DUTIES—CONTINUED	PERCENTAGE OF TIME ON EACH TASK

THE ABOVE DUTIES ARE APPROVED

Rex W. Beasley
Colonel F.A.
Chief, Military Government Section

/s/ Rex W. Beasley
SIGNATURE OF OPERATING OFFICIAL

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Chief, Labor Branch, Economics Division, MG Section
Lt. Col. C.E.

POSITION AUDIT

DATE							
ANALYST							

0958—FEC Printing Plant—4/48—370M

Regional Economics Officer CAF 13

Commerce & Industry Branch - Chief, CAF 12
Asst Ecos Officer(s) CAF 10
Programs.
Price & Distribution
Stimulation of Industry
Reparations
Customs ?
Blackmarket operations *

Natural Resources Branch
Programs:
Agriculture (including crop collection)
Fisheries
Forestry
Mining

Labor Branch
Labor Education
Labor Relations
Labor Procurement

* Coordination with EIB and other Japanese enforcing agencies is principally the responsibility of the C&I Branch. However, when required, coordination may be effected by other sections & branches.

Coal Coordinator CAF 13 (to work under the Regional CA Team Commander in coordination with Economic Section.

HEADQUARTERS EIGHTH ARMY
United States Army
Office of the Army Judge Advocate
APO 343

Brig. General Rex W. Beasley, USA
Chief, Military Government Section
Headquarters Eighth Army, APO 343

Dear General Beasley:

I want to thank you for making Mr. Chun Y. Lee of your section available for duty as the court interpreter of the Korean and Japanese languages, during the recent United States Military Commission trial, in Kobe.

Mr. Lee served for many weeks. He was efficient and effective. The many complex problems of interpretation involved public relationship with the Japanese prefecture officials, with Korean organizations and individuals, as well as with United States army personnel. His helpful and considerate assistance is deeply appreciated.

Yours very truly,
Sincerely
Allan R. Browne
ALLAN R. BROWNE
Lieutenant Colonel, JAGD
Army Judge Advocate

HEADQUARTERS EIGHTH ARMY
United States Army
Office of the Army Judge Advocate
APO 343

Brig. General Rex W. Beasley, USA
Chief, Military Government Section
Headquarters Eighth Army, APO 343

Dear General Beasley:

I want to thank you for making Mr. Chun Y. Lee of your section available for duty as the court interpreter of the Korean and Japanese languages, during the recent United States Military Commission trial, in Kobe.

Mr. Lee served for many weeks. He was efficient and effective. The many complex problems of interpretation involved public relationship with the Japanese prefecture officials, with Korean organizations and individuals, as well as with United States army personnel. His helpful and considerate assistance is deeply appreciated.

Yours very truly,

ALLAN R. BROWNE
Lieutenant Colonel, JAGD
Army Judge Advocate

#8/12
A-1605

NOT TO LEAVE THE SECTION

MILITARY GOVERNMENT SECTION INTRA-OFFICE ROUTING SLIP

	FROM	TO
Mil Govt Officer		
Executive Officer		
Asst Executive Officer		
Inspecting Officer		
Admin Officer		
Personnel		
Reports		
O.C.P.		
Legal		
Finance		
Kanagawa MG Team		

	FROM	TO
Social Affairs		
Repatriation		
Public Welfare		
Civil Information		
Civil Education		
Medical		
Economics		
Mfg & Industry		
Com & Trade		
Labor		
Natural Res		

Action _____ Concurrence _____ Information ✓

Comment _____ Return _____ File _____

Remarks

RECEIVED 3 OCT 1948

NO.	DATE	FROM	TO	REMARKS
				5. The change in Mr. Lee's status to DAC would automatically increase his value to this section. Past experience has shown that although his knowledge and experienct are superior assets, he is severely handicapped in conferences and inspections by a definite lack of prestige because of his foreign national status. Classification as a DAC would eliminate such problems of discrimination and permit the utilization of his abilities to the fullest extent.
				6. Mr. Lee is having serious financial difficulties under his present employment status. This situation is repaidly approaching a critical point where some alternate means of maintaining a livelihood must be found, and as a result his continued employment by this section is jeopardized. A statement of his financial and family conditions is attached.
				Did not arrive in G-1 Fuller
				7. Since Mr. Lee owns his home, his employment as a DAC would not necessitate assignment of quarters.
				8. Although attempts have been made during the past several months to find a suitable replacement for Mr. Lee, they have been uniformly unsuccessful. It is submitted that his experience and knowledge as outlined in paragraph 2 above eminently qualify him to perform the duties required by the attached job description; further that no DAC in the theater can be found who is capable of replacing him. (The recommendation that he be employed as a DAC is considered to be in the best interests of the Service.)
A1605				
~~A1605~~				DILLAWAY 2-1525 — REASLEY
2.	7 Oct 1948	CPS	MG	1. WD Form 72 is returned. Action requested in Part B Item 8 has not been taken due to information contained in 1st Ind to Inclosure 3.
				3 Incls: 1. WD-72 2. 4 WD-74s 3. Hqs. 8th Army ltr file AGCPD 230.36 dtd 28 Sept 48 with one Indorsement. for GIBSON 20522

0798—FEC Printing Plant—3/48—100M

HEADQUARTERS EIGHTH ARMY

INFORMAL CHECK SLIP

FILE NO.

NOTE: USE THIS SLIP FOR NOTES IN CONNECTION WITH THIS PAPER. ALL NOTES WILL BE NUMBERED CONSECUTIVELY, TOP TO BOTTOM. ALL RECORDS NECESSARY FOR INTELLIGENT ACTION SHOULD BE ATTACHED. A LINE WILL BE DRAWN THE FULL WIDTH OF THE SLIP BELOW EACH NOTE. BOTH SIDES WILL BE USED BEFORE ADDITIONAL SHEETS ARE ADDED.

SUBJECT: Appointment as DAC of Mr. C. Y. Lee (MGM-485)

NO.	DATE	FROM	TO	REMARKS
1	27 July 48	MG	G-1 (CPS)	For Comment. 1. It is recommended that Mr. C.Y. Lee, a Korean National presently employed as a foreign national, be employed as a DAC on the basis of his being a critical specialist. 2. Mr. Lee has been with this section since 4 October 1945 as a technical industrial advisor. The combination of his American college education, technical knowledge, experience with Japanese business methods, wide and intimate acquaintance with industrial matters throughout Japan and his command of the Japanese language has enabled him to render invaluable service to this section. With the announced policy of the Army to accelerate the economic rehabilitation of Japan, his future services will be essential to the efficent operation of this Branch. 3. During the recent survey of Japanese industry by the Overseas Consultants, Inc., Mr. Lee was loaned as a technical advisor to their Machine Tool Section (which covered the machine tool and precision bearing industry) and to the Primary War Facilities Section (covering aircraft, munitions, and arsenal equipment.) The attached commendations indicate that he is considered exceptionally capable by the highest qualified U.S. industrial specialists. 4. Mr. Lee is exceptionally qualified as an interpreter - translator of Japanese, Korean and English. He thinks in all three (3) languages and writes and reads all three to include the variations in language based on social position. This ability is rarely encountered even in educated Japanese nationals. His most recent assignment was in Kobe as interpreter at the trials of the Koreans who participated in the late riot there. He acted as the principal interpreter for the 8th Army Military Commission.

RECEIVED 27 JUL 48 G-1 EIGHTH ARMY

I urge favorable action on this. Mr. Lee is practically irreplaceable. He has already earned anything within reason which we can give him. Well disciplined, excellent appearance. High type.

SENT 7 AUG 48 G-1 EIGHTH ARMY

(USE BOTH SIDES)

CIVILIAN PERSONNEL ACTION REQUEST

1. DATE OF REQUEST: 19 July 1948

2. REQUEST NO.: MGM-485

Part A. NATURE OF POSITION ACTION REQUESTED

3. ☐ ESTABLISH 4. ☐ RECLASSIFY 5. ☐ CANCEL

Part B. NATURE OF PERSONNEL ACTION REQUESTED

ACCESSIONS

6. ☐ REGULAR
7. ☐ TEMPORARY (*Give duration*)
8. ☒ OTHER (*Specify*) Excepted Appt

CHANGES

9. ☐ PROMOTION
10. ☐ CHANGE TO LOWER GRADE
11. ☐ REASSIGNMENT
12. ☐ OTHER (*Specify*)

SEPARATIONS (*Complete part D*)

13. ☐ RESIGNATION
14. ☐ OTHER (*Specify*)

15. REPLACEMENT DESIRED ☐ YES ☐ NO

16. ACCESS TO TOP SECRET OR SECRET MATERIAL ☒ YES ☐ NO

17. NAME (*If applicable*): Chun Y. Lee

18. NAME OF LAST INCUMBENT (*If applicable*):

FROM (*Present Position*)		TO (*Proposed Position*)
	19. POSITION TITLE AND NO.	Interpreter-Translator
	20. SERVICE, GRADE, SALARY	*Caf-6
	21. DIVISION, BRANCH, SECTION	Hq 8th Army, M G Sect Econ Div.
	22. HEADQUARTERS	Yokohama, APO 343

23. REMARKS (*When used to request personnel, include qualifications required, experience, training, special skills, physical factors and special working conditions.*) (*If additional space is necessary, use reverse side.*)

2192700 P 412 Sub App 524 MGE 40

Transfer Pos. No. MGE-40 from Osaka MG Team to Hq 8th Army.
*to be supplied by Classification.

Pos No. MGM-485 supersedes MGE-40 D.L.

Request attached Pos. Description supersede Pos. No. MGE-40.
THRU: Commanding Officer, Hq 8th Army, MG Section, APO 343

24. FOR FURTHER INFORMATION, CONTACT (*Name, title, telephone extension*)
R.A. Anderson
R.A. ANDERSON, Chief, Civ Br M G Sect 2-0860

25. APPROVED BY (*Signature and title*)
R.W. BEASLEY Brig. Gen. USA

Part C. FOR USE BY PERSONNEL OFFICE ONLY

POSITION CONTROL	26. DATE POSITION VACATED	27. COMP. LEVEL CODE: 8-305	28. REMARKS	29. INITIALS AND DATE: 9 Aug 48
CLASSIFICATION APPROVAL	30. TITLE, SERVICE, SERIES, GRADE: Interpreter-translator, Caf-1314-6			
	31. POSITION NO.: MGM-485	32. ☐ NEW ☐ I. A. ☐ RECL.		33. INITIALS AND DATE: 10 Aug 48
PLACEMENT ACTION TAKEN	34. STANDARD TERMINOLOGY AND EFFECTIVE DATE		35. CSC OR OTHER LEGAL AUTHORITY	36. INITIALS AND DATE

37. APPROPRIATION

FROM	TO	38. POS. REF. OR JOB DESC. MANUAL NO.

