Declassified E.O. 12065 Section 3/402/NNDG NO. 775009

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

Description of contents

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Kengi Hamada
Page No. 4
PPB District I
L & Fr. Section

explained today's principal financial problems, discussing the relationship of enterprise adjustments, the gold standard, currency and inflation with labor problems.

4. Who will not feel a pleasant
23 sensation upon seeing an old teacher, indifferent to his own appearance, walking along at the head of a group of happy children, constantly turning around with an expression on his face of mingled pleasure and worry?

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RAVETTA Giuglio E. (37) Communications District I.

1. I beg to introduce Mr. FUKUYAMA, President of the TOTO Refrigerator Co. As he is expected to go on a business tour to the main cities of Kyushu in the near future for the expansion of the said company I would appreciate your guidance and introduction to firms concerned.

2. Japanese-American trade had been undertaken on a reciprocal basis. Japan was one of the greatest customer for American cotton and purchased a large quantity of manufactured goods. On the other hand Japan exported silk and light industrial products to America.

3. The ordinary people often think that the science of finance is meant something difficult to understand. But made in simple terms valuable observations on the relationship between Gold Standard System, Currency, Interphase Adjustment, and Inflation Problems, and Labor Problems (OR the Labor Problem) after expounding on today's major financial problems.

4. Who will not turn to look back with a sense of deep emotion and pleasure at the sight of an old teacher, careless of appearance, leading and looking back now and then with a happy but worried countenance at the group of children merrily following him?

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93

Hans E. PRINGSHEIM
Pass No. FN 14
I+F, PPB-I, CCD

1. This will introduce Mr. Fukuyama, President of the Toyo Refrigerator Company, Ltd., who is shortly to proceed to the principal cities of Kyushu, in order to expand the business of the said company. Kind instructions *) to him are desired. Moreover, it would be most fortunate if he could be introduced to related firms.

*) Translator's note: literal; "assistance" would be a free, but more suitable translation.

2. Japanese-American trade was carried on, based on what is called "being ministers to each other's wants". Japan was one of America's biggest customers for cotton and also purchased considerably many finished products, whereas Japan exported to America silk and light industry products.

3. The science of finance is often thought to be a difficult matter which harrows the understanding of ordinary people. But Mr. A, in his lecture, ~~first~~ discussed in simple language the, perhaps today essential *), problems of finance, and made useful observations about the reorganization of enterprises, the gold standard, the currency, and the relationship between the inflation problem and the labor problem.

*) Translator's note: literally "which are today above all the main problems of finance".

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Hans E. PRINGSHEIM
Pass No. FN 14
I + F, PPB - I, CCD

4. The aged "sensei"*) ~~stood~~ took the lead, walking with an apparently gay and yet apparently worried countenance, looking back frequently, as the troop of children followed him joyfully. Who could help watching this scene with a kind of pleasure and emotion?

*) Translator's note: this may mean, according to the context, "teacher", "master", "old gentleman", etc.

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KAZUO MATSUSHIMA
Pass No. 32
Personnel Section
Comm. Dist. No. 1

93

1. Please permit me to introduce to you Mr. Fukuyama, President of the Toyo Reizoki Kaisha (Oriental Refrigerator Company). He is planning to visit the principal cities in Kyushu in the very near future for the purpose of expanding his company's business and if you can advise him in any way, and furthermore, if you can introduce him to interested companies I shall appreciate it very much.

2. Japan-American trade had been carried on on a so-called mutual basis. Japan was one of the largest purchasers of American cotton & also purchased an enormous quantity of manufactured goods. On the other hand Japan exported silk and light industry commodities to America.

23

(continued on next page)

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Kaeno MATSUSHIMA
Pass No. 32
Personnel Section.

3. To a large number of ordinary people the study of finance is thought to be very
23 difficult to understand but in a speech respecting this subject Mr. A, in simple terms explained the present day financial problems such as adjustment of enterprises, gold standard, currency, and the connection between inflation and labor which was most instructive.

4. Who can not help but look back on a scene and experience a certain feeling of happiness & deep emotion when he sees a group of children happily following their
23 elderly teacher, who unmindful of his appearance and who from time to time turn about to look upon the children with a happy or worried expression?

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Yuki Yamamoto FN 23 PPB Magazine Department.
finished 1.15 pm

1. Please allow me to introduce to you Mr. Fukuyama, the president of the Oriental Refrigerator Company. Mr. Fukuyama is scheduled to tour the main cities of Kyushu in the near future for the purpose of enlarging his firm's enterprise. We shall appreciate it greatly if you would be so kind as to properly advise and also introduce him to the various related firms.

2. Japanese-American trade was carried out on the basis of the so-called supply-and-demand relationship. Japan was one of the biggest buyers of American cotton, and also purchased huge amounts of finished products. In return, Japan exported silk and light industrial goods to America.

3. It is generally believed that economics is too difficult for the average layman to understand; but in his lecture, Mr. A. first discussed ~~the~~ in simple language the principle economic problems of today, and presented an instructive study on the relationship between the labor problem and the problems of consolidation of enterprises, the gold standard system, currency and inflation.

4. Who is there who will not look back with a sort of pleasure and deep emotion at the sight of an aged teacher with no regard for dress, walking along at the head of a group of happily following children, glancing back from time to time with a contented and yet again ~~at~~ anxious expression on his face?

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Chizuko Wada Pass No. 1 Telecom Station
finished 2:45 PM

92

1. I wish to introduce to you, Mr. Fukuyama the president of the TOYO REIZOKI KAISHA (Oriental Refrigerator Company). He is scheduled to visit the principal cities of Nipponshu in the near future for the purpose of extending the company's business. Please do whatever you can for him. Again, I will be very much obliged if you would kindly introduce him to the various business companies concerned.

2. The trade between America and Japan was executed under a so-called reciprocal basis. On one hand, Japan was one of the leading purchaser of American cotton and also bought a tremendous amount of her finished materials, while on the other hand, Japan was exporting her silk and light industrial goods to America.

23

3. The Science of Finance is very often considered ~~stood by the common people~~ as a very difficult matter for the ordinary people, to understand,

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However Mr. A gave a useful lecture discussing
24 first, the principal financial problems
of the present, then the matters concerning
the "Enterprise Readjustment and Gold Basis
System," currency, the relationships of the
inflation problem and the labor problem,
in words comprehensible to all.

4. When we see an ~~shabby~~ old
teacher, shabby in appearance, and
~~shabbiness~~, leading a crowd of ~~of~~ graceful
children to which he turns back ~~to~~
21 ~~see~~ then and now with a happy but
anxious look, we all cannot help
sending him off with a feeling of
joy and deep emotions.

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RAVETTA, Francesco G.
Pass No. 36
Consultant PG17-2

92/100

1. This is to introduce Mr. FUKUYAMA, president of the TOYO REIZOKI K.K. (Oriental Refrigerator Co. Ltd.), who intends to tour for the large cities of Kyushu, in order to expand the business of the above company shortly. Your guidance and introduction to the business companies concerned will be much appreciated.

23/25

2. The (management of the) trade between Japan and the United States was carried out on the basis of mutual aid. Japan was one of the best cotton customers of America. In return for the purchased goods, she exported in great quantities silk and light industrial manufacturing materials goods to the States.

22/25

3. The study of finance is considered to be far beyond the comprehension of the ordinary people. However, in his lecture on this subject, Mr. A explained, in simple words the relation between labor and the problems concerning the rationalization (readjustment) reconstruction of industry, gold standard system, currency and inflation.

23/25

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b. Who will not gaze with a mixed feeling of pleasure and emotion at the scene of an old, indifferently-dressed teacher, looking back time and again with pleased yet worried countenance at his train of happy children.

34/48

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Dorothy K. Sato
Para No. FN 15
Broadcast, PPB, CCD

91

① May I introduce to you Mr. Fukuyama, president of the Eastern Refrigeration Apparatus Co.? As he is travelling to the important cities in Kyushu on official business with the purpose of extending his business, I shall feel much obliged if you will enlighten him on any subject and further more if you will introduce him to other related companies.

② The Japan-American trade was operated on the basis of the so-called "ministering to each others' wants". Japan was one of the greatest purchasers of American cotton and also purchased an enormous amount of manufactured goods. In return, Japan exported silk and light manufactured goods to America,

(Cont'd on Next Page)

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Dorothy K. Sato
Pass No. FN 15
Broadcast, PPB, CCD

(3) When we talk of the science of finance, it is often thought of as
22 something very difficult and incomprehensible to the ordinary person, but Mr. A., in his lecture, discussed in simple language today's most important financial problems, and gave a very beneficial view on the organization of enterprise, the gold standard, currency, and the relations between ~~the~~ inflation and labor problems.

(4) Who wouldn't look with a sort of pleasure & inspiration upon
23 an old school teacher in careless dress (*) upon a group of merry children following behind him! (*who kept on looking behind him with an expression of happiness + worry)

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Sadao TERADA
Pass No.: 1123
CONSULTANT, P-1 ~ 10
DPS No. 1, CCD

91

23

① I would like to introduce Mr. FUKUYAMA, director of the Toyo Refrigerator Company. As he is to make a tour through the principal cities in Kyushu in the near future to extend the business of the same company, I would be very much obliged to you if you would give him proper instruction, and furthermore, introduce him to business concerns in this line.

② (Commercial) trade between Japan and the United States had been conducted on a reciprocal basis.
23 Japan was the biggest buyer of American cotton, and moreover, bought vast quantities of manufactured goods. On the other hand, Japan exported silk and light industry products to America.

(cont. on page 2)

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Sadao TERADA
Pass No.: 1123
CONSULTANT, R1~10
DPS No. 1, CCD

23

(3) Finance is often thought by ordinary people to be an incomprehensible and difficult subject. However, Mr. A, in a simply worded lecture commented on the present major financial problems, giving a valuable view on industrial organization, gold standard, currency, the relation between inflation problems and labor problems, etc.

(4). How can anyone suppress a mingled feeling of pleasure and emotion when he sees a happy group
22 of children following an old teacher, who is indifferent about his appearance, and is leading the children with a face reflecting both pleasure and anxiety?

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YAMATO Hideo, 1049
PG 15-3, Acting AC PI-10

92/100

TRANSLATION:

1. Please let me introduce Mr. FUKUYAMA, the president of the TOYO REIZOKI KAISHA (Oriental Refrigerator Company). As Mr. FUKUYAMA is to make a trip shortly to the main cities in Kyushu in order to expand the business of the same company, would you please oblige by giving him all the advice (useful information) you possibly can. Furthermore, I would be more than grateful if you could introduce him to all the business companies concerned.

2. (The) Japanese-American trade (pact) was carried out on a so-called mutual aid help each other basis. Japan was one of the biggest customers for America's cotton and America purchased countless manufactured goods products from Japan. In return, Japan exported silk and light industry products to America.

3. It is the general impression that the study of finance is a very difficult subject and very hard for ordinary persons to understand. Mr. H, however, touched on the major eminent financial problems of today in his lecture spoken on with easy words which could be understood and pointed out (very good points on) the relationships between labor problems and problems concerning rationalization reconstruction of industry, gold standard system, currency monetary and inflation.

4. When anyone saw the aged teacher, who didn't give the slightest care (attention) to his appearance, walking in front of the overjoyed group of small children following him and looking back at them with a joyful and again, a worried look, it was certain that person would look back at the group with a certain feeling of pleasure and (a deep emotion touching feeling).

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Gerald Gomez, News Agency
Section PPB, FNS

90

1) This is to introduce Mr. Fukuyama, President of the Toyo Reizoki Co. Mr. Fukuyama will shortly be making the rounds of the principal cities in
24 Kyushu for the purpose of studying the possibilities of expanding his business in the Kyushu area. We should be very glad if you would give him every assistance and introduce him to the people in the trade. (Reizoki = Refrigerator)

2) The U.S.-Japan trade was established on the basis of mutual interests. Japan ~~was~~ used to be one of the greatest customers of American cotton.
23 Furthermore she used to buy huge quantities of manufactured articles, exporting to the States in return silk and light industrial products.

3) The science of finance is frequently understood by ordinary people as something difficult to
21 comprehend. Hower, Mr. A in his lecture gave useful information in simple words the relations between financial problems, today's chief topic, ~~also~~ readjustment of enterprises, the gold standard, currency, ~~the relations between inflation~~ and labor problems.

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(2)

G. Gomes, News Agency, PPB — FN3

4) On seeing a group of happy children following an old teacher unmindful of his attire but looking
22 behind now and then with a mingled expression of joy and worry, who would not feel moved and merry and give a backward glance at them?

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89

Mary Mariko SAITO
Pass No. 1135
Personal 26-35
DPS No. 1, CCD

21 1. I wish to introduce you to Mr. Fukuyama, President of the Toyo Refrigerator Company, who is expected to shortly take a business trip to the principle cities in the Kyushu district in order to expand his enterprise. It will be very much appreciated if you will give him any instructions and further introduce him to the concerning companies.

22 2. The Japanese-American trade in the past was carried out on the basis of the so-called mutual need and supply. Japan was one of the biggest customers of American cotton and purchased a huge quantity of her manufactured goods. In return, Japan exported silk and light industry articles to America.

23 3. Public finance is often thought to be a subject too difficult to be understood by ordinary people. In his lecture however, Mr. A discussed the chief financial problems of today in simple words. He gave us an instructive study on the problems concerning enterprise consolidation, gold standard system, currency, and inflation, relative to the labor problem and others.

23 4. There was no one who could not look back with a feeling of pleasure and deep emotion at the scene of an old teacher, indifferent to his appearance, who was walking in the lead and looking back time and again with an expression of joy and concern at the group of children merrily trailing after him.

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page 1

89

Nancy TAKAHASHI
Pass No. FN17
Newspaper Dept.
P.P.B. C.C.D.

1. I would like to introduce Mr. Fukuyama, the president of the East Asian Refrigerator Company,
2.3 to you. As he is expecting to tour the major cities of Kyushu for the purpose of expanding the business of his company in the near future, we heartily request your kind instructions as well as introductions to various companies in this connection.

2. Commerce between United States and Japan was carried on upon the so-called 'mutual aid' basis. Japan was one of the heaviest consumers of United
2.3 States cotton as well (as a) purchaser of extravagant quantities of manufactured goods, and in return she exported silk and light industrial products to the United States.

3. Science of finance is frequently considered to
2/ be a difficult study incomprehensible to the common people. However, Mr. A. discussed beginning with today's

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Nancy TAKAHASHI
Pass No. FN17
Newspaper Dept.
P.P.B., C.C.D.

major problems of finance, and presented his valuable observations upon enterprise re-adjustments, gold standard system, and currency inflation and its relation with labour problems, in very simplified words.

4. An old teacher, regardless of his own attire, took
22 the lead, frequently looking back in a happy and anxious countenance while a band of merry children followed him. It was a scene any passer-by could not keep from stopping and looking back with delight and deep impression.

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95

Kengi Hamada
Pass No. 4
PPB District I.
L. & F. Section.

1. This is to introduce to you Mr. Fukuyama,
24 president of the Oriental Refrigerating Equipment Company.
Mr. Fukuyama is scheduled to leave soon for the
principal cities of Kyushu for the purpose of
expanding the business of his firm. Any courtesy
extended to him will therefore be greatly
appreciated. We should also esteem it a favor
if you would kindly introduce him to such
commercial firms as are connected with the
enterprise concerned.

2. Trade between Japan and the United States
24 was carried on on a mutually complementary basis.
Japan was one of America's greatest customers of
raw cotton. She also imported a huge amount
of manufactured goods. On the other hand,
Japan exported silk and light industrial
goods to the United States.

