DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

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

Description of contents

(1) Box no. 3145

(2) Folder title/number: (6)
Civilian Personnel

(3) Date: June 1947 - Dec. 1947

(4) Subject:

Classification	Type of record
9032.2	e, i, n

(5) Item description and comment:

Kyushu

(6) Reproduction: (Yes) No

(7) Film no. Sheet no.

(Compiled by *National Diet Library*)

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO: _____

255 NR SA-1 NA-1 KM-1 OA-1 KA-1
RR SA NA KM OA KA

DE UADKJ
R 312318Z
FM CO KYUSHU C A REGION FUKUOKA
TO ZEN/CO FUKUOKA C A TEAM FUKUOKA
SA/CO SAGA C A TEAM SAGA
NA/CO NAGASAKI C A TEAM NAGASAKI
KM/CO KUMAMOTO C A TEAM KUMAMOTO
OA/CO OITA C A TEAM OITA
KA/CO KAGOSHIMA C A TEAM KAGOSHIMA
MI/CO MIYAZAKI C A TEAM MIYAZAKI
WD GRNC

CITE KCAR-1581 ALL TRANSFERRING DACS ARRIVING IN FUKUOKA ON FIFTH OR SEVENTH NOVEMBER WILL REPORT TO CIVILIAN PERSONNEL SECTION CMA KYUSHU CIVIL AFFAIRS REGION IF ARRIVING DURING DUTY HOURS PD AFTER DUTY HOURS ALL OFFICER SATUS DACS AND FEMALE DACS OF ENLISTED STATUS WILL REPORT TO YAMAMOTO HOTEL FOR BILLETING AND ENLISTED STATUS DACS WILL REPORT TO CIVIL AFFAIFS COMPOUND

CFN KCAR-1581
31/2336Z OCT UADKJ

TOS V 255 NR-1-1-1-1-1 R R R R Ø100132 (D) MORE
TOR V SA NR-1 R R Ø1002 EEE Ø100132 (TM) GA
TOR V OA (NR-1) (ROUTINE) Ø100132 (TSH)(GA PLS)
TOR V KM NR1 R R R R Ø100132 /AT/ G A PLS K
TOR V KA (NR-1) (ROUTINE) Ø100132 (EN) (GA)
TOMVYCGA

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO: [redacted]

255 NR3
RR KA

DE UADKJ
R 232233Z
FM KYUSHU C A REGION FUKUOKA
TO ZEN/CO FUKUOKA C A TEAM FUKUOKA
SA/CO SAGA C A TEAM SAGA
NA/CO NAGASAKI C A TEAM NAGASAKI
KACO KAGOSHIMA C A TEAM KAGOSHIMA
KM/CO KUMAMOTO C A TEAM KUMAMOTO
OA/CO OITA C A TEAM OITA
MI/CO MIYAZAKI C A TEAM MIYAZAKI
WD GRNC

CITE KCAR-1555 REQUEST ALL TEAMS FORWARD THE TWO ZERO ONE FILES OF DOG ABLE CHARLIE WHO HAVE RECENTLY BEEN TRANSFERRED TO THIS REGION PD IN THE FUTURE CMA DOG ABLE CHARLIE WILL HAND CARRY THEIR TWO ZERO ONE FILES WHEN REPORTING INTO REGION PD PARA ALL FIEEEEE ALL FILES PERTAINING EEEEE FILES PERTAINING TO DOG ABLE CHARLIE CMA PAREN TIME REPORTS CMA PROMOTION CMA LEAVES ETCETERA PAREN TO BE FORWARDED TO THIS HEADQUARTERS ATTENTION CLN MRS HASSEY CMA ANY TIME AFTER ONE FIVE NOVEMBER FOR SCREENING

CFN KCAR-1555
23/2357Z OCT UADKJ

TOS V 255 NR3 R R R R 240058Z (D) TNX ALL
TOR V KA (NR-3) (ROUTINE) 240058Z (EN) (1 FOR KCAR)

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO.

Cite KOAR-1555 Request all teams forward the 201 files of DAC who have recently been transferred to this Region. In the future, DAC will hand carry their 201 files when reporting into Region.

All files pertaining to DAC, (time reports, promotion, leaves, etc.) to be forwarded to this Headquarters attention: Mrs. Hassey, any time after 15 November for screening.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO: [illegible]

Miss Morris?
Please look into the
for

255 NR KA-1 KM-1
RR KA KM

DE UADKJ
R 150145Z
FM CO KYUSHU C A REGION
TO ZEN/CO FUKUOKA C A TEAM
MI/CO MIYAZAKI C A TEAM
KM/CO KUMAMOTO C A TEAM
KA/CO KAGOSHIMA C A TEAM
WD GRNC

CITE KCAR-1521 ALL FOREIGN NATIONALS WHO HAVE INDICATED THAT THEY DO NOT DESIRE TO TRANSFER TO REGION WILL SUBMIT A LETTER OF RESIGNATION THRU CHANNELS AT LEAST TWO WEEKS PRIOR TO DESIRED TERMINATION DATE PD THAT LAST DAY OF DUTY TO BE SHOWN ON TIME REPORT WILL BE THE DATE INDICATED IN LETTER OF RESIGNATION PD THOSE FOREIGN NATIONALS WHO HAVE INDICATED THEY DO DESIRE TO TRANSFER TO REGION WILL BE NOTIFIED BY THIS HEADQUARTERS AT A LATER DATE AS TO EVEEEEE TO EFFECTIVE DATE OF TRANSFER

DVN KCAR-1521
15/0250Z OCT UADKJ

TOS V 255 NR 1-1 RR RR 162305Z (C) ALL TNX
TOR V KA (NR-1) (ROUTINE) 162305Z (EN) (MIN)
TOR V KA (NR-1) (ROUTINE) 162305Z /AT/ OUT

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

Morris

CIVILIAN PERSONNEL SECTION
Headquarters Eighth Army
United States Army
APO 343

4 October 1949

INSTRUCTIONS FOR TIMEKEEPERS

1. Records of attendance for all employees will be submitted on SF 1135 or 1136. Forms may be obtained from the office of operating official or by requisiting from Adjutant General Publications Depot, APO 503.

2. Time and attendance reports for local overseas units will reach the Civilian Personnel Section not later than 12:00 noon Monday following the end of each pay period. To receive reports on time they will be hand-carried. Reports not received by specified time will be considered delinquent.

3. Reports for outlying overseas units should be in the mail not later than Monday following end of each pay period. Reports not received in Civilian Personnel Section by Saturday following end of pay period will be Considered delinquent.

4. Late or improperly compiled reports are grounds for non-payment until a later date.

5. Time and attendance reports should be kept up daily.

6. The following items of the face of SF 1135 or 1136 will be standard throughout this Command and must be shown for proper computation of pay:

a. Agency—Dept of Army and names of Installation, e.g. Post Engrs., Post Q.M., Maint.

b. Reporting Unit—Name of Section, Office, shop or plant, e.g. 598th Engr., Base Depot, Yokohama Motor Command, Tokyo Q.M. Depot, Provost Marshall.

c. Block—Leave blank for payroll clerk.

d. Tour of duty—40-hour week Monday through Saturday, 4 hours Wednesday and Saturday. If other tours of duty have been submitted and approved, make appropriate reference. Night duty tours should indicate hours covered. Also statement must be included indicating tour is a regularly scheduled tour of duty.

e. Pay Period No.—Fill in beginning and ending dates of pay period. Time is reported on a bi-weekly basis, beginning on Sunday and ending on Saturday.

f. Name of employee—Names must be segregated according to Projects and listed in alphabetical order with last names first. Directly below the name of each employee occupying government quarters should be shown billet classification e.g. B/-1, B/-2, B/-3.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO.

g. First and Second Weeks--In coding absences, the number of hours in each case will be shown. Check mark or "V" will not be shown in any case. Correct coding is shown in the upper right-hand corner of time sheet. The following chart may be used as a reference:

8	8	8	8	4	6	8	8	8	4	8	6	8	8
EOD	HW	A	S	4/A	2/S	W	2/OT	AWL	4/O	2/CT	2/C	2/ND	LDW

h. Hours in Pay Status--Leave blank for payroll clerk.

i. Time Absent--Leave blank for payroll clerk.

j. Certificate (lower right-hand corner)--May be signed by supervisor, timekeeper or officer in charge.

k. All overtime work must be ordered and approved by proper authority, this authority having been delegated in written orders. The time report will be signed by proper authorized official and will be proof that the time indicated thereon was ordered and approved.

l. Telephone--Timekeeper's telephone number should be filled in space provided.

m. The "Entered on Duty" date for employees hired locally will be the effective date shown on employee's employment authority (SF 50). For employees hired from the Z I, EOD date will be that date supplied on CPS FM 10 by CPS this Headquarters.

n. When an employee resigns or is separated or transferred, an appropriate remark stating last day worked (LDW) will be entered in space immediately below attendance figure of last day work.

7. Application for Leave, Standard Form 71, is required to accompany Time and Attendance Reports. SF 71 is required for sick leave for a period of over three days, and for annual leave for a period of over two weeks or when annual leave covers two reporting periods. Annual leave must be applied for in advance except in emergency cases. Timesheet must be initialed immediately upon return to duty.

8. These instructions supersede all previous instructions.

Robert A. Williams
Robert A. Williams
Certifying Officer

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

KCAR

The following extract received from 24 Infantry Division Artillery to Kyushu Civil Affairs Region is quoted for your information and compliance.

"Resignation and return of Civilian employees to the Zone of Interior as a result of Executive Order 10000: Reference: Section XV, Weekly Directive 57, Headquarters Eighth Army, 8 October 49." Authority for resignation and return to the Zone of Interior at government expense of civilian employees who suffered loss in net pay as a result of Executive Order 10000(Change in rate of overseas and / or post differential) is withdrawn effective 30 October 1949.

Employees who desire to take such action will submit their resignations in writing accompanied by civilian personnel form letter request for return to (United States) (Hawaii) for (leave) (termination) to this headquarters, Attention Civilian Personnel Section, not later than 30 October 1949. Return to the Zone of Interior will be effected prior to 31 December 1949, subject to the availability of transportation. (AGOP 230)".

Two CPL/EVD letter three, with allied papers reemployment rating, exit interview will be submitted to this headquarters immediately.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. _____

255 NR KA-4 KM-4
RR KA KM

DE UADKJ
R 180410Z
FM KYUSHU C A REGION FUKUOKA
TO ZEN/CO KUKUOKA C A TEAM FUKUOKA
SA/CO SAGA C A TEAN SAGA
NA/CO NAGASAKI C A TEAM NAGASAKI
OA/CO OITA C A TEAM OITA
MI/CO MIYAZAKI C A TEAM KIYAZAKI
KA/CO KAGOSHIMA C A TEAM HAGOSHIMA
KM/CO KUMAMOTO C A TEAM KUMAMOTO
WD GRNC

CITE KCAR-1535 THE FOLLOWING EXTRACT RECEIVED FROM TWO FOUR INFANTRY DIVSION ARTILLERY TO KYUSHU CIVIL AFFAIRS REGION IS QUOTED FOR YOUR INFORMATION ANS EEEE INFORMATION AND COMPLIANCE PD QUOTE RESIGNATION AND RETURN OF CIVILIAN EMPLOYEES TO THE ZONE OF INTERIOR AS A RESULT OF EXECUTIVE ORDER ONE ZERO ZERO ZERO ZERO CLN REFERENCE CLN SECTION XV CMA WEEKLY DIRECTIVE FIVE SEVEN CMA HEADQUARTERS EIGHTH ARMY CMA EIGHT OCTOBER FOUR NINE PD QUOTE AUTHORITY FOR E RESIGNATION AND RETURN TO THE ZONE OF INTERIOR AT GOBERNMENT EXPENSE OF CIVILIAN EMPLOYEWS HWEEEE EMPLOYEES WHO SUFFERED LOSS IN NET PAY AS A RESULT OF EXECUTIVE ORDER

CFN KCAR-1535

PAGE TOWEEE TWO UADKJ

ONE ZERO ZERO ZERO ZERO PAREN CHANGE ~~EMP~~ 14 RATE OF OVERSEAS AND SLASH OR POST DIFFERENTIAL F PAREN IS WITHDGAWN EFFECTIVE THREE ZERO OCTOBER ONE NINE FOUR NINE PD PARA EMPLOYEES WHO DESIRE TO TAKE SUCH ACTION WILL SUBMIT THEIR RREEE THEIR RESIGNATIONS IN WRITING ACCOMPANIED BY CIVILIAN PERSONNEL FROM LETTER REQUEST FOR RETURN TO PAREN UNITED STATES PAREN PAREN HAWAII PAREN FOR PAREN LEAVE PAREN PAREN TERMINATION PAREN TO THIS HEADQUARTERS CMA ATTENTION CIVILIAN PERSONNEL SECTION CMA NOT LATER THAN THREE ZERO OCTOBER ONE NINE FOUR NINE RETURN TO THE ZERO OF INTERIOR WILL BE EFFECTED PRIOR TO THE EEEE TO THREE ONE DECEMBER ONE NINE FOUR NINE CMA SUBJECT TO THE THEEEE THE AVAILABILITY OF TRANSPORTATION PD PAREN AGOP TWO THREE THREEEE THREE ZERO PAREN UNQUTEEE PAREN UNQUOTE PD PARZ EEE PD PARA TWO CHARLIE PETER LOVE SLASH EASY GIEEEE EASY VICTOR DOG LETTER THREE CMA WITH ALLIED PAPERS REEMPLOYMENT RATING CMA EXIT INERVIEW WILL BE SUBMITTED TO THIS HEADQUARTERS IMMEDIATELY
18/0650Z OCT UADKJ

TOS V 255 NR 4-4- RR RRR 180EE 182329Z (C) ALL TNX
TOR V KM NR-4 R R R R 182329Z C TNX OT
TOR V KA (NR-4) (ROUTINE) 182329Z (EN) (RPT L 1 OF P 2

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

PERSONNEL INFORMATION SHEET
(Department of Army Civilians)

PRINT OR TYPE

_____ (Date)

Name: _____ (Last) (First) (Middle)

Date of Birth: _____ Race: ___ Marital Status ____ Sex ____

Organization: _____ APO _____

Address: _____ Phone Number: _____ (Qtrs) (Office)

Emergency Address in United States: _____ (Name)

_____ (Address) _____ (Relationship)

Dependents: Name	Date of Birth	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____

Are dependents in theater? ___ Date dependents arrived: _____

Date of marriage in this theater (if applicable: _____

Date departed United States: (C) _____ (M) _____ Date arrived Japan: (C) _____ (M) _____

Place of hire or induction: (C) _____ (M) _____

Date of discharge in this theater from military service: _____

Length of contract: _____ Date employed by M G _____

Will complete employment agreement on _____

If on indefinite extension, date original employment agreement was completed: _____.

Payroll deductions for: _____ (Subsistence) _____ (Quarters)

_____ (Signature)

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

INSTRUCTIONS FOR COMPLETING PERSONNEL INFORMATION SHEET

1. All information requested will be typed or printed. Employee will sign on line indicated for signature.

2. All questions will be answered. If there are some questions which do not apply, so indicate by marking "DNA" (Does Not apply).

3. "Race" will be indicated as "White", "Negro", "Other". (If "Other", indicate race such as Chinese, Mexican, Spanish, etc.)

4. "Marital Status" will be indicated as Married, Single, Divorced, Widow, or Widower.

5. "Organization" -- The Military Government Team or Region to which assigned, including the APO number and city in which located.

6. Names of dependents will include first, middle and last names. If married in this theater, maiden name of wife will appear in parenthesis after her middle name.

7. (C) -- Civilian (M) -- Military

8. Amount of money deducted for subsistence and quarters will be shown as indicated on WD Form 58.

9. In the event any changes occur from time to time, a corrected Personnel Information Sheet will be forwarded to Headquarters Eighth Army, Military Government Section, Civilian Branch, APO 343. Changes will be underscored with red pencil.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO:

Miss Morris

2E5 NR NA-2 KM-2 OA-2 KA-4
ER NA KM OA KA

DE UADKJ
R 160310Z
FM CO KYUSHU C A REGION
TO ZEN/CO FUKUOKA C A TEAM
NA/CO NAGASAKI C A TEAM
KM/CO KUMAMOTO C A TEAM
KA/CO KAGOSHIMA C A TEAM
OA/CO OITA C A TEAM
SA/CO SAGA C A TEAM
MI/CO MIYAZAKI C A TEAM
WD GRNC

CITE KCAR-1393 THURSDAY CMA TWO TWO SEPTEMBER HAD BEEN DELETED BEEN DECLARED KYUSHU CIVIL AFFAIRS ORGANIZATION DAY WITH ALL DUTIES SUSPENDED WITH THE EXCEPTION OF NECEDEEEE OF NECESSARY GUARD AND FATIGUE DUTY PD DEPARTMENT OF THE ARMY CIVILIAN TIME REPORT WILL INDICATE THIS AS A REQULAR EIGHT HOUR WORKING DAY AND NOT AS A HOLIDAY

CFN KCAR-1393
16/0615Z SEPT UADKJ

TOS V 255 NR 2-2-2-2-EEE 2-2-2-A RR RB 160642Z (C) MORE
TOR V KM (NR-2) (ROUTINE) 160642Z /AT/ G A PLS
TOR V OA (NR-2) (ROUTINE) 160642Z (TSH)(AG GA PLS)
TOR V 266 NR3EEE NR2 RRR 160642Z (M) GA
TOR V KA NR 4 R R 160642Z (JI) GA

G A TU

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 77-0

TO: KAGOSHIMA CAT
ATTN: CAROL MORRIS

Attached are new leave request forms for DAC's. To be used when requesting leave either on or off Kyushu, (in Japan tho).

1st Ind, signed by CO, will be from your hqs, either approving or disapproving request.

B. Hassey

C F Morris

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

Morris

COPY

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

RECEIVED
Hqtrs KAG ~~MG~~ EA TEAM
DATE AUG 29 49
TIME 0802

17 August 1949

AGCPB 248

SUBJECT: Regular Date of Pay for Department of the Army Civilians

TO: Commanding General, I Corps, APO 301
Commanding General, IX Corps, APO 309
Commanding General, 1st Cavalry Division (Infantry), APO 201
Commanding General, 7th Division, APO 7
Commanding General, 24th Division, APO 24
Commanding General, 25th Division, APO 25
Commanding General, Yokohama Command, APO 503
Commanding Officer, Kobe Base, APO 317

1. Effective 20 August 1949, pay day for 8th Army Department of the Army Civilians located in the Yokohama-Tokyo area will be the second Wednesday following the end of each pay period. The first regular pay day under this plan will be 31 August, covering the period from 7 to 20 August.

2. Pay checks for civilian employees in outlying areas will be mailed by the certifying officer Civilian Personnel Section, Eighth United States Army, immediately upon receipt from the Finance Office. Due to mail transit time it will not be practicable to set an exact pay day for employees outside the two metropolitan areas.