39. PERSONNEL OFFICE COMMENTS

WD-AGO FORM 1 SEP 1947 72

Replaces WD Form 72, 1 Jun 1945, which may be used.

Part D. SEPARATION

RESIGNATION

40. I HEREBY RESIGN, FOR THE FOLLOWING REASONS:

41. MY LAST DAY OF WORK WILL BE:	42. SIGNATURE OF EMPLOYEE
43. SUPERVISOR'S NOTATION	44. SUPERVISOR'S SIGNATURE

INCLUDE FOR ALL SEPARATIONS

45. EMPLOYEE'S FORWARDING ADDRESS (*Number and street, zone, city and State*)

Part E. FOR USE BY PERSONNEL OFFICE ONLY

46. FINAL INTERVIEW	47. INITIALS	48. DATE

TIME AND LEAVE DATA

49. LAST DAY OF DUTY	50. HRS. A/L AND/OR S/L TO BE PAID	51. CALENDAR PERIOD COVERED BY SUCH LEAVE	52. DAYS LWOP DURING CALENDAR YEAR	53. INITIALS

54. REMARKS (*Item 23 continued*)

Supersedes MGM ~~[illegible]~~ E 40

WAR DEPARTMENT

POSITION DESCRIPTION

FIELD SERVICE

1. POSITION NO. MGM-485

2. INSTALLATION
EIGHTH ARMY HEADQUARTERS
Yokohama, Japan

3. POSITION LOCATION
Military Government Section
Economics Division
Manufacturing and Industry Branch

5. TITLE Interpreter translator

6. SERVICE Cy | 7. SERIES 1314 | 8. GRADE 6 | 9. No.

10. SIGNATURE OF ANALYST Dorothy J. Lang

11. DATE ALLOCATED 10 Aug 48

12. ADDITIONAL IDENTICAL TO THIS POSITION

OPERATING UNIT COPY

4. DUTIES AND RESPONSIBILITIES

PERCENTAGE OF TIME ON EACH TASK

Interpreter - Translater

Incumbent will be under the supervision of the Economics Division of the Military Government Section. Does not receive close language supervision but is subject to review for adequacy of performance by supervisor.

The interpreter-translator will not exercise supervising authority except that which is delegated him to exercise over indigenous persons.

Interprets the Japanese language into English or English into Japanese to assist Military Government personnel and others in conversing with individuals who are unable to speak English.

Interprets for this section both at headquarters and in the field on inspection trips especially in connection with the work of the Manufacturing and Industry Branch. Must be capable of handling any type of dialect from any section of Japan. Will be required to accompany inspecting parties which include representatives of other nations, Supreme Commander for the Allied Powers, Department of the Army and other higher headquarters.

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

Incumbent interprets the Korean language into English or English into Korean in assignments where use of the Korean language is required, such as in investigations into stocks of hoarded critical materials or in labor relations work.

Incumbents knowledge of the language should be thorough enough to interpret voice inflections in both languages. The success or failure of mission can well depend upon his interpretation.

(Continue statement of duties on reverse side)

DUTIES AND RESPONSIBILITIES—*Continued*	PERCENTAGE OF TIME ON EACH TASK

The above duties and responsibilites are approved.

REX W. BEASLEY
Brigadier General, G. S. C., Chief, Military Government

Rex W. Beasley
(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Branch Chief Lt. Col.

720

14. TITLES, GRADES, AND NUMBER OF EMPLOYEES SUPERVISED BY THIS POSITION

POSITION AUDIT

DATE							
ANALYST							

16—45303-1 U. S. GOVERNMENT PRINTING OFFICE

Supersedes MG ~~M-485~~ E-485

WAR DEPARTMENT

POSITION DESCRIPTION

FIELD SERVICE

1. POSITION NO. MG M-485

2. INSTALLATION
EIGHTH ARMY HEADQUARTERS
Yokohama, Japan

3. POSITION LOCATION
Military Government Section
Economics Division
Manufacturing and Industry Branch

5. TITLE Interpreter-translator

6. SERVICE Caj

7. SERIES 1314

8. GRADE 6

9. No.

10. SIGNATURE OF ANALYST Dorothy J. Lang

11. DATE ALLOCATED 10 Aug 48

12. ADDITIONAL IDENTICAL TO THIS POSITION

EMPLOYEE COPY

4. DUTIES AND RESPONSIBILITIES

PERCENTAGE OF TIME ON EACH TASK

Interpreter - Translator

Incumbent will be under the supervision of the Economics Division of the Military Government Section. Does not receive close language supervision but is subject to review for adequacy of performance by supervisor.

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

Incumbent interprets the Korean language into English or English into Korean in assignments where use of the Korean language is required, such as in investigations into stocks of hoarded critical materials or in labor relations work.

Incumbents knowledge of the language should be thorough enough to interpret voice inflections in both languages. The success or failure of mission can well depend upon his interpretation.

(Continue statement of duties on reverse side)

DUTIES AND RESPONSIBILITIES—*Continued*	PERCENTAGE OF TIME ON EACH TASK

The above duties and responsibilites are approved.

Rex W. Beasley
(SIGNATURE OF OPERATING OFFICIAL)

REX W. BEASLEY
Brigadier General, G. S. C., Chief Military

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Branch Chief Lt. Col.
920

14. TITLES, GRADES, AND NUMBER OF EMPLOYEES SUPERVISED BY THIS POSITION

POSITION AUDIT

DATE							
ANALYST							

16—45363-1 U. S. GOVERNMENT PRINTING OFFICE

Supersedes M6 ~~[illegible]~~ E-48

WAR DEPARTMENT

POSITION DESCRIPTION

FIELD SERVICE

1. POSITION NO. M6M-485

2. INSTALLATION

EIGHTH ARMY HEADQUARTERS
Yokohama, Japan

3. POSITION LOCATION

Military Government Section

Economics Division

Manufacturing and Industry Branch

5. TITLE Interpreter translator

6. SERVICE CAF | 7. SERIES 1314 | 8. GRADE 6 | 9. No.

10. SIGNATURE OF ANALYST Dorothy J. Long

11. DATE ALLOCATED 10 Aug '48

12. ADDITIONAL IDENTICAL TO THIS POSITION Chun Y. Lee

201 FILE COPY

4. DUTIES AND RESPONSIBILITIES

PERCENTAGE OF TIME ON EACH TASK

Interpreter - Translator

Incumbent will be under the supervision of the Economics Division of the Military Government Section. Does not receive close language supervision but is subject to review for adequacy of performance by supervisor.

The interpreter-translator will not exercise supervising authority except that which is delegated him to exercise over indigenous persons.

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

Incumbent interprets the Korean language into English or English into Korean in assignments where use of the Korean language is required, such as in investigations into stocks of hoarded critical materials or in labor relations work.

Incumbents knowledge of the language should be thorough enough to interpret voice inflections in both languages. The success or failure of mission can well depend upon his interpretation.

(Continue statement of duties on reverse side)

DUTIES AND RESPONSIBILITIES—*Continued*	PERCENTAGE OF TIME ON EACH TASK

The above duties and responsibilites are approved.

REX W. BEASLEY
Brigadier General, G. S. C., Chief, Military Government

Rex W. Beasley
(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Branch Chief Lt. Col.
G 2 D

14. TITLES, GRADES, AND NUMBER OF EMPLOYEES SUPERVISED BY THIS POSITION

POSITION AUDIT

DATE							
ANALYST							

16—45363-1 U. S. GOVERNMENT PRINTING OFFICE

Ltr, HQ, 8th Army, APO 343, file AGCPD 230.36, Subj: "Request to employ Mr. Chun Y. Lee as DAC," dtd 28 Sep 48.

AG 095 (28 Sep 48)GA 1st Ind.

GENERAL HEADQUARTERS, FAR EAST COMMAND, APO 500, 4 OCT 1948

TO: Commanding General, Eighth Army, APO 343.

1. Many of the conditions detailed in basic communication as justification for appointment to a Classification Act position are not uncommon to foreign nationals employed in General Headquarters, Supreme Commander for the Allied Powers.

2. In view of the many requests for similar employment that have been disapproved and the present limitation on GARIOA funds, favorable consideration cannot be given to this request.

BY COMMAND OF GENERAL MacARTHUR:

1 Incl
n/c

J. M. EBBITT,
Captain, AGD,
Asst Adj Gen

AGCPD 230.36 28 September 1948

SUBJECT: Request to employ Mr. Chun Y. Lee as DAC

TO : Commander-in-Chief, Far East
APO 500
Attn: G-1 Section

1. Request authority to employ Mr. Chun Y. Lee as a Department of the Army Civilian on the basis of his being a critical Specialist. Mr. Lee, a Korean National, is presently employed by Military Government Section, this Headquarters, as a Foreign National.

2. Mr. Lee has been with Military Government Section since 4 October 1945 as a technical industrial advisor. The combination of his American college education, technical knowledge, experience with Japanese business methods, wide and intimate acquaintance with industrial matters throughout Japan and his command of the Japanese language has enabled him to render invaluable service to that section. With the announced policy of the Army to accelerate the economic rehabilitation of Japan, his future services will be essential to the efficient operation of Military Government Section.

3. Mr. Lee is exceptionally qualified as an interpreter-translator of Japanese, Korean, and English. He thinks in all three (3) languages and writes and reads all three (3) to include the variations in language based on social position. This ability is rarely encountered even in educated Japanese Nationals. His most recent assignment was in Kobe as interpreter at the trials of the Koreans who participated in the late riot there. He acted as the principal interpreter for the Eighth Army Military Commission.

4. The change in Mr. Lee's status to Department of the Army Civilian would automatically increase his value to Military Government Section. Past experience has shown that although his knowledge and experience are superior assets, he is severely handicapped in conferences and inspections by a definite lack of prestige because of his foreign national status. Classification as a Department of the Army Civilian would eliminate such problems of discrimination and permit the utilization of his abilities to the fullest extent.

230.36

AGCPD 230.36 28 September 48
Subject: Request to employ Mr. Chun Y. Lee as DAC

5. Mr. Lee is facing serious financial difficulties under his present employment status. This situation is rapidly approaching a critical point where some alternate means of maintaining a livelihood must be found, and, as a result, his continued employment by Military Government Section is jeopardized.

6. Since Mr. Lee owns his home, his employment as a Department of the Army Civilian would not necessitate assignment of quarters.

7. Although attempts have been made during the past several months to find a suitable replacement for Mr. Lee, they have been uniformly unsuccessful. It is submitted that his experience and knowledge as outlined in paragraph two (2) eminently qualify him to perform the duties required by the attached position description (WD Form 74).