3. Finance has often been regarded as a
24 difficult subject which the people in general
found it hard to understand. Mr. A, however,
in a speech delivered in simple language,

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112941

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

HC 430.1 HFS 19 August 1948

SUBJECT: New Foreign National Meal Coupon Books for September

TO: Commanding Officer, Civil Censorship Detachment, GHQ,FEC,APO 500

1. Section Chiefs who have issued Foreign National Meal Coupon books for August but who have not made a Property-Turn-In to Fiscal Section, Headquarters and Service Group, GHQ, should do so immediately to expedite the closing out of all accounts on the old type Foreign National book. Any unissued Foreign National books remaining on hand should also be turned in to Fiscal Section and may be listed on the same Property-Turn-In.

2. Requests for Foreign National books for use in September will be filled as received and should be submitted in duplicate as illustrated on the attached P.I. P.T. slips will be made out essentially the same as P.I. slips except that signatures of persons receiving books must be on or accompany P.T. slip. As before, P.T. slips should be submitted in duplicate instead of triplicate as before.

FOR THE COMMANDING GENERAL:

Quintus C. Atkinson
QUINTUS C. ATKINSON
Captain, Cavalry
Adjutant

1 Incl:
Sample P.I.

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ISSUE SLIP

PAGE OF PAGES

FROM	BASE OR STATION ACCOUNTABLE OFFICER (Name of Section)	ISSUE SLIP No.	PROPERTY
		TYPE OF ISSUE	PROPERTY CLASS
TO	ORGANIZATION OR UNIT ⓑ (Fiscal Section, Headquarters and Service Group, GHQ,FEC, APO 500)	INITIAL / REPLACEMENT / MEMO RECEIPT	ACCOUNT SYMBOL
			WORK ORDER NO.

ITEM NO.	STOCK OR PART NO.	NOMENCLATURE	AUTH. ALLOW.	ON HAND AND DUE IN	UNIT	QUANTITY REQUESTED	UNIT COST	TOTAL COST	ACTION
		TYPE IV Meal Coupon Books Nos____ thru____ to be issued to Foreign Nationals listed hereon or to attached papers.							

AUTHORITY:

ISSUANCE OF QUANTITY IN "QUANTITY REQUESTED" COLUMN IS AUTHORIZED. ITEMS MARKED "DUE OUT" WILL BE ORDERED AND WHEN RECEIVED ORGANIZATION WILL BE NOTIFIED.

(DATE) (FOR THE BASE OR STATION ACCOUNTABLE OFFICER)

QUANTITIES SHOWN IN "ACTION" COLUMN HAVE BEEN ISSUED:

(DATE) (STOREKEEPER)

FOR THE COMMANDING OFFICER:

(DATE) (Signature Section Chief) (ORGANIZATION SUPPLY OFFICER)

QUANTITIES SHOWN IN "ACTION" COLUMN HAVE BEEN RECEIVED:

(DATE) (Signature of Section Chief or his Agent) (AUTHORIZED REPRESENTATIVE)

VOUCHER NO.

WD AGO FORM 1 MAR 47 446 Edition of 1 Jul 1946 may be used. Replaces WD AAF Form 81B, 20 Jun 45, which may be used.

1044—FEC Printing Plant—4/48—850M

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLED POWERS
APO 500

AG 230 (30 Mar 48) GA

30 March 1948

SUBJECT: Administration of Foreign Nationals

TO: Commanding General, Eighth Army, APO 343
Commanding General, Far East Air Forces, United States Air Force, APO 925
Commander, United States Naval Forces, Far East, APO 1165
Commanding General, Headquarters and Service Group, General Headquarters, Far East Command, APO 500

Reference is made to letter, General Headquarters, Supreme Commander for the Allied Powers, AG 230 (13 Aug 47)GA, subject as above, 13 August 1947. Inclosure 2 to referenced letter is rescinded and the attached pay schedule substituted therefor. The new rates will be effective 1 April 1948.

BY COMMAND OF GENERAL MacARTHUR:

1 Incl
Revised Pay Schedule

R.M. LEVY,
Colonel, AGD,
Adjutant General.

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ADMINISTRATION OF PAY SCHEDULE

1. Attached pay schedule will be effective 1 April 1948.

2. Classification grade levels for foreign nationals employed by the Department of the Army will be established by the same method and standards as are positions held by U. S. citizens, except that the following pay schedules will apply throughout Japan:

Schedule "A" - Pay Schedule to be Paid Foreign Nationals Employed by the Allied Forces Who are Subsisted by the Occupation Forces. (as attached)

Schedule "B" - Pay Schedule to be paid Foreign Nationals Employed by the Allied Forces Who are not Subsisted by the Occupation Forces. (as attached)

3. The following area differentials will be allowed:

*"Special" Area.....30% of base pay
Area "A".....20% of base pay
Area "B".....10% of base pay
Area "C".....No differential

4. Initial appointment will be made at Step 1 of the appropriate pay grade in all cases.

5. The following automatic advancement schedule will apply except under conditions stated in paragraph 6:

Period of Satisfactory Service	Within-Grade Advancement
3 months	Step I to Step II
6 months	Step II to Step III
6 months	Step III to Step IV
6 months	Step IV to Step V

6. Employees may be rewarded for superior accomplishment on the job by one-step promotions within the appropriate grade upon recommendation of the employing agency, regardless of time spent in the job.

7. In conversion from the old pay schedule to the new pay schedule, individuals employed at rates in excess of those authorized for the positions held will be reduced to the maximum step for the Pay Grade. In each case of grade change, incumbent of the position will be placed in the pay step most nearly commensurate with his present salary. Seniority will be cumulative and will be honored in the conversion of pay schedule.

*"Special" Areas have been designated as such by the Finance Ministry of the Japanese Government.

Local Japanese Government liaison officers should be contacted by Civilian Personnel Sections charged with preparing Foreign National Payrolls to determine whether an area differential is allowable, and the proper differential applicable. The area in which the Foreign Nationals are actually employed will determine the correct area differential.

Incl 1

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SCHEDULE "A"

PAY SCHEDULE TO BE PAID FOREIGN NATIONALS EMPLOYED BY THE ALLIED FORCES WHO ARE SUBSISTED BY THE OCCUPATION FORCES

Classification Grade	Pay Grade	Tate Paid in Yen per month-Pay Steps				
		1	2	3	4	5
CPC-1	1	¥1495	¥1635	¥1770	¥1955	¥2045
SP-1, CPC-2	2	¥1770	¥1910	¥2045	¥2185	¥2325
CAF-1	3	¥1910	¥2045	¥2185	¥2325	¥2460
SP-2, CPC-3	4	¥2045	¥2185	¥2325	¥2460	¥2600
CAF-2, SP-3	5	¥2185	¥2325	¥2460	¥2600	¥2735
CPC-4	6	¥2325	¥2460	¥2600	¥2735	¥2875
CAF-3, SP-4	7	¥2460	¥2600	¥2735	¥2875	¥3015
CPC-5	8	¥2600	¥2735	¥2875	¥3015	¥3150
CAF-4, SP-5	9	¥2735	¥2875	¥3015	¥3150	¥3290
CPC-6	10	¥2875	¥3015	¥3150	¥3290	¥3425
CAF-5, SP-6, P-1	11	¥3015	¥3150	¥3290	¥3425	¥3565
CPC-7	12	¥3150	¥3290	¥3425	¥3565	¥3705
CPC-8	13	¥3290	¥3425	¥3565	¥3705	¥3840
CAF-6, SP-7, CPC-9	14	¥3705	¥3840	¥3980	¥4115	¥4255
CAF-7, P-2, SP-8, CPC-10	15	¥4255	¥4485	¥4715	¥4945	¥5175
CAF-8	16	¥5175	¥5405	¥5635	¥5865	¥6095
CAF-9, P-3	17	¥6095	¥6325	¥6555	¥6785	¥7015
CAF-10	18	¥7015	¥7245	¥7475	¥7705	¥7935
CAF-11, P-4	19	¥7935	¥8395	¥8855	¥9315	¥9775
CAF-12, P-5	20	¥9775	¥10235	¥10695	¥11155	¥11615
CAF-13, P-6	21	¥11615	¥12075	¥12535	¥12995	¥13455
CAF-14, P-7	22	¥13455	¥13915	¥14375	¥14835	¥15295
CAF-15, P-8	23	¥15295	¥15755	¥16215	¥16675	¥17135

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SCHEDULE "B"

PAY SCHEDULE TO BE PAID FOREIGN NATIONALS EMPLOYED BY THE ALLIED FORCES WHO ARE NOT SUBSISTED BY THE OCCUPATION FORCES

Classification Grade	Pay Grade	Rate Paid in Yen per month - Pay Steps				
		1	2	3	4	5
CPC-1	1	¥2300	¥2510	¥2575	¥2715	¥2850
SP-1, CPC-2	2	¥2575	¥2715	¥2850	¥2990	¥3130
CAF-1	3	¥2715	¥2850	¥2990	¥3130	¥3265
SP2, CPC-3	4	¥2850	¥2990	¥3130 ~~¥3265~~	¥3265	¥3405
CAF-2, SP-3	5	¥2990	¥3130	¥3265	¥3405	¥3540
CPC-4	6	¥3130	¥3265	¥3405	¥3540	¥3680
CAF-3, SP-4	7	¥3265	¥3405	¥3540	¥3680	¥3820
CPC-5	8	¥3405 ~~¥4305~~	¥3540	¥3680	¥3820	¥3955
CAF-4, SP-5	9	¥3540	¥3680	¥3820	¥3955	¥4095
CPC-6	10	¥3680	¥3820	¥3955	¥4095	¥4230
CAF-5, SP-6, P-1	11	¥3820	¥3955	¥4095	¥4230	¥4370
CPC-7	12	¥3955	¥4095	¥4230	¥4370	¥4510
CPC-8	13	¥4095	¥4230	¥4370	¥4510	¥4645
CAF-6, SP-7, CPC-9	14	¥4510	¥4645	¥4785	¥4920	¥5060
CAF-7, P-2, SP-8, CPC-10	15	¥5060	¥5290	¥5520	¥5750	¥5980
CAF-8	16	¥5980	¥6210	¥6440	¥6670	¥6900
CAF-9, P-3	17	¥6900	¥7130	¥7360	¥7590	¥7820
CAF-10	18	¥7820	¥8050	¥8280	¥8510	¥8740
CAF-11, P-4	19	¥8740	¥9200	¥9660	¥10120	¥10580
CAF-12, P-5	20	¥10580	¥11040	¥11500	¥11960	¥12420
CAF-13, P-6	21	¥12420	¥12880	¥13340	¥13800	¥14260
CAF-14, P-7	22	¥14260	¥14720	¥15180	¥15640	¥16100
CAF-15, P-8	23	¥16100	¥16560	¥17020	¥17480	¥17940

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APPENDIX I to SCAP CPPR 25
Pay Rates for Foreign Nationals
(Tokyo-Yokohama Area)

PAY GRADE	TYPICAL JOBS	RATE GIVEN IN YEN PER MONTH SCALE B (STEPS) I	II	III	IV	(J/N)
1	Janitor Messenger Mimeograph Operator	1200	1240	1275	1310	(300 — 500) 870 — 1230
2	Clerk Office Mach. Operator Store-Keeper Supply Clerk Telephone Operator Typist	1350	1390	1425	1460	(500 — 600) ~~1230 — 1380~~ — 10% 2050 — 2400 — 67%
3	Interpreter Payroll Clerk Stenographer	1500	1540	1575	1610	(500 — 600) 1230 — 1380 2050 — 2400
4	Sr. Interpreter Dental Technician Draftsman Engineering Aide Secretary Translator	1650	1690	1725	1760	(600 — 700) 1380 — 1520
5	Junior Accountant Junior Engineer Senior Clerk Jr. Ex. Translator Trans. Analyst Sr. Translator	1800	1850	1900	1950	(700 — 850) 1520 — 1730 2540 — 2890
6	Labor Foreman Office Manager Examiner-Translator	2000	2050	2100	2150	(900 — 1050) 1800 — 2010 3010 3360
7	Asst. Engineer Sr. Ex. Translator	2200	2250	2300	2350	(1100 — 1200) 2055 — 2150 3430
8	Asst. Censor	2400	2450	2500	2550	)1300 — 1450) 2250 — 2400 3760 — 4010
9	Attorney Censor Engineer	2600	2650	2700	2750	(1500 — 1650) 2450 — 2600 4090 4340
10		2800	2850	2900	2950	(Adviser, Technical and Professional Experts
11	Tech. Consultant in Professional Fields	3000	3050	3100	3150	1200 — 1800) 2150 — 2750 5190

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APPENDIX I to SCAP CPPR 25
Pay Rates for Foreign Nationals
(Tokyo-Yokohama Area)

PAY GRADE	TYPICAL JOBS	RATE GIVEN IN YEN PER MONTH SCALE B (STEPS) I	II	III	IV	(J/N)
1	Janitor Messenger Mimeograph Operator	1200	1240	1275	1310	(300 — 500) 870 — 1230
2	Clerk Office Mach. Operator Store-Keeper Supply Clerk Telephone Operator Typist	1350	1390	1425	1460	(500 — 600) ~~1230 — 1380~~ -10% 2050 — 2400 -67%
3	Interpreter Payroll Clerk Stenographer	1500	1540	1575	1610	(500 — 600) 1230 — 1380 2050 — 2400
4	Sr. Interpreter Dental Technician Draftsman Engineering Aide Secretary Translator	1650	1690	1725	1760	(600 — 700) 1380 — 1520
5	Junior Accountant Junior Engineer Senior Clerk Jr. Ex. Translator Trans. Analyst Sr. Translator	1800	1850	1900	1950	(700 — 850) 1520 — 1730 2540 — 2890
6	Labor Foreman Office Manager Examiner-Translator	2000	2050	2100	2150	(900 — 1050) 1800 — 2010 3010 3360
7	Asst. Engineer Sr. Ex. Translator	2200	2250	2300	2350	(1100 — 1200) 2055 — 2150 3430
8	Asst. Censor	2400	2450	2500	2550	)1300 — 1450) 2250 — 2400 3760 - 4010
9	Attorney Censor Engineer	2600	2650	2700	2750	(1500 — 1650) 2450 — 2600 4090 4340
10		2800	2850	2900	2950	(Adviser, Technical and Professional Experts
11	Tech. Consultant in Professional Fields	3000	3050	3100	3150	1200 — 1800) 2150 — 2750 5190

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PAY RATES FOR JAPANESE NATIONALS

Pay Grade	Old Wage Scale	New Wage Scale	
2	¥400	¥1,050	
3	¥500	¥1,230	
4	¥600	¥1,380	
5	¥700	¥1,520	
6	¥900	¥1,800	
7	¥1,100	¥2,055	¥2,150
8 (DAC)		¥2150	

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PAY SCHEDULE TO BE PAID FOREIGN NATIONALS EMPLOYED BY THE ALLIED FORCES WHO ARE SUBSISTED BY THE OCCUPATION FORCE

(20% Area "A" Differential)

Classification Grade	Pay Grade	Rate Paid in Yen per month-Pay Steps				
		1	2	3	4	5
CAF-2, SP-3	5	¥2280	¥2424	¥2568	¥2712	¥2856
CPC-4	6	¥2424	¥2568	¥2712	¥2856	¥3000
CAF-3, SP-4	7	¥2568	¥2712	¥2856	¥3000	¥3144
CPC-5	8	¥2712	¥2856	¥3000	¥3144	¥3288
CAF-4, SP-5	9	¥2856	¥3000	¥3144	¥3288	¥3432
CPC-6	10	¥3000	¥3144	¥3288	¥3432	¥3576
CAF-5, SP-6, P-1	11	¥3144	¥3288	¥3432	¥3576	¥3720
CPC-7	12	¥3288	¥3432	¥3576	¥3720	¥3864
CPC-8	13	¥3432	¥3576	¥3720	¥3864	¥4008
CAF-6, SP-7, CPC-9	14	¥3864	¥4008	¥4252	¥4296	¥4440
CAF-7, P-2, SP-8, CPC-10	15	¥4440	¥4680	¥4920	¥5160	¥5400
CAF-8	16	¥5400	¥5640	¥5880	¥6120	¥6360
CAF-9, P-3	17	¥6360	¥6600	¥6840	¥7080	¥7320
CAF-10	18	¥7320	¥7560	¥7800	¥8040	¥8280
CAF-11, P-4	19	¥8280	¥8760	¥9240	¥9720	¥10200
CAF-12, P-5	20	¥10200	¥10680	¥11160	¥11640	¥12120

