	8	8				8	8	8	8*	8	
KUROKI, Toshitake (Govt Sec.)																8	8	4	8	8	4

	August 21	22	23	24	25	26	27	28	29	30	31
HAYASHI, Kuraichi			8	8	8	8	8			8	8
UYENO, Ichiro			8	8	8	8	8			8	8
KUROKI, Toshitake (Govt Sec.)			8	8	4	8	8	4			

*Absence due to illness.

I certify that attendances and absences recorded above are correct.

ROBERT E. MELVIN, Captain, Inf.

rp

Removal of Mimeograph Operator 26-6961 Capt Melvin

Govt Sec Dai Ichi Bldg. Custodian 30 Aug 48

1. Request that necessary action be taken to release Mr. Toshitake Kuroki, mimeograph operator, Government Section, from the payroll effective 30 August 1948.

2. Subject personnel is not being released for prejudice.

- -C.W.- - - -

GS Files

LABOR REQUISITION FOR MILITARY UNITS

DATE 30 August 1946

TO: HQ. TOKYO-KANAGAWA MILITARY GOVERNMENT DISTRICT. APO 503
ATTN: LABOR OFFICE

LABOR AS LISTED BELOW IS REQUIRED ON 1 September 1946
(time and date wanted)

FOR THE FOLLOWING PROJECT Mimeograph Operator & Part Time Printer
(brief description of job)

AND WILL REPORT TO Capt. Robert E. Melvin, Room 615, Dai Ichi Bldg.
(officer in charge) (name of place)

Tokyo
Japanese address)

NUMBER REQUIRED	LABOR	TYPE OF WORK

PROBABLE DURATION OF JOB Indefinite

SIGNATURE Robert E. Melvin USING UNIT Govt Sec

ADDRESS GHQ, SCAP, APO 500 PHONE NO. 26-6245

1st Ind

HQS. TOKYO - KANAGAWA MILITARY GOVERNMENT DISTRICT

TO: CENTRAL LIAISON OFFICE, TOKYO-TO

LEON G. CULBERTSON
1st Lt., AC
Labor Officer

_____ 1947

Dep Sakai

Employment of Japanese National

Govt Sec

Building Custodian
Dai Ichi Building

Capt Melvin 26-6961
16 August 1948

1 This is to advise that Mr. Toshitake Kuroki is employed by Government Section as a mimeograph operator. Effective date of employment 16 August 1948.

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

Requisition Japanese Labor 26-6961
Capt. Melvin

Govt. Sec. G-1 9 Aug 48

1. 1. In compliance with G-1 C/N dated 26 August 1947, subject "Request for Monthly Report on Requisition of Japanese Labor", the following report is submitted for the month of July:

Line No.	Category of Employee	Number Employed (Daily Average)	Total Monthly Salary in Yen Including Monetary Allowance	Remarks
1	Economic Res. Technicians	1	6552	None
2	Economic Res. Technicians	1	4350	None

- G.W. - - - -

GS Files

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

30 July 1948

MEMORANDUM TO BUILDING CUSTODIAN

SUBJECT: Goro Kinamori

The following time report is submitted on the above named Japanese worker for the month of July:

Category of Employee	Total Monthly Salary in Yen, Including Money Allowances	7/1 Thurs.	7/2 Fri.	7/3 Sat.	7/5 Mon.	7/6 Tues.
Mimeograph Operator	¥ 3,000	8	8	4	8	8

(Released on July 6, 1948)

ROBERT M. MELVIN
Capt. Inf.
Chief, Adm. Div.