8. This Headquarters cannot furnish a qualified Department of the Army civilian to fill the position. Captain Freitag, ATIS, verbally informed Civilian Personnel Section, this Headquarters, that there is no available Department of the Army civilian in this theater who can interpret and translate both Korean and Japanese to the extent required; nor is there a Foreign National known to be qualified. Civilian Personnel Section, Headquarters XXIV Corps advised Civilian Personnel Section, this Headquarters by telephone on 20 August 1948 that no qualified United States citizen is available for transfer here.

9. It is not considered possible to fill this position by requisition in the Zone of Interior due to the background deemed necessary to accomplish the job.

10. The recommendation that he be employed as a Department of the Army civilian is considered to be in the best interests of the service.

FOR THE COMMANDING GENERAL:

1 Incl:
WD Form 74

P. A. SHIELDS
Lt. Col., AGD
Asst. Adj. Gen.

WAR DEPARTMENT

POSITION DESCRIPTION

FIELD SERVICE

1. POSITION NO.

2. INSTALLATION

Economic Division
Military Government Section
Eighth Army

5. TITLE

6. SERVICE | 7. SERIES | 8. GRADE 5 | 9. No.

3. POSITION LOCATION

Headquarters Eighth Army

Yokohama, Japan

Position "XI" on attached chart

10. SIGNATURE OF ANALYST

11. DATE ALLOCATED

12. ADDITIONAL IDENTICAL TO THIS POSITION

None

4. DUTIES AND RESPONSIBILITIES

PERCENTAGE OF TIME ON EACH TASK

SHIP MOVEMENTS
TECHNICAL CONSULTANT

The position is technical consultant in the Commerce and Trade Branch of the Economics Division.

a. The work of this individual will be supervised by the Adm. Ass't. of the Imports and Exports Sub-Branch, of the Commerce and Trade Branch.

b. The specific duties of this individual will be to coordinate loading and unloading of cargo of all incoming and outgoing ship movements in so far as they pertain to imports for and exports from the Japanese Government.

c. By coordination with local military government teams he will insure that the Japanese Government is prepared to receive ships the hour they arrive in port, that delays are avoided, and that a 24 hour loading and unloading schedule is maintained.

d. The technical consultant upon receiving the estimated time of arrival of a vessel will determine if a written directive from SCAP has been received giving authority for the Japanese Government to receive the cargo and/or prepare cargo for export, and if not, to obtain telephone authority from SCAP and record same before lower units are notified of authority to discharge or load cargo. 20%

e. The technical consultant will maintain detailed records on all ships entering or leaving Japan carrying import or export cargo. He will maintain a file of all import ship's manifests and is responsible for forwarding copies of same to SCAP, lower units when necessary, and the accounting sub-branch. 35%

f. The technical consultant will telephone lower units concerning the estimated time of arrival of ships and the diversions of shipping. He will then confirm the instructions in writing. He is responsible for

WD FORM 1 JUN 45 74

(Continue statement of duties on reverse side)

16—45363-1

DUTIES AND RESPONSIBILITIES—*Continued*	PERCENTAGE OF TIME ON EACH TASK
forwarding copies of SCAP directives for the Japanese Government concerning imports to military government units concerned and for keeping a record of all such directives.	20%
f. Each day a ship is in port a telephonic report is made by lower echelons giving the number of men working per hatch, the number of hatches working, tonnage discharged and tonnage remaining. In the event there are insufficient discharges and delays it will be the duty of the technical consultant to ascertain the cause. All data will be reported by telephone to SCAP, Transportation Office and United States Maritime Commission by the technical consultant.	20%
h. The technical consultant will make such recommendations and suggestions to the Chief of the Sub-Branch under whom he works as in his opinion will result in greater operating efficiency within the Import-Export Sub-Branch.	15%
i. The individual occupying this position must have a detailed knowledge of import-export procedure and a firm background in international import-export work. He must have a working knowledge of shipping and harbor facilities, and loading and unloading methods, especially in Japan. He must be able to speak, read and write Japanese, in order to deal directly with representatives of the Japanese Government. He must also have a working knowledge of military correspondence and office procedure.	

The above duties and responsibilites are approved.

REX W. BEASLEY
Colonel, TA
Chief Military Government Section

(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

Chief, Import-Export Operations Sub-Branch CAF-11

14. TITLES, GRADES, AND NUMBER OF EMPLOYEES SUPERVISED BY THIS POSITION

Indirect supervision 4 Clerk Typist (CAF-2)

POSITION AUDIT

DATE							
ANALYST							

16—45363-1 U. S. GOVERNMENT PRINTING OFFICE

6430 Yokohama October 31st 1948.

Subject: A graduate of an American University desires a position with the Occupation Forces or an American industrial firm.

Name: Tetsuo Yonemoto.

Nationality: Japanese.

Date of Birth: April 18th 1887.

Address: 810 (or Kozukue Castle Site) Kozukue Machi, Kohoku-ku, Yokohama. (Phone Kozukue 34)

History: Graduated from Lowell High School, San Francisco, 1912.
Graduated College of Commerce, University of California, 1916.
Entered Sumitomo Bank, 1916.
Retired from Sumitomo Bank, May 1942. Assistant manager of the Yokohama branch at the time.
During period of employment, I studied law 3 years at Meiji University, Tokyo.
Entered Safety Electric Company, Tokyo, as chief accountant, 1942.
The company lost its head office, Tokyo factories, and auxiliaries by fire, 1945, and went into liquidation, which was completed October 21st 1948.

Taste: Japanese chess, golf, swimming, "No"-song, music, etc.

Family: Mother resides in Yamaguchi-ken, Iwakuni. (Late father was mayor of Nada).
Wife: a graduate of Iwakuni Girls High School, lives with me and the smaller children at Yokohama.
2 sons, graduates of Imperial University, Tokyo, are serving at Bank of Japan, Sapporo Office, and Hokkaido Coal Mine and Steamship Company, Shin-Horonai, respectively.
a daughter, a graduate of Ferris Seminary, is employed at Hq. 8th Army, Special Service Office, and lives at home.
2 more daughters and a son (students and a pupil) are also at home.

Reward or Punishments: None.

Purge: Not involved.

I hereby certify that the above statement is true and correct.

T. Yonemoto

POSITION DESCRIPTION (For information only)

Regional Civil Affairs Team
Economics Section
T/O Position: Chief, Commerce and Industry Division, Business Specialist

Duties and Responsibilities

Under the general supervision of the regional Civil Affairs economics officer, incumbent is responsible for surveillance of and reporting on all commerce and industry economic programs in the Kyushu Region.

Surveillance will cover the fourth largest region in Japan, comprised of seven prefectures and 2,228 surrounding islands with a population of 11,660,000 (14% of the total population of Japan). Agriculture, fishing and heavy industry play important roles in the Kyushu economy. This region produces 53% of the nations out-put of coal and exports many commodities each year.

Commerce and trade economic programs include all measures to rehabilitate the Japanese economy by maintaining surveillance over the following:

a. The stimulation of industrial production including the most effective utilization of critical imported and indigenous raw materials to maximize Japanese export trade.

b. The restrictions placed upon certain industries as directed by SCAP, including the facilities designated for reparations, the manufacture of explosives, the designation of specific plants for fertilizer production, the restricted utilization of petroleum storage and installations, and shipbuilding restrictions.

c. Road and building construction and public works projects to insure compliance with directive of higher headquarters and Japanese government.

d. The operation of mines and metal refineries in releasing all gold produced only to the Japanese government in accordance with current instruction.

e. Administration and operations of the Economic Investigation Agency to insure compliance with Japanese economic laws by governmental agencies, private establishments and individuals.

f. Control on restaurants to insure that unlicensed restaurants are not permitted to operate and that authorized restaurants operate within the provision of their license.

g. Distribution of incentive goods to insure that prefectural receipts and distribution to consumers are being equitably and efficiently handled.

h. The rationing of staple foods to insure that the allocation and distribution is accomplished in accordance with approved plans.

i. The distribution of perishable food to insure that monthly fish shipment plans are accomplished and that maximum distribution is earmarked for household consumption.

Incumbent will be required to analyze and evaluate the progress of commerce and industry economic programs as directed by higher headquarters, analyzing the existing local and national economic conditions as they effect these established programs, and advising the Japanese on the proper procedures and corrective actions to be taken in order to come within the provisions of SCAP directives, and reporting on these programs, conditions and actions taken to higher headquarters.

The incumbent will confer with and supervise his assistants in planning the most effective means of observing, analyzing and evaluating the commerce and industry economic programs in all phases of economic life throughout the prefectures within Kyushu Region, in planning for effective and continued surveillance, and in planning conferences and field inspections to most effectively assist the greatest number of Japanese on measures to be taken or corrections to be made in order to comply with policies laid down by the Supreme Commander to the Japanese Government. Finally, incumbent is responsible for keeping his immediate superior advised as to status and progress of the foregoing planning.

In the plans outlined above, incumbent will provide for personal conferences or direct his assistants to confer periodically with all Japanese regional government offices concerned with commerce and industry economic programs, the prefectural governors and their staffs, the appropriate prefectural economic controls offices, and appropriate local governmental agencies, and representatives of private industrial organizations and civic bodies. The conferences will be planned to determine the extent of the progress of specific programs and the understanding of Japanese agencies and personnel as to SCAP directed programs, and to advise them on procedures to be followed or corrective actions to be made in order to best accomplish SCAP directives.

The planning mentioned above will be carefully made with scheduling prepared by the incumbent to maintain the maximum, efficient utilization of available personnel in order to assure the most effective surveillance of all commerce and industry economic programs considering the importance of each program nationally, and its relative importance to other economic programs within the Kyushu Region, the amount of time that should be spent on each program in keeping with its importance in the economy in the region, the number of personnel available, the geographical area to be covered, method and time required for travel, the number of groups or elements to be contacted, and the methods by which contact will be accomplished, and considering finally, the importance of daily problems that the Japanese bring to the regional team, and the amount of time that should be spent on these problems. Such planning requires a thorough knowledge of: all the economic programs and their importance within the region; the existing economy of the region, including the natural resources, the developed industries and their organizations, the labor groups, the financial structure of the region and its relation with the national system; the Japanese economic enforcement laws, the organization of the

regional, prefectural and local Japanese government agencies, boards, commissions, and committees, the organization of prefectural governments, the police systems, and the various responsibilities of these groups in respect to commerce and industry programs.

Incumbent will be required to conduct periodic field inspections to insure that all commerce and industry programs are being effectively covered and that Japanese governmental agencies, private industries, and interested individuals are cognizant of all phases of these programs and their responsibilities in connection thereto. Conferences will be held during these inspection trips with representatives of Japanese governmental agencies, industrial concerns and civic organizations as may be required.

Incumbent will report to his immediate superior as directed on the surveillance conducted by the commerce and industry division including field inspections conducted, conferences attended, observations and impressions on developments, trends, progress and specific problems in connection with assigned programs.