3. Checks being held for individuals returning to the Z. I. will be delivered prior to their departure regardless of the established pay day.

4. Local pay representatives are requested to hand-carry time reports to the payroll office in order that payrolls may be computed in time to insure prompt payment. Local time reports must be received not later than noon Monday following the end of the pay period. Time reports for outlying areas will be mailed by Monday following the end of the pay period to insure receipt of reports in the payroll office not later than Friday following the end of the pay period. Time reports not received by the dates specified, or improperly compiled, will be considered delinquent and subject to payment at later date.

5. The following note will be attached to each pay check by the payroll division Civilian Personnel Section for Department of the Army Civilians located in the Yokohama-Tokyo area covering pay due for the pay period ending 6 August.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

COPY

AGCPB 248
Subject: Regular Date of Pay for Department of the Army Civilians, 17 August 1949

"PAY DAY FOR PERIOD ENDING 20 AUGUST FOR 8TH ARMY DEPARTMENT OF THE ARMY CIVILIANS LOCATED IN THE YOKOHAMA-TOKYO AREA WILL BE WEDNESDAY, 31 AUGUST. PAY DAY THEREAFTER WILL BE ON ALTERNATE WEDNESDAYS."

BY COMMAND OF LIEUTENANT GENERAL WALKER:

/s/ W. K. Whichard
/t/ W. K. WHICHARD
Major, AGD
Asst. Adj. Gen.

Copies Furnished:
General and Special Staff
Sections, this Headquarters

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

Morris

ESTABLISHING A DEFINITE PAYDAY

Payday for 8th Army Department of the Army Civilians located in Yokohama-Tokyo area will be the second Wednesday following the end of each pay period. First regular pay day will be 31 August, which covers pay period 7 thru 20 August.

Pay checks for outlying areas will be mailed by Certifying Officer immediately upon receipt from Finance Office. Due to mail transit time, it is not practicable to establish a regular payday for employees stationed in outlying areas. However, it is requested that any checks received prior to Wednesday payday established for Yokohama--Tokyo area, be held until that date.

Checks being held for individuals returning to Z.I. will be delivered prior to their departure, regardless of established payday.

In order that payrolls may be computed in time to insure prompt payment, it is requested that local representatives hand-carry time reports to the payroll office. The reports must be received not later than Monday noon following end of pay period.

Time reports for outlying areas should be placed in the mail by Monday following end of pay period in order to insure receipt of reports in the payroll office not later than Friday following end of pay period.

Time reports not received by dates specified above or improperly compiled will be considered delinquent and subject to payment at a later date.

This plan was presented to Special Service Officer who prepares checks for 8th Army Civilians paid from non-appropriated funds. Plan was accepted, and will be placed in effect same date scheduled for Department of the Army Civilians.

The following note will be attached to each pay check for Department of the Army Civilians located in Yokohama-Tokyo area covering pay due for pay period ending 6 August:

"PAYDAY FOR PERIOD ENDING 20 AUGUST FOR 8TH ARMY, DEPARTMENT OF THE ARMY CIVILIANS STATIONED IN THE YOKOHAMA-TOKYO AREA WILL BE WEDNESDAY 31 AUGUST. PAYDAY THEREAFTER WILL BE EVERY OTHER WEDNESDAY."

This will enable employees to plan their finances accordingly.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [redacted]

255 NR OA-1 MI-1 KA-2 KM-1
RR OA MI KA KM

DE UADKJ
R 252200Z
FM COMMANDING OFFICER KYUSHU CIVIL AFFAIRS REGION FUKUOKA
TO ZEN/CO FUKUOKA C A T
OA/CO OITA C A T
MI/CO MIYAZAKI C A T
KA/CO KAGOSHIMA C A T
KM/CO KUMAMOTO C A T
NA/CO NAGASAKI C A T
SA/CO SAGA C A T
WD

MCITE KCAR-1309 TEAM S ARE REMINDED THAT TIME REPORTCH S WILL BE SUBMITEEEE BE SUBMITTED DIRECTLY TO EIGHTH ARMY CIVILIAN REEEE CIVILIAN PERSONNEL SECTION CMA ATTENTION PAYROLL SECTION CMA IN A PENALTY ENVELOPE PD EIGHTH ARMY HAS REQUESTED THAT TIME REPORTS BE MAILED OUT CMA IF AT ALL POOSIBLE CMA THE SAME DAYS AS THE PAY REEED PAY PERIOD ENDS PD IF NOT ONE THE SATURDAY THAT THE PAY PERIOD ENDS CMA THEN THE FOLLOWING MONDAY PD SEVERAL TEAMS IN THIS REGION HAVE BEEN MAILING THEIR TIME REPORTS IN LATE CMA AND EIGHTH ARMY HAS WARNED THAT ANY FUTURE OCCURRENCE OF THIS WOULD NECESSITATE TEAM COMMANDING OFFICERS REPLYING BY INDORSEMENT AS TO WHY TIME REPORT

CFN KCAR-1309

CCC: PAGE ONE LINE ONE AND TWO RPT :
CITE KCAR-1309 TEMS ARE REMINDED THAT TIME REPORT FOR DAC'S WILL BE SUBMEEEE BE SUBMITTED DIRECTLY TO EIGHTH ARMY CIVILIAN

PAGE TWO UADKJ

WAS DELINQUENT
25/2245Z AUG UADKJ

[redacted]

A
TOS V 255 NR-1-1-2-1- R R R R 2522EEE 2523EEE 252305Z (D) TNX ALL
TOR V KA (NR-2) (ROUTINE) 252305Z (RDR) (RPT L-1 AND 2 S 1)
TOR V MI NR-1 R R 252305Z RT A OUT
TOR V OA (NR-1) (ROUTINE) 252305Z (TSM)(TNX AND OUT)
TOR V KM NR1 R 252305Z /AT/ O U T

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO: [redacted]

Morris

KYUSHU CIVIL AFFAIRS REGION
HEADQUARTERS AND HEADQUARTERS DETACHMENT
Fukuoka, Kyushu, Japan

APO 24 Unit 5
24 August 1949

SUBJECT: Civilian Personnel Procedure contained in KCAR Information Bulletin

TO : Commanding Officer, Fukuoka Civ Aff Team, APO 24-5
Commanding Officer, Saga Civ Aff Team, APO 24-5
Commanding Officer, Nagasaki Civ Aff Team, APO 24-5
Commanding Officer, Kumamoto Civ Aff Team, APO 24-1
Commanding Officer, Kagoshima Civ Aff Team, APO 970
Commanding Officer, Oita Civ Aff Team, APO 24-2
Commanding Officer, Miyazaki Civ Aff Team, APO 24-2

1. Frequent telephone calls to this headquarters requesting Civilian Personnel information, indicates that the items placed in this headquarters I.B. from time to time are not being used as reference.

2. It is requested that personnel in charge of administration of Civilian Personnel review the Weekly I.B's and become familiar with the material pertaining to D.A.C. contained therein.

3. Below is an index of Civilian Personnel items which have been placed in the I.B. since the beginning of this year. It is suggested that an index of these items be kept current and used as reference.

I.B. No.	Date	Sect.	Par	Subject
✓ 10	16 Mar 49	5	a.	Return of DAS's Dependents to E/I
			b.	Dependents of DAS's
			c.	Dependents of Mil Pers Remaining in Theater to Accept Civ Employment
			d.	Local Hiring of DAS's
			e.	Overtime
			f.	Annual and Sick Leave
			g.	Leave Under the Provisions of GFR 150.6
			h.	Leave in E/I
			i.	Form of Contract, Resignations, Request for Leave in E/I and Extensions
			j.	Amt Of Notice to be given

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

BASIC: Ltr, Kyushu Civ Aff Region, APO 24 Unit 6, dtd 24 Aug 49, subj: "Civ Personnel Procedure contained in KCAR Info Bulletin", contd.

Ltr No.	Date	Sect.	Par	Subject
✓ 10	16 Mar 49	5	j.(cont)	When Terminating, Resigning or Requesting Leave in J/I
			k.	Promotion of DAC
			l.	Disciplinary Action
✓ 15	6 Apr 49	III	1.	Time & Attendance Reports
			2.	Local Hires
			3.	Promotion of DAC
✓ 18	11 May 49	II	1.	Local Hires
✓ 20	25 May 49	IV	1.	J/I Leave
			2.	Employment Situation in J/I
✓ 23	15 Jun 49	III	1.	PX Ration Cards
✓ 25	29 Jun 49	II		Forms to be forwarded of newly asgd DAC to your hq
✓ 26	6 Jul 49			All Personnel seeking Employment as DAC

BY ORDER OF COLONEL NELSON:

Henry E. Rainbolt

HENRY E. RAINBOLT
1st Lt FA
Adjutant

RECEIVED
AUG 25
TEAM
Hdqtrs
DA FL
CLMK

Ltr Act		Initial	Date
	C.O.		
	Exec-Adj		
	Pers. Po.		
	G.E.		
	G.C.		
	Supp.		
	Labor		
	Legal		
	P. Health		
	Pub. Wel.		
	Agt Mgt.		
	Int Sgt		
	Files		

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

RECEIVED
Hqtrs KAG 24 TEAM
DATE AUG 26 49
TIME 0802

From _____ Date AUG 26 49

Inf	Act		Initial	Date
—	—	C.O.		
—	—	Exec-Adj		
—	—	Det. Co.		
—	—	C.E.		
—	—	C.I.		
—	—	Econ.		
—	—	Labor		
—	—	Legal		
—	—	P.Health		
—	—	Pub.Wel.		
—	—	Sgt Maj.		
—	—	1st Sgt		
—	—	File		

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDS NO.

EIGHTH ARMY MILITARY GOVERNMENT
ORIENTATION SCHOOL
APO 343 AMGOS 10

CIVILIAN EMPLOYMENT

1. Why are Department of Army civilians assigned to the Military Govt teams?

   a. The Department of Army has directed that the Army supplement the loss of qualified Military personnel with qualified Department of Army civilians.

2. What job is the Department of Army civilian to occupy on the team?

   a. It is mandatory that incumbent be placed on the job for which he or she was hired.

3. What orders signify the assignment of a Department of Army civilian?

   a. The WD Form 50 issued by the Civilian Personnel Section of Headquarters Eighth Army, gives the duty station, location and position assignment.

4. What if incumbent is qualified to do more work than he was hired to do?

   a. The incumbent will not be required to perform duties that do not pertain to his or her job.

5. Can a Department of Army civilian be assigned additional duties?

   a. Not unless a new job description is written and approved by Headquarters Eighth Army.

6. How often can a Department of Army civilian be promoted?

   a. One month after date of initial appointment if a vacancy exists and if incumbent is qualified.

7. What if no vacancy exists for a promotion?

   a. Incumbent will receive an automatic ingrade promotion providing his or her efficiency rating is a good or better, for the preceding year. CAF-2 through CAF-10, one year in grade; CAF-11 through CAF-15, and P-4 through P-8, eighteen months in grade.

8. Who should give a Department of Army civilian his or her efficiency rating?

   a. The efficiency rating is given by the incumbent's immediate supervisor and reviewed by the SMGO of the team.

9. How should this efficiency rating be given?

   a. The incumbent will be present at the time the efficiency rating is given. This is for the purpose of pointing out incumbent's weak points, thus giving him a chance to improve.

10. Is there any relative rank between Department of Army civilians and Military personnel?

    a. The only comparison is for the purpose of billeting, messing, and travel.

11. Where does the break come in Department of Army civilian ratings?

    a. Personnel having a CAF-7 or higher are entitled to officer-type accommodations.

12. Do Department of Army civilians stand formations or inspections?

    a. No.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNBS NO.

AAG 03.10

13. Are Department of Army civilians subject to Military Law?

    a. Yes.

14. Who should be notified should a Department of Army civilian break the rules of Military Law?

    a. The Civilian Personnel Office of the Military Government Section, Headquarters Eighth Army, should be notified either by letter through channels or a direct phone call to this office. Advice will then be given as to what action can and should be taken.

15. Can a Department of Army civilian operate a private business in this theater?

    a. No.

16. How can Department of Army civilians be transferred from Military Government Section to other sections such as Ordnance, Quartermaster, etc.?

    a. The Department of Army civilian must submit a letter to the Commanding Officer of the team requesting a release. All requests, whether approved or disapproved, should be forwarded through channels to Civilian Branch, Military Government Section, for consideration and any action deemed necessary.

17. Should a Department of Army civilian violate his employment agreement, who is liable for his return to point of hire?

    a. Civilian employees appointed on or after 2 August 1946, who violate their employment agreements by failure to complete the minimum period of service indicated on their agreements, will be required to reimburse the U.S. for transportation costs incurred in transporting them to the overseas command, in addition to paying the cost of return transportation to the United States. Reimbursement will include only the actual cost of transportation and per diem, not salary.

    Employees serving under 2-year agreements who have completed one year of their agreements and ex-military personnel discharged in the theater to accept civilian employment, who fail to fulfill the terms of their agreements will pay only the cost of their return transportation.

    When employment agreements are violated, employees will return to the United States by commercial transportation. In cases when no commercial transportation is available within a reasonable time, employee will be returned to the United States by an army-controlled vessel on a space available, revenue basis.

18. What is the present status of Foreign Nationals?

    a. The same rules and regulations apply to them as apply to DAC's with three exceptions:

        1. Not entitled to billeting.
        2. Not entitled to PX and commissary accommodations.
        3. They are paid in yen.

    Reference: Eighth Army Circular 14, dated 19 Feb 48
    Section I - Administration of Foreign Nationals

    Eighth Army Circular 38, dated 10 June 48
    Section III - Administration of Foreign Nationals

R.A. ANDERSON
Chief, Civ Branch

DECLASSIFIED E.O. 12065 SECTION 3 NND NLN

255 NR SA-1 NA-1 KA-1 KM-1 OA-1 MI-1
RR SA NA KA KM OA MI

DE UADKJ
R 12ØØ2Z
FM COMMANDING OFFICER KYUSHU CIVIL AFFAIRS REGION FUKUOKA
TO ZEN/CO FUKUOKA C A T
SA/CO SAGA C A T
NA/CO NGASAKI C A T
KA/CO KAGOSHIMA C A T
KM/CO KUMAMOTO C A T
OA/CO OITA C A T
MI/CO MIYAZAKI C A T
WD GRNC

CITE KCAR-1234 REQUEST THE FOLLWING INFORMATION BE SBMITTED TO THIS
HEADQUARTERS BY TELEPHONE OR TARE WILLIAM XRAY IMMEDIATELY CLN
NAME OF EACH DEPARTMENT OF THE ARMY CIVILIAN ASSIGNED TO YOUR
HEADQUARTERS AND A DEFINITE DATE OF TERMINATION PD TERMINATION
DATE TO BE WITHIN THE YEARS ONE-NINE FOUR NINE CMA OR ONE NINE
FIVE ZERO PD DATE SHOULD BE DEFINITE CMA HOWEVER CMA IT WILL
NOT BE BINDING

CFN KCAR-1234
12/ØØ55Z AUG UADKJ

— or any subsequent year.

TOS V 255 NR -1-1-1-1-1-1- R R R R 12Ø1ØGZ (D) NA MIN PLS
TOR V KA (NR-1) (ROUTINE) 12Ø1ØGZ (RDR) (QRU O U T)
TOR V KM NR 1 R 12Ø1ØGZ /AT/ OUT
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TOR V SA NR-1 R R 12Ø1ØGZ (TM) TNX OUT
TOR V MI NR-1 R R 12Ø1ØGZ MT OUT
TOR V NA NT NR-1 RR RR 12Ø1ØGZ (M) GA PLS

DECLASSIFIED E.O. 12065 SECTION 3 NSC MEMO

Recvd. 3 Aug.

FROM EIGHTH ARMY TIE BULLETIN, JULY 1949

CIVILIAN PERSONNEL
PRECEDING (HIRING)

This section or division finds that there is some misunderstanding on the part of Eighth Army Units as to the method used in processing personnel for employment in TIE activities.

In order to avoid unnecessary travel and to allow Civilian Personnel sufficient time to evaluate applications andto establish a position, it isrequested that one (1) copy of Form 57 (Application for Federal Employment) by submitted to the Information Section, this headquarters, with a letter requesting the position to be filled. Before employment of any person can be assured, the Education officer, the Radio Officer, or the Dependent schools officer should be contacted to ascertain if the Budget Allocation or the Manning Level will permit the employment of any additional personnel. After this has been accomplished and is favorably considered, the Civilian Personnel or this section will notify Corps or other units when the applicant may proceed to this headquarters for processing.

TERMINATIONS, RESIGNATIONS
OR LEAVE TO THE ZI

Necessary papers for Termination, Resignation, or Request for leave to the ZI of DAC personnel are as follows: EUD-3, Request for Termination Form (in duplicate); EU-2, Reemployment Rating (one copy); Exit Interview Form (one copy. Special attention is invited to EUD-3 (for Termination or Resignations) as all sub-paragraphs of paragraph 2 must be completed in all cases.

Necessary forms to complete records of resignations of Dependents are as follows: Forms 72 (Civilian Personnel Action Request with part D completed in three copies); EU-2, Re-employment Rating (one copy); Exit Interview.

EUD letters are not required for Dependents.

Note: Form 57 isrequired in addition to forms mentioned in paragraph 1, if further overseas employment is desirable by DAC personnel.

If these forms are not available, it is requested that this headquarters by notified in order that a supply may be forwarded.

DECLASSIFIED E.O. 12065 SECTION 3 NSC MEMO

Travis

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

WEEKLY DIRECTIVE
NUMBER 45 EXTRACT 16 July 1949

SECTION IV - Personnel Actions - Civilian Personnel

1. To reduce delay in the administrative processing of Personnel Action Requdsts (WD AGO Forms 72) for the establishment of positions, reallocation of and filling position vacancies, transfers, promotions and similar actions, new current Position Description (DA AGO Form 374) will accompany each such request submitted to this headquarters.

2. Seven copies of DA AGO Form 374 are required and will be authenticated by the approving supervisor, who is that individual (military or civilian) who immediately supervises the position and is responsible for rendering the incumbent's efficiency rating. WD AGO Form 74 is now obsolete and will not be used in lieu of DA AGO Form 374.

3. When a new position is being established, descriptions of currently established positions in the unit will be carefully reviewed to preclude overlapping of duties and responsiblities. If a new position affects other positions in the unit, a new revised description of each affected position will be prepared and submitted.

