GHQ/SCAP Records(RG 331)
Description of contents

THE NATIONAL ARCHIVES OF THE UNITED STATES

(1) Box no. 2140

(2) Folder title/number: (12)
14. Manning Level

(3) Date: Mar. 1946 - Feb. 1952

(4) Subject:

Classification	Type of record
032	z

(5) Item description and comment:

(6) Reproduction: (Yes) No

(7) Film no. Sheet no.

GENERAL HEADQUARTERS
FAR EAST COMMAND

CHECK SHEET

Mr MacKenzie/ru
26-8419

(Do not remove from attached sheets)

File No: Subject: Revised Manning Level - Balance of FY 1952 46576

Note No.	
1	From: G-1 To: GS Date: 21 Feb 52

1. References.

a. C/N 1, C/S to GS, subject: Revised GARIOA Manning Level, 20 December 1951.

b. C/N 1, G-1 to GS, subject: CPC Functions After 1 March 1952.

c. C/N 2, G-1 to CPC, Thru: CPS, subject: Space Allocation, 7 February 1952.

2. Attached Manning Level Recapitulation #267 reflects the revised authorization for your Section for the balance of FY 1952. Adjustments for transfer of residual CPC functions on 1 March 1952 have been incorporated herein.

3. As had been scheduled in earlier authorizations one (1) Major, MOS 8104 has been deleted from the military authorization.

2 Incls.
1. M/L Recap #267
2. C/N 1 & 2, Subj: Space Allocation

cc: CPS

for L.P.M. B. L. M.

FEC AGO Form No 37

12971—FEC P&PC—5/51—100M

Mr MacKenzie/ru
26-8419

Revised Manning Level - Balance of FY 1952

G-1 GS 21 Feb 52

1 1. References.

a. C/N 1, C/S to GS, subject: Revised GARIOA Manning Level, 20 December 1951.

b. C/N 1, G-1 to GS, subject: CPC Functions After 1 March 1952.

c. C/N 2, G-1 to CPC, Thru: CPS, subject: Space Allocation, 7 February 1952.

2. Attached Manning Level Recapitulation #267 reflects the revised authorization for your Section for the balance of FY 1952. Adjustments for transfer of residual CPC functions on 1 March 1952 have been incorporated herein.

3. As had been scheduled in earlier authorizations one (1) Major, MOS 8104 has been deleted from the military authorization.

2 Incls.
1. M/L Recap #267
2. C/N 1 & 2, Subj: Space Allocation

cc: CPS

- B. L. M. -

MANNING LEVEL RECAPITULATION

No. 267

SECTION: GOVERNMENT SECTION

DATE: 21 FEBRUARY 1952

1. The revised authorization to your section is as follows:

OFFICERS:	Gen	Col	Lt Col	Major	Captain	Lts	TOTAL
		1	2	2	1		6
WARRANT OFFICERS:	Grade 4	3	2	1			
ENLISTED:	Grade E-7	E-6	E-5	E-4	E-3	E-2 & 1	
TOTAL MILITARY:							6
CIVILIAN CEILING:	Department of Army-Appropriated Funds						*
	Department of Army-Non-Appropriated Funds						
	Japanese Labor-Appropriated Funds						
	Japanese Labor-Non-Appropriated Funds						*
AGGREGATE:							

2. Remarks: Reflects reduction of one (1) Maj, MOS 8104 and adjustment in DAC and JN authorizations to include assumption of residual CPC functions effective 1 March 1952.

*Following are maximum DAC and JN authorizations as of the dates indicated:

	DAC	JN
29 February 52	14	1
31 March	23	6
30 Apr - 30 Jun	21	6

Inclosure 1 to G-1 check note 1/ subject: Revised Manning Level- Balance of FY 1952, dated 21 Feb 52. Supersedes M/L Recap # 112, 5 July 1951.

DISTRIBUTION:

G-1, MOML
G-1, File
Civilian Personnel Sec
AG-Strength Accounting Br
AG-Officers Br
AG-Procurement & Replacement Br
Hq Comdt - Jap Labor Control
COM-B (Mr Ratte')

17486—FEC P&PC—9/51—1M

Incl 1

COPY

GENERAL HEADQUARTERS
FAR EAST COMMAND

COPY

CHECK SHEET

Colonel F. E. Gillette
26-6273

(Do not remove from attached sheets)

File No: Subject: Space Allocation

Note No.	
	From: CPC To: CPS Thru: G-1 Date: 4 Feb 1952
1	Allocation of one additional DAC space for clerk stenographer, GS-4, is requested for transfer from CPC to GS on 1 March 1952. While GS can furnish typing and stenographic service for most of the residual functions of CPC being transferred on that date the work still to be done by the Reparations Unit of three DAC will require a full time stenographer. The final phase out of this activity will not start until conclusion of the conferences now being conducted by the Rusk Commission and the final determination by G-4 of the Reparations facilities to be used by the Security Forces. Thereafter the work will be heavy for 30 to 60 days, or until responsibility for all Reparations facilities and equipment is assumed either by the Major Commands or the Japanese Government. The fact that there will no longer be IBM service available for this unit after 1 March will require manual accounting for the many thousands of items of Reparations equipment. Mr. Rizzo, Chief of GS, concurs in this recommendation. Miss Frances Kiernan, GS-4, will be transferred on 1 March to fill this vacancy.
	- F. E. G. - - - - - - - - - - - - - -
	Mr. MacKenzie 26-8419
	From: G-1 To: CPC Thru: CPS Date: 7 Feb 52
2	Approved. Necessary adjustment will be made in the number of spaces to be transferred to Government Section at the close-out of CPC.
	- B. L. M. - - - - - - - - - - - - - -

FEC AGO Form No 37

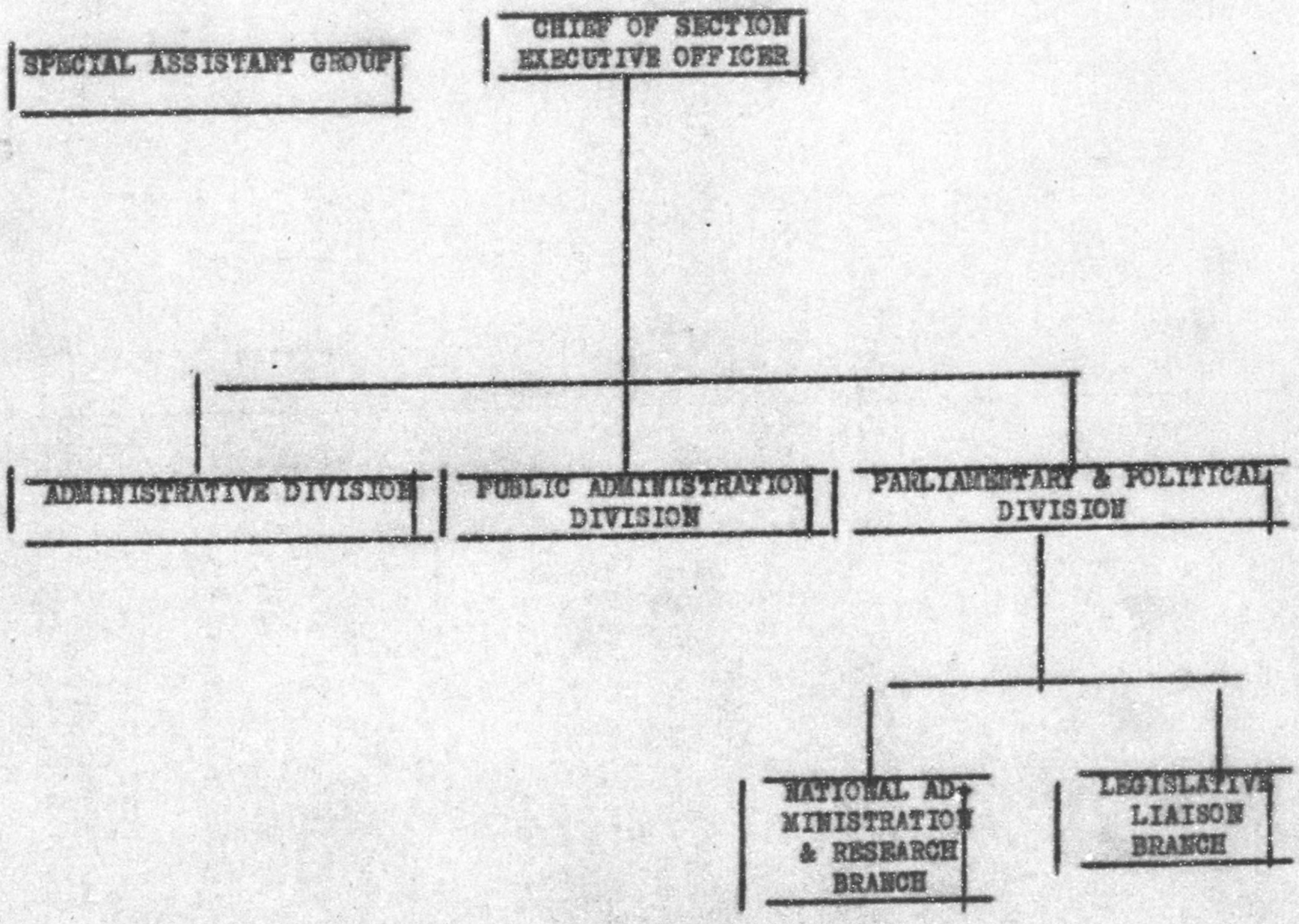
12971—FEC P&PC—5/51—100M

Incl 2

GOVERNMENT SECTION

ORGANIZATION CHART - STRUCTURE

1 February 1952



MANNING CHART

MANNING LEVEL (1 Feb 52)

6 OFF 14 DAC

1 - COL
2 - LT COLS
2 - MAJORS
1 - CAPTAIN

GOVERNMENT SECTION

ORGANIZATION CHART - PERSONNEL

EXECUTIVE GROUP		
DAC	CHIEF OF SECTION	GS-16
DAC	SECRETARY	GS-7
MIL (COL)	EXECUTIVE OFFICER	MAJOR
DAC (GS-6)	SECRETARY	GS-5

1 - MIL
8 - DAC

GOVERNMENT SECTION

ORGANIZATION CHART - PERSONNEL

SPECIAL ASSISTANT GROUP		
DAC (GS-15)	SPECIAL ASSISTANT, NATIONAL AFFAIRS	GS-13
DAC (GS-14)	SPECIAL ASSISTANT, LOCAL AFFAIRS	GS-13
MIL (MAJOR)	SPECIAL ASSISTANT, FOREIGN AFFAIRS	
MIL (LT COL)	SPECIAL ASSISTANT, CIVIL SERVICE AFFAIRS	MAJOR

2 - MIL
2 - DAC

GOVERNMENT SECTION

ORGANIZATION CHART - PERSONNEL

ADMINISTRATIVE DIVISION		
DAC (GS-14)	CHIEF OF DIVISION	GS-9
DAC	INTERPRETER-TRANSLATOR	GS-11
DAC	INTERPRETER-TRANSLATOR	GS-8

GOVERNMENT SECTION

ORGANIZATION CHART - PERSONNEL

PUBLIC ADMINISTRATION DIVISION		
DAC	CHIEF OF DIVISION	GS-13
MIL (MAJOR)	DEPUTY CHIEF	1st LT
DAC	CLERK-TRANSLATOR	GS-6
DAC	SECRETARY-TRANSLATOR-RESEARCH ANALYST	GS-6

1 - MIL
3 - DAC

GOVERNMENT SECTION

ORGANIZATION CHART - PERSONNEL

PARLIAMENTARY AND POLITICAL DIVISION

DAC	CHIEF OF DIVISION	GS-15
DAC (GS-14)	DEPUTY CHIEF	GS-13

NATIONAL ADMINISTRATION & RESEARCH BRANCH

DAC	RESEARCH ANALYST	GS-6
MIL (CAPT)	HISTORIAN	1st LT

LEGISLATIVE LIAISON BRANCH

MIL (LT COL)	CHIEF OF BRANCH	MAJOR

2 - MIL
3 - DAC

CHIEF OF STAFF
APPROVED ACTION
DO NOT REMOVE

SECRET

GENERAL HEADQUARTERS
FAR EAST COMMAND

CHECK SHEET

Mrs Kirby/ru
26-7915

(Do not remove from attached sheets)

9480-A

File No:

Subject: CPC Functions after 1 March 1952

Note No.	From: G-1	To: Govt Sec	Date: 8 Jan 52
1	1. Approval has been granted for the transfer of residual responsibilities of the Civil Property Custodian to Government Section as of 1 March 52. 2. As of that date, an increase of eight (8) DAC technical and five (5) JN spaces will be authorized your Section. This authorization will be reduced to six (6) DAC technical and five (5) JN spaces effective 1 April 52. Decision as to any clerical personnel requirements to support this group will be withheld until transfer is effected, at which time, firm requirements may be more readily determined. - - - -

SECRET

GENERAL HEADQUARTERS
FAR EAST COMMAND

CHECK SHEET

(Do not remove from attached sheets)

9776E

File No: Subject: Revised GARIOA Manning Level

Note No.	From: Chief of Staff To: GS Date: 20 December 51
(1)	1. Information received from the Department of the Army regarding the availability of GARIOA Project 412 funds necessitates a review of approved personnel authorizations for SCAP sections and requires reductions to a ceiling supportable within the maximum amount of funds that can be anticipated. Recalculation of requirements required that the increase approved by the Pay Increase Act of 1951 be taken into consideration in projecting budgetary requirements for the balance of the fiscal year and the estimated amount of additional funds required to pay the increase to those SCAP employees who were on the rolls as of 1 July and are eligible for a retroactive adjustment. In accordance with this recalculation, a revised manning level has been established for your section authorizing a maximum of 14 spaces from 31 January through 30 June 1952. 2. The revised figures above automatically supersede any personnel authorizations previously approved for your section. Immediate action will be necessary to accomplish such internal reorganization and reductions-in-force as may be required within your section to meet the revised authorization. Personnel scheduled for reduction to meet these schedules will be reported to the Civilian Personnel Section not later than 26 December 1951 in order that adequate reduction-in-force notices may be given individuals concerned. D.C.H.