In connection with the above mentioned reporting incumbent must exercise judgment in; determining the accuracy of information available; the origin of the information; dependability of the source, and the ability of the source to represent its group or the entire element of that particular economic phase of the region. The exercising of such judgment requires a thorough knowledge of the Japanese people, their habits and customs, the organizations within the region and their motives, methods and purposes. The incumbent must be watchful against well organized and strong minority groups that are apt to gain his attention, divert his efforts to wrong channels and cause him to misrepresent a particular problem, a particular program or the entire economic or social condition within the region.

The incumbent will confer with the chief, Economics Section, Kyushu Region Civil Affairs on commerce and industry programs within the region and on particular problems pertaining to these programs. He will be required from time to time to confer with SCAP personnel and representatives of other Civil Affairs teams for the purpose of gaining information and of comparing conditions and methods in carrying out SCAP directed programs. He will confer and coordinate with other divisions and sections of his own region on the relation of commerce and industry economic programs to other programs.

He will inform the chief, Economic Section of the actions of his division and will advise him on commerce and industry economic matters of the Kyushu Region.

(FOR INFORMATION ONLY)

POSITION DESCRIPTION

Regional Civil Affairs Team
Economics Section
T/O Position: Assistant Economics Officer Business Specialist

Duties and Responsibilities

Under the general supervision of the Division Chief, incumbent is responsible for surveillance of and reporting on one or more of the economic programs which come within the jurisdiction of the economics section of the team. The surveillance may require complete coverage of the region on one or more specific programs or only partial coverage on a greater number of specific programs.

Surveillance will cover the fourth largest region in Japan, comprised of seven prefectures and 2,228 surrounding islands with a population of 11,660,000 (14% of the total population of Japan). Agriculture, fishing and heavy industry play important roles in the Kyushu economy. This region produces 53% of the nations out-put of coal and exports many commodities each year.

Incumbent is responsible for complete surveillance on the programs assigned to him, including the evaluation of local and national economic conditions or trends as they effect these programs, plans for effective and continued surveillance by means of conferences and field inspections, and reporting on the progress made to his immediate supervisor. Surveillance will cover:

a. Agriculture to include land reform, fertilizer requirements, pre-planting quotas, extension service, crop collection and formation of co-operatives.

b. Fishing to include aquatic production, distribution of fishery supplies and formation of cooperatives of fisherman and marine products processors.

c. Forestry to include forest conservation and production of forest products.

d. Mining to include mine safety and rehabilitation, operating techniques and labor relations.

e. Control Associations to insure their dissolution and the subsequent transfer of assets.

f. Staple food rationing to include allocation and distribution.

g. Distribution of perishable food to include monthly shipment plans and distribution to household consumers.

h. Distribution of incentive goods.

i. Restaurant control to include licensing and food allocation.

j. Economic Investigation Agency administration and operations.

k. Stimulation of industry to include effective utilization of critical raw materials and adherence to the Japanese industrial production program.

l. Restricted industries to include reparations facilities and equipment, explosives and fertilizer production, petroleum storage and shipbuilding.

m. Construction to include roads, buildings and public works.

n. Labor to include labor relations, labor education, unemployment security, accident insurance, protection of women and minor workers, and administration and operations of governmental labor agencies.

Incumbent is required to observe, analyze and evaluate the economic programs for which he is responsible analyzing existing local and national economic developments and trends as they effect these programs, and advising the Japanese on the procedures and corrective action to be taken in order to come within the provisions of SCAP directive and reporting to his immediate supervisor on the existing situation or problems, and the action taken.

In the plans outlined above, incumbent will arrange for personal conferences with Japanese regional government offices concerned with the economic programs over which he has jurisdiction, the prefectural governors and their

staffs, the appropriate prefectural economic control offices, and appropriate local governmental agencies, and representatives of private industrial organizations and civic bodies. The conferences will be planned to determine the extent of the progress of the different groups and their understanding of the SCAP directed programs, and to advise them on procedures to be followed or corrective actions to be made in order to best accomplish SCAP directives.

The planning mentioned above will be carefully made in order to assure the most effective surveillance of the specific programs for which the incumbent is responsible, considering the relative importance of the programs nationally and to other economic programs within the region, the amount of time that should be spent on each program in keeping with its relative importance, the geographical area to be covered, the method of travel and time required, groups or elements effected by his programs, the importance of daily problems presented to the incumbent by the Japanese, and the time that should be spent on these problems. Such planning requires a familiarity with other economic programs not under his direct jurisdiction and their importance within the region; the existing economy of the region, including the natural resources, the developed industries and their organization, the labor organizations, the financial structure of the region and its relation with the national system; the Japanese laws that enforce the economic programs, the organization of the regional, prefectural and local Japanese government agencies, boards, commissions, and committees, the organization of prefectural governments, the police systems, and the various responsibilities of these groups in respect to the economic programs.

Incumbent will be required to conduct periodic field inspections to insure that the programs for which he is responsible are being effectively carried out and that Japanese governmental agencies, private industries, and interested

individuals are cognizant of these economic programs and their responsibilities in connection thereto. Conferences will be held during these inspection trips with representatives of Japanese governmental agencies, industrial concerns and civic organizations as may be required.

Incumbent will report to his immediate supervisor as directed on the surveillance conducted including field inspections conducted, conferences attended observations and impressions on developements, trends, progress and specific problems in connection with his assigned programs.

In connection with the above mentioned reporting, incumbent must exercise judgement in; determining the accuracy of information obtained; the origin of the information; dependability of the source, and the ability of the source to represent its group or the entire element of that particular economic phase of the region. The exercising of such judgement requires a thorough knowledge of the Japanese people, their habits and customs, the organizations within the region and their motives, methods and purposes. The incumbent must be watchful against well organized and strong minority groups that are apt to gain his attention, divert his efforts to wrong channels and cause him to misrepresent a particular problem, a particular program or the entire economic or social condition within the region.

He will be required from time to time to confer with SCAP personnel and representatives of other Civil Affairs teams for the purpose of gaining information and of comparing conditions and methods in carrying out SCAP directed programs. He will confer and coördinate with other divisions and sections of his own region on the relation of his assigned programs to other economic programs.

He will keep his immediate supervisor informed at all times of the up to date status of his programs.

POSITION DESCRIPTION
(For information only)

Regional Civil Affairs Team
Economics Section

T/O Position: Chief, Labor Division — Business Specialist

Duties and Responsibilities

Under the general supervision of the Chief, Economics Section, incumbent is responsible for surveillance of and reporting on all labor programs in the Kyushu Region.

Surveillance will cover the fourth largest region in Japan, comprised of seven prefectures and 2,228 surrounding islands with a population of 11,660,000 (14% of the total population of Japan). There exists in the Kyushu region a total of 3,899 unions having a membership of 982,144 workers, 43 Labor Administration Bureaus, 44 Labor Standards Offices and 59 Public Employment Security Offices which exert a direct influence on the progressive accomplishment of this surveillance.

Incumbent is responsible for complete surveillance, including evaluation of economic conditions as they effect established programs concerning labor activities, plans for continued surveillance over these programs, execution of surveillance plans by observation, conference and field inspections, and reporting on the progress made to his immediate supervisor. Surveillance will cover:

a. The effective operation of the Trade Union Law, the Labor Relations Adjustment Law, the Public Corporations Labor Relations Law and the Mariner's Law.

b. The effective operation of the labor education program sponsored by the Labor Ministry to ensure the adequacy of instructions and lecturers and appropriateness of material, and the adequacy of supply and use of labor books, pamphlets, film strips and posters.

c. The effective operations of the Labor Standards Law to ensure proper functioning of the Labor Standards Office. Inspection programs to see that full compliance of the law is carried out; that employers correct violations; that restitution to workers is made of wages due; that willful violators and recalcitrant employers are prosecuted. Problems of forced labor, "child selling", safety and sanitation will be given special attention.

d. The effective operation of the Mariner's Law to ensure proper inspection programs to see that full compliance of the law is carried out and that violations of the law are prosecuted.

e. The effective operations of the Workmen's Accident Compensation Insurance Law to ensure that steps are taken in checking claims for benefit payments and in auditing employers' wage records in connection with premium payments.

f. The effective operation of Women's and Minors' Bureau to ensure that field representatives are operating effectively in promoting education regarding the Labor Standards Law and are actively working with women's sections of trade unions to assist women in participation in union affairs.

g. The effective operation of the unemployment security programs as delineated in the Employment Security Law, the Unemployment Insurance Law and the Emergency Unemployment Counter-Measures Law to

evaluate the difficulties and the progress of those programs and their administration.

Incumbent is required to observe, analyze and evaluate the progress of the labor programs as directed by higher headquarters, analyzing existing labor conditions as they affect established programs, and advising the Japanese on the procedures and corrective action to be taken in order to come within the provisions of SCAP directives and reporting to SCAP on the existing situation or problems and action taken. In his evaluation incumbent will utilize information acquired from Civilian Censorship Division, Counter Intelligence Corps and intelligence officers of tactical units.

In the plans outlined above, incumbent will provide for personal conferences or direct his assistants to confer periodically with all Japanese regional government offices concerned with labor programs, the prefectural governors and their staffs, and appropriate local governmental agencies, and representatives of private industrial concerns, labor unions and civic bodies. The conferences will be planned to determine the extent of the progress of specific labor programs and the understanding of the Japanese agencies and personnel as to SCAP directed programs, and to advise them on procedures to be followed or corrective action to be taken in order best to accomplish SCAP directives.

The planning mentioned above will be carefully made with scheduling prepared by the incumbent to maintain the maximum efficient utilization of available personnel in order to assure the most effective surveillance of all the labor programs, considering the importance of each

program nationally, and its relative importance to other economic programs within the Kyushu Region, the amount of time that should be spent on each program in keeping with its importance in the economy in the region, the number of personnel available, the geographical area to be covered, method of travel and time required, groups or elements to be contacted, and the methods by which contact is accomplished and considering finally, the importance of labor problems that the Japanese bring to the regional team, and the amount of time that should be spent on these problems. Such planning requires a thorough familiarity of: all the labor programs and their importance within the region: the existing economy of the region, including the developed industries and their organization, the labor organization, the financial structure of the region and its relation with the national system; the organization of the regional, prefectural and local Japanese government agencies, boards, commissions, and committees, the organization of prefectural governments, the police systems, and the various responsibilities of these groups in respect to the labor programs.

Incumbent will be required to conduct periodic field inspections to insure that all labor programs are being effectively covered and that Japanese governmental labor agencies, private industries, labor unions, and interested individuals are cognizant of all phases of these economic programs and their responsibilities in connection thereto. Conferences will be held during these inspection trips with representatives of aforementioned groups as may be required.

