

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

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HEADQUARTERS EIGHTH ARMY
Civil Affairs Section
APO 343

15 August 1949

530.0031

SUBJECT: Job Descriptions

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

Transmitted herewith DA 374 forms for your information
and dispatch to individual concerned.

R. A. Anderson
RICHARD A. ANDERSON
Chief, Civilian Division

1-Incl:
DA 374's(2) - Barbara Hassey

Supersedes MG 787-46

**DEPARTMENT OF THE ARMY
JOB DESCRIPTION
FIELD SERVICE**

1. INSTALLATION Headquarters Eighth Army Civil Affairs Section APO 343		2. JOB NO. MGM-787-2366-46	
3. TITLE Personnel Clerk (Stenographer) Clerk (Personnel)	4. PAY CATEGORY Class Act	5. OCC. CODE CAF-130	6. GRADE 5
7. EVALUATION APPROVAL Grade and title of this job have been fixed in accordance with Department of the Army official policy and grade level standards.			
		/s/ D. Long (SIGNATURE)	22 July 49 (DATE)
8. CITATION TO APPLICABLE STANDARD AND ITS DATE OF ISSUANCE			
9. JOB CONTROLS, DUTIES, AND CONDITIONS OF WORK (Indicate percent of time for each duty, where pertinent)			
<p><i>Barbara J. Assley</i> OPERATING UNIT COPY</p>			
Under the direct supervision of the Commanding Officer, Executive Officer, and Adjutant of Region Headquarters.			
Acts as secretary to the Commanding Officer, Executive Officer, and secretary and assistant to the Adjutant. Takes dictation and transcribes varied and lengthy reports, correspondence, etc. some of classified nature. 15%			
Disseminates information received from higher headquarters pertaining to administration, i.e. current directives, circulars, Information Bulletins, civilian regulations, etc. by means of extracting pertinent material and reproducing in information bulletins, letters, memorandums and in some cases passes subject information on to teams by means of TWX's. Uses own judgement as to what material will be of value to teams and should be passed on.			
Exercises initiative in handling calls and correspondence from teams pertaining to administration, successfully concluding some matters by answers and decisions from this level; and following-up others by contacting higher headquarters and relaying information back to teams.			
Is familiar with current administration operation and policy of Military Government from Regional level as well as from team level. 25%			
Initiates correspondence and follow-up on civilian employees request for leave, termination of contract, overdue pay, etc. Reviews administratively all correspondence going forward from team thru this headquarters to higher headquarters, (promotions, return to the Z/I, dependents of DAC's in-grade promotions, etc.). Prepares and maintains, accurate up-to-date roster of all civilians this Region. Maintains annual and sick leave, records of civilians this headquarters. Prepares Time Repors, and all other reports pertaining to civilians requested by higher headquarters (Personnel Information Sheets, Background Information Sheets, Arrival of Dependents of DAC's, etc.) Checks all incoming Personal History Statements, Form 643A, arriving on DAC's from all seven teams and this Hqs, and checks Efficiency Ratings from all teams.			
Maintains index and policy file of all Eighth Army, GHQ, Circulars, I Corps Memorandums, 8th Army Weekly Directives and Civilian Information Bulletins, extracting pertinent material and placing in this Headquarters, Information Bulletin or forwards to teams by means of letters, memorandums or TWX's.			
Performs liaison between higher headquarters and teams in situations involving departure of DAC for the Z/I, transfer out of this Region for reasons of misconduct, inefficiency, or reports received from the G-2 Sections involving			

DA AGO FORM 374
1 NOV 48

(Continue statement of duties, etc., on reverse side)

JOB CONTROLS, DUTIES, AND CONDITIONS OF WORK—CONTINUED

unfavorable background investigations.

Hears and reviews grievances received from DAC's of the 7 teams this Region and Region headquarters. Whenever possible aids in the settlement of these grievances, acting as mediator in these instances. If complaint is of a nature requiring council at higher headquarters, suggests and arranges these conferences.

Assists civilian employees with personal problems, i.e. lost baggage travel of dependents, shipment of personal cars, obtaining commissary cards etc. This sometimes involves numerous phone calls and liaison with other headquarters.

Checks to see that all teams submit necessary reports pertaining to civilians. Instructs administrative officers of team as to correct manner of submitting these reports, and all other correspondence pertaining to civilians.

Conducts initial interview with newly assigned employees, briefly orienting them on office routine and policy.

45%

Aids all teams with administrative problems pertaining to Foreign Nationals. Based on information gathered from higher headquarters and circulars, instructs teams in the proper method of completing the necessary forms and letters when requesting employment, termination or transfer of foreign nationals.