FEC AGO Form No 37

SECRET

12971—FEC P&PC—5/51—100M

SECRET

Revised GARIOA Manning Level

Chief of Staff GS 20 December 51

(1) 1. Information received from the Department of the Army regarding the availability of GARIOA Project 412 funds necessitates a review of approved personnel authorizations for SCAP sections and requires reductions to a ceiling supportable within the maximum amount of funds that can be anticipated. Recalculation of requirements required that the increase approved by the Pay Increase Act of 1951 be taken into consideration in projecting budgetary requirements for the balance of the fiscal year and the estimated amount of additional funds required to pay the increase to those SCAP employees who were on the rolls as of 1 July and are eligible for a retroactive adjustment. In accordance with this recalculation, a revised manning level has been established for your section authorizing a maximum of 14 spaces from 31 January through 30 June 1952.

2. The revised figures above automatically supersede any personnel authorizations previously approved for your section. Immediate action will be necessary to accomplish such internal reorganization and reductions-in-force as may be required within your section to meet the revised authorization. Personnel scheduled for reduction to meet these schedules will be reported to the Civilian Personnel Section not later than 26 December 1951 in order that adequate reduction-in-force notices may be given individuals concerned.

----------D.O.H.----------

12 15/11

SECRET

7600

GENERAL HEADQUARTERS
FAR EAST COMMAND

Miss Rodekuhr/ru
26-7915

C H E C K S H E E T

Subject: FY 1952 Personnel Authorizations

Note No.	From: G-1 To: Government Section Date: 5 July 51
1	1. The attached manning level recapitulation reflects the approved FY 1952 manning level for your section. In view of the impracticality of issuing man year averages because of personnel reductions scheduled for the fiscal year, authorizations are stated to show maximum allowable strength as of the dates indicated. 2. In order to ensure an orderly release of personnel scheduled for reduction, it is requested that the following actions be taken: a. Military personnel will be reported for reassignment through G-1 to AG giving name, grade and primary MOS of individual being released. b. DAC personnel scheduled for reduction will be reported to CPS a minimum of 15 days prior to the date on which the individual is being released by the section in order that adequate RIF notice may be issued to the individual concerned. 1 Incls. M/L Recap B. L. M.

MANNING LEVEL RECAPITULATION

No. 112

SECTION: Government Section DATE: 5 July 1951

1. The revised authorization to your section is as follows:

OFFICERS:	Gen	Col	Lt Col	Major	Captain	Lts	TOTAL
	___	1	2	3	1	___	7*

WARRANT OFFICERS:	Grade 4	3	2	1	
	_____	___	___	___	_____

ENLISTED:	Grade E-7	E-6	E-5	E-4	E-3	E-2 & 1	
	___	___	___	___	___	___	___

TOTAL MILITARY:		7*
CIVILIAN CEILING:	Department of Army-Appropriated Funds	**
	Department of Army-Non-Appropriated Funds	___
	~~Requisitioned~~ Japanese Labor - Appropriated Funds	1

AGGREGATE:

2. Remarks: * To be reduced 1 Major, MOS 8104, Effective 31 December 51.

** Following are maximum allowable strengths as the dates indicated:

	DAC
31 July 51 - 31 Oct.	22
30 Nov.	20
31 Dec. - 30 Jun 52	19

Inclosure 1 to G-1 check note, subject: FY 1952 PERSONNEL AUTHORIZATION, dated 5 July 1951

DISTRIBUTION:

G-1, MOML
G-1, File
Hq Comdt
AG-Strength Accounting Br
AG-Officers Br
AG-Procurement & Replacement Br
Civilian Personnel Sec

NOTE: SUPERSEDES M/L RECAP #41, 4 May 1951

12383—FEC P&PC—5/51—2M

GENERAL HEADQUARTERS
FAR EAST COMMAND

Miss Rodekuhr/ru
26-7915

C H E C K S H E E T

Subject: FY 1952 Personnel Authorizations

Note No.	From: G-1 To: Government Section Date: 5 July 51
1	1. The attached manning level recapitulation reflects the approved FY 1952 manning level for your section. In view of the impracticality of issuing man year averages because of personnel reductions scheduled for the fiscal year, authorizations are stated to show maximum allowable strength as of the dates indicated. 2. In order to ensure an orderly release of personnel scheduled for reduction, it is requested that the following actions be taken: a. Military personnel will be reported for reassignment through G-1 to AG giving name, grade and primary MOS of individual being released. b. DAC personnel scheduled for reduction will be reported to CPS a minimum of 15 days prior to the date on which the individual is being released by the section in order that adequate RIF notice may be issued to the individual concerned. 1 Incls. M/L Recap Bar B. L. M.

SECRET

Miss Rodekuhr/ek
26-7915

Revised GARIOA Manning Level

G-1 GS 14 May 1951

1 1. Action by the Bureau of the Budget in reducing GARIOA funds for employment of civilian employees in FY 1952 requires a re-evaluation of previously announced FY 1952 personnel authorizations for SCAP sections and reduction commensurate with the maximum amount of funds that can be anticipated. Accordingly, a revised manning level has been established for your section based on the following maximum allowable strengths as of dates indicated:

30 Jun 51 - 34	31 Jan 52 - 19
31 Jul 51 - 22	29 Feb 52 - 19
31 Aug 51 - 22	31 Mar 52 - 19
30 Sep 51 - 22	30 Apr 52 - 19
31 Oct 51 - 22	31 May 52 - 19
30 Nov 51 - 20	30 Jun 52 - 19
31 Dec 51 - 19	

2. The revised figures above automatically supersede any personnel authorization previously established for your section. Immediate action will be taken to accomplish such internal reorganizations and reductions in force schedules as will be required to meet the revised authorization.

3. By necessity, the month by month authorizations above have had to be established on a somewhat arbitrary basis in order to comply with anticipated fund limitations. Strict adherence to these authorizations is essential. Any doviations in actual strength in any one month must necessarily be offset by a compensating reduction in strength below the authorization in subsequent months. Should additional cuts be imposed by Congress, additional reductions will necessarily be required.

4. Manning Level Recapitulation reflecting this authorization will be forwarded at a later date.

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

SECRET

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
FAR EAST COMMAND

C H E C K S H E E T

Cutbill file
Pers Div

Lt Col Kirby/ek
26-5940

Subject: Authorized Personnel Strengths of GHQ Offices and/or Staff Sections

NOTE NO FROM: G-1 TO: See Distribution 4 May 1951

1 1. T/D 80-8100 for GHQ, FEC and SCAP, was approved as of 19 April 1951. Approved changes in Military, Civilian, and Indigenous Personnel strengths from 20 March 1951 to 30 April 1951 that have resulted in a difference between T/D and M/L Recapitulation totals are reflected on attached manning level recapitulation.

2. Due to fluctuations in authorized strengths and grades of personnel in the various offices and/or sections of this headquarters, the manning level recapitulations (not T/D) will continue to be the basis for requisition of all categories of personnel and for determination of position vacancies for promotion of enlisted personnel.

1 Incl
M/L Recap

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

DISTRIBUTION:

Off of CinC	IG	CTS
Off C/S	JA	DS
COM	MED	ESS
JSPOG	ORD	GS
AC/S, G-1	PM	LS
AC/S, G-2	QM	NRS
AC/S, G-3	RCAS	PHW
AC/S, G-4	Sig	SAC
AG	SS	OKED
PIO	TIE	SCAJAP
AA	Trans	Pers Record C 8172 AU
Chap	CAS	FEC P & PC 8234 AU
Chem	CAS-X	TIS
CPO	CCS	TID
CPS	CHS	ASA
CPS-RC	CIE	ARC
Engr	CIS	441st CIC Det
Hq Comdt	CPC	71st SS Bn
		Tokyo Finance Office

MANNING LEVEL RECAPITULATION

No. 41

SECTION: GOVERNMENT SECTION DATE: 4 May 51

1. The revised authorization to your section is as follows:

OFFICERS:	Gen or Col	Lt Col	Major	Captain	Lts	TOTAL
	0 1	2	3	1	0	7

WARRANT OFFICERS:	CWO	WOJG	
			0

ENLISTED:	E-7	E-6	E-5	E-4	E-3	E-2&1	
							0
TOTAL MILITARY:							7
CIVILIAN CEILING: Department of Army-Appropriated Funds							37
Department of Army-Non-Appropriated Funds							0
Requisitioned Japanese Labor							1*
~~Foreign Nationals~~							
AGGREGATE:							45

2. Remarks:

Based on T/D 80-8100 as approved on 19 April 1951 and approved changes in all categories of personnel from 20 March to 30 April 1951 inclusive.

This M/L Recap begins a new series based on recently approved T/D and supersedes all previous personnel authorizations.

*Operational and Cat I

Inclosure 1 to G-1 check note/subject: 1 Authorized Pers Strengths of GHQ Offices and/or Staff Sections, dated 4 May 51

DISTRIBUTION:

G-1, MOML
G-1, File
Hq Comdt
AG-Strength Accounting Br
AG-Officers Br
AG-Procurement & Replacement Br
Civilian Personnel Sec

4340—FEC P&PC—7/53—2M

GENERAL HEADQUARTERS
FAR EAST COMMAND

CHECK SHEET

601

Miss Rodekuhr/ru
26-7915

1495

(Do not remove from attached sheets)

File No: Subject: Change in Organization

Note No.	
1	From: G-1 To: GS Thru: CPS for RHC Date: 27 April 51

1. Reorganization of Government Section as recommended in C/N #1, GS to G-1 dated 21 April 51, subject: Change in Organization, is approved.

2. Approved manning level for FY 52 is established as an average of 26 DAC and 6.5 Military spaces. Quarterly authorizations are approved as follows:

	Military	DAC
1st Quarter	7	30
2nd "	7	26
3rd "	6	25
4th "	6	25

3. Approved manning level for the balance of the fourth quarter of FY 51 is 37 DAC and 7 Military. Manning level recapitulation attached reflects Government Section authorization for balance of FY 51 and for FY 52.

4. Request CPS withdraw Inclosures 1 thru 4 attached.

5 Incls.
Added 1 Incl.
5. M/L Recap

for W. A. B.

FEC AGO Form No 37

2411—FEC Printing Plant—4/50—100M

3422

MANNING LEVEL RECAPITULATION

No. 271

SECTION: GOVERNMENT SECTION DATE: 27 APRIL 1951

1. The revised authorization to your section is as follows:

OFFICERS:	Gen ~~or~~ Col	Lt Col	Major	Captain	Lts	TOTAL
	1	2	3	1		7
WARRANT OFFICERS:	CWO	WOJG				0
ENLISTED:	E-7	E-6	E-5	E-4	E-3	E-2&1
						0
TOTAL MILITARY:						7
CIVILIAN CEILING:	Department of Army-Appropriated Funds					37
	Department of Army-Non-Appropriated Funds					0
	Requisitioned Japanese Labor					1
	Foreign Nationals					
AGGREGATE:						45*

2. Remarks:

* Reflects decrease of 1 military space (General) and 4 DAC spaces for balance of 4th Quarter FY 1951. Approved quarterly averages for FY 1952:

	MIL	DAC	JN
1st Quarter	7	30	1
2nd "	7	26	1
3rd "	6	25	1
4th "	6	25	1

Inclosure 5 to G-1 check note, subject: Change in Organization, dated 27 Apr 51

DISTRIBUTION:

G-1, MOML
G-1, File
Hq Comdt
AG-Strength Accounting Br
AG-Officers Br
AG-Procurement & Replacement Br
Civilian Personnel Sec

4340—FEC P&PC—7/50—2M

Incl 5

GENERAL HEADQUARTERS
FAR EAST COMMAND

CHECK SHEET

F-9082
7832

Mr Butler/ru
26-8419

(Do not remove from attached sheets)

File No:

Subject: Revised Manning Level Recapitulation

Note No.	
1	From: G-1 To: GS Date: 2 April 1951

1. Reference C/N 2 from GS to G-1, Subject: Japanese National Personnel Ceilings - JFY 1951, dated 19 March 1951.

2. Attached is Manning Level Recapitulation #240 reflecting revised JN requirements for your section as requested for the JFY 1951 in referenced checknote.

1 Incl.
M/L Recap

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

FEC AGO Form No 37

8692--FEC Printing Plant--10/49--50M

3105

MANNING LEVEL RECAPITULATION

No. 240

SECTION: GOVERNMENT SECTION DATE: 2 APRIL 51

1. The revised authorization to your section is as follows:

OFFICERS:	Gen ~~x~~ Col	Lt Col	Major	Captain	Lts	TOTAL
	1	3	3	1		8

WARRANT OFFICERS:	CWO	WOJG	

ENLISTED:	E-7	E-6	E-5	E-4	E-3	E-2&1	

TOTAL MILITARY:	8
	41
CIVILIAN CEILING: Department of Army-Appropriated Funds	0 *
Department of Army-Non-Appropriated Funds	1 *
Requisitioned Japanese Labor & FN's	
~~Foreign Nationals~~	
AGGREGATE:	50

2. Remarks:

*Operational & Category I only. Includes Foreign Nationals. Above figures reflect 4th Quarter 1951 Manning levels. Approved Quarterly averages for 1952 are as follows:

	MIL	DAC	JN
1st Quarter	8	35	1
2nd Quarter	8	31	1
3rd Quarter	8	31	1
4th Quarter	8	27	1

Inclosure 1 to G-1 check note/subject: Revised Manning Level Recapitulation, dated 2 Apr 51

DISTRIBUTION:

G-1, MOML
G-1, File
Hq Comdt
AG-Strength Accounting Br
AG-Officers Br
AG-Procurement & Replacement Br
Civilian Personnel Sec

4340—FEC P&PC—7/50—2M

Mr Butler/ru
26-8419

Revised Manning Level Recapitulation

G-1 GS 2 April 1951

1 1. Reference C/N 2 from GS to G-1, Subject: Japanese National Personnel Ceilings - JFY 1951, dated 19 March 1951.

