

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

Description of contents

- (1) Box no. 2851
- (2) Folder title/number: (17)
Personnel
- (3) Date: July 1947 - May 1949

(4) Subject:

Classification	Type of record
9760, 9033.1	d, i

(5) Item description and comment:
Tokyo

(6) Reproduction: Yes No

(7) Film no.

Sheet no.

(Compiled by National Diet Library)

POSITION DESCRIPTION

21 Jan. 1949.

Incumbent: M/Sgt. Alva Burton

CHIEF INVESTIGATOR -- WELFARE SECTION
(ENLISTED)
TOKYO MILITARY GOVERNMENT TEAM.

Informative Paragraph

The Chief Investigator will be responsible for the inspection of public and private welfare institutions and for the investigation of complaints.

Specific Duties

1. Is responsible to the Public Welfare Officer.
2. Makes field trips to inspect Public Welfare Offices in connection with Administrative Reviews of Public Assistance Program. 80%
3. Makes field trips to inspect Public and Private Welfare institutions, welfare warehouses and Foreign National Ration Distribution Centers. 15%
4. Prepares and submits reports on inspections 4%
5. Assigns inspections to be made by other Investigators. 1%

Qualifications

It is desirable that this incumbent have at least a High School education and at least one year of paid experience in Social work.

Supervisions exercised.

None.

POSITION DESCRIPTION

21 Jan. 1949.

Incumbent: Jeanne G. Fuller

ASSISTANT PUBLIC WELFARE OFFICER
(Department of THE ARMY CIVILIAN)
TOKYO MILITARY GOVERNMENT TEAM

Informative Paragraph

The Assistant Public Welfare Officer provides surveillance of the Japanese Public Assistance program to determine the equitability of the welfare services provided by the Japanese Public Assistance Program.

Specific Duties

1. Work will be supervised directly by the Public Welfare Officer. Supervision will be technical, administrative and general.
2. Maintains a continuing review of the administration of public assistance with emphasis on the adequacy, equity and substantiation of allowances. 75%
3. Inspects private and public institutions and make recommendations pertinent to the maintenance of adequate standards of care. Professional advice and assistance is provided in the development of recreational and other programs. 5%
4. Stimulates development of Child Welfare Services in accordance with the Child Welfare Law through conferences planned programs and surveys. 10%
5. Encourages activities concerning homeless persons. 5%

General Duties

1. Renders technical advise and assistance for training of Japanese Welfare workers.
2. Advises and assists in community organization, in general and with any specific fund raising programs. 1%
3. Attends regular and special conferences with Public Welfare Officials. 1%
4. Submits daily activity reports and prepares specials reports as requested. 2%

Qualifications

It is desirable that the person filling this position have a degree in social work and one year administrative experience or shall furnish satisfactory evidence of equivalent practical experience.

Supervision Exercised

The Assistant Public Welfare Officer exercises administrative supervision over such personnel as may be delegated by the Public Welfare Officer, this supervision to include Investigators, Interpreters and Clerks.

775 013

POSITION DESCRIPTION

5th March, 1948.

Incumbent: ~~Sgt. Richard Eibe~~

M/Sgt Alva Burton

CHIEF INVESTIGATOR -- WELFARE SECTION
(ENLISTED)
TOKYO MILITARY GOVERNMENT TEAM.

(A)

Informative Paragraph

The Chief Investigator will be responsible for the inspection of public and private welfare institutions and for the investigation of complaints.

Specific Duties

1. Is responsible to the Public Welfare Officer.
2. Makes field trips to inspect Public Welfare Offices in connection with Administrative Reviews of Public Assistance Program. 80%
3. Makes field trips to inspect Public and Private Welfare institutions, welfare warehouses and Foreign National Ration Distribution Centers. 15%
4. Prepares and submits reports on inspections 4%
5. Assigns inspections to be made by other Investigators. 1%

Qualifications

It is desirable that this incumbent have at least a High School education and at least one year of paid experience in Social work.

Supervisions exercised.

None.

775 013

POSITION DESCRIPTION~~5th March, 1948.~~Incumbent: ~~S/Sgt. Jack Sage~~*vacant*

INVESTIGATOR--WELFARE SECTION
(Collected)
 TOKYO MILITARY GOVERNMENT TEAM

Informative Paragraph

The Investigator will be responsible for the inspection of public and private welfare institutions and for the investigation of complaints.

Specific Duties

1. Is responsible to the Public Welfare Officer.
2. Makes field trips to inspect public welfare offices in connection with Administrative Reviews of Public Assistance Programs. 80%
3. Makes field trips to inspect public and private welfare institutions, welfare warehouses and Foreign National Ration Distribution Centers. 15%
4. Prepares and submits reports on inspections. 5%

Qualifications

It is desirable that this incumbent have at least a High School education and at least one year of paid experience in Social work.

Supervision Exercised.

None.

POSITION DESCRIPTION

5th March, 1948.

Incumbent: ~~George Daisopoulos~~
~~CAF-2.~~CLERK-TYPIST -- WELFARE SECTION *Japanese*

TOKYO MILITARY GOVERNMENT TEAM.

Informative Paragraph

The clerk-typist will provide the necessary clerical work for the Section. The immediate supervisor of this employee is the Public Welfare Officer.

Specific Duties

1. Types from long-hand notes military letters, indorsements memoranda and reports; proof reads and edits correspondence for compliance with current S.O.P. 80%
2. Maintains an adequate office filing system of incoming and outgoing correspondence, reports, etc. checks figures on incoming reports and assembles statistical data for required monthly reports. 15%
3. Answers telephones and prepares time reports of Japanese and Foreign National employees. 5%

Supervision Exercised

None.

POSITION DESCRIPTION

5th March, 1948.

Incumbent: ~~Edward Davier~~*Japanese*

CHIEF INTERP RETER-TRANSLATOR--WELFARE SECTION
 TOKYO MILITARY GOVERNMENT TEAM.

Duties & ResponsibilitiesPercentage of
time of Each Task

- | | | |
|----|---|-----|
| 1. | Translates laws, documents and reports of technical nature in connection with the Public Assistance Program. | 25% |
| 2. | Translates, both from English into Japanese and vice versa, and delivers speeches before audiences of varied sizes. | 5% |
| 3. | Accompanies and interprets for Chief of Welfare Division on field trips. | 10% |
| 4. | Attends Japanese meetings and hearings and renders translated reports on proceedings. | 5% |
| 5. | Interprets for office interviews and meetings. | 15% |
| 6. | Interprets and makes inspections of Japanese institutions. | 15% |
| 7. | Translates case records and interprets in connection with Administrative Review of local Japanese Welfare Office. | 25% |

775 013

POSITION DESCRIPTION

5th March, 1948.

