RG 331, National Archives and Records Service

Allied Operational and Occupation
Headquarters, World War II

SUPREME COMMANDER FOR THE ALLIED POWERS

Civil Affairs Section
Shikoku Civil Affairs Region
Misc Subject File
1946-51

102.7 Personnel to 103.8 Press Releases

Box No. 3079

(Compiled by *National Diet Library*)

K.H

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

Description of contents

(1) Box no. 3079

(2) Folder title/number: (1)
102.7: Personnel

(3) Date: June 1948 - Nov. 1949

(4) Subject:

Classification	Type of record
031, 033	e

(5) Item description and comment:

(6) Reproduction: (Yes) No

(7) Film no. Sheet no.

(Compiled by *National Diet Library*)

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

NOV. 1 1949

AGMGA 333

SUBJECT: Notice of Visit

TO : Commanding General
I Corps
APO 301
(Attn: G-2)

1. The following named officials from ~~GHQ, FECOM~~, will visit your zone of responsibility as indicated below.

a. Names and Rank (Mil, DAC): Major Daniel G. Imboden

Accompanied by _____ Japanese Nationals.

b. To visit:

Names of Cities, Prefectures	Arr - Date & Time	Lv - Date & Time
Matsuyama	8 Nov 2237	16 Nov

c. Purpose of Visit: To address a meeting of Journalists on a responsible, free and democratic press.

d. Request: Billets -x- Rations -x- Local Transportation -x- Interpreter ____.

BY COMMAND OF LIEUTENANT GENERAL WALKER:

J. A. O'BRIEN
CWO, USA
Asst Adj Gen

Info Copy To:
✓ Chief, Shikoku CAff Region APO 1050

CIVIL INFORMATION

27 October 1949

Chief
Lucius Smith
CAF-12

Ass't Chief
R.B. Mcleod
CAF- 9

Artist
(Indig)

Posters
Strips
Charts
Cartoons

S. Fukukawa

Information Specialist
(Indig)

Information programs
Translations
Field trips
Interpreting
Visual aid program

K. Nishimura
M. Sogawa

Clerk
CAF-5

Typist
(Indig)

Film exhibit distribution
Filing
Typing

T. Kurokawa

Translators
T. Kebo CAF-5

Daily news review
General translation

I. Doi
H. Yamato
G. Kimura
M. Fuke
K. Hamada
K. Takahashi
* Takahata
* S. Nakamura
** M. Nagaoka
K. Matsuoka (Typist)

* To be transferred from Tokushima CAP
** To be employed

JOB DESCRIPTION
CIVIL INFORMATION SECTION

Translator:

Under the supervision of the chief of section, ten translators must have a good general education and be proficient in translating from Japanese to English and vice versa. They must be accurate and speedy when translating up to date press reports from all daily newspapers in the region. Their duties involve constant observance of news developments necessary for intelligent translations. They are required to translate Japanese reports and correspondence for all other sections of the team as well as for the Civil Information Section. Occasionally they translate scripts and lines accompanying various media into Japanese.

JOB DESCRIPTION
CIVIL INFORMATION SECTION

Clerk:

Under the supervision of the Clerk-Field and Office, she must be capable of preparing and routing all correspondence. In addition, she must have typing ability and a knowledge of English sufficient to complete lengthy typing assignments for the Information Officer and Assistant Information Officer. She institutes a filing system and keeps up to date maintenance of it. Other responsibilities include distribution of magazines, films and other visual aid materials to Japanese agencies. When her superiors are out in the field she must be entrusted with keeping a record of those Japanese who contact the Civil Information Section for reasons of business.

JOB DESCRIPTION
CIVIL INFORMATION SECTION

Information Specialist:

Under the supervision of the Civil Information Officer, he assists in the planning and execution of information programs through Japanese agencies. He must be well grounded in all forms of media and their uses, display initiative and ingenuity in the development of techniques and possess the ability to pass these on to Japanese agencies. He must be able to act independently of the Civil Information Officer when necessary, making field trips and contacts with prefectural and regional agencies in the field of information. It is essential that he combine the qualities of not only an interpreter but a translator. He must have public speaking ability . His general education must be well rounded in the fields of economics, history, social subjects, etc.

JOB DESCRIPTION
CIVIL INFORMATION SECTION

Artist:

Under the supervision of the Civil Information Officer the artist prepares sample opaque cards, posters, pamphlets, and other visual aid materials for distribution to Japanese agencies. He must have unusual imagination, knowledge of civil information objectives, and knowledge of national and prefectural reforms about which he informs the Japanese people through aforementioned media. Occasionally he draws chargs and graphs for other sections of the team and presents new ideas orally to Japanese agencies. He maintains Art Section files and performs miscellaneous related duties.

20 October 1949

MEMORANDUM FOR LT. COL. CRABTREE:

SUBJECT: Eqaulization of pay for indigenous personnel.

1. Review is requested on pay rates of the following men who are assigned to the Translators ' Section:

KIMURA, Osamu — Base pay ¥6100
Language allowance - None

NOTE: KIMURA is a longtime employee of the Tokushima CA Team and was recently transferred here. In Tokushima he had a language allowance of 30%

HAMADA, Kunio — Base pay ¥6810
Language allowance - 20%

NOTE: HAMADA is an employee of Kagawa CA Team but is now working in region headquarters pending transfer.

2. Base pay rates of the other translators are as follows:

DOI, Isamu	¥8100
NAGAO, Masayoshi	¥8000
YAMATO, Hideo	¥5100
FUKE, Makita	¥8000
TAKAHASHI, Katsumi	¥8000

3. It is recommended that the base pay rates of KIMURA and HAMADA be brought in line with their fellow workers and that KIMURA be given an immediate opportunity to qualify locally for language allowance.

R. L. OERTLE
Capt. Sig C
Civil Information Officer

8 8

F 105

HEADQUARTERS
SHIKOKU MILITARY GOVERNMENT REGION
APO 1050

STANDING OPERATING PROCEDURE
for
ADJUTANT—DETACHMENT COMMANDER

1. The duties of Adjutant and Detachment Commander are combined at Shikoku Military Government Region. Additional duties for which the Adjutant-Detachment Commander is responsible are: (See SO 8, 28 Jan 49).

2. Methods - Procedures for Performance of Duties:

a. Assistant Executive Officer:

(1) In the absence of the Executive Officer, handle the screening of incoming-outgoing correspondence, receive visitors for Commanding Officer, digest information for presentation to Commanding Officer, Handle liaison with BCOF Liaison Officer, pass on information to Team Commanders in absence of Executive Officer.

b. Adjutant's Section: The Adjutant is responsible for the proper handling, processing of incoming-outgoing correspondence, publications, directives and memoranda, filing, message center operation, distribution of correspondence, reports control and issuance of special orders.

(1) The Sergeant Major is responsible to the Adjutant for the proper distribution of incoming correspondence to sections. He has indorsements typed, checks form and clarity, and prepares correspondence for the Adjutant's signature. The Sgt Major supervises the Reports Control Section by having a basic record of reports required. From this basic record he notifies sections and teams of date on which reports are due (this is also included in the IB). Upon receipt of reports on or before due date he sends them to section concerned for checking. After checking, the Sgt Maj insures that reports are forwarded so as to reach higher headquarters on or before the due date. The Sgt Maj effects distribution to sections and teams of all official matter received at this headquarters.

(2) File Clerk. A master file is maintained by the File Clerk in the Adjutant's section of all incoming-outgoing correspondence, reports and official publications. The Decimal File system is used with necessary variations. The file clerk is charged with the responsibility of filing all correspondence, etc., in the folder labeled with the proper file numbers and subject classification. It is his duty to keep files current and to remove outdated material as directed by the Adjutant. The file clerk also posts all changes, rescission, revisions of circulars, bulletins and regulations and maintains a stock of all required blank forms.

(3) Message Center. All incoming mail is registered by the Message Center Clerk in his journal after which the Reports Control Clerk checks in reports and notes them on the Basic RCS record. After being checked by RCS Clerk the incoming mail is put directly on the Sgt Maj's desk for distribution: The reverse is the procedure followed for outgoing mail. The message center clerk will personally at very frequent intervals pick up and distribute official mail to and from the section.

(4) AG Publications and Blank Forms. In order to maintain a

(2)

current file of AG publications not distributed through normal distribution, the Adjutant is responsible for requisitioning and maintaining a stock of these publications.

(5) Special Orders. The Adjutant is responsible for issuance of all special orders pertaining to personnel of this organization.

(6) Travel Orders. Personnel desiring or requiring travel orders will present to the Adjutant a completed "Request for Travel Orders". If the request has been approved by all concerned, orders will be issued and may be picked up at the Sgt Maj's desk.

(7) Visitors Schedules and Blotter. The Adjutant will maintain two visitors' schedules; one for the Commanding Officer and one for himself. This schedule will list date of estimated time of arrival and estimated time of departure, purpose and itinerary. The section concerned will be informed of the above as soon as the information is received. The Visitors' Blotter is maintained on the Adjutant's desk where all visitors will sign-in up arrival. The Commanding Officer desires to see all visiting personnel coming to Shikoku.