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10% Area "B" Differential)

		1	2	3	4	5
CAF-2, SP-3	5.	$2090.	$2222	$2354	$2486	$2618
CPC-4	6	$2222	2354	2486	2618	2750
CAF-3, SP-4	7	$2354	2486	2618	2750	2882
CPC-5	8	$2486	2618	2750	2882	3014
CAF-4, SP-5	9	$2618	2750	2882	3014	3146
CPC-6	10	$2750	2882	3014	3146	3278
CAF-5, SP-6, P-1	11	$2882	3014	3146	3278	3410
CPC-7	12	$3014	3146	3278	3410	3542
CPC-8	13	$3146	3278	3410	3542	3674
CAF-6, SP-7, CPC-9	14	$3542	3674	3806	3938	4070
CAF-7, P-2, SP-8, CPC-10	15	$4070	4290	4510	4730	4950
CAF-8	16	$4950	5170	5390	5610	5830
CAF-9, P-3	17	$5830	6050	6270	6490	6710
CAF-10	18	$6710	6930	7150	7370	7590
CAF-11, P-4	19	$7590	8030	8470	8910	9350
CAF-12, P-5	20	$9350	9790	10230	10670	11110
CAF-13, P-6	21	$11,110	11,550	11,990	12,430	12,870
CAF-14, P-7	22	$12,870	13,310	13,750	14,190	14,630
CAF-15, P-8	23	$14,630	15,070	15,510	15,950	16,390

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SCHEDULE "B"

PAY SCHEDULE TO BE PAID FOREIGN NATIONALS EMPLOYED BY THE ALLIED FORCES WHO ARE NOT SUBSISTED BY THE OCCUPATION FORCES

Classification Grade		Rate Paid in Imperial Yen Per Month Pay Steps				
		1	2	3	4	5
CPC-1	1	¥2000	¥2180	¥2240	¥2360	¥2480
SP-1, CPC-2	2	¥2240	¥2360	¥2480	¥2600	¥2720
CAF-1	3	¥2360	¥2480	¥2600	¥2720	¥2840
SP-2, CPC-3	4	¥2480	¥2600	¥2720	¥2840	¥2960
CAF-2, SP-3	5	¥2600	¥2720	¥2840	¥2960	¥3080
CPC-4	6	¥2720	¥2840	¥2960	¥3080	¥3200
CAF-3, SP-4	7	¥2840	¥2960	¥3080	¥3200	¥3320
CPC-5	8	¥2960	¥3080	¥3200	¥3320	¥3440
CAF-4, SP-5	9	¥3080	¥3200	¥3320	¥3440	¥3560
CPC-4	10	¥3200	¥3320	¥3440	¥3560	¥3680
CAF-5, SP-6, P-1	11	¥3320	¥3440	¥3560	¥3680	¥3800
CPC-7	12	¥3440	¥3560	¥3680	¥3800	¥3920
CPC-8	13	¥3560	¥3680	¥3800	¥3920	¥4040
CAF-6, SP-7, CPC-9	14	¥3920	¥4040	¥4160	¥4280	¥4400
CAF-7, P-2, SP-8, CPC-10	15	¥4400	¥4600	¥4800	¥5000	¥5200
CAF-8	16	¥5200	¥5400	¥5600	¥5800	¥6000
CAF-9, P-3	17	¥6000	¥6200	¥6400	¥6600	¥6800
CAF-10	18	¥6800	¥7000	¥7200	¥7400	¥7600
CAF-11, P-4	19	¥7600	¥8000	¥8400	¥8800	¥9200
CAF-12, P-5	20	¥9200	¥9600	¥10000	¥10400	¥10800
CAF-13, P-6	21	¥10800	¥11200	¥11600	¥12000	¥12400
CAF-14, P-7	22	¥12400	¥12800	¥13200	¥13600	¥14000
CAF-15, P-8	23	¥14000	¥14400	¥14800	¥15200	¥15600

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APPENDIX I to SCAP CPPR 25
Pay Rates for Foreign Nationals
(Tokyo-Yokohama Area)

PAY GRADE	TYPICAL JOBS	RATE GIVEN IN YEN PER MONTH SCALE B (STEPS) I	II	III	IV	(J/N)
1	Janitor Messenger Mimeograph Operator	1200	1240	1275	1310	(300 — 500) 870 — 1230
2	Clerk Office Mach. Operator Store-Keeper Supply Clerk Telephone Operator Typist	1350	1390	1425	1460	(500 — 600) 1230 — 1380
3	Interpreter Payroll Clerk Stenographer	1500	1540	1575	1610	(500 — 600) 1230 — 1380
4	Sr. Interpreter Dental Technician Draftsman Engineering Aide Secretary Translator	1650	1690	1725	1760	(600 — 700) 1380 — 1520
5	Junior Accountant Junior Engineer Senior Clerk Jr. Ex. Translator Trans. Analyst Sr. Translator	1800	1850	1900	1950	(700 — 850) 1520 — 1730
6	Labor Foreman Office Manager Examiner-Translator	2000	2050	2100	2150	(900 — 1050) 1800 — 2010
7	Asst. Engineer Sr. Ex. Translator	2200	2250	2300	2350	(1100 — 1200) 2055 — 2150
8	Asst. Censor	2400	2450	2500	2550	)1300 — 1450) 2250 — 2400
9	Attorney Censor Engineer	2600	2650	2700	2750	(1500 — 1650) 2450 — 2600
10		2800	2850	2900	2950	(Adviser, Technical and Professional Experts
11	Tech. Consultant in Professional Fields	3000	3050	3100	3150	1200 — 1800) 2150 — 2750

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PAY RATES FOR JAPANESE NATIONALS

Pay Grade	Old Wage Scale	New Wage Scale	
2	¥400	¥1,050	
3	¥500	¥1,230	
4	¥600	¥1,380	
5	¥700	¥1,520	
6	¥900	¥1,800	
7	¥1,100	¥2,055	¥2,150
8 (DAC)		¥2150	

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F/N employees of CCD Tokyo 24 Oct 47

	DPS	PPB	HQ	TOS	TELE	Total
U.S.-Japan (Pending)	8	8	4			20
Korean	11	1				12
Chinese	2	1	2			5
British-Subject	2	3	1	1		7
U.S.A. (Reinstated)	11	7	2		2	22
German	3					3
Indonesian	2	1	1			3
Swiss	2				1	3
Russian (White)	1		1			2
Brazilian-Japanese		2				2
Siamese			1			1
Canadian-Japanese		1				1
Czech	1					1
Armenian		1				1
Portuguese		1				1
Stateless		1				1
Argentine-Japanese			1			1
French-Indochinese			1			1
	43	26	14	1	3	87

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Mr. McTumdak

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ADMINISTRATION OF PAY SCHEDULE

1. Classification grade levels for foreign nationals employed by the War Department will be established by the same method and standards as are positions held by U. S. citizens, except that the following pay schedules will apply throughout Japan:

Schedule "A" - Pay Schedule to be Paid Foreign Nationals Employed by the Allied Forces Who Are Subsisted by the Occupation Forces. (as attached)

Schedule "B" - Pay Schedule to be Paid Foreign Nationals Employed by the Allied Forces Who Are Not Subsisted by the Occupation Forces. (as attached)

2. The following area differentials will be allowed:

Area A (6 largest cities - Tokyo, Osaka, Kyoto, Nagoya, Yokohama, Kobe) .....20% of base pay

Area B (Cities with population in excess of 100,000 people)....10% of base pay

Area C (Cities, towns & villages with a population of less than 100,000 people).....No Differential

3. Initial appointment will be made at Step I of the appropriate pay grade in all cases.

4. The following automatic advancement schedule will apply except under conditions stated in paragraph 5:

Period of Satisfactory Service	Within-Grade Advancement
3 months	Step I to Step II
6 months	Step II to Step III
6 months	Step III to Step IV
6 months	Step IV to Step V

5. Employees may be rewarded for superior accomplishment on the job by one-step promotions within the appropriate grade upon recommendation of the employing agency, regardless of time spent in the job.

6. In conversion from the old pay schedule to the new pay schedule, individuals employed at rates in excess of those authorized for the positions held will be reduced to the maximum step for the Pay Grade. In each case of grade change, incumbent of the position will be placed in the pay step most nearly commensurate with his present salary. Seniority will be cumulative and will be honored in the conversion of pay schedules.

7. Attached pay schedules to be effective 1 April 1947.

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SCHEDULE "A"

PAY SCHEDULE TO BE PAID FOREIGN NATIONALS EMPLOYED BY THE ALLIED FORCES WHO ARE SUBSISTED BY THE OCCUPATION FORCES

Classification Grade	Pay Grade	Rate Paid in Imperial Yen per Month Pay Steps				
CPC-1	1	¥1300	¥1420	¥1540	¥1700	¥1780
SP-1, CPC-2	2	¥1540	¥1660	¥1780	¥1900	¥2020
CAF-1	3	¥1660	¥1780	¥1900	¥2020	¥2140
SP-2, CPC-3	4	¥1780	¥1900	¥2020	¥2140	¥2260
CAF-2, SP-3	5	¥1900	¥2020	¥2140	¥2260	¥2380
CPC-4	6	¥2020	¥2140	¥2260	¥2380	¥2500
CAF-3, SP-4	7	¥2140	¥2260	¥2380	¥2500	¥2620
CPC-5	8	¥2260	¥2380	¥2500	¥2620	¥2740
CAF-4, SP-5	9	¥2380	¥2500	¥2620	¥2740	¥2860
CPC-6	10	¥2500	¥2620	¥2740	¥2860	¥2980
CAF-5, SP-6, P-1	11	¥2620	¥2740	¥2860	¥2980	¥3100
CPC-7	12	¥2740	¥2860	¥2980	¥3100	¥3220
CPC-8	13	¥2860	¥2980	¥3100	¥3220	¥3340
CAF-6, SP-7, CPC-9	14	¥3220	¥3340	¥3460	¥3580	¥3700
CAF-7, P-2, SP-8, CPC-10	15	¥3700	¥3900	¥4100	¥4300	¥4500
CAF-8	16	¥4500	¥4700	¥4900	¥5100	¥5300
CAF-9, P-3	17	¥5300	¥5500	¥5700	¥5900	¥6100
CAF-10	18	¥6100	¥6300	¥6500	¥6700	¥6900
CAF-11, P-4	19	¥6900	¥7300	¥7700	¥8100	¥8500
CAF-12, P-5	20	¥8500	¥8900	¥9300	¥9700	¥10100
CAF-13, P-6	21	¥10100	¥10500	¥10900	¥11300	¥11700
CAF-14, P-7	22	¥11700	¥12100	¥12500	¥12900	¥13300
CAF-15, P-8	23	¥13300	¥13700	¥14100	¥14500	¥14900

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3144

Yontiko

FOREIGN NATIONAL PAY SCALE--

SCHEDULE A

CLASSIFICATION GR	PAY GRADE	STEP	BASE PAY	20% Diff	BASE PAY PLUS 20%	10% Diff	BASE PAY PLUS 10%
CPC-1	1	1	1300	260	1560	~~120~~ 130	1430
		2	1420	284	1704	142	1562
		3	1540	308	1848	154	1694
		4	1700	340	2040	170	1870
		5	1780	356	2136	178	1958
SP-1, CPC-2	2	1	1540	308	1848	154	1694
		2	1660	332	1992	166	1826
		3	1780	356	2136	178	1958
		4	1900	380	2280	190	2090
		5	2020	404	2424	202	2222
CAF-1	3	1	1660	332	1992	166	1826
		2	1780	356	2136	178	1958
		3	1900	380	2280	190	2090
		4	2020	404	2424	202	2222
		5	2140	428	2568	214	2354
SP-2, CPC-3	4	1	1780	356	2136	178	1958
		2	1900	380	2280	190	2090
		3	2020	404	2424	202	2222
		4	2140	428	2568	214	2354
		5	2260	452	2712	226	2486
CAF-2, SP-3	5	1	1900	380	2280	190	2090
		2	2020	404	2424	202	2222
		3	2140	428	2568	214	2354
		4	2260	452	2712	226	2486
		5	2380	476	2856	238	2618
CPC-4	6	1	2020	404	2424	202	2222
		2	2140	428	2568	214	2354
		3	2260	452	2712	226	2486
		4	2380	476	2856	238	2618
		5	2500	500	3000	250	2750
CAF-3, SP-4	7	1	2140	428	2568	214	2354
		2	2260	452	2712	226	2486
		3	2380	476	2856	238	2618
		4	2500	500	3000	250	2750
		5	2620	524	3144	262	2882

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FOREIGN NATIONAL PAY SCALE-- SCHEDULE A

CLASSIFICATION GR	PAY GRADE	STEP	BASE PAY	20% Diff	BASE PAY PLUS 20%	10% Diff	BASE PAY PLUS 10%
CPC-5	8	1	2260	452	2712	226	2486
		2	2380	476	2856	238	2618
		3	2500	500	3000	250	2750
		4	2620	524	3144	262	2882
		5	2740	548	3288	274	3014
CAF-4, SP-5	9	1	2380	476	2856	238	2618
		2	2500	500	3000	250	2750
		3	2620	524	3144	262	2882
		4	2740	548	3288	274	3014
		5	2860	572	3432	286	3146
CPC-6	10	1	2500	500	3000	250	2750
		2	2620	524	3144	262	2882
		3	2740	548	3288	274	3014
		4	2860	572	3432	286	3146
		5	2980	596	3576	298	3278
CAF-5, SP-6, P-1	11	1	2620	524	3144	262	2882
		2	2740	548	3288	274	3014
		3	2860	572	3432	286	3146
		4	2980	596	3576	298	3278
		5	3100	620	3720	310	3410
CPC-7	12	1	2740	548	3288	274	3014
		2	2860	572	3432	286	3146
		3	2980	596	3576	298	3278
		4	3100	620	3720	310	3410
		5	3220	644	3864	322	3542
CPC-8	13	1	2860	572	3432	286	3146
		2	2980	596	3576	298	3278
		3	3100	620	3720	310	3410
		4	3220	644	3864	322	3542
		5	3340	668	4008	334	3674
CAF-6, SP-7, CPC-9	14	1	3220	644	3864	322	3542
		2	3340	668	4008	334	3674
		3	3460	692	4152	346	3806
		4	3580	716	4296	358	3938
		5	3700	740	4440	370	4070

FOREIGN NATIONAL PAY SCALE--

SCHEDULE A

CLASSIFICATION GR	PAY GRADE	STEP	BASE PAY	20% Diff	BASE PAY PLUS 20%	10% Diff	BASE PAY PLUS 10%
CAF-7, P-2, SP-8, CPC-10	15	1	3700	740	4440	370	4070
		2	3900	780	4680	390	4290
		3	4100	820	4920	410	4510
		4	4300	860	5160	430	4730
		5	4500	900	5400	450	4950
CAF-8	16	1	4500	900	5400	450	4950
		2	4700	940	5640	470	5170
		3	4900	980	5880	490	5390
		4	5100	1020	6120	510	5610
		5	5300	1060	6360	530	5830
CAF-9, P-3	17	1	5300	1060	6360	530	5830
		2	5500	1100	6600	550	6050
		3	5700	1140	6840	570	6270
		4	5900	1180	7080	590	6490
		5	6100	1220	7320	610	6710
CAF-10	18	1	6100	1220	7320	610	6710
		2	6300	1260	7560	630	6930
		3	6500	1300	7800	650	7150
		4	6700	1340	8040	670	7370
		5	6900	1380	8280	690	7590
CAF-11, P-4	19	1	6900	1380	8280	690	7590
		2	7300	1460	8760	730	8030
		3	7700	1540	9240	770	8470
		4	8100	1620	9720	810	8910
		5	8500	1700	10200	850	9350
CAF-12, P-5	20	1	8500	1700	10200	850	9350
		2	8900	1780	10680	890	9790
		3	9300	1860	11160	930	10230
		4	9700	1940	11640	970	10670
		5	10100	2020	12120	1010	11110
CAF-13, P-6	21	1	10100	2020	12120	1010	11110
		2	10500	2100	12600	1050	11550
		3	10900	2180	13080	1090	11990
		4	11300	2260	13560	1130	12430
		5	11700	2340	14040	1170	12870

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FOREIGN NATIONAL PAY SCALE-- SCHEDULE A

CLASSIFICATION GR	PAY GRADE	STEP	BASE PAY	20% Diff	BASE PAY PLUS 20%	10% Diff	BASE PAY PLUS 10%
CAF-14, P-7	22	1	11700	2340	14040	1170	12870
		2	12100	2420	14520	1210	13310
		3	12500	2500	15000	1250	13750
		4	12900	2580	15480	1290	14190
		5	13300	2660	15960	1330	14630
CAF-15, P-8	23	1	13300	2660	15960	1330	14630
		2	13700	2740	16440	1370	15070
		3	14100	2820	16920	1410	15510
		4	14500	2900	17400	1450	15950
		5	14900	2980	17880	1490	16390

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file

Personnel J.N. & F.N.