The incumbent will report to his immediate superior as directed on

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the surveillance conducted including field inspections made, conferences attended, observations and impressions on developments, trends, progress and specific problems in connection with assigned programs. In connection with this reporting, incumbent must exercise judgment in: determining the accuracy of information available; the origin of the information; dependability of the source; and the ability of the source to represent its group or the entire element of that particular labor phase of the region. The exercising of such judgment requires a thorough knowledge of the Japanese people, their habits and customs, the organizations within the region and their motives, methods and purposes. The incumbent must be watchful against well organized and strong minority groups that are apt to gain his attention, divert his efforts to wrong channels and cause him to misrepresent a particular problem, a particular program or the entire economic or social condition within the region.

He will be required from time to time to confer with SCAP personnel and representatives of other Civil Affairs teams for the purpose of gaining information and comparing conditions and methods in carrying out SCAP directed programs. He will confer and coordinate with other divisions and sections of his own region on the relation of labor programs to other economic programs.

He will inform the team commander of the actions of his section and will advise him on labor matters of the Kyushu Region.

POSITION DESCRIPTION

Regional Civil Affairs Team
Economics Section
T/O Position: Chief, Natural Resources Division — Business Specialist

Duties and Responsibilities

Under the general supervision of the Chief, Economics Section, incumbent is responsible for surveillance of and reporting on all natural resources economic programs in the Kyushu Region.

Surveillance will cover the fourth largest region in Japan, comprised of seven prefectures and 2,228 surrounding islands with a population of 11,660,000 (14% of the total population of Japan). Agriculture, fishing and heavy industry play important roles in the Kyushu economy. This region produces 53% of the nations out-put of coal, and exports many commodities each year.

Incumbent is responsible for: complete surveillance, including evaluation of local and national economic conditions or trends as they effect established natural resources programs; plans for continued surveillance over these programs; and reporting on the progress made to the chief, Economics Section and other superior echelons. Surveillance will cover the following programs:

a. Agriculture to insure: that proper guidance in farm management and technical advice in crop growing and other agriculture problems is available to the farmers through the creation of an adequate agriculture extension system with proper training of extension agents; a cooperative system that affords the farmers the voluntary choice of joining a cooperative that exists for their benefits and not the benefits of non-farmers and the government; the successful continuance of the land reform program by the proper functioning of the Prefectural and Local Land Commissions with guidance to the commissioners as new leaders in their communities; the proper administration of the crop collection program including establishment by the prefectural governments of equitable crop quotas, and the prompt

and equitable crop quota break down to the farmers by the local committees, and to insure the maximum collection of crops in order to minimize food import requirement; efficient distribution of fertilizer and other farm supplies as a means toward attainment of maximum crop production; the reclamation of land for agriculture purposes commensurate with proper soil conservation and forest preservation practices.

b. Fisheries to insure: a cooperative system that affords every fisherman the voluntary choice of joining a cooperative that exists for his benefits and not the benefits of non-fishermen and the government; an efficient and equitable distribution of fisheries supplies and materials to fishermen in order to maintain a maximum sustained production of marine and aquatic products; and correct determination by appropriate Japanese agencies of the supply and material needs of the fishermen in order to evaluate import requirements.

c. Forestry to insure: an effective execution of a forestry conservation program to prevent denudation of lands and erosion of soils and to protect agricultural areas from floods, and at the same time to insure the production of vitally needed forest products; coordination between land reclamation and forest preservation agencies for proper use of lands; and the establishment of a forestry extension service to work in conjunction with the agriculture extension.

d. Mining to insure: the compliance of national mine safety laws and the enactment of prefectural by-laws, the reduction of production costs, technical improvements in mining, and closer labor-management relations, and an adequate production of critical minerals to minimize imported minerals for industrial production.

e. Control associations to insure their dissolution and the establishment of voluntary trade associations.

Incumbent is required; to observe, analyze and evaluate the progress of the

natural resources programs as directed by higher headquarters; to analyze existing local and national economic conditions or trends as they effect established natural resources programs; to advise the Japanese on the procedures and corrective action to be taken in order to come within the provisions of SCAP directives; and to report to SCAP on the existing situation or problems and actions taken.

In the plans outlined above, incumbent will provide for personal conferences or direct his assistants to confer periodically with: all Japanese regional government offices concerned with natural resources programs; the prefectural governors and their staffs; the appropriate prefectural economic control offices; and appropriate prefectural economic control offices; and appropriate local governmental agencies; and representatives of private industrial organizations and civic bodies. The conferences will be planned to determine the extent of the progress of the different groups and their understanding of the SCAP directed programs, and to advise them on procedures to be followed or corrective actions to be made in order to best accomplish SCAP directives.

The planning mentioned above will be carefully made with scheduling prepared by the incumbent to maintain the maximum, efficient utilization of available personnel in order to assure the most effective surveillance of all the natural resources programs, considering: the importance of each program nationally, and its relative importance to other natural resources programs within the Kyushu Region; the amount of time that should be spent on each program in keeping with its importance in the economy in the region; the number of personnel available; the geographical area to be covered; method and time required for travel; the number of groups or elements to be contacted, and the methods by which contact is accomplished; and considering finally the importance of daily problems that the Japanese bring to the regional teams, and the amount of time that should be spent

on these problems. Such planning requires a thorough knowledge of: all the natural resources programs and their importance within the region; the existing economy of the region, including the natural resources; the developed industries and their organization; the labor organization; the financial structure of the region and its relation with the national system; the Japanese laws that enforce the economic and natural resources programs; the organization of the regional, prefectural and local Japanese government agencies, boards, commissions, and committees; the organization of prefectural governments; the police systems; and the various responsibilities of these groups in respect to the economic and natural resources programs.

Incumbent will be required to conduct periodic field inspections to insure that all natural resources are being effectively covered and that Japanese governmental agencies, private industries, and interested individuals are cognizant of all phases of these programs and their responsibilities in connection thereto. Conferences will be held during these inspection trips with representatives of Japanese governmental agencies, industrial concerns and civic organizations as may be required.

The incumbent will report to his immediate superior as directed on the survillance conducted, including field inspection made, conferences attended, observations and impressions on developements, trends, progress and specific problems in connection with assigned programs.

In connection with the above mentioned reporting, incumbent must exercise judgement in: determining the accuracy of information available; the origin of the information; dependability of the source, and the ability of the source to represent its group or the entire element of that particular economic or natural resource phase of the region. The exercising of such judgement requires a thorough knowledge of the Japanese people, their habits and customs, the organization within the

region and their motives, methods and purposes. The incumbent must be watchful against well organized and strong minority groups that are apt to gain his attention, divert his efforts to wrong channels and cause him to misrepresent a particular problem, a particular program or the entire economic or social condition within the region.

He will be required from time to time to confer with SCAP personnel and representatives of other Civil Affairs teams for the purpose of gaining information and of comparing condition and methods in carrying out SCAP directed programs. He will confer and coordinate with other divisions and sections of his own region on the relation of natural resources economic programs to other programs.

He will inform the team commander of the actions of his section and will advise him on natural resources matters of the Kyushu Region.

DEPARTMENT OF THE ARMY

JOB DESCRIPTION

FIELD SERVICE

1. INSTALLATION		2. JOB NO.	
GHQ, FEC, APO 500		722	
3. TITLE	4. PAY CATEGORY	5. OCC. CODE	6. GRADE
Economic Analyst (Natural Resources) P-115e	Class Act	GS-111	13

7. EVALUATION APPROVAL

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

Barbara Kiredjian (SIGNATURE) 3-6-50 (DATE)

8. CITATION TO APPLICABLE STANDARD AND ITS DATE OF ISSUANCE

Comparison with various CSC Specs for economics work and Class. Act. of 1949

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

JOB CONTROLS

Supervisory control consists of administrative direction from the Chief, Economics Section, discussion relevant operational planning, major problems requiring decision of higher authority. Plans and coordinates assigned programs for implementation and conduct by field offices in conformance with policies and programs established by SCAP sections, organization procedures and regulations. Review and approval of work is made by means of verbal and written reports and continual evaluation of effectiveness of results obtained.

MAJOR DUTIES

As chief of the Headquarters Natural Resources Branch, primary responsibility entails- (a) Implementation, surveillance, and reporting of established natural resources programs covering agriculture, fisheries, forestry, mining and control associations for Japan. This also includes assistance to Japanese officials and organizations concerned with such programs from the standpoint of increased production, enforcement of reform programs, effective utilization of personnel equipment and materials and compliance with existing SCAP and Japanese laws and regulations. (b) Continual evaluation of programs and the formulation of recommendations for consideration of SCAP Policy Sections regarding the measure of success of programs, necessary changes in policies or operating procedures, etc. Specific duties include-

1. Participation in conferences with members of SCAP Policy Sections to assist in formulation of program plans or changes thereto covering any phase of natural resources functions. Furnishes information and material, either formally or informally for use as a basis for policy decisions, revision to legislation affecting the conduct of programs or for determination as to necessary priority of programs. Establishes and maintains informal contacts to facilitate a mutual exchange of information required to expedite achievement of program objectives or improve the conduct and quality of work. Makes concrete recommendations relevant to the effectiveness of existing policies in field application and practice.

2. Analyzes directives, instructions and special requests from SCAP Policy Sections. Interprets and implements such material for effective and uniform utilization by field offices. Considers varying conditions, situations, existing economy of regions in preparing specific instructions, suggesting priority of programs and emphasis factors, taking cognizance of regional, prefectural and local Japanese Government agencies, their organization and their responsibilities in relationship to various economic programs. Plans surveillance and reporting procedures to insure

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

JOB CONTROLS, DUTIES, AND CONDITIONS OF WORK—CONTINUED

coordination with other economic programs, such as distribution and control. Supervises and/or prepares supplementary project requests for conduct of field offices such as concentrated surveillence of land reform programs, completion of liquidation of control associations and the enforcement of provisions relating to organization and operation of authorized cooperative associations, fishery supplies and production problems, etc.

3. Conducts periodic field visits to observe operations in regard to administrative application and organization with respect to policies and instructions. Assists field personnel in resolving specific problems, obtains information pertinent to progress made, attitudes and understanding of SCAP policies and program objectives, weaknesses in techniques, time expended, etc. in relation to results obtained. Checks and assists field personnel with other economic program matters by checking for specific information or by generally evaluating the conduct of programs, etc. With field personnel attends and participates in conferences with Japanese officials concerned with Natural Resources programs, to observe relationship of field personnel to Japanese, to determine the extent of comprehension and acceptance of program, to insure proper cognizance of responsibilities and to encourage the Japanese to recognize problems and to independently develop and conduct plans for solutions therefor. Responsible for determining compliance with or violations of SCAP policies and governing Japanese legislation, makes corrective suggestions within policy limitations or secures information for recommendation and referral to higher authority for decision. Prepares factual and comprehensive reports of findings, conclusion and evaluation based on above.