(8) Information Bulletin. IB will be published weekly. Contains list of reports due, items on administrative matters and any other pertinent information. Distribution is to each section and all teams.

(9) Duty Officer Roster is maintained by the Adjutant who will notify Adjutant of the Kagawa Military Government Team when any officers of that organization are to have duty. The Adjutant will personally notify members of this organization of their tours. The tours of duty are governed by Administrative Memorandum No. 5, this Headquarters, dated 8 Nov 47.

(10) Classified Material. All classified material is opened by the Sgt Maj or the Adjutant. As it is opened it is logged in the confidential or Secret Log as the case may be... All classified material will be hand-carried to sections by a responsible military person and returned in the same manner. The provisions of AR 380-5 will govern at all times.

(11) Teletype and Telephones. All incoming and outgoing teletype massages will come through the Adjutant. No personnel except those listed on the face of the teletype will send or receive massages. The Adjutant is responsible for repair and maintenance of the teletype. Teletype room will be locked during off-duty hours. Each section will keep a log of long distance telephone calls, said list to be submitted to the Adjutant at the end of each month. At no time will Japanese nationals make long distance calls without the express permission of the section head for whom they work.

c. Detachment Commander: The Detachment Commander is responsible for all duties, other than Adjutant's, listed in paragraph 1. The following is a detailed breakdown of these dutiss and their supervision:

(1) First Sergeant: The First Sergeant is responsible for preparation of morning reports, duty rosters of EM, sick books, unit personnel reports, unit correspondence, supervision of EM, motor pool, billeting, training and necessary supervision of all other detachment functions. He will be assisted by the following personnel who are specifically charged with the duties indicated:

Standing Operating Procedure for Adj-Cmd (continued)

(a) Motor NCO will handle all matters pertaining to the motor pool such as requisitioning of POL, parts and supplies, supervision of Japanese drivers and mechnics. He is responsible for carrying out the provisions of Adm Memo #1, this Hq, dtd 16 Oct 1947, and Adm Memo #8, this Hq, dtd 20 Nov 47.

(b) Dispatcher - Mechanic will maintain all vehicle records, make certain maintenance dates are strictly followed, forms properly filled out and that drivers are constantly checked for proficiency.

(c) Detachment Clerk will prepare personnel reports, morning reports, correspondence and rosters for the First Sergeant to check prior to dispatch or publication. He will also prepare any special rosters, lists or data on Unit personnel that may be required from time to time.

(d) Mess Sergeant will be charge of the Mess. He will check ration issues, prepare cook's work sheets, supervise preparation of meals, effect collection of mess bills, inventory of mess stores and preparation of mess for parties or other special unit functions. The mess Sgt will also prepare ration requests and any mess reports required.

(e) Regional Personnel Sergeant will consolidate Regional personnel reports and rosters. He will maintain data on all personnel assigned to this region so as to have information available for reports to higher headquarters which are required on short notice. He will also travel to teams to assist them in correct maintenance of personnel records, reports and data and to assist in testing of enlisted men.

(f) Supply NCO will handle unit supply matters. He will accept laundry on designated days, take it to the laundry, receive it from the laundry and prepare the bills and reports required. He will prepare and requisitions for the Supply Officer's signature in sufficient time to comply with requisitioning dates. He will maintain the Form 32 for each enlisted man and be responsible for keeping the men supplied with authorized clothing and equipment. He will chick all clothing and equipment to see that it is serviceable and effect salvage and reissue if necessary. It is his responsibility to requisition and keep a stock of all necessary expendable supplies.

(g) The First Sergeant will be responsible for the following functions in the manner indicated:

1. Billeting: Upon receiving notice of the pending arrival of visitors, he will arrange for rooms, bedding, messing and transportation as requested by the Adjutant. When visitors arrive, after registering and seeing the Commanding Officer, they will be brought to the 1st Sgt who will inform them of mess, movies, transportation procedure, building layout and other pertinent data. He will then show them to their quarters and assist them in obtaining any needed items.

2. Training Programs. will be prepared by the 1st Sgt as directed by the Detachment Commander. He will check

Standing Operating Procedure for Adj-Det Com (continued)

to see that all EM attend classes, except when specifically excused by section head, and will report any delinquencies to the Detachment Commander.

3. Athletics and Recreation. The 1st Sgt and other first three-graders will be responsible for the establishment of a comprehensive athletic and recreation program. This will include the organization, training, game scheduling and equipment of teams. The Adjutant will make arrangements for organizing officer teams to play against enlisted personnel.

d. Bonds. Schedules will be prepared by the company clerk, checked by the 1st Sgt and person concerned before submitting them to the Personnel officer for signature. Money for bonds will be turned in to Ration Train for carrying to Finance Officer at Kobe Base.

e. Certifying Officer. Appointed under the provisions of 8th Army Cir 3, 1947 to certify packages for mailing. Instructions covering this duty are as outlined in above circular.

f. Member of VD Control Council. Will meet once a month to discuss measures taken and to make recommendations. Guidance will be received from Circulars 105 and 120, 8th Army, 1947.

g. Chemical Officer. Will be responsible for all chemical training and give asistance and advice on all problems relating to handling of chemicals.

h. Food Service Supervisor. Will insure that the provisions of 8th Army Cir 313, 1946 and Cir 139,47 are complied with as well as making recommendations on improvement of attractiveness, palatability and service of food.

i. Mess Officer. Mess bills will be paid to Mess Officer. He will take inventories of stocks of food, check cook work sheets against inventories and issues. Will supervise operation of mess, insure cleanliness of mess and insure that all measures are being taken to serve the best meals possible. He will also set mess hours with the approval of the Commanding Officer.

j. Motor Officer. Will be responsible for carrying out the provisions of current directives on vehicles and the compliance with TM 37-3810. It is his duty to see that the provisions of Administrative Memorandum No. 8, dated 20 Nov 47 are carried out.

k. Personnel Officer. Is responsible for the correctness, completeness and accuracy of all personnel records. He must be familiar with all directives affecting personnel and personnel records. He must KNOW his men and insure that their capabilities are being utilized to the greatest advantage. He will certify and verify all personnel matters leaving the unit, in addition to testing, classifying and recommending assignments of men.

l. Postal Officer. The postal officer has as his aides a Army Mail Clerk and an Assistant Army Mail Clerk. Both will be bonded in accordance with TM 12-205. The duties of these men are outlined in the pamphlet "The Army Mail Service." The Army Mail Clerk well receive incoming mail, distribute incoming mail after the breakdown, secure receipts for registered and insured mail and expedite flow of mail to teams. Outgoing mail will be brought in from teams by courier, broken down as prescribed in GHQ Circular 28, 1947, and processed as outlined there in Personal mail will be available for pick up at 1030-1200 and 1530-1630 each day except Sunday when the hours will be 1530-1630. Supplies will be requesitioned from the 7th Base Post Office, APO 503. TM 12-205, TM 12-275 and "The Army Mail Service" provide guides which are supplemented by current directives.

Standing Operating Procedure for Adj-Det Com (continued)

m. Records Disposal Officer. Supervises screening, disposition or destruction of records in accordance with TM 12-259. Records and files must be constantly reviewed with the object of maintaining only current and important papers in active files and maintaining a dead file of all papers which might be used as references or for historic purposes. This may most easily be done by "house cleaning" during slack periods.

n. Recruiting Officer will carry out an information program for all EM with the purpose of bringing to their attention all advantages which may be had by remaining in the Army and making it a career. Each noncommissioned officer must also make this campaign an important part of his duty. This can best be done by pointing out to each man, when the opportunity arises, how he may benefit by making the Army a career. The "Recruiting News," "Army Life," and other publications give information which is of great value in carrying out this mission. Posters furnished will be prominently displayed and lectures included in TIP and class periods.

o. Special Services Officer. This duty is to provide for the men a well-rounded recreational program and the necessary material to effectuate this program. He will coordinate athletic schedules and organize tournaments. The Senior NCO's will assist by building up teams, training teams and fostering spirit among the men. The success of the Special Service program depends upon individual who must carry out necessary supervision of games and events. A comprehensive program is best developed by finding men who are either experts or enthusiasts in a particular field, helping them formulate a program, providing them with necessary equipment and material and pushing their programs. A survey should be conducted periodically to determine the wishes and interests of the men. Men must not suggest and let others do the work. When a suggestion is made by a man, he, the suggestor, should be requested to carry out the program.

p. Troop I&E Officer supervises the preparation and presentation of Troop information hours. The TIP publications will be issued as guides for TIP hours. Instruction will be rotated among personnel assigned to this Hq and Kagawa Team since TIP hour for both units are combined. Opportunities often present themselves in these periods to answer questions which men have been carrying for quite some time. Every effort must be made to insure that preparations for the periods make the program complete, interesting and informative. Discussions must be encouraged; this can only be done by thorough preparation and a knowledge of the subject presented. Training Directive 43, 8th Army par 96, annex 1 will be the guide for reports.