Hq Supply
43-2205

Personnel Section
Attn: Mr. Mojumdar

1 May 48
GWE/jh

1. 1. List as required:

NAME	LOCATION	POSITION NO.	GRADE
FUSE, Kanji	Hq Supply	CU - 38 - 1	JN 7
MURAI, Tetsuo	Hq Supply	CU - 38	JN 7
NOMURA, Junko	Kanto Haiden	CU - 15	JN 6
SEO, Akemi	Hq Supply	CP - 107	FN 14
Alex	Motor Pool	CP - 121	FN 14
HIRATA, Tomiko	Motor Pool	CU - 17	JN 4
KAWAKAMI, Yuriko	Hq Supply	CU - 17 - 1	JN 4
HIRATA, Junko	Hq Supply	CU - 14	JN 4
CHEN Chien	Kanto Haiden	CQ - 105 - 1	FN 9
YUSHA, Alexander	Postal	CQ - 106	FN 16
HASEGAWA	Postal	CV - 11	JN 4
IDE, Tokiko	Postal	CQ - 130	FN 11
FUKUDA	Postal	CV - 11 - 1	JN 4
~~HASEGAWA~~	~~Postal~~	~~CU - 11~~	~~JN 4~~
Vacancy	Kanto Haiden	CR - 103	F/N ~~JN 0~~
TAMAMOTO	Kanto Haiden	? CW - 2	JN 4
SOWBE	Kanto Haiden	? CW - 2 - 1	JN 4
Vacancy TANAKA	Kanto Haiden	CW - 2 - 2	JN 4
KANETANI	Postal	CV - 12	JN 4
SANO	Postal	CV - 13	JN 7
Vacancy ONODERO	Postal	CV - 13 - 1	JN 7

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Personnel J.N. & F.N.
Personnel Section
Hq Supply
43-2205 Attn: Mr. Mojumdar

1 May 48
GWH/jh

1
(Cont'd)

NAME	LOCATION	POSITION NO.	GRADE
TANAKA	Postal	CV - 14	JN 6
~~[illegible]~~ HORISAWA	Postal	CV - 14 - 1	JN 6
WADA	Postal	CV - 14 - 2	JN 6
TAKANO	Postal	CV - 14 - 3	JN 6
SAITO	Postal	CV - 14 - 4	JN 6
Vacancy HONNE	Postal	CV - 14 - 5	JN 6
Vacancy SAITO	Postal	CV - 14 - 6	JN 6

G. W. H.

Declassified E.O. 12065 Section 3/402/NNDG NO. 775009

8 April 48

67% 增

Japanese National's Pay Scale

PG-2	~~¥1155~~ 1150 - ~~¥1358~~ 1350	= 1920 - 2250
PG-3	~~¥1358~~ 1350 - ~~¥1749~~ 1750	= 2250 - 2920
PG-4	~~¥1518~~ 1520 - ~~¥1749~~ 1750	= 2550 - 2920
PG-5	~~¥1672~~ 1670 - ~~¥1979~~ 1980	= 2790 - 3310
PG-6	¥1980 - ~~¥2259~~ 2260	= 3310 - 3770
PG-7	¥2260 - ~~¥2364~~ 2360	= 3770 - 3950
PG-8	~~¥2365~~ 2360 - ~~¥2584~~ 2580	= 3770 - 4310
PG-9	~~¥2585~~ 2580 - ~~¥2804~~ 2800	= 4310 - 4680
PG-10	~~¥2805~~ 2800 - ~~¥3024~~ 3020	= 4680 - 5040
PG-11	~~¥3025~~ 3020 -	= 5040 —

Typist	- ~~¥1358~~ 1350	(PG-3)
Clerk Typist	- ~~¥1520~~	(PG-4)
Sr. Clerk Typist	- ¥1670-¥1750	(PG-5)

3770 +
30

Declassified E.O. 12065 Section 3/402/NNDG NO. 775009

CORRESPONDENCE GUIDANCE INSTRUCTIONS

Declassified E.O. 12065 Section 3/402/NNDG NO. 775009

HEADQUARTERS
CIVIL CENSORSHIP DETACHMENT

APO 500
5 November 1947

SUBJECT: Correspondence Guidance Instructions.

TO: Chief, Communications, PPB and Administrative Divisions.

1. This letter is published in order to furnish guidance to personnel responsible for the preparation of correspondence addressed to agencies other than CCD. Due to the fact that the contents of this letter pertain entirely to the staff at CCD Headquarters it is being issued in letter, rather than Procedure Regulations form.

2. REFERENCES:

A. T.M. 12-253

B. GHQ, SCAP & FEC Staff Memo, No, 33, dated 31 March 1947.

C. Procedure for Preparation of Correspondence, MIS, GS, dated 24 February 1947.

3. DRAFTS: a. In preparing replies to formal correspondence addressed to agencies outside of G-2 the indorsement or check note will be prepared in draft form for G-2's approval if the reply is to be placed upon the fact of the formal correspondence (usually in cases where less than 1¼ inches remains at the bottom of the page Adm Div should be consulted whenever doubt exists).

b. The memo for record will also be typed below the indorsement or check note in draft form.

C. Blank paper (no printed check sheets, IOM's or letterheads) will be used.

d. The original will be forwarded through CIS to G-2 for approval, after the CCO has initialed draft, covered by a routing slip from CCD to CIS requesting G-2 and CIS approval.

e. One carbon copy will be prepared for Adm Div suspense file; and one carbon copy will be made for file in the division preparing the draft.

f. When the reply is prepared on a new sheet, unless instructions are received to the contrary, the correspondence is prepared in final form with file copies for G-2, CIS, CCD Adm Div and the division originating the correspondence.

4. MARGINS: a. The following blank spaces are left for margins on letters:

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(1) The top margin of the first page is governed by the letterhead. The second and succeeding pages, the top margin is 1 1/4 inches or 7 line spaces.

(2) The left side 1 1/4 inches or 15 letter spaces, FLITE TYPE.

(3) The right side 3/4 inch or 9 letter spaces, FLITE TYPE.

(4) The bottom not less than 1 1/4 inches, or 7 line spaces.

(5) G-2 has authorized the bottom margin of IOM's and Check Sheets to be less than 1 1/4 inches where a saving of paper will result.

b. Margins or subparagraphs and subdivisions are as follows:

a. .....
.....

(1) .....
.....

(a) .....
.....

I. .....
.....

5. NUMBERING OF PAGES: Whenever there is more than one page to any correspondence, the pages must be numbered. The first page of any correspondence is never numbered, only the second and succeeding pages are numbered. On the second and succeeding pages, the number will be centered one inch above the bottom of the page.

6. USE OF ABBREVIATIONS: Abbreviations and/ or short titles will not be used in the body of any correspondence.

7. USE OF IOM: The IOM will not be used as a letter of transmittal accompanying any check sheets. A good, complete, informative MEMO for RECORD on all file copies of the check sheet will replace the IOM. The IOM will continue to be used as the medium of transmitting information to the various sections of G-2. Courtesy copies are not required.

8. MEMO FOR RECORD: All memos for record accompanying correspondence, that is to be reviewed by CIS or G-2 will bear the date prepared, initials and phone number of the Civil Censorship Officer. The original and courtesy copies will not contain the memo for record; however, all file copies will have the memo for record typed thereon. In addition, memo's for record accompanying correspondence addressed to agencies outside of G-2 proper should contain a space for CIS concurrence on the G-2, CIS and CCD file copies and should be arranged according to the following format:

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W.B.P. (5 Nov 47)
Phone 26-6905

CIS CONCURS:

R.S.B. (5 Nov 47)
Phone 26-5651

9. INCLOSURES: Inclosures are supplementary decumants which are sent with communications to provide additional information. Inclosures are described on the left side of the page on the same line as the first line of the typed signature. Each inclosure is listed by number and is briefly described, making maximum use of authorized abbreviations.

EXAMPLE

2 Incls:
Withdrawn 1 Incl -- Incl 1
Added 2 Incls.
2. WD AGO Form 801
3. FEC Staff Memo 189,
8 Feb 47

10. SCAP & FEC LETTER HEADINGS: a. The SCAP letter head is used for the following:

(1) Letters prepared for the Adjutant General's signature dealing with the occupation of Japan.

(2) Staff studies dealing with the occupation of Japan.

(3) Intelligence channel letters dealing with the occupation.

b. The FEC letter head is used for the following:

(1) Correspondence for the Adjutant General's signature dealing with military personnel and Department of the Army Civilian personnel or military subjects exclusive of occupation matters.

(2) Intelligence channel letters dealing with military or Department of the Army Civilian personnel or military subjects exclusive of occupation matter.

c. Examples of the proper headings are as follows:

(1) GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

(Heading for AG correspondence)

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(2) GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Military Intelligence Section, General Staff

(Heading for staff studies and SCAP intelligence channel correspondence)

(3) GENERAL HEADQUARTERS
FAR EAST COMMAND

(Heading for AG correspondence)

(4) GENERAL HEADQUARTERS
FAR EAST COMMAND
Military Intelligence Section, General Staff

(Heading for FEC intelligence channel correspondence)

11. PREPARATION OF COMMAND CHANNEL CORRESPONDENCE: a. The margins for Command Channel Correspondence are stated in Paragraph 4 above.

b. The absolute minimum copies required of correspondence going through AG, that is, any Command Channel Correspondence are:

1 - Original (bond paper)
1 - Courtesy Copy
1 - AG Records Copy (green manifold paper)
1 - G-2 Comeback Copy
1 - G-2 File Copy
1 - CIS File Copy
1 - CCD Comeback Copy
1 - CCD File Copy

12. PREPARATION OF INTELLIGENCE CHANNEL CORRESPONDENCE: a. The margins of this type of correspondence are the same as in the Command Channel Correspondence.

b. The number of copies required on this type of correspondence are:

Original
Courtesy Copy
G-2 File Copy
CIS File Copy
CCD File Copy

c. A Memorandum for Record will accompany the file copies of the correspondence.

d. All communications addressed to Washington D.C. will be prepared for the signature of the Assistant Executive Officer G-2, whose signature

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block appears below:

For the Assistant Chief of Staff, G-2:

RUSSELL G. DUFF
Colonel GSC
Ass't Executive Officer

e. Signature block of the AC of S, G-2 is shown below:

C. A. WILLOUGHBY
Brigadier General, G.S.C.,
Ass't Chief of Staff, G-2.

f. Routing Intelligence Channel Correspondence will be signed by Col Koster, as follows:

For the Assistant Chief of Staff, G-2:

S. W. KOSTER
Lt Colonel, GSC
Asst Exec Officer

13. As situations so demand, Chief, Administrative Division, this headquarters, should be consulted for clarification of any of the above instructions.

14. Samples of various forms of correspondence are attached as inclosures hereto.

15. Chief, Administrative Division, this headquarters is responsible for initiating of publication of revisions to this letter as may be necessary from time to time.

BY ORDER OF COLONEL PUTNAM:

JOHN A. THORMPSON
LT. Colonel, AC
Deputy Civil Censorship Officer

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Incls: (Correspondence samples)
Incl 1 - Draft FEC Check Sheet and Memo for Record
Incl 2 - Draft G-2 from CIS to G-2 with Memo for Record
Incl 3 - IOM No. 2 from CIS to G-2 with Memo for Record
Incl 4 - Command Channel Ltr for AG's sig.
Incl 5 - Intelligence Channel Ltr for G-2's sig.
Incl 6 - Draft Radiogram to CSGID
Incl 7 - IOM from CCD to CIS

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CHECK SHEET

File No: Subject: Preparation of Check Notes

Note No. From: G-2 To: G-1 Date:

CIS/CCD/WBP/mw

1. Check Notes addressed to other General Staff Sections or Special Staff Sections will be prepared for the initials of the Assistant Chief of Staff, G-2.

2. All Check Notes will bear the proper sub-section identification in the upper right hand margin, together with the originating officer's and typist's initials.

3. Number of copies required to go forward from CCD:

Original and Courtesy Copy
G-2 File Copy
CIS File Copy
CCD File Copy

4. All file copies will be pronperly initialed on the right hand margin.

5. A Memorandum for Record will be typed on G-2 File Copy and CIS File Copy.

6. Check Notes are a form of indorsemen and should be numbered serially, i.e. An original Note from AG to G-2 would constitute Note No 1; the response thereto is Note No 2.

7. When information copies are being furnished to another Section, the following notation will be made on the original and copies of the communication:

Copies furnished:

Diplomatic Section
G-1
G-3

8. Check Sheets from G-2 to G-1 will not have dates typed on.

C.A.W.

MEMORANDUM FOR RECORD: All memos for record accompanying correspondence will bear the date prepared, initials and phone number of originating officer. The original and courtesy copies will not contain the memo for record, howevery, all file copies will have the memo for record typed thereon.

W.B.P. (5 Nov 47)
Phone 26-6905

CIS CONCURS:

R.S.B. (5 Nov 47)
Phone 26-5651

(Inclosure 1)

Declassified E.O. 12065 Section 3/402/NNDG NO. 775009

300.6 CIS.CCD 1st Ind

G-2 GENERAL HEADQUARTERS, FAR EAST COMMAND, APO 500

TO: Director of Intelligence, General Staff, United States Army,
washington 25, D.C.
ATTENTION, Chief, Security Group

All communications addressed to Washington D.C. will be prepared for the Executive Officer G-2 signature, whose signature block appears below.

For the Assistant Chief of Staff, G-2:

RUSSELL G. DUFF
Colonel GSC
Ass't. Executive Officer

MEMORANDUM FOR RECORD: All memos for record accompanying correspondence will bear the date prepared, initials and phone number of originating officer. The original and courtesy copies will not contain the memo for record, however, all file copies will have the memo for record typed thereon. The signature of Col Duff will be used only on radios to Washington and important letters or indorsements. Lt Col S. W. Koster's signature block is used on routine correspondence.