BY COMMAND OF LIEUTENANT GENERAL WALKER:

WILLIAM F. DEAN
Major General, GSC
Chief of Staff

OFFICIAL:

/s/ Melvin M. Kernan
/t/ MELVIN M. KERNAN
Lt Col AGD
Asst Adj General

DECLASSIFIED E.O. 12065 SECTION 3.102,

RECEIVED
Hqtrs KAG MG TEAM
DATE JUL 11
TIME 0800

/blh

KYUSHU CIVIL AFFAIRS REGION
HEADQUARTERS & HEADQUARTERS DETACHMENT
Fukuoka, Kyushu, Japan

APO 24 Unit 5
6 July 1949

INFORMATION BULLETIN)
NUMBER 26)

I REPORTS (JDT)

1. Reports due week ending 9 July 1949:

Weekly:

a. Persons Placed in Restraint (Y-04) 3 copies 4 July
(IF, 8th Army, AG 250.3, 1 June 48(Neg Rept Not Required)

b. Statistical Health (MED-11) INFO COPY 5 July
(MMGT, KMGT only: AR 40-1080: GHQ, FEC Cir 64,47:RESTRICTED)

c. Deadline Vehicles 1 copy 5 July
(Mtr Vehicle Memo #1, KSMG 47)

Monthly:

a. Small Crafts (J-04) 5 copies 3 July
(Cir 90, 8th Army 48: Ltr AG 560-V, I Corps, 17 Apr 47: All Units Having Boats: RESTRICTED)

b. Food Service (QMG-59) 1 copy 3 July
(Circ 139, 8th Army 47: Cir 58, 8th Army 48)

c. Financial Statement of Off & EM Clubs(QSS-14)4 copies 4 July
(Cir 1 , GHQ FEC 49: WD 12, 8th Army 48)

d. Unit Fund Statement (QSS-10) 4 copies 4 July
(GHQ, FEC Cir 1, 49)

e. Report of Jap Entertainment Furnished(QGD-34)Info Copy 4July
(Ltr AG 353.85, 24th Div, 18 Jan 48: Memo 8, I Corps, 14 May 48: Circ 41, 8th Army 47)(RESTRICTED)

f. Dependent Housing (QCE-5) 2 copies 5 July
(IF AG 620, I Corps, 18 May 49)

g. Report of Sick & Wounded (MED-11 1 copy 5 July
(Cir 64, GHQ FEC 47: AR 40-1025;MMGT, KMGT: RESTRICTED)
(4 copies direct to Surgeon, I Corps)

h. Jap Public Assistance Report Info Copy 5 July
(OD 53, 8th Army 48: Ltr AG 319.1, I Corps, 2 Feb 49)

DECLASSIFIED E.O. 12065 SECTION 3.4

i.	Mine Timber Expediting Report (QESS-18) (OD 35, 8th Army 48: FMGT, KMGT, NMGT, SMGT only)	3 copies	5 July
j.	Unit Manning Level (Memo Hqs 8th Army, 21 Mar 49)	1 copy	5 July
k.	Enlisted Personnel Status Report (Memo Hqs 8th Army, 21 Mar 49)	1 copy	5 July
l.	Forecast of POL Products Contractors Serving the O.F. (QGD-29) (Cir 154, 8th Army 47:TWX I Corps, 1 May 48:RESTRICTED)	3 copies	5 July
m.	Provost Court Report (QLS-01) (GHQ, FEC Cir 8, 1948)	3 copies	5 July
n.	Labor Report (QGD-52) (Cir 47, 8th Army 47: RESTRICTED)	2 copies	6 July
o.	Non-Appropriated Fun (QGD-10) (Cir 1, GHQ, FEC 49: WD 22, 8th Army 48)	1 copy	7 July
p.	Waste Oil Sales (OD 47, 8th Army 47: RESTRICTED)	6 copies	8 July
q.	Unit Occupation History (Q-2) (Cir 64, 8th Army 48: OD 53, 8th Army 48: RESTRICTED)	4 copies	8 July
r.	Service Contract Report (QGD-57) (MF, AG 230.145, I Corps, 6 Nov 48: This report is rade only when contracts are extended or new contracts made)	4 copies	9 July

Quarterly:

a.	Report of Army Recreational Service Activities (QSS-35) (I Corps, DB 83, 11 Apr 49)	1 copy	6 July

2. Reports due week ending 16 July 1949:

Weekly:

a.	Persons Placed in Restraint (Y-04) (MF 8th Army, AG 250.3, 1 June 48: Neg Rept Not Required)	3 copies	11 July
b.	Statistical Health (MED-11) (NCAT, KCAT only: AR 40-1080: Cir 64, GHQ, FEC 47:RESTRICTED)	Info Copy	12 July
c.	Deadline Vehicles (Mtr Vehicles Memo #1, KSVG 47)	1 copy	12 July

Monthly:

a.	Monthly Activities Report (MG-4) (OD 53, 8th Army 48:RESTRICTED)	15 copies	10 July

DECLASSIFIED E.O. 12065 SECRET

b.	Labor QGD-66 (QGD-66) (TWX Hqs I Corps, 7 May 49, ICE-36)	1 copy	11 July
c.	Control Associations (QESS-17) (OD 31, 8th Army 48)	5 copies	12 July
d.	Reduction in Pay of Indigenous Labor (QGD-62) (Memo Hqs I Corps, 21 Feb 49)	1 copy	15 July
e.	Status of Troop and Dependent Housing (QCE-07) (Ltr I Corps AG 620, 3 Feb 49; Cir 4, 8th Army 49)	1 copy	15 July
f.	Anticipated Replacement Report (MF AG 200.35, I Corps, Sept 48: Cir 83, 8th Army 49)	3 copies	16 July

Semi-Monthly:

a.	Coal Consumption (Memo 3, Hqs 24th Div Arty, 25 Feb 48)	Info Copy	15 July

Semi-Annual:

a.	Physical Inventory of EM 32 (AR 35-6520: Memo 25, I Corps, 22 Sept 48)	2 certificates	15 July
b.	Semi-Annual Inventory of US & Procured Property (AR 35-6520: Memo 25, I Corps 22 Sept 48)	2 certificates	15 July
c.	Fire Drill & Regulation (Ad Memo 14, KSMG, 9 Dec 46)	1 copy	15 July

Quarterly:

a.	Certificate of Droppage Non-Expendable Property(WD Cir 277, 1948; Tel 24th Inf Div Supply 48: Cir 106, 8th Army 47)	3 copies	10 July

II ADMINISTRATION (CLB)

EFM Telegrams

From time to time, certain questions have been asked concerning the possibility of DAC and dependent personnel sending EFM telegrams to the U.S. EFM (Expeditionary Force Messages) are exclusively reserved for military personnel only, and cannot be sent by DAC or dependent personnel. DAC and dependent personnel may send SCI (Sender Composition Messages), and must pay the standard price for each word in the telegram.

Foreign Nationals (BLH)

1. Rescissions: KSMG IB 10, 16 Mar 49 - "Applying for Foreign National Employment"
KSMG IB 19, 18 May 49 - Amending KSMG IB 10

2. Your attention is invited to Memo, Eighth Army, dated 23 June49,

DECLASSIFIED E.O. 12065 SECTION 3.4

subject: "Civilian Personnel Procedures". The section titled "Foreign Nationals" indicates what forms, and the number of copies, that must be completed and signed when a request is made to hire a Foreign National for Civil Affairs Section. Add one more copy of DA AGO 374 so that this headquarters may retain a copy. It will also be noted that WD Form 72 is no longer necessary at this level.

Military Personnel Seeking Employment as DAC:

Reference Eighth Army Circular 80 4 Nov 48. An "offer of employment", in writing, from Civilian Personnel Section, Eighth Army must be obtained by interested personnel 95 days prior to date they become eligible for discharge. The following papers will be submitted thru channels, far enough in advance to allow correspondence to arrive at Eighth Army, be reviewed and if favorably considered, to have "offer of employment" from CPS, Eighth Army, 95 days prior to date of discharge. At least a month should be allowed for application to go thru channels and be reviewed at Eighth Army.

a. SF 57 - Application for Federal Employment - 2 copies

b. WD AGO 643A - Personal History Statement - 1 copy

c. Section Organization Chart - 3 copies

d. Ltr of recommendation signed by CO stating he believes applicant qualified and recommended for what position.

e. Ltr from immediate supervisor concerning performance of duty on present assignment.

f. Ltr from Personnel Officer stating that applicant has no black marks against him in service record. If there is any record of courts martials.

FOR THE COMMANDING OFFICER:

Henry E. Rainbolt, Jr.

HENRY E. RAINBOLT
1st Lt FA
Asst Adjutant

DISTRIBUTION:
5 - Fa Team
1 - Reports
1 - Civilian Personnel
1 - Personnel
1 - File

DECLASSIFIED A.C. 12065 SECRET

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

BLH/km

APO 24 Unit 5
30 June 1949

SUBJECT: Letter of Transmittal - Civilian Personnel Procedures

TO : Commanding Officer, Fukuoka Mil Govt Team, APO 24-5
Commanding Officer, Oita Mil Govt Team, APO 24-2
Commanding Officer, Nagasaki Mil Govt Team, APO 24-5
Commanding Officer, Kumamoto Mil Govt Team, APO 24-1
Commanding Officer, Kagoshima Mil Govt Team, APO 970
Commanding Officer, Miyazaki Mil Govt Team, APO 24-2
Commanding Officer, Saga Mil Govt Team, APO 24-5

1. The attached memorandum from Eighth Army dated 23 June 1949, relative to civilian personnel procedures, is forwarded for your information and guidance.

2. The subject matter of this memorandum answers many of the questions received very frequently from teams. It is recommended that the personnel responsible for the handling of civilian personnel administration keep this copy for future reference.

BY ORDER OF COLONEL KILTON:

Henry E. Rainbolt, Jr.
HENRY E. RAINBOLT JR.
1st Lt, FA
Ass't Adjutant

1 Incl:
a/s (2 copies)

RECEIVED
Hqtrs. KMG Mil Gp TEAM
DATE
TIME

DECLASSIFIED E.O. 12065 SECRET ENCLOSURE 3 ON 3/29

From _____ Date JUL 8 49

Inf	Act		Initial	Date
___	___	C.O.	_____	_____
___	___	Exec-Adj	_____	_____
___	___	Det. Co.	_____	_____
___	___	C.E.	_____	_____
___	___	C.I.	_____	_____
___	___	Econ.	_____	_____
___	___	Labor	_____	_____
___	___	Legal	_____	_____
___	___	P.Health	_____	_____
___	___	Pub.Wel.	_____	_____
___	___	Sgt Maj.	_____	_____
___	___	1st Sgt	_____	_____
___	___	File	_____	_____

RECEIVED
Hqtrs KAG MG TEAM
DATE JUL 8 49
TIME 0800

DECLASSIFIED E.O. 12065 Sec. 1.5 NLJ 93-1

HEADQUARTERS EIGHTH ARMY
Military Government Section
APO 343

23 June 1949

MEMORANDUM

SUBJECT: Civilian Personnel Procedures

TO : See Distribution

The following procedures relative to civilian personnel are forwarded for your information and guidance -

TIME AND ATTENDANCE REPORTS

Request time and attendance reports on DAC's and Foreign Nationals be sent direct to Hq 8th Army, Civilian Personnel Section, Payroll Division and not to this office.

CHECKS

Request that government payroll checks issued to DAC's be cashed as promptly as possible. Do not hold these checks for any unnecessary length of time.

Advice all employees that government payroll checks must be cashed before departing from this theater. Further, they should not be mailed to the ZI as they are not negotiable anywhere outside of Japan.

EMPLOYMENT OF DEPENDENTS

Any Region or Team desiring to hire dependents must forward the following papers for necessary processing, etc:

Standard Form 57 (Application for Federal Employment) in duplicate.
Letter requesting hire of the dependents concerned, recommending the title, rate, and position.
Eighth copies of the job description pertaining to position typed on DA AGO 374's and signed by the immediate supervisor.

Upon receipt of the above papers, necessary action will be taken to initiate employment of the individual if he or she meets the qualifications for the position, and vacancy exists. When the person is ready to be processed the team or region concerned will be notified by telephone to have the person report in Yokohama. Arrangements should be made for the person to arrive in the morning of a week-day in order that she may be completely processed and returned to duty station the same day. This is essential due to lack of billeting space in Yokohama. The prospective employee should not be sent up to this office prior to the processing of papers, since the trip would be entirely unnecessary and the final processing would require another trip. Dependents are entitled to travel orders at the expense of the Government only from Yokohama to the duty station. Travel expense from the team or region to Yokohama must be borne by the individual concerned.

DECLASSIFIED E.O. 12958

FINAL PROCESSING

Dependents who are employed as Civil Service employees are not required to report to Yokohama for final processing. However, it is essential that the last working day coincide with the date shown on resignation papers. The resignation papers must also include a "state-side" forwarding address. In the event the employee desires to work past the original resignation date, it will be necessary to notify Civilian Personnel Branch, phone Yokohama 2-4018 or 2-0860, prior to the requested effective date. This applies only to dependents. DAC's are required to process thru Civilian Personnel prior to departure from the theater.

VEHICLES

Personnel who are terminating and returning to ZI who desire transportation of privately owned vehicle, must have vehicle delivered to the Port at least five days in advance of sailing date. However, there is no assurance that the vehicle will be loaded on the same ship employee is scheduled to sail on. Personnel returning to ZI on leave under CPR 150.6 are not authorized to take vehicle with them.

EMPLOYEES TERMINATING OR RETURNING TO ZI ON LEAVE WHO HAVE DEPENDENTS IN THEATER

All DAC's who are requesting leave or termination to the ZI for themselves and dependents must submit request for transportation to the Port in accordance with Section 1 of Hq 8th Army Circular 63, dated 22 Sept 1948, in addition to the EUD Letter #3 and accompanying papers required by this office. The individual is responsible to see that the request is made to the Port.

WD FORM 72

It will not be necessary for any Region or Team to initiate WD Forms 72 (Civilian Personnel Action Request). All WD Forms 72 for both DAC's and Foreign National are initiated by this office.

DA AGO 374

DA AGO 374 (Job Description) supersedes WD 74, and may be requisitioned thru normal supply channels. In accordance with existing Federal Personnel Regulations, the job descriptions should be forwarded to this office in (8) copies, signed by the immediate supervisor. This applies to Foreign Nationals as well as DAC's. Only items 1, 3, 9, and 10 on the 374's should be typed in.

EUD LETTER #3

EUD Letter #3 (Application for Leave, Extension or Termination of Employment Agreement) must include a statement indicating the desired departure date when applying for leave or termination.

REINSTATED CITIZENS

Reinstated citizens who are employed as DAC's are not entitled to Government quarters.

DECLASSIFIED - E.O. 12065 Sec. 1.3

FOREIGN NATIONALS

The following forms must be completed and signed when a request is made to hire a Foreign National for MG section:

Form #	Title	No. of Copies
Standard Form 57	Application for Federal Employment	2
DA AGO 374	Job Description	8
WD Form 63	Physical Examination	1
WD Form 643 A	Personal History Statement	5
FEC AGO Form 84	Request for Subsistance (For personnel under Schedule "A" only)	4
	Organizational Chart	2

SECURITY CHECK

If the prospective employee is a Citizen of the U.S., the number on his or her citizenship card must be indicated in the basic letter (Consulate letter required).

If the person does not have a citizenship card, he or she must have a security clearance. The security clearance must either be in the form oa letter from the Provost Marshal or the CIC, or a statement in the basic letter indicating who completed the temporary security clearance and the date.

FOR THE CHIEF, MILITARY GOVERNMENT SECTION:

J. A. O'BRIEN
CIC USA
Asst Adj Gen

DISTRIBUTION

Hokkaido MG District (5)
TOHOKU REG (10)
KANTO REG (10)
MG Section I Corp (10)
TOKAI-HOKURIKU REG (10)
KINKI REG (10)
KYUSHU REG (10)
CHUGOKU REG (10)
SHIKOKU REG (10)
Kanagawa Team (5)
Tokyo Team (5)
Shizuoka Team (5)
Bank of Japan (5)

Cl
Morris

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

BLH/km

APO 24 Unit 5
30 June 1949

SUBJECT: Transmittal of DA AGO Form 374 "Job Description"

TO : Commanding Officer, Fukuoka Mil Govt Team, APO 24-5
Commanding Officer, Oita Mil Govt Team, APO 24-2
Commanding Officer, Nagasaki Mil Govt Team, APO 24-5
Commanding Officer, Kumamoto Mil Govt Team, APO 24-1
Commanding Officer, Kagoshima Mil Govt Team, APO 970
Commanding Officer, Miyazaki Mil Govt Team, APO 24-2
Commanding Officer, Saga Mil Govt Team, APO 24-5

1. Attached herewith are copies of the new DA AGO Form 374, which replaces SF 74 "Job Description".

2. When submitting with requests for promotion of DAC's, nine (9) copies (all copies signed by immediate supervisor) will reach this headquarters. Immediate supervisor will sign on reverse side of form on line "Signature of Approving Authority".

3. This headquarters has a very small supply of subject forms on hand. It is requested that each team requisition these forms in the usual manner through supply channels.

BY ORDER OF COLONEL HILTON:

Henry E. Rainbolt, Jr.
HENRY E. RAINBOLT JR.
1st Lt, FA
Asst Adjutant

1 Incl:
s/s (10 copies)

DECLASSIFIED E.O. 12958

15

RECEIVED
Hqtrs AAG MG TEAM
DATE JUL 2 1919
TIME 0802

Date JUL 2 1919

Act		Initial	Date
	C.O.		
	Exec-Adj		
	Det. Co.		
	C.E.		
	C.I.		
	Econ.		
	Labor		
	Legal		
	P.Health		
	Pub.Wel.		
	Sgt Maj.		
	1st Sgt		
	File		

DECLASSIFIED - Authority NND 745022

Kyushu Region

Information Bulletin
Number 25

29 June '42.

I

Upon arrival of a newly assigned DAC to your headquarters, the following forms are to be forwarded to this headquarters.

a. A copy of SF Form 50 — Notification of Personnel Action. Original remains in DAC's possession.

b. 2 copies of "Background Information re M.G. Civil. Emp." This is to be signed by DAC & witnessed.

c. 3 copies of "Personal Information Sheet". Substitutes - 1.10 for DACs with mess deduction cards. No chg. for quarters.

Upon arrival of DAC dependents, there this hq.
Name, age, relationship
Date of arrival
Legal res. in Z.I.

DECLASSIFIED E.O. 12065 SECTION 3(E)(1) NARA, DATE 11/30/78

Kyushu MG Region

15 June 49

EXCERPT

INFORMATION BULLETIN:
NUMBER 23:

III CIVILIAN PERSONNEL (BLH)

1. PX Ration Cards:

Eighth Army Circular 37, 7 June 1948, Section II, paragraph 6 b (2) is quited for your information and compliance "Ration Cards of civilian employees will be collected and destroyed by the Civilian Personnel Section at the time of final processing."

In cases of DAC's terminating and returning to the Z/I, ration cards presently in their possession will be retained in their possession until final clearance in Yokohama. The Civilian Personnel Section, Eighth Army will collect and destroy ration cards issued to civilian employees.