q. Theater Officer. The Manual for Operation of army theaters AFPAC Motion Picture Service, July 46 guides the officer in this duty. Supervision in necessary to carry out the provisions of the above directive and to eliminate underirable or dangerous practices. The theater officer at Region will also endeavor to aid team theater officer in obtainning parts, forms and information.

r. Training Officer will carry out the necessary training to keep or bring all EM to basic standards of Military knowledge. NCO's will be the principle instructors in classes held for these purposes. Additional classes will be held in off-duty hours for EM who wish to improve themselves and qualify for NCO ratins. These classes must be made to utilize every possible training aid, training film and qualified instructor, using MTP 7 as a guide and FM 21-5 and TM 21-250 as reference.

s. Unit Safety Officer will recommend and carry out all measures possible to insure that the safety of personnel and equipment is graranteed. Complete investigations will be made of all accidents and insidents which indicate laxity in safety precautions. Reports will be made as required in current directives. References are: WD circular 234, 1947 and WD circular 248, 1947.

t. Unit Supply Officer will supply, equip and maintain all personnel

Standing Operating Procedure for Adj-Det Com (continued)

assigned to this headquarters. References are: T/E 21, Air 14, 8th Army dtd Jan 47, as amended.

u. Provost Sergeant will be in charge of the housekeeping functions for Region Headquarters and adjacent installations. A partial list of his duties are:

(1) Checking of refrigeration facilities.
(2) Providing and maintaining signs in area.
(3) Supervise policing of area.
(4) Check water supply.
(5) Check Sewage disposal.
(6) Supervise BOQ.
(7) Check servant's dormitory.
(8) Check fire protection devices.
(9) Insure smooth operation of ration delivery.
(10) Conduct driver courtesy school.
(11) Supervise R & U section.
(12) Handle furnishing of Eagle.
(13) Supervise bathing beach.
(14) Institute conservation measures on:
  (a) Water
  (b) Electricity
  (c) Heat
  (d) Property
  (e) Vehicles.
(15) Establish and maintain security measures.

v. Fire Marshall will make frequent checks of all heating and lighting apparatus to make certain all safety precautions are taken. Will check fire fighting apparatus to see that it is in operating condition, properly maintained and prominently marked. Will instruct personnel in fire precautions, fire drills, fire fighting and evacuation procedure.

ORGANIZATION CHART
CIVIL INFORMATION SECTION
SHIKOKU CIVIL AFFAIRS REGION

13 August 1949

Chief
LUCIUS D. SMITH - CAF-12

Ass't Chief
ROBERT SCHMIDT -CAF- 2

Admin. Ass't
MARTHA CAMPBELL -CAF-4

NOTE: Smith is now a CAF-11 and has been Information Officer of Kochi C.A. Team for past 10 months.

NOTE: Schmidt is now assigned to Information Section, Kagawa C.A. Team, and is in line for promotion

Duties of CI Chief

1. Keeps Chief, CAR, informed and advised on all phases of the Civil Information Program.
2. Exercises broad supervision over implementation of Visual Education Program.
3. Maintains continuous liaison with other sections of regional team and Japanese regional agencies.
4. Maintains liaison with appropriate staff sections of higher headquarters and accomplishes a continuous exchange of pertiment data by correspondence and telephone.
5. Plans information programs on regional scale, coordinating same with local activities.
6. Advise and assist in the development and progress of prefectural information agencies.
7. Exercise broad supervision over SCAP CI&E Information Center.

Duties of Assistant CI Chief

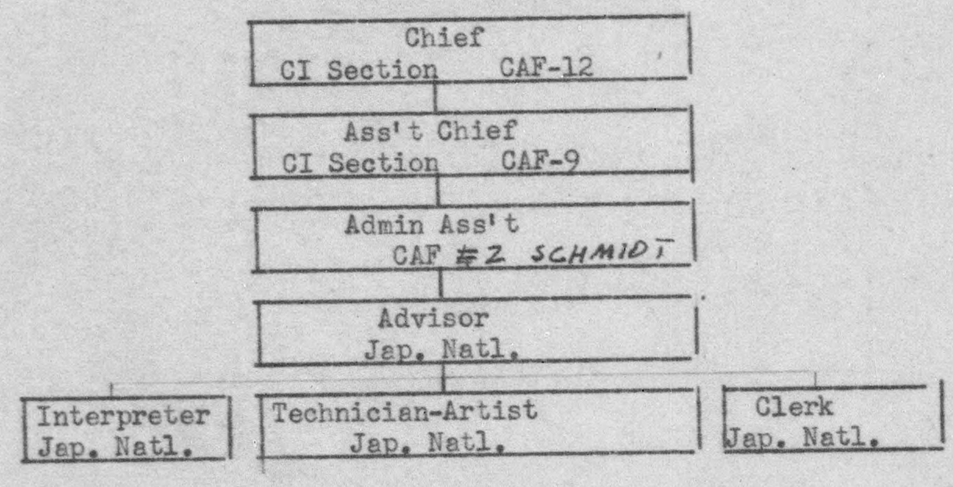
1. Assists and understudies chief.
2. Makes frequent field trips to maintain "rice roots" liaison with prefectural information agencies and prefectural media.
3. Check operations of CAPH'S and CI&E reading rooms.
4. Check operations of prefectural film libraries.

Duties of Administrative Assistant

1. Outgoing and incoming Correspondence.
2. Supervise Region Film & Service Center.
3. Visual Education - Material Distribution.
4. CIE Reading Room - Material Distribution.

18 Aug OK

ORGANIZATION CHART
CIVIL INFORMATION SECTION
SHIKOKU CIVIL AFFAIRS REGION



Duties of CI Chief

1. Keeps Chief, CAR, informed and advised on all phases of the Civil Information Program.
2. Exercises broad supervision over implementation of Visual Education Program
3. Maintains continuous liaison with other sections of regional team and Japanese regional agencies.
4. Maintains liaison with appropriate staff sections of higher headquarters and accomplishes a continuous exchange of pertiment data by correspondence and telephone.
5. Plans information programs on regional scale, coordinating same with local activities.
6. Advise and assist in the development and progress of prefectural information agencies.
7. Exercise broad supervision over SCAP CI&E Information Center.

Duties of Assistant CI Chief

1. Assists and understudies chief.
2. Makes frequent field trips to maintain "rice roots" liaison with prefectural information agencies and prefectural media.
3. Check operations of CPH'S and CI&E reading rooms.
4. Check operations of prefectural film libraries.

Duties of Administrative Assistant

1. Outgoing and incoming Correspondence.
2. Supervise Region Film & Service Center.
3. Visual Education - Material Distribution
4. CIE Reading Room - Material Distribution
5. SUPERVISES TRANSLATORS SECTION

Duties of Advisor

1. Supervises Japanese personnel in office.
2. Assists in planning information programs
3. Confers with Japanese information personnel in regional govt offices to coordinate information activities.
4. Is also able to carry on minor projects without immediate supervision.

Duties of Interpreter

1. Principal duty is to accompany Assist Chief on field trips.

Duties of Clerk

1. File clerk
2. Typist (Does copy work only)
3. Makes additional copies of Japanese translations.
4. General assistant to Advisor
5. Receptionist

Duties of Technician-Artist

1. Art work
2. Initiates ideas and drawing for information programs.
3. Does original drawing and art work.

18 Aug

CIVIL INFORMATION
SECTION

Chief
CAF - 12

Ass't Chief
CAF - 9

Admin Ass't
CAF - 2

18 Aug

CIVIL INFORMATION SECTION

Personnel Recommendations

For Chief of Section: -

Recommend Mr. Lucius Smith, CAF-11, now Civil Information Officer, Kochi C.A. Team. Exceptionally well qualified.

For Ass't Chief: -

No recommendation.

For Admin. Ass't : -

Recommend Mr. Robert Schmidt, now assigned to CI Section, Kagawa C.A. Team.

18 Aug

CIVIL INFORMATION
SECTION

Japanese Personnel

Advisor - Mr. Kaoru Nishimura (Incumbent)

Advisor - Mr. Masatoshi Sogawa (Now with CI Section of Kagawa C.A. Team)

Technician-Artist Mr. Shigeru Fukukawa (Incumbent)

Clerk - Miss Toshiko Kurokawa (Incumbent)

Refer to:
Information No. 1

POSITION DESCRIPTION

Eighth Army

Regional Military Government Team
Civil Information Section

Incumbent's name

_____
(Insert)

Duties and Responsibilities

CHIEF, REGIONAL CIVIL INFORMATION SECTION

Under the general supervision of the regional Senior Military Government Officer, and in consonance with the policies of higher headquarters, incumbent performs duties requiring a broad knowledge of occupation objectives and programs, military government functions and activities, and Japanese programs and activities -- national, regional, and prefectural. Incumbent organizes, directs, and coordinates a program throughout the region to energize the democratic development of Japanese information media and organizations, both governmental and private; to stimulate and aid Japanese newspapers, radio stations, book and pamphlet publishers, farm and labor organizations, and other media in planning and conducting information programs; assures thereby the timely, enlightened and voluntary participation of the Japanese, as individuals, in new and controversial programs such as the decentralization of schools, land reform, development of agricultural cooperatives, and others; evaluates effectiveness of civil information programs throughout the region and determines that they are adequate in scope and impact to overcome the opposition of deeply intrenched and powerful minority groups, and the superstitions and feudalistic social tendencies of the Japanese people. Assists in the decentralization and democratizing of governmental and social practices by encouraging, in the regional prefectures, the development and promulgation of democratic ideas and doctrines, independent of central agencies, in the form of books, pamphlets, lectures, and other media. Guides information programs initiated in the regional prefectures to assure their factual content, conformation to democratic principles, and to ascertain that their general nature is such as to meet the approval of higher headquarters, and be compatible with the reasonable expectations of official and non-official observers, and American and foreign press and public.