CW/CLK/ARH/mta

Requisition Japanese Labor

GS G-1 8 July 1948

1 1. In compliance with G-1 o/n dated 25 Aug. 1947, subject "Request for Monthly Report on Requisition of Japanese Labor", the following report is submitted for the month of June:

Line No.	Category of Employee	Number Employed (Daily Average)	Total Monthly Salary Yen, including Monthly Allowance	Remarks
1	Mimeograph Operator	1	¥3,000	None
2	Economic Res. Technician	1	¥6,552	None
3	"	1	¥4,350	None

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

LABOR REQUISITION FOR MILITARY UNITS

DATE 6 July 1948

TO: HEADQUARTERS, TOKYO MILITARY GOVERNMENT TEAM, APO 181
ATTN: LABOR OFFICE

LABOR AS LISTED BELOW IS REQUIRED ON as soon as possible
(time and date wanted)

FOR THE FOLLOWING PROJECT mimeograph operator and part time sign painter
(brief description of job)

AND WILL REPORT TO: Capt. Robert E. Melvin (Officer in charge) Dai Ichi Bldg., Room 615 (Name of place)

Tokyo
(Japanese address)

NUMBER REQUIRED	LABOR	TYPE OF WORK
1		Mimeograph operator and part time sign painter

PROBABLE DURATION OF JOB Indefinite period

SIGNATURE _____ USING UNIT Government Section

ADDRESS Govt. Sect., GHQ, SCAP, APO 500 PHONE NO. 26-6345

SRA FORM #2
(Revised 1 July 48)

Removal of Mimeograph Operator

Govt Section Dai Ichi Bldg Custodian 7 July 1948

1 1. Request that necessary action be taken to release Goro Kisamori, mimeograph operator, Government Section, from the payroll effective 6 July 1948.

2. Subject personnel is not being released for prejudice but for physical reasons.

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

GS Files

Japanese Labor

Requisition Japanese Labor

Govt Sec G-1 11 June 1948

1

1. In compliance with G-1 c/n dated 25 August 1947, subject "Request for Monthly Report on Requisition of Japanese Labor," the following report is submitted for the month of June:

Line No.	Category of Employee	Number Employed (Daily Average)	Total Monthly Salary in Yen, Including Monetary Allowances	Remarks
1.	Mimeograph operator	1	¥ 3,000	none
2.	Economic Res. technicians	2	not yet determined	none

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

GS FILE

COPY

01831

GENERAL HEADQUARTERS
FAR EAST COMMAND
CHECK SHEET

Subject: Manning Levels for Japanese Personnel

To: Govt Sect Date: 7 June 1948

From: G-1

1. In order to keep within overall manning levels for the use of Japanese personnel obtained by labor requisition, adjustments among using agencies are necessary. Recent records of Hq & Sv Gp indicate that 3 Japanese nationals were used by your section during the month of April. In order to preclude arbitrary reductions among using agencies, it is requested that a review be made of the number of Japanese nationals required by your section and that the minimum number be recommended to G-1 as the number to be established as a manning level figure.

2. Reply to this check note is requested not later than 14 June 1948.

- /s/ W.A.B. - - - - - - - - - - - - - -

From: Govt Sec To: G-1 Date: 10 June 1948

(3) A survey has been made in compliance with c/n 1. Three (3) Japanese national personnel presently employed are urgently needed by Government Section. One (1) Japanese national is utilized as a mimeograph operator and two (2) are specialists doing research and analysis work for the Civil Service Division, Government Section. This division is presently expanding but it is not anticipated that additional Japanese national personnel will be required.

- G.S. - - - - - - - - - - - - -

GS Files

Requisition Japanese Labor

Govt Sec G-1 11 May 1948

1. In compliance with G-1 c/n dated 25 August 1947, subject "Request for Monthly Report on Requisition of Japanese Labor," the following report is submitted for the month of May:

Line No.	Category of Employee	Number Employed (Daily Average)	Total Monthly Salary in Yen, Including Monetary Allowances	Remarks
1.	Mimeograph operator	1	¥ 3,000	none
2.	Economic Res. technicians	2	not yet determined	none

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

GS Files

Req for Jap Labor

Requisition Japanese Labor

Govt Sec G-1 5 Apr 1948

1. In compliance with G-1 c/n dated 25 August 47, subject "Request for Monthly Report on Requisition Japanese Labor," the following report is submitted for the month of April:

Line No.	Category of Employee	Number Employed (Daily Average)	Total Monthly Salary in Yen, Including Monetary Allowances	Remarks
1.	Mimeograph Operator	1	¥ 1600	None

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

GS FILE

Employment of Mr. Ishiro Ueno

Government Section
Civil Service Division

Lt. Lehman, S2
Headquarters and
Service Group

4/22/48

1. It is requested that Mr. Ishiro Ueno, Japanese National, to be employed by Civil Service Division, Government Section, be issued a building pass to permit him entry into the Dai Ichi Building between the hours of 0800 and 1700.