2. Attached is Manning Level Recapitulation #240 reflecting revised JN requirements for your section as requested for the JFY 1951 in referenced checknote.

1 Incl.
M/L Recap

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

RESTRICTED

Section.

From: G-1 To: GS

Lt Col Kirby/ek 26-5940
Date: 6 Mar 51

GS Files

2 Reference the attached draft T/D (WD AGO Form 608 WS), it is requested that the following corrections be made prior to submission in final form (triplicate):

a. Reduce the designation in line 10, Col 3 to 17 spaces, including spacing.

b. Delete totals shown in Cols 9-21 inclusive, immediately below the main body of the T/D.

c. Show totals for military separate from civilian under the recapitulation of MOS by grade.

1 Incl
n/c

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

Capt. Curtis, 26-6961

3 From: Govt Sect To: G-1 Date: 12 March 1951

Attached are three copies of the Government Section T/D in final form.

---C. W.---

RESTRICTED

2071
2573

01	Gen Whitney	
02	Lt Col Napier	
03	Capt Curtis	
04	Maj Guida, Maj McWherter, Capt. Morris Capt Joseph, Lt Skoglund	
05	Mr. Risso	GS-16
06	Vacant	GS-15
07	Dr. Williams	GS-15
08	Mr. Hauge	GS-15
09	Matsukata	GS-12
10	Cottrell	GS-13
11	Grilli	GS-14
12	Loeb	GS-13
13	Shirven	GS-15
14	Tindale	GS-15
15	Shively	GS-14
16	Vacant	GS-13
17	Speicher	GS-14
18	Vacant	GS-11
19	Sato	GS-12
20	Vacant	GS-14
21	Hayashi Ferguson	GS-13 GS-9
22	Uchiyama	GS-12

11	[illegible]	GS-14
12	Loeb	GS-13
13	Shirven	GS-15
14	Tindale	GS-15
15	Shively	GS-14
16	Vacant	GS-13
17	Speicher	GS-14
18	Vacant	GS-11
19	Sato	GS-12
20	Vacant	GS-14
21	Hayashi	GS-13
	Ferguson	GS-9
22	Uchiyama	GS-12
23	Aka	GS-11
	Isonaga	GS-9
	Suzuki	GS-8
	Vacant	GS-8
24	Bettencourt	GS-10
25	Ogino	GS-6
26	Reilly	GS-5
	Vacant	GS-5
27	Darilek	GS-5
	Mikkelsen	GS-5
	Hays	GS-5
28	Hayes	GS-7
	Stone	GS-7
	Kobayashi	GS-6
	Smith	GS-6
	Bergstrom	GS-5
	Grahamslaw	GS-5
	Jankovsky	GS-5
	Read	GS-5

29	Osburn	GS-5
30	Truman	GS-4
	Vacant	GS-4
	Elizalde	GS-4
31	Johnson	GS-5
32	Buckman	GS-4
	Oberst	GS-3
33	Lincoln	GS-2
34	Kobulci	

RESTRICTED

SECTION II - ORGANIZATION

T/O OR T/D NUMBER

DESIGNATION:

80-8100

INDEX		DESIGNATION	IDENTITY	BRANCH	MOS CODE	FULL STRENGTH	REDUCED STRENGTH	OFFICERS						WO	ENLISTED						CADRE	REMARKS
								GEN	COL	LT COL	MAJ	CAPT	LT		E-7 MSGT	E-6 SFC	E-5 SGT	E-4 CPL	E-3 PFC	E-2 PVT		
PARA	LINE					AUTH MIL	AUTH CIV	14 & OVER	12-13	10-11	9	8	7	6	5	4	3	2	1	UNGRADED	FUNCTIONAL CODE	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
39		Government Section																				
	01	Chief of Section	0	00	0002	1		1												-	93101	92
	02	Exec Off	0		8104	1			1												93102	
	03	Adm Off	0		8104	1				1											93101	
	04	Civil Affairs Adv	0		8104	5				1	3	1									93101	
	05	Deputy Chief	C	GS	130		1	1													93101	93
	06	Special Assist	C	GS	130		1	1													93101	92
	07	Chief Pol Div	C	GS	130		1	1													93101	92
	08	Chief Affairs Div	C	GS	130		1	1													93101	92
	09	Spec Assist	C	GS	130		1		1												93101	83
	10	Chf Local Gov Br	C	GS	130		1		1												93101	84
	11	Chief Programs Br	C	GS	130		1	1													93102	91
	12	Chief Gyms Br	C	GS	130		1		1												93101	84
	13	Chief CS Div	C	GS	201		1	1													93101	92
	14	Deputy CS Div	C	GS	201		1	1													93101	92
	15	Chief Train. Br	C	GS	201		1	1													93101	91
	16	Train. Spec	C	GS	201		1		1												93101	84
	17	Chief Exam. Br.	C	GS	201		1	1													93101	91

	14	Deputy CS Div	C	GS	201		1	1														93101	92
	15	Chief Train, Br	C	GS	201		1	1														93101	91
	16	Train. Spec	C	GS	201		1		1													93101	84
	17	Chief Recm, Br.	C	GS	201		1	1														93101	91
	18	Recm Spec	C	GS	201		1			1												93101	82
	19	Pers Asst	C	GS	201		1		1													93101	83
	20	Chief Org Br	C	GS	201		1	1														93101	91
	21	Reg Analyst	C	GS	130		2		1		1											93101	84
	22	Atty Adviser	C	GS	970		1		1													93101	83
	23	Int-Trans	C	GS	033		4			1	1	2										93101	82
	24	Spe Investigator	C	GS	1810		1			1												93101	81
	25	Clerk-Trans	C	GS	031		1							1								93101	
	26	Rec & Rd Clk	C	GS	010		2								2							93101	
	27	Info & Ed Clk	C	GS	010		3								3							93101	
	28	Secretary	C	GS	318		6						2	2	4							93101	
	29	Pers Clerk	C	GS	201		1								1							93101	
	30	Clerk-Steno	C	GS	312		3									3						93101	
	31	Adm Clerk	C	GS	301		1								1							93101	
	32	File Clerk	C	GS	305		2									1	1					93101	
	33	Clerk-Typist	C	GS	322		1											1				93101	
	34	Indigenous Pers	C	NX			1													1			
		TOTAL				6	47																
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	

DA AGO FORM 1 SEP 50 608 WS

RESTRICTED

9785—FEC P&PC—1, 51—35M

RESTRICTED

SECTION II - ORGANIZATION

T/[illegible]E OR T/D NUMBER

[illegible]-[illegible]

DESIGNATION:

INDEX		DESIGNATION	IDENTITY	BRANCH	MOS CODE	FULL STRENGTH	REDUCED STRENGTH	OFFICERS						WO	ENLISTED						CADRE	REMARKS
								GEN	COL	LT COL	MAJ	CAPT	LT		E-7 MSGT	E-6 SFC	E-5 SGT	E-4 CPL	E-3 PFC	E-2 PVT		
PARA	LINE					AUTH MIL	AUTH CIV	14 & OVER	12-13	10-11	9	8	7	6	5	4	3	2	1	UNGRADED	FUNCTIONAL CODE	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
		[illegible]																				
	90	[illegible]																				
	92	[illegible]																				
	93	[illegible]																				
	94	[illegible]																				
	99	[illegible]																				
	60	[illegible]																				
	61	[illegible]																				
		RECAPITULATION																				
		OFFICERS			0702	1		1														
					0104	7			1	2	3	1										
		TOTAL				8		1	1	2	3	1										
		CIVILIANS			130		20	5	4		1											
					202		9	5	2	1									1			
					970		1		1													
					033		4			1	1	2										
					031		1							1								

			030		4			1	1	2														
			032		1							1												
			040		5								5											
			048		6						2	2	4											
			302		3									3										
			301		1								1											
			305		2									1	1									
			322		1											1								
			1020		1			1																
		INDICATES			1																		1	
		TOTAL		8	47	20	7	3	2	2	2	3	11	4	1	1		1						

DRAFT RESTRICTED

SECTION II - ORGANIZATION

DESIGNATION:

T/O CODE OR T/D NUMBER: 80-8100

INDEX PARA	INDEX LINE	DESIGNATION	IDENTITY	BRANCH	MOS CODE	FULL STRENGTH AUTH MIL	REDUCED STRENGTH AUTH CIV	OFFICERS GEN 14 & OVER	COL 12-13	LT COL 10-11	MAJ 9	CAPT 8	LT 7	WO 6	ENLISTED E-7 MSGT 5	E-6 SFC 4	E-5 SGT 3	E-4 CPL 2	E-3 PFC 1	E-2 PVT UNGRADED	CADRE FUNCTIONAL CODE	REMARKS
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
39		Government Section																				
	01	Chief of Section	O	GO	0002	1		1													93101	92
	02	Exec Off	O		8104	1			1												93101	
	03	Adm Off	O		8104	1				1											93101	
	04	Civil Affairs Adv	O		8104	5				1	3	1									93101	
	05	Deputy Chief	C	GS	130		1	1													93101	93
	06	Special Assist	C	GS	130		1	1													93101	92
	07	Chief Pol Div	C	GS	130		1	1													93101	92
	08	Chief Affairs Div	C	GS	130		1	1													93101	92
	09	Spec Assist	C	GS	130		1		1												93101	83
	10	Chf Local Gov Br	C	GS	130		1		1												93101	84
	11	Chief Programs Br	C	GS	130		1	1													93101	91
	12	Chief Opns Br	C	GS	130		1		1												93101	84
	13	Chief CS Div	C	GS	201		1	1													93101	92
	14	Deputy CS Div	C	GS	201		1	1													93101	92
	15	Chief Train. Br	C	GS	201		1	1													93101	91
	16	Train. Spec	C	GS	201		1		1												93101	84
	17	Chief Exam. Br.	C	GS	201		1	1													93101	91
	18	Exam Spec	C	GS	201		1			1											93101	82
	19	Pers Asst	C	GS	201		1		1												93101	83
	20	Chief Org Br	C	GS	201		1	1													93101	91
	21	Res Analyst	C	GS	130		2		1		1										93101	84
	22	Atty Advisor	C	GS	970		1		1												93101	83
	23	Int-Trans	C	GS	033		4			1	1	2									93101	82
	24	Spc Investigator	C	GS	1810		1			1											93101	81
	25	Clerk-Trans	C	GS	031		1							1							93101	
	26	Res & Ed Clk	C	GS	010		2								2						93101	
	27	Info & Ed Clk	C	GS	010		3								3						93101	
	28	Secretary	C	GS	318		8						2	2	4						93101	
	29	Pers Clerk	C	GS	201		1								1						93101	
	30	Clerk-Steno	C	GS	312		3									2					93101	
	31	Adm Clerk	C	GS	301		1								1						93101	
	32	File Clerk	C	GS	305		2									1	1				93101	
	33	Clerk-Typist	C	GS	322		1											1			93101	

	Secretary	C	GS	318		8						2	2	4						93101
29	Pers Clerk	C	GS	201		1								1						93101
30	Clerk-Steno	C	GS	312		3								1						93101
31	Adm Clerk	C	GS	301		1								1						93101
32	File Clerk	C	GS	305		2									1	1				93101
33	Clerk Typist	C	GS	322		1											1			93101
34	Indigenous Pers	C	NI			1													1	
	TOTAL				8	47	~~11~~	~~8~~	~~5~~	~~5~~	~~3~~	~~2~~	~~3~~	~~11~~	~~4~~	~~1~~	~~1~~		~~1~~	
	REMARKS																			
93	GS-16																			
92	GS-15-Major General																			
91	GS-14																			
84	GS-13																			
83	GS-12																			
82	GS-11																			
81	GS-10																			
	RECAPITULATION																			
	OFFICERS			0002	1		1													
				8104	7			1	2	3	1									
	Total →				8		1	1	2	3	1									
	CIVILIANS			130		10	5	4		1										
				201		9	5	2	1					1						
				970		1		1												
				033		4			1	1	2									
				031		1							1							
				010		5								5						
				318		8						2	2	4						
				312		3									3					
				301		1								1						
				305		2									1	1				
				322		1											1			
				1810		1			1											
	INDIGENOUS					1													1	
	TOTAL				8	47	~~11~~ 10	~~8~~ 7	~~5~~ 3	~~5~~ 2	~~3~~ 2	2	3	11	4	1	1		1	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23

RESTRICTED DRAFT

U. S. GOVERNMENT PRINTING OFFICE : 1950 O - 904525

File

2 March 1951

MEMORANDUM FOR THE RECORD:

1. The attached Manning Level Recapitulation, dated 1 March 51, was copied from the present records of G-1, and does not reflect General Whitney's request for the rating of Colonel for the Executive Officer, instead of Lt Colonel.

2. Colonel Rutte, G-1, Management, Organization, and Manning Level Division, directed the undersigned to submit the new T/D changing the Executive Officer from Lt Colonel to Colonel, in view of the fact that this rating was given up in the past with the promise from G-1 that it could be reestablished upon request. Colonel Rutte states that he sees no reason why the T/D will not be approved as:

General	Colonel	Lt Col	Major	Capt	Total
1	1	2	3	1	8

3. The new T/D was submitted to G-1 in draft form, 25 Feb 51, and is now being reviewed by G-1.

W. E. CURTIS, JR
Capt FA
Chief, Admin Div.

3 Mar 51
noted by Gen Whitney - he said - if approved we'll give attorney -

97

108

2 March 1951

MEMORANDUM FOR THE RECORD:

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General	Colonel	Lt Col	Major	Capt	Total
1	1	2	3	1	8

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W. E. CURTIS, JR
Capt FA
Chief, Admin Div.