Duties:

a. Keeps the regional Senior Military Government Officer informed and advised on all phases of the civil information program by means of oral reports, memoranda, and staff studies.

b. By means of field inspections and conferences with appropriate Japanese, surveys, studies, compiles and maintains essential data setting forth characteristics and capacities of information media and organizations which have regional coverage, such as newspaper associations and affiliated farm or labor groups, regional government bureaus, etc.

c. Maintains continuous liaison with other sections of the regional team, i.e., Resources, Commerce, and Industry; Legal and Government, and others. Assists them with informational aspects of their respective regional activities, formulates plans therefor, and coordinates subsequent prefectural information programs with the related activity of the regional section involved.

d. By correspondence and telephone, maintains liaison with appropriate staff sections of both higher and lower headquarters, accomplishes a continuous exchange of pertinent data, and coordinates information programs throughout the region with those of the next higher military government echelon.

e. By means of field inspections, reports, and recommendations submitted from prefectural military government teams; studies progress and effectiveness of civil information programs; upon the basis thereof, prepares appropriate recommendations for regional Senior Military Government Officer and higher headquarters.

f. Exercises staff supervision over the work of the civil information officer on prefectural or special military government teams in the region; utilizes personal visits, correspondence, and telephone calls to provide them with adequate guidance and assistance in the planning and conduct of their respective programs, and to determine their compliance with pertinent directives and policies.

The above duties and responsibilities are approved.

Signature of Team Commander

Name, Grade or Rank of Immediate Supervisor.

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

---

11 August 1949

Justification of translators' section

These translators scan and translate summaries of pertinent editorials and news stories from eight Shikoku daily papers plus the Shikoku editions of Asahi and Mainichi, and the national Communist daily, AKAHATA. Summaries are typed and routed to all staff sections by 0930 daily. Translators subsequently render complete translations for those staff sections requiring them. In addition to newspapers the section affords general translation service - Japanese into English and vice versa.

関視本発第二五号
昭和二十四年六月二十八日

関東視覚教具本部

各県視覚教育係長殿

機材明細目録作成について

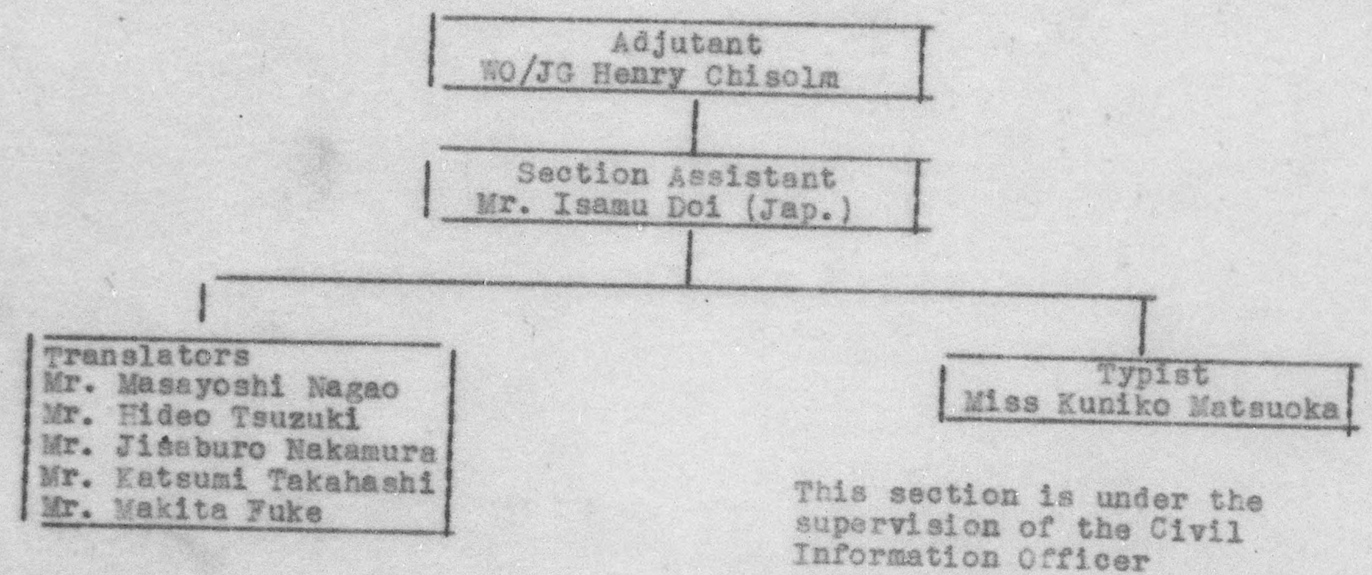
来る七月十日に行はれる機材点検に際し関東軍政部より別紙形式にて左記要領で作成し七月十五日迄関東軍政部必着する様御準備願いたい。

記

一、用紙は別紙大の用紙で作成すること。
二、機材番号は台帳に依らず実物より採用のこと。
特に3、8、6、9、5、1、7、の数字に御注意下さい。
三、ナトコは映写機(ランプ類全部挿入)とスピーカーを一台として点検すること。
四、状態の欄には和製品を使用して居る場合は品名、本数をも記入のこと。猶機材の故障個所ある時はその状態をも記入のこと。
五、使用総数時間(実動時間数)
六、使用可能パーツは映写機に挿入したる分を除いて記入のこと。猶和製のパーツがあるときはその数。
オイルの場合は三分の一以上ある時は本数に入れて数えること。

ORGANIZATION CHART
ADJUTANT'S TRANSLATION SECTION
SHIKOKU CIVIL AFFAIRS REGION

Effective Date: 22 July 49



This section is under the supervision of the Civil Information Officer

Assignment of Japanese Personnel

1. Mr. Isamu Doi - Special Translator
2. Mr. Masayoshi Nagao - " "
3. Mr. Hideo Tsuzuki - " "
4. Mr. Jisaburo Nakamura - " "
5. Mr. Katsumi Takahashi - " "
6. Mr. Makita Fuke - " "
7. Miss. Kuniko Matsuoka - Typist

CI

HEADQUARTERS
SHIKOKU MILITARY GOVERNMENT REGION
APO 1050

12 May 1949

MEMORANDUM:

TO : M.G. Sections

General Coulter, his staff and M.G. representatives will arrive at Takamatsu, 17 May 1949.

There will be a short briefing session in which each section head will be allowed approximately three minutes to tell something of what he is doing - only salient points, be brief, and to the point. Talk will be from notes. Advance copy of notes will be turned in to the Adjutant's Office by 1000 hours 16 May 1949.

Military Government Section representatives will likely visit your Section for an hour or less sometime during the morning.

Time will be announced later. Dry run will be made on notes Monday at 1600 hours at team and region separately.

CIVIL INFORMATION SECTION

Civil Information Officer: Capt. R.L. Oertle.

Administrative Assistant: Sgt 1/C H.A. Wessels.

Advisor (Office Manager): KAORU NISHIMURA

1. Supervises Japanese personnel in office
2. Assists in planning information programs from Japanese angle.
3. Confers with Japanese information personnel in regional govt offices to coordinate information activities.
4. Is also able to carry on minor projects without immediate supervision.