Maintains index and policy file of all Eighth Army, GHQ, Circulars and I Corps Memorandums, Eighth Army Weekly Directives and Civilian Information Bulletins, extracting pertinent material and placing in this headquarters' Information Bulletin or forwards to teams by means of letters, memorandums or TWX's.

Performs liaison between higher headquarters and teams in situations involving departure of foreign nationals for Hawaii or the Z/I, transfers and the many questions constantly arising in the administrative of foreign national affairs.

15%

10. CERTIFICATION

ORGANIZATIONAL LOCATION:

Kyushu Civil Affairs Region APO 24 - 5

27 JUN 1919

I HEREBY CERTIFY THAT THIS STATEMENT ACCURATELY AND COMPLETELY DESCRIBES WORK PERFORMED IN ONE OR MORE POSITIONS IN THE ABOVE ORGANIZATION SEGMENT:

(SIGNATURE OF ANALYST)

Charles L. Bachtel
CHARLES L. BACHTEL 1st Lt Sig C. Adj.
(SIGNATURE OF APPROVING SUPERVISOR)

11. REAUDIT CERTIFICATION

DATE					
SUPERVISOR'S APPROVAL					
ANALYST'S APPROVAL					

**DEPARTMENT OF THE ARMY
JOB DESCRIPTION
FIELD SERVICE**

Burtin Tapliff - CAPT - 5

1. INSTALLATION Eight Army, Civil Affairs Division		2. JOB NO.	
3. TITLE Clerk (Field & Office)		4. PAY CATEGORY	5. OCC. CODE
			6. GRADE

7. EVALUATION APPROVAL
Grade and title of this job have been fixed in accordance with Department of the Army official policy and grade level standards.

(SIGNATURE) (DATE)

8. CITATION TO APPLICABLE STANDARD AND ITS DATE OF ISSUANCE

9. JOB CONTROLS, DUTIES, AND CONDITIONS OF WORK (Indicate percent of time for each duty, where pertinent)

Under the general supervision of the Chief or the Assistant Chief of the technical unit to which assigned, incumbent performs assignments in accordance with directives as interpreted by supervisor or in accordance with outlined procedure. Independent judgment and discretion are used in the execution of work, many details of which are not readily subject to check. Written reports and material are reviewed by higher grade employees.

In the compilation and preparation of recurring reports, incumbent follows precedent calling by telephone or by means of conferences the Japanese agencies or individual to secure statistics and information requested by higher authority. Judges consistency and completeness of data received and prepares for submission in standard form. Writes simple narratives when required for clarification and prepares transmittal letter.

Makes inter-office contacts, selects information from office records and interviews Japanese officials and citizens to secure information and statistics for special reports for higher headquarters. Prepares reports as directed by supervisor or submits to higher grade employee for compilation.

Makes field trips to gather facts, develop evidence, or secure information by reviewing records, observing conditions and interviewing individuals in order to ascertain violations of directives and to secure compliance to them by rendering advice and suggestions in one or more fields of activity in which his section is engaged. Incumbent is limited in nature and scope of commitments to well defined policy and procedure. Supervisor outlines information to be gathered and provides incumbent with information available, such as officials and citizens to contact, information to disseminate and such fact-finding aids as questionnaires and check sheets. Inspections are usually routine where situations encountered are fairly repetitive or at institutions or plants not presenting complex or difficult problems.

In absence of supervisor, receives visitors in the office giving out information based on established policy and procedures; makes appointments for supervisor; maintains follow-up file on recurring reports or action correspondence, prepares routine indoctrinations and information memoranda, and performs similar clerical duties as required. Assists the section chief in scheduling the weekly activities of the section.

Supervises the work of subordinate clerical personnel in the section. 100%

Performs other incidental duties as assigned.

(Parks)

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
 FIELD SERVICE

1. INSTALLATION Eighth Army Civil Affairs Section		2. JOB NO.	
3. TITLE Legal and Government Officer		4. PAY CATEGORY	5. OCC. CODE 6. GRADE

7. EVALUATION APPROVAL
Grade and title of this job have been fixed in accordance with Department of the Army official policy and grade level standards.

 (SIGNATURE) (DATE)

8. CITATION TO APPLICABLE STANDARD AND ITS DATE OF ISSUANCE

9. JOB CONTROLS, DUTIES, AND CONDITIONS OF WORK *(Indicate percent of time for each duty, where pertinent)*

Under the administrative supervision of the Civil Affairs Team commander incumbent coordinates, administers and controls the legal and government programs in approximately six subordinate prefectures in the application of broad directives and policies. Work is guided by general policies and limitations set by higher authority.