Incumbents: 1. ~~Kuniei Hattori~~
2. ~~Minoru Koba~~
3. ~~Hideyo Iashiki~~
4. ~~-Vacancy-~~*All Japanese*

INTERPRETER-TRANSLATOR---WELFARE SECTION

TOKYO MILITARY GOVERNMENT TEAM

Duties & Responsibilities

	<u>Percentage of Time on Each Task</u>
1. Translates material and documents submitted by the Japanese to the Welfare Officer.	20%
2. Translates pertinent material for use of the Welfare Officer from Japanese documents and records.	10%
3. Interprets for all office interviews, meetings, official speeches.	10%
4. Interprets on all inspections and investigations made by Welfare Officer.	50%
5. Interprets on inspections made by other in the office.	10%

POSITION DESCRIPTION

5th March, 1948.

Incumbent: Jeanne C. Fuller

ASSISTANT PUBLIC WELFARE OFFICER
TOKYO MILITARY GOVERNMENT TEAM

Informative Paragraph

The Assistant Public Welfare Officer provides surveillance of the Japanese Public Assistance program to determine the equitability of the welfare services provided by the Japanese Public Assistance Program.

Specific Duties

1. Work will be supervised directly by the Public Welfare Officer. Supervision will be technical, administrative and general.
2. Maintains a continuing review of the administration of public assistance with emphasis on the adequacy, equity and substantiation of allowances. 75%
3. Inspects private and public institutions and make recommendations pertinent to the maintenance of adequate standards of care. Professional advice and assistance is provided in the development of recreational and other programs. 5%
4. Stimulates development of Child Welfare Services in accordance with the Child Welfare Law through conferences planned programs and surveys. 10%
5. Encourages activities concerning homeless persons. 5%

General Duties

1. Renders technical advice and assistance for training of Japanese Welfare workers.
2. Advises and assists in community organization, in general and with any specific fund raising programs. 1%
3. Attends regular and special conferences with Public Welfare Officials. 1%
4. Submits daily activity reports and prepares special reports as requested. 2%

Qualifications

It is desirable that the person filling this position have a degree in social work and one year administrative experience or shall furnish satisfactory evidence of equivalent practical experience.

Supervision Exercised

X The Assistant Public Welfare Officer exercises administrative supervision over such personnel as may be delegated by the Public Welfare Officer, this supervision to include Investigators, Interpreters and Clerks.

POSITION DESCRIPTION

21 Jan. 1949.

Incumbent: 2 vacancies

INVESTIGATOR--WELFARE SECTION
(ENLISTED)
TOKYO MILITARY GOVERNMENT TEAM

Informative Paragraph

The Investigator will be responsible for the inspection of public and private welfare institutions and for the investigation of complaints.

Specific Duties

1. Is responsible to the Public Welfare Officer.
2. Makes field trips to inspect public welfare offices in connection with Administrative Reviews of Public Assistance Programs. 80%
3. Makes field trips to inspect public and private welfare institutions, welfare warehouses and Foreign National Ration Distribution Centers. 15%
4. Prepares and submits reports on inspections. 5%

Qualifications

It is desirable that this incumbent have at least a High School education and at least one year of paid experience in Social work.

Supervision Exercised.

None.

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

*File
Personnel*

AG 300.1 (MG-X)

28 January 1948

SUBJECT: Letter of Instructions - Military Government Units in Japan

TO : Commanding General, I Corps, APO 301
Commanding General, IX Corps, APO 309
Commanding Officer, Chugoku Military Government Region, APO 317
Commanding Officer, Shikoku Military Government Region, APO 1050
Commanding Officer, Tokyo-Kanagawa Military Government District,
APO 503

1. Letter, this headquarters, file AG 300.1 (MG-X), 24 June 1947, subject: "Letter of Instructions - Military Government Units in Japan", with two inclosures, is rescinded effective 10 February 1948.

2. Reference is made to Letter Order No. 1-3 this headquarters, file AG 321 (Reorg) (FB), "Reorganization of Military Government in Japan", dated 23 January 1947, with one inclosure.

3. The attached Tables of Authorization, which integrate military and civilian personnel into an organization for each of the categories of military government teams, will be effective 10 February 1948.

4. Civilian personnel to augment the military strength authorized by reference letter above will be assigned as available. They will be assigned with specific job qualifications and utilized in the principal duty for which assigned.

BY COMMAND OF LIEUTENANT GENERAL RICHBERGER:

/s/ R. Schafer
R. SCHAFFER
Lt Col, AGD
Asst Adj Gen

775 013

TABLE OF AUTHORIZATION
Tokyo Military Government Team (Major)

Duty Assignment	Specification Serial Number	Command and Administrative Section (a)	Military Government Operational Sections (b)						
			Economics	Legal and Government	Civil Information	Civil Education	Public Health	Public Welfare	
SMO	8104	1							
Exec Officer	2124	1							
Adjutant	2110	1							
Detach Commander	2136	1							
Supply & Motor Officer	0600	1							
Fin & Civ Property		1(c)							
Economics Officer	8000		6						
Labor Relations	2930		1						
Legal & Government	8107			2					
Civil Information	5503				1				
Civil Education	5503					5			
Public Health Officer	9005						2		
Public Health Nurse	9430						1		
Sanitary Officer	7960						1(d)		
Public Welfare	5900								3
TOTAL OFFICER (28)		6	7	2	1	5	4		3
First Sgt	508	1							
Chief Clerk	502	1							
Detach Clerk	405	1							
Motor Sgt	014	1							
Mechanic	014	2							
Driver	945	2							
Supply NCO	821	1							
Mag Center Clerk	667	2							
Interpreter-Translator	320	2							
Clerk-Stenographer	213	1							
Clerk-Typist	405	6							
Fin & Civ Prop		3(c)							
NCO ASSISTANTS:									
Economics	502		6						
Legal & Govt	502			2					
Civil Information	502				1				
Civil Education	502					3			
Public Health	502						4		
Public Welfare	502								3
TOTAL ENLISTED (42)		23	6	2	1	3	4		3
AGGREGATE (70)		29	13	4	2	8	8		6

- NOTE: a. In addition to the normal command and administrative work of any military unit, personnel listed hereunder will be charged with all duties not of a military government operational nature.
- b. Except in emergencies, the time of personnel listed hereunder will be devoted exclusively to military government operational activities, which should normally be coordinated by the Executive Officer under the supervision of the SMO.
- c. For custodial duties, Civil Property Warehouses.
- d. Has additional duties as Veterinary Officer.

Incl 9 to Letter, Hq 8th Army, 28 January 1948

775 013

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

AG 321 (Reorg) (FB)

23 January 1948

SUBJECT: Letter Order No 1-8 (Reorganization of Military Government in Japan)

TO : See Distribution

1. Pursuant to Authority contained in AR 220-5, dated 16 December 1944, as changed, Military Government in Japan is reorganized under the following Military Government teams effective 10 February 1948:

Major Prefectural Teams

Tokyo Military Government Team
 Kanagawa Military Government Team

2. Grades and Ratings

See inclosure 1.