Technician: SHIGERU FUKUKAWA

1. Art work
2. Initiates ideas and drawings for information programs.
3. Does original drawing and art work.

Clerk: TOSHIKO KUROKAWA

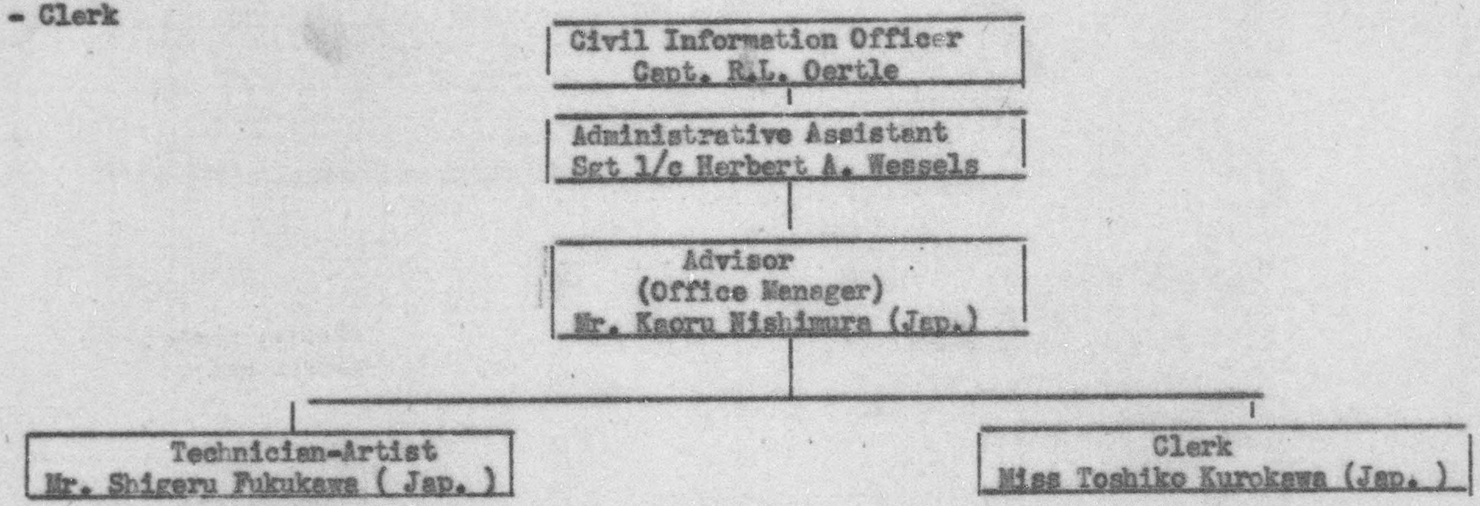
1. File clerk
2. Typist (Does copy work only)
3. Makes additional copies of Japanese translations.
4. General assistant to office manager.
5. Receptionist

Assignment of Japanese Personnel

1. Mr. Kaoru Nishimura - Advisor (Office Manager)
2. Mr. Shigeru Fukukawa - Technician-Artist
3. Miss. Toshiko Kurokawa - Clerk

ORGANIZATION CHART
CIVIL INFORMATION SECTION
SHIKOKU CIVIL AFFAIRS REGION

Effective Date: 22 July 1949



Duties of CI Officer

1. Keeps SCAO informed and advised on all phases of the Civil Information Program.

2. Maintains continuous liaison with other sections of the regional team, and Japanese regional agencies.

3. Maintains liaison with appropriate staff sections of both higher and lower headquarters, accomplishes a continuous exchange of pertinent date by correspondence and telephone.

5. Coordinates information programs throughout the region with those of the next higher civil affairs echelon.

5. Exercises staff supervision over the work of the Civil Information Officer on Prefectural Civil Affairs Teams.

Duties of Administrative Assistant

1. Outgoing and incoming Correspondence.

2. Supervise Region Film & Service Center.

3. Visual Education - MATERIAL DISTRIBUTION

4. CIE Reading Rooms - MATERIAL DISTRIBUTION

Duties of Clerk

1. File clerk

2. Typist (Does copy work only)

3. Makes additional copies of Japanese translations.

4. Receptionist

Duties of Advisor

1. Supervises Japanese personnel in office.

2. Assists in planning information programs from Japanese angle.

3. Confers with Japanese information personnel in regional govt offices to coordinate information activities.

4. Is also able to carry on minor projects without immediate supervision.

Duties of Technician

1. Art work
2. Initiates ideas and drawing for information programs.
3. Does original drawing and art work.

RECEIVED
7 APR 1949
APR 12 1949

HEADQUARTERS
SHIKOKU MILITARY GOVERNMENT REGION
APO 1050

4 April 1949

MEMORANDUM:

TO: Civil Information Officer
Ehime Military Government Team
APO 1050

1. According to information furnished by your headquarters to the region labor officer some time ago, the following personnel is charged to your section:

2 Interpreters
1 Office Manager.

2. Please check with your labor officer on the above listed incumbents and send to this office the names and official job titles of each. If there is a discrepancy, please indicate.

ROBERT L. OERTLE
Capt Sig C
Civil Information Officer

1st Ind

APR 12 1949

Ehime Military Government Team, APO 1050, U.S. Army, 11 April 1949

TO: Civil Information Officer, Shikoku Military Government Region
APO 1050, U.S. Army

Apparently there was a typographical error in the report sent forward. The following personnel is charged to the information section of this team.

Hiroyoshi Kishi Interpreter
Suzuki Shoji Interpreter

CLAIR E. GEORGE
Capt CML C
Civil Information Officer

HEADQUARTERS
SHIKOKU MILITARY GOVERNMENT REGION
APO 1050

12 April 1949

MEMORANDUM

TO : Labor Officer, SMGR

FROM: Civil Information Officer, SMGR.

The following personnel is charged to the Team Civil Information Sections:

KAGAWA CIVIL INFORMATION OFFICER: Lt. Charles Pfeifer

Administrative Asst.: Pvt. Ciskie

Advisor (Office Manager): Masatoshi Sogawa
Technician: Miss Masa Hosotani
Interpreter: Mrs. Emiko Kimura
Translators: Mr. Shunpei Hoshikawa
Mr. Kunio Hamada

TOKUSHIMA CIVIL INFORMATION OFFICER: Lt. William R. Murray

Interpreter: Noboru Takahata
Translator : Yoshiaki Yamaoka
" : Tokishige Tezuka
" : Shigenori Nakamura
" : Shinako Mikata
" : Mitsuo Nagaoka

KOCHI CIVIL INFORMATION OFFICER: Mr. Lucius Smith

Clerk-Typist: Fumi Sogabe
Interpreter : Jiro Murata
Clerk : Masasuke Watanabe
Technician : Toyozumi Inoue
Translators : Shigeki Yamamoto
Ichiro Yasuoka
Shigeyoshi Okamoto
Iwane Tannaka
Yoshio Kubota
Yoshiro Hatakenaka
Tatsumi Ueta

EHIME CIVIL INFORMATION OFFICER: Capt. Clair L. George

Interpreter: Hiroyoshi Kishi
" : Suzuki Shoji

EHIME CIVIL INFORMATION OFFICER: Capt. Clair L. George

Interpreter: Hiroyoshi Kishi
" : Suzuki Shoji

APR 12 1949

HEADQUARTERS
KOCHI MILITARY GOVERNMENT TEAM
APO 1050

Kochi, Shikoku
11 April 1949

SUBJECT: List of Japanese Labor

TO: Commanding Officer
Shikoku Military Government Region
APO 1050
ATTENTION: Civil Information Officer

1. Reference your memornadum 4 April 1949.

2. Following is the current list of Japanese labor assigned to the Civil Information Section of Kochi Military Government Team.

1	Clerk-typist	Fumi Sogabe
1	Interpreter	Jiro Murata
1	Clerk	Masasuke Watanabe
1	Technician	Toyozumi Inoue
7	Translators	Shigeki Yamamoto
		Ichiro Yasuoka
		Shigeyoshi Okamoto
		Iwane Tannaka
		Yoshio Kubota
		Yoshiro Hatakenaka
		Tatsumi Ueta

Lucius Smith
Lucius Smith
Civil Information Officer

HEADQUARTERS
TOKUSHIMA MILITARY GOVERNMENT TEAM
APO 1050

APR 8 1949

7 April 1949

MEMORANDUM FOR: CIVIL INFORMATION OFFICER, SHIKOKU MG REGION, APO 1050

SUBJECT: Japanese Nationals Employed by Tokushima MG CI Section

1. In reference to Memo your headquarters 4 April 1949, the following is a list of Japanese nationals employed by CI Section this headquarters.

Noboru Takahata	Interpreter
Yoshiaki Yamaoka	Translator
Tokishige Tezuka	"
Shigenori Nakamura	"
Shinako Mikata	"
Mitsuo Nagaoka	"

2. Osamu Kimura was dismissed at his own request, on 26 March 1949.

William R. Murray

WILLIAM R. MURRAY
1st Lt, Infantry
Civil Information Officer

HEADQUARTERS
SHIKOKU MILITARY GOVERNMENT REGION
APO 1050

4 April 1949

MEMORANDUM:

TO: Civil Information Officer
Tokushima Military Government Team
APO 1050

1. According to information furnished by your headquarters to the region labor officer some time ago, the following personnel is charged to your section:

2 Interpreters
5 Translators

2. Please check with your labor officer on the above listed incumbents and send to this office the names and official job titles of each. If there is a discrepancy, please indicate.

ROBERT L. OERTLE
Capt Sig C
Civil Information Officer

HEADQUARTERS
SHIKOKU MILITARY GOVERNMENT REGION
APO 1050

4 April 1949

MEMORANDUM:

TO: Civil Information Officer
Kochi Military Government Team
APO 1050

1. According to information furnished by your headquarters to the region labor officer some time ago, the following personnel is charged to your section:

1 Clerk
1 Interpreter
1 Technician
7 Translators
1 Typist

2. Please check with your labor officer on the above listed incumbents and send to this office the names and official job titles of each. If there is a discrepancy, please indicate.