W.B.P. (5 Nov 47)
Phone 26-6905

(Inclosure 2)

Declassified E.O. 12065 Section 3/402/NNDG NO. 775009

(For use within G-2 only)

CIS/CCD/WBP/mw

File NO: Subject: Preparation of I.O.M. Date:

FROM:	TO:	PHONE: 26-6905	Comment
		Name: Col. Putnam	Number

1. Inter-Office Memorandum will be prepared as indicated in this sample. 2.

a. The originating section's identification, and the originating officer's and typist's initials will be typed near the dare line on the first and all subsequest notes.

b. The originating officer's name and phone number will be shown in the proper space. All subsequent notes will bear the same information.

c. The "From" and "To" spaces will be complete.

d. The Inter-Office Memorandum will be authenticated by the subsection chief or his executive.

e. A line will be drawn completely across the page immediately following the authenticating officer's initials.

2. In the preparation of the Inter-Office Memorandum, CIS file copy only is required in addition to the original copy.

3. I.O.M. should be dated when prapared for the initials of an officer within the originating section, but not when prepared for the initials of R.S.B. or C.A.W.

MEMORANDUM FOR RECORD: All memos for record accompanying correspondence will bear the date prepared, initials and phone number of originating officer. The original and courtesy copies will not contain the memo for record, however, all file copies will have the memo for record typed thereon.

W.B.P. (5 Nov 47)
Phone 26-6905

(Inclosure 3)

Declassified E.O. 12065 Section 3/402/NNDG NO. 775009

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

APO 500

AG (date of basic) GB/CIS/CCD

SUBJECT: Preparation of Command Channel Correspondence.

TO: Commanding General, Eighth Army, APO 343

1. The ABSOLUTE minimum copies required of correspondence going through AG, that is, ANY COMMAND CHANNEL correspondence are:

1 - Original (bond paper)
1 - Courtesy copy
1 - Adjutant General Records copy (green)
1 - CIS Comeback copy
1 - CCD Comeback copy
1 - G-2 File copy
1 - CIS File copy
1 - CCD File copy

2. ABBREVIATIONS and Short Titles will not be used in letters, indorsements, or publications, EXCEPT in listing inclosures identifying the basic communication on second and subsequent pages of multiple-page communications, and in citing publications.

3. INCLOSURES will be described briefly and accurately beginning at the left margin 5 spaces after the command line.

4. NUMBERING OF PAGES. The first page of a communication will NOT be numbered. Subsequent pages will be numbered in ARABIC NUMERALS and will be centered one(1) inch above the bottom of the page. Page numbers will NOT be set off by DASHES, PARENTHESIS, OR OTHER PUNCTUATION.

5. The command line "BY COMMAND OF GENERAL MacARTHUR" is used when writing to United States Army commands within the theater under the jurisdiction of the Supreme Commander for the Allied Powers. For all other addressees, the command line "FOR THE SUPREME COMMANDER" is used.

BY COMMAND OF GENERAL MacARTHUR:

2 Incls:
1. WD AGO Form 72
2. FEC Staff Memo 33, 31 Mar 47

(Inclosure 4)

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GENERAL HEADQUARTERS
FAR EAST COMMAND
Military Intelligence Section, General Staff

300.6 CIS/CCD APO 500

SUBJECT: Preparation of Intelligence Channel Correspondence.

TO: Assistant Chief of Staff, G-2, Eighth Army, APO 343

Letters of sub-ordinate commands addressed to Assistant Chief of Staff, G-2, will ordinarily be prepared for the signature of the Executive Officer, whose signature block appears below.

For the Assistant Chief of Staff, G-2:

RUSSELL G. DUFF
(Very important matters) Colonel GSC
Ass't Executive Officer

or

S. W. KOSTER
(Routine) Lt. Col GSC
Ass't. Executive Officer

(Inclosure 5)

Declassified E.O. 12065 Section 3/402/NNDG NO. 775009

SUPREME COMMANDER FOR THE ALLIED POWERS
AND
FAR EAST COMMAND

OUTGOING MESSAGE

GB/CIS/CCD/WBP/jd
5 November 1947

FROM: CINCFE

TO : CGUSA (for CSGID) .....ROUTINE

PAREN PAREN REF LETTER CHARLIE SUGAR GEORGE ITEM DOG TWO ZERO OCTOBER ONE NINE FOUR SEVEN CITE MIKE ITEM DOG THREE ONE TWO PD FOUR SUBJECT PREPARATION OF CORPESTO DENCE PD THE FORM USED HEREWITH IS THE PROPER MANNER IN WHICH TO PREPARE OUTGOING RADIOGRAMS PD ALL CHANGES TO THIS FORM WILL BE BROUGHT TO THE ATTENTION OF ALL COMCERMED AS THEY OCCUR PD

OFFICIAL:

R. M. LEVY
Colonel, AGD
Adjutant General

APPROVED:

RUSSELL G. DUFF
Colonel, GSC
Ass't. Executive Officer

Copies to:
CIS (Return)
G-2 (Return)
CCD (Return)

MEMORANDUM FOR RECORD: 1. The purpose of this radiogram is to familiarize all personnel responsible for the preparation of radiograms as to the proper format.

2. The following essential factors in the preparation of radiograms are indispensable:

THIS IS AN ORIGINAL MESSAGE

(Inclosure 6)

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RASIC: Radio from CINCFE to CGUSA (for CSGID)

MEMORANDUM FOR RECORD (cont'd)

a. Margins:
   (1) The top margin is governed by the letterhead.
   (2) The left margin is one inch and a quarter.
   (3) The right margin is three quarters of an inch.
   (4) When the radiogram is more than one page, the second and succeeding pages will be numbered one inch from the bottom.

b. Body of Message:
   (1) The Phonetic alphabet is requisite when quoting numerals, symbols and punctuation.
   (2) The text of the message must be clear and concise.

c. Signature Blocks:
   (1) Due to the inevitable changes in personnel authorized to approve radiograms, it will be the responsibility of all divisions and sections to check with the Correspondence Section as to the possible changes in Signature blocks.

3. In order to facilitate clarity in the reading of the radiogram a reading copy (Incl. #1) must accompany the completed correspondence. Note that all numerals, symbols and punctuation are not written in the Phonetic but the Arabic alphabet.

4. a. If the message is an original one, the following line will be place at the bottom of the message:

THIS IS AN ORIGINAL MESSAGE

b. If the message is in answer to another, the following line will be placed at the bottom of the message:

REFERENCE RADIO IS (QUOTE NUMBER OF RADIO)

5. The Memorandum of Record will be typed on all copies with the exception of the original and courtesy copies.

W.B.P.
Phone 26-6905

CIS concurs:

R.S.B.

(Inclosure 6)

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

OUTGOING MESSAGE GB/CIS/CCD/WBP:jd

FROM: CINCFE

TO : CGUSA (for CSGID) .....ROUTINE

( ) Reference letter CSGID 20 October 1947 MID 321.4 Subject Preparation of Correspondence. The form used herewith is the proper manner in which to prepare Outgoing Radiograms. All changes to this form will be brought to the attention of all concerned as they occur.

OFFICIAL:

R. M. LEVY
Colonel, AGD
Adjutant General

APPROVED:

RUSSELL G. DUFF
Colonel, GSC
Ass't Executive Officer

Copies to:
CIS (Return)
G-2 (Return)
CCD (Return)

(Incl. #1 to Incl. #6) READING COPY

Declassified E.O. 12065 Section 3/402/NNDG NO. 775009

(For use within G-2 only)

CIS/CCD: WBP/mw

File No: Subject: Preparation of I.O.M. Date:

FROM: CCD	TO: CIS	PHONE: 26-6905	Comment
		NAME: Col. Putnam	Number

1. Check Notes addressed to CIS will be prepared for the initials of the Commanding Officer.

2. All Check Notes will bear the proper sub-section identification in the upper right hand margin, together with the originating officer's and typist's initials.

3. Number of copies required to go forward:

Original copy
CCD File copy
Originating Division File copy (if necessary)

4. All File copies will be properly initialed on the right hand margin.

5. Check Notes are a form of indorsement and should be numbered serially, i.e. A Note from CIS to CCD would constitute Note No. 1; the response thereto is Note No. 2.

6. All Check Sheets and I.O.M.'s that are prepared by Divisions and Sections to leave this Detachment will not be dated. Dates will be stamped in Message Center.

W.B.P.

(Inclosure 7)

Declassified E.O. 12065 Section 3/402/NNDG NO. 775009

FOREIGN NATIONAL ACTIONS

1. Introduction

In the majority of policies and procedures involving the administration of Foreign National employees, the same general methods are followed as are used for Department of the Army Civilians. Any exceptions or differences are found in the directive "Administration of Foreign Nationals." CCD is authorized 300 F/Ns.

2. Employment

a. Tokyo Area

(1) When application is made in this office, applicant is interviewed by Mr. Mojumdar and referred to the section concerned for interview and recommendations regarding placement. WD Forms 72 (Request for Personnel Action) are completed in this office, leaving the grade blank, and forwarded to CPS through regular channels. Two copies of CCD Form 172 (Request for Recruitment of Foreign National) are given to applicant who takes one copy to Miss Tendrich, CPS and the other one to the Labor Office. He also takes with him to CPS one or all of the following papers:

(a) Valid Passport
(b) Identification of citizenship
(c) Birth certificate

(2) Miss Tendrich interviews applicant and refers him to the MG Labor Office (Lt. Culbertson) for clarification of status and to determine if he is eligible to be hired as a F/N.

(3) After clearing MG, applicant is referred back to CPS where he complete four copies of his security questionnaire; pictures are taken for identification purposes, takes a physical examination, and if a linguist takes the TIS test to determine his pay grade. It takes from 7-10 days to determine results of these tests, etc.

(4) Applicant reports to CPS at the end of that time and if results have been favorable, takes security questionnaires and pictures to MG Labor Office. 3 copies are retained and applicant takes one copy to PMO to obtain his security clearance. A temporary clearance takes from 3-4 days, but in order to fill a "Position of trust" it takes from 3-6 months.

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(5) Referred back to CPS to complete Form 643A (Personal History) and Standard Form 57, if it hasn't already been done. Form 80 (Employee Record Card) and Form 83 (Report of Personnel Action)(comparable to Form 50 of DAC employee) is given to employee. He carries the Form 80 to CCD Hq Pers Sec for filing and keeps the Form 83 for his own information.

b. Outlying Districts

(1) Send a copy or a true copy of the following to this Hq:

(a) Security clearance
(b) Physical examination
(c) Form 57 (Application for Federal Employment)
(d) Form 643A (Personal History Statement)
(e) CIS regarding subsistence (A-want it) (B-don't want it)
(f) Emergency addressee
(g) WD Form 72 (Personnel Action Request) with EOD desired.
(h) WD Form 74 (Position Description) if job has not been established already.

(2) Linguists, including DAC, Sr Exam Transl, Sr Pict Exam, Monitors, etc. must bring above papers with them to Tokyo. It is necessary for him to take the TIS test in order to determine eligibility for position and the pay grade. They can be processed in two days, and must make their own arrangements for billeting during their stay in Tokyo. CPS will issue travel orders, upon request from this office to return employee to station of official business.

3. Position Descriptions

It is necessary to have a clear picture of the position with the actual duties and responsibilities involved. Avoid use of general terms, and make specific statements. Be sure the job is there, as stated, and not a "padded" account of the duties. These jobs can be compared to DAC jobs.

4. Efficiency Reports

Not required on Foreign Nationals at this time.

5. Time Reports

a. Time Reports must be in this Headquarters from the Tokyo

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Area by the 1st of each month and from the stations by the 7th of each month for the previous month in order for them to be turned in to the Finance Office on time. If they arent in by this date, the payroll will be held over until the following months.

b. If the time sheet is initialed when an employee is absent, it isn't necessary to inclose a Standard Form 71 (Application for Sick and Annual Leave). If an employee is absent for more than 3 days, due to illness, the SF 71 must be signed by a physician (either Japanese or American) and the certifying officer).

c. At the present time, it isn't possible to make final salary payments to those employees terminating in order to return to the States unless the WD Form 72 and time sheet are submitted to this headquarters two weeks before departure (this is in case an employee doesn't work up until the time he leaves for the States). A special payroll can be made for him.

d. In case of employees terminating, pertinent remarks should be made in the proper space.

e. As long as an employee is assigned, he should be carried in some status on the time report.

f. Follow DAC time report in all other aspects.

g. At the present time overtime will be paid to Foreign Nationals as directed in paragraph 10, b and c "Administration of Foreign Nationals." Necessity of overtime is left to section concerned.

6. Forms 72's

Be sure that the correct position title, grade and number are used. Use the standardized remarks, found on the sample copies. Be especially careful in any 72 that has a signature on it. Leave date and request no blank.

7. Promotions

Isn't necessary to have been in one pay grade for a certain length of time before becoming eligible for promotion to another pay grade.

Use standard terminology.

8. Terminations

a. Tokyo Area

Individual concerned submits resignation to section concerned, which is forwarded to this Hq. He is called in to Hq and

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given a referral slip to see Miss Tendrich and sign the WD Form 72 there. He carries the 72 back to this Hq for completion and signature of Col. Putnam. Resignation is effective on the date he requests and at that time he turns in his Mess coupons, Identification Cards, and Authority for Employment Card to ~~CPS~~. CCD

b. Outlying Districts

Employee signs WD Form 72 of resignation which is completed by the Station and forwarded to this Hq and on to CPS. Turns in Mess Deduction card to this Hq. Identification cards, etc. are disposed of or returned to the proper authority by the Station.

9. Roster Not Necessary

Roster is due on the 8th of each month for the preceding month, giving the number of Foreign Nationals broken down by job categories, ratings and salary.

10. General

a. Travel orders are issued for official business only.

b. Everything pretaining to F/N's must be stamped with F/N stamp.

c. Opr Directives 1/5 and 21/3 are still in effect. They should be studied carefully. They especially apply to those who have dual citizenship.

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Will have to be paid up to date as of 31 August 47.
Records are to be turned over sometime in September to CPS. Should be expedited.
First pay by CPS will be made on 10 October 47.

All 74's should be submitted to CPS by September.

Employable categories:
(1) Technical specialists, including linguists.
(2) Employees handling classified material.
(3) All others who cannot be provided by the Japanese Gov through labor requisition.

Retroactive salary payments will cover the period 1 April 47 to 1 September 47 and will be made on Schedule B as indicated in directives plus Area differentials.
If an individual is working in a position that has not been analyzed by Classification & Wage, find the pay rate of the individual and from that work back to find out what the pay grade was.

Explain to the employees they are subject to up-grading or down-grading as of 1 September, the same as WDCs.

The determination of whether a job will be filled by a F/N is the responsibility of Wage & Salary Div CPS.

Nothing higher than Pay Grade 19 will be paid on retroactive payment.

Mil Gov will refer all supply of available personnel to CPS.

All selections will be made in the same manner as WDCs. FOREIGN NATIONAL will be clearly shown on the face of all papers. If selected, candidate will be referred for medical examination.

All Foreign Nationals will be placed according to qualifications. All promotions and transfers will be made and passed on the same as for WDCs.

If a F/N abandons his position, he cannot be re-employed for a period of six (6) months.

Security will be the responsibility of Mil Gov, but will not relieve the supervisor of the responsibility of taking the necessary precautions for classified material.

Mr. Casanave will require a roster as close to 1 September as possible showing the following information:
(1) Name (2) Title (3) Grade, if available (4) Step rate
(5) Monthly salary.

This list will be used for the purpose of screening employees to determine whether they fall within the employable categories, as a check against the records of the Mil Gov labor office to insure that proper security has been

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obtained, and as a basis for scheduling employees for medical examinations, since all Foreign Nationals will be subject to these examinations. It is also to be used as a check list for employees coming to CPS for processing since they will be considered as new hires. Stx II, IIA and III will be processed at station locations.

CPS will send a sufficient number of Std Forms 57 and WD AGO Forms 643 A (Personal History Statement) to be completed for all Foreign National employees.

The transfer of records is requested at the earliest possible date after payments on 31 August have been completed.

The Administration of Foreign Nationals will be the same as for WDCs with the following exceptions:

(1) No oath of office
(2) No identification card
(3) No mess deduction

Forms 72:
Must be submitted immediately showing current position title, grade, step rate, salary recommended, position grade and salary. The employee should be shown as a "regular appointment" effective "1 Sept 47".