When DAC is transferred within the theater, ration cards will remain in their possession, as they are valid in all PXs in Japan. Should a newly assigned DAC request a ration card from your headquarters, it is the responsibility of your headquarters to contact DAC's former organization to verify the fact that ration card was not issued to DAC. DAC's arriving from the States are now being issued a ration card while processing thru Eighth Army Military Government Section, and will arrive at your headquarters with a ration card.

DECLASSIFIED E.O. 12065 SECTION 3 and 5 NARA, Date 11-22-82

Marks

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

BLH/km

APO 24 Unit 5
6 June 1949

SUBJECT: Pay Periods for Department of the Army Civilians

TO : Commanding Officer, Fukuoka Mil Govt Team, APO 24-5
Commanding Officer, Oita Mil Govt Team, APO 24-2
Commanding Officer, Nagasaki Mil Govt Team, APO 24-5
Commanding Officer, Kumamoto Mil Govt Team, APO 24-1
Commanding Officer, Kagoshima Mil Govt Team, APO 970
Commanding Officer, Miyazaki Mil Govt Team, APO 24-2
Commanding Officer, Saga Mil Govt Team, APO 24-5

1. Pay periods for the present fiscal year 1949 - 1950 are as follows:

26 Jun	- 9 Jul		8 Jan	- 21 Jan	
10 Jul	- 23 Jul		22 Jan	- 4 Feb	
24 Jul	- 6 Aug		5 Feb	- 18 Feb	
7 Aug	- 20 Aug		19 Feb	- 4 Mar	
21 Aug	- 3 Sep		5 Mar	- 18 Mar	
4 Sep	- 17 Sep		19 Mar	- 1 Apr	
18 Sep	- 1 Oct		2 Apr	- 15 Apr	
2 Oct	- 15 Oct		16 Apr	- 29 Apr	
16 Oct	- 29 Oct		30 Apr	- 13 May	
30 Oct	- 12 Nov		14 May	- 27 May	
27 Nov	- 10 Dec		28 May	- 10 Jun	
11 Dec	- 24 Dec		11 Jun	- 24 Jun	
25 Dec	- 7 Jan		25 Jun	- 8 Jul	

2. The above is for your information when preparing Time Reports at the end of each pay period.

BY ORDER OF COLONEL HILTON:

Charles L. Bachtel

CHARLES L. BACHTEL
1st Lt
Adjutant

DECLASSIFIED E.O. 12065 SECTION 3 NLN

	Act	Initial	Date
C.O.			
Exec-Adj			
Det. Co.			
C.E.			
C.I.			
Econ.			
Labor			
Legal			
P.Health			
Pub.Wel.			
Sgt Maj.			
1st Sgt			
File			

Date JUN 8 1949

RECEIVED
Hqrs KMAG TEAM
JUN 8 1949
TIME 0802

DECLASSIFIED E.O. 12065 SECTION 3 (E)

FU MR OA-5 NA-5 KA-6 SA-5 KM-6 MI-5
RR OA

RR NA

RR KA

RR KM

RR SA

RR MI

FM UADKJ 18B/COMMANDING OFFICER KYUSHU MIL GOVT REGION 202300Z
TO ZEN/CO FUKUOKA M G T
OA/CO OITA M G T
NA/CO NAGASAKI M G T
SA/CO SAGA M G T
KA/CO KAGOSHIMA M G T
MI/CO MIYAZAKI M G T
KM/CO KUMAMOTO M G T
WD GRNC

CITE KSMG-765 REFERENCE RADIO THIS HEADQUARTERS CITE KING SUGAR MIKE GEORGE SEVEN FIVE THREE CMA DATED ONE NINE MAY FOUR NINE IS RESCINDED PD EFFECTIVE THIS DATE THE CIVILIAN PERSONNEL TELEPHONE NUMBER OF REGION IS THREE SIX ZERO FOUR TWO CMA REPEAT THREE SIX ZERO FOUR TWO PD THIS NUMBER IS TO BE USED IN ADDITION TO THREE SIX NAUGHT FOUR ONE IN REPORTING DAILY INCIDENT REPORT PD
END HILTON

CFN KSMG-765

36042
Barbara Hassey

TOS V FU NR 5-5-6-5-6-5 RR RR RR 202350Z (C) MORE
TOR V KA (NR-6) (ROUTINE) 202350Z (RDR) (GA)
FO (NR6;:;49858,))0)35Z ?;-5).; &-
TOR WMOA (NR-5) (ROUTINE) 202350Z (TSH)(GA PLS)
TOR V MI NR-5 R R 202350Z HT T GA
TOR V SA (NR-5) (ROUTINE) 202350Z (TM) G A
TOR V NA NR-5 ROUTINE 202350Z (R) GA PLS KK
FU NR OA-6 ,--6 KM-3
V SA OVER AGAIN PLS

DECLASSIFIED E.O. 12065 SECTION 3 NLJ/NARS DATE 12-28-94

Mario

HEADQUARTERS
KAGOSHIMA MILITARY GOVERNMENT TEAM
KAGOSHIMA, KYUSHU, JAPAN

RVD/en

File

APO 970
31 May 1949

248
388

SUBJECT: Transmittal of Check

TO: Commanding Officer
Miyazaki Military Government Team
APO 24-2

1. Inclosed herewith is Civilian Personnel Check No. 44868 for Mr. Masao Nagata, CAF-6, a member of your organization.

2. Request acknowledgement of receipt by indorsement hereon.

FOR THE COMMANDING OFFICER:

MALACHI J. CONWAY
Capt FA
Assistant Adjutant

1 Incl:
As indicated

1st Ind WEH/ev

HEADQUARTERS MIYAZAKI MILITARY GOVT TEAM, APO 24 UNIT 2, 6 June 1949

TO: Commanding Officer, Hq Kagoshima Mil Govt Team, APO 970

Receipt acknowledged.

FOR THE COMMANDING OFFICER:

WILBUR E. HEDFORD
1st Lt Inf
Adm Officer

DECLASSIFIED E.O. 12065 SECTION 3 402/NNBS NO.

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

WEEKLY DIRECTIVE
NUMBER 38

28 May 1949

E X T R A C T

Section XVI - Civilian Time and Attendance Reports - Night Differential.

1. Paragraph 2, Item 8, Civilian Personnel and Payroll Letter No. 6-49, Department of the Army, 11 April 1949, is quoted in part for information and guidance:

* * * *

"2. * * * * * the following rules will govern the payment of night differentials to Classification Act and Wage Board employees:

"a. For Classification Act employees the 10 per cent differential will be paid for hours of work between 1800 and 0600 standard time or 1900 and 0700 daylight saving time. * * * * *

"b. For Wage Board employees the shift differential for a tour of duty, half or more of which occurs between 1800 and 2400 standard time or 1900 and 0100 daylight time, will be paid for all hours of that shift. A third shift differential will be paid if half or more of the hours in the shift occur between 2400 and 0600 standard time or 0100 and 0700 daylight time."

2. Effective for the pay period ending 28 May 1949, Time and Attendance Reports will show the number of hours worked each day and indicate the number of hours to which the night differential applies. For example, the Time and Attendance Report of an employee working 1300 to 1700 and 1800 to 2200 hours, daylight saving time, will show:

S	M	T	W	T	F	S	S	M	T	W	T	F	S	Total
	8	8	8	8	8			8	8	8	8	8		80
	3ND	3ND	3ND	3ND	3ND			3ND	3ND	3ND	3ND	3ND		30 ND

BY COMMAND OF LIEUTENANT GENERAL WALKER:

E. M. LANDRUM:
Colonel GSC
Chief of Staff

OFFICIAL:

/s/ W. H. Edwards
/t/ W. H. EDWARDS
Lt Col AGD
Asst Adj Gen

DECLASSIFIED E.O. 12065 SECTION 3 NND

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

WEEKLY DIRECTIVE
NUMBER 38

28 May 1949

EXTRACT

Section XVI - Civilian Time and Attendance Reports - Night Differential.

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"a. For Classification Act employees the 10 per cent differential will be paid for hours of work between 1800 and 0600 standard time or 1900 and 0700 daylight saving time. * * * * *

"b. For Wage Board employees the shift differential for a tour of duty, half or more of which occurs between 1800 and 2400 standard time or 1900 and 0100 daylight time, will be paid for all hours of that shift. A third shift differential will be paid if half or more of the hours in the shift occur between 2400 and 0600 standard time or 0100 and 0700 daylight time."

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S	M	T	W	T	F	S	S	M	T	W	T	F	S	Total
	8	8	8	8	8			8	8	8	8	8		80
	3ND	3ND	3ND	3ND	3ND			3ND	3ND	3ND	3ND	3ND		30 ND

BY COMMAND OF LIEUTENANT GENERAL WALKER:

E. M. LANDRUM:
Colonel GSC
Chief of Staff

OFFICIAL:

/s/ W. H. Edwards
/t/ W. H. EDWARDS
Lt Col AGD
Asst Adj Gen

DECLASSIFIED E.O. 12065 SECTION 3 NND/NARS

HEADQUARTERS I CORPS
APO 301 (Kyoto, Honshu)

28 May 1949

DAILY BULLETIN:

NUMBER 124:

O F F I C I A L

I - STAFF DUTY OFFICERS AND NCOS

Saturday, 28 May, 1800 to Sunday, 29 May, 0830 - Major Allen, Jr., G-2 Section
Sgt 1/C Ward, G-3 Section

Sunday, 29 May, 0830 to Sunday, 29 May, 1800 - 1st Lt. Schaefer, Sig Section
Sergeant Wallis, G-3 Section

Sunday, 29 May, 1800 to Monday, 30 May, 0830 - Captain Cash, QM Section
Pfc Husted, Chap Section

Monday, 30 May, 0830 to Monday, 30 May, 1800 - WOJG Dean, JA Section
Corporal Bienes, AG Section

Monday, 30 May, 1800 to Tuesday, 31 May, 1800 - Major Scanlon, G-3 Section
Sgt. Schoenhof, AG Section

II - TRANSFER OF CHAPLAINS FROM DEPARTMENT OF THE ARMY TO DEPARTMENT OF AIR FORCE

Section XIII, Weekly Directive Number 37, Headquarters Eighth Army, dated 21 May 1949, is quoted for the information and compliance of all chaplains:

"Radiogram, Department of the Army, WCL 40557, 18 May 1949, is quoted for information and compliance:

" '* * * Secretary of Defense has approved transfer of functions of Chaplains Department which pertain to the Department of Air Force from the Department of the Army to the Department of Air Force effective 10 May 1949. Personnel necessary to meet requirements of chaplains by the Air Force will be transferred from Department of the Army to Department of Air Force. Numbers and grades of personnel transferring will be proportionate to the over-all military strengths and grades of the two departments. Departmental transfer of personnel will be on a voluntary basis only. Transfers must be completed prior to 26 July 1949, on which date current enabling legislation expires.

" 'All commanders of both Army and Air Force commands will take immediate action to notify all chaplains on active duty of this transfer of functions and will require each chaplain to state in an official letter whether he desires of does not desire to transfer in the Department of Air Force. These letters will be forwarded direct by individual officer to The Adjutant General, Department of the Army, Attention: Chief of Chaplains. Air mail transmission is recommended. Letters will be initiated by individual chaplains within 10 days of receipt of this notification. No application for transfer received by The Adjutant General after 1 July 1949 will be considered.'

"Commanders will ensure that all chaplains, including those on leave, detached service, temporary duty, and absent sick, are informed of the provisions of this message.

"Instructions pertaining Reserve Chaplains not on active duty forthcoming."(Q)

III - RANGE FIRING

The 240th Engineer Construction Battalion will fire the caliber .30 M1 rifle on I Corps range, vicinity FUSHIMI, from 0800 to 1700 on 31 May 1949. Officer in charge: Lieutenant Jones. Danger area is bounded by grid coordinates (1078.31-1326.18), (1078.31-1326.20), (1081.51-1323.22), (1080.29-1322.28). (D)

IV - DAC STRENGTH REPORT

1. Each staff Section of this headquarters and each I Corps non-divisional unit employing Department of the Army civilians will report their DAC strength to this headquarters (Attention: AG Publications Section) as of the last day of each month. Only the number of DACs assigned will be reported. Reports will arrive at this headquarters not later than the 8th of each month.

2. Reports will be consolidated at group, region, battalion, and separate company level, indicating the number of DACs assigned to each specific unit. Negative reports are not required. Kyoto Post Command will include those DACs assigned to the Kyoto American School. It is requested that the Eighth Army Engineer School comply with these instructions. (Reports Control Symbol ICL-5). (LM)

V - FOOD SERVICE REPORT OF OVERSEAS PERISHABLE SUBSISTENCE LOSSES (RCS QMC-69)

Reference Section II, Daily Bulletin #110, this headquarters, dated 12 May 1949. Units are reminded that the first report called for is due in the Post Quartermaster office not later than 2 June 1949 (KPC)

(over)

DECLASSIFIED E.O. 12065 SECTION 3-402/NARS NO.

VI - RECURRING DETAIL

The following named officers, this headquarters, are detailed to count cash at the Finance Office on 1 June 1949: 1st Lieutenant Earney, AG Section, and CWO Hart, Ord Section. Officers report to Finance Office at 0730, 1 June 1949. (JM)

VII - JOB ASSIGNMENT OF PERSONNEL

Sections and activities of this headquarters utilizing personnel of Headquarters Company, Headquarters Detachment, or attached units, will submit a roster to Headquarters Company, I Corps, as of the last day of the month showing the actual job assignment of each enlisted man. (Hq Co)

VIII - REPORT OF COURTS MARTIAL ACTIVITIES

Units are reminded that the "Monthly Report of Courts Martial Activities" is due in this headquarters not later than the third day of each month. An explanation for any delay in the submission of this report will be required. (O)

IX - QUARTERS DRAWING - KYOTO METROPOLITAN AREA

1. All assignments of housing are made under the provisions of Memorandum Number 2, Kyoto Post Command, dated 27 January 1949.

2. Quarters available in the Kyoto Metropolitan Area for assignment at the drawing to be held in the office of the Deputy Post Commander at 1000 hours, 1 June 1949, are as follows:

Class A: None
Class B: B-42, C-49, E-14, G-10, G-31
Class C: B-44#1, G-87
Class D: E-100#B, E-100#H, and such other Class D quarters as are vacated by personnel who obtain other housing in the same drawing.

3. Individuals or their representatives who are not present at the drawing will not be considered in the assignment of housing. (ITC)

X - GENERAL STAFF DUTY OFFICERS

Following named officers are detailed as General Staff Duty Officers for the period indicated. Written instructions will be furnished by the Adjutant General.

1200, 30 May, to 0730, 31 May - Major Adams, G-4 Section
1130, 1 June, to 0730, 2 June - Colonel Hartman, G-4 Section
1130, 4 June, to 1200, 5 June - Lt. Colonel Wilmeth, G-2 Section
1200, 5 June, to 0730, 6 June - Lt. Colonel Clarke, ITC (JM)

BY COMMAND OF MAJOR GENERAL COULTER:

EUGENE L. HARRISON
Brigadier General, GSC
Chief of Staff

OFFICIAL:

S Harris Hanneg
C. C. CARTER CWO-USA
for Colonel, AGD
Adjutant General

DIST: A1 & C

RECEIVED
Hqrs Kbd MG TEAM
APO JUN 4 1949
TIME 0802

I N F O R M A T I O N

REPRESENTATIVE - NATIONAL CITY BANK - A representative of the National City Bank of Osaka will be in the Finance Office on 31 May to accept official and personal accounts.

LICENSE PLATES - All vehicles not displaying 1949 license plates as of 1 June 1949 will be impounded by the provost marshal.

CLOSED FOR INVENTORY - The Kyoto Sales Commissary will be closed for inventory on Sunday and Monday, 29-30 May. It will reopen for business at 0800, 31 May.

MEMORIAL DAY - Memorial Day services will be conducted at 1145 hours, Monday, at the Museum Area Athletic Field. Only minimum personnel required for essential duties will be excused. All Occupation Personnel are invited to attend this ceremonies.

MEMORIAL DAY WEEKEND - KYOTOCABANA - Saturday, 28 May - 1300, tour to Omi Maiko Beach; 2000, Monte Carlo Party - Sunday, 29 May - 1400-1800, 1900-2200 Cabana Carnival with carnival booths, food, fun, prizes, sideshows; 2000, Wing-For-A-Day Contest - Monday, 30 May - 1400 Lawn Picnic and Sack Races; 2000, Memorial Day Dance

I CORPS INVITATIONAL TRACK AND FIELD MEET - Teams entering the meet are 24th Inf, 25th Inf, Kobe Base, and KPC. Trial heats start Saturday at 1400, 28 May. Final heats start Sunday, 29 May, at 1400. Place - Clifford Stadium, Kyoto. Everyone invited to attend.

MOVIE FOR TONITE - "RETURN OF OCTOBER" - Glenn Ford and Terry Moore.

MOVIE FOR SUNDAY AND MONDAY - "LETTER TO THREE WIVES" - Jeanne Crane and Linda Darnell.

KYOTO WOMEN'S CLUB - The Kyoto Women's Club will meet at KPC, Thursday, 2 June, at 1230. This is the last meeting until fall and there will be an election of officers. Reservations will be taken in the commissary on 31 May and 1 June.

DECLASSIFIED E.O. 12065 SECTION 3 NND

Kyushu MG Region

25 May 1949

EXCERPT

INFORMATION BULLETIN:
NUMBER 20:

IV CIVILIAN PERSONNEL BLH

1. Z/I Leave

Due to a critical shortage of shipping space, ordinary leave to the ZI on a space available basis cannot be approved for an indefinite period. Leave requested under the provisions of CPR 150.6 which requires the signing of a new two-year agreement will be approved provided the employing unit indicates a need for the employee's services upon his return.

2. Employment Situation in Z/I:

The following is an excerpt from a radio message received from the Dept of the Army 29 Apr 49: "All personnel terminating overseas employment should be advised that jobs in the Z/I are becoming more scarce. Recent rise in unemployment has had severe ~~comic~~ effect on labor market. For most employees outlook for immediate employment either ZI or another oversea area is not bright in positions of comparable pay and responsibility. This should be brought to attention of all concerned."

DECLASSIFIED E.O. 12065 SECTION 3 NND NO.

Kyushu MG Region

18 May 1949

EXCERPT
INFORMATION BULLETIN:
NUMBER 19:

IV CIVILIAN PERSONNEL (BLH)

1. The attention of all DAC's with dependents in this theater is invited to Eighth Army Circular 63, dtd 23 September 48, "Procedure for Return of Dependents from Japan". It will be noted that application for return of dependents will be forwarded thru this headquarters to the 2nd Medium Port, (Attention: Troop Movement Branch).