ROBERT L. OERTLE
Capt Sig C
Civil Information Officer

HEADQUARTERS
SHIKOKU MILITARY GOVERNMENT REGION
APO 1050

4 April 1949

MEMORANDUM:

TO: Civil Information Officer
Kagawa Military Government Team
APO 1050

1. According to information furnished by your headquarters to the region labor officer some time ago, the following personnel is charged to your section:

1 Interpreter
2 Technicians
2 Translators

2. Please check with your labor officer on the above listed incumbents and send to this office the names and official job titles of each. If there is a discrepancy, please indicate.

ROBERT L. OERTLE
Capt Sig C
Civil Information Officer

HEADQUARTERS
SHIKOKU MILITARY GOVERNMENT REGION
APO 1050

4 April 1949

MEMORANDUM:

TO: Civil Information Officer
Ehime Military Government Team
APO 1050

1. According to information furnished by your headquarters to the region labor officer some time ago, the following personnel is charged to your section:

2 Interpreters
1 Office Manager.

2. Please check with your labor officer on the above listed incumbents and send to this office the names and official job titles of each. If there is a discrepancy, please indicate.

ROBERT L. OERTLE
Capt Sig C
Civil Information Officer

2 Interpreters: Hiroyoshi Kiyoki
Suzuki Shoji

HEADQUARTERS
SHIKOKU MILITARY GOVERNMENT REGION
APO 1050

4 April 1949

MEMORANDUM:

TO: Civil Information Officer
Kagawa Military Government Team
APO 1050

1. According to information furnished by your headquarters to the region labor officer some time ago, the following personnel is charged to your section:

1 Interpreter
2 Technicians
2 Translators

2. Please check with your labor officer on the above listed incumbents and send to this office the names and official job titles of each. If there is a discrepancy, please indicate.

ROBERT L. OERTLE
Capt Sig C
Civil Information Officer

1 technician - Mr. Sogawa (advisor)
1 technician - Miss Hasotani (artist)
1 interpreter - Mrs. Kimura
2 translators - Mr. Hashikawa - Hamada

HEADQUARTERS
SHIKOKU MILITARY GOVERNMENT REGION
APO 1050

4 April 1949

MEMORANDUM:

TO: Civil Information Officer
Kagawa Military Government Team
APO 1050

1. According to information furnished by your headquarters to the region labor officer some time ago, the following personnel is charged to your section:

1 Interpreter
2 Technicians
2 Translators

2. Please check with your labor officer on the above listed incumbents and send to this office the names and official job titles of each. If there is a discrepancy, please indicate.

ROBERT L. OERTLE
Capt Sig C
Civil Information Officer

1 technician - Mr. Sogawa (advisor)
1 technician - Miss Hasotani (artist)
1 interpreter - Mrs. Kimura
2 translators - Mr. Hachikawa - Hamada

CIVIL INFORMATION SECTION

KAORU NISHIMURA

Advisor (Office Manager)

1. Supervises Japanese personnel in office
2. Assists in planning information programs from Japanese angle.
3. Confers with Japanese information personnel in regional govt offices to coordinate information activities.
4. Is also able to carry on minor projects without immediate supervision.

TOSHIKO KUROKAWA

Clerk

1. File clerk
2. Typist-does copy work only.
3. Makes additional copies of Japanese translations.
4. General assistant to office manager.

SHIGEHU FUKUKAWA

Technician-~~artist~~

1. Art work
2. Initiates ideas and drawings for information programs.
3. Does original drawing and art work.

ROBERT L. OERTLE
Capt Sig C
Civil information Officer

HEADQUARTERS
SHIKOKU MILITARY GOVERNMENT REGION
APO 1050

Takamatsu, Shikoku
25 March 1949

SUBJECT: Informal Report on Status of CI Officers

TO : Commanding General
I Corps
APO 301
ATTN: Military Government Section

In compliance with verbal order, Headquarters, I Corps, the following informal report on status of civil information officers is submitted.

Team	Name & Rank	Whether or not another position is held	Departure Date	Replacement available
Kagawa	Charles R. Pfeifer 1st Lt	No	May 51	No
Tokushima	William R. Murray 1st Lt	No	June 51	No
Ehime	Clair L. George Capt	No	Oct 50	No
Kochi	Lucius Smith, DAC	No	Sept 49	No

FOR THE COMMANDING OFFICER:

R. A. ROSENKRANZ
1st Lt FA
Adjutant

CJ

HEADQUARTERS
SHIKOKU MILITARY GOVERNMENT REGION
APO 1050

Takamatsu, Shikoku
22 March 1949

SUBJECT: Separation of Sub-Standard Enlisted Personnel

TO : Commanding Officer, Ehime Mil Govt Team, APO 1050
Commanding Officer, Kagawa Mil Govt Team, APO 1050
Commanding Officer, Kochi Mil Govt Team, APO 1050
Commanding Officer, Tokushima Mil Govt Team, APO 1050

1. Attention is invited to letter from the Corps Commander, subject as above, reproduced on reverse side of this letter.

2. It is felt that military government units can less afford ineffective personnel than any other kind of organization.

3. Please call the attention of each officer to the attached communication and post conspicuously on the bulletin board so that every member of your command will be informed as to the desires of the Commanding General.

R. E. COUGHLIN
Colonel CE
Commanding

1 Incl
As indicated

DIST:

4 Ea Team
1 Hq Det, SMGR
1 Ea O

HEADQUARTERS I CORPS
UNITED STATES ARMY
Office of the Commanding General
APO 301 (Kyoto, Honshu)

19 March 1949

SUBJECT: Separation of Sub-Standard Enlisted Personnel

TO : Commanding Officer
Shikoku Military Government Region
APO 1050

1. Attention is invited to the following letter received this date from the Commanding General, Eighth Army:

"A recent survey of Eighth Army units and installations in the Yokohama area revealed that several hundred enlisted men are being carried who do not meet the standards for retention in the military service. These are primarily men of low educational standards who fail to respond to schooling or training. In many cases there is a venereal history and a poor disciplinary record coupled with a low intelligence quotient.

The analysis has embraced a sufficiently broad cross-section to justify the assumption that the condition of units under your command probably closely parallels that existing locally.

I have directed responsible commanders in the Yokohama area to vigorously apply the provisions of AR 615-368 and 369, to rid organizations of this unproductive personnel. I desire that you accord personal attention toward instituting a similar project in your command, with a view to effecting the program on an Army wide basis with the least practicable delay."

2. It is desired that you give personal attention toward effecting the program cited with the least practicable delay.

/s/ John B. Coulter
/t/ JOHN B. COULTER
Major General, U. S. Army
Commanding

CI

IMPERIAL JAPANESE TELEGRAPHS

FROM: COMMANDING GENERAL, Eighth Army

TO : COMMANDING OFFICER, Shikoku Mil Govt Region, APO 1090

Mr Howard Ball, P-6, CIE Section, SCAP

Ar Takamatsu 22 October 1505 hours
Lv 2 November

to discuss with prefectural officials and social studies teachers in all prefectures of the region. Request billets, rations and local transportation.

WALKER

22 Oct 45

CI

AF NR 7
RR UAFEL

Ø9Ø1Ø9/Z
WD GRNC

FROM: Commanding General, Eighth Army

TO : Commanding Officer, Shikoku Military Government Region

CITE: DX 99826 MGA

Miss Elaine Boylan, P-3, & Section, SCAP:

Ar	Takamatsu	12 Jul 48	1420
Lv	Takamatsu	9 Sep 48	0940

(tentative)

To be transferred to Takamatsu to prepare for and supervise the opening of the Takamatsu Library Unit. Request billets, rations and local transportation.

EICHELBERGER

CITE: DX 99826 MGA

HEADQUARTERS
SHIKOKU MILITARY GOVERNMENT REGION
APO 1050

MEMORANDUM

1 October 48

SUBJECT: Indigenous Personnel.

TO : Labor Sub-section.

1. Following is the indigenous personnel required for the Civil Information Section:

POSITION	INCUMBENT	DESCRIPTION OF DUTIES
Clerk	Kurokawa Toshiko	Does filing, typing, copying of translations in Japanese, answers telephone. Speaks a little English.
Technician	Fukukawa Shigeru	Artist. This man is an originalist. Capable of taking an idea and turning out a series of pictures. Works in both color and black and white. 20 years commercial experience.
Interpreter	Not filled	None but the highest grade interpreter can fill this position. The ramifications of Civil Information work are too wide to entrust this post to a weak interpreter.

ROBERT L. OERTLE
Capt., Sig C
Civil Information Officer

F1027

Refer to:
Information No. 2

POSITION DESCRIPTION

Eighth Army

Prefectural Military Government Team
Civil Information Section

Incumbent's name
STUART GRIFFIN
(Insert)

Duties and Responsibilities

CHIEF, PREFECTURAL INFORMATION SECTION

Under the supervision of the team commander, and in consonance with the policies of higher headquarters, incumbent formulates and conducts a program to energize the democratic development of local Japanese information media and organizations, both governmental and private. Stimulates and aids Japanese newspapers, radio stations, book and pamphlet publishers, farm and labor organizations, and other media in planning and conducting information programs; assures thereby the timely, enlightened, and voluntary participation of the Japanese, as individuals, in new and controversial programs such as the decentralization of schools, land reform, development of agricultural cooperatives, and others. Evaluates civil information effectiveness and determines that it is adequate in scope and impact to overcome the opposition of deeply intrenched and powerful minority groups, and the superstitions and feudalistic social tendencies of the Japanese people.