The Form 72 should be conspicuously marked "FOREIGN NATIONAL".

Forms 72 - is in addition to the roster required by Mr. Casanave.

Time Sheets: Required by CPS not later than 1200 on the first day of the following month. The procedure is the same as for WDCs.

If you have people whom you know will be unemployable it is best to give them two weeks notice and release them. Give them back pay.

The section will receive a call as to when F/Ns will be processed. Employees will bring completed Form 57 at that time.

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Regulations Concerning Temporary Language
Differentials to the Employees for the
Allied Forces.

1. The employees of the Allied Forces (hereinafter called only "employees") to whom the acquirement of knowledge of a foreign language is indispensable for carrying on their business shall be paid a Temporary Langůge Differentials for their linguistic proficiency according to the present regulations.

2. The employees whose acquisition of knowledge of a foreign language is required in the conduct of their business are confined to those who are of a good standing and falling withing the scope as specified in the following items or to those who have obtained recommendation from the local Military Government of the Allied Forces.

(1) Those who are engaged in any such business as of an adviser, a technical expert, an English stenographer, a special interpreter or translator, a translator or interpreter and a high class clerk.

(2) Others who are authorized by the president of the Special Procurement Board upon application of the Governor of To, Do,Fu, or Ken.

The title of each employee mentioned in the preceding subparagraphs must coincide with his actual job, and if otherwise such title must be changed so that it coincides with his actual job.

3. The differentials shall be divided in five grades, i.e. A,B,C, D, and E, according to the result of the examination conducted in regard to each employee, and these grades shall have its own percentage of the differentials.

The standards for the examinations in the foregoing grades shall be fixed in consideration of the actual amount of work achieved by making use of a foreign language and of the import and substance of language used. The percentage of Language Differentials shall be decided in accordance with ability and efficiency of each person. Accordingly, a person whose linguistic ability is great, but whose actual amount of work is small, must be judged to belong to an inferior grade.

4. The examination in the grades as specified in Paragraph 3 shall be taken charge of by the governor of " to, do, fu or ken", respectively.

In the examination mentioned in the foregoing item the governor each of "To", "Do", "Fu", or "Ken", may appoint a required number of examiners.

The examiners shall be at least two persons and above per unit.

The examiners shall conduct examination in accordance with orders of the governor each of To, Do, Fu, or Ken, in regard to the examination taken charge of by the latter, and shall, further, in case where any objection is raised in reference to the examination as

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the case may be and submit a report to the governor of "To","Do", "Fu", or "ken", concerning the result.

5. The differentials shall be paid every month in the amount calculated at the following ratio to the basic pay which the employee is to receive in the month.

Grades given to job that shall be fixed in consideration of the amount or of import and substance of language used,.	Maximum and Minimum Percentage of language differentials, which shall be decided in accordance with ability and efficiency of each person.	
A	50% - 10%	on base pay only
B	40% - 10%	
C	30% - 10%	
D	20% - 10%	
E	10%	

6. The Differentials shall not be included in the basis of calculation of overtime allowance, area allowance and other allowance, family allowance.

7. The present regulations come into force as from January 1, 1948.

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(COPY)

GENERAL HEADQUARTERS
FAR EAST COMMAND

APO 500
20 November 1947

AG 230.44 (20 Nov 47)CP

SUBJECT: Holiday Pay for Foreign Nationals

TO: Commanding General, Eighth Army, APO 343
Commanding General, Far East Air Forces, APO 925
Commanding General, Japan Air Material Area, APO 704
Commanding General, Firth Air Forces, APO 710

1. Reference letter, General Headquarters, Supreme Commander for the Allied Powers, file AG 230 (13 Aug 47) GA, subject, "Administration of Foreign Nationals," dated 13 August 1947.

2. Foreign nationals employed by the occupation forces in accordance with cited reference will be accorded the same privileges as Department of the Army civilians with respect to pay and excused absence on legal American holidays; that is, they will receive straight time rates if prevented from working on a legal holiday falling within the basic forty-hour work week and will receive double time for the regularly scheduled hours of work (not to exceed eight hours) performed on a legal holiday falling within the basic forty-hour work week.

3. Foreign nationals will be accorded the same privileges as Japanese nationals working for the occupation forces with respect to Japanese holidays.

BY COMMAND OF GENERAL MacARTHUR

J. W. MANN
Lt. Col. AGD
Asst. Adjutant General

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PAYROLL FOREIGN NATIONALS

Upon Receipt of FEC Form 83 (Report of Personnel Action), WD AGO Form 43 (Individual Earnings Record) and SF No. 1137 (Leave Record) will be prepared in same manner as for WD civilian employee.

Certification and Summary control will be established for each payroll using WD Form 60 and 61 in same manner as for WD civilian employee

Time Reports. Effective 1 Sep 47, sections will maintain SF Form 72 and 72a (Time and Attendance Report) for foreign nationals, clearly marked" Foreign National", and submit to Civilian Personnel Payroll office not later than 1200 hours on the first day of the following month. With the exception of reporting time for a full calender month, maintenance of Time and Attendance Report and reporting of leave will be accomplished in same manner as for WD civilian employees.

Computation of Pay.
Hourly rate will be derived at by multiplying monthly rate by 12 and dividing by 2080.
¥ 1300 X 12 - ¥ 15600 ÷ 2080 - ¥ 7.50 (Hourly Rate)
Leave without pay. If a foreign national is leave without pay eight hours during the calendar month, pay will be computed by multiplying hourly rate by 8 and subtracting result from the monthly salary.

Overtime.
Approved duty in excess of 40 hours per week will be compensated for at the rate of time and one-half. Overtime will not be prorated and there is no limitation on the amount of overtime that can be paid.

Night Differential.
10 percent of the regular hourly rate of pay will be paid for hours of work falling between 1800 and 0600 for a regularly scheduled tour of duty, a part or all of which falls between 1800 and 0600.

Holiday Pay.
If prevented from working because of a legal holiday, no deduction will be made from their pay.

Payroll Preparation.
Using WD Form 44, 44a, 44b, and 44c, payrolls will be prepared in triplicate, certified by the Certifying Officer, and submitted to the Disbursing Officer not later than the tenth of each month. Class "A" Agents, designated by each section, will receive payroll and yen from Disbursing Officer and pay employees. Upon return of paid roll to Disbursing Officer distribution will be made of paid voucher--one copy to Fiscal Office, one copy to Payroll Office.

Earning Statements.
Will not be furnished.

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Leave.

SF No. 1137 (Leave Record) will be maintained for each employee and leave will be accrued at the rate of 16 hours annual and 8 hours sick for each month of service. Month of service will begin 1 Sep 47 for currently employed personnel. Nonpay periods will not constitute a break in the month of service for leave accrual purposes but when absence in a nonpay status totals 85 hours, leave credits will be reduced 8 hours annual and 4 hours sick. No advance of leave will be authorized. Payment will be made for all accumulated and unused annual leave at time of separation.

Payroll Records.

All records and payrolls will be current, maintained separately from those of WD civilian employees, and available for audit by General Accounting Section at all times.

Traveling Expenses.

FEC AGO Form No. 85 (Travel and Per Diem Voucher) will be prepared, in duplicate, supported by receipts for all expenditures and a copy of the travel order, and after certification by Certifying Officer, forwarded to the Finance Officer for yen Payment.

Sick Leave.

If sick less than 3 days, person must either initial Time Sheet or fill out SF-71 Form.
If sick over 3 days, a doctor's certificate is necessary or they will get LWOP.

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Following are the results of the test scores.

TOKYO

Name	Position Title	Test Score
HAMADA, Kenji	Editorial Analyst	95
WADA, Chizuko	Censor Telephone	92
GOMES, Gerald	News Copy Reviewer	90
KANEKO, Mary S.	Censor Telephone	89
KAWAZU, Alicia	Typist-Translator	85
~~KALSI, Kirpal S.~~	~~Sr. Ex. Translator~~	~~82~~
MIYASHITA, Haruko	Foreign Language Ex.	82
HAYASHI, Harriet H.	Personnel Clerk	80
MORI, Maseko	Sr. Ex. Translator	79
KOYAMA, Ruth	Clerk General	74
SEO, Akemi	Clk. Translator(Supply)	74
KUMAI, Tom	Clerk Maintenance(W/L)	73
TAMURA, Charles K.	Sr. Ex. Translator	73
KIM, Hizung	Jr. Ex. Translator	72
OGURI, Akira	Watch List Clerk	72
~~AVETISIAN George~~	~~Sr. Ex. Translator~~	~~71~~
CHUNG, Youngchu	Jr. Ex. Translator	71
CHANG, Mou Tsao	Foreign Language Ex.	70
UZAWA, Chiyo	~~Clerk General~~ File Clerk	69
OKIYAMA, Sachiko	Sr. Ex. Translator	65
CHOY, Kyun	Watch List Clerk	62
HAHN, Yongjik	Clerk(W/L)	59
~~PINTO, Maria J.~~	~~News Copy Examiner~~	~~58~~
KANZAWA, Lily Y.	Ex. Translator	55
OKAMOTO, Kazue	Jr. Ex. Translator	40

FUKUOKA

~~MITSUNAGA, Nancy S.~~	~~Deputy Asst. Censor~~	~~83~~	~~(S.E. T.)~~
YAMASHITA, Ayako	" " "	80	" "
YOSHIDA, Atami	Translator	78	" "
ISHII, Rose	Sr. Ex. Translator	77	" "
NISHI, Kay	Deputy Asst. Censor	72	" "
SEGAWA, Mieko	Sr. Pictorial Ex.	70	" "
WAKANA, Toshio	Asst. Censor	85	" "
HIROSE, Carmen Rosa H.	Asst. Ch. Reproduction Dept.	80	" "
~~TACHIKAWA, Kimiko~~	~~Censor Telephone~~	~~78~~	~~" "~~
YAMASHITA, Teruo D.	Chief Clerk	75	" "
KOGA, Teruye	Clk. Typ. Inter.	90	(J.E.T.)
TASHIRO, Rosemary Y.	Clk. Typist	85	" "
INADA, Betsy	Clerk	82½	" "
HIROSE, Hilda,	Clerk Typist	72½	" "
TAKEDA, Yukie R.	Jr. Ex. Translator	80	" "
KAWAGUCHI, Harry	~~Jr.~~ Sr. Ex. Translator	70	" "

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Following are the results of the Language tests other than Japanese.

TOKYO

GERMAN INTO ENGLISH

Name	Position Title	Test Score
VONDROUS, Frantisek	Consultant, Pers Mail	99
KUNZE, Richard	Sr. Exam Translator	97

FRENCH INTO ENGLISH

ENGLER, Adolph	Examiner	96

INDONESIAN INTO ENGLISH

PAYNE, Pelik	Sr. Exam Translator	88

KOREAN INTO ENGLISH

TANIYAMA, Hideichi	Exam Translator	60

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Following are the results of the test scores.

OSAKA

Name	Position Title	Test Score
AILION, Wilhelmina	Sr. Censor (Telephone)	75 (S.E.T.)
deSOUSA, Frederico	Jr. Exam Translator	85 (" " ")
HAN, Kibong	Sr. Exam Translator	95 (" " ")
HAYASHI, Hidenori	Deputy Asst Censor	88 (" " ")
JIEN, Shaw Tsang	Deputy Asst Censor	67 (" " ")
KAGETSU, Takako	Comment Sheet Editor	97 (" " ")
KIM, Jongmok	Jr. Exam Translator	90 (" " ")
MITSUOKA, Reiko	Comment Sheet Editor	98 (" " ")
SERA, Sally	Sr. Exam Translator	76 (" " ")
TAKK, Mienggiel	Exam Translator	80 (" " ")
TSUJI, Sadako	Jr. Exam Translator	76 (" " ")

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Following are the results of the Language tests other than Japanese. (OSAKA)

GERMAN INTO ENGLISH

Name	Position Title	Test Score
KAUFMANN, Walter	Exam Translator	82.5
* KRYNSKA, Olga	Exam Translator	83.5
* ROLANDUS, Charles	Deputy Asst Censor	82.5
RYSER, Fritz	Tech Supv	61.5
SCHWERI, Roman	Transl Classifier	75.5

KOREAN INTO ENGLISH

* HAN, Kibong	Sr. Exam Translator	85
KIM, Jongsok	Jr. Exam Translator	65
TAKK, Mienyiel	Exam Translator	65

RUSSIAN INTO ENGLISH

* KRYNSKA, Olga	Exam Translator	88

DUTCH INTO ENGLISH

KAUFMANN, Walter	Exam Translator	88.5
* ROLANDUS, Charles	Deputy Asst Censor	90.5

FRENCH INTO ENGLISH

* HAN, Kibong	Sr. Exam Translator	82.5
* KRYNSKA, Olga	Exam Translator	75
MUSTAROS, Joaquin	Asst Consultant Finance	92
* ROLANDUS, Charles	Deputy Asst Censor	79

ENGLISH INTO FRENCH

* HAN, Kibong	Sr. Exam Translator	50
* KRYNSKA, Olga	Exam Translator	90
MUSTAROS, Joaquin	Asst Consultant Finance	80
* ROLANDUS, Charles	Deputy Asst Censor	75
RYSER, Fritz	Tech Supv	60

CHINESE INTO ENGLISH

* HAN, Kibong	Sr. Exam Translator	80
JIEN, Shaw Tsang	Deputy Asst Censor	72
LIU, Ying Kan F.	News Copy Examiner	68
POW, Chung	Jr. Exam Translator	65
POW, Ka Kui	Deputy Asst Censor	70
SUN, Chen Wat	Deputy Asst Censor	66

*Outstanding language ability.
HAN, Kibong (5 languages)
KRYNSKA, Olga (3 languages)
ROLANDUS, Charles (3 languages)

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PERSONNEL ROSTER OF FOREIGN NATIONALS

DPS I

POSITION No.	NAME	JOB TITLE	PAY GRADE	SALARY
CQ 120-9	CHANG, John Sob	Watch List Clerk	11-S-1	¥ 3919.50
CQ 116	CHO, Ffung Shanghi	Clerk (Classification)	11-S-3	4277.50
CQ 120-6	CHANG, Liu	Watch List Clerk	11-S-1	3919.50
CQ 132-1	CHOY, Kyun	Clerk(Mtnce Preliminary Flash	11-S-2	4095.00
CQ 115-4	GRIFFIN, Charles	Sr. Examiner Translator	15-S-2	5830.50
CQ 120-2	HAHN, Yongjik	Clerk (W/L)	11-S-1	3919.50
CQ 104	HAYASHI, Hatsuye	Clerk Personnel (Inter)	11-S-2	4095.00
CQ 115-5	HUANG, Kehjun	Sr. Examiner Translator	15-S-2	5830.50
CQ 130	IDE, Tokiko	Supply Clerk Interpreter	11-S-3	4277.50
CQ 120-1	ITO, Mitsuko	Watch List Clerk	11-S-3	4277.50
CQ 120-3	KIM, yong Chol	Watch List Clerk	11-S-3	4277.50
CQ 115-11	KIN, Hejun	Sr. Examiner Translator	15-S-2	5830.50
CQ 111	KOKUBUN, Kiye	Clerk Inter- Typist	9-S-3	3919.50
CQ 132	KUMAI, Tom	Clerk (Mtnce Prelim. Flash)	11-S-2	4095.50
CQ 120	KOZAKA, Katherine	Watch List Clerk	11-S-1	3919.50
CQ 131-3	KUNZE, Richard	Consultant	17-S-2	8222.50
CQ 131-4	LEE, Sun Muk	Consultant (Pers Ml Ex S/D)	17-S-1	7923.50
CQ 120-7	LU, Chun Shie	Watch List Clerk	11-S-2	4095.50
CQ 103	MASON, William	Clerk (Personnel)	11-S-4	4452.50
CQ 108	MOGILEVSKY, Michael	Proofreader	11-S-1	3919.50
CQ 131-5	MORI, Masako	Consultant	17-S-1	7923.50
CQ 110	NIEKAWA, Anna	Allocator	14-S-5	5531.50
CQ 120-4	OGURI, Akira	Watch List Clerk	11-S-3	4277.00
CQ 115-9	OKIYAMA, Sachiko	Sr Examiner Translator	15-S-3	6129.50
CQ 115-1	PAK, Jyongseo	Sr Examiner Translator	15-S-2	5830.50
CQ 115-6	PAYNE, Pelik	Sr Examiner Translater	15-S-3	6129.50
CQ 109	RADEN, Soewito	Clerk	9-S-3	3919.50
CQ 131	RAVETTA, Francesco	Consultant	17-S-3	8521.50
CQ 126	RAVETTA, Giuglio	Consultant (Pers Mail)	18-S-1	9119.50
CQ 115-7	REIFF, Luise	Sr Examiner Translator	15-S-2	5830.50
CQ 120-5	RIM, Donghyock	Watch List Clerk	11-S-2	4095.00
CQ 115-8	SHOZUI, Yoko	Sr Examiner Translator	15-S-2	5830.50
CQ 115-3	TAMURA, Charles	Sr Examiner Translator	15-S-3	6129.50
CQ 115-2	TANIYAMA, Hideichi	SR Examiner Translator	15-S-2	5830.50
CQ 112	VONDROUS, Frantisek	Consultant	19-S-3	11511.50