2. Persons resigning under Executive Order 10,000 , will not be replaced against any other overseas request for a period of at least six (6) months.

II FOREIGN NATIONALS (BLH)

1. Rescission:

I.B. #10, this hqs, dtd 16 March 49, Section II, paragraph 4 e, is rescinded as WD AGO Forms 72 will not be submitted for employment of Foreign Nationals. WD AGO Form 72 will not be submitted on <u>any</u> action pertaining to Foreign Nationals.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNBB NO.

Kyushu MG Region

11 May 1949

EXCERPT

INFORMATION BULLETIN:
NUMBER 18:

II CIVILIAN PERSONNEL (BLH)

1. Local Hires

Paragraph 2, Section III of I.B. 13, dtd April 6 49, this hqs, should be amended to read "Three copies of SF Form 57 "Application for Federal Employment" instead of "Two copies of SF Form 57 "Application for Federal Employment"... This headquarters has also been advised that it is not desirable that these papers that these papers be hand carried thru channels by applicant. Papers will be sent through channels in the customary manner. Upon receipt of application and allied papers, Eighth Army Mil Govt Section will notify this headquarters when applicant should report to Yokohama.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDB NO.

Kyushu MG Region

6 April 1949

EXCERPT FROM INFORMATION BULLETIN:

NUMBER 13:

III CIVILIAN PERSONNEL (BLH)

1. Time & Attendance Reports:

It has come to the attention of this headquarters that some teams are submitting SF Form 1135 and SF 1136 "Time and Attendance Report" incorrectly. Each team is requested to send a copy of the Time & Attendance Report submitted for the pay period 20 March - 2 April 1949, to this hqs attn: Civilian Personnel, without delay.

2. Local Hires

This office has been notified by 8th Army, Mil Govt Sect, that the "freeze" on local hires has been lifted. Clerk-typists, stenographs, education personnel, e c. may now be processed for employment, provided of course, they are qualified.

Two copies of SF Form 57 "Application for Federal Employment," one copy of WD AGO Form 643A "Personal History Statement", and a letter from your organization stating what position applicant is being recommended for, should be hand carried thru channels by applicant. Hiring and processing will be done at 8th Army Mil Govt Section and 8th Army Civilian Personnel Section.

This rescinds paragraph 5 d Section II, I.B. #10, this hqs dtd 16 March 1949, "Local Hiring of DACs".

3. Promotion of DAC:

Paragraph 5k, Section II, I.B. #10, this hqs "Promotion of DAC" Line 1 will be amended to read "Position Description (WD Form 74) 8 copies will reach this hqs."

Other papers and forms will reach this hqs in 5 copies as stated.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDS No.

HEADQUARTERS EIGHTH ARMY
Military Government Section
APO 343

18 March 1949

SUBJECT: Explanation of Time and Attendance Reports:

TO: Commanding Officer, Kagoshima MG Team, APO 970

The following explanation supersedes, "Explanation of Time and Attendance Reports", dated 1 August 1948.

The Certified Time and Attendance Report for each two week pay period of each section will be forwarded in duplicate to the Payroll Division Civilian Personnel Section, Headquarters Eighth Army. The report will be submitted promptly following the close of each pay period. Standard Form 1135 will be used for less than thirteen (13) employees, likewise Standard Form 1136 for thirteen (13) or more employees. Time reports for Foreign Nationals will be submitted monthly so as to reach the Civilian Personnel Section prior to the 7th of the following month.

As Shown on the Example: Line 1 - Actual Number of Hours worked,
Line 2 - Time absent., Annual, Sick, L/OP,
For instance., 8Hrs Annual Leave - Shown - 8AL, carried over in corresponding column.

Line 3 - Initials or SF-71's

a. If initials are not obtained, the SF-71 can be retained by Team, but must be designated on Line 2 of the Time Report (*See example - Item 2 - Joseph Q. Bush)

b. If sick leave is in excess of 24 hours (3 working days), a certificate signed by a medical officer, must be submitted within 2 days, to the individual responsible for the completion of the Time and Attendance Report, (*See example - Item 4 - Peter Dennis)

Employees taking annual leave in the United States or Hawaii will be carried on the regular time reports the entire period of absence.

Holidays are indicated by the hours with the symbol H (*See example - 22 Feb. 49), on the first line and these hours are inclusive in the total number of hours. Established legal holidays in the Federal service: 1st of January, 22nd of February, 30th of May, 4th of July, First Monday of September, 11th of November, Fourth Thursday of November, 25th of December.

Employees transferred from one section to another will be carried on the time report of the releasing section to the close of business of the day prior to the effective date of transfer as shown on WD Form 50.

Overtime is not authorized and will not be shown on the Payroll
Reference: Section X, Weekly Directive No. 9 Hq. 8th Army, dated 6 November 1948.

Time and Attendance Reports can be requisitioned through normal channels, however, if requisition does not arrive in time they can be obtained by a phone call to the Civilian Personnel Branch of Military Government Section, Headquarters Eighth Army Telephone Octagon 2-4018 or 2-0860.
Please feel free to contact this office direct at any time, for additional information that may be required from time to time.

Richard A. Anderson
RICHARD A. ANDERSON
Chief, Civ Branch
Military Govt Section

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO.

MAR 26 1949

Inf	Act		Initial	Date
		C.O.		
		Exec-Adj		
		Det. Co.		
		C.E.		
		C.I.		
		Econ.		
		Labor		
		Legal		
		P.Health		
		Pub.Wel.		
		Sgt Maj.		
		1st Sgt		
		File		

RECEIVED
Hqtrs KAG MG TEAM
DATE MAR 26 1949
TIME 0800

DECLASSIFIED E.O. 12065 SECTION 5-402/NNDS NO.

Standard Form No. 1185
Form prescribed by Comptroller General, U. S.
June 28, 1946
General Regulations No. 102

EXAMPLE

PAYROLL No. 43
Sheet No. 1 of 1

TIME AND ATTENDANCE REPORT

A—Annual Leave
S—Sick Leave
O—Other Leave With Pay
W—Leave Without Pay

SUS—Suspension
AWL—Absence Without Leave
C—Compensatory Leave Taken
CT—Compensatory Time Worked

TS—Travel Status
HW—Holiday Work
ND—Night Differential Time
OT—Overtime Worked

NOTE.—Above code to be placed on second line of each daily block, below the hours on first line of same block, followed by employee's initials on third line.

Agency: Hq 8th Army Mil Govt Sect
Reporting Unit: NYK Building, Yokohama
Block: APO 343
Tour of Duty: 8Hrs-Mon-Tues Thurs-Fri:4Hrs-Wed-Sat
Pay Period No. 20 Feb THRU:5 Mar 49

Name of Employee	First Week Sun. 20	Mon. 21	Tue. 22	Wed. 23	Thu. 24	Fri. 25	Sat. 26	Second Week Sun. 27	Mon. 28	Tue. 1	Wed. 2	Thu. 3	Fri. 4	Sat. 5	Hours in Pay Status: Kind	1st Week	2d Week	Pay Period Total	Comp. Time Wkd.	Time Absent: Ann.	Sick*	LWOP	Comp.	Other
1 ADAMS, John A.	DO	8	H	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
2 BUSH, Joseph Q.	DO	8	H	4	8SL SF-71	8SL SF-71	4SL SF-71	DO	8	8	4	8	8	4	Base	40	40	80			20			
3 CARLETON, Mary B.	DO	8AL SF-71	H	4AL SF-71	8AL SF-71	8AL SF-71	4AL SF-71	DO	8	8	8	4	8	4	Base	40	40	80		32				
4 DENNIS, Peter	DO	8	H	4	8	8	4	DO	8SL SF-71	8SL SF-71	4SL SF-71	8SL SF-71	4 4SL	4	Base	40	40	80			32			
5 EVANS, Frank P.	Annual Leave to ZI														Base	40	40	80		80				
6 FRANK, J. J.	L.W.O.P.														Base	40	40	80				80		
7 GIBBONS, Esther B.	DO	----------			8	8	4	DO	8	8	4	8	8	4	Base	20	40	60						
8															Base									
9															Base									
10															Base									
11															Base									
12															Base									
Totals																260	280	540		112	52	80		

REMARKS: EVANS, F. P. - On Leave to ZI - Effective Date:20 Feb 49
FRANK, J. J. - L.W.O.P. GIBBONS, Esther B. -E.O.D. this Hq. 24 Feb 49

*I certify that this absence was due to illness which incapacitated me for duty.

Certified correct:
M. HINEY, Major AGD, Asst Adj Gen
(Supervisor or timekeeper) (Telephone)

1934—FEC Printing Plant—6/46—10000

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDB NO.

/blh

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

APO 24 Unit 5
16 March 1949

RECEIVED
Hqtrs KAG MG TEAM
DATE MAR 16 1949
TIME 0802

INFORMATION BULLETIN)
NUMBER 10)

I REPORTS (JDT)

1. Reports due week ending 19 March 1949:

Weekly:

a. Persons Placed In Restraint (Y-04) 3 copies 13 Mar
(MF 8th Army, AG-YW 250.3, 1 June 48: Negative Reports Not Required)

b. Port Quarantine (MG-10) 1 copy 14 Mar
(NMGT, KMGT, FMGT only: OD 32, 8th Army 47)

c. Statistical Health (MED-11) Info Copy 14 Mar
(NMGT, KMGT only: AR 40-1025: Cir 64, GHQ, FEC 47:RESTRICTED)

d. Deadline Vehicles 1 copy 15 Mar
(Mtr Vehicles Memo 1, KSMG, Feb 47)

Semi-Monthly:

a. Coal Consumption Info Copy 15 Mar
(Memo #3, 24th Div Arty, 25 Feb 48: FMGT only)

Monthly:

a. Jap Agriculture Coop Assn Narr (ANR-08) 7 copies 14 Mar
(OD 38, 8th Army 48)

b. Jap Tax Collection Report (MG-13) Info Copy 15 Mar
(OD 48, 8th Army 48)

c. Jap Land Reform Narrative (QNR-03) 4 copies 15 Mar
(OD 53, 8th Army 48)

d. Jap Labor (QGD-22) 1 copy 15 Mar
(Cir 52, 8th Army 47: RESTRICTED)

e. Jap Labor (QGD-26) 1 copy 15 Mar
(Cir 69, 8th Army 47: Saga, Kagoshima, MMGT, NMGT only: RESTRICTED)

f. Jap Labor (QGD-23) 1 copy 15 Mar
(Cir 52, 8th Army 47: RESTRICTED)

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDB NO.

g. Jap Labor (QGD-62) 1 copy 15 Mar
(Unnumbered Memo Hqs I Corps, 21 Feb 49)

h. Status of Weapons & Ammo (O-4) 3 copies 17 Mar
(Cir 7, 8th Army 48: Memo 42, 24th Div, 12 Aug 48: Memo 17, I Corps, 27 July 48: RESTRICTED)

Quarterly:

a. Spot Check of Jap Fisheries (QNR-05) 4 copies 15 Mar
(OD 63, 8th Army 47: Nagasaki & Miyazaki only)

2. Reports due week ending 26 March 1949:

Weekly:

a. Persons Placed in Restraint (Y-04) 3 copies 21 Mar
(MF 8th Army, AG-YW 250.3, 1 June 48: Negative Reports Not Required)

b. Port Quarantine (MG-10) 1 copy 22 Mar
(NMGT, KMGT, FMGT only: OD 32, 8th Army 47)

c. Statistical Health (MED-11) Info Copy 22 Mar
(NMGT, KMGT only: AR 40-1025: Cir 64, GHQ, FEC 47:RESTRICTED)

d. Deadline Vehicles 1 copy 23 Mar
(Mtr Vehicles Memo 1, KSMG, Feb 47)

Monthly:

a. Team Training Schedules 1 copy 20 Mar
(Training Directive #1, I Corps, May 47)

b. TI & E Report (TI & E-01(R-1) 1 copy 23 Mar
(Memo #14, I Corps, 48: Cir 178, 8th Army 47)

Quarterly: Education Center Qtrly Report (CSTIE-9) 5 copies 22 Mar
(Weekly Directive 9, 8th Army 48)

II RESCISSIONS:

a. All 1946 series "I.B's" this headquarters.
b. All 1947 series "I.B.'s this headquarters
c. All 1948 series "I.B.'s" this headquarters.

The following items have been taken from old I.B.'s, and will continue in effect:

1. Legal & Government: (JBS)

Attention of Legal & Government Officers is directed to Ltr, Hqs I Corps, File AG 000.5-BA, dtd 18 December 47, subject: "Trials". Pursuant to the instructions contained therein, Legal & Government Officers will make every effort to reduce the backlog of untried cases pending in Japanese courts.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDS NO.

2. Administration (CLB)

a. Leave of Absence:

Army Regulations provide one month's leave per year accumulated at the rate of 2 1/2 days per month. Only two (2) months can be credited to an individual and, as a consequence, any leave credit existing on 30 June above the two (2) months authorized is lost. The possible loss of leave creates a tendency on the part of individuals to take all unused leave at the end of the fiscal year, which sometimes becomes impractical due to the number of these requests and the military requirement. It is, therefore, suggested that this condition be brought to the attention of military personnel of your command in order that all may take advantage of leave by requesting such leave at different times of the year and not be deprived of leave because of seasonal leave congestion.

b. Rail Transportation of Foreign Nationals:

Par 14(b), Circular 14, Hq Eighth Army, dtd 19 Feb 48, is extracted for your information:

"14. Travel

b. Foreign National employees are authorized to use military cars and sleeping accomodations when performing official travel for the Occupation Forces, provided the use of such accomodations is specifically stated in the order authorizing the travel."

c. Channels of Command:

NO MEMBERS OF TEAMS WILL COMMUNICATE BY PHONE OR LETTER DIRECTLY WITH HEADQUARTERS HIGHER THAN REGION, EXCEPT IN CASE OF EMERGENCY. IN THAT CASE, REGION WILL BE NOTIFIED IMMEDIATELY. THIS APPLIES TO OFFICERS AND CIVILIANS ALIKE. TEAM COMMANDERS WILL BE HELD STRICTLY RESPONSIBLE FOR COMPLIANCE.

HIGHER HEADQUARTERS HAVE ISSUED ORDERS THAT THEIR STAFFS WILL NOT COMMUNICATE DIRECTLY TO TEAMS. VIOLATION WILL BE REPORTED THRU THIS HEADQUARTERS IMMEDIATELY.

d. Leaves and Furloughs:

Reference is made to Eighth Army Cir 301, dtd 26 Nov 45. Sect I of this circular is still in effect. However, individuals going on leave must report their presence in the area to the nearest military commander. Also, individual must take along enough rations to cover his period of leave or indicate where his rations will come from.

e. Leave Requests:

Eighth Army Cir 185, 1947, per I Corps Memo 109, 1947, subdelegates this headquarters for the approving and issuance of

DECLASSIFIED E.O. 12065 SECTION 3-402/NNBS NO.

leave orders.

Various Military Government Teams, Kyushu, have been submitting requests for leave in as many as six copies. In line with the present conservation program now in effect, only one copy of basic leave request and 1st Indorserent are required to reach this headquarters for leave to be taken in Japan.

f. WD AGO Form 66:

Your attention is invited to Section II, DA Cir 334, 1948. The preparation of true copies (including photostats) of WD AGO Form 66 except where specifically authorized by DA regulations, is prohibited.

g. Submission of Application for Recall to Extended Active Duty:

Section III of I Corps Daily Bulletin 293, dated 17 Dec 48 is quoted for your information:

"In addition to information required to be furnished by instructions on reverse side of DA AGO Form 160, each individual submitting an application for recall to extended active duty will attach to such application a completed WD AGO Form 63, Report of Physical Examination (Complete Final Type) and DA AGO Form 643B, Personal History Statement, Short Forms."

3. Civil Education (RFS):

a. Censorship of Japanese Plays, Etc. Performed by Professional Troops and Actors:

All professional troop plays must have pre-censorship by CCD before they can be performed. Certain Military Government personnel, including Foreign National and/or Japanese National personnel have been reported as having granted permission for professional troop play to be performed without pre-censorship by CCD. This practice must be stopped at once. All personnel will be informed that CCD will perform pre-censorship of all professional troop plays. Amatuer school plays and the like are classified on a post-censorship basis, and do not need prior clearance of CCD.

b. Japan Visual Education Association:

In June and July 1947, the Japan Visual Education Association (Nihon Eiga Kyoiku Kyokai) held meetings in Kyushu. This Hqs, in a special report, protested against the practices of this company. The return indorsement of CI & E Section of SCAP is quoted for your information:

"Policy of the Japanese Ministry of Education provides that government officials should not be officers of the branches of the Japan Visual Education Association. Prefectural Governors were informed of this policy in a letter from the Ministry of Education, dated 11 November 1947".

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDS No.

c. Use of Shinto Shrines for New School System:

(1) Oita CI&E asked if the office buildings at Shinto Shrines, which are not unused, could be used as school buildings for the new seventh grade.

(2) Hqs I Corps gives approval to this, provided that Shinto emblems are not too evident.

(3) This may be a possible solution to obtain buildings for these new schools, and such use is strongly supported by this section.

d. Solicitation of Funds for Shinto Organizations:

Compulsory collection of money for Shinto organizations is expressly forbidden by SCAPIN 448. Japanese have made, and are making, house-to-house "voluntary" collections for such purposes, and are rather cagey in circumventing the directive. Although claiming the solicitation is voluntary, these use various means to exert pressure.

Voluntary contributions and solicitations are not forbidden as long as they are voluntary. However, city officials cannot be connected with the drive in any way, either informally or formally using their official positions. Nor can village headmen use their position to force collections. If there are any such violations, the offenders can be tried by Provost Courts.

e. Writing of Letters by Japanese to American School Children:

CI & E Section, I Corps, telephoned a summary of a letter received from Eighth Army concerning permission of Japanese school children to write to American schools and school children. There is no prohibition against such correspondence, as mail to and from the U.S. by Japanese is permitted. All letters are subject to existing censorship. Letters are to be sent individually, and not in bulk packets.

f. Screening of Private School Teachers:

The criteria for screening of teachers of private and special schools (e.g. flower arrangement and dancing) is that teachers will be screened if the schools are registered with the Mombusho and/or with the prefectural education section. The screening directives apply primarily to educational institutions and do not necessary apply to such tutorial schools, such as flow arrangement and dancing schools.

g. Religion:

Reference: Section IV 3, "Use of Schools for Religious Meetings", Information Bulletin No. 32, this hqs, dated 9 August 47.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNBS NO.

1. CI&E Officers are to be cautioned that schools give full treatment to all religions, in the use of schools for religious meetings. There should be complete impartiality, with no one religious group favored over others.

2. It is SCAP's policy that this matter of schools being used for religious meetings should not be publicized. It is for the information of CI&E officers in case Japanese schools heads or religious groups request permission for such use.

h. Dependents Teaching (English) in Japanese Schools:

No dependent will engage themselves in instruction of English in Japanese schools, unless prior clearance has been granted by this headquarters.

