

775 013

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

Description of contents

- (1) Box no. 2850
- (2) Folder title/number: (45)
Memorandum for Indigenous Personnel
- (3) Date: May 1950 - June 1950

(4) Subject:

Classification	Type of record
9032.2, 9035.3	e

(5) Item description and comment:
Kanto

(6) Reproduction: Yes No

(7) Film no.

Sheet no.

(Compiled by *National Diet Library*)

775 013

HEADQUARTERS
KANTO CIVIL AFFAIRS REGION
APO 500

I-N-F-O-R-M-A-L
C-H-E-C-K S-H-E-E-T

FILE NO. _____

NOTE: Use this slip for notes in connection with this paper. All notes will be NUMBERED CONSECUTIVELY, top to bottom, all records necessary for intelligent action should be attached. A line will be drawn the full width of the slip below each note. Both sides will be used before additional sheets are added.

SUBJECT: **Physical Examination for Indigenous Employees**
(Blood test for syphilis & X-ray-chest)

No.	DATE	FROM	TO	REMARKS
1	26 Oct 50	Deputy Chief	Chief, Public Welfare Section	<p>The mobile unit of the Shitaya Hospital will visit this headquarters on 28 October 1950.</p> <p>It is requested that the following personnel who have not completed their initial physical examination be excused from work during the hours 1000 to 1100 to avail themselves of this opportunity.</p> <p>Place: Motor Pool area, Kanto C.A.F. Region.</p> <p>Okamoto, Torao Shimizu, Emiko Nitta, Reiko Nakayama, Teruyo Nomura, Yutaka Mori, Yoshio Murakami, Kenichiro Hozumi, Tadaaki Ogura, Akira</p> <p>----- GEO. B. NIBLOCK Jr. -----</p>

(USE BOTH SIDE)

PUBLIC WELFARE SECTION
KANTO CIVIL AFFAIRS REGION
APO 500

RJA/ml

7 June 1950

MEMO TO: Non-DAC Staff

SUBJECT: Conditions of Employment

1. Due to the fact that there seems to be considerable misunderstanding and some apprehension among the non-DAC staff in certain basic elements of the conditions of employment in this section, the following is submitted for your information:

a. The Chief of the Section is responsible for all personnel; for the hiring, changes in status, and the dismissal of staff. There are certain Japanese Government and Civil Affairs rules and regulations governing employment which all are subject to. There are, in addition, standards of performance expected of each person in his or her respective job activities. In both of the above situations, the decision regarding the retention of a staff member belongs to the Chief of the Section.

b. Those staff members assigned to a DAC Welfare Officer as advisor or interpreter are to perform their duties under the full supervision of such Welfare Officer. Those staff members who are interpreters or translators and not specifically assigned to a DAC Welfare Officer will work under the immediate supervision of the Chief of the Section. Clerks, typists, and stenographers will work under the immediate supervision of Miss Law, office secretary.

c. Hours of work are from 8:00 to 5:00 Monday through Friday with one hour off for lunch and from 8:00 to 12:00 on Saturday. It is expected that all persons will be prompt in reporting to work. All persons must be prepared to leave the office at 5:00 P.M. on weekdays and 12:00 noon on Saturdays. Those staff members assigned to DAC Welfare Officers who work overtime are to take appropriate compensatory time under the direction of their respective Welfare Officers.

d. No non-DAC staff member has any supervisory responsibility for, or control over, any other non-DAC staff member.

CIRCULATION:

Arima A.	Obana T.O.
Kamimura X	Ogura A.C.
Koyama Koyama	Sato S.S.
Murakami M.	Shimizu S.S.
Muramatsu M.M.	Sugino S.S.
Nakayama N.H.	Ushikubo T.O.
Nitta N.	Yamanaka M.H.
Nomura N.M.	Yui S.Y.

Roland J. Artigues
ROLAND J. ARTIGUES
Chief
Public Welfare Section

775 013

ROUTE SLIP

	FROM	TO	INITIAL	FROM	TO	INITIAL
ARTIGUES		1	<i>afg</i>			
CALLOW		2	<i>gll</i>			
GAFFNEY		3	<i>AGG</i>			
KENT		4	<i>akr</i>			
WOODROW Foster		5	<i>MEF</i>			
WYCKOFF		6	<i>mcw</i>			
FOSTER		7				

ACTION _____ INFO FILE _____

COMMENTS *Please return to #1.*
Shankley
afg

PUBLIC WELFARE SECTION
KANTO CIVIL AFFAIRS REGION
APO 500

EJA/ml

7 June 1950

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d. No non-DAC staff member has any supervisory responsibility for, or control over, any other non-DAC staff member.

CIRCULATION:

Arima	Obana
Kamiwura	Ogura
Koyama	Sato
Murakami	Shimizu
Muramatsu	Sugino
Nakayama	Ushikubo
Nitta	Yamanaka
Nomura	Yui

Roland J. Artigues
ROLAND J. ARTIGUES
Chief
Public Welfare Section

PUBLIC WELFARE SECTION
KANTO CIVIL AFFAIRS REGION
APO 500

RJA:ml/mm

29 May 1950

MEMO FOR: Indigenous Staff

SUBJECT: Answering Telephone in English

1. It has been directed that the person answering the telephone must identify the office and himself in English, as follows: "This is Welfare Section, Kanto Civil Affairs Region, Mr. So-and-So speaking."

2. Please be careful in the future to follow this instruction, as complaints have been received about this office's telephone being answered in Japanese.

CIRCULATION:

Arima *S. Arima*
Kamimura *K.K.*
Koyama *H.K.*
Murakami *H.*
Muramatsu *M.M.*
Nakayama *T.N.*
Nitta *R.N.*
Nomura *Y.N.*
Obana *O.*
Ogura *A.O.*
Sato *S. Sato*
Shimizu *S. Shimizu*
Sugino *S. Sugino*
Ushikubo *P.U.*
Yamanaka *M.Y.*
Yui *S.Y.*



ROLAND J. ARTIGUES
Chief
Public Welfare Section

775 013

File

PUBLIC WELFARE SECTION
KANTO CIVIL AFFAIRS REGION
APO 500

RJA/mm

22 May 1950

MEMORANDUM FOR: Mrs. Sugino

FROM: Chief of Section

1. A review of the Daily Time Log indicates that you have not signed your "in and out" movements since 28 February 1950.
2. You will please resume the practice of entering your name on this record in accordance with standing instructions.

ROLAND J. ARTIGUES

PUBLIC WELFARE SECTION
 KANTO CIVIL AFFAIRS REGION
 APO 500

RJA/mm

22 May 1950

MEMORANDUM FOR: All Indigenous Staff

FROM: Chief

1. It is necessary that each person record his or her daily "in and out" activities by the Daily Time Log. Please be more careful in this matter in the future.
2. After reading this, please initial next to your name.

Roland J. Artigue
 ROLAND J. ARTIGUES

CIRCULATION:

- Arima *am*
- Kamimura *K.K.*
- Koyama *K.K.*
- Muramatsu *M.M.*
- Nakayama *N.N.*
- Ninomiya *N.N.*
- Nitta *N.N.*
- Nomura *N.N.*
- Obana *O.O.*
- Ogura *O.O.*
- Sato *S.S.*
- Sugino *S.S.*
- Yamanaka *Y.Y.*
- Yui *Y.Y.*