GENERAL HEADQUARTERS
FAR EAST COMMAND

CHECK SHEET

(Do not remove from attached sheets)

5376

Miss Kobusch/ek
26-5940

File No: Subject: Personnel Authorizations

Note No.	From: G-1 To: GS Date: 1 March 51
1	Attached is manning level recapitulation reflecting personnel authorizations for 4th Qtr, FY 1951 and for FY 1952 by quarters. 1 Incl M/L Recap for W.A.B.

FEC AGO Form No 37

2411—FEC Printing Plant—[illegible]—100M

2351

MANNING LEVEL RECAPITULATION No. 185

SECTION: GOVERNMENT SECTION DATE: 1 March 51

1. The revised authorization to your section is as follows:

OFFICERS:	Gen ~~&~~ Col	Lt Col	Major	Captain	Lts	TOTAL
	1	3	3	1		8

WARRANT OFFICERS:	CWO	WOJG	
			0

ENLISTED:	E-7	E-6	E-5	E-4	E-3	E-2&1	
							0

TOTAL MILITARY:	8
CIVILIAN CEILING: Department of Army-Appropriated Funds	41
Department of Army-Non-Appropriated Funds	0
Requisitioned Japanese Labor	1
Foreign Nationals	0
AGGREGATE:	50

2. Remarks:

Above figures reflect 4th Qtr FY 51 manning level. Approved quarterly averages for FY 52 are:

	MIL	DAC	JN
1st Qtr	8	35	1
2nd Qtr	8	31	1
3rd Qtr	8	31	1
4th Qtr	8	27	1

Inclosure 1 to G-1 check note 1, subject: Personnel Authorization, dated 1 Mar 51

DISTRIBUTION:

G-1, MOML
G-1, File
Hq Comdt
AG-Strength Accounting Br
AG-Officers Br
AG-Procurement & Replacement Br
Civilian Personnel Sec

4340—FEC P&PC—7/50—2M

Miss Kobusch/ek
26-5940

Personnel Authorizations
OS

G-1

1 March 51

1 Attached is manning level recapitulation reflecting personnel authorizations for 4th Qtr, FY 1951 and for FY 1952 by quarters.

1 Incl
M/L Recap

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

SECRET

Capt. Curtis, 26-6962

Re-examination of SCAP Organization, Functions, and Activities

Govt Sec — Committee on Missions and Functions of SCAP — 15 January 1951

Thru: C-1

1. Reference Check Sheet from Deputy, C/S, SCAP to Government Section, subject: as above.

2. As heretofore stated, Government Section will do all within its power to support the general personnel policy, and as appropriate revisions are made in existing responsibilities personnel will be accordingly reduced.

C. W.

Manning Level File

SECRET

Secret

GENERAL HEADQUARTERS
FAR EAST COMMAND

CHECK SHEET

Subject: Re-examination of SCAP Organization, Functions, and Activities

Note No. | From: Deputy, C/S, SCAP To: See Distribution Date: 2 Jan '51

1 | 1. An appraisal of recent developments in terms of their impact on the GARIOA budget request for FY 1952 indicates the necessity for conducting an immediate re-examination of SCAP organizations, functions, and activities to determine minimum requirements for this period. A Committee on Missions and Functions of SCAP consisting of the Deputy Chief of Staff, SCAP, Assistant Chief of Staff, G-1, and the Executive for Administrative Affairs, Office of the Deputy Chief of Staff, SCAP, has been appointed consequently to make recommendations to the Chief of Staff regarding SCAP functions, activities, organization and manpower requirements for FY 1952.

2. It is particuarly imperative that these requirements be related to:

a. The U. S. position that a peace treaty should be consummated with Japan at the earliest feasible date.

b. The rapidly diminishing requirement for economic aid to Japan.

3. As a general assumption, therefore, it is considered that SCAP organization, functions and activities in FY 1952 should be limited to the minimum continuing level considered essential to be maintained under the present status of Japan. Functions and activities, not considered imperative to be retained, should be discontinued generally by 30 June 1951 and in no case later than 31 December 1951.

4. Recommendations as to the essentiality of present missions and functions must transcend outstanding policy directives. Occupation objectives are not static and should be continually adjusted to changing circumstances and the progress of current missions. The achievements of the Occupation in the past five years and the continuing assumption of responsibilities by the Japanese Government have materially fulfilled Occupation objectives embodied in existing directives.

5. It is desired that each section complete the attached forms in accordance with the instructions included therewith. Recommendations should be consistent with the general assumptions stated above. Section chiefs are encouraged to apply objective judgment freely to

MAKING LEVEL FILE.

Secret

Secret

GENERAL HEADQUARTERS
FAR EAST COMMAND

CHECK SHEET

Subject: Re-examination of SCAP Organization, Functions, and Activities

Note No.	From: Deputy, C/S, SCAP To: See Distribution Date:
1 cont'd	the reevaluation of their assigned missions and functions. An independent estimate is desired of the minimum level of performance required under a concept of limiting SCAP interest to the broadest policy matters. Where proposals for modification or termination of specific responsibilities appear in conflict with basic policies or directives, it is requested that this fact be indicated by appropriate comments on attached forms, where applicable. 6. It is expected that application of assumptions will result in manning levels considerably lower than those previously authorized for FY 1952. 7. The completed forms in duplicate should be submitted to the Committee on Missions and Functions of SCAP, thru G-1, not later than 15 January 1951. Formal surveys of SCAP sections are generally not contemplated in connection with this study. Formal discussions with section chiefs may be requested in some instances by the Committee prior to the submission of final recommendations to the Chief of Staff. 2 Incls. 1. Instructions 2. Forms A.P.F. - A. P. F. - - - - - - - - - Distribution: COM CPC GS CHS CTS LS CCS PHW NRS CIE ESS CIS (PSD)

Secret

Secret

INSTRUCTIONS

Functions and activities of each section will be categorized as follows:

CATEGORY I - Those essential to continue during present status of Japan.

CATEGORY II - Those which may be discontinued.

1. Form A-1, Category I only.

a. Column 1. List each project by number.

b. Column 2. Describe function.

c. Column 3. Classify functions according to the following criteria using indicated letter symbols:

A - Mandatory in executing terms of surrender responsibilities.

B - Mandatory due to the absence of a sovereign Japanese Government.

C - Recommended in furtherance of vital U. S. objectives which are expected to require continuing efforts.

d. Column 4. State military and DAC manpower requirements in average man-years necessary to perform functions and activities listed. Requirements should be the minimum required for continued performance throughout FY 1952.

e. Column 5.

(1) For functions classified "A" or "B" state specifically why the responsibilities for execution of terms of surrender or the absence of Japanese sovereignty prevent termination of the function or transfer to the Japanese Government.

(2) For functions classified "C" state briefly reasoning for considering that these objectives continue to require active implementation.

2. Form A-2, Category II only.

a. Column 1. List each project by number.

b. Column 2. Describe function.

c. Column 3. State estimated date of completion or relinquishment of activity to the Japanese.

Secret

Sec of

INSTRUCTIONS (cont'd)

d. Column 4. State military and DAC manpower requirements necessary to perform functions and activities listed. List actual manpower applied per quarter rather than an average. Those projects recommended for discontinuation prior to the beginning of FY 1952 should also be listed. Category II functions should generally require no manpower authorization for FY 1952, and in no case provide for continuation beyond 31 December 1951. Where proposed termination date appears in conflict with basic policies or directives, appropriate explanation should be made.

e. Column 5. For functions continuing in the period between 1 July and 31 December 1951, state why function cannot be terminated during FY 1951.

3. FORM B

a. Only manpower estimates for technicians and supervisory personnel will be listed for projects on Forms A-1 and A-2. Clerical and service personnel estimates will be stated by organization segments on Form B. No project assignment need be stated for this latter group, since the number of employees will depend primarily upon the number of technicians serviced.

Definition:

(1) Technicians (and supervisory personnel):
Includes any employees with a specific assignment for the completion of a program or project stemming from an authorized mission. Includes statisticians, economists, attorneys, commercial specialists, accountants, bookkeepers, etc.

(2) Clerical and Service personnel:
Personnel who render services supporting the technicians such as stenographers, clerks, typists, administrative assistants, reproduction, supply, and transportation service personnel, mail, file, and records personnel, etc.

b. Request each column be totaled by quarter. Compute separately the man-year averages for total Category I personnel and clerical and service personnel, and the total of both. Show these figures at bottom of Form B. Manpower application for Category II personnel will be considered in approval of final manning level.

Secret

SECTION: Secret DATE:

FORM A-1 MANPOWER ESTIMATES (CATEGORY I ONLY)

1	2	3	4								5
No.	Function or Activity	Category Class.	Personnel Requirements								Reason for Classification
			1st Qtr		2nd Qtr		3rd Qtr		4th Qtr		
			Mil	DAC	Mil	DAC	Mil	DAC	Mil	DAC	

Form A-1

SECTION: Secret DATE:

FORM A-2 MANPOWER ESTIMATES (CATEGORY II ONLY)

1	2	3	4				5
		Estimated	Personnel Requirements				
			1st Qtr		2nd Qtr		
No.	Function or Activity	Date of Completion	Mil	DAC	Mil	DAC	Reasons for Continuing Function During FY 52

SECTION: Secret DATE:

MANPOWER ESTIMATES SUMMARY

Organization Segment	Category I Technical Personnel								Administrative and Clerical								Category II Personnel			
	1st Qtr		2nd Qtr		3rd Qtr		4th Qtr		1st Qtr		2nd Qtr		3rd Qtr		4th Qtr		1st Qtr		2nd Qtr	
	Mil	DAC	Mil	DAC	Mil	DAC	Mil	DAC	Mil	DAC	Mil	DAC	Mil	DAC	Mil	DAC	Mil	DAC	Mil	DAC

Form B

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

CHECK SHEET

Mrs. Meyer/ek
26-5940

Note No	
	From: G-1 — To: GS — Subject: Manning Level, 2nd Quarter FY 1951 — Date: 30 Sep 50
1	1. Attached is Manning Level Recapitulation reflecting 2nd Quarter, FY 1951 manning level for your section. 2. The attached recapitulation is in accordance with approved FY 1951 manning level, as subsequently adjusted. Basis is previous submission of quarterly averages by your section designed to meet the approved annual average. 1 Incl M/L Recap W.A.B.

MANNING LEVEL RECAPITULATION

No. 113

SECTION: GOVERNMENT SECTION

DATE: 1 October 1950

1. The revised authorization to your section is as follows:

OFFICERS:	Gen or Col	Lt Col	Major	Captain	Lts	TOTAL
	1	3	3	1		8

WARRANT OFFICERS:	CWO	WOJG	
			0

ENLISTED:	E-7	E-6	E-5	E-4	E-3	E-2&1	
							0

TOTAL MILITARY:		8
CIVILIAN CEILING:	Department of Army-Appropriated Funds	48
	Department of Army-Non-Appropriated Funds	0
	Requisitioned Japanese Labor	1
	Foreign Nationals	0
AGGREGATE:		57

2. Remarks:

Above figures reflect 2nd Qtr, FY 51 manning level. Remaining quarters of FY 51 are:

	MIL	DAC	JN
3rd QTR	8	46	1
4th QTR	8	41	1

Inclosure 1 to G-1 check note/subject: M/L, 2nd Qtr, FY 51,
dated 30 Sep 50

DISTRIBUTION:

G-1, MOML
G-1, File
~~Hqs Comdt~~

~~AGo Strength Accounting Sec~~
~~AGo Officers Sec~~
~~AGo Procurement & Replacement Sec~~
Civilian Personnel Sec

4340—FEC P&PC—7/50—2M

ROSTER OF PERSONNEL IN GOVERNMENT SECTION

29 September 1950

POSITION	GRADE	RANK	LR NO.	NAME
CHIEF				
Chief		BG		Courtney Whitney
Secretary	GS-7		725-1	Sheilah Hayes
Secretary	GS-7		725	Carrie Stone
DEPUTY CHIEF				
Deputy Chief	GS-15		398	Frank Rizzo
SPECIAL ADVISORS				
The Special Asst.	GS-15		339	(Vacant)
Secretary	GS-6		655	Edna Mae Smith
EXECUTIVE OFFICER				
Exec. Officer		Maj		Jack P. Napier
Secretary	GS-6		810	Nori Kobayashi
ADMINISTRATIVE DIVISION				
Chief		Capt.		William E. Curtis
Int-Trans	GS-11		698	Raymond T. Aka
Pers Clerk	GS-5		727	Valerie Osburn
Clerk Steno	GS-4		730	(Vacant)
Admin. Clerk	GS-5		1012	Jessie Johnson
Asst. Clerk				(Vacant)
Supply Clerk				"
Library Clerk				"
File Clerk				"
File Clerk				"
Clerk				"
PUBLIC ADMINISTRATION DIVISION				
Chief		Maj.		Jack P. Napier
ORGANIZATION BRANCH				
Chief	GS-12			
Spec. Inv.	GS-9		954	Sakaye Hayashi
			1368	H. Bettencourt
STATISTICS & REVIEW BRANCH				
Chief		Capt		J. D. McWherter
Atty Advisor	GS-12		1563	M. Uchiyama
Res & Ed Clk	GS-5 (Pending)		816	Veranice Reilly
Res & Ed Clk	GS-5		816-1	Ruth Grahamslaw
Clerk-Trans	GS-6		1372	H. Ogino

PUBLIC ADMINISTRATION DIVISION CONT'D

OPERATIONS BRANCH

Chief		Capt		Alfred A. Joseph
Deputy Chief		1st Lt.		Clifford Skoglund
Clerk-Typist	GS-2		426	Fumi Maynard
Clerk				(Vacant)

CIVIL SERVICE DIVISION

Chief, CSD	GS-15	414	(Vacant)
Asst to Chief	GS-15	1371	M. Shirven
Secretary	GS-5	746-1	Grace Read
Secretary	GS-5	746	(Vacant)
Methods Examiner	GS-9	920	Helen Demetros