1. Exercises staff supervision of the respective prefectural legal and government affairs whose principal duties embrace surveillance and direction of or assistance to the Japanese in:
 - a. Japanese courts and criminal procedures, to include increasing the standards, prestige and dignity of the legal profession.
 - b. Establishment of orderly and democratic governmental administration at all levels.
 - c. Development of a sense of responsibility of a government to its people.
 - d. Development of an understanding of the rights and duties of citizenship and of the new constitution and laws pursuant thereto.
 - e. Democratization and decentralization of government organization in order to insure local self-government.
 - f. Carrying out provisions of the purge directives.
 - g. Supervision of Japanese elections.
2. Conducts frequent and detailed inspections of subordinate prefectures to:
 - a. Insure a thorough knowledge of and conformance to policies and procedures of higher echelons.
 - b. Orient new employees and insure that basic information and instructions are available to them.
 - c. Make operating suggestions based on successful methods employed in other prefectures.
 - d. Secure information as to the effectiveness of the program.

JOB CONTROLS, DUTIES, AND CONDITIONS OF WORK—CONTINUED

- e. Take action if the prefectural team is inadequate.
- 3. Advise on problems and procedure relating to the new Japanese constitution and new legislation passed by the National Directives, United Nation and Foreign Nationals of rights in connection with SCAP directives limiting the jurisdiction of Japanese Courts over such nationals.
- 4. Exercises staff supervision over the Customs, Immigration and Quarantine program.
- 5. May have special duties involving American provost courts.
- 6. Analyzes the progress of the program throughout the region and makes recommendations for the consideration of higher authority concerning desirable changes in legal and government policies and procedures to effect greater efficiency based on existing situations in the field. These recommendations include both current and future planning for legal and government affairs.
- 7. Keeps the regional team commander informed concerning plans, policies and operations; acts as his consultant and advisor on legal and government matters; and represents the regional team commander at conferences at higher headquarters.
- 8. Maintains liaison with necessary civilian agencies and sections of the civil affairs team.
- 9. Conducts region wide investigations or surveys as may be directed.
- 10. Is responsible for organizational planning of the section, assignment of personnel, and control and direction of phases of the program delegated to subordinates.
- 11. Performs other incidental duties as assigned.

10. CERTIFICATION

ORGANIZATIONAL LOCATION:
Kyushu Civil Affairs Region APO 24-5

I HEREBY CERTIFY THAT THIS STATEMENT ACCURATELY AND COMPLETELY DESCRIBES WORK PERFORMED IN ONE OR MORE POSITIONS IN THE ABOVE ORGANIZATION SEGMENT:

(SIGNATURE OF ANALYST)

S. C. Hilton
 (SIGNATURE OF APPROVING SUPERVISOR)
 S. C. HILTON
 COL FA

11. REAUDIT CERTIFICATION

DATE						
SUPERVISOR'S APPROVAL						
ANALYST'S APPROVAL						

M. J. Molnar

Refer to:
Economics No. 2

POSITION DESCRIPTION

Eighth Army

Regional Military Government Team
Economics Section

Incumbent's name

(Insert)

Duties and Responsibilities

ASSISTANT CHIEF, REGIONAL ECONOMICS SECTION

Under the general supervision of the Chief, Regional Economics Section, incumbent exercises staff supervision over approximately six prefectural teams as delegated by supervisor. Supervision may be confined to one specific phase of the Economics program or may be over the entire program on special assignments as determined by the Chief of Section. General problems are discussed in conference with supervisor but incumbent takes independent action and makes major decisions subject only to the ratification of supervisor.

Operating responsibilities of the section include: Commerce and Trade; Manufacturing and Industry; Natural Resources; and Labor Relations, Labor Education, and Labor Procurement.

Assembles and studies directives and authoritative material from higher headquarters; interprets this material in conference with supervisor and shares with him the responsibility of planning operations in the Region. Drafts operating memoranda when necessary to implement material from higher headquarters to assure its applicability to Regional conditions and problems. Indicates priority and emphasis to be placed on specific phases of program. Submits drafts of memoranda to supervisor for review and concurrence.

20%

Conducts field trips to subordinate prefectures to: (a) insure conformance to policies and procedures of higher echelons; (b) orient new employees and insure that basic information and instructions are available to them; (c) make operating suggestions based on successful methods employed in other prefectures; (d) secure information as to the effectiveness of the program; (e) take action if the prefectural team is inadequate. Trips are made periodically and in addition are planned as a result of unsatisfactory reports or criticism of inspectors from higher echelons.