4. Reviews periodic or special reports submitted by field offices. Evaluates accomplishments, soundness of recommendations made, compliance with policy and program instructions and makes comparative studies of total programs based on information from eight geographical areas, supplemented by field visits. Prepares comments and conclusions covering the status of programs, common problems, trends and proposed changes prior to submission to SCAP Policy Section. Disseminates information of operational value between regions.

5. Responsible for insuring close working relationship with other Civil Affairs functions, such as Legal and Government, Civil Information, correlates planning of field activities to insure a unified and clear concept toward over-all objectives, priority of programs and assistance to the Japanese.

MAY PERFORM OTHER INCIDENTAL DUTIES AS ASSIGNED.

10. CERTIFICATION

ORGANIZATIONAL LOCATION:

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

(SIGNATURE OF ANALYST) (SIGNATURE OF APPROVING SUPERVISOR)

11. REAUDIT CERTIFICATION

DATE						
SUPERVISOR'S APPROVAL						
ANALYST'S APPROVAL						

DEPARTMENT OF THE ARMY

JOB DESCRIPTION

FIELD SERVICE

1. INSTALLATION GHQ, FEC, APO 500		2. JOB NO. 724	
3. TITLE Economic Analyst (Distribution and Enforcement)P-115e	4. PAY CATEGORY Class Act	5. OCC. CODE GS-111	6. GRADE 13

7. EVALUATION APPROVAL

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

Barbara Kiredjian (SIGNATURE) 3-9-50 (DATE)

8. CITATION TO APPLICABLE STANDARD AND ITS DATE OF ISSUANCE

Comparison with various CSC Spacs for economics work and Class. Act of 1949

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

JOB CONTROLS

Under general administrative supervision of the Chief, Economics Division, Civil Affairs Headquarters, is delegated staff responsibility for conduct of all activities pertinent to the commerce and trade phase of the economics program.

Plans and executes the various programs in conformance with policies and overall program outlines established by directives of SCAP Policy Sections, special instructions and operational controls prescribed by the Civil Affairs Section.

Exercises considerable initiative and independence of action in devising special projects, field methods and techniques by which desired objectives may be expediently accomplished, also in the evaluation of programs and in making recommendations for necessary changes.

Review of work is made by means of verbal and written reports and evaluation of results obtained.

MAJOR DUTIES

As Chief of the Commerce and Trade Branch, incumbent is responsible for implementation, surveillance, reporting and evaluating a program which encompasses allocation, distribution and enforcement of all food products, incentive goods and critical horded materials; crop collection; restaurant control, ETA and other related phases of work. Is responsible for direction and guidance of all field personnel and for the quality and conduct of work performed. Specific duties include-

1. Constant liaison with appropriate members of SCAP Policy Sections for the purpose of furnishing vital information necessary in planning new or revised program and policies and to make specific recommendations as to the value, measure of success and necessary emphasis thereof. Contacts SCAP sections as required to resolve problems arising in the conduct of programs or to obtain clarifying information and policy decisions for implementation to field offices. Develops informal contacts to provide for mutual exchange of information necessary to expedite or improve the achievement of objectives. Responsible for evaluating the effectiveness of existing programs, the soundness of current governing legislation in actual application, the degree of interest, initiative and participation evidenced by Japanese individuals and organizations for use of SCAP Policy Sections in formulating revised programs and policies.

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

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JOB CONTROLS, DUTIES, AND CONDITIONS OF WORK—CONTINUED

2. Reviews directives, instructions and special requests emanating from SCAP Policy Sections. Interprets same in relationship to varying conditions and situations throughout Japan. Supervises and/or prepares implementing instructions to the field offices to provide for proper and uniform interpretation, application and effective utilization. Suggests methods of operations, priority and emphasis based on needs of interested SCAP sections or the Headquarters office.

3. Directs or personnally conducts periodic field visits to observe manner and effectiveness of operations in regard to administrative application and organization as directed by established policies and programs directives. Evaluates techniques and methods employed, thoroughness of observation and inspection activities, the attitude toward programs, existing policies and instructions and the effectiveness of time spent in relation to results obtained. Assists field offices in resolving problems, developing corrective measures or improvements, clarifies the intent and purpose of instructions or directives. Determines the degree of progress made, advises as to selection of vital programs upon which to exert concentrated efforts. In conjunction with field staff participates in meetings with Japanese individuals and groups to determine reactions, degree of understanding, interest and participation, evident needs or problems, influences and other factors which hinder the progressive accomplishment of objectives or which can be used in future planning. Responsible for checking and evaluating other economic program activities either for specific facts or for general conduct and progress thereof.

4. Reviews periodic or special reports and information from the field. Evaluates progress of activities, methods and techniques employed, accomplishments, common problems. Prepares comments covering the status of projects, trends, proposed necessary changes, violations, non-adherence to policies, etc. for use in policy and planning matters. Answers numerous inquiries from the field, secures additional information or policy decisions and interprets instructions.

5. Correlates all phases of commerce and trade activities with other elements of the economics program and with the work of other sections. Insures a constant exchange of interest information, participates in planning projects, discusses mutual problems.

6. Initiates and develops special plans or studies for the purpose of emphasizing or expediting particular programs such as crop collection, to assist the Japanese

10. CERTIFICATION

ORGANIZATIONAL LOCATION:

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

(SIGNATURE OF ANALYST)

(SIGNATURE OF APPROVING SUPERVISOR)

11. REAUDIT CERTIFICATION

DATE						
SUPERVISOR'S APPROVAL						
ANALYST'S APPROVAL						

DEPARTMENT OF THE ARMY

JOB DESCRIPTION

FIELD SERVICE

1. INSTALLATION	2. JOB NO.		
GHQ, FEC, APO 500	723		
3. TITLE	**4. PAY CATEGORY**	**5. OCC. CODE**	**6. GRADE**
Economic Analyst (Natural Resources) P-110k	Class Act	GS-111	12

7. EVALUATION APPROVAL

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

Barbara Kiredjian (SIGNATURE) 3/4/50 (DATE)

8. CITATION TO APPLICABLE STANDARD AND ITS DATE OF ISSUANCE

Comparison with various CSC Specs for economic work and Class. Act of 1949

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

JOB CONTROLS

Supervisory control consists of general work direction and guidance from the Chief of the Headquarters Natural Resources Branch; organizational policies and procedures and program and policy directives established by SCAP sections.

Performs work assignments with considerable independence since regular field and office activities are shared with supervisor. Receives assistance with major problems or determinations which require coordination with other programs or policy decisions, by means of verbal discussions, participation in conferences. Work is reviewed by means of verbal and written reports and continual evaluation of results obtained, soundness of recommendations and conclusions.

MAJOR DUTIES

As assistant to the Chief of the Natural Resources Branch is responsible for participation in all phases of the program which primarily consists of-

(a) Implementation, surveillance, and reporting of established programs covering agriculture and fisheries, production, reform and cooperative programs, forestry conservation and disease control, mining to include mine safety education and enforcement, increased efficiency and production , etc. and the elimination of control associations. Also constant surveillance to insure compliance with SCAP and Japanese laws and regulations.

(b) Evaluation of all programs as to the progress and success thereof, the value in terms of furtherance of the overall economic objectives and to determine weaknesses or necessary changes in policies and procedures. Formulates recommendations based on above for consideration of higher authority. Specific duties are-

1. Participates in conferences with members of SCAP Policy Sections to furnish information and material, based on a knowledge and evaluation of field activities, which can be used in developing policy decisions, revising legislation pertinent to conduct of various phases of the program or in determining priority and emphasis of programs. Establishes and maintains informal contacts to facilitate a mutual exchange of information necessary to expedite completion of program objectives, etc.

2. Reviews directives, instructions and special requests from SCAP sections. Interprets and implements material for dissemination to all field offices to insure uniformity and effectiveness of application. Analyzes varying conditions,

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

JOB CONTROLS, DUTIES, AND CONDITIONS OF WORK—CONTINUED

existing economy and other factors peculiar to the different field areas. Prepares specific instructions, suggests priority of programs, methods, etc. for field use taking cognizance of regional prefectural and local Japanese Government agencies, their organization and responsibilities pertinent to economics programs. Outlines special surveillance and reporting schedules or procedures coordinating same with other phases of the program. Plans special studies for approval of supervisor, covering phases of the Natural Resources program requiring emphasis or revision.

3. Makes periodic field visits to observe operations, administrative application and organization under existing policies and instructions. Assists field personnel in resolving special problems, secures information as to progress of programs, degree of acceptance, understanding and compliance of SCAP policies and program objectives. Evaluates weaknesses, time and effort expended in relation to results obtained. With field personnel attends and participates in conferences with Japanese officials and organization representatives concerned with natural resources program. Evaluates relationship, determines the extent of comprehension, cognizance of responsibilities and the initiative evidenced in developing program plans, solutions to problems. Checks for compliance with or violation of SCAP policies and governing Japanese legislation. Makes corrective suggestions within policy limitation or secures information for recommendation to supervisor and higher authority. Prepares specific reports of information, comments and conclusions, or recommendations based on above. Responsible for checking and evaluating other economic programs either for specific facts or for general conduct and progress thereof.

4. Reviews periodic and special reports submitted by field offices. Evaluates progress, soundness of recommendations made, methods used and adherence to instructions. Makes comparative studies of programs based on information from all field areas supplemented by personal field visits. Prepares reports covering the status of programs, common problems and the reasons therefor, indicated trends and proposed changes.

5. Maintains a close working relationship with other segments of the economic program and with other civil affairs functions such as Civil Information, Legal and Government, etc. Coordinates planning of field activities, proposed projects or studies to insure a unified concept in the scheduling and priority of programs and operations directed toward the total objectives.

May perform other incidental duties as assigned.

10. CERTIFICATION

ORGANIZATIONAL LOCATION:

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

(SIGNATURE OF ANALYST)

(SIGNATURE OF APPROVING SUPERVISOR)

11. REAUDIT CERTIFICATION

DATE						
SUPERVISOR'S APPROVAL						
ANALYST'S APPROVAL						

DEPARTMENT OF THE ARMY

JOB DESCRIPTION

FIELD SERVICE

1. INSTALLATION GHQ, FEC, APO 500		2. JOB NO. 725	
3. TITLE Economic Analyst (Distribution and Enforcement) P-110k	4. PAY CATEGORY Class Act	5. OCC. CODE GS-111	6. GRADE 12

7. EVALUATION APPROVAL

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

Barbara Kiredjian (SIGNATURE) 3-6-50 (DATE)

8. CITATION TO APPLICABLE STANDARD AND ITS DATE OF ISSUANCE

Comparison with various CSC Specs for economics work and Class, Act of 1949

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

JOB CONTROLS

Under general work program direction and guidance from the Chief, Commerce and Trade Branch, Civil Affairs Section. Receives assistance by means of discussions relevant to operational plans, major problems or matters requiring policy determination.