POSITION No	NAME	POSITION TITLE	PAY GRADE	SALARY
CQ 115	[redacted]	Sr Examiner Translator Resigned 31 May	15-S-2	¥5830.50
CQ 120-8	YAMADA, Kasumi	Watch List Clerk	11-S-2	4095.50
CQ 122	YANG, Sun Kyu	Clerk(Class & Dis Dep)	11-S-5	4634.50
CQ 105-1	YAMASHITA, Yukio	Clerk (Supply)	9-S-1	3555.50
CQ 106	YUSHA, Alexander	Bldg Custodian	16-S-2	7026.50

TELECOM

CQ 133	ENGLER, Adolph	Consultant Telegraph (Ext)	17-S-1	¥7923.50
CQ 124-1	WADA, Chizuko	Censor (Telephone)	15-S-3	6129.50

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HQ

POSITION NO	NAME	JOB TITLE	PAY GRADE	SALARY
CP 112	FILLATOFF, Alleftina	Clerk	7-S-5	¥3919-50
CP 121	GORBUNOFF, Alexander	Inspector-Instructor	14-S-2	4992.00
CP 126	KAWAZU, Alicia	Sr Examiner Translator	15-S-1	5531.50
CP 125	KOBAYASHI, Masako	Clerk	11-S-2	4095.00
CP 123	KOGA, Sonoko	File Clerk	5-S-2	3022.50
CP 107	SEO, Akemi	Clerk Typist Translator	11-S-3	4277.00
CP 124	Sera, James	Adm Asst (CH J & FN)	11-S-2	4095.00
CP 114	TRANDUC, Tan Phong	Personnel Clerk	11-S-2	4095.00

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PPB

POSITION No.	NAME	JOB TITLE	PAY GRADE	SALARY
CR 101	ALAM, Jack	Personnel Clerk	11-S-1	¥3919.50
CR 131-5	ARIMA, Noriko	Clerk	9-S-2	3737.50
CR 130	CHIEN, Ming	File Clerk	5-S-2	3022.50
CR 141	CHOLVISUDHI, Bunsong	Examiner Translator	14-S-2	4992.00
CR 107	EGGE, Walter	Information Slip Editor	14-S-2	4992.00
CR 106	FEGEN, William	Editorial Analyst	17-S-3	8521.50
CR 132	GOMES, Gerald	Consultant (Press)	17-S-2	8222.50
CR 106	HAMADA, Kengi	Editorial Analyst	18-S-2	9418.50
CR 131-1	ITO, Roy	Clerk (Translator)	9-S-1	3555.50
CR 139-1	ITO, Shiro	Translator Typist	11-S-2	4095.50
CR 138-2	JUN, Chang Yun	Examiner Translator	15-S-1	5531.50
CR 138-3	KAO, Hsiang Ge	Examiner Translator	15-S-5	6727.50
CR 137	KUWABARA, Hanayo	Reports Writer (Censorship)	15-S-2	5830.50
CR 117	MIYASHITA, Haruko	Liaison Officer (Press&pub)	15-S-3	6129.50
CR 131	NAKAGAWA, Yoshiko	Clerk (Translator)	9-S-2	3737.50
CR 112	NAKAYAMA, Sonoko	Typist Translator	11-S-1	3919.50
CR 131-2	OKAMOTO, Nobuko	Clerk Translator	9-S-2	3737.50
CR 131-4	OKI, Mineko	Clerk (Translator)	9-S-2	3737.50
CR 114	ONO, Mary	Typist (Translator)	11-S-2	4095.50
CR 142	SAKOMIZU, Chiye	Clerk Typist	9-S-1	3555.50
CR 123	SATO, Irene	Censor (Broadcast)	14-S-5	5531.50
CR 103	TANAKA, Cecilia	Supply Service Clerk	9-S-1	3555.50
CR 134	TANAKA, Frances	Proofreader	9-S-2	3737.50
CR 139-2	TESHIROGI, Betty	Translator Typist	11-S-2	4095.00
CR 117-1	TSAO, Chang Mou	Liaison Officer (Press&Pub)	15-S-2	5830.50
CR 141-1	URUSHIHARA, Ichiro	Examiner Translator	9-S-2	3737.50
CR 138-1	UZAWA, chiyo	Examiner Translator	15-S-2	5830.50
CR 138	YAMANOHA, Toshimasa	Examiner Translator	15-S-3	6129.50
CR 139	YAMASAKI, Ruriko	Typist (Translator)	11-S-2	4095.50
CR 131-3	YEN, Shao Hwa	Clerk	9-S-2	3737.50
CR 111	CHUNG, Young Chu	Censor (Foreign News)	15-S-1	5531.50
CR 105	HOSHINO, Marie	Clerk Typist Interp	9-S-2	3737.50

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Rec'd on 2 April '48
Jap. Mgr.

Regulations Concerning Temporary Language
Differentials to the Employees for the
Allied Forces.

1. The employees of the Allied Forces (hereinafter called only "employees") to whom the acquirement of knowledge of a foreign language is indispensable for carrying on their business shall be paid a Temporary Language Differentials for their linguistic proficiency according to the present regulations.

2. The employees whose acquisition of knowledge of a foreign language is required in the conduct of their business are confined to those who are of a good standing and falling within the scope as specified in the following items or to those who have obtained recommendation from the local military government of the Allied Forces.

(1) Those who are engaged in any of such business as of an advisor, a technical expert, an English stenographer, a special interpreter or translator, a translator or interpreter and a high class clerk.

(2) Others who are authorized by the president of the Special Procurement Board upon application of the governor of To, Do Fu or Ken.

The title of such employee mentioned in the preceding subparagraphs must coincide with his actual job, and if otherwise such title must be changed so that it coincides with his actual job.

3. The Differentials shall be divided in five grades, i.e. A,B,C,D, and E, according to the result of the examination conducted in regard to each employee, and these grades shall have its own percentages of the Differentials.

The standards for the examinations in the foregoing grades shall be fixed in consideration of the actual amount of work achieved by making use of a foreign language and of the import and substance of language used. The percentages of Language Differentials shall be decided in accordance with ability and efficiency of each person. Accordingly, a person whose linguistic ability is great, but whose actual amount of work is small, must be judged to belong to an inferior grade.

4. The examination in the grades as specified in Paragraph 3 shall be taken charge of by the governor of "To, do, fu, or Ken", respectively.

In the examination mentioned in the foregoing item the governor each of "To", "Do", "Fu", or "Ken", may appoint a required number of examiners.

The examiners shall be at least two persons and above per unit.

The examiners shall conduct examination in accordance with orders of the governor each of "To","Do", "Fu", or "Ken", in regard to the examination taken charge of by the latter, and shall, further, in case where any objection is raised in reference to the examination, inquire into the facts in question or conduct reexamination as the case may be and submit a report to the governor of "To", "Do", "Fu", or "Ken", concerning the result.

5. The Differentials shall be paid every month in the amount calculated at the following ratio to the basic pay which the employee is to receive in the month.

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Grades given to job that shall be fixed in consideration of the amount or of import and substance of language used.	Maximum and Minimum Percentage of language differentials, which shall be decided in accordance with ability and efficiency of each person.	
A.	50% - 10%	on base pay only
B.	40% - 10%	
C.	30% - 10%	
D.	20% - 10%	
E.	10%	

6. The Differentials shall not be included in the basis of calculation of overtime allowance, area allowance and other allowances, family allowance.

7. The present Regulations come into force as from January 1, 1948.

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SUBJECT: Recommendation for Language Differentials

FROM :

TO : SPB, Labor Division, Payment Section

THRU : Labor Section, TSGT

Person Recommended:		Present Base Pay:	
Job Title & Job Description (explain in detail)			
Amount *	Foreign Language Used:		
Language Proficiency			
Translation Ability		Conversation Ability	
Tr. Into Foreign Lang.	Tr. Into Japanese	Foreign Lang.	Japanese
*	*	*	*
Deligence towards work *			
Subservient Technical Aptitude, if any (i.e. Typing etc.) *			
Remarks:			
Unit:			

Note: For each of the items marked * place the recommended person's deserving merit with the possible maximum of 10 points.

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CCD TOKYO

PERSONNEL ROSTER OF FOREIGN NATIONALS

14 July 48

DPS

NAME	JOB TITLE	NATIONALITY	P.M.O. Pass No.	Date
Chang John Sob	W/L Clk	Korean		
CHO, Ffung Shangi	Clerk (Class)	Korean	201-2087	12 Dec 46
CHOY, Kyun	~~Watch List Clerk~~ Clk (Intnce, Preliminary Hlth)	Korean	201-2067	18 Sep 46
GRIFFIN, Charles	Sr. Examiner Translator	Chinese	201-2061	18 Sep 46
HAHN, Yongjik	Clerk (W/L)	Korean	201-10168	25 Mar 48
HAYASHI, Hatsuye	Clerk Personnel (Interp)	U.S.A.	201-254	29 Mar 46
HUANG, Kehjun	Sr. Examiner Translator	Chinese	201-7772	21 Jul 47
IDE, Tokiko	Supply Clerk Interpreter	U.S.A.	201-8347	2 Mar 48
ITO, Mitsuko	Watch List Clerk	U.S.A.	201-3819	21 Nov 46
KIM, Yong Chol	Watch List Clerk	Korean	201-4769	26 May 47
KIN, Hejun	Sr. Examiner Translator	Korean	201-5131	19 Mar 47
KOKUBUN, Betty	Clerk Typist Interpreter	U.S.A.	201-7554	15 Jun 48
~~KUMAI, Tom~~	~~Typist Interpreter~~	~~U.S.A. (Pending)~~	~~201-7805~~	19 Sep 47
KUNZE, Richard	Consultant	German	201-7285	17 Jul 47
LEE, Sunmuk	Consultant	Korean	201-2794	21 Nov 46
LIU, Chang	Watch List Clerk	Chinese	201-11326	3 Jun 48
LU, Chun Shie	Watch List Clerk	Chinese	201-10170	23 May 48
MASON, William	Clerk (Personnel)	British-Subject	201-108	5 Apr 46
~~MOGILEVSKY, Michael~~	~~Proofreader~~	~~Russian (White)~~		
MORI, Masako	~~Sr. Examiner Translator~~ Consultant	British-Subject	201-2059	20 Nov 46
NIEKAWA, Anna	Allocator	U.S.A.	201-4746	24 May 48
OGURI, Akira	Watch List Clerk	U.S.A.	201-8351	2 Mar 48
OKIYAMA, Sachiko	Sr. Examiner Translator	U.S.A.	201-8352	2 Mar 48
PAK, Jyongseo	Sr. Examiner Translator	Korean	201-7754	21 Jul 47
PAYNE, Pelik	Sr. Examiner Translator	Indonesian	201-9457	2 Mar 48
RAVETTA, Francesco	Consultant	Swiss	201-110	13 May 46
RAVETTA, Giuglio	Consultant	Swiss	201-109	13 May 46
REIFF, Luise	Sr. Examiner Translator	German	201-15	13 May 46
RIM, Dongyock	Watch List Clerk	Korean	201-8353.	2 Mar 48
SHOZUI, Yohko	Examiner Translator	U.S.A.	201-8354	2 Mar 48
SOEWITO, Raden	Clerk	Indonesian	201-2760	3 Feb 47
TAMURA, Charles	Sr. Examiner Translator	U.S.A.	201-2057	24 Dec 46
~~TANIYAMA, Hideichi~~	~~Sr. Examiner Translator~~	~~Korean~~	~~201-8793~~	3 Jun 48

NAME	JOB TITLE	NATIONALITY	P.M.O. Pass No.	
VONDROUS, Frantisek	Consultant, Pers Mail	Czech	201-441	24 Sep 46
WATANABE, Sachiko	Sr. Examiner Translator Resigning 31 Aug	U.S.A.	201-7755	2 Mar 48
YAMADA, Kasumi	Watch List Clerk	U.S.A.	201-11054	27 May 48
YAMASHITA, Yukio	Clerk (Supply)	U.S.A. ~~(Pending)~~	201-	
YANG, Sun Kyun	Clerk	Korean	201-3265	26 Jun 46
YUSHA, Alexander	Bldg Custodian	Russian	201-8663	2 Mar 48

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TELECOM

ENGLER, Adolph	Consultant Telegraph (External)	Swiss	201-2478	10 Dec 46
WADA, Chizuko	Censor (Telephone)	U.S.A.	201-2477	15 Jun 47

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PPB

NAME	JOB TITLE	NATIONALITY	PMO #	DATE OF CLEARANCE
ALAM, Jack	Personnel Clerk	Indonesian	201-407	10 May 46
ARIMA, Noriko	Clerk	U.S.A.	201-10970	27 May 48
CHEIN, Ming	File Clerk	Chinese	201-8723	11 Mar 48
CHOLVISUDHI, Bunsong	Examiner Translator	Siamese	201-7729	11 Mar 48
CHUNG, Young Chu	Censor (Foreign News)	Korean	201-5778	14 May 47
EGGE, Walter	Information Slip Editor	German	201-10173	15 Jun 48
EEGEN, William	Editorial Analyst	British		
GOMES, Gerald	Consultant (Press)	British-Subject	201-289	22 Apr 46
HAMADA, Kengi	Eitorial Analyst	U.S.A. (Pending)	201-8374	15 Jun 48
HOSHINO, Marie	Clerk Typist Interp	U.S.A.	201-11053	24 May 48
ITO, Roy	Clerk (Translator)	U.S.A.	201-[illegible]	
ITO, Shiro	Clerk	U.S.A.	201-6331	26 May 47
JUN, Chang Yun	Examiner Translator	Korean		
KUWABARA, Hanayo	Reports Writer (Censorship)	U.S.A.	201-8845	11 Mar 48
MIYASHITA, Haruko	Liaison Officer (Press & Pub)	Canadian	201-7123	27 May 47
NAKAGAWA, Yoshiko	Clerk (Translator)	U.S.A.	201-9274	26 Feb 48
NAKAYAMA, Sonoko	Typist Translator	U.S.A.	201-6065	29 Apr 47
~~NODA, George~~	~~Message Center Clerk~~	~~U.S.A. (Pending)~~	~~201-10823~~	~~24 May 48~~ Resigned 27 July 48
OKAMOTO, Nobuko	Clerk Translator	U.S.A.	201	
OKI, Mineko	Clerk	U.S.A.	201-1623	25 Jun 46
ONO, Mary	Typist Translator	U.S.A.	201-11233	27 May 48
~~PINTO, Maria~~	~~Censor (Local News)~~	~~Portuguese~~	~~201-288~~	~~13 May 46~~ Resigned 29 July 48
SATO, Irene	Censor (Broadcast)	U.S.A. (Pending)	201-10914	27 May 48
TANAKA, Cecilia	Supply Sev Clerk	Dutch		
TANAKA, Frances	Proofreader	U.S.A.		
TESHIROGI, Betty	Clerk	U.S.A.	201-7774	1 May 47
TSAO, Chang Mou	Liaison Officer (Press & Pub)	Chinese	201-4930	19 Mar 47
URUSHIHARA, Ichiro	Examiner Translator	British	201-11163	24 May 48
UZAWA, Chiyo	Examiner Translator	Canadian	201-9863	11 Mar 48
YAMANOHA, Toshimasa	Examiner Translator	U.S.A.	201-4928	29 Apr 47
YAMASAKI, Ruriko	Typist (Translator)	U.S.A.	201-5286	11 Nov 47
YEN, Shao Hwa	Clerk	Chinese	201-9275	15 Jun 48
KAO, Hsiang Ge	Ex Transl	Chinese	201-9839	15 Jun 48
Sakomigu Chiye	Clerk Typist	U.S.A		
Woo, Chang Don	Clerk (Supply)			