CLASSIFICATION & COMPENSATION BRANCH

Chief	GS-14	459	MacDonald Salter
Class & Comp Anl	GS-11	873	(Vacant)

ORGANIZATION BRANCH

Chief	GS-14	865	(Vacant)

TRAINING BRANCH

Chief	GS-14	462	Thomas Tindale
Train. Spec.	GS-13	442	John Shively

EXAMINATION BRANCH

Chief	GS-14	1370	Joseph Speicher
Exam. Spec.	GS-13	450	(Vacant)
Exam.Spec.(Int)	GS-11	892	John Jun Sato
Info & Ed Clk	GS-5	828	Ruth Piser

ADMINISTRATION BRANCH

Chief Interp.	GS-9	745	(Vacant)
Res. Interp	GS-8	743	Gilbert Suzuki
Int-Trans	GS-8	744	Chito Isonaga
Info & Ed Clk	GS-5	738	Rosemary Darilek
Clerk-Steno	GS-4	921	George Jankovsky
Clerk-Steno	GS-4	700-1	G. Bergstrom
Chief File Clerk	GS-4	607	Kathryn Girard

PARLIAMENTARY AND POLITICAL DIVISION

Chief Exec. Officer	GS-15	Capt	695	Justin Williams Charles M. Norris

LEGISLATIVE LIAISON BRANCH

Chief		Capt		C. Guida
Adm. Asst.	GS-5		795	V. Sunderland

DIET OPERATIONS & ANALYSIS BRANCH

Chief	GS-13		1367	Helen Loeb

PUBLIC AFFAIRS DIVISION

Chief	GS-15		510	Osborne Hauge
Res. Anl.	GS-9		877	Edna Ferguson

PROGRAMS & ANALYSES BRANCH

Chief	GS-14		1366	Marcel Grilli
Res. Asst.	GS-7		864	(Vacant)

LOCAL GOVERNMENT BRANCH

Chief	GS-13		895	Nickolas Cottrell
Spec. Asst.	GS-12		665	M. Matsukata
Secretary	GS-5		844	(Vacant)

GENERAL HEADQUARTERS
FAR EAST COMMAND

-3201

CHECK SHEET

Miss Laza/rpu
26-5940

(Do not remove from attached sheets)

File No: Subject: Replacement of EM by Civilians

Note No.	From: G-1 To: GS Date: 24 August 50
1	Attached is Manning Level Recapitulation reflecting conversion of enlisted spaces to civilian spaces. 1 Incl. M/L Recap 80 W. A. B. Memo for Records Ceilings for 3rd & 4th quarters changed by agreement with Miss Laza, G-1, 26 August 50. W.E.C.

FEC AGO Form No 37

5704—FEC Printing Plant—5/49—5024

Miss Lasa/rpu
26-5940

Replacement of EM by Civilians

G-1 GS 24 August 50

1 Attached is Manning Level Recapitulation reflecting conversion of enlisted spaces to civilian spaces.

1 Incl.
M/L Recap 80

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

Memo for Record:

Ceilings for 3rd & 4th quarters changed by agreement with Miss Lasa, G-1, 26 August 50.

W.E.C.

MANNING LEVEL RECAPITULATION

No. 80

SECTION: GOVERNMENT SECTION **DATE:** 24 August 1950

1. The revised authorization to your section is as follows:

OFFICERS:	**Gen or Col**	**Lt Col**	**Major**	**Captain**	**Lts**		**TOTAL**
	1	3	3	1			8
WARRANT OFFICERS:		**CWO**	**WOJG**				
							0
ENLISTED:	**E-7**	**E-6**	**E-5**	**E-4**	**E-3**	**E-2&1**	
							0 a
							8
TOTAL MILITARY:							
CIVILIAN CEILING:	Department of Army-Appropriated Funds						53 6
	Department of Army-Non-Appropriated Funds						0
	Requisitioned Japanese Labor						1
	Foreign Nationals						0
AGGREGATE:							62

2. Remarks:

a. Decreased by eight (8) EM spaces as follows:

1 E-7
1 E-6
3 E-5
3 E-4

b. Increased by eight (8) DAC spaces.

FY 1951 by Quarters is:	MIL	DAC	JN
1st Quarter	8	53	1
2nd "	8	48	1
3rd "	8	~~46~~ 46	1
4th "	8	~~41~~ 41	1

Inclosure 1 to G-1 check note, subject: Replacement of EM by Civilians, dated 24 August 50

DISTRIBUTION:

G-1, MOML
G-1, File
~~Hq Comdt~~
AG-Strength Accounting Br
~~AG-Officers Br~~
AG-Procurement & Replacement Br
Civilian Personnel Sec

MEMO FOR RECORD:

Ceilings for 3rd & 4th quarters changed by agreement with Miss Laza, G-1, 26 August 50.

W.E.C.

4349—FEC P&PC—7/50—2M

Manning Level

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

CHECK SHEET

Col Rutte/ek
26-8993

9560

Subject: Personnel Authorizations -
FY 1951 and 1952

From: G-1 To: GS Date: 12 July 50

#1 1. The work of the Committee on Missions and Functions of SCAP Organizations of GHQ has been suspended due to the current emergency. Tentative authorizations for average strengths for FY 1951 have been established to permit an orderly reduction of activities and personnel. This has been necessary in order that the previously established over-all ceiling for SCAP organizations of GHQ for FY 1952 may be met.

2. The tentative authorization for GARIOA DAC personnel (average on-duty strength) is established as follows:

FY 1951	FY 1952
40	31

No change is made at the present time in authorization for Japanese or Foreign National personnel, from the previously approved FY 1951 authorizations.

3. In view of the foregoing, request a tentative schedule, by quarters, to meet the average strengths indicated in paragraph 2 be submitted as soon as practicable.

4. First Quarter, FY 1951, manning level recapitulation will be furnished upon receipt of information requested in paragraph 3.

for WD
- W.A.B. - - - - - - - - - - - - - -

3 Aug 50

Memorandum for Record:

The figures in attached draft Check Note #2 were given to G-1 informally this date. General Whitney says that he cannot make any promises, but will endeavor to comply as heretofore stated.

W.E.C.

3 August 1950

MEMORANDUM TO: Major Napier

SUBJECT: Personnel Strength

1. Attached is a draft reply to check sheet from G-1, dated 12 July 50, subject: Personnel Authorizations, FY 1951 and 1952.

2. The present DAC strength of Government Section is 44 (including Mr. Hoover & Mr. Wheeler). There is one typist vacancy for which we are trying to get a replacement.

3. The reductions in DAC personnel should be met by the positions which have already been cancelled and the departure of others for the ZI upon the fulfillment of their contracts.

4. The average of 15 military for FY 1951 was fixed in check sheet from G-1, dated 25 June 49.

W. E. C.

Capt Curtis
Gen Whitney says
he can't make
any promises
but will see what
he can do for
you later -

D R A F T

Check Note #2.

From: Govt Sec To: G-1 Date:

1. The following tentative schedules for FY 1951 and FY 1952 are submitted to meet the average DAC strengths authorized above:

FY 1951	
First quarter	45
Second quarter	40
Third quarter	40
Fourth quarter	35
Average	40

FY 1952	
First quarter	35
Second quarter	31
Third quarter	31
Fourth quarter	27
Average	31

2. Government Section will make every effort to comply with the average military strength of fifteen (15) for FY 1951 as fixed in check sheet from G-1 to GS, dated 25 June 49, subject: Authorized Strength - FY 1950 and 1951, as follows:

First quarter	16
Second quarter	16
Third quarter	14
Fourth quarter	14
Average	15

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

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

13 July 1950

MEMORANDUM FOR MAJOR NAPIER

SUBJECT: DAC Personnel Strength

1. The following shows the estimated DAC strengths and losses for FY 1951:

42-28/024

Present strength - 1st quarter (does not include Mr. Blaine Hoover and Colonel Wheeler)	45	
Estimated losses during 1st quarter	5	
Domanowski	Position cancelled	
De Angelis	"	
Harwood Hoover	"	
~~Shively~~	"	
Aurell	"	
2nd quarter:	40	
Estimated losses during 2nd quarter:		
None		
3rd quarter:	40	
Estimated losses during 3rd quarter:	5	
Kathryn Girard, Chief File Clerk, GS-4		
Ruth Piser, Info & Ed Clerk, GS-5		
MacDonald Salter, Class. Spec., GS-14		
Helen Demetros, Methods Examiner, GS-9		
Gilbert Suzuki, Res. Interpreter, GS-8		
4th quarter:	35	
Average: 40		

2. The following persons plan to return to the ZI this year. If they are not replaced, these totals will be lowered.

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

13 July 1950

MEMORANDUM FOR MAJOR NAPIER

SUBJECT: DAC Personnel Strength

1. The following shows the estimated DAC strengths and losses for FY 1951:

42-28Jo24

Present strength - 1st quarter (does not include Mr. Blaine Hoover and Colonel Wheeler)	45	
Estimated losses during 1st quarter	5	
Domanowski	Position cancelled	
De Angelis	"	
Harwood Hoover	"	
~~Shively~~	"	
Aurell	"	
2nd quarter:	40	
Estimated losses during 2nd quarter:		
None		
3rd quarter:	40	
Estimated losses during 3rd quarter:	5	
Kathryn Girard, Chief File Clerk, GS-4		
Ruth Piser, Info & Ed Clerk, GS-5		
MacDonald Salter, Class. Spec., GS-11		
Helen Demetros, Methods Examiner, GS-9		
Gilbert Suzuki, Res. Interpreter, GS-8		
4th quarter:	35	
Average: 40		

2. The following persons plan to return to the ZI this year. If they are not replaced, these totals will be lowered.

Gordon Peterson, Organization Sec., GS-11
Yoneo Narumi, Interpreter, GS-9
Grace Read, Secretary, GS-5
Nori Kobayashi, Secretary, GS-5
Virginia Sunderland, Secretary, GS-5

3. Attached is draft check note reply to G-1.

W. E. C.

GENERAL HEADQUARTERS
FAR EAST COMMAND

1605

CHECK SHEET

(Do not remove from attached sheets)

Miss Laza/ek
26-5940

File No:

Subject: Authorized Manning Level, 1st Qtr, FY 51

Note No.	From: G-1 To: GS Date: 3 Aug 50
1	Attached is manning level recapitulation reflecting 1st quarter, FY 1951 manning level for GS. 1 Incl M/L Recap for W.A.B.

FEC AGO Form No 37

2411—FEC Printing Plant—4/50—100M

MANNING LEVEL RECAPITULATION

No. 63

SECTION: G3 DATE: 3 August 1950

1. The revised authorization to your section is as follows:

	Gen or Col	Lt Col	Major	Captain	Lts	TOTAL
OFFICERS:	1	3	3	1		8
WARRANT OFFICERS:	CWO	WOJG				0

	E-7	E-6	E-5	E-4	E-3	E-2&1	
ENLISTED:	1	1	3	3			8
TOTAL MILITARY:							16

CIVILIAN CEILING:	Department of Army-Appropriated Funds	45
	Department of Army-Non-Appropriated Funds	0
	Requisitioned Japanese Labor	1
	Foreign Nationals	0
AGGREGATE:		62

2. Remarks:
Above figures reflect First Quarter, FY 1951, M/L.
FY 1951 average M/L is 15 Mil, 40 DAC, and 1 JN.
FY 1951 by quarters is:

	MIL	DAC	JN
1st Qtr	16	45	1
2nd "	16	40	1
3rd "	14	40	1
4th "	14	35	1

Inclosure 1 to G-1 check note 1, subject: Auth. M/L - 1st Qtr. FY 1951,
dated 3 Aug 50

DISTRIBUTION:

G-1, MOML
G-1, File
Hq Comdt
(Jap Labor Off)
AG-Strength Accounting Br
AG-Officers Br
AG-Procurement & Replacement Br
Civilian Personnel Sec

4340—FEC P&PC--7/50—2M

Miss Lamm/ek
26-5260

Authorized Manning Level, 1st Qtr, FY 51

G-1 GS 3 Aug 50

1 Attached is manning level recapitulation reflecting 1st quarter, FY 1951 manning level for GS.

1 Incl
M/L Recap

- - - -

Maj Napier 26 6962

Inactive Established Civilian Positions

GS CPS 21 July 1950

2 Study of GS personnel requirements is continuing, and whenever it becomes feasible so to do, the Chief, GS, will request additional position cancellations. No further cancellations are presently feasible since open positions either are pending return of those particularly qualified individuals formerly in the position vacancy or awaiting final determination of current program result analyses.

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

GS FILES

Forwarded to CPS per WPRU thru M/C

1000 AM 22 July 50

GENERAL HEADQUARTERS
FAR EAST COMMAND

CHECK SHEET

(Do not remove from attached sheets) Ralston 57-8709

File No; Subject: Inactive Established Civilian Positions

Note No. | From: CPS To: Government Section Date: 19 July 1950

1. 1. The position control records of this office show that the following civilian positions established in Government Section, are presently vacant and that no request has been received in CPS for recruitment action:

Position No.	Title	Grade
LR-339	Government Analyst	GS-15
LR-414	Advisor (Jap. C.S. System)	GS-15
LR-856	Organization & Methods Examiner	GS-14
LR-450	Examination Specialist	GS-13
LR-745	Interpreter-Translator	GS-9

2. The maintenance of inactive vacancies on the records of CPS creates an unwarranted administrative burden and vastly complicates the operation of a realistic central vacancy file. It is requested that action be taken to accomplish one of the following solutions with respect to these positions:

(a) Submit Personnel Action Request (WD AGO Form 72) with the return of this check sheet, to cancel vacant positions. (Several vacant positions may be listed for cancellation on a single Form 72.)

(b) Submit Personnel Action Request requesting recruitment action.

(c) Submit substantial justification for continuance of inactive vacancy.