2. He is to be permanently employed by the Civil Service Division as Economic Research Technician.

C. W.

Govt. Section Files

Japanese Labor

Requisition Japanese Labor

Govt Sec

G-1

10 Mar 1948

1. In compliance with G-1 o/n dated 25 August 47, subject "Request for Monthly Report on Requisition Japanese Labor," the following report is submitted:

Line No.	Category of Employee	Number Employed (Daily Average)	Total Monthly Salary in Yen, Including Monetary Allowances	Remarks
1.	Mimeograph Operator	1	¥ 1600	none

C.W.

GS Files

Report on Requisition Japanese Labor

Govt Section G-1 10 Feb 1948

1. Pursuant to G-1 check note dated 25 August 1947, subj: "Request for Monthly Report on Requisition Japanese Labor", negative report is submitted.

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

GS FILES

Sep File
200

Gov't Section

Report on Requisition Japanese Labor

G-1

6 Jan 1948

1. Pursuant to G-1 check note dated 25 Aug 47, subj: "Request for Monthly Report on Requisition Japanese Labor", negative report is submitted.

----------O.W.----------

AGS

Labor

Report on Requisition Japanese Labor

GS G-1 5 December 1947

1 Pursuant to check note dated 25 August 1947, from G-1 to Government Section, subject: "Request for Monthly Report on Requisition Japanese Labor", negative report is submitted.

CW

GS FILE

Monthly Report on Requisition Japanese Labor

Govt. Sec. G-1 5 November 1947

Pursuant to check note dated 25 August 47 from G-1 to Government Section, subject: "Request for Monthly Report on Requisition Japanese Labor", negative report is submitted.

C.W.

✓ Offic Misc.

Monthly Report on Requisition
Japanese Labor

7 Oct 47

Govt. Sec. G-1

Pursuant to G-1 check note to GS dated 25 Aug 47, Subject: "Request for Monthly Report on Requisition Japanese Labor", negative report is submitted.

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

GS 7 Oct 47

23

GENERAL HEADQUARTERS
FAR EAST COMMAND

CHECK SHEET

Subject: Request for Monthly Report - on Requisition Japanese Labor.

1. FROM: G-1 To: Govt Sec 25 August 194

1. Japanese labor is divided into the following categories:

a. Obtained by labor requisitions (includes such individuals as clerks, typists, stenographers, technicians, professional advisors, drivers, etc.);

b. Obtained by procurement demand (includes the personnel that come as an operating force of a building or installation);

c. Individual Artists or Performers;

d. Domestic servants.

2. The allotment of "Civilians Paid from Cost of Occupation" currently authorized your section is for Japanese obtained by labor requisition and for "Foreign Nationals".

3. Request that a monthly report as to the amount, type and cost of requisition labor used by your section during the month be submitted to G-1 by the 10th of the following month. Negative reports required if appropriate. This report to be presented in the following form:

Line No.	Category of Employee	Number Employed (Daily Average)	Total Monthly Salary in Yen, Including Monetary Allowances	Remarks
1	Stenographers	1	¥ 800	
2	Drivers	3	2100	
3	Clerks	30	15000	
	TOTAL	34	¥17900	

4. As Foreign Nationals are to be reported to G-1 on a separate report, they will not be included in this report.

for W. A. B.

From: Govt Sec To: G-1 Date: 26 Aug 47

2 Negative report is submitted.

G.W.

GS files