Daily conduct of work is performed with considerable independence since regular field and office activities are shared with supervisor. Evaluation of programs and recommendations are generally accepted without change. Review of work is made by means of analysis of verbal and written reports and evaluation of results obtained.

Regulatory control consists of policy and program directives from SCAP Policy Sections, operational controls and instructions prescribed by higher authority of the Civil Affairs Section.

MAJOR DUTIES

As assistant to the Chief, Commerce and Trade Branch is responsible for participation in all phases of the program. This includes implementation, surveillance, reporting and evaluation of allocation, distribution and enforcement of all food products, incentive goods and critical materials; crop collection, restaurant control, ETA activities. Specific duties are-

1. Contact with members of appropriate SCAP Policy Sections for the purpose of obtaining information or decisions, to furnish specific information based on a knowledge of field operations which is necessary in the development of policies or programs, revised legislation or the solution to problems arising in the execution of the various programs. Establishes and maintains informal contacts to facilitate the mutual exchange of information, expedite or improve the conduct of work. Evaluates the effectiveness of programs, the soundness of current governing legislation in actual application, the degree of interest, initiative and participation by the Japanese for use of SCAP Policy Sections.

2. Analyzes directives, instructions and special requests from SCAP Policy Sections. Interprets and adapts same for uniform and effective utilization by field offices taking cognizance of varying conditions, situations, Japanese organizational structure and responsibilities. Suggest methods of operation, priority and emphasis of programs based on the needs of SCAP sections or Civil Affairs Headquarters.

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

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JOB CONTROLS, DUTIES, AND CONDITIONS OF WORK—CONTINUED

3. Conducts periodic or special field visits to observe manner, and effectiveness of operations by field staff, understanding and adherence to policy and program directives. Evaluates techniques and methods employed, thoroughness of observation and inspection activities and the relationship with Japanese organizations and individuals. Assists in resolving specific problems, makes suggestions for corrective action, improvements, etc. or secures facts and information for referral to higher authority. Responsible for checking and evaluating work pertinent to other economic programs either as specifically requested by members of the Economic Division or in terms of general conduct of programs.

4. In conjunction with field personnel, participates in meetings with Japanese groups and individuals to determine weaknesses or problems in execution of programs, to evaluate the success of operations in terms of understanding, interest and participation evidenced by the Japanese. Encourages the Japanese to recognize problems or needs and to independently develop plans toward correction or improvement thereof. Prepares comprehensive reports of field visits including findings, recommendations and evaluations.

5. Reviews periodic or special reports, correspondence or requests from field offices. Determines progress of field activities, accomplishments, common or isolated problems. Makes comparative studies of programs based on information from all regions. Prepares comments and conclusions covering trends, violations, proposed changes for information and use of supervisor, higher authority or SCAP Policy Sections. Answers frequest inquiries from field offices for interpretation or clarification of instructions, additional information, etc.

6. Coordinates regular activity or operational planning with other phases of the economic program and with other Civil Affairs functions such as Civil Information, Legal and Government, etc. Insures a constant exchange of interest information, discusses proposed plans, mutual problems or other matters which influence the over-all program.

7. Guides field personnel in assisting the Japanese with special project plans. Develops instructions and requests to field offices for conduct of special studies, inspections or plans for collection of necessary information.

May perform other incidental duties as assigned.

10. CERTIFICATION

ORGANIZATIONAL LOCATION:

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

(SIGNATURE OF ANALYST) (SIGNATURE OF APPROVING SUPERVISOR)

11. REAUDIT CERTIFICATION

DATE						
SUPERVISOR'S APPROVAL						
ANALYST'S APPROVAL						

DEPARTMENT OF THE ARMY

JOB DESCRIPTION

FIELD SERVICE

1. INSTALLATION			2. JOB NO.	
GHQ, FEC, APO 500			727	
3. TITLE	4. PAY CATEGORY	5. OCC. CODE	6. GRADE	
Economic Analyst (Industry) P-110k	Class Act	G3-111	12	

7. EVALUATION APPROVAL

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

Barbara Kiredjian (SIGNATURE) 3/4/50 (DATE)

8. CITATION TO APPLICABLE STANDARD AND ITS DATE OF ISSUANCE

Comparison with various CSC Specifications for economics type work and requirements of Class Act of 1949

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

JOB CONTROLS

Under general supervision of the Headquarters Chief, Manufacturing and Industry Branch (Military). Receives assistance from supervisor by verbal discussion of proposed actions and problems, decisions pertinent to operating policies and procedures.

Review of work is made through analysis of verbal and written reports and constant evaluation of results obtained.

A considerable portion of work is performed independently inasmuch as regular field and office activities are shared with supervisor. Initiative and judgment are required in participation in planning field activities, evaluating results of field work, etc.

Regulatory control is comprised of SCAP policy section directives, organizational regulations and instructions.

MAJOR DUTIES

As assistant to the Chief of the Branch primary responsibility consists of participation in all phases of the program. Such functions include- (a) Implementation, surveillance and reporting activities inherent in conduct of outlined programs which encompass industrial production programs; effective utilization of critical raw materials; restricted industries such as reparations facilities and equipment, explosives and fertilizer production, petroleum storage, ship building. (b) Surveillance and evaluation of public work programs such as flood control, road building, and housing. Specific duties are-

1. Contact with appropriate members of SCAP Policy Sections for the purpose of obtaining information or decisions, to furnish recommendations and information or to clarify policies and procedures pertinent to various programs. Participates in the development of new programs, or revision in policy from the standpoint of applicability to field operations and conditions. Develops and maintains informal contacts necessary to expedite or improve the achievement of objectives. Evaluates the soundness of operating programs, the measure of success and acceptance by the Japanese. Initiates recommendations for changes for concurrence of supervisor and presentation to SCAP Policy Sections.

2. Reviews directives, instructions or special request from SCAP Policy Sections. Interprets and implements same for uniform application and understanding by field offices taking cognizance of conditions, situations, organization and

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

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JOB CONTROLS, DUTIES, AND CONDITIONS OF WORK—CONTINUED

responsibilities of the Japanese agencies, Government officials, or individuals concerned. Suggests methods of operations, priority and emphasis of programs based on the needs of SCAP Policy Sections or the Headquarters office.

3. Conducts field visits to observe manner and effectiveness of operations of field staff and the adherence to policy and program directives. Evaluates techniques employed, thoroughness of observation and inspection activities and the relationship with Japanese organizations and individuals. Assists in resolving specific problems and makes suggestions pertinent to corrective actions, improvements, etc.

4. In conjunction with field staff, participates in meetings with Japanese groups and individuals to determine problems or weaknesses in programs, to evaluate the extent of understanding, interest and participation or to assist in the solution of particular problems. Encourages the Japanese to recognize problem areas such as budgetary matters, allocation and distribution, inefficient organization, etc. and to develop plans toward correction or improvement thereof. Responsible for checking and evaluating other economic programs either for specific facts or for general conduct and progress thereof.

5. Reviews periodic or special reports, correspondence, requests for information, etc. from field offices. Determines progress of field activities, accomplishments, common or isolated problems. Prepares comments and recommendations for use of supervisor, SCAP Policy Sections or others, covering trends, proposed changes, violations or other factors of interest or required action value. Answers frequent inquiries from field offices relevant to policy and instruction interpretation, reporting procedures, etc.

6. Coordinates daily operational activities with other phases of the economic program and with other civil affairs functions such as civil information, public health, etc. Provides a mutual exchange of information, discusses proposed plans, problems which influence or concern the total program.

7. Guides field personnel in assisting the Japanese in developing special project plans such as educational material, projects designed to increase efficiency and utilization of equipment, reduce costs or otherwise promote increased production and raise economic standards.

May perform other incidental duties as assigned.

10. CERTIFICATION

ORGANIZATIONAL LOCATION:

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

(SIGNATURE OF ANALYST)

(SIGNATURE OF APPROVING SUPERVISOR)

11. REAUDIT CERTIFICATION

DATE						
SUPERVISOR'S APPROVAL						
ANALYST'S APPROVAL						

DEPARTMENT OF THE ARMY

JOB DESCRIPTION

FIELD SERVICE

1. INSTALLATION			2. JOB NO.
GHQ, FEC, APO 500			725
3. TITLE	4. PAY CATEGORY	5. OCC. CODE	6. GRADE
Economic Analyst (Distribution and Enforcement) P-110k	Class Act	CS-111	12

7. EVALUATION APPROVAL

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

Barbara Kiredjian (SIGNATURE) 3/6/50 (DATE)

8. CITATION TO APPLICABLE STANDARD AND ITS DATE OF ISSUANCE

Comparison with various CSC Specs for economics work and Class. Act of 1949

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

JOB CONTROLS

Under general work program direction and guidance from the Chief, Commerce and Trade Branch, Civil Affairs Section. Receives assistance by means of discussions relevant to operational plans, major problems or matters requiring policy determination.

Daily conduct of work is performed with considerable independence since regular field and office activities are shared with supervisor. Evaluation of programs and recommendations are generally accepted without change. Review of work is made by means of analysis of verbal and written reports and evaluation of results obtained.

Regulatory control consists of policy and program directives from SCAP Policy Sections, operational controls and instructions prescribed by higher authority of the Civil Affairs Section.

MAJOR DUTIES

As assistant to the Chief, Commerce and Trade Branch is responsible for participation in all phases of the program. This includes implementation, surveillance, reporting and evaluation of allocation, distribution and enforcement of all food products, incentive goods and critical materials; crop collection, restaurant control, EIA activities. Specific duties are-

1. Contact with members of appropriate SCAP Policy Sections for the purpose of obtaining information or decisions, to furnish specific information based on a knowledge of field operations which is necessary in the development of policies or programs, revised legislation or the solution to problems arising in the execution of the various programs. Establishes and maintains informal contacts to facilitate the mutual exchange of information, expedite or improve the conduct of work. Evaluates the effectiveness of programs, the soundness of current governing legislation in actual application, the degree of interest, initiative and participation by the Japanese for use of SCAP Policy Sections.

2. Analyzes directives, instructions and special requests from SCAP Policy Sections. Interprets and adapts same for uniform and effective utilization by field offices taking cognizance of varying conditions, situations, Japanese organizational structure and responsibilities. Suggest methods of operation, priority and emphasis of programs based on the needs of SCAP sections or Civil Affairs Headquarters.