(d) Furnish citation of request number on which request for cancellation or recruitment has been requested previously.

3. In view of the necessity for eliminating all possible non-essential administrative burden at this time, your immediate attention to this matter will be appreciated.

- R. H. C. - - - - - - - - - - - - - - - - - -

FEC AGO Form No. 37

Manning Level
C22D1

Management Improvement Program

Capt. Curtis, 26-6961
29 June 1950

Govt Sec

Comptroller
Attn: Chief, Management
Division

1. Reference GHQ, SCAP and FEC Staff Memorandum No. 36, dated 24 June 1950, subject: as above.

2. The following personnel have been appointed to function as the Management Unit for Government Section:

Capt. William E. Curtis, Jr., Chairman
Mr. Maynard H. Shirven

C. W.

GS Files

Memo for Record:

Col. Neis, Ch, Management Division, Office of the Comptroller, advises that members of Section Management Units will not be required to attend the Advisory Council Meetings, but that information and directives relative to the program will be supplied them from time to time.

W.E.C.

Forwarded to Comptroller 30 June 50 per WPW

Manning Level
C22D1

Management Improvement Program

Capt. Curtis, 26-6961
29 June 1950

Govt Sec

Comptroller
Attn: Chief, Management
Division

1. Reference GHQ, SCAP and FEC Staff Memorandum No. 36, dated 26 June 1950, subject: as above.

2. The following personnel have been appointed to function as the Management Unit for Government Section:

Capt. William E. Curtis, Jr., Chairman
Mr. Maynard N. Shirven

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

GS Files

Memo for Record:

Col. Neis, Ch, Management Division, Office of the Comptroller, advises that members of Section Management Units will not be required to attend the Advisory Council Meetings, but that information and directives relative to the program will be supplied them from time to time.

W.E.C.

Forwarded to Comptroller 30 June 50 per WPAW

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

8 July 1950

MEMORANDUM FOR MAJOR NAPIER

SUBJECT: Personnel Strength

1. Manning Level approved by G-1, 28 August 1949 and 29 December 1949, for fourth quarter FY 1950:

8 officers

8 enlisted men

~~52~~ DAC

~~68~~ Total

2. Present strength as of 10 July 1950:

8 officers

9 enlisted men

~~47~~ DAC (including Mr. Wheeler and Mr. Blaine Hoover)

~~66~~ Total
64

W. E. C.

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

8 July 1950

MEMORANDUM FOR MAJOR NAPIER

SUBJECT: Personnel Strength

1. Manning Level approved by G-1, 28 August 1949 and 29 December 1949, for fourth quarter FY 1950:

8 officers

8 enlisted men

~~52~~ 52 DAC

68 Total

2. Present strength as of 10 July 1950:

8 officers

9 enlisted men

~~47~~ 47 DAC (including Mr. Wheeler and Mr. Blaine Hoover)

~~66~~ Total
64

W. E. C.

Manpower Estimates

GS

The Committee on Missions and Functions of SCAP

24 May 1950

1

1. In commenting on the initial survey team report on Government Section, attention is invited to the following considerations:

a. With the partial exception of the Civil Service Division, which was not staffed and in operation until December 1947 and whose functions therefore continue to be operational to some extent, GS fully assumed the character of a policy guidance and advisory body in the middle of 1948 and its personnel was reduced approximately 50% at that time.

b. Since then GS has complied meticulously with overall requirements to reduce personnel in keeping with general policy.

c. The GS estimates submitted pursuant to the Chief of Staff's C/N of 4 May 1950 constitute this section's best estimate of the minimum possible number of personnel required to carry out its mission.

d. As the survey team has noted in its report, GS is a small section, the total personnel shown in GS's estimate for fiscal year 1951 being 16 military and 50 civilian. To reduce this number to 9 military and 40 civilian as recommended in the survey team's report would be to invite inefficiency and incomplete performance of assigned functions. This is borne out by the volume of over-time which employees of this section have had to work in the past. This section is required by the nature of its responsibility to be in operation 98 hours per week or 245% of the standard 40 hour week prescribed for the government service.

e. The GS estimate of 16 military and 45 civilians for fiscal year 1952 is predicated on relinquishment of duties in connection with projects whose completion can be foreseen. The survey team's estimate of 6 military and 30 civilians is evidently based on assumptions with which GS cannot agree since it pre-supposes termination of certain activities which GS believes it will be necessary to maintain throughout that period.

2. GS adheres firmly to the principle of reducing personnel requirements just as fast as the changing needs of its task permit doing so. The estimates of the survey team, in the opinion of this section, are based on an incomplete appreciation of the volume of physical detail which must be performed to support the various aspects of this section's mission even when defined in terms of policy alone. This is inevitable in view of the very limited time allowed the team to study this section. The assumptions underlying these estimates, especially for 1952, must, therefore, be considered largely arbitrary. In view

Marking Key Key File

2 Cont'd of this, while Government Section will do all within its power to support the general personnel policy, it obviously can make no firm commitment pending the further development of the overall SCAP mission with its attendant requirements on GS, and will expect that ~~appropriate revisions will be made if existing~~ responsibilities are not reduced to conform to the proposed personnel reduction.

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

V
MANNING
LEVEL
C-22/D-1

File
57

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

CHECK SHEET

(Do not remove from attached sheets)

File No.: 57 93 Subject: Military Personnel Authorization

Note No.:	From: GS	To: G-1	Date: 16 December 1949

1 (Cont.)

including Sundays and holidays. To carry this schedule only limited dependence may be had upon civilian employees because of the normal regulatory restrictions placed upon their authorized hours and days of work. Consequently military personnel are a mandatory requirement for after normal hours and holiday operations.

6. I therefore consider that any further reduction in the military personnel ceiling of this Section at this time and under the present conditions, beyond the 1 officer space relinquished by the freezing referred to in paragraph 2 above, would seriously impair the performance of my assigned mission.

C. W.

From: G-1 To: GS Mrs. Johns 26-5940
29 December 1949

2

1. Attached hereto is Manning Level Recapitulation reflecting voluntary reduction of one (1) military space for remainder of Fiscal Year 1950 and incorporating third quarter DAC average strength authorization.

2. Copy of this Manning Level Recapitulation has been sent direct to AG and CPS.

1 Incl
M/L Recap

W.A.B.

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

5293

CHECK SHEET

Maj Napier - 26 6962

(Do not remove from attached sheets)

File No.: Subject: Military Personnel Authorization

Note No.:	From: GS To: G-1 Date: 16 December 1949
1	1. References are:

a. Telephone conversation between General Beiderlinden and General Whitney, 14 December 1949;

b. Check Note from GS to G-1, 18 May 1948, subject: Reduction of Allotment of Military and Civilian Personnel;

c. Check Note from GS to G-1, 24 December 1948, subject: Request of Increase in Enlisted Personnel Authorization, and Check Note from G-1 to GS, 1 February 1949, subject: Personnel Authorization;

d. Check Note 2, GS to G-1, 2 July 1949, subject: Authorized Strength FY 1950 and 1951; and

e. Check Note from G-1 to GS, 2 September 1949, subject: FY 1950 Manning Level Recap.

2. It is my purpose to do all in my power to reduce personnel in so far as is consistent with the mission of this Section, as can be seen by a review of the references above. Consonant with that policy, Government Section personnel level is now 1 military and 4 civilian spaces below the authorization of reference 1-e above, and I have frozen personnel now assigned to the several activities of this Section to the present limits. This, however, is as far as I can go at this time without disregard of the mission of this Section or its minimum personnel requirements.

3. Military personnel strength of this Section was reduced by my voluntary action successively as I found it possible to do so. Indeed, on one occasion, reference 1-c above, I found that I had requested too drastic reduction of the number of military personnel assigned, and it was therefore necessary to request return of two spaces which I had previously relinquished. Return of these spaces, authorized by the Chief of Staff, brought the military strength of my Section to a total of 9 officers and 8 enlisted men, the absolute minimum with which I can carry out the requirements of my assignment.

4. When I began to reduce the strength of this Section, I was authorized 21 officers and 17 enlisted men. It is thus seen that by voluntary increments I have decreased my military personnel ceiling by more than 55%.

5. To meet the CinC's office hours as well as Government Section's normal functions requires that access be had to Government Section offices, library and files from 0730 in the morning until 2130 or later in the evening, daily,

Mrs. Johns 26-5940
29 December 1949

From: G-1 To: GS

2 1. Attached hereto is Manning Level Recapitulation reflecting voluntary reduction of one (1) military space for remainder of Fiscal Year 1950 and incorporating third quarter DAC average strength authorization.

2. Copy of this Manning Level Recapitulation has been sent direct to AG and CPS.

1 Incl
M/L Recap

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

MANNING LEVEL RECAPITULATION

No. 50

SECTION: GOVERNMENT SECTION **DATE:** 29 December 1949

1. The revised authorization to your section is as follows:

OFFICERS:	**Gen or Col**	**Lt Col**	**Major**	**Captain**	**Lts**		**TOTAL**
WARRANT OFFICERS:	**Grade 1**		**2**		**3 & 4**		
ENLISTED:	**Grade 1**	**2**	**3**	**4**	**5**	**6 & 7**	
TOTAL MILITARY:							16a
CIVILIAN CEILING:	Department of Army-Appropriated Funds						57b
	Department of Army-Non-Appropriated Funds						0
	Requisitioned Japanese Labor						3
	Foreign Nationals						
AGGREGATE:							76

2. Remarks:

a. Voluntary decrease 1 MIL (Lt Col)

b. 3rd QTR approved average decrease 5 DACs

Inclosure 1 to G-1 check note, 2 subject: MIL Personnel Authorization, dated _____

DISTRIBUTION:

G-1, MOML
G-1, File
~~Hq Comdt~~
AG-Strength Accounting Br
AG-Officers Br
AG-Procurement & Replacement Br
Civilian Personnel Sec

9403—FEC Printing Plant—11/49—2M

GENERAL HEADQUARTERS
FAR EAST COMMAND

CHECK SHEET

Mr. Pruett 26-5940

Subject: Manning Level for Japanese Employees

Note No. From: G-1 To: GS Date: 21 Sep 1949

1 1. The Chief of Staff, on 15 September, approved a manning level of 1 Japanese National employees for Government Section.

2. Accordingly, it is desired that you take the necessary action to terminate any indigenous personnel employed by your activity in excess of your revised ceiling. Personnel to be separated will be so informed as soon as practicable, and not later than 26 September 1949.

a. Personnel being separated must be given a 30-day notice, will be released without prejudice and will be entitled to a retirement allowance. In order to minimize the payment of retirement allowances, personnel should be separated in the reverse order of employment, whenever practicable.

b. Release Notice of Japanese National, MGL Form #10 (Revised) will be prepared and submitted for each employee after completion of the 30-day notice. Two copies will be forwarded direct to the appropriate Japanese Area Management Office for payment of the retirement allowance and one copy will be submitted to the Japanese Labor Control Division, S-1, Headquarters Commandant.

3. Retirement allowances are a proper charge against the yen budget. The Japanese Area Management Offices have been instructed to furnish a copy of the voucher on which retirement allowances are paid to the unit or staff section concerned. These expenditures will be included in the Gross Amount of Yen Expended and Total Tax Deducted columns on HSA Form #19, Monthly Report of Yen Expenditures for Directly Employed Japanese Labor, under the appropriate appropriation and project code.

4. Upon completion of submission of all release notices, revised table showing distribution of personnel by categories based on ceiling of 1 Japanese personnel will be submitted to Headquarters Commandant, through G-1.

O.O.C.

for W. A. B.

GENERAL HEADQUARTERS
FAR EAST COMMAND

CHECK SHEET Mr. Pruett 26-5940

Subject: Manning Level for Japanese Employees

Note No. From: G-1 To: GS Date: 21 Sep 1949

1. The Chief of Staff, on 15 September, approved a manning level of
1 1 Japanese National employees for Government Section.

2. Accordingly, it is desired that you take the necessary action to terminate any indigenous personnel employed by your activity in excess of your revised ceiling. Personnel to be separated will be so informed as soon as practicable, and not later than 26 September 1949.

a. Personnel being separated must be given a 30-day notice, will be released without prejudice and will be entitled to a retirement allowance. In order to minimize the payment of retirement allowances, personnel should be separated in the reverse order of employment, whenever practicable.

b. Release Notice of Japanese National, MGL Form #10 (Revised) will be prepared and submitted for each employee after completion of the 30-day notice. Two copies will be forwarded direct to the appropriate Japanese Area Management Office for payment of the retirement allowance and one copy will be submitted to the Japanese Labor Control Division, S-1, Headquarters Commandant.

3. Retirement allowances are a proper charge against the yen budget. The Japanese Area Management Offices have been instructed to furnish a copy of the voucher on which retirement allowances are paid to the unit or staff section concerned. These expenditures will be included in the Gross Amount of Yen Expended and Total Tax Deducted columns on HSA Form #19, Monthly Report of Yen Expenditures for Directly Employed Japanese Labor, under the appropriate appropriation and project code.

4. Upon completion of submission of all release notices, revised table showing distribution of personnel by categories based on ceiling of 1 Japanese personnel will be submitted to Headquarters Commandant, through G-1.

DCG

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

Manning level

GENERAL HEADQUARTERS
FAR EAST COMMAND

6580

CHECK SHEET

(Do not remove from attached sheets)

File No: Subject: Fiscal Year 1950 Manning Level Recap

Note No.	From: G-1 To: Government Section Date: 2 September 1949
1	1. Attached hereto is approved manning level recapitulation for Government Section for Fiscal Year 1950. CPS has been advised of these quarterly DAC figures. 2. The quarterly DAC and MIL strength figures are to be interpreted as the average number of employees "on the job"; terminal leave and travel time having been calculated in arriving at this average strength. 3. The yearly average of 59 DACs was approved by Chief of Staff on 15 June 1949. 1 Incl - M/L Recap for C. A. B.