3. Personnel

a. No personnel will be reduced in grade as a result of this action.

b. Personnel rendered surplus by this action will be reported to Commanding General, Eighth Army

4. Equipment and Supplies

a. Equipment and supplies rendered surplus by this action will be turned in to appropriate supply agencies in accordance with Circular No 21, 1947, this headquarters.

b. Shortages in T/A equipment may be requisitioned in the normal manner.

5. Records

Using 10 February 1948 as the effective date of reorganization an appropriate entry will be made in the unit morning report in accordance with paragraph 34, AR 345-400, dated 3 January 1945.

6. Reports

This headquarters will be notified by letter upon completion of the action indicated above.

BY COMMAND OF LIEUTENANT GENERAL KICHELBERGER:

1 Incl:
 Authorized Grades and Ratings

J. M. GLASGOW
 Colonel, AGD
 Adjutant General

775 013

Public welfare
Section
For your information
and file
J.L.

775 013

AUTHORIZED GRADES AND RATINGS, MILITARY GOVERNMENT UNITS

	<u>KANAGAWA MG TEAM</u>	<u>TOKYO MG TEAM</u>
Colonel	1	1
Lieut Colonel	1	1
Major	2	3
Captain	3	3
1st Lieutenant	4	2
TOTAL	12	15
Grade 1 (1st)	1	1
Grade 1 (Mr)	1	
Grade 2	5	3
Grade 3	7	4
Grade 4	19	7
Grade 5	24	9
Grade 6	9	7
Grade 7	5	6
TOTAL Enl/Tn	71	37
TOTAL Off/Tn	12	15
Aggregate /Tn	83	52
<u>OFFICER CATEGORY POSITIONS:</u>		
SGO	1	1
Exec Off	1	1
Adjutant	1	1
Exec and Adj		
Detach Comdr	1	1
Supply Off		
Motor Off		
Sup & Motor Off	1	1
Fin & Civ Prop		
Economics Off	7	6
Labor Relations	1	1
Econ & Lab Relat		
Leg & Gov	2	2
Civil Information	1	1
Civil Education	3	5
Public Health Off	1	2
Public Health Nurse	1	1
Sanitary Officer		1
Veterinary Off	1	
Public Welfare	2	
Total Officers	24	23

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AUTHORIZED GRADES AND RATINGS MILITARY GOVERNMENT UNITS(Continued)

KIYUGAWA MG TEAM

TOKYO MG TEAM

ENLISTED CATEGORY POSITIONS:

ENLISTED CATEGORY POSITIONS:	KIYUGAWA MG TEAM	TOKYO MG TEAM
First Sergeant	1	1
Chief Clerk	1	1
Reports NCO		
Detachment Clerk	1	1
Motor Sgt	1	1
Mechanic	2	2
Driver	2	2
Mess Steward	1	
Cooks	2	
Supply NCO	1	1
Asst Supply NCO	1	
Assage Center Clerk	2	2
Interpreter-translator	2	2
Clerk-stenographer	1	1
Clerk-Typist	6	6
Finance & Civil Property		
Sust. Inv. & Quarant	37	3
NCO Assistants:		
Economics	6	6
Legal & Civt	2	2
Civil Information	1	1
Civil Education	2	2
Public Health	4	4
Public Welfare	2	2
TOTAL ENLISTED	78	42

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File Personnel

DEPARTMENT POSITION DESCRIPTION FIELD SERVICE		1. POSITION No.	
2. INSTALLATION Eighth Army		5. TITLE	
		6. SERVICE	7. SERIES
		8. GRADE	9. No.
3. POSITION LOCATION Public Welfare Section		10. SIGNATURE OF ANALYST	
Tokyo Military Government Team		11. DATE ALLOCATED	
APO 181, Tokyo, Japan		12. ADDITIONAL IDENTICAL TO THIS POSITION	
4. (A) SUPERVISION RECEIVED, (B) SUPERVISION EXERCISED, (C) DUTIES OF POSITION			PERCENTAGE OF TIME ON EACH TASK
<p style="text-align: center;"><u>CLERK</u> (Office & Field) DEPARTMENT OF THE ARMY CIVILIAN</p> <p>(A) Supervision Received</p> <p>Under the general supervision of the Chief or the Assistant Chief of the Public Welfare Section, incumbent performs assignments in accordance with directives as interpreted by supervisor or in accordance with outlined procedure. Independent judgment and discretion are used in the execution of work, many details of which are not readily subject to check. Written reports and material are reviewed by higher grade employees.</p> <p>(B) Supervision Exercised</p> <p>Supervises the work of subordinate clerical personnel in the section.</p> <p>(C) Duties of Position</p> <p>1. In the compilation and preparation of recurring reports, incumbent follows precedent calling by telephone or by means of conferences the Japanese agencies or individual to secure statistics and information requested by higher authority. Judges consistency and completeness of data received and prepares for submission in standard form. Writes simple narratives when required for clarification and prepares transmittal letter.</p> <p>2. Makes inter-office contacts, selects information from office records and interviews Japanese officials and citizens to secure information and statistics for special reports for higher headquarters. Prepares report as directed by supervisor or submits to higher grade employee for compilation.</p>			

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DUTIES - CONTINUED

PERCENTAGE OF TIME ON EACH TASK

3. In absence of supervisor, receives visitors in the office giving out information based on established policy and procedures; makes appointments for supervisor; maintains follow-up file on recurring reports or action correspondence, prepares routine indorsements and information memoranda, and performs similar clerical duties as required. Assists the section chief in scheduling the weekly activities of the section.

(Par 1, 2, 3)

50%

4. Makes field trips to gather facts, develop evidence, or secure information by reviewing records, observing conditions and interviewing individuals in order to ascertain violations of directives and to secure compliance to them by rendering advice and suggestions in the field of Public Welfare. Incumbent is limited in nature and scope of commitments to well defined policy and procedure. Supervisor outlines information to be gathered and provides incumbent with information available, such as officials and citizens to contact, information to disseminate and such fact-finding aids as questionnaires and check sheets. Inspections are usually routine where situations encountered are fairly repetitive or at institutions not presenting complex or difficult problems.

50%

THE ABOVE DUTIES ARE APPROVED

FRANK A. HOLLINGSHEAD, Col, CAC

SIGNATURE OF OPERATING OFFICIAL

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

E. K. CALLOW
DAC, Public Welfare Officer

POSITION AUDIT

DATE						
ANALYST						

775 013

Refer to:
Administration No. 5

POSITION DESCRIPTION

EIGHTH ARMY

Incumbent's name

Prefectural Military Government Team

(Insert)

T/O Position: NCO Assistant (Office & Fields)

Duties and Responsibilities

Public Welfare Section
A Under the general supervision of the Chief or the Assistant Chief of the ~~technical unit to which assigned~~, incumbent performs assignments in accordance with directives as interpreted by supervisor or in accordance with outlined procedure. Independent judgment and discretion are used in the execution of work, many details of which are not readily subject to check. Written reports and material are reviewed by higher grade employees.