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

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MASTER COPY

JOB CONTROLS, DUTIES, AND CONDITIONS OF WORK—CONTINUED

3. Conducts periodic or special field visits to observe manner, and effectiveness of operations by field staff, understanding and adherence to policy and program directives. Evaluates techniques and methods employed, thoroughness of observation and inspection activities and the relationship with Japanese organizations and individuals. Assists in resolving specific problems, makes suggestions for corrective action, improvements, etc. or secures facts and information for referral to higher authority. Responsible for checking and evaluating work pertinent to other economic programs either as specifically requested by members of the Economic Division or in terms of general conduct of programs.

4. In conjunction with field personnel, participates in meetings with Japanese groups and individuals to determine weaknesses or problems in execution of programs, to evaluate the success of operations in terms of understanding, interest and participation evidenced by the Japanese. Encourages the Japanese to recognize problems or needs and to independently develop plans toward correction or improvement thereof. Prepares comprehensive reports of field visits including findings, recommendations and evaluations.

5. Reviews periodic or special reports, correspondence or requests from field offices. Determines progress of field activities, accomplishments, common or isolated problems. Makes comparative studies of programs based on information from all regions. Prepares comments and conclusions covering trends, violations, proposed changes for information and use of supervisor, higher authority or SCAP Policy Sections. Answers frequent inquiries from field offices for interpretation or clarification of instructions, additional information, etc.

6. Coordinates regular activity or operational planning with other phases of the economic program and with other Civil Affairs functions such as Civil Information, Legal and Government, etc. Insures a constant exchange of interest information, discusses proposed plans, mutual problems or other matters which influence the over-all program.

7. Guides field personnel in assisting the Japanese with special project plans. Develops instructions and requests to field offices for conduct of special studies, inspections or plans for collection of necessary information.

8. May perform other incidental duties as assigned.

10. CERTIFICATION

ORGANIZATIONAL LOCATION:

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

(SIGNATURE OF ANALYST) (SIGNATURE OF APPROVING SUPERVISOR)

11. REAUDIT CERTIFICATION

DATE						
SUPERVISOR'S APPROVAL						
ANALYST'S APPROVAL						

DEPARTMENT OF THE ARMY

JOB DESCRIPTION

FIELD SERVICE

1. INSTALLATION		2. JOB NO. 724 (Continued)	
3. TITLE	4. PAY CATEGORY	5. OCC. CODE	6. GRADE

7. EVALUATION APPROVAL

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

(SIGNATURE) (DATE)

8. CITATION TO APPLICABLE STANDARD AND ITS DATE OF ISSUANCE

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

in developing plans or as required to evaluate the degree of success and effectiveness of programs. Issues instructions to the field requesting special information, checks or investigations as required to collect information.

May perform other incidental duties as assigned.

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

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The new basic salary tables are published below:

P	CAF	CPC	SP	W/O 25% Diff.	With 25% Diff.	
--	--	1	--	$1080.00	$1350.00	
--	--	2	--	1690.00	2112.50	
--	--	--	1	1690.00	2112.50	
--	1	--	--	1756.00	2195.00	
--	--	3	--	1822.00	2277.50	
--	--	--	2	1822.00	2277.50	
--	2	--	3	1954.00	2442.50	
--	--	4	--	2020.00	2525.00	
--	3	--	4	2168.28	2710.35	
--	--	5	--	2243.52	2804.40	
--	4	--	5	2394.00	2992.50	
--	--	6	--	2469.24	3086.55	
1	5	--	6	2644.80	3306.00	
--	--	7	--	2694.96	3368.70	
--	--	8	--	2895.60	3619.50	
--	6	--	7	3021.00	3776.25	
2	7	--	8	3397.20	4246.50	4658.50
--	8	--	--	3773.40	4716.75	5128.75
3	9	--	--	4149.60	5187.00	5599
--	10	--	--	4525.80	5657.25	
4	11	--	--	4902.00	6127.50	
5	12	--	--	5905.20	7381.50	
6	13	--	--	7102.20	8877.75	+416
7	14	--	--	8179.50	xxxxxxx	
8	15	--	--	9975.00	xxxxxxx	
--	--	9	--	3271.80	4089.75	
--	--	10	--	3648.00	4560.00	

13

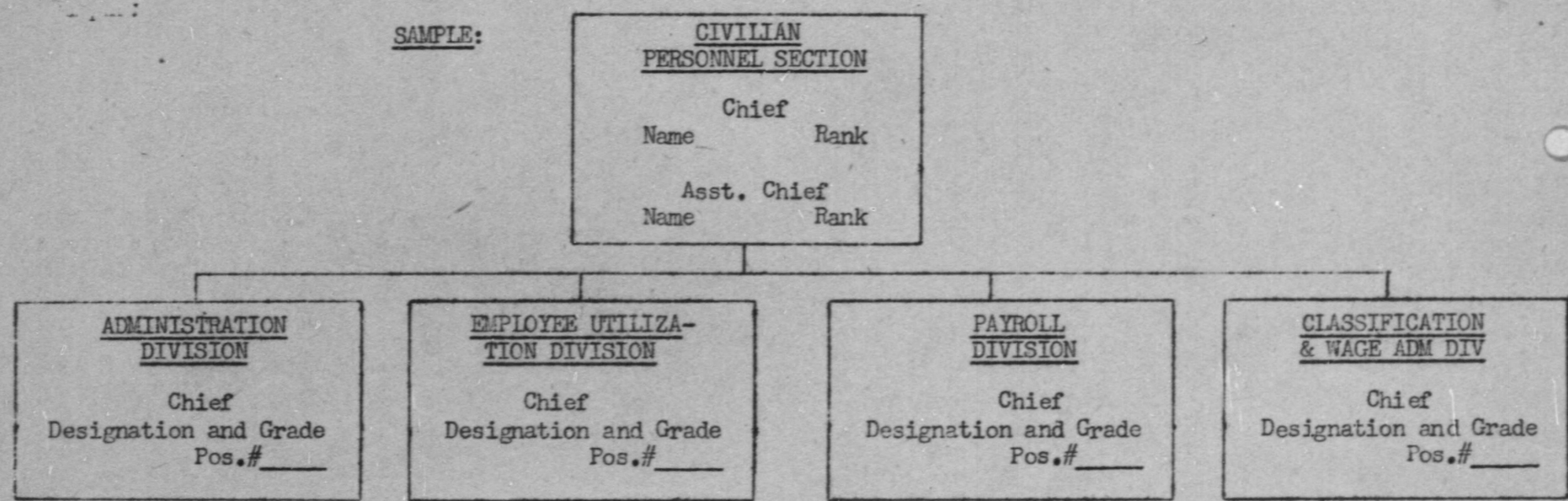
12

SERVICE AND GRADES — BASIC PAY RATES (With overseas differential)

P	CAF	CPC	SP	MINIMUM		INTERMEDIATE				MAXIMUM
--	--	1	--	1350.00	--	1462.50	1572.50	1662.50	--	1752.50
--	--	2	--	2112.50	2195.00	2277.50	2360.00	2442.50	--	2525.00
--	--	--	1	2112.50	2195.00	2277.50	2360.00	2442.50	2525.00	2616.30
--	1	--	--	2195.00	2277.50	2360.00	2442.50	2525.00	2616.30	2710.35
--	--	3	--	2277.50	2360.00	2442.50	2525.00	2616.00	--	2710.35
--	--	--	2	2277.50	2360.00	2442.50	2525.00	2616.30	2710.35	2804.1[illegible]
--	2	--	3	2442.50	2525.00	2616.30	2710.35	2804.40	2898.45	2992.50
--	--	4	--	2525.00	2616.30	2710.35	2804.40	2898.45	2992.50	3086.55
--	3	--	4	2710.35	2804.40	2898.45	2992.50	3086.55	3180.60	3274.65
--	--	5	--	2804.40	2898.45	2992.50	3086.55	3180.60	3274.65	3368.70
--	4	--	5	2992.50	3086.55	3180.60	3274.65	3368.70	3462.75	3556.80
--	--	6	--	3086.55	3180.60	3274.65	3368.70	3462.75	3556.80	3650.85
1	5	--	6	3306.00	3462.75	3619.50	3776.25	3933.00	4089.75	4246.50
--	--	7	--	3368.70	3462.75	3556.80	3650.85	3776.25	3933.00	4089.75
--	--	8	--	3619.50	3776.25	3933.00	4089.75	4246.50	4403.25	4560.00
--	6	--	7	3776.25	3933.00	4089.75	4246.50	4403.25	4560.00	4716.75
2	7	--	8	4246.50	4403.25	4560.00	4716.75	4873.50	5030.25	5187.00
--	8	--	--	4716.75	4873.50	5030.25	5187.00	5343.75	5500.50	5657.25
3	9	--	--	5187.00	5343.75	5500.50	5657.25	5814.00	5970.75	6127.50
--	10	--	--	5657.25	5814.00	5970.75	6127.50	6284.25	6441.00	6597.75
4	11	--	--	6127.50	--	6441.00	6754.50	7068.00	--	7381.50
5	12	--	--	7381.50	--	7680.75	7980.00	8279.25	--	8578.5[illegible]
6	13	--	--	8877.75	--	9177.00	9476.25	9775.50	--	xxxxxx
7	14	--	--	xxxxxx	--	xxxxxx	xxxxxx	xxxxxx	--	xxxxxx
8	15	--	--	xxxxxx	--	xxxxxx	xxxxxx	xxxxxx	--	xxxxxx
--	--	9	--	4089.75	4246.50	4403.25	4560.00	4716.75	4873.50	5030.25
--	--	10	--	4560.00	4716.75	4873.50	5030.25	5187.00	5343.75	5500.50

FIRST SHEET
Structural Chart of Entire Section

SAMPLE:



Size of Chart

8" x 10½" or
multiple thereof.

CIVILIAN PERSONNEL
SECTION

(Signature) Rank
Chief of Section

Date:

Sheet 1 of 5

SUPPLEMENTAL SHEETS

Divisions showing functional statements and manning sheets.

SAMPLE:

ADMINISTRATION DIVISION

(General functional statement of division assignments:)

1 Adm. Asst.	1st. Lt.
1 Clerk General	CAF-4 Pos.#____
1 Clerk Typist	CAF-2 Pos.#____

POSITION CONTROL BRANCH

(Statement of Specific functions)

1 Clerk (Personnel)	CAF-4 Pos.#____
1 Clerk (Personnel)	CAF-4 Pos.#____
1 Clerk-Typist (FN)	PG-5 Pos.#____
1 Clerk-Typist	JN
1 Clerk (General)	EM

MAIL AND FILE BRANCH

(Statement of specific functions)

1 Mail & File Clerk	EM
1 File Clerk	CAF-2 Pos.#____
1 Messenger	JN

PROCESSING BRANCH

(Statement of specific functions)

1 Clerk (Personnel)	EM
1 Clerk-Typist	CAF-3 Pos.#____
1 Clerk-Typist(FN)	PG-5 Pos.#____
1 Clerk-Typist	JN