Duties:

a. Keeps the team commander continuously informed concerning civil information matters by means of oral reports, memoranda, and written studies.

b. By means of field inspections and conferences with appropriate Japanese, surveys, studies, compiles, and maintains essential data setting forth the characteristics and capacities of all local information media and organizations such as newspapers, radio stations, motion picture theatres, labor and farm organizations, and others.

c. Maintains continuous liaison with other sections of the team, i.e., Resources, Commerce, and Industry; Legal and Government; Education, and others. Assists them with informational aspects of their respective activities, formulates plans therefor, and coordinates consequent information programs with related activity of the section involved.

d. By correspondence and telephone, maintains liaison with appropriate staff section of higher headquarters, accomplishes a continuous exchange of pertinent data, and coordinates prefectural information programs with those of the next higher echelon.

e. Supervises the employment of available motion picture projectors and films to re-orient and educate the Japanese; supervises establishment and maintenance of reading rooms and encourages Japanese development and maintenance of public libraries.

f. Consults with, advises, and assists representatives of Japanese media and organizations; orients them concerning their rights and responsibilities in a democratic society; aids them in determining local informational needs; guides and assists them in planning and conducting information programs both to supplement national programs and to answer information requirements peculiar to the prefecture.

g. Seeks out, encourages, and assists responsible Japanese individuals and agencies in the local origination of information materials, and in their preparation as books, magazine articles, lectures, pamphlets, or other media.

h. By means of field inspections, surveys and assays public reaction to specific programs and stimulates appropriate Japanese media and organizations to regulate the nature and scope of information programs to assure voluntary, enlightened, and timely action by Japanese individuals whose interests are affected.

i. Prepares or supervises the preparation of material for publication in Japanese media.

j. Compiles civil information reports as required and appropriate recommendations for forwarding to higher headquarters.

k. Supervises one assistant information officer and one clerk typist.

The above duties and responsibilities are approved.

Signature of Team Commander

Name, Grade or Rank of immediate supervisor.

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

F102.7

HEADQUARTERS
SHIKOKU MILITARY GOVERNMENT REGION

MEMORANDUM: Reallocation for Mr. William A. Scott, DAC.

To: Commanding Officer, Kochi Military Government Team, APO 1050.

1. Subject reallocation has been the subject of conversation with the Region SMG O and MG headquarters, both of whom have approved initiation of action.

2. Mr. Scott is still carried on the CPS rolls as an Education Specialist, CAF-7, but should be reallocated to Chief, Prefectural Information Section with recommendation for CAF-9. This recommendation must originate with the team and requires the preparation of a new WD AGO Form 74, Job Description, and should be accompanied by a new form 57, Application for Employment, showing complete educational background and/or practical equivalent. The Job Description should be broken down into two sections, 1. Responsibilities, and 2. Duties, and the latter should further indicate the approximate time spent on each duty, expressed in percentages. Your recommendation will complete the necessary paper work and this headquarters will then forward it to MG Section, Civilian Personnel Division.

R. L. OERTLE
Capt., Sig C
Civil Informa tion Officer

HEADQUARTERS
SHIKOKU MILITARY GOVERNMENT REGION

F102.7

MEMORANDUM: Reallocation for Mr. Stuart Griffin, DAC.

To: Commanding Officer, Tokushima Military Government Team, APO 1050.

1. Subject reallocation has been the subject of conversation with the Region SMGO and MG headquarters, both of whom have approved initiation of action.

2. This recommendation must originate with the team and requires the preparation of a new WD AGO Form 74, Job Description, and should be accompanied by a new form 57, Application for Employment, showing complete educational background and/or practical equivalent. The Job Description should be broken down into two sections, 1. Responsibilities, and 2. Duties, and the latter should further indicate the approximate time spent on each duty, expressed in percentages. Your recommendation will complete the necessary paper work and this headquarters will then forward it to MG Section, Civilian Personnel Division, who will have the final determination as to the ultimate rating of CAF-9 or CAF-11.

R. L. OERTLE
Capt., Sig C
Civil Information Officer

Refer to:
Information No. 1

F
102.7

POSITION DESCRIPTION

Eighth Army
Shikoku
Regional Military Government Team
Civil Information Section

Incumbent's name

(Insert)

Duties and Responsibilities

CHIEF, REGIONAL CIVIL INFORMATION SECTION

Under the general supervision of the regional Senior Military Government Officer, and in consonance with the policies of higher headquarters, incumbent performs duties requiring a broad knowledge of occupation objectives and programs, military government functions and activities, and Japanese programs and activities -- national, regional, and prefectural. Incumbent organizes, directs, and coordinates a program throughout the region to energize the democratic development of Japanese information media and organizations, both governmental and private; to stimulate and aid Japanese newspapers, radio stations, book and pamphlet publishers, farm and labor organizations, and other media in planning and conducting information programs; assures thereby the timely, enlightened and voluntary participation of the Japanese, as individuals, in new and controversial programs such as the decentralization of schools, land reform, development of agricultural cooperatives, and others; evaluates effectiveness of civil information programs throughout the region and determines that they are adequate in scope and impact to overcome the opposition of deeply intrenched and powerful minority groups, and the superstitions and feudalistic social tendencies of the Japanese people. Assists in the decentralization and democratizing of governmental and social practices by encouraging, in the regional prefectures, the development and promulgation of democratic ideas and doctrines, independent of central agencies, in the form of books, pamphlets, lectures, and other media. Guides information programs initiated in the regional prefectures to assure their factual content, conformation to democratic principles, and to ascertain that their general nature is such as to meet the approval of higher headquarters, and be compatible with the reasonable expectations of official and non-official observers, and American and foreign press and public.

Duties:

a. Keeps the regional Senior Military Government Officer informed and advised on all phases of the civil information program by means of oral reports, memoranda, and staff studies.

b. By means of field inspections and conferences with appropriate Japanese, surveys, studies, compiles and maintains essential data setting forth characteristics and capacities of information media and organizations which have regional coverage, such as newspaper associations and affiliated farm of labor groups, regional government bureaus, etc.

c. Maintains continuous liaison with other sections of the regional team, i.e., Resources, Commerce, and Industry; Legal and Government, and others.

1

Assists them with informational aspects of their respective regional activities, formulates plans therefor, and coordinates subsequent prefectural information programs with the related activity of the regional section involved.

d. By correspondence and telephone, maintains liaison with appropriate staff sections of both higher and lower headquarters, accomplishes a continuous exchange of pertinent data, and coordinates information programs throughout the region with those of the next higher military government echelon.

e. By means of field inspections, reports, and recommendations submitted from prefectural military government teams; studies progress and effectiveness of civil information programs; upon the basis thereof, prepares appropriate recommendations for regional Senior Military Government Officer and higher headquarters.

f. Exercises staff supervision over the work of the civil information officer on prefectural or special military government teams in the region; utilizes personal visits, correspondence, and telephone calls to provide them with adequate guidance and assistance in the planning and conduct of their respective programs, and to determine their compliance with pertinent directives and policies.

Refer to:
Information No. 1

Mr Kerlinger
F102F
(Orientation)

POSITION DESCRIPTION

Eighth Army
Shikoku
Regional Military Government Team
Civil Information [redacted]
Officer

Incumbent's name

None
(Insert)

Duties and Responsibilities

CHIEF, REGIONAL CIVIL INFORMATION SECTION

Under the general supervision of the regional Senior Military Government Officer, and in consonance with the policies of higher headquarters, incumbent performs duties requiring a broad knowledge of occupation objectives and programs, military government functions and activities, and Japanese programs and activities -- national, regional, and prefectural. Incumbent organizes, directs, and coordinates a program throughout the region to energize the democratic development of Japanese information media and organizations, both governmental and private; to stimulate and aid Japanese newspapers, radio stations, book and pamphlet publishers, farm and labor organizations, and other media in planning and conducting information programs; assures thereby the timely, enlightened and voluntary participation of the Japanese, as individuals, in new and controversial programs such as the decentralization of schools, land reform, development of agricultural cooperatives, and others; evaluates effectiveness of civil information programs throughout the region and determines that they are adequate in scope and impact to overcome the opposition of deeply intrenched and powerful minority groups, and the superstitions and feudalistic social tendencies of the Japanese people. Assists in the decentralization and democratizing of governmental and social practices by encouraging, in the regional prefectures, the development and promulgation of democratic ideas and doctrines, independent of central agencies, in the form of books, pamphlets, lectures, and other media. Guides information programs initiated in the regional prefectures to assure their factual content, conformation to democratic principles, and to ascertain that their general nature is such as to meet the approval of higher headquarters, and be compatible with the reasonable expectations of official and non-official observers, and American and foreign press and public.