C In the compilation and preparation of recurring reports, incumbent follows precedent calling by telephone or by means of conferences the Japanese agencies or individual to secure statistics and information requested by higher authority. Judges consistency and completeness of data received and prepares for submission in standard form. Writes simple narratives when required for clarification and prepares transmittal letter.

Makes inter-office contacts, selects information from office records and interviews Japanese officials and citizens to secure information and statistics for special reports for higher headquarters. Prepares report as directed by supervisor or submits to higher grade employee for compilation.

Makes field trips to gather facts, develop evidence, or secure information by reviewing records, observing conditions and interviewing individuals in order to ascertain violations of directives and to secure compliance to them by rendering advice and suggestions ~~in one or more fields of activity in which his section is engaged~~. Incumbent is limited in nature and scope of commitments to well defined policy and procedure. Supervisor outlines information to be gathered and provides incumbent with information available, such as officials and citizens to contact, information to disseminate and such fact-finding aids as questionnaires and check sheets. Inspections are usually routine where situations encountered are fairly repetitive or at institutions ~~or plants~~ presenting complex or difficult problems.

In absence of supervisor, receives visitors in the office giving out information based on established policy and procedures; makes appointments for supervisor; maintains follow-up file on recurring reports or action correspondence, prepares routine indorsements and information memoranda, and performs similar clerical duties as required. Assists the section chief in scheduling the weekly activities of the section.

B Supervises the work of subordinate clerical personnel in the section. ~~100%~~

Par. 1-2-3 = 50%
4 = 50%

8 copies

Col. Frank A. Hollinghead, USA

775 013

Eighth Army

Public Welfare Section

Tokyo Military Government Team

APO 181, Tokyo, Japan

CLERK TYPIST

Department of the Army Civilian

(A) Supervision Received

The clerk-typist will provide the necessary clerical work for the Section. The immediate supervisor of this employee is the Public Welfare Officer.

(B) Supervision Exercised

None

(C) Duties of Position

1. Types from long-hand notes military letters, indorsements, memoranda and reports; proof reads and edits correspondence for compliance with current S.O.P.

80%

2. Maintains an adequate office system of incoming and outgoing correspondence, reports, etc; checks figures on incoming reports and assembles statistical data for required monthly reports.

15%

3. Answers telephones and prepares time reports of Japanese and Foreign National employees.

5%

WOLJAS .A.E
Public Welfare Officer
9-242

775 013

Blank Army

Public Welfare Section
Tokyo Military Government Team
470 1st, Tokyo, Japan

Department of the Army Division
OTHER TYPING

(A) Supervision assigned

The clerk-typist will provide the necessary clerical work for the section. The immediate supervisor of this employee is the Public Welfare Officer.

(B) Supervision exercised

None

(C) Duties of position

1. Types from long-hand notes military letters, instruments, memoranda and reports; proof reads and edits correspondence for compliance with current G.O.P.

2. Maintains an adequate office system of incoming and outgoing correspondence, reports, etc; checks figures on incoming reports and assembles statistical data for required monthly reports.

3. Answers telephone and prepares time reports Japanese and foreign national employees.

FRANK A. HOLLINGSHEAD, Col, CAC, Comdg.

E.K. GALLOW
Public Welfare Officer
CAF-9

775 013

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21

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Public Welfare Section
 Tokyo Military Government Team
 APO 181, Tokyo, Japan

PUBLIC WELFARE OFFICER

Department of the Army Civilian

(A) Supervision Received

1. Is responsible for surveillance of all Japanese welfare activities in a prefecture. Under the administrative supervision of a special military government team commander, operates as a social worker, planning the use of his own time and programming military government welfare activities, including the weekly activities schedule of his section.

(B) Supervision Exercised

1. Supervision is exercised over 2 Assistant Public Welfare Officers (CAF-), 4 Clerks (office & field) (MCO CAF-2), 5 Interpreter Translators (Japanese Nationals).

(C) Duties of Position

1. Supervises the execution of directives covering military government welfare activities.

2. Exercises surveillance over Japanese welfare activities at all levels within the prefecture. Surveillance is maintained by means of field inspections, conferences with Japanese welfare officials, study and analysis of Japanese reports and statistics, review of local public assistance administration and conferences with reports of subordinates on results of their field trips. Continually checks to insure uniformity of procedure and general good practice in operation of the following programs: public assistance, child welfare, disaster relief plans, care for the homeless, supplementary rations for purchase by foreign nationals and institutional care. Suggests improvements and corrective measures in the field and reports violations

and other problems to higher headquarters for correction through Japanese national channels.

80%

3. Schedules the weekly activities of his field assistants, outlining information to be gathered and providing them with available information such as officials and citizens to contact, information to disseminate and such fact-finding aids as questionnaires and check sheets.

1%

4. Supervises local operations of private welfare agencies such as International Relief Committee and LARA (Licensed Agencies for Relief in Asia) by examining records and checking distribution of relief supplies. Suggests improvements and corrective measures in the field and reports on the status of these activities to higher headquarters for appropriate action by national headquarters of the organization concerned.

1%

5. In coordination with the civil information section of the team insures timely dissemination by the Japanese of information and educational materials of interest and application to the public on welfare matters.

1%

6. Reviews and analyzes Japanese instructions and regulations issued by the prefecture or lower level of government covering welfare procedures for compliance with directives.

2%

7. Advises and counsels the prefectural welfare officials to the extent authorized by the commanding officer of military government teams covering welfare procedures for compliance with directives.

2%

8. Cooperates with other military government sections such as education, public health, and legal in the performance of duties connected with overlapping responsibilities in such fields as schools for the deaf and blind, reform schools, penal institutions, juvenile courts, school lunches, free medical care and other social-medical programs by planning field inspections to avoid duplication of effort and by conferring on problems that arise.

2%

FRANK A. HOLLINGSHEAD, Col., CAC, Comdg.

FRANK A. HOLLINGSHEAD, Col., CAC, Comdg.

775 013

Eighth Army

Public Welfare Section of the Military Government
Tokyo Military Government Team
APO 181, Tokyo, Japan

PUBLIC WELFARE OFFICER

Department of the Army Civilian

(A) Supervision Received

1. Is responsible for surveillance of all Japanese welfare activities in a prefecture. Under the administrative supervision of a special military government team commander, operates as a social worker, planning the use of his own time and programming military government activities, including the weekly activities schedule of his section.

(B) Supervision Exercised

1. Supervision is exercised over 2 Assistant Public Welfare Officers (CAF-3), 2 Clerks (office & field) (SCS & CAF-3), 5 Interpreter Translators (Japanese Nationals),

(C) Duties of Position

1. Supervises the execution of directives covering military government welfare activities.

2. Exercises surveillance over Japanese welfare activities at all levels within the prefecture. Surveillance is maintained by means of field inspections, conferences with Japanese welfare officials, study and analysis of Japanese reports and statistics, review of local public assistance administration and conferences with reports of subordinate on results of their field trips. Continually checks to insure uniformity of procedure and general good practice in operation of the following programs: public assistance, child welfare, disaster relief plans, care for the homeless, supplementary rations for purchase by foreign nationals and

25

80

institutional care. Suggests improvements and corrective measures in the field and reports violations and other problems to higher headquarters for correction through Japanese national channels.