4. Foreign Nationals (BLH)

Below is a list of papers necessary and action to be taken when making application for a Foreign National position.

a. If applicant is not an American citizen, complete Security Clearance must be obtained thru CIC channels. If applicant is a citizen, temporary security clearance is sufficient, and it is not necessary to have complete clearance before submitting application for employment.

b. Letter initiated by Section Chief, with 1st Indorsement of Commanding Officer, requesting subject's employment as Foreign National, rust go forward with other papers. This letter will also state the applicant's American citizen registration card number and also state the date the card expires on.

c. DA Standard Form 643A - Personal History Statement - 1 copy

d. DA AGO Form 63 - Report of Physical Exam (Obtained at 118th Station Hosp).....1 copy

e. WD AGO Form 72 - Personnel Action Request....2 copies

f. FEC AGO Form 84 - Subsistence.....4 copies

g. WD Form 74 - Position Description.....6 copies

h. Section Organization Chart.....6 copies

i. If duties involve any interpreting or translating, linguist test must be taken. This can be taken at the 176th Language Detachment in Kokura.

j. All of the above must be subritted thru channels.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNBG NO. _____

5. Civilian Personnel (BLH)

a. Return of DAC's Dependents to Z/I:

Eighth Army request that in applications for return of dependents to Z/I, they must show not only the age, but the birth date of wife. Also, if married in this theater, application must contain maiden name of wife, and although not mandatory, it is helpful if a photostatic copy of DAC's honorable discharge and marriage certificate is inclosed.

b. Dependents of DAC's:

Civilian Personnel Section, Military Government Section, Hqs Eighth Army, has requested the following special report be made upon the arrival of dependents of DAC's in this theater:

(1) Name of each dependent
(2) Legal residence in the Z/I

Reports will be submitted thru this headquarters, addressed to Mr. R. A. Anderson, Civilian Personnel Section, Mil Govt Section, Hqs Eighth Army, APO 343. This headquarters will forward report direct to Eighth Army.

c. Dependents of Military Personnel Remaining in Theater to Accept Civilian Employment:

Military personnel with dependents, being discharged in this theater to accept civilian employment, must be hired with a rating of CAF-12 or higher, or their dependents will have to return to the Z/I. Dependent must be processed for return to the Z/I within 60 days of principal's date of hire, if hired with a rating lower than CAF-12.

d. Local Hiring of DAC's:

Eighth Army Mil Govt Section has stated that NO personnel will be hired locally for DAC positions at the present time. All applications presently at Eighth Army will be returned to originators.

e. Overtime:

Attention is directed to Section X, Weekly Directive 9, Hqs Eighth Army, dtd 6 Nov 48, subj: "Overtime for Civilian Personnel".

It is to be noted that only emergency overtime will be authorized. Voluntary overtime, such as coming back to the office to work after duty hours, will not be authorized as overtime. It is essential that Team Commanders maintain a close and continuous check on all overtime requests.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDB NO.

f. Annual and Sick Leave:

Annual leave for DAC's accrues at the rate of 8 hours every pay period, or 26 days a year.

Sick leave accrues at the rate of 10 hours every month, or 15 days a year. Anyone using more Sick Leave than they have accrued, must write a letter, requesting the additional time be charged to their Annual Leave. Otherwise, this time automatically becomes Leave Without Pay. (This letter will be attached to the Time Sheets.)

Recently there have been several instances of the 118th Station Hospital writing orders on Military Government DAC's to proceed to Osaka or Yokohama on TDY for medical consultations. However, for payroll purposes, DAC is to be shown on Time Report as being on Sick Leave.

g. Leave Under the Provisions of CPR 150.6:

(1) Attention is invited to 8th Army Civilian Information Bulletin No. X, 1 February 49, par 10:

"Q. Now that contracts are void (except late arrivals) may an employee return to ZI on leave under 150.6 prior to expiration of the date specified in the invalidated agreement.

A. No! The service required in the invalidated agreement must be served prior to leave under 150.6".

(2) If a DAC is eligible and elects to return to the Z/I on leave under the provisions of CPR 150.6, he must have a rating of CAF-12 or higher in order for his dependents to accompany him. They may not do so if DAC is below the rating of CAF-12.

h. Leave in Z/I:

To be eligible for leave under the provisions of par 3(1)(a) Sect IV GHQ, FEC Circ 43, dtd 18 April 47 (60 days Annual Leave to Visit the Continental U.S. upon Completion of Three Years Overseas Service), individual must have the entire 60 days accrued leave to his credit.

i. Termination of Contract, Resignations, Requests for Leave in Z/I and Extensions:

When requesting termination of contract, resignation, leave in the Z/I or extensions, CPS/EUD Letter #3 will be completed by the employee. Only basic letter will be used. Do not complete 1st Indorsement. CPS/EUD Ltr #3 will be regarded as an Inclosure to a basic letter signed by the Commanding Officer, recommending approval or disapproval of subject request. Correspondence to reach this hqs in 4 copies.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNSC NO.

When requesting return to the Z/I before completion of contract date, the statement "Due to loss of salary as a result of Executive Order #10,000, I wish to resign and return to the Z/I", must be typed in just below par 2a of CPS/EUD Ltr #3.

Upon submission of a request for termination or resignation and return to the Z/I, Exit Interview Form (Incl. #1 to Weekly Directive 14, Eighth Army, 11 Dec 48) and Re-employment Rating Form (Incl. #2 to Weekly Directive 14, Eighth Army, 11 Dec 48) will be completed and attached as Inclosures to CPS/EUD Ltr #3. The Re-employment Rating Form is to be signed by the Commanding Officer.

j. Amount of Notice To Be Given When Terminating, Resigning, or Requesting Leave in Z/I:

All of the above requests should be submitted thru channels at least 45 days before requested date of departure.

k. Promotion of DAC:

The following is a list of papers necessary when requesting promotion of DAC. (DAC must be incumbent at least 3 months before requesting promotion.)

1. Position Description (WD Form 374) 8 copies
2. MG Form #1 (Only item 1 and 14 to be completed) 5 copies
3. Section Organization Chart 5 copies
4. Letter signed by CO recommending promotion and stating reasons why he so recommends 5 copies

The above number of copies represent the number that are to reach this Region headquarters. It is important that a detailed position description be submitted, as it is the position that is graded, not the employee. The Classification Section will recommend a grade commensurate with the responsibilities and duties and indicated on Position Description.

l. Disciplinary Action:

In all cases, when it is contemplated taking disciplinary action on civilians, this headquarters is to be notified of the circumstances prior to any action being taken. This refers to major infractions calling for suspension, courts martial or return to the Z/I.

FOR THE COMMANDING OFFICER:

Charles L. Bachtel

CHARLES L. BACHTEL
1st Lt SIG C
Adjutant

DISTRIBUTION:
2 - CO, I Corps, MG Sec
4 - CO, 24th Inf Div
1 - Ea MG Team
1 - Sgt Major
1 - Tokai-Hokuriku MG Region

DECLASSIFIED E.O. 12065 SECTION 3 NND 963027 NARS, DATE 12-18-78

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

AG 210.1

SUBJECT: Appointment in the Officers' Reserve Corps.

TO :

1. Inclosed herewith is a letter of appointment in the Officers' Reserve Corps for delivery to individual named above.

2. If he accepts:

a. Oath of Office will be administered to appointee without delay.

b. Item 4 "Component", WD AGO Form 66-1 (Officers' and Warrant Officers' Qualification Card), will be lined out and the new component "Res" will be entered if applicable.

c. Enter under "Remarks" on the Officer's WD AGO 66, the following:

Apt'd (Grade), (Section), Res, (Date), Accepted (Date)

d. The entry on the qualification card (WD AGO Form 66) will be followed up immediatly by a remark on the morning report of the organization to which the officer is assigned or attached unassigned. Following is a model morning report remark to be used by reporting agencies when reporting appointments in the Officers' Reserve Corps of officers who are on active duty;

Roe, Richard (Fin) 01786543 Maj 6201
Accepted apmt 16 May 47 as Maj in Fin Sect ORC
Auth ltr Hq 8th Army, APO 343, dtd 16 May 47

3. This letter will be returned to this headquarters (ATTN: AG-RD) with statement that action required by paragraph 2 above, has been accomplished and attaching completed "Oath of Office" WD AGO Form 71. In this connection attention is directed to paragraph 3 of letter to appointee.

BY COMMAND OF MAJOR GENERAL RYDER:

W. A. Wasson
W. A. WASSON
Lt Col., AGD
Asst Adj Gen

1 Incl:
Ltr of appointment
w/1 Incl.

DECLASSIFIED E.O. 12065 SECTION 3 NSC/NARS

WITHHOLDING TAX INFORMATION
For Individual Use

EFFECTIVE DATE

The new withholding rates under the Revenue Act of 1945 apply to all wages PAID on or after January 1, 1948, regardless of when the wages were earned.

WITHHOLDING EXEMPTION CERTIFICATES - FORM W-4

Employers are required to allow withholding exemptions to each employee on the basis of a withholding exemption certificate signed by the employee. If an employee fails or refuses to furnish a certificate, the employer is required to withhold tax as if the employee had claimed no withholding exemptions.

Blank copies of the certificates, Form W-4, will be supplied by Civilian Personnel Section, upon request.

The "withholding exemptions," in general, correspond with the exemptions to be allowed the employee in computing his income tax on his annual return. Instructions to the employee for filling out the withholding exemption certificates are shown on the certificate form. The employer is not required to determine whether the employee has claimed the correct number of exemptions. However, if there is reason to believe that the employee has claimed an excessive number of exemptions, the local Collector of Internal Revenue should be so advised.

Once filed with the employer, a withholding exemption certificate on Form W-4 will remain in effect until an amended certificate is furnished.

Amended certificates on the same form should be filed by employees to show changes in their exemption status.

The following rules govern the time for filing amended certificates:

1. Employee must file an amended certificate, reducing the number of exemptions, within 10 days--
   a. When wife (or husband) for whom the employee has been claiming exemption either dies, is divorced, or claims own exemption on a separate certificate.
   b. When the support of a dependent for whom the employee claimed exemption is taken over by someone else, so that the employee no longer expects to furnish more than half the support for the year.
   c. When the employee finds that a dependent for whom exemption was claimed will receive $500 or more income of his own during the year.
2. Employee may file an amended certificate, increasing the number of exemptions, at any time--
   a. When the employee claims an exemption for wife (or husband) who does not claim own exemption on a separate certificate (for example, when the employee marries or wife stops working).
   b. When a child is born to or adopted by the employee.
   c. When the employee begins to support a relative and expects to provide more than half of the relative's support for the current year.
   d. When the employee finds that the income of a dependent relative will be less than $500 for the year (in cases in which the employee has not claimed an exemption because he expected the income to be $500 or more).

The employer may make the amended certificate effective with the next payment of wages but is permitted by law to postpone the effective date until the first status determination date (that is, January 1 or July 1), which occurs at least 30 days from the date on which the certificate is filed with the employer.

DECLASSIFIED E.O. 12065 SECTION 3 NARS

GENERAL HEADQUARTERS
FAR EAST COMMAND
APO 500

CIRCULAR)
:
NO....55)

27 December 1948

E X T R A C T

CLOTHING REGULATIONS FOR CIVILIANS

4. Authorized Articles of Uniform. a. Except as provided in paragraph 3, civilians are not authorized to wear the service uniform. However, this does not preclude the wearing by civilians, who are United States citizens, of the following articles of outer clothing of United States Army design, modified so as not to resemble military, Red Cross, hostess, or librarian uniforms:

(1) Shirt, less shoulder loops

(2) Raincoat and Women's Army Corps off-duty dress, less military buttons, insignia, shoulder loops, and plaited pocket (Patch pocket less plait is authorized.)

(3) Trousers, modified with cuff

(4) Skirts and slacks

(5) Footgear

(6) Socks and hosiery

(7) Fatigue clothing (when on duty requiring protective covering).

b. Articles of clothing authorized in this paragraph will not be worn in such combination as to resemble the service uniform.

BY COMMAND OF GENERAL MacARTHUR:

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

OFFICIAL:

/s/ R. M. Levy
/t/ R. M. LEVY,
Colonel, AGD,
Adjutant General.

DECLASSIFIED E.O. 12065 SECTION 3 NARS

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

JPM/ay

6 December 1948

230.2

SUBJECT: Civilian Personnel Memorandum

TO : See Distribution

1. Transmitted herewith Civilian Personnel Memorandum, this headquarters, for information and guidance of civilian employees and unit commanders.

2. Information contained in the attached Civilian Personnel Memorandum has been received, via telephone, from Civiliar Branch, Military Government Section, Headquarters Eighth Army.

3. It is desired that the contents of this memorandum be brought to the attention of all DAC's assigned to your organization.

BY ORDER OF COLONEL BURNS:

JOSIAH B. MILLER
Major, FA
Acting Adjutant

1 Incl:
As indicated (dup)

DISTRIBUTION:
2 - MG Team, Kinki Region
Info copies - CO Kyushu MG Region
CO Tokai-Hokuriku MG Region

DECLASSIFIED E.O. 12065 SECTION 3 NARA, DATE

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

4 December 1948

CIVILIAN PERSONNEL MEMORANDUM

1. DAC's transferring from Korea and signing one-year employment agreements for duty in Japan will not be held to those contracts, subject to the following conditions:

a. Separation will be effected in this theater.

b. Transportation on a space available basis (DAC pays cost of own subsistence) will be furnished to a U.S. POD.

c. Land travel will be at individual's expense.

d. Having been separated in the theater, travel to point of hire and/or permanent residence will be on the individual's own time.

2. Although it is not yet known just what effect the proposed discontinuance of the 25% overseas differential and substitution of a post differential will have on each individual's pay, it is suggested that to preclude any possible embarrassment and hardship, individuals carrying a heavy allotment in bonds are advised to change same by 15 December 1948.

3. In the event that the substitution of the post differential for the 25% overseas differential results in a reduction in net pay to the individual, he may elect to return to the Z/I at government expense on the basis of breach of contract. (Net pay is reflected in the far right hand column of WD Form 58A and represents actual pay received after adjustment of additions and deductions has been made.)

4. In order to be granted permission to go home "the long way" (via the Middle East and Europe) or any other but the shortest, most frequently travelled route, an individual must have completed his original contract agreement. (This is a local theater policy. The fact that the individual is required to pay his own cost of transportation does not affect this decision).

5. Under current regulations, a DAC must be a CAF-12, or equivalent, or designated as a critically technical specialist to be eligible to bring his dependents to the theater or to be granted permission to marry in this theater. To date, no DAC in MG within I Corps Z/R has been so designated. It is not at present anticipated that such designation will be approved for any MG DAC in the foreseeable future.

DECLASSIFIED E.O. 12065 SECTION 3 NSC/NARS

This is not to be interpreted to mean that current regulations are not valid or under amendment. However, MG commanders at all echelons have repeatedly sought to have MG key personnel designated as critically technical specialist, both in individual instances and collectively as a group, but with no success. Individuals desiring such designation and their unit commanders should be familiar with the facts of the situation and aware that chances of approval are, to all practical purposes, non-existent.

6. There is no such thing as one or two days' "administrative leave" authorized prior to departure from a unit on PCS for the purpose of packing and attending to personal affairs. As a matter of courtesy and consideration, the unit commander may grant such time off, but the individual is carried on the Time Report in a duty status up through his day of departure.

7. Payroll Division, Civilian Personnel Section, Headquarters Eighth Army, has been receiving a large volume of personal letters from DAC's containing requests for information relative to quarters and subsistence deductions. Careful reading of the below-listed references should eliminate most of these requests:

a. Section 1, Circular 58, Headquarters Eighth Army, dated 23 August 1948.

b. Messageform, Headquarters Eighth Army, subject: "Payroll Deductions for Subsistence and Quarters", dated 5 June 1948.

c. Section VII, Weekly Directive No. 5, Headquarters Eighth Army, dated 9 October 1948.

d. Eighth Army Civilian Information Bulletins Nos. 3 and 6.

8. Civilian Personnel Section, Headquarters Eighth Army, has noted that individuals are arriving in Yokohama for exit processing for whom no Evaluation Questionnaire has been received. Attention is invited to letter, this headquarters, file 230.38, subject: "Evaluation Questionnaire", dated 15 October 1948. It is desired that unit files be checked and an Evaluation Questionnaire prepared on each individual who has departed for the Z/I on termination within the last 60 days and for whom no record of submission of this form can be found.

DECLASSIFIED E.O. 12065 SECTION 3 NSC MEMO

Negata

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

WEEKLY DIRECTIVE
NUMBER 13

4 December 1948

E X T R A C T

SECTION II - MILITARY GOVERNMENT CIVILIAN PERSONNEL

1. Practically all funds available during the current fiscal year for the pay of Department of the Army military government civilian employees have been obligated. This headquarters must, therefore, maintain complete and accurate records of the status of such employees and of funds available for their pay. Accordingly, these employees will not be transferred or reassigned to duties other than those for which hired, without prior approval of this headquarters. Vacancies which occur by reason of the loss of military personnel, will be filled by military replacements in so far as possible.

2. Monthly rosters of military government team personnel will be authenticated personally by team commanders to ensure the receipt of accurate information in this headquarters with regard to status and duty assignment of team members.

3. The attention of military government team commanders is directed to Section X, Weekly Directive 9, this headquarters, 6 November 1948, subject: "Overtime of Civilian Personnel."

DECLASSIFIED E.O. 12065 SECTION 3 NARA DATE

HEADQUARTERS I CORPS
APO 301, (Kyoto, Honshu)

MEMORANDUM:
NUMBER 37:

15 November 1948

RELIEF OF UNSUITABLE MILITARY AND CIVILIAN PERSONNEL
FROM MILITARY GOVERNMENT

1. United States military and civilian personnel on duty with military government, as direct representatives of the United States Government to the Japanese people, must not be permitted to reflect unfavorably upon the dignity and integrity of the United States Government. It is therefore imperative that only military and civilian personnel whose personal and official conduct are above reproach be continued on duty with military government units.

2. United States military and civilian personnel who have by their personal and/or official conduct demonstrated their unsuitability for duty with military government by repeated infractions of regulations, intemperance or exercise of poor judgment and/or trial and conviction by courts martial, will be relieved as follows:

a. Personnel assigned to a military government unit - The individual concerned will be reported to this headquarters for reclassification or reassignment together with all facts pertinent to the case.

b. Personnel on temporary duty or detached service with a military government unit -

(1) The individual will be returned to his parent organization and report made to this headquarters of such, together with all facts pertinent to the case.