FEC AGO Form No 37

3415—FEC Printing Plant—12 48—50M

Fiscal Year 1950 Manning Level Recap

G-1 Government Section 2 September 1949

1 1. Attached hereto is approved manning level recapitulation for Government Section for Fiscal Year 1950. CPS has been advised of these quarterly DAC figures.

2. The quarterly DAC and MIL strength figures are to be interpreted as the average number of employees "on the job"; terminal leave and travel time having been calculated in arriving at this average strength.

3. The yearly average of 59 DACs was approved by Chief of Staff on 15 June 1949.

1 Incl - M/L Recap

W. A. B.

MANNING LEVEL RECAPITULATION

SECTION: Government Section DATE: 28 August 1949

1. The revised authorization to your section is as follows:

OFFICERS:	Gen or Col	Lt Col	Major	Captain	Lts		TOTAL
	1 a	4	3	1			9
WARRANT OFFICERS:					CWO	WOJG	
							0
ENLISTED:	Grade 1	2	3	4	5	6 & 7	
	1	1	3	3			8
TOTAL MILITARY:							17 b
CIVILIAN CEILING:	Department of Army-Appropriated Funds						59 c
	Department of Army-Non-Appropriated Funds						
	Requisitioned Japanese Labor						4
	Foreign Nationals						
AGGREGATE:	Manning Level FY 1950						80

2. Remarks:

a. 1st qtr 17 MIL 65 DAC
2nd qtr 17 MIL 62 DAC
3rd qtr 17 MIL 57 DAC
4th qtr 17 MIL 52 DAC

b. Approved average 17 MIL 59 DAC

Inclosure 1 to G-1 check note #1 subject: Manning Level Consolidated, dated 28 Aug 49.

DISTRIBUTION:

~~AG, AG-Strength Accounting Br~~
G-1, ~~SGS~~ Mem/L
G-1, File
AG-Strength Accounting Br
AG - Officers Br
AG-Procurement & Replacement Br
Civilian Personnel Sec

2999—FEC Printing Plant—11/48—1M

RESTRICTED

GENERAL HEADQUARTERS
FAR EAST COMMAND

9679

CHECK SHEET

(Do not remove from attached sheets)

File No: Subject: Authorized Strength - FY 1950 and 1951

Note No.	
3	From: G-1 To: Govt Sec Date: 4 July 1949 1. With reference to Check Note 2, it is recognized that the Chief of Government Section is familiar with the policy of conserving personnel. It is also recognized that the Government Section has transferred functions to other organizations and still further recognized that some major missions assigned to Government Section have been completed. 2. Past action is not and cannot be the basis of future required personnel actions. All Sections have been under continuous analysis and have only been authorized the minimum personnel to permit the pursuance of their several missions. Reduction in personnel have occurred in all Sections, some Sections exceeding 75%. Current factual data on this subject is maintained on all Sections by G-1. 3. G-1 is required to furnish on a monthly basis, the status of strength against money available for pay of personnel from GARIOA funds. The approved planned reduction in the SCAP Sections allows no leeway or reserve. Paragraph 1 of Check Note 1 is the part of the plan that applies to the Government Section. 4. It is, therefore, desired that the schedule of strengths by quarter as indicated in Paragraph 2, Check Note 1, be submitted as soon as possible. W. A. B.
4	From: GS To: G-1 1. As I stated in my previous in my power to conform to the person 2. To such end, I have frozen activities of this Section to presen sition vacancies for which recruitme position vacancies otherwise existin go at this time in the implementatio cision on personnel adjustment witho tion or its minimum personnel requir 3. If dissatisfaction is still registered with respect to the position I have taken in this matter, and action in implementation thereof, request that basic check note be suspended and that the problem of the appropriate level of Government Section personnel be referred for a command decision, at which time I shall demonstrate that Government Section already is considerably understaffed in comparison with the missions and strengths of other sections of GHQ even after the adjustments now under way. C. W.

C/N 4 - GS - G-1 6 July 49

Not sent.

RESTRICTED

FEC AGO Form No 37

4662—FEC Printing Plant—3/49—50M

RESTRICTED

GENERAL HEADQUARTERS
FAR EAST COMMAND

9679

CHECK SHEET

(Do not remove from attached sheets)

File No: Subject: Authorized Strength - FY 1950 and 1951

Note No. 3

From: G-1 To: Govt Sec Date: 4 July 1949

1. With reference to Check Note 2, it is recognized that the Chief of Government Section is familiar with the policy of conserving personnel. It is also recognized that the Government Section has transferred functions to other organizations and still further recognized that some major missions assigned to Government Section have been completed.

2. Past action is not and cannot be the basis of future required personnel actions. All Sections have been under continuous analysis and have only been authorized the minimum personnel to permit the pursuance of their several missions. Reduction in personnel have occurred in all Sections, some Sections exceeding 75%. Current factual data on this subject is maintained on all Sections by G-1.

3. G-1 is required to furnish on a monthly basis, the status of strength against money available for pay of personnel from GARIOA funds. The approved planned reduction in the SCAP Sections allows no leeway or reserve. Paragraph 1 of Check Note 1 is the part of the plan that applies to the Government Section.

4. It is, therefore, desired that the schedule of strengths by quarter as indicated in Paragraph 2, Check Note 1, be submitted as soon as possible.

W. A. B.

W. A. B.

From: GS To: G-1 6 July 1949

4

1. As I stated in my previous check note, it is my purpose to do all in my power to conform to the personnel slash indicated in basic check note.

2. To such end, I have frozen personnel now assigned to the several activities of this Section to present limits. I have cancelled three position vacancies for which recruitment has already been initiated and three position vacancies otherwise existing. This, however, is as far as I can go at this time in the implementation of what is clearly an arbitrary decision on personnel adjustment without regard to the mission of this Section or its minimum personnel requirements.

3. If dissatisfaction is still registered with respect to the position I have taken in this matter, and action in implementation thereof, request that basic check note be suspended and that the problem of the appropriate level of Government Section personnel be referred for a command decision, at which time I shall demonstrate that Government Section already is considerably understaffed in comparison with the missions and strengths of other sections of GHQ evaluating the adjustments now under way.

RESTRICTED

FEC AGO Form No 37

C. W.

4662—FEC Printing Plant—3/49—50M

RESTRICTED

From: GS To: G-1 6 July 1949

4 1. As I stated in my previous check note, it is my purpose to do all in my power to conform to the personnel slash indicated in basic check note.

2. To such end, I have frozen personnel now assigned to the several activities of this Section to present limits. I have cancelled three position vacancies for which recruitment has already been initiated and three position vacancies otherwise existing. This, however, is as far as I can go at this time in the implementation of what is clearly an arbitrary decision on personnel adjustment without regard to the mission of this Section or its minimum personnel requirements.

3. If dissatisfaction is still registered with respect to the position I have taken in this matter, and action in implementation thereof, request that basic check note be suspended and that the problem of the appropriate level of Government Section personnel be referred for a command decision, at which time I shall demonstrate that Government Section already is considerably understaffed in comparison with the missions and strengths of other sections of GHQ even after the adjustments now under way.

C. H.

RESTRICTED

GENERAL HEADQUARTERS
FAR EAST COMMAND

3094

CHECK SHEET

Mr Scarr - 26-8993

(Do not remove from attached sheets)

RESTRICTED

File No:

Subject: Authorized Strength - FY 1950 and 1951

Note No.	
1.	From: G-1 To: GS Date: 25 June 1949

1. The average strength of GS has been fixed for Fiscal Year 1950 at a maximum of 16 Military and 59 DAC employees and for Fiscal Year 1951 at a maximum of 15 Military and 50 DAC's. Provision for this manpower has been made in Budget Estimates for those Fiscal Years and the stated strength figures are subject to the funds made available. The goal set as the maximum DAC strength, to be reached by 30 June 1951, is 45 employees.

2. It is desired that GS prepare a schedule of strength to be effective during each quarter, proposed to comply with the annual averages specified in paragraph 1, above. This schedule should be submitted to G-1 before 30 June. In calculating the average strength, cognizance must be given to the total time employees are on the payroll, including travel time.

3. To the extent this reduction in strength may require changes in low priority projects, completed or relinquished functions, organization structure or positions, such information will be submitted as required by Staff Memorandum No. 2, 7 January 1949.

W. A. B.

2

From: Govt Sec To: G-1

Major Napier 26-6962
Date: 2 July 1949

The policy of the Supreme Commander to release controls exercised over the Japanese and the curtailment of personnel thereby demanded to assure the effective implementation of that policy, as well as the imperative necessity to conform to budgetary requirements are fully understood. Your records show that this Section was a leader not only in support of such policy but in carrying it out and has already reduced original personnel authorizations by more than 50%. While further reductions at this time would appear irreconcilable with the magnitude of Government Section's mission, every possible effort will be made to follow the schedule set forth in the foregoing G-1 Checknote of 25 June 1949. It is impossible at this writing to state exactly how this can be accomplished but the mission of Government Section and minimum personnel requirements will again be reviewed and continuing study and effort will be carried on toward the reduction desired.

C. W.

FEC AGO Form No 37

RESTRICTED

2018—FEC Printing Plant—8 '48—50M

RESTRICTED

Authorized Strength - FY 1950 and 1951

G-1 Govt Sec 4 July 1949

3 1. With reference to Check Note 2, it is recognized that the Chief of Government Section is familiar with the policy of conserving personnel. It is also recognized that the Government Section has transferred functions to other organizations and still further recognized that some major missions assigned to Government Section have been completed.

2. Past action is not and cannot be the basis of future required personnel actions. All Sections have been under continuous analysis and have only been authorized the minimum personnel to permit the pursuance of their several missions. Reduction in personnel have occurred in all Sections, some Sections exceeding 75%. Current factual data on this subject is maintained on all Sections by G-1.

3. G-1 is required to furnish on a monthly basis, the status of strength against money available for pay of personnel from GARIOA funds. The approved planned reduction in the SCAP Sections allows no leeway or reserve. Paragraph 1 of Check Note 1 is the part of the plan that applies to the Government Section.

4. It is, therefore, desired that the schedule of strengths by quarter as indicated in Paragraph 2, Check Note 1, be submitted as soon as possible.

GS FILES

----------N. A. B.----------

From: GS To: G-1 6 July 1949

4 1. As I stated in my previous check note, it is my purpose to do all in my power to conform to the personnel slash indicated in basic check note.

2. To such end, I have frozen personnel now assigned to the several activities of this Section to present limits. I have cancelled three position vacancies for which recruitment has already been initiated and three position vacancies otherwise existing. This, however, is as far as I can go at this time in the implementation of what is clearly an arbitrary decision on personnel adjustment without regard to the mission of this Section or its minimum personnel requirements.

3. If dissatisfaction is still registered with respect to the position I have taken in this matter, and action in implementation thereof, request that basic check note be suspended and that the problem of the appropriate level of Government Section personnel be referred for a command decision, at which time I shall demonstrate that Government Section already is considerably understaffed in comparison with the missions and strengths of other sections of GHQ even after the adjustments now under way.

RESTRICTED

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

RESTRICTED

DRAFT 6 July 1949

~~Maj Napier 26 6962~~

From: GS To: G-1 6 July 1949

4

1. As I stated in my previous check note, it is my purpose to do all in my power to conform to the personnel slash indicated in basic check note.

2. To such end, I have frozen personnel now assigned to the several activities of this Section to present limits. I have cancelled three position vacancies for which recruitment has already been initiated and Three position vacancies otherwise existing. This, however, is as far as I can go at this time in the implementation of what is clearly an arbitrary decision on personnel adjustment without regard to the mission of this Section or its minimum personnel requirements.

3. If dissatisfaction is still registered with respect to the position I have taken in this matter, and action in implementation thereof, request that basic check note be suspended and that the problem of the appropriate level of Government Section personnel be referred for a command decision, at which time I shall demonstrate that Government Section already is considerably understaffed in comparison with the missions and strengths of other sections of GHQ even after the adjustments ~~are~~ under way.

C. W.

As I stated in my previous check note it is my purpose to do all in my power to conform to the personell ~~check~~ indicated in basic c/n.

To such end I have frozen personell now assigned to the several echelons of this section to present limit. I have cancelled three position vacancies for which recruitment has already been initiated and ~~—~~ position vacancies thereby existing. This however is as far as I can ~~got~~ go at this time in the implementation of what is clearly an arbitrary decision on personnel adjustment without regard to the mission of this section a~~s~~ the minimum personel requirements.

~~If this action fails to attain~~
~~decrease desired will require~~
~~you to still further~~
If ~~you do still disapprove~~ with the position I have taken in this matter and action in implementation thereof request that basic c/n be suspended and that the problem of the appropriate level of government section personnel be referred for a command decision at which time I shall demonstrate that government sections are ~~already~~ considerably understaffed in comparison with the ~~sections~~ of the Executive even after the adjustment recommended.

65 Guam Country Women

Luther	Steward	Sept. ✓
Thomas	Eliot	Nov
Foster	Rose	Dec
Salas		aug ✓
Duenas		sept
Reilly		Sept
Johnson		sept.
Tsumi	Maynard	Nov. ✓
aka		oct. ✓

The above as the reported losses thru resignation for balance of 42.