3. Schedules the weekly activities of his field assistants, outlining information to be gathered and providing them with available information such as officials and citizens to contact, information to disseminate and such fact-finding aids as questionnaires and check sheets.

4. Supervises local operations of private welfare agencies such as International Relief Committee and LARA (Licensed Agencies for Relief in Asia) by examining records and checking distribution of relief supplies. Suggests improvements and corrective measures in the field and reports on the status of these activities to higher headquarters for appropriate action by national headquarters of the organization concerned.

5. In coordination with the civil information section of the team insures timely dissemination by the Japanese of information and educational materials of interest and application to the public on welfare matters.

6. Reviews and analyzes Japanese instructions and regulations issued by the prefecture or lower level of government covering welfare procedures for compliance with directives.

7. Advises and counsels the prefectural welfare officials to the extent authorized by the commanding officer of military government teams covering welfare procedures for compliance with directives.

8. Cooperates with other military government sections such as education, public health, and legal in the performance of duties connected with overlapping responsibilities in such fields as schools for the deaf and blind, reform schools, penal institutions, juvenile courts, school lunches, free medical care and other social-medical programs by planning field inspections to avoid duplication of effort and by conferring on problems that arise.

Frank A. Hollingshead, Col, SAC, Comdg.
Frank A. Hollingshead, Col. SAC, Comdg.

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775 013

9. Prepares routine and special reports concerning welfare matters for the commanding officer of the military government team and keeps him informed at all times.

3

10. Attends 8th Army welfare conferences as representative of the military government team commander.

3

Encourages activities concerning homeless persons.

8. Lends technical advice and assistance to Japanese Welfare workers.

9. Advises and assists in community organization in general and with any specific task assigned.

7. Attends regular and special Welfare Officers.

6. Submits daily activity reports and prepares special reports as requested.

21 Eighth Army

Public Welfare Section
 Tokyo Military Government Team
 APO 181., Tokyo, Japan

ASSISTANT PUBLIC WELFARE OFFICER
 Department of the Army Civilian

(A) Supervision Received
 Under the general supervision of the Chief Welfare Officer, Incumbent performs duties requiring a thorough knowledge of the objectives of the Welfare program. Lends technical counsel to superior on particular phases of the program. Assists superior in planning, organizing and administering the Welfare program throughout the prefecture. Aids in the development, supervision and encouragement of the several programs in Welfare assigned to her immediate supervision. Determines methods and working details for accomplishing assignment. Incumbent is guided by general policies and limitations set by higher authority.

(B) Supervision Exercised
 The Assistant Public Welfare Officer exercises administrative supervision over such personnel as may be delegated by the Public Welfare Officer, this supervision to include Investigators, Interpreters and Clerks.

- (C) Duties of Position
1. Maintains a continuing review of the administration of public assistance with emphasis on the adequacy, equity and substantiation of allowances. 75%
 2. Stimulates development of Child Welfare Services in accordance with the Child Welfare Law through conferences, planned programs and surveys. 10%
 3. Inspects private and public institutions and makes recommendations pertinent to the maintenance of adequate standards and care. Professional advice and assistance is provided in the development of recreational and other programs. 5%

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- 4. Encourages activities concerning homeless persons. 5
- 5. Renders technical advice and assistance for training of Japanese Welfare workers. 17
- 6. Advises and assists in community organization, in general and with any specific fund raising programs. 17
- 7. Attends regular and special conferences with Welfare Officials. 17
- 8. Submits daily activity reports and prepares special reports as requested. 25

ASSISTANT PUBLIC WELFARE OFFICER
Department of the Army, Japan

(A) Supervision Received
Under the general supervision of the Chief Welfare Officer, incumbent position being Welfare Officer, I have been assigned to assist in the development of the welfare program throughout the prefecture. I have been assigned to assist in the development of the welfare program throughout the prefecture. I have been assigned to assist in the development of the welfare program throughout the prefecture. I have been assigned to assist in the development of the welfare program throughout the prefecture.

(B) Supervision Exercised
The Assistant Public Welfare Officer exercises administrative supervision over such personnel as may be detailed by the Public Welfare Officer, this supervision includes investigation, investigation and clerical.

(C) Status of Position
I maintain a continuing review of the administration of public assistance with emphasis on the accuracy, equity and expedition of disbursements.

FRANK A. HOLLINGSHEAD, Col, OAC, Comd.
Public Welfare Officer

E.K. CALLON
Public Welfare Officer
OAC-2

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*File Personnel*HEADQUARTERS
TOKYO MILITARY GOVERNMENT TEAM

18 May 1949

SUBJECT: Termination of Employment

THRU : Commanding Officer, Tokyo Military Government
Team, APO 181

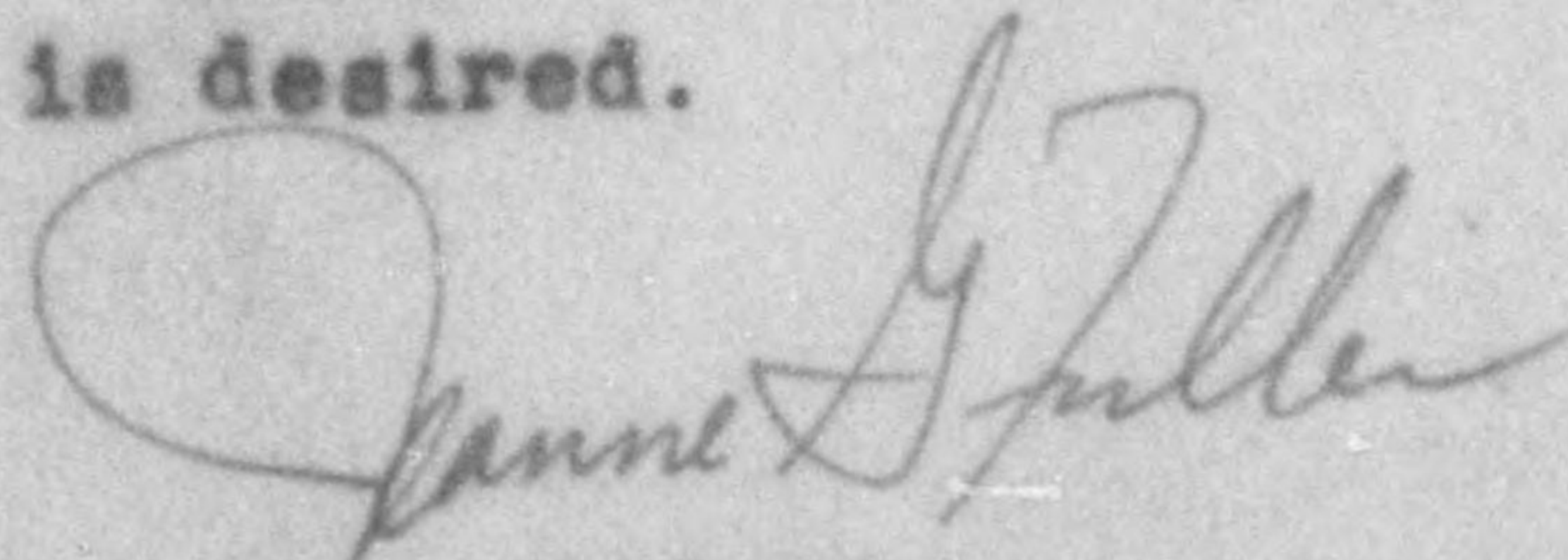
TO : Commanding General, Eighth Army, APO 343
(Attn: Military Government - Civilian Personnel
Section)