(2) Letter request will be initiated to this headquarters requesting that a suitable replacement be furnished for the individual returning to his parent organization under the provisions of this memorandum.

c. Where applicable, pertinent facts to be reported in accordance with paragraphs 2a and 2b(1) will include corrective measures, if any, previously taken in the case of the individual being reported. (B)

BY COMMAND OF LIEUTENANT GENERAL SIBERT:

EUGENE L. HARRISON
Brigadier General, GSC
Chief of Staff

OFFICIAL:
W. N. HORNISH
Lt Col, AGD
Asst Adj Gen.

DISTRIBUTION
C

DECLASSIFIED E.O. 12065 SECTION 3 NND

Date NOV 22 1948

From: _____

Act		Initial	Date
	C.O.		
	Exec-Adj		
	Det. Co.		
	C.E.		
	C.I.		
	Econ.		
	Labor		
	Legal		
	P. Health		
	Pub.Wel.		
	Sgt Maj.		
	1st Sgt		
	File		

RECEIVED
Hqtrs KAG MG TEAM
DATE NOV 22 1948
TIME 0802

DECLASSIFIED E.O. 12065 SECTION 3 NND

C-O-P-Y

GENERAL HEADQUARTERS
FAR EAST COMMAND
APO 500

10 November 1948

CIRCULAR)
NO. 46)

LEAVE POLICIES FOR CIVILIAN EMPLOYEES
PAID FROM APPROPRIATED FUNDS

1. a. Rescissions.

(1) Circular 20, General Headquarters, Far East Command, 27 February 1947.

(2) Section I, Circular 71, General Headquarters, Far East Command, 19 June 1947.

b. References.

(1) War Department Civilian Personnel Regulations, 150.5, 21 February 1946, as amended by Changes 1, 2 August 1946.

(2) Department of the Army Civilian Personnel Regulations 150.6, 15 June 1948.

(3) Department of the Army Civilian Personnel Regulations T3.7, 20 May 1948.

(4) Department of the Army Civilian Personnel Regulations L1, 21 June 1948.

(5) Circular 253, Department of the Army, 18 August 1948.

2. Purpose. This circular sets forth the policies for granting leave to civilian employees of the Department of the Army in the Far East Command paid from appropriated funds. Its provisions are applicable to:

a. Individuals recruited in the United States or Hawaii who traveled to the Far East Command at their own or government expenses.

b. Former employees of contractors and former United States military or Red Cross personnel who did not travel to the Far East Command at their own expense and were separated in the Far East Command to accept employment with the Department of the Army.

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c. Individuals transported as dependents to the Far East Command who relinquished their dependency status and accepted employment under the same conditions as personnel referred to in paragraph 2a.

d. Dependents, hired locally, who are United States citizens (paragraphs 6 and 10 not applicable).

e. All other individuals, hired locally, who are United States citizens (paragraph 5b and c, 6, and 10, not applicable).

3. Maximum Leave Accumulation. a. Employees listed in paragraph 2a, b, and c may accumulate 104 days annual leave while stationed within the Far East Command and there is no further accrual until such time as leave is taken.

b. Employees listed in paragraph 2d and e may accumulate 60 days annual leave while stationed in the Far East Command and there is no further accumulation until such time as leave is taken.

c. All employees listed in paragraph 2 may accumulate a maximum of 90 days sick leave.

4. Authority for Granting Leave. Authority to approve requests for leave may be delegated to the lowest practicable supervisory levels subject to such controlling restrictions as local commanders may prescribe. Subject to applicable provisions or limitations of paragraphs 5 and 6, and determination as to the time and amount of leave to be granted should be on the basis of mutual agreement between employees and the commanders at the employing installations. Normally, leave will not be denied which would otherwise Be forfeited at the end of the year under the maximum accumulation provisions.

5. Leave in Oversea Areas. a. During the first 6 months of service in the oversea command, annual leave or leave without pay, not to exceed 5 days, may be granted to employees for personal reasons. Upon completion of 6 months of service, employees may be granted annual leave or leave without pay up to 30 days.

b. Commanders may establish such priorities and prerequisites for admission of civilian employees to United States Army leave centers as are consistent with local command policy.

c. Leave to visit areas within and outside the Far East Command may be authorized. When leave is to be spent within another command of the Far East Command, concurrence will be obtained from the commanding general of the major command concerned. When leave is to be spent in a foreign country in which there is a United States military command, clearance will be obtained from the appropriate commander in the country to be visited. Direct communication is authorized between major commands

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of the Far East Command and from major commands of the Far East Command to commands in countries outside the Far East Command, for the purpose of obtaining clearance. Administrative instructions for obtaining clearances are attached as inclosure 1. Prior to departure, employees will complete necessary immunizations and will have in their possessions properly visaed passports, except as provided in paragrah 1c, inclosure 1. Air travel in connection with leave will be by commercial carrier at employee's expense or by military aircraft on a space available revenue basis if commercial transportation is not available. Transportation on a United States Army surface vessel may be authorized on a space available nonrevenue basis and employees will pay the costs of their subsistence. Employees will make their arrangements for billeting and messing at the place to be visited and will pay all expenses therefor.

6. Leave to Visit the United States or Hawaii. a. Employees who have satisfactorily completed their minimum agreed period ofsservice under the provisions of a written employment agreement may be permitted to return on leave at government expense in a duty and travel status to their actual residence at time of hire or point of induction for duty in the Far East Command, provided a new employment agreement is executed prior to departure. The new employment agreement will specify a 2-year period of service, unless a command has been authorized to enter into one-year agreements. The effective date of the new agreement will be the date employee enters into travel status for return to permanent duty station from the point authorized in travel orders, and return will be in a duty and travel status. When employees are returned to the United States or Hawaii under this authority eligible dependents may be provided transportation, at government expense, subject to policy for travel in effect at time leave is granted, both to place of residence and back to the overseas command. Household goods and privately owned automobiles may not be transported at government expense.

b. Not more often than once a year, employees may be authorized either annual leave or leave without pay to visit the continental United States or Hawaii. Leave will be computed from the day following the last day of actual duty to the day employees report to duty after return to their permanent duty stations. Transportation may be furnished on an Army surface vessel to a port of debarkation on a space available nonrevenue basis and employees will pay the cost of their subsistence. Leave will be granted under the provisions of this paragraph only after employees have completed one year of service, unless denial of request for leave at an earlier date would cause extreme personal hardship on the employees.

c. Not less than 60 days annual leave to visit the continental United States or Hawaii may be authorized after completion of 3 years overseas service provided leave under paragraph 6a or b has not been taken during the 3 years period. Continuous federal service, including military service, in more than one oversea command without leave in the continental

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United States (other than temporary duty for rest and recuperation) may be counted in computing the 3 years service for this purpose. Employees will be charged leave only from the dates of arriving in and leaving a port in the continental United States or Hawaii. Transportation may be furnished on an Army transport to a port of debarkation on a space available nonrevenue basis and employees will pay the cost of their subsistence. Employees must have sufficient accumulated and accrued annual leave to cover the entire 60-day period. A subsequent 3-year period of service for the purpose of granting leave under the provisions of this paragraph will begin on the date of return to overseas duty.

d. Emergency leave may be granted under the provisions of paragraph 6a, b, or c, as applicable. The transportation by military aircraft may be authorized when available in connection with emergency leave in cases determined in accordance with the provisions of Circular 253, Department of the Army, 18 August 1948, subject to policies for utilization of air transportation in effect at times emergency leaves are authorized. Travel on military aircraft or United States Army surface vessels, performed in connection with emergency leave taken under the provisions of paragraph 6b and c, will be on a nonrevenue basis, excluding subsistence, and only to the first point of landing within the continental limits of the United States. Requests for travel by military aircraft for emergency reasons, with justification, will be submitted to the Commander-in-Chief, Far East, APO 500, Attention: G-1, for approval, and will be supported by Red Dross confirmation. Where time element precludes Red Cross confirmation, verification of a qualified individual, such as a physician or lawyer, who will swear to the authenticity of the emergency before the notary or the Red Cross, may be accepted. Approval of air travel will be granted only when facts presented clearly justify such travel and the necessity of employee's immediate presence. Return to duty station will be by surface transportation.

7. Delay En Route Upon Separation. Civilian employees returning to point of hire or induction into the armed forces or to actual residence, may be authorized delay en route and return by routes other than the shortest and most frequently traveled. Employees must have satisfactorily completed specified tours of duty and must have necessary diplomatic clearances before such travel is authorized. All travel will be at individual's expense except where transportation can be furnished on a United States Army surface vessel on a space available basis. At time of arrival at final destination employees may request the port of debarkation authorized to make final salary payments for payment of salary, per diem, and land transportation costs by rail which would have been due if travel had been performed by the most direct route. Reimbursement will not be made for unused water or air transportation. All travel time in excess of that required to return by the most direct route will be charged to leave with or without pay.

8. Sick Leave. Sick leave may be granted when employees are incapacitated for duty by sickness or injury or for the purpose of receiving medical, dental, or optical treatment. Where absence is for 3 days or less, employees will be required to submit personal certification

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that the absence was due to incapacity for the performance of duty. If the absence is for more than 3 days a properly executed medical certificate by a medical officer will be required. If employees are unable to report to work because of sickness or injury, they will notify their supervisors as early as possible on the first day of absence. Employees will be cautioned that sick leave is a qualified right in that its use is subject to review and approval by administrative authorities. Any abuse of this privilege may be basis for a charge to annual leave, leave without pay or disciplinary action.

9. Maternity Leave. Maternity leave not in excess of 6 months, to include sick, annual and leave without pay, may be granted indefinite employees upon presentation of a certificate from a medical officer indicating expected date of confinement and that employee is physically incapacitated for further duty. If, prior to the expiration of the first 6-month period of maternity leave, it is determined that an extension is necessary, leave may be extended to one year upon presentation of medical certificate. If employees, either permanent or temporary, resign, they are entitled to all accumulated and accrued annual and sick leave which accrued to the close of the last day of duty provided a properly executed certificate from a medical officer is presented.

10. Leave for the Purpose of Obtaining a Transfer. Employees having competitive Civil Service status who returnto the United States or Hawaii upon completion of their tours of duty and who desire to obtain further federal employment without a break in service may be carried by the port designated to make final salary payments in a leave with or without pay status for 90 consecutive days following the date of arrival at destination, for the purpose of attempting to obtain transfers to other federal positions. Employees who do not have competitive Civil Service status but who possess highly technical or unusual qualifications which are in short supply within the Department of the Army, and who prior to leaving the command have negotiated federal positions in the United States or Hawaii, may be treated as competitive Civil Service status employees for the purpose of arranging transfers.

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

b. There will be no charge to leave or loss of salary when employees are absent from duty for the following reasons:

(1) Illness resulting from administratively required immunizations or vaccinations, provided the necessity for the absence is certified by the medical officer administering the immunizations or vaccinations.

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(2) Attendance at a military court as a witness.

(3) Utilization of the services of a counsellor, provided by the command, to assist in the meeting of personal problems or in the conduct of exit interviews.

(4) Consultation with rating officials and attendance at hearing in connection with appeals of efficiency ratings.

(5) Presentation of grievances at all supervisory levels and attendance at hearings at the place of employment in connection therewith.

(6) Representation of or assistance to another employee in the same area in presentation of a grievance.

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

a. Administratively by excuse for adequate reasons.

b. By requirement of additional work equivalent to the period of absence or tardiness.

c. By a charge against overtime previously worked beyond regular hours.

Any abuse of this privilege will be made the basis for a charge against annual leave or disciplinary action.

AG 230.5 (8 Sep 48)GA

BY COMMAND OF GENERAL MacARTHUR:

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

OFFICIAL:

/s/ R. M. Levy
/t/ R. M. LEVY
Colonel, AGD,
Adjutant General.

1 Incl
Administrative Instructions - Clearances.

DECLASSIFIED E.O. 12065 SECTION 3 NARS

(Cir 46)

ADMINISTRATIVE INSTRUCTIONS CLEARANCES

The following information is furnished for administrative purposes in obtaining clearance for civilian personnel desiring to take leave in a country outside the Far East Command:

1. Clearance may be obtained from the following agencies for areas listed:

a. Shanghai, China - Commanding Officer, Shanghai Port Facilities (Shanghai), with information to Chief, Army Advisory Group, China, APO 909 (Nanking). Upon arrival employees will report to the Adjutant, Shanghai Port Facilities, located in Broadway Mansions, for orientation.

b. b. Tsingtao, China - Commander Naval Forces, Western Pacific, with information to the Chief, Army Advisory Group, China, APO 909, (Nanking.)

c. All areas in China other than Shanghai and Tsingtao - Chief, Army Advisory Group, China, APO 909 (Nanking). Chinese visas or entry permits are required to visit any area in China. Employees having passports will have them in their possession and upon arrival will report to the Chinese Ministry of Foreign Affairs where visas will be issued. Civilian employees located in the Marianas-Bonins and Ryukyus Commands may proceed to Shanghai without visas or passports. Employees who do not have passports will carry their WDAGO Identification Card and will report upon arrival to theChinese Ministry of Foreign Affairs where entry permits will be issued. Prior to employees' departure for Shanghai, the Consulate General, Shanghai will be notified of the employees' visit. If other areas in China (except Hongkong) are to be visited, the American Embassy (Nanking) also will be notified.

d. Hongkong - no clearance required. Passport visaed by an authorized British representative is required before departure.

e. Hawaii - no clearance required. Passport is not required by United States citizens.

f. All other countries - clearance not required unless there is a United States military command in the country. Passport visaed by an authorized representative of the country to be visited is required.

2. Clearance is not required for a delay en route, with billeting facilities to be aboard ship, at a port where clearance would normally be required from a United States military command.

3. Radios requesting clearance and notifying United States diplomatic representatives will contain the following information:

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a. Name of individual.

b. Area or areas to be visited and duration of stay (inclusive dates) in each case.

c. Mode of travel.

d. Passport number (or WD AGO Identification Card number). (Applicable only where area to be visited is outside the Far East Command.)

e. Name and complete address of individual who will furnish billeting, or commercial agency at which reservations have been made.

DECLASSIFIED E.O. 12065 SECTION 3 NND NO.

HEADQUARTERS EIGHTH ARMY
Military Government Section
APO 343

1 August 1948

SUBJECT: Explanation of Time and Attendance Reports:

TO: KAGOSHIMA MILITARY GOVERNMENT TEAM, APO 970

The Certified Time and Attendance Report for each two week pay period of each section will be forwarded in duplicate to the Payroll Section, Civilian Personnel Branch, Headquarters Eighth Army. The report will be submitted promptly following the close of each pay period. Time reports for Foreign Nationals will be submitted monthly so as to reach the Civilian Personnel Section prior to the 7th of the following month.

As Shown on the Example: Line 1-Actual Number of Hours worked.
Line 2-Time Absent, Annual, Sick, LWOP, Comp. and Other., for instance, 8 Hrs. Annual Leave-Shown-8A
Line 3-Initials of Employee.

The time reports will be prepared alphabetically, the names of new employees acquired during a pay period will be entered at the bottom of the time report.

In cases of separation of an employee for any reason from a division or section, an individual Standard Form 1135 will be submitted promptly on the last day of duty in that division or section with pertinent notation under "Remarks."

A certificate signed by a medical officer must be submitted within 2 days for sick leave in excess of 3 days. Standard Form 71 will be used in lieu of initials on time reports in the following instances:

(1) Periods of leave extending from one pay period to another.

(2) Sick Leave in excess of 3 days, supported by a medical officer's Certificate.

(3) Sick Leave taken at the end of a pay period, since the time report would be submitted before employee returns to duty.

120
40
160

Employees taking annual leave in the United States or Hawaii will be carried on the regular time reports the entire period of absence.

Holidays are indicated by the hours with the symbol H-The following days are established as legal holidays in the Federal service: 1st of January, 22nd of February, 30th of May, 4th of July, First Monday of September, 11th of November, Fourth Thursday of November, 25th of December.

Employees transferred from one section to another will be carried on the time report of the releasing section to the close of business of the day prior to the effective date of transfer as shown on WD Form 50.

Quarters classification will be entered in accordance with schedule published in 8th Army Circular No. 7 dated 14 January 1947.

Any further questions or information pertaining to Time and Attendance Reports for Department of the Army Civilians, please call Civilian Personnel Branch of Military Government Section, Headquarters Eighth Army. Telephone-Octagon: 2-0860 or 2-4018.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNBS NO.

HEADQUARTERS I CORPS
APO 301 (Kyoto, Honshu) JPM/ay

AG 230.8 - BA

28 MAY 1948

SUBJECT: Termination of Contract and Return to Z/I, Military Government DAC Personnel

TO : See Distribution

1. Inasmuch as final action on requests for termination of contract and requests for transportation to Z/I for DAC personnel with dependents is taken by separate headquarters, such requests will be initiated and forwarded as two separate pieces of correspondence.

2. Request for termination of contract will be forwarded through channels to Commanding General, Eighth Army, Attention: Military Government Section, Chief Civilian Branch. Request will include name, age and sex of dependents. In addition, request will contain the following statement:

> "Application for transportation of self and dependents is being forwarded under separate cover to Troop Movement Branch, Second Medium Port, APO 503."

3. Application for transportation to the Z/I will be forwarded through channels to Troop Movement Branch, Second Medium Port, APO 503, in accordance with Circular 184, Headquarters Eighth Army, dated 15 November 1947 and Memorandum 9, Headquarters I Corps, dated 15 May 1948

BY COMMAND OF MAJOR GENERAL SWING:

C. C. CARTER
Colonel, AGD
Adjutant General

DISTRIBUTION:
3 ea MG Region & Team
I Corps Z/R
3 AG Rec, I Corps

DECLASSIFIED E.O. 12065 SECTION 3-402/NARS NO.

HEADQUARTERS 8TH ARMY
APO 343

13 April 1948

SUBJECT: Time and Attendance Reports

TO:

1. Purpose. These regulations set forth the procedures for reporting time and attendance for all War Department civilian employees, nonappropriated fund employees, and where applicable foreign nationals paid from Occupation Yen accounts, in the Head-quarters Eighth Army. The forms and methods described herein are mandatory except where otherwise specifically stated.

2. Forms. a. Standard Form 1135 (short form) or 1136 (long form), Time and Attendance Report, is used for reporting time and attendance of all civilian employees, including time absent in a leave with or without pay status, suspensions, absence without official leave, overtime, and compensatory time. The forms contain spaces for 12 and 28 names, respectively.

b. Standard Form 71, Leave Request, is used for requesting annual or sick leave, leave without pay or other type of leave, and in all cases of nonroutine leave as defined in paragraph 3e.