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HQ

NAME	JOB TITLE	NATIONALITY	PMO #	DATE OF CLEARANCE
FILLATOFF, Alleftina	Clerk	Russian (White)	201-3182	13 Nov 46
~~GORBUNOFF, Alexander~~	~~Inspector-Instructor~~	~~Russian (White)~~	~~201-1967~~	~~5 July 46~~
KAWAZU, Alicia	Typist Translator	Argentine	201-2756	22 Apr 47
KOBAYASHI, Masako	Clerk	U.S.A.	201-3313	11 Feb 47
~~KOGA, Sonoko~~	~~File Clerk~~	~~U.S.A. (Pending)~~	~~201-10673~~	~~24 May 48~~
~~SAKATA, Yukiko~~	~~Placement Clerk~~	~~U.S.A.~~	~~201-3285~~	~~20 Feb 47~~
SEO, Akemi	Clerk Translator (Supply)	U.S.A. (Pending)	201-3291	20 Feb 47
SERA, James	~~Personnel Clerk~~ Admr Asst (Cl J & F/N)	U.S.A. (Pending)	201-9240	26 Feb 48
TRANDUC, Tan Phong	~~File Clerk~~ personnel Clk	French-Indochinese	201-8382	20 Nov 47
Huang, Kao Liang	Inspector - Instructor			
Kong, Tai Yong	File Clerk			

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OSAKA

NAME	POSITION TITLE	NATIONALITY
AVETISIAN, George	Msg Analyst Translator	Armenian
EBATA, Teruchi	Clerk Typist (Interp)	Canadian
EJIMA, Jean	Clerk Typist (Interp)	Canadian
FUJIOKA, Emi	Watch List Clerk	USA (Pending)
FUJIOKA, Toshiko	Watch List Clerk	USA
FUJITA, Ruth	Secretary (Interp)	USA
FUJITAKI, William	Watch List Clerk	USA
HAN, Kibong	Language Consultant	Korean
HARA, Ayako	Sr. Clerk	USA
HAYASHI, Hidenori	Deputy Asst Censor	Canadian
HIRATA, Lucy	Jr. Examiner Translator	USA
ISAACSEN, Louis	Deputy Asst Censor	Danish
JIEN, Shaw Tsang	Deputy Asst Censor	Chinese
JUBIN, Emile	Clerk Typist Interp	French
KAGETSU, Takako	~~Comment Sheet Editor~~ Research Analyst	Canadian
KAUFMANN, Walter	Deputy Asst Censor	Swiss
KIM, Jongmok	Jr. Examiner Translator	Korean
KO, Soonjhi	Employee Welfare Clerk	Korean
KRYNSKA, Olga	Examiner Translator	Russian
KUSHI, Memiko	Jr. Examiner Translator	USA
LIU, Ying Kan	Sr. Examiner Translator	Chinese
MASUI, Minako	Clerk (Hd Ref Dept)	Canadian
MITSUOKA, Reiko	Comment Sheet Editor	USA
MUSTAROS, Joaquin	Asst Censor (Reg Mail)	Spanish
MUSTAROS, Teresa	Payroll & Attend Clerk	Spanish
NAGANO, Saburo	Clerk (General)	USA
NISHI, Junko	~~Ch, Telephone Operator~~ Monitor (telephone)	USA (Pending)
NISHIMURA, Yoshiko	Telephone Operator	Canadian
OKA, Himeko	Ch, Telephone Operator	USA (Pending)
OMOTO, Mary	Jr. Examiner Translator	Canadian
POW, Chung	Sr. Examiner Translator	Chinese
POW, Ka Kui	Deputy Asst Censor	Chinese
POW, Kuen Yen	Watch List Clerk	Chinese
ROLANDUS, Charles	Deputy Asst Censor	Netherlander
RYSER, Fritz	Tech Supv	Swiss
SCHWERI, Roman	Translator Classifier	Swiss
deSOUZA, Frederico	Sr. Pictorial Examiner	Portuguese

NAME	POSITION TITLE	NATIONALITY
SUN, Chen Wat	Deputy Asst Censor	Chinese
TABUSHI, Chieko	Switchbod Operator	USA
TAKK, Miengyiel	Examiner Translator	Korean
TSANG, Shoown	Censor Tech	Chinese
TSENG, Lee Yien	Watch List Clerk	Chinese
TSUJI, Sadako	Examiner Translator	USA
TSUJI, Shizuko	Watch List Clerk	USA
WILSON, Frederick	Message Analyst	Swedish
YAMAMOTO, Mine	Interviewer	USA
YASUZAKI, Jane	~~Jr.~~ Examiner Translator	USA
YOSHIDA, Makk	Switchbod Operator	Canadian
YOSHIDA, Masayuki	Dispatcher	USA (pending)
YOUNG, Kanchi	Censor Tech	Chinese
ISOKI, Shunichi	Ex. Tr	Candian
SERA, Mary	Jr. Ex Tr	U.S.A.
Wakabayashi Joseph	Jr. Ex Tr.	U.S.A. (Pending)
Ueda Sadako	Monitor (telephone)	U.S.A.

NAGOYA

FUKUDA, Edna	Clerk (Inf & Rec)	USA
SUGITA, Akira	Personnel Clerk	USA
YOKOI, Mizue	Clerk Typist Interp	USA
YOSHII, Mitsuko	Allocator	USA

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FUKUOKA

NAME	POSITION TITLE	NATIONALITY
HIRATA, Evelyn	Sr. Examiner Translator	USA
HIRATA, Joao	Personnel Coordinator	Brazilian
HIROSE, Carmen Rosa	Adm Asst	Peruvian
HIROSE, Hilda	Clerk	Peruvian
INADA, Betsy	Clerk	USA (Pending)
ISHII, Rose	Sr. Examiner Translator	USA
KAWANAMI, Hideo	~~Interpreter Clerk~~ Previous Rec Analyst	USA
KOGA, Teruye	Clerk Typist Interp	USA
MARUYAMA, Mary	Deputy Asst Censor	USA (Pending)
MITSUNAGA, Hisako	Monitor (Telephone)	Canadian
NAGAMATSU, Ruth	Interp Clerk Typist	USA
NISHI, Kay	Deputy Asst Censor	USA
OBA, Etsuko	Deputy Asst Censor	USA
SEGAWA, Mieko	Sr. Pictorial Examiner	USA (Pending)
TACHIKAWA, Kimiko	Censor (Telephone)	USA
USHIHARA, Alice	Reviewer	USA
WAKANA, Toshio	Asst Censor	USA (Pending)
YAMASHITA, Iris	Deputy Asst Censor	USA
YOSHIDA, Atami	Sr. Examiner Translator	USA (Pending)

HIROSHIMA

YOSHIOKA, Masaru	Radio Script Examiner	USA (Pending)

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TABLE OF ORGANIZATION

Position Title	Pos No	Grade	Name
ADMINISTRATIVE SECTION			
Clerk-Typist	CU 2	4	1.
	CU 2-1	4	2.
Adm Supv-Transl	CU 42	?	1.
7 **PERSONNEL SECTION**			
Clerk (File)	CU 6	3	1.
Clerk-Typist	CU 8	4	1.
Clerk-Typist	CU 11	4	1.
Typist	CU 12	3	1.
Record & Attend Clk	CU 13	5	1.
Clerk-Typist	CU 9	4	1.
Typist	CU 10	3	1.
/ **SRCS**			
Draftsman	CU 4	5	1.
SUPPLY SECTION			
Sup Clk-Translator	CU 15	6	1.
	CU 15-1	6	2.
Clerk-Typist	CU 14	4	1.
Supply Clk-Transl	CU 38	7	1.
Laborers, Heavy	CU 16	3	1.
	CU 16-1	3	2.
	CU 16-2	3	3.
	CU 16-3	3.	4.
Typewriter Repairman	CU 39	5	1.
Supply Clerk	CV 11	4	1.
	CV 11-1	4	2.
Clerk Typist Interp	CV 12	4	1.
Hd, Security Dept	CV 13	7	1.
	CV 13-1	7	2.
Receptionist-Guard	CV 14	6	1.

(OVER)

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Position Title	Pos No	Grade	Name
	CV 14-1	6	2.
	CV 14-2	6	3.
	CV 14-3	6	4.
	CV 14-4	6	5.
	CV 14-5	6	6.
	CV 14-6	6	7.
Clerk	CW 2	4	1.
	CW 2-1	4	2.
	CW 2-2	4	3.
Clerk Typist	CU 17	4	1.
	CU 17-1	4	2.
PPB DIVISION			
File Clerk	CU 36	3	1.
RESEARCH SECTION			
Clerk Typist	CU 37	4	1.
COMMUNICATION DIVISION			
Clerk Typist	CU 21	4	1.
Clerk File	CU 22	3	1.
IRS			
Translator-Analyst	CU 40	7	1.
	CU 40-1	7	2.
Clerk-Typist	CU 23	4	1.
Clerk-Typist	CU 24	4	1.
Typist (English)	CU 25	3	1.
	CU 25-1	3	2.
	CU 25-2	3	3.
	CU 25-3	3	4.
	CU 25-4	3	5.
	CU 25-5	3	6.
	CU 25-6	3	7.
	CU 25-7	3	8.
	CU 25-8	3	9.
	CU 25-9	3.	10.
	CU 25-10	3	11.
	CU 25-11	3	12.
Review Clerk	CU 26	4	1.
	CU 26-1	4	2.
Stat Clerk	CU 27	4	1.
	CU 27-1	4	2.

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Position Title	Pos No	Grade	Name
File Clerk	CU 28	3	1.
	CU 28-1	3	2.
	CU 28-2	3	3.
Fwdg Clerk	CU 29	2	1.
	CU 29-1	2	2.
	CU 29-2	2	3.
Clerk Typist	CU 30	4	1.
Supv Mach Oper Unit	CU 31	4	1.
Machine Operator, Ditto	CU 32	3	1.
	CU 32-1	3	2.
Machine Operator, Mimeo	CU 33	3	1.
	CU 33-1	3	2.
Junior Clerk	CU 34	3	1.
	CU 34-1	3	2.
Clerk Typist	CU 35	4	1.

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Gukako

ROSTER OF FOREIGN NATIONALS BILLETED

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(TOKYO)

CHO, Ffung Shangi
CHOY, Kyun
GRIFFIN, Charles
LEE, Sun Muk
MASON, William
VONDROUS, Frantisek
YANG, Sun Kyu

(OSAKA)

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~~deSOUSA, Frederico~~ Moved 31 July 48
EBATA, Teruchi
FUJIOKA, Emi
FUJIOKA, Toshiko
~~FUJITAKI, William~~ moved 31 July 48
HAN, Kibong
HARA, Ayako
JIEN, Shaw Tsang
KAGETSU, Takako
KIM, Jongmok
KO, Soon Jhi
KRYNSKA, Olga
LIU, Franscis
MASUI, Minako
~~MATSUDA, Rose~~ Resigning 30 Apr 48
~~MITSUNAGA, Nancy~~ Deceased 30 June 48
MITSUOKA, Reiko
MUSTAROS, Joaquin
MUSTAROS, Teresa
NAGANO, Saburo
NISHI, Junko
NISHIMURA, Yoshiko
OKA, Himeko
OMOTO, Mary
ROLANDUS, Charles
~~SERA, Sally~~ Resigning 30 Apr 48
TABUSHI, Chieko
TAKK, Miengyiel
TSANG, Shoown
TSENG, Lee Yien
~~TSUJI, Sadako~~ — Resign 27 Aug 48
SUN, Chen Wat
YASUZAKI, Jane
~~YOSHIDA, Masayuki~~ Resigned.
YOSHIDA, Maki
YOUNG, Kanchi

Ejima, Jean
Hirata Lucy
Kushi Memiko
Sera Mary
Isoki Shomichi
Wakabayashi Joseph

(FUKUOKA)

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HIRATA, Evelyn 31 Aug 48
HIRATA, Joao
HIROSE, Carmen Rosa
HIROSE, Hilda
INADA, Betsy
ISHII, Rose
KAWANAMI, Hideo
MARUYAMA, Mary
MITSUNAGA, Hisako
~~MORIUCHI, Roy~~ Resigned 30 Apr 48
NAGAMATSU, Ruth
NISHI, Kay
OBA, Etsuko
SEGAWA, Mieko
TACHIKAWA, Kimiko — 1 Sept 48
~~TAKEDA, Yukie~~ Resigning 1 May 48
~~TANI, Fumiko~~ Resigning 14 June 48
~~TASHIRO, Rosemary~~ Resigning 1 May 48
~~WADA, Juji~~ Resigning 18 June 48
YAMASHITA, Ayako
~~YAMASHITA, Teruo~~ Resigning 30 Apr 48

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Roster of F/K who are not reinstated citizen.

Fujioka Emi	Inada Betey
~~Fujioka Toshiko~~	Marinyama Mary
~~Nara Ayako~~	Segawa Miko
~~Nagano Satoru~~	~~Tachikawa Kimiko~~
Nishi Junko	~~Uchihara Chiye~~
Oka Kimiko	Wakana Toshio
~~Yasugaki Jane~~	Yoshida Atami
Yoshida Masayuki	Yoshioka Masaru
Wakabayashi Joseph	

Osaka

Fukuoka

Declassified E.O. 12065 Section 3/402/NNDG NO. 775009

Roster of Foreign Nationals
who are Reinstated Citizens.

Tokyo

Name	Position Title
HAYASHI, Hatsuye	Personnel Clerk
ITO, Mitsuko	Watch List Clerk
ITO, Shiro	Clerk
KANEKO, Mary	Censor (Telephone)
KANZAWA, Yuriko	Examiner Translator Inter Clk Typ
KIYOTA, Jimmie	Clerk (Supply)
KOBAYASHI, Masako	File Clerk
KOKUBUN, Kiye	Clerk Typist Interpreter
KUWABARA, Hanayo	Examiner
NAKAYAMA, Sonoko	Stenographer
NIEKAWA, Anna	Allocator
OKAMOTO, Kazue	Jr. Exam Translator
OKI, Mineko	Clerk
OKIYAMA, Sachiko	Sr. Exam Translator
SAITO, Mary	Sr. Exam Translator
SAKATA, Yukiko	Placement Clerk
TAMURA, Charles	Sr. Exam Translator
TESHIROGI, Betty-	Clerk
WADA, Chizuko	Censor (Telephone)
WATANABE, Sachiko	Sr. Exam Translator Resigned
YAMANOHA, Toshimasa	Examiner
YAMASAKI