Duties:

a. Keeps the regional Senior Military Government Officer informed and advised on all phases of the civil information program by means of oral reports, memoranda, and staff studies.

b. By means of field inspections and conferences with appropriate Japanese, surveys, studies, compiles and maintains essential data setting forth characteristics and capacities of information media and organizations which have regional coverage, such as newspaper associations and affiliated farm or labor groups, regional government bureaus, etc.

c. Maintains continuous liaison with other sections of the regional team, i.e., Resources, Commerce, and Industry; Legal and Government, and others. Assists them with informational aspects of their respective regional activities, formulates plans therefor, and coordinates subsequent prefectural information programs with the related activity of the regional section involved.

d. By correspondence and telephone, maintains liaison with appropriate staff sections of both higher and lower headquarters, accomplishes a continuous exchange of pertinent data, and coordinates information programs throughout the region with those of the next higher military government echelon.

e. By means of field inspections, reports, and recommendations submitted from prefectural military government teams; studies progress and effectiveness of civil information programs; upon the basis thereof, prepares appropriate recommendations for regional Senior Military Government Officer and higher headquarters.

f. Exercises staff supervision over the work of the civil information officer on prefectural or special military government teams in the region; utilizes personal visits, correspondence, and telephone calls to provide them with adequate guidance and assistance in the planning and conduct of their respective programs, and to determine their compliance with pertinent directives and policies.

The above duties and responsibilities are approved.

R. E. COUGHLIN
Colonel, Corps of Engineers
Commanding

Signature of Team Commander

Name, Grade or Rank of Immediate Supervisor.

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

Dwajime Local Court

No. of Cases Pending	No. of Cases Determined	Type of Offenses	No. of Offenses	Ave. time between filing and determination	Ave. time between initial confinement and determination
24	78	Theft	13	6 days	34 days
		Gambling	7		
		Wounding	3		
		Purchasing stolen goods	2		
		Accidental fire	1		
		Food control	21		
		Butchery Order	24		
		Cattle dealers Order	4		
		Regulations for gun and gun powder	3		

d. Criminal Cases of Appelate Jurisdiction

The Matsuyama District Court

No. of Cases Pending	No. of Cases Determined	Type of Offenses	No. of Offenses	Ave. time between filing of appeal and final determination
1	2	Theft	2	18 days

e. Criminal Cases of Original Jurisdiction involving offenses against Occupation Forces:

(1) Pending:

The Matsuyama Local Court

Classification	Fact
1. Theft	3 canned foods and several other objects

Section Head
Capt. R.L. Cattle

Administrative Assistant
Sgt 1/c H.A. Wessels

OFFICE MANAGER
Mr. Kaoru Nishimura
1. Supervises Japanese personnel in office
2. Assists in planning information programs from Japanese angle.
3. Confers with Japanese Information personnel in regional govt. offices to coordinate information activities.
4. Is also able to carry on minor projects without immediate supervision

Technician - Artist
Mr. Shigeru Fukukawa
1. Art Work.
2. Initiates ideas and drawings for Japanese Information Programs.
3. Does original drawing and art work.

CLERK
Miss Toshiko Horokawa
1. File Clerk
2. Typist, (Only for copy work)
3. Makes additional copies of Japanese Translations.
4. General assistant to office manager.

JAPANESE TELEGRAM

FROM: Commanding General, Eighth Army

TO : Commanding Officer, Shikoku Military Government Region

Mr. Leeds Gulick, P-6, CIE Section, SCAP:

Ar	Takamatsu	2 January 1505
Lv		2 January 1632
Ar	Matsuyama	2 January 2302
Lv		5 January 0840.

Request billets, rations and local transportation.

WALKER

1027
CI

HEADQUARTERS I CORPS
APO 301 (Kyoto, Honshu)

WBK/av

8 June 1948

AG 200.3 - BA

JAN 17 1949

13 incl
2 endsem

SUBJECT: Civil Information Personnel in Military Government

TO : See Distribution

1. References:

a. Letter Order No. 1-8, Headquarters Eighth Army, dated 23 January 1948.

b. Letter, Headquarters Eighth Army, File AG 230.145 (MG-Y), subject: "Position Description for DAC and Foreign National Employees", dated 24 March 1948.

2. Purpose. The purpose of this letter is to prescribe--

a. Professional qualifications for Civil Information officers.

b. A policy for assignment of Civil Information officers.

c. A procedure for recommending Civil Information officers for promotion.

3. Professional qualifications for Civil Information officers.

Civil Information officer positions are to be classified as CAF-9 or CAF-11 depending upon qualification and ability.

a. Qualification as a CAF-9 requires at least four year of progressively responsible experience showing competent performance in one or more of the following fields:

(1) Writing or editing for a newspaper, magazine, news, or information service.

(2) Planning or preparing advertising campaigns, or public relations work.

(3) Preparation, presentation or placement of radio material, or planning or directing radio activities.

Education Officer, your attention is invited to paragraph 5, letter, Headquarters Eighth Army, File AG 230.145 (MG-X), subject: "Position Descriptions for DAC and Foreign National Employees", dated 24 March 1948 which reads as follows:

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

In this instance, the report of such misassigned personnel should include whether request for reclassification of the individual concerned to Civil Information Officer is being forwarded or whether a qualified replacement is desired. Report will also indicate the number of days remaining on the 120-day misassignment limit as of the date of the report. In this connection, it is desired that a copy of the order assigning the individual the PDY of Civil Information Officer or Acting Civil Information Officer be attached to the report.

5. Recommendations for promotions. Promotion of education specialists presently assigned as Information officers is of prime consideration, particularly those who have requested reclassification and who qualify under the provisions of paragraph 3. It is important to point out, however, that approval of requests for reclassification will not necessarily mean an immediate upgrading, as this will always be governed by qualifications now possessed or to be possessed as the result of experience in the field. Recommendation for promotion should include information similar to that on Form 57, with complete data as to schooling and experience. Team and Region indorsements should contain information on the length of time incumbent has held the job and quality of work done. This appraisal is of great importance and should be given in considerable detail.

BY COMMAND OF MAJOR GENERAL SWING:

C. C. CARTER
Colonel, AGD
Adjutant General

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

CORRECTION

THIS DOCUMENT

HAS BEEN REPHOTOGRAPHED

TO ASSURE LEGIBILITY

10-2.7
CI

HEADQUARTERS I CORPS
APO 301 (Kyoto, Honshu)

WBK/av

8 June 1948

AG 200.3 - BA

JAN 17 1949

13 rcd
2 retention

SUBJECT: Civil Information Personnel in Military Government

TO : See Distribution

1. References:

a. Letter Order No. 1-8, Headquarters Eighth Army, dated 23 January 1948.

b. Letter, Headquarters Eighth Army, File AG 230.145 (MG-Y), subject: "Position Description for EAC and Foreign National Employees", dated 24 March 1948.

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(2) Planning or preparing advertising campaigns, or public relations work.

(3) Preparation, presentation or placement of radio material, or planning or directing radio activities.

(4) Presentation of facts and ideas by means of such visual media as posters, illustrations for newspapers, magazines or booklets, exhibits, displays, photographic layout or in the production of or writing for, motion pictures.

b. For CAF-11 and above, successful experience in planning, organizing and directing of information programs must be shown. Similar experience and responsibility in related fields may be acceptable, depending on the applicant's education and the exact nature and character of work done. Required also is at least five years of such experience, in addition to ability to plan and execute independent work of a high order.

c. Appropriate education may be substituted for experience for either rating, in the proportion of one year of education for six months experience.

4. Assignment of Civil Information Officers:

a. It is essential that the best qualified officers are secured for assignment in the Civil Information program. Those possessing the qualifications specified in paragraph 3 above, may be assigned as Acting Civil Information Officers subject to appointment. Those who do not qualify under paragraph 3, but who have been performing Civil Information duties in a satisfactory manner or who can temporarily fill the position, will be assigned as Acting Civil Information Officers. Until such time as professionally qualified personnel are available, army officers with the qualities of initiative, enthusiasm, vision, and common sense can advance the Civil Information Program a long way.

b. In some cases education specialists with CAF-7 ratings are now acting as Civil Information Officers. If these individuals are interested, it is desirable that they be encouraged to submit application for reclassification without delay. These applications should include data similar to that contained in Form 57. In addition, the number of semester hours of English, journalism and related subjects should be shown and indorsements from teams and regions should include the duration, scope and quality of Information work performed.

c. Army officers with qualifications specified in paragraph 3 may be assigned as Civil Information Officers.

d. Army officers and civilians who do not qualify under paragraph 3 will be replaced as soon as qualified personnel are available.

e. In connection with the assignment as Civil Information Officer or Acting Civil Information Officer of those DAC's whose current WD Form 50 assigns them as Education Specialist or Assistant Civil Information and

Education Officer, your attention is invited to paragraph 5, letter, Headquarters Eighth Army, File AG 230.145 (MG-X), subject: "Position Descriptions for DAC and Foreign National Employees", dated 24 March 1948 which reads as follows:

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