3. Definitions. a. A basic workweek is the regularly scheduled 40-hour tour of duty for which straight-time rates are payable.

b. A regularly scheduled administrative workweek is the basic work-week plus any regularly scheduled overtime.

c. A biweekly pay period is an established period of two consecutive calendar weeks, used as the basis for accrual of annual leave for permanent War Department civilian employees, as well as for the payment of all personnel except Army Exchange Service employees and foreign nationals who are paid monthly.

d. Routine leave is annual leave, sick leave or leave without pay not in excess of 3 days.

e. Nonroutine leave is sick leave in excess of 3 days requiring the certificate of a medical officer on Standard Form 71 (reverse side); any sick leave, annual leave, or leave without pay extending from one pay period to the next.

f. Administrative leave may be used to excuse individual absences of not more than 30 minutes and tardiness of any duration.

g. Compensatory time off is an absence during the basic 40-hour tour of duty, without charge to leave in lieu of payment for irregular or occasional overtime but not regularly scheduled overtime.

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4. Responsibility for Maintaining Time and Attendance Reports. A timekeeper, who will be responsible for maintaining the Time and Attendance Report, will be designated for each section of Headquarters Eighth Army. The timekeeper will determine whether all employees scheduled for duty are present for the required hours and will post the records daily. Standard Form 1135 or 1136 only will be used.

5. Certification. All Time and Attendance Reports must be certified by the official who is responsible for their accuracy and completeness. Extreme care must be used in maintaining Time and Attendance Reports. Any overpayment made to an employee as the result of an inaccurate time report may result in a surcharge against the individual certifying the Report. Payments will be made only on duly certified time reports.

6. Submission. The certified Time and Attendance Report for each two week pay period of each section will be forwarded in duplicate to the Payroll Section, Civilian Personnel Branch, Headquarters Eighth Army. The report will be submitted promptly following the close of each pay period. Failure to do so may result in employees being paid the following pay period. A special messenger is recommended for this purpose. Sections in outlying districts will utilize courier service when available. Time Reports for foreign nationals will be submitted monthly so as to reach the Civilian Personnel Section prior to the 7th of the following month.

7. Preparation of Standard Form 1135 or 1136. a. The time reports will be prepared alphabetically. Names of employees will be typed with last name first. If only one page, the time reports will be numbered "page 1 of 1 page." If more than one page, they will be numbered "page 1 of 4 pages," "page 2 of 4 pages", etc. This will eliminate the need of signing each sheet.

b. The names of new employees acquired during a pay period will be entered at the bottom of the time report.

c. The appropriate date will be inserted above each day beginning with the day of the week on which the pay period begins. The total hours in pay status will be the number of base pay hours worked during the two basic work weeks in each pay period, including leave with pay. A pay period ends on Saturday and the new pay period commences on Sunday.

d. In cases of separation of an employee for any reason from a division or section, an individual Standard Form 1135 will be submitted promptly on the last day of duty in that division or section with pertinent notation under "Remarks." Report will be made also on regular time report for the current pay period. See paragraph 5-13 regarding reporting of time for employees transferred between sections.

e. A cross (x) will be used to indicate a full day's attendance of 8 hours. Where other than 8 hours has been scheduled for any particular day (s), the figure indicating the number of hours scheduled will be used. "8A" will denote 8 hours annual leave; "4S" will indicate 4 hours sick leave, etc. The codes shown at the top of Standard Form 1135 or 1136 will be used. When it is necessary to use "O" explanation will be given on the time report. Use of additional codes is not permitted except that excused absence on holidays will be indicated with the letter "H". Authorized absence on a holiday is not chargeable to annual, sick, or compensatory leave.

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f. When leave is granted, the period of absence will be entered on the time report showing type of leave taken, and the employee will initial in the space below. In cases covering an absence of several days, the employee will initial under the last date of absence. Requests for annual leave or leave without pay must be initialed in advance. Requests for sick leave will be initialed immediately upon return to duty. A certificate signed by a medical officer must be submitted within 2 days for sick leave in excess of 3 days. Standard Form 71 will be used in lieu of initials on time reports in the following instances:

(1) Periods of leave extending from one pay period to another.

(2) Sick leave in excess of 3 days, supported by medical officer's certificate.

(3) Sick leave taken at the end of a pay period, since the time report would be submitted before employee returns to duty.

(4) Where employees are not located sufficiently near the timekeeper to initial the time report. In lieu of employee's initials, "SF71" will be noted in the space provided and the Standard Form 71 will remain in operating officials office. Any leave taken and not supported on time report or Standard Form 71 will be charged to absence without leave because of failure to submit Standard Form 71 or initial time report. This will be brought to the attention of all civilian employees.

g. Records of leave earned and taken will be maintained by the Payroll Branch, Civilian Personnel Section. When sick or annual leave with pay has been approved by the section and there is insufficient earned leave to cover the amount requested, the Payroll Branch will amend the time report to show leave without pay. The section timekeeper will not show "LWOP" on time reports unless it is specifically requested by the employee and supported by initials or Standard Form 71. "AWL" will be shown on the time report if the supervisor desires to penalize the employee for unauthorized absence.

h. If the employee is administratively excused, the absence or tardiness will not be shown on the time report: rather, he will be shown as being on duty the full 8-hour day. This refers only to individual absences not in excess of 30 minutes and to tardiness of any duration.

i. Time Reports in the case of employees on official temporary duty in the continental United States will indicate date of arrival at port of debarkation and date of embarkation on return trip.

j. Employees taking annual leave in the United States or Hawaii will be carried on regular time report the entire period of absence. Standard Form 71, Application for Leave, will be signed by the employee and approving authority prior to departure and submitted with the time report for the period in which leave begins.

8. Holidays. Work performed on any of the legal holidays enumerated below which fall within the basic 40-hour workweek will be compensated for at twice the basic straight-time rate. Double time will be paid for the regularly scheduled 8 hours only. Compensatory time off may not be granted for work on a holiday falling within the basic 40 hours. Leave will not be charged for absence on a holiday falling within the basic workweek. The following days have been established as legal holidays in the Federal service:

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1st of January
22nd of February
30th of May
4th of July
First Monday of September
11th of November
Fourth Thursday of November
25th of December

9. Posting of Overtime and Compensatory Time. Emergency overtime worked and compensatory time off will be posted daily to the time report in multiples of 15 minutes. Fractions of 15 minutes will be dropped. The certification on the official time report by officials indicated in Paragraph 5 will be sufficient to prove that overtime reported is officially ordered or approved. Overtime will be held to an absolute minimum. Employee's initials on the time report will constitute evidence that he requested the overtime worked be granted as compensatory time off.

10. Corrections. When it becomes necessary to correct an item on a time report already submitted, a supplemental report on Standard Form 1135 will be prepared showing only the items corrected, with the following notations after each item:

"The above is correction of items shown on line_____
page_____of time report for (division or section),
for period from_____to_____."

Any corrections made on a time report prior to submission will be initialed by the individual authorized to certify to the time report.

11. Omissions. The time report is the basis for pay of all employees. Employees whose names are omitted will not receive payment until receipt of time report covering the persons and period involved and then will be paid on a current payroll.

12. Night Differential. a. Per Annum. Night differential will be paid only to employees assigend to work on a <u>regularly scheduled</u> tour of duty any part of which falls between 1800 and 0600 the following mornings, provided straight time rates are payable for those same hours. Night differential is paid only when the employee is actually present for duty. Because of this fact, time reports should show the beginning and ending hours of leave for those employees who are entitled to a night differential. Payment will be made on the basis of the time and attendance report which will distinguish between the straight time hours, Night differential and overtime.

b. Hourly. Authority for payment of Night differential will be on the form WD 50 "Notification of Personnel Action" either on the original appointment or other action placing an employee in a position which pays a differential for work performed at night. Where a night differential is payable, all time reports must provide identifying information as to the shift worked.

13. Procedure for Carrying a Transferred Employee. Employees transferred from one section to another will be carried on the time report of the releasing section to close of business of the day prior to the effective

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date of transfer as shown on WD Form 50 and as indicated in CP Form 208 (inclosure 3). Transfers will be effected at the beginning of pay periods only, and an employee will not be relieved from duty in his present section until CP Form 208 is received.

14. Quarters Classification. Quarters classification will be entered in accordance with schedule published in 8th Army Circular No. 7 dated 14 January 1947.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

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

24 Mar 1948

AG 230.145 (MG-X)

SUBJECT: Position Descriptions for DAC and Foreign National Employees

THRU : Commanding General, I Corps, APO 301

TO : Commanding Officer, Kyushu Military Government Region, APO 929

1. References:

a. Letter Order No. 1-8, this headquarters, file AG 321 (Reorg) (FB), "Reorganization of Military Government in Japan", 23 January 1948, with one inclosure - Authorized Grades and Ratings.

b. Letter, this headquarters, file AG 300.1 (MG-X), subject: "Letter of Instructions - Military Government Units in Japan", 28 January 1948, with 24 inclosures - 1. Functional Chart for MG Units in Japan, 2-24. Authorization Table for Teams.

2. It is essential that accurate position descriptions for all military government team positions which are likely to be occupied by Department of the Army civilian and Foreign National employees throughout Japan be on file in this headquarters. Because the civilian personnel ceiling has been set for all of Military Government as a unit, control must be maintained in the civilian personnel branch of the Military Government Section at this headquarters, and the personnel must be used in the positions for which hired.

3. The functional organization chart for military government teams has been provided for each team in your area by reference 1 b above. Inclosed herewith are copies, in quadruplicate, of military government team positions for those positions which are, or may be occupied by civilian employees or Foreign Nationals for your headquarters and each team under your jurisdiction. Your attention is invited to a brief digest of the provisions of the Classification Act of 1923, as amended, attached thereto.

4. It is desired that team position descriptions be reviewed by your team commanders with a view to suggested modifications if necessary, to describe accurately the specific positions for civilian personnel now with the team. Thereafter four copies of the proper position description for each civil service employee, including Foreign National now with the team, should be prepared. In making out the report the following steps are suggested:

a. In the utilization of civilian employees, the functional chart should be followed or justification for any deviation therefrom should be submitted.

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.b. Insert the incumbent's name (or names) on all four copies of the position descriptions that are applicable.

c. If the inclosures are acceptable, retain one full set of position descriptions for the team files. Provide each team employee with a copy of his position description.

d. If the inclosed position descriptions furnished as a guide are not acceptable, prepare additional descriptions in quintuplicate for all other positions on the team not covered by the inclosed descriptions but which might be occupied by DAC and Foreign National employees; show incumbent or incumbents if positions are occupied.

e. Return to this headquarters two copies of each position description signed by the team commander, together with a detailed team manning table showing all incumbents, whether military, civilian, Foreign National or Japanese.

5. It is realized that from time to time shortages of personnel will require that civilian employees take on temporarily additional work or work for which they were not employed. However, except under such an emergency this personnel will be employed in accordance with the position descriptions under which they were hired. A maximum of 120 days is permissible for such misassignment. In the event of such misassignment, immediate report thereof will be made to this Headquarters, attention Personnel Branch, Eighth Army Military Government Section.

6. It is desired that the above report be submitted to this Headquarters, attention Civilian Personnel Branch, Military Government Section, not later than 20 April 1948. A similar report with current revisions is desired each six months subsequent to above date (Reports Control Symbol MG-OT-14).

BY COMMAND OF LIEUTENANT GENERAL EICHELBERGER:

/s/t/ R. SCHAFER
Lt Col, AGD
Asst Adj Gen

8 Incls:
Position Descriptions (in quad)
1. Kyushu MG Region
2. Fukuoka MG Team
3. Kagoshima MG Team
4. Kumamoto MG Team
5. Nagasaki MG Team
6. Oita MG Team
7. Miyazaki MG Team
8. Saga MG Team

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [redacted]

BASIC: Ltr, Hq Eighth Army, file AG 230.145 (MG-X), subj: "Position Descriptions for DAC and Foreign National Employees", dtd 24 Mar 48.

JPM/mmn

AG 230.145 - BA 1st Ind

Hq I Corps, APO 301,

TO: CO, Kyushu Mil Govt Region, APO 929

1. For necessary action and return of correspondence through this headquarters.

2. Reference: paragraph 4, basic communication, the following information is furnished:

a. For each position covered by one of the inclosed position descriptions, one position description will be completed and forwarded so as to reach Headquarters Eighth Army in duplicate. The name or names of any incumbents will be entered on the position description. Do not complete separate, identical position descriptions for each employee holding the same job. Example: Mary Smith, CAF-3; Jane Jones, CAF-4; and Mary Tanaka, PG-17, are all performing duties which come under the general provisions of Administration No. 2. Prepare one set of Administration No. 2, entering the names of the three employees under "Incumbent's Name." Prepare sufficient copies to enable distribution as outlined in paragraph 4c and e.

b. For any position, now filled by a DAC or Foreign National or which could be so filled, and to which none of the inclosed position descriptions is applicable, prepare a position description in accordance with the instructions contained in the attached digest of the Classification Act of 1923. Enter the name or names of incumbents, if any. Prepare the position description so as to reach this headquarters in sextuplicate.

c. For any position for which the inclosed description, in your opinion, is inadequate or inaccurate, prepare a new position description as in paragraph 2b above.

3. Reference paragraph 4e, basic communication, an organizational chart based on the Table of Authorization (Inclosures 1-24 to Letter, Headquarters Eighth Army, file AG 300.1 (MG-X), subject: "Letter of Instructions - MG Units in Japan", dated 28 January 1948) will be prepared as the "Detailed manning table." This chart will reflect by name and grade each member of the team including Japanese Nationals in the position they are actually filling. In addition to name and grade, the MOS of military personnel will be shown. Sufficient copies will be prepared in order that one copy may be retained at this headquarters. Attached hereto is a sample "manning table" for information and guidance.

4. All DAC and Foreign National employees reflected in the manning table must be accounted for by a position description. As indicated in paragraph 2a and b above, more than one employee may be shown on the same position description, but each employee must be accounted for.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [redacted]

BASIC: Ltr, Hq Eighth Army, file AG 230.1/5 (MG-X), subj: "Position Descriptions for DAC and Foreign National Employees, dtd 24 Mar 48, cont'd.

5. Additional copies of position descriptions necessary to comply with paragraph 4c and e, basic communication, will be reproduced locally.

6. Your attention is invited to the fact that this is not merely a report of presently assigned DAC and Foreign National strength, but is to include any position in the organization now unfilled or now occupied by military personnel which could be filled by DAC or Foreign National personnel, reference paragraphs 2 and 3, basic communication.

BY COMMAND OF MAJOR GENERAL SWING:

9 Incls:
1 - 8 n/c
Added
9. Sample Manning Table

2nd Ind CLB/ble

KYUSHU MIL GOVT REGION, HQ & HQ DET, APO 929, 13 April 1948

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

For compliance with basic communication and 1st Indorsement.

BY ORDER OF COLONEL HILTON:

CHARLES L. BACHTEL
1st Lt SIG C
Adjutant

1 Incl:
Position Description
(in Quad)

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [redacted]

THINGS YOU SHOULD KNOW

QUESTION: Under what conditions are employees required to pay return transportation to United States if minimum period of service indicated on employment agreement is not completed? Also, when is reimbursement for transportation costs to overseas command required?

ANSWER: Employees appointed on or after 2 August 1946 who fail to complete minimum period of service are required to reimburse the United States for transportation costs incurred in transporting them to the overseas command in addition to paying cost of return transportation to the United States. Except that employees serving under two-year agreements who have completed at least one year of such agreements and ex-military personnel discharged within the theater to accept civilian employment who fail to fulfill the terms of their agreements will pay only the cost of return transportation and subsistence while enroute. Reimbursement will include only actual cost of transportation and per diem and not salary. Employees appointed prior to 2 August 1946 will only be required to pay cost of return transportation and subsistence while enroute.

QUESTION: What is the cost of return transportation and subsistence to U.S. port of entry?

ANSWER: Transportation by water $225.00 (includes subsistence aboard ship).

QUESTION: How is this payment made?

ANSWER: Transportation costs are paid in cash to Troop Movement Officer at 2nd Major Port.

QUESTION: Are supervisors, operating officials, section chiefs, etc., responsible for explaining the liability for reimbursement of transportation costs and the requirements pertaining to paying cost of return transportation to United States, to employees under their jurisdiction?

ANSWER: Yes. It is mandatory that the above information be fully explained to all civilian employees and the following statement will be placed on each individual's WD Form 80 (Employee Record Card):

"Liability for reimbursement of transportation costs under Section 7, Public Law 600, 79th Congress, has been explained to employee".

QUESTION: What are my chances of being married by proxy, telephone or formal contract marriage?

ANSWER: Subject marriages are discouraged.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

QUESTION: May I bring my dependents overseas?

ANSWER: Yes, if you were appointed for duty in the occupation area prior to 17 January, 47 and hold a rating of CAF-5 (or comparable rate). You will be placed on the priority list on the basis of your overseas service. If you were appointed subsequent to 17 January and have a rating of CAF-12 or equivalent, you will be provided dependent housing in such priority as is merited by your length of overseas service.

QUESTION: How can I be reimbursed for cash payment for meals eaten aboard trains and in rest hotels?

ANSWER: You must obtain a cash receipt for all meals bought. These receipts, when accompanying pay time reports from the section chiefs, will allow a credit for the subsistence charge for the pay period involved.

QUESTION: I would like to transfer to some other position, either under jurisdiction of 8th Army Headquarters or some other Hq in Japan. What is the proper procedure for getting such transfer?

ANSWER: Make a written request for transfer to your section chief. If no objection is interposed you will be furnished a written statement to that effect, which must include information as to whether or not a replacement is desired. The transfer request and accompanying statement will be transmitted to Civilian Personnel Section for appropriate action. No action will be taken on a request for transfer which does not conform to this procedure.

QUESTION: I am an Operating Official with several positions authorized, both filled and unfilled. Occasionally an employee from some other section inquires about my positions and expresses a desire to transfer to this section. What action should I take in such cases?

ANSWER: You should not under any condition discuss positions or possibility of transfer with an employee from another section unless he is properly referred to you by Civilian Personnel Section. The procedure outlined in answer to the question immediately above must be followed to obtain a referral slip.

QUESTION: My contract expires 15 July 1947. I wish to return to the United States via Honolulu. Will I be furnished transportation if I go this route? If not, will I be reimbursed for any part of transportation costs?

ANSWER: Employees authorized return transportation to United States are furnished such transportation from overseas command to home in United States via shortest and most frequently used routes aboard

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

Army transport or ATC at no expense to the government. Therefore if your return is via a different route for your convenience, transportation will not be furnished and you will not be entitled to reimbursement for any part of such transportation. You will, however, be entitled to salary during that time it takes facilities selected by the War Department to make the return journey and any excess time will be charged to LWOP.

QUESTION: I was discharged from Military Service in Japan in July 1946 to accept a civilian position with the War Department. When will I receive a statement of earnings? When will I be required to file an income tax return for 1946?

ANSWER: Statement of earnings for 1946 will be furnished all employees within approximately 30 days. Civilians outside the Americas for more than 90 days may postpone filing return until 90 days after return to the Americas, but not beyond the 15th day of the third month after the end of the war as proclaimed by the President.

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