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Allied Operational and Occupation
Headquarters, World War II

SUPREME COMMANDER FOR THE ALLIED POWERS

Civil Affairs Section
Chugoku Civil Affairs Region
Misc Correspondence
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FEC Staff Memo to Agriculture & For-
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EMPLOYEE SUGGESTION PROGRAM

No. 3

BULLETIN FOR SUPERVISORS AND ADMINISTRATORS
GHQ FEC SCAP, APO 500

October 1950

It's been a long time since we had one of our little chats... too long. And in the meantime you've probably been thinking that not only "Kane for Kangae" is dead, but also "Cash for Ideas". We're happy to report, however, that it not only is not dead, but it's very much alive...so much alive that a lot of money is about to be passed out in awards...more than \$600...ranging from \$10 to \$275.

Now to get down to why it's been so long. It's just like anything new...it takes a while to break it in. But now that the breaking-in process is completed and the machinery is all in running order, we're on our way.

In case you've gotten this far and are in a quandary as to what this is all about, it's the Employee Suggestion Program, the program launched by the "Kane for Kangae" teaser campaign last spring. It's the program which invites civilian employees to drop their suggestions in the boxes placed in all the buildings...suggestions which may improve job operations, tools, or administrative routines; expedite production; or result in better organization. Suggestions which may save materials or property, promote health, increase safety, or improve morale.

The program is open to all...supervisors and workers alike...the only stipulation being that the ideas must be on matters not considered a part of the suggester's duty requirements.

The response to the program has been fine...especially fine considering that no tangible results have been evident...no pay-offs. So now that payment of awards has begun, the response is expected to increase even more. And you, the supervisor, are the one who can help most by submitting yours and encouraging your people to do likewise.

An analysis of those submitted so far...and there have been more than 170 of them...reveals that many are not the awardable variety. This is natural, as when people first learned of the program it appeared to them to be a medium for airing their pet gripes and suggesting things which would add to their comfort. We have tried to handle these suggestions as tactfully as possible realizing that in most cases they were submitted with the best intentions, but at the same time the true purpose of the program must be pointed out...that of accomplishing a job better, faster,

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safer, and cheaper. You can help with this...and you're being depended upon to do just that.

It might be well to call one part of the regulation to your attention, and you in turn to your employees. That is the part which reads: "Informally submitted suggestions which have been placed in effect must be submitted in written form through suggestion channels within 60 days from the date the suggestion was put into operation." Perhaps you or your people have made suggestions over and above your duty requirements which have been acted upon, and which could and should be awarded. Get a blank from a suggestion box near you and jot it down.

One more word about the program. Although the awards are just starting to be made, every suggestion which has been submitted has received prompt attention and consideration of the appropriate sections. In fact, some of those being awarded now were submitted in the early part of the program, and have been in operation ever since. Now that the wheels are all turning, employees may anticipate early action.

Meet your suggestion committee:

Col. Donald T. Nelson, Allied Council for Japan, Chairman
Maj. Francis V. Smith, G-4
Maj. Donald R. Kinzie, Comptroller, Hq Sv Com
Mr. Jacob Tropp, G-1
Mr. Edmond C. Hutchinson, ESS
Miss Berta Gray, CPS, Executive Secretary

Use your Suggestion Box. Remember, there's cash for ideas!

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\$ Employee Suggestion Program \$

No. 2

BULLETIN FOR SUPERVISORS AND ADMINISTRATORS
GHQ FEC SCAP, APO 500

April 1950

"Kane for Kangae" is no more - but its American counterpart - "Cash for Ideas" - is very much alive. And you helped to bring it to life.

The first collection from the suggestion boxes has been made - and very gratifying it was. A total of 64 suggestions were contributed, which gives us a participation rate of 17.6. In light of the Army-wide participation rate for 1949 being only 6.08, this means that we're nearly triple that figure already for this month, with another collection yet to come.

So you can see we're well on our way. Now it's a matter of "Keep 'em coming!" That's where you can help some more - now and all the time.