1. I, Jeanne G Fuller, Department of Army Civilian, Grade, P-3, will complete employment agreement on 18 July 49 and request that transportation be provided on or about 18 July 49.

2. I do not desire reemployment in this theater and will report to your office on call for exit processing to return to the United States. I desire to be returned to McAlester, Oklahoma which is actual residence.

3. Transportation of household goods is desired.

4. Transportation of car is desired.



Jeanne G Fuller
DAS, P-3

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HEADQUARTERS TOKYO-KANAGAWA
MILITARY GOVERNMENT DISTRICT
TOKYO DETACHMENT
APO 181

MAF/cn

AG-HW

22 July 1947

SUBJECT: Reclassification of War Department Civilian

TO: Commanding Officer, Tokyo-Kanagawa Military Government District,
Tokyo Detachment, APO 181

1. Request is made for a reclassification and upgrading of the position occupied in the Public Health & Welfare Section TRKGS Tokyo Detachment by Mrs. Gozda Jusuk Laric based upon the attached supporting data (Inclosures 1 and 2).

2. The present position classification as Section Chief with grade CAP-4 does not properly describe the duties performed nor adequately grade the responsibility and technical competence required.

3. The incumbent has carried on at the present classification and grade through professional interest and enthusiasm. The responsibility and essential character of this position requires a classification and rating adequately reflecting the nature of the duties performed.

2 Incls:

1-ND Form 74
2-Stand. Form 97

H. A. FELLHAUER, Jr.
Major MAC
Chief, HR&W Section

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Standard Form No. 57
Approved April 9 1942
(Revised July 1942)
U. S. CIVIL SERVICE COMMISSION
C. S. C. Dept. Cir. No. 332

APPLICATION FOR FEDERAL EMPLOYMENT

INSTRUCTIONS.—Answer every question clearly and completely. Typewrite or write legibly, in BLACK INK, to assure clear photographic copies for appointing agencies. If you are applying for a specific United States Civil Service Examination, read the Examination Announcement carefully, follow all directions, and mail this application to the office named therein; if not, mail with an explanatory letter to the U. S. CIVIL SERVICE COMMISSION, WASHINGTON, D. C., unless otherwise directed. Notify same office of any change of address.

This space for agency use:

ANN. NO.

APP. NO.

1. Name of examination, if any; or name of position applied for:		AV	This space for U. S. Civil Service Commission		To-U. S. Civil Service Commission		
2. Place of examination (if a written test), or place of employment applied for:							
3. Optional subject (if mentioned in examination announcement):							
4. Mr. <input type="checkbox"/> Mrs. <input checked="" type="checkbox"/> Miss <input type="checkbox"/> Golda Gosuk IARKS (First name) (Middle) (Maiden, if any) (Last)				O. S.			
5. 2370 1 chome (R. D. or street and number)				Gr.	<input checked="" type="checkbox"/>		
AraJuku, Omori, Ku Tokyo Japan USHouse549 (City or post office, and State)				E & E.			
6. Date of birth (month, day, year): Jan. 3 1905		7. Age last birthday: 42	8. Date of this application: Oct. 6, 1946		P & D.		
9. Legal or voting residence: Illinois State		10. Telephone numbers: 06-3801 (Residence phone) (Business phone)		Int.			
11. (a) Check one: <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female (b) Check one: <input type="checkbox"/> Widowed <input checked="" type="checkbox"/> Single <input type="checkbox"/> Separated <input type="checkbox"/> Married <input type="checkbox"/> Divorced Ukraine		12. Height, with out shoes: 4 11 in. 115 lb.		Preference: Allowed— -- Veteran. -- Disability. -- Wife. -- Widow. -- Disallowed. -- Closed.			Adm'd exam. _____ Approved by _____ Exam. date _____ Not. Re. _____ Date Req. _____ Material att'd _____ Material filed _____ Material ret. _____
13. Where were you born? Ukraine (Town) (State or country)				-- Indian. _____			

This space for U. S. Civil Service Commission

SEL. NO.