The Pers Officer advises that Mrs Howard's vacation is such she cannot afford to give up any positions to include the 3 vacancies presently existing within the Civil Service Division

421

GOVERNMENT SECTION

PERSONNEL STATUS REPORT 1 July 1949

Government Section (exclusive of Civil Service Division)

Present:	30
Open:	1 (Ch, Pub. Adm. Div.,P-7)
On Way:	1 (Ch, Sta & Rev Branch, P-5)
Being Established:	0
	32

Civil Service Division

Present:	34
Open:	2 (Comp. Spec.,CAF-14; Class. Spec., CAF-12)
On Way:	1 (Pers. Org. Spec., CAF-13)
Being Established:	0
	37
Total Present:	64
Total On Way:	2
Total including all positions:	69
Total authorized:	69

Military Personnel:

Officers Present:	7
Officers Authorized:	9
EM Present:	8
EM Authorized:	8

Capt. Melvin O

AKA, Raymond	Reemployment leave ?
BAKER, June	November (tentative)
BETTENCOURT, Harold	No definite plans
BETTIS, Jesse B.	No definite plans
COTTRELL, Nickolas	?
DARILEK, Rosemary	Reemployment leave *
DE ANGELIS, Richard	No definite plans
DOMANOWSKI, Walter	No definite plans
DURNER, Joyce	October (tentative)
EASLEY, Dorothy C.	?
ELIOT, Thomas	December (tentative)
FERGUSON, Edna	No definite plans
FUKUMITSU, Minoru	No definite plans
GORMAN, Dorothy	New employee
GRAHAMSLAW, Ruth	No definite plans
GRILLI, Marcel	Reemployment
HAUGE, Osborne	No definite plans
HAYASHI, Hedekazu	No definite plans
HAYASHI, Sakaye	No definite plans
HAYES, Sheilah	?
HAYS, Ruth	October or November (tentative)
HOOVER, Harwood	1 year contract (new)
JOHNSON, Ruth V.	September (tentative)
LOEB, Helen	?
MACHIN, Helen	No definite plans
MATSUKATA, Makoto	No definite plans
MAYNARD, Fumi	October
MAYNARD, Jacqueline	No definite plans
NARUMI, Yoneo J.	No definite plans

OGINO, Hatsuye	No plans.	
OSBURN, Ella V.	No definite plans	
PETERSON, Gordon W.	No definite plans	
PHILLIPS, Kathryn J.	No definite plans	
PIERSON, Grace	No definite plans	
PISER, Ruth	No definite plans	
RANKIN, Alan C.	No definite plans	
REILLY, Veranice	September (tentative)	
RIZZO, Frank	?	
ROSER, Foster B.	No definite plans	
SALTER, MacDonald	No definite plans	
SATO, John J.	New employee	
SCOLINOS, Harry M.	August	
SHERIDAN, Virginia L.	No definite plans (maybe March of 1950)	
SHIRVEN, Maynard N.	No definite plans	
SHIVELY, John R.	No definite plans	
SMITH, Edna Mae	No definite plans	
SPEICHER, Joseph L.	No definite plans	
STONE, Carrie N.	No definite plans	
SUNDERLAND, Virginia	No definite plans	
SUZUKI, Gilbert T.	No definite plans	
TINDALE, Thomas K.	On reemployment leave	
UCHIYAMA, Mikio	No definite plans	
VAN BORKUM, Melva	September (tentative)	
VENNETT, Anne	No definite plans	
WHALEN, Margaret M.	Nothing definite.	Plans to try to go home on reemployment leave.
WILLIAMS, Justin	?	

Manning Tables

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

HC 230.14 (HJL)

12 April 1949

SUBJECT: Manning Tables - Japanese Labor

TO: Chief, Government Section, GHQ, SCAP

1. Reference is made to paragraph 5, Section IV, Administrative Memorandum No. 37, this headquarters, subject: "Japanese Labor Serving the Occupation Forces," 4 April 1949.

2. The designations, Service Personnel and Requisition Labor, have been discontinued and all indigenous personnel directly employed by the occupation forces and furnished by the Japanese Government will be referred to as Operative and Productive Labor. All Operative and Productive Labor must be authorized to using activities by manning tables furnished by this headquarters.

3. To enable this headquarters to issue a new manning table which will reflect your current requirements for Operative and Productive Labor by job classification and category, it is requested that proposed manning table for your activity be submitted to the Japanese Personnel Division, S-1 Section, this headquarters for approval and publication. This proposed manning table will include all indigenous personnel currently authorized your activity for service personnel and requisition labor which totals 4 .

4. To standardize reporting procedures many of the various classifications of jobs previously reported to this headquarters have been grouped under collective job classifications on the manning table. These collective job classifications will be used solely for manning table purposes and in preparing the report required by Section XI, Administrative Memorandum No. 37 referred to in paragraph 1 above. They will not be used in preparation of Japanese payrolls, submission of labor requisitions, effecting reimbursement for Category II personnel under the provisions of Circular 5, GHQ, SCAP, 10 February 1949, or any other purpose.

5. The provisions of paragraph 4b, Circular No. 5, GHQ, SCAP, 10 February 1949, require that separate ceilings be established for Category I and Category II personnel in the case of recreational facilities, revenue producing facilities, and occupational living facilities with the exception of individual family housing. In view of this requirement it will be necessary for activities having one or more of the foregoing types of facilities to indicate on the proposed manning table the indigenous personnel who would come under Category II as provided by inclosure 1 to the circular referred to above. In the case of individual family housing a ceiling on Category I personnel only will be established.

6. A proposed manning table will be submitted for each separate revenue producing facility, recreational facility, occupational living facility, staff section, unit, mission, or other agency utilizing indigenous personnel. Personnel required for building operations will be shown on the manning table of the facility charged with the operation of the building such as a billet, separate club, recreational facility, or other agency. For example, the Billeting Section, this headquarters, will submit one manning table for each hotel under its supervision which will include the personnel required to maintain the building and to operate the billet and club located within the building. Building operation personnel for office buildings operated by the Building Section, this headquarters, will be on manning tables prepared by that section.

7. Maintenance personnel will appear on all manning tables where such personnel are required and authorized. Arrangements will be made at a later date to effect transfer of this type of personnel to the manning tables of the Repairs and Utilities Section, this headquarters.

8. Proposed manning tables will be submitted to this headquarters at the earliest practicable date and in no case later than 27 April 49.

9. The Japanese Personnel Division, S-1 Section, this headquarters, Room 243a, Finance Building, telephone 26-6739, will be available to assist in the preparation of these proposed manning tables.

FOR THE COMMANDING GENERAL:

JAMES H WEIR
Major, Cavalry
Adjutant

1 Incl
Manning tablos HSA Form #16 (12 April 1949)

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

Date: 19 Apr 49.

MANNING TABLE - JAPANESE LABOR

(1) Name of Facility: Govt Section CHQ SCAP Location: DIX 615
(2) Responsible Organization: Govt Section CHQ SCAP
(3) Type of Facility: SCAP Staff Section (4) Capacity or Strength: 76
(5) Billets: Number of Rooms: Sq ft of Floor Space:
(6) Other Buildings: Sq ft of Floor Space:

1. The following manning table for Operative and Productive Labor for your installation or activity is approved effective .

Classification of Employee	Number Authorized		
	Category I	Category II	Total
* Bar or Snack Bar Personnel			
Billet Managers			
Building Managers			
* Cleaning Personnel			
Domestic Servants		XXXXXXXXXX	
Drivers			
Elevator Operators			
* Guards			
Interpreters + Translator	2		2
* Laborers			
* Laundry Personnel			
* Maintenance Personnel			
* Mechanical & Skilled Personnel			
* Mess Personnel			
Messengers			
* Office Workers	2		2
* Personal Services			
* Professionals			
* Technicians			
Telephone & Switchboard Operators			
Timekeepers			
Translators			
TOTAL	4		4

2. This manning table will not be exceeded without prior authorization of this headquarters.

* Guards			
Interpreters + Translator	2		2
* Laborers			
* Laundry Personnel			
* Maintenance Personnel			
* Mechanical & Skilled Personnel			
* Mess Personnel			
Messengers			
* Office Workers	2		2
* Personal Services			
* Professionals			
* Technicians			
Telephone & Switchboard Operators			
Timekeepers			
Translators			
TOTAL	4		4

2. This manning table will not be exceeded without prior authorization of this headquarters.

INSTRUCTIONS

(1) Name of Facility: Name of the facility, installation or building and location.

(2) Responsible Organization: Unit, staff section, or other activity responsible for the operation of the facility, installation, or building.

(3) Type of Facility: Indicate type of facility such as billet, club, staff section, mission, theatre, school, post exchange.

(4) Capacity or Strength: Report capacity, number of personnel served or strength whichever is applicable to installation or facility reporting (i.e. capacity for hotels, billets, apartment buildings, community housing projects; number of persons served for clubs, theatres, post exchanges, recreational facilities, schools, etc; strength for technical services, units, missions).

(5) Billet: For occupational living facilities show the number of rooms and the square feet of floor space.

(6) Buildings: For office buildings, club buildings, and buildings other than those used for occupational living facilities show square feet of floor space.

(See reverse side)

INSTRUCTIONS ON CLASSIFICATION OF EMPLOYEES

1. The classification of employees indicated by an asterick on the manning table are used collectively and include but are not limited to the types of personnel as listed below.

2. Any Japanese labor used but not listed on the manning table or the groupings below will be included in the most closely related job classification or group.

3. Units, staff sections or other activities are responsible that Japanese personnel are used to perform the type of labor for which classified on manning table.

4. The job classifications as shown on the form will be used solely for preparation of manning tables and report required by Section XI, Administrative Memorandum No. 37, this headquarters, 4 April 1949.

5. The total number of personnel shown under each of the collective job classifications on the manning table will be further broken down by individual job classifications on the groupings listed below. (See example)

BAR OR SNACK BAR PERSONNEL

____	Managers	____	Cashiers
____	Bartenders	____	Clerks
____	Bar boys	____	Supply men
____	Waiters	____	_____
____	Waitresses	____	_____
____	Cooks	____	_____

CLEANING PERSONNEL

____	Maids	____	Janitors
____	House boys	____	_____
____	_____	____	_____

GUARDS

____	Fire guards
____	Security guards
____	_____

LABORERS

____	Common Laborers
____	Heavy Laborers
____	_____

LAUNDRY PERSONNEL

____	Managers	____	Bookkeepers
____	Washers	____	Clerks
____	Driers	____	Cashiers

MESS PERSONNEL

____	Managers	____	Kitchen police
____	Stewards	____	Storeroom men
____	Cooks	____	Clerks
____	Bakers	____	Interpreters
____	Butchers	____	Pantrymen
____	Waiters	____	
____	Waitresses	____	_____
		____	_____

OFFICE WORKERS 4

____	Desk Clerks	____	Stenographers
1	Office Clerks	____	Secretaries
____	Office Mgrs	1	Typists
____	Bookkeepers	1	Mimeograph Opns
____	_____	1	Interpreter & Translator

PROFESSIONALS

____	Doctors	____	Teachers
____	Lawyers	____	_____
____	Dentists	____	_____
____	Nurses	____	_____
____	Artists	____	_____

PERSONAL SERVICES

____	Porters	____	Bell boys
____	Washroom Att	____	Tailors

___ Bartenders
___ Bar boys
___ Waiters
___ Waitresses
___ Cooks

___ Clerks
___ Supply men
___ _____
___ _____
___ _____

CLEANING PERSONNEL
___ Maids
___ House boys
___ _____

___ Janitors
___ _____
___ _____

GUARDS
___ Fire guards
___ Security guards
___ _____

LABORERS
___ Common Laborers
___ Heavy Laborers
___ _____

LAUNDRY PERSONNEL
___ Managers
___ Washers
___ Driers
___ Pressers

___ Bookkeepers
___ Clerks
___ Cashiers
___ _____

MAINTENANCE PERSONNEL
___ Engineers
___ Boilermen
___ Electricians
___ Carpenters
___ Plumbers
___ Refrigerator men

___ Painters
___ Gardeners
___ Water filter operators
___ _____
___ _____

MECHANICAL AND SKILLED PERSONNEL
___ Automobile mechanics
___ Draftsmen
___ _____
___ _____
___ _____
___ _____
___ _____

___ Cooks
___ Bakers
___ Butchers
___ Waiters
___ Waitresses

___ Clerks
___ Interpreters
___ Pantrymen
___ _____
___ _____

OFFICE WORKERS 4
___ Desk Clerks
1 Office Clerks
___ Office Mgrs
___ Bookkeepers
___ _____

___ Stenographers
___ Secretaries
1 Typists
1 Mimeograph Oprs
1 Interpreter & Translator

PROFESSIONALS
___ Doctors
___ Lawyers
___ Dentists
___ Nurses
___ Artists

___ Teachers
___ _____
___ _____
___ _____
___ _____

PERSONAL SERVICES
___ Porters
___ Washroom Att
___ Checkroom Att
___ Doormen
___ Nursemaids
___ Room boys
___ Room girls

___ Bell boys
___ Tailors
___ Barbers
___ Beauticians
___ _____
___ _____
___ _____

TECHNICIANS
___ Dental technicians
___ Medical technicians
___ Laboratory technicians
___ _____
___ _____
___ _____

(EXAMPLE:

OFFICE WORKERS 10
2 Desk Clerks
1 Office Clerks
1 Office Mgrs
1 Bookkeepers
___ _____

1 Stenographers
___ Secretaries
3 Typists
___ Mimeograph Oprs
1 File Clerk

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

Date: 22 April 1949

MANNING TABLE - JAPANESE LABOR

(1) Name of Facility: Government Section Location: Dai Ichi Bldg.
(2) Responsible Organization: Government Section, GHQ, SCAP
(3) Type of Facility: SCAP Staff Section (4) Capacity or Strength: 76
(5) Billets: Number of Rooms: Sq ft Floor Space:
(6) Other Buildings: Sq ft of Floor Space:

1. The following manning table for Operative and Productive Labor for your installation or activity is approved effective 22 April 1949.

Classification of Employee	Number Authorized		
	Category I	Category II	Total
* Bar or Snack Bar Personnel			
Billet Managers			
Building Managers			
* Cleaning Personnel			
* Domestic Servants		XXXXXXXXX	
Drivers			
Elevator Operators			
* Guards			
Interpreters	2		2
* Laborers			
* Laundry Personnel			
* Maintenance Personnel			
* Mechanical & Skilled Personnel			
* Mess Personnel			
Messengers			
* Office Workers	2		2
* Personal Services			
* Professionals			
* Technicians			
Telephone & Switchboard Operators			
Timekeepers			
Translators			
TOTAL	4		4