Another way you can help is in speeding up investigations of suggestions when they come your way. Receiving suggestions is one thing, but processing them and paying them off is still another. Each suggester is anxiously awaiting the verdict on his suggestion. That verdict cannot be given until the investigation is completed and the suggestion committee decides on the award. And the committee cannot act until your opinions have been received. So let's try to give priority to this matter - and start paying off, as well as gain benefits from the improvements suggested.

Just a few sidelights on the collections. In one spot your secretary was amused to find a thermometer placed on the box. Of course it just so happened that the box was placed where the thermometer usually hung - hence the transfer. But she chose to interpret it that this box is expected to become a "hot box".

In another box a penny was found. Whether that suggester thought "Kane for Kangae" meant, as some people thought, a "Penny for your Thoughts," or whether it was in the form of a small bribe is not known.

The blanks were getting low or actually gone in some boxes, which might indicate a handy source of scratch paper, or that people have taken them to their desks or homes to prepare weighty documents. Of course it is hoped the latter is the case and that they'll be found in the boxes on future collections. The next is the week of 17 April. Will your box be bulging?

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Exec. Secty. - Miss Berta Gray, 57-8906, CPS

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

AG 010 (30 Jun 50)GC

AP0 500
13 July 1950

STAFF MEMORANDUM)

NO.....39)

(SCAP & FEC)

PROCEDURES FOR INSURING ENFORCEMENT OF
DIRECTIVES TO JAPANESE GOVERNMENT

1. Rescissions.
 - a. Staff Memorandum 76, General Headquarters, Supreme Commander for the Allied Powers and Far East Command, 1947.
 - a. Staff Memorandum 28, General Headquarters, Supreme Commander for the Allied Powers and Far East Command, 1949.
2. Current Occupation Instructions, General Headquarters, Supreme Commander for the Allied Powers, charge the Civil Affairs Section with responsibility for surveillance over Japanese compliance with directives of the Supreme Commander for the Allied Powers. Occupation force commanders exercise surveillance over local Japanese agencies only as specifically directed by the Supreme Commander for the Allied Powers. In consonance with this policy, chiefs of staff sections will reappraise continuously the requirements for surveillance by occupation force commanders with a view toward maximum reduction.
3. Chiefs of staff sections initiating SCAPIN directives to the Japanese Government will:
 - a. Determine the minimum surveillance over local Japanese agencies that will be necessary, bearing in mind the policy indicated in paragraph 2. Necessary surveillance will be one or a combination of the following:
 - (1) Surveillance by the Civil Affairs Section. This will be the normal procedure.
 - (2) Surveillance by other agencies of the occupation forces when such type of surveillance is required for the attainment of occupation objectives. In this case, chiefs of staff sections after coordinating with the Chief, Civil Affairs Section, will prepare command instructions to the appropriate occupation force commander concurrently with the directive to the Japanese Government. These command instructions will specify the manner in which surveillance of Japanese compliance with the directive will be accomplished and will make reference to the SCAP index number

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of the directive to which they are related. Chiefs of staff sections will also keep the appropriate occupation force commander informed of any known plans or actions taken subsequently by the Japanese Government to implement the directive.

- (3) Technical surveillance by representatives of the staff section after coordination with the Chief, Civil Affairs Section.
- (4) Partial surveillance, i.e., where a report or an action is directed and its accomplishment is self evident.

b. Be responsible for processing all surveillance reports received and initiating any resultant actions to be taken by the Japanese Government.

4. Certain operational functions pertaining to the Japanese national government, which are or may be charged specifically to staff sections from time to time, will continue to be carried out by the staff sections concerned without change in procedure.

BY COMMAND OF GENERAL MacARTHUR:

EDWARD M. ALMOND,
Major General, General Staff Corps,
Chief of Staff

OFFICIAL:

/s/ K. B. Bush
K. B. BUSH
Brigadier General, USA,
Adjutant General.