Indicate "Yes" or "No" answer by placing X in proper column	Yes	No	Indicate "Yes" or "No" answer by placing X in proper column	Yes	No
14. Are you a citizen of the United States? <small>Unless otherwise instructed, naturalized citizens must submit, along with this application, Naturalization Certificate; other foreign-born, documentary proof of citizenship. Documents will be returned.</small>	<input checked="" type="checkbox"/>		22. (a) Were you ever in the U. S. military or naval service? If so, give branch of service and date of last discharge: Army. Navy. Marine. Coast Guard. Date _____		<input checked="" type="checkbox"/>
15. Have you ever been arrested, or summoned into court as a defendant, or indicted, or convicted, or fined, or imprisoned, or placed on probation, or has any case against you been filed, or have you ever been ordered to deposit collateral for alleged breach or violation of any law or police regulation or ordinance whatsoever? <small>If so, list all cases, without any exception whatsoever, under Item 45 page 4, giving in each case (1) the date, (2) your age at the time, (3) the place where the alleged offense or violation occurred, (4) the name and location of the court, (5) the nature of the offense or violation, (6) the penalty, if any, imposed, or other disposition. The above question includes arrests by military or naval authorities and disciplinary action imposed by courts martial, as well as in civil cases. If appointed, your fingerprints will be taken.</small>		<input checked="" type="checkbox"/>	(b) Were all discharges granted under honorable conditions? (c) Have you already established military preference with the Civil Service Commission? <small>If so, check kind of preference below: -- Veteran. -- Disabled. -- Wife of disabled veteran. -- Widow of veteran.</small>		
16. (a) Have you any physical defect or disability whatsoever? (b) Have you ever had a nervous breakdown? <small>If your answer to either (a) or (b) is yes, give full particulars under Item 45, page 4.</small>		<input checked="" type="checkbox"/>	23. Have you registered under the Selective Service Act? If so, give address and number of local board _____ <small>If classified, give your classification _____ Your order number _____</small>		
17. Do you advocate or have you ever advocated, or are you now or have you ever been a member of any organization that advocates the overthrow of the Government of the United States by force or violence? <small>If so, give complete details under Item 45.</small>		<input checked="" type="checkbox"/>	24. (a) Are you now a member of any branch of military or naval reserve? If so, give name of organization _____ (b) Are you now on active duty? _____		
18. Have you ever been discharged for misconduct or unsatisfactory service, or forced to resign from any position? <small>If so, state (under Item 45) when and where employed and give the name and address of your employer and the reason for your discharge or forced resignation in each case.</small>		<input checked="" type="checkbox"/>	25. Give number of persons completely dependent on you, other than husband or wife _____		
19. Within the past 12 months, have you used intoxicating beverages? <small>If so, specify: -- Occasionally. -- Habitually. -- To excess.</small>		<input checked="" type="checkbox"/>	26. Would you accept short-term appointment? <input checked="" type="checkbox"/> 6 months. <input checked="" type="checkbox"/> 9 months. <input type="checkbox"/> 1 month.		<input checked="" type="checkbox"/>
20. Are any members of your family or relatives (either by blood or by marriage), employed by the United States Government, excluding persons in the armed forces? <small>If so, give name, address, relationship, and branch of service of each such relative under Item 45.</small>		<input checked="" type="checkbox"/>	27. (a) Would you accept appointment anywhere offered in the United States? Give location preferences _____ (b) Would you accept appointment outside the United States? Give locations acceptable Tokyo or Yokohama		<input checked="" type="checkbox"/>
21. Are you NOW employed by the Federal Government? (a) If so, (Department or agency) _____ (Bureau) _____ (Location) _____ (b) If you now are or have ever been so employed, give dates: from _____ 19____ to _____ 19____ (Month) (Year) (Month) (Year)		<input checked="" type="checkbox"/>	(c) Would you accept appointment in Washington, D. C.? <input checked="" type="checkbox"/> <small>If so, and if you are applying for a specific examination, refer to the examination announcement to see if the Certificate of Residence (C. S. C. Form 12) is to be submitted. Proof of residence is required for many kinds of positions.</small>		
			28. What is the lowest entrance salary you will accept? \$ _____ per _____ You will not be considered for positions paying less.		
			29. If you are willing to travel specify: <input type="checkbox"/> Occasionally. <input type="checkbox"/> Frequently. <input checked="" type="checkbox"/> Constantly.		
			30. How much notice will you require to report for work? none		

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Print or type your name here as in Item 4 Golda Gezuk Larks

31. (a) Have you ever filed applications for any Federal civil service examinations? (If so list them below)

Titles of examinations	Examined in what cities	Month and year	Ratings	
			Yes	No

(b) Have you passed any State or other civil service examination (other than the above) within the last 5 years? (If so, give details under Item 45) Yes No

32. EDUCATION: (a) Circle highest grade completed, elementary or high school 1 2 3 4 5 6 7 8 9 10 11 12. Did you graduate? Yes No

Name and location of school	Dates attended		Years completed		Degrees conferred		Semester hours credit
	From--	To--	Day	Night	Title	Date	
(b) College or university <u>Lewis Inst., Crane College</u>	<u>1927</u>	<u>1929</u>	<u>X</u>				<u>68</u>
<u>University of Illinois</u>	<u>1940</u>	<u>1942</u>	<u>X</u>		<u>BS</u>	<u>Feb 1942</u>	<u>57</u>
(c) Other <u>Univ. of North Carolina</u>	<u>1943</u>	<u>1944</u>	<u>X</u>			<u>Studies public Health</u>	

(d) List your four chief undergraduate subjects	Semester hrs.	List your four chief graduate subjects	Semester hrs.
<u>Bacteriology</u>	<u>27</u>	<u>Public Health</u>	<u>25</u>
<u>Chemistry</u>	<u>20</u>	<u>parasitology</u>	<u>15</u>
<u>Education</u>	<u>12</u>		
<u>Psychology</u>	<u>15</u>		

33. Indicate your knowledge of foreign languages.

Language	READ			SPEAK			UNDERSTAND		
	Exc.	Good	Fair	Exc.	Good	Fair	Exc.	Good	Fair
<u>German</u>			<u>X</u>			<u>X</u>			<u>X</u>
<u>Russian</u>			<u>X</u>			<u>X</u>			<u>X</u>

34. Are you now a licensed member of any trade or profession (such as electrician, radio operator, pilot, lawyer, CPA, etc.)? Yes No
 If not have you ever been licensed? Yes No
 Give kind of license and State _____
 Earliest license (year) _____
 Most recent license (year) _____

35. REFERENCES: List five persons, who are not related to you by blood or marriage, who live in the United States, and who are or have been mainly responsible for close direction of your work, or who are in a position to judge your work critically in those occupations in which you regard yourself as best qualified.

Full name	Address (Give complete address, including street and number)	Business or occupation
<u>Dr. M.J. Rosenau</u>	<u>Univ. North Carolina Chapel Hill, N.C.</u>	<u>Dean of school Public Health</u>
<u>Dr. F. Clark</u>	<u>Univ. of Illinois Urbana, Ill.</u>	<u>Asst. Prof. Bacteriology</u>
<u>Dr. J. Larsh</u>	<u>Univ. North Carolina Chapel Hill, N.C.</u>	<u>Prof. Parasitology</u>
<u>Dr. S. Decker</u>	<u>1565 S. Central Pk. Chicago, Ill.</u>	<u>Prof. Radiology</u>
<u>Dr. I Shapiro</u>	<u>55 E. Washington, Chicago, Ill.</u>	<u>MD</u>

36. May inquiry be made of your present employer regarding your character, qualifications, etc.? Yes No

37. EXPERIENCE: In the space furnished below give a record of every employment, both public and private, which you have had since you first began to work. Start with your present position and work back to the first position you held, accounting for all periods of unemployment. Describe your field of work and position and, except for employments held less than three months, give your duties and responsibilities in such detail as to make your qualifications clear. Give name you used on pay roll if different from that given on this application.

Chicago, Ill. Illinois

Place (City) _____ (State) _____

From May 19 44 to July 19 46
 (Month) (Year) (Month) (Year)

Name of employer: State of Illinois Dept. Publ. Health

Address: Springfield, Ill.

Kind of business or organization: diagnostic laboratory

Number and class of employees you supervised: Miss Frances of diagnostic lab, post office, postman

Name and title of your immediate supervisor: Dr. H. J. Shaughnessy

Exact title of your position: Bacteriologist Salary: Starting, \$ 150.00 Per Final, \$ 225.00

Duties and responsibilities: Preparation and examination of slides for GC, TB, diphtheria, pneumonia and rabies, culturing all above. Serology; Kahn's, colloidal gold tests, agglutination (rapid slide and tube tests), Animal inoculations; diphtheria, TB and rabies

Machines and equipment you used: _____

DO NOT WRITE IN THIS SPACE

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Please note

Place Urbana, Ill.
 From May 1942 To July 1948
 Name of employer:
Ill. Dept. of Publ. Health
 Address Springfield, Ill.
 Kind of business or organization:
Diagnostic Lab.
 Number and class of employees you supervised supervisor
Nell Hall
 Name and title of your immediate supervisor for further study
at Univ. of N. Carolina
 Reason for leaving

Exact title of your position Jr. Bacteriologist Salary: Starting, \$ 125.
 Per Final, \$ 150.00
 Duties and responsibilities Diagnosis of GC and diphtheria; TB pneumoni
and misc. bacteriology.
Preparation of stains and slides
 Machines and equip-
 ment you used

Place Tokyo Japan
 From Nov 1946 To date 19
 Name of employer:
TKMGD Tokyo detachment
 Address APO 181
 Kind of business or organization:
Military Govt.
 Number and class of employees you supervised
 Name and title of your immediate supervisor
 Reason for leaving

Exact title of your position CAP. I Salary: Starting, \$ 2394.00
SECTION CHIEF Per Final, \$
 Duties and responsibilities Consult with Japanese officials re
Health education programs in public health work
Survey bacteriological laboratories; health centers
maternal hospitals and hospital laboratories.
Advise and assist in conducting health education
classes. Advise on model health classes and organization
of supporting groups of health centers and maternal
hospitals
 Machines and equip-
 ment you used

Place Chicago Illinois
 From 1943 19 To 27 19
 Name of employer:
Continental Oil Co.
 Address Wentworth & Clark St.
 Kind of business or organization:
Oil Co.
 Number and class of employees you supervised steno. file clerk
5 sales persons
 Name and title of your immediate supervisor MR. J. Arkin
 Reason for leaving wanted to continue my
education

Exact title of your position Supervisor Salary: Starting, \$ 125.00
 Per MO. Final, \$ 200.00
 Duties and responsibilities Office supervision of 7 persons
Complete set of books balanced at the end of each
month. Monthly statements, follow up of delinquent
accounts, organizing and promoting sales and adver-
tising campaigns
 Machines and equip-
 ment you used

Place
 From 19 To 19
 Name of employer:
 Address
 Kind of business or organization:
 Number and class of employees you supervised
 Name and title of your immediate supervisor
 Reason for leaving

Exact title of your position Salary: Starting, \$
 Per Final, \$
 Duties and responsibilities
 Machines and equip-
 ment you used

If more space is required, use a Continuation Sheet (Standard Form No. 58) or a sheet of paper, size 8 x 10 1/2 inches. Write on each sheet your name, full address, date of birth, and examination title (if any). Enclose, unattached, with application.

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38. Do you hold any position or office under any State, Territory county, or municipality? Yes No
If so, give details under Item 45

39. Do you receive any pension or other benefit (exclusive of Adjusted Service Certificate) for military or naval service, or an annuity from the U. S. Government under any Retirement Act? Yes No
If so, give details under Item 45.

40. Show name and address of wife's (or husband's) employer (if none, write "None"):

41. (a) Were any of the following members of your family born outside Continental U. S. A.? Yes No
Wife Husband Father Mother.

If so, indicate which by marking the appropriate space, and show under Item 45 for each, (1) full name, including maiden name of wife or mother; (2) birthplace; (3) native citizenship; and (4) if U. S. naturalized, date of naturalization.

(b) Have you any relatives, by blood or by marriage (excluding persons in the U. S. armed forces), now living in a foreign country? Yes No

If so, for each relative show under Item 45 the (1) name, (2) relationship, (3) place of residence, (4) birthplace, (5) present citizenship, and (6) whether transient or resident.

42. List any special skills not shown in Question 37, such as operation of short-wave radio, multihit, key-punch, turret-lathe, or scientific or professional devices.

SKILL SKILL
SKILL SKILL
Words per minute in typing stenography
Do you have a license to operate an automobile? Yes No

43. State what kind of work you prefer Public Health

44. Give any special qualifications not covered elsewhere in your application, such as (a) your more important publications (do NOT submit copies unless requested); (b) your patents or inventions; (c) hobbies, construction of instruments, etc.

45. Space for detailed answers to other questions:

Item No.	Write in left column numbers of items to which detailed answers apply
20	Husband in Civil Service Yokohama Japan. 8th Army Signal Section
41	Husband Sol D. Larks born in London England. British Date U.S. Naturalization Sept. 1930
41	Father--Isidor Gezuk born in Ukraine U.S. Naturalization 1921
41	Mother--Ida Chorna (maiden name) Gezuk Born in Ukraine U.S. naturalization 1921

If more space is required use a sheet of THIN paper size 8 x 10 1/4 inches. Write on each sheet your name, full address, date of birth, and examination title (if any). Use one side only. Enclose, unattached, with application.

If you claim preference for the Indian Service as an Indian, you must file with this application a certificate from the superintendent of the Indian agency where you are registered, or from the Commissioner, Bureau of Indian Affairs, showing that you have at least one-fourth Indian blood.

JURAT (OR OATH).—This jurat (or oath) must be executed.

The following oath must be taken before a notary public, the secretary of a United States civil service board of examiners, or other officer authorized to administer oaths, before whom the applicant must appear in person. The following are among those not authorized to administer this oath: Postmasters (except in Alaska), Army officers, post-office inspectors, and chief clerks and assistant chief clerks in the Railway Mail Service.

The composition and work in connection with any material required to be submitted for this examination are entirely my own, except where I have given full credit for quoted matter or the collaboration of others by quotation marks and references, and in the composition of the same I have received no assistance except as indicated fully in my explanatory statement.

I, the undersigned, DO SOLEMNLY SWEAR (OR AFFIRM) that the statements made by me in answer to the foregoing questions are full and true to the best of my knowledge and belief, SO HELP ME GOD.

If female, prefix "Miss" or "Mrs." and if married use your own given name, as "Mrs. Mary L. Doe."

(Signature of applicant) _____
(Sign WITH PEN AND INK your name — use given name, initial or initials, and surname)

Subscribed and duly sworn to before me according to law by the above-named applicant this _____ day of _____, 19____, at city [or town] of _____ and State [or Territory or District] of _____

(Signature of officer) _____
(Official title) _____

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ARC

AP0 707

Florence Drueger (mailed)

NY School

Mental Hygiene in Hawaii

Head of Bureau

Philippines - Hosp Soc Sec R.C.

She will be in Tokyo for RC Conf

775 013

Miss Dorothy I. Jose

2-2313
USFI

Child Welfare Worker

Room 310
NAKA
HOTEL

~~in Hawaii~~ in Hawaii

Elaine
Alexis
Maui County

under Maurice M. Joy

'37 A.B. Yume of Hawaii

M.S. Cath Univ of Amer
Wash DC

1 2/3 NY School (5 yrs)

1 yr at Wash -

Apr 38 - Feb 39 - part time

Feb 40 to N.Y. School

1942-09 mo at the San Francisco

Oct 42 - July 46 - in Hawaii

Now on yrs. leave.