60%

Studies statistical graphs and charts drawn up from periodic reports from the field and reads reports to keep currently informed on field activities. Conducts correspondence or makes personal contacts required to secure complete factual data in questionable cases and makes decisions based on a knowledge of economic problems common to the Regional area. Collects data and recommends solutions to problems encountered in the field as a result of conflicting directives and/or impractical demands.

20%

Performs other incidental duties as assigned.

The above duties and responsibilities are approved.

Signature of Team Commander

Name, Grade or Rank of immediate supervisor.

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

14 JULY 49

Refer to:
Administration No. 10

POSITION DESCRIPTION

Eighth Army
Military Government Section
Location: . Prefecture

Clerk (Interpreter-Translator)
Title

CAF	130	6
Service	Series	Grade

Duties and Responsibilities

Under the general supervision of the Chief or the Assistant Chief of the technical unit to which assigned, incumbent relieves higher grade employees of clerical assignments in the field and in the office. Work is performed in accordance with directives as interpreted by supervisor or in accordance with predetermined procedure. Independent judgment and discretion are used in the execution of work, many details of which are not readily subject to check. Written reports and materials are reviewed by higher grade employees.

Pertinant to this position is the ability to interpret from Japanese into English and English into Japanese for persons unable to speak and understand both languages and in order to accomplish assigned clerical duties without requiring the services of another interpreter-translator.

Incumbent will interpret for military persons, engineers, doctors, lawyers, police, industrialists, government officials, farmers, miners, and for other persons in all walks of life in conversations, conferences, and speeches in front of large and small groups of people.

Translates written material from Japanese into English and from English into Japanese. Makes complete translations of documents and technical material using idiomatic phraseology peculiar to the language.

In the compilation and preparation of recurring reports, incumbent follows precedent, calling by telephone or by means of conferences, the Japanese agencies or individuals to secure statistics and information requested by higher authority. Presents information gathered to superior who judges consistency and completeness of data received before preparation and submission in standard form. Writes simple narratives when required for clarification and prepares transmittal letter.

Makes inter-office contacts, selects information from office records and interviews Japanese officials and citizens to secure information and statistics for special reports for higher headquarters. Prepares report as directed by supervisor or submits to higher grade employee for compilation.

Makes field trips to gather facts, develop evidence, or secure information by reviewing records, observing conditions and interviewing individuals in order to ascertain violations of directives and to secure compliance to them by rendering advice and suggestions in one or more fields of activity in which his section is engaged. Incumbent is limited in nature and scope of commitments to well defined policy and procedure. Supervisor outlines information to be gathered and provides incumbent with information available, such as officials and citizens to contact, information to disseminate and such fact-

finding aids as questionnaires and check sheets. Inspections are usually routine where situations encountered are fairly repetitive or at institutions or plants not presenting complex or difficult problems.

In absence of supervisor, receives visitors in the office giving out information based on established policy and procedures; makes appointments for supervisor; maintains follow-up recurring reports or action correspondence prepares routine indorsements and information memoranda, and performs similar clerical duties as required. Assists the section chief in scheduling the weekly activities of the section.

Supervises the work of subordinate clerical personnel in the section.

The above duties and responsibilities are approved.

Signature of Team Commander
Name, Grade or Rank of immediate Supervisor

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

Supersedes CAI-617-4

**DEPARTMENT OF THE ARMY
JOB DESCRIPTION
FIELD SERVICE**

1. INSTALLATION Headquarters, Eighth Army		2. JOB NO. CAI-1006-44	
3. TITLE Civil Education Officer		4. PAY CATEGORY	5. OCC. CODE 6. GRADE

7. EVALUATION APPROVAL
Grade and title of this job have been fixed in accordance with Department of the Army official policy and grade level standards.

COT
 _____ 3 Jun 49
 (SIGNATURE) (DATE)

8. CITATION TO APPLICABLE STANDARD AND ITS DATE OF ISSUANCE

9. JOB CONTROLS, DUTIES, AND CONDITIONS OF WORK *(Indicate percent of time for each duty, where pertinent)*

Under the general supervision of the regional senior civil affairs officer, incumbent directs, organizes and coordinates throughout the region the civil education program to include various programs on women's affairs. Being primarily a teams, he spends a large part of his time with these teams. His operational activities are limited to dealings with appropriate governmental bureaus and non-governmental agencies whose authority is region-wide.

Duties:

1. By means of field inspections, reports and recommendations submitted from prefectural civil affairs teams, and recommendations submitted by assistants, studies the progress of the several programs in civil education to determine the effectiveness of the programs as applied.

2. By means of personal visits to prefectural or special area teams, conferences with civil education officers of subordinate units and directives from higher authority, coordinates the civil education program throughout the region. Organizes and directs frequent group conferences of subordinate CE officers to facilitate the operation of a coordinated regional program and reviews reports submitted by the prefectural teams for the purpose of gaining additional information upon which to improve the work of subordinate team personnel in strengthening the various phases of the civil education program throughout the region.

3. Will make recommendations to the regional senior civil affairs officer and higher headquarters to increase the effectiveness of the program.

4. Will exercise staff supervision over lower echelons of command for compliance with directives pertaining to civil education.

5. Will keep the regional senior civil affairs officer informed on all phases of the civil education program by means of oral reports, memoranda and staff studies.

6. Will exercise technical staff supervision over the work of the civil education officer of the prefectural or special area civil affairs teams.

7. Will render required reports to next higher headquarters.

ARMY DEPARTMENT		POSITION DESCRIPTION		FIELD SERVICE		1. POSITION No.			
2. INSTALLATION Headquarters Eighth Army				5. TITLE Specialist in Charge of Incentive Goods and Financial Analysis, Special Coal Team		6. SERVICE	7. SERIES	8. GRADE	9. No.
3. POSITION LOCATION Hokkaido Military Government Team Fukuoka Military Government Team				10. SIGNATURE OF ANALYST		11. DATE ALLOCATED			
				12. ADDITIONAL IDENTICAL TO THIS POSITION					
4. (A) SUPERVISION RECEIVED, (B) SUPERVISION EXERCISED, (C) DUTIES OF POSITION				PERCENTAGE OF TIME ON EACH TASK					
<p>Incumbent will work under the direct supervision of the chief of the special coal team and indirectly under the military government team commander. Independent action and decision will be required but incumbent will be required to keep his immediate superior informed on all such actions.</p> <p>Incumbent is responsible for supervision of the incentive goods program for the coal mines in his area of responsibility; analysis of financial position of coal mine companies; evaluation of current fund requirements and appropriateness of use of funds; and recommendations as to current financing policy, provision of loans, current and long term building and equipment programs.</p> <p>1. He studies the channels followed by incentive goods, the functioning of existing agencies and schemes for the distribution of same to determine where the bottlenecks are and the efficiency of the system. On the basis of his findings he will make recommendations to improve the system of handling.</p> <p>2. The incumbent studies accessory problems of middleman financing, transportation priorities, and the handling of eligibility evidence and incentive goods program at prefectural level to make recommendations as to ways of removing impediments to the expeditious movement of such goods.</p> <p>3. The incumbent carries on negotiations with banking, transportation, prefectural and other authorities to establish procedures for their participation in incentive goods distribution programs where this is needed to facilitate the movement of goods.</p> <p>4. Incumbent studies the efficiency of the goods as incentive goods and the fairness of the system through which they are earned, from the workers point of view, and the effectiveness of these goods and the current systems of rationing of the desired goal: maximum production of coal by the individual.</p>									

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DUTIES—CONTINUED

PERCENTAGE OF TIME ON EACH TASK

5. Analyze financial statements of individual coal mines, both from the company and the bank, for the purpose of determining their financial condition.

6. Investigate the use to which equipment funds have been put and the necessity for supply of further funds for purchase of equipment.

7. Investigate the amount of housing which exists at each coal mine, the amount of new housing which has been provided and the amount of housing which it is considered necessary to finance in the future.

8. Investigate the amount of materials and equipment on hand in each mine to determine supply position and need for additional funds for equipment purposes.

9. Investigate the amount of back debts which each owed including wage payment position and the proposed plan for repayment of these debts and need for funds for that purpose.

10. Analyze production costs in the individual coal mines to determine efficiency of operation and adequacy of prices.

11. Analyze inventory turnover and account collection rate.

Incumbent will coordinate his activities with all other sections of the military government team.

Incumbent should have a college education with a degree in business administration, or the equivalent in practical experience. A knowledge of Japanese economy in the field of production, distribution and transportation is desirable but not necessary.

THE ABOVE DUTIES ARE APPROVED

RAX W. BEASLEY
Brigadier General, GSC

SIGNATURE OF OPERATING OFFICIAL

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

POSITION AUDIT

DATE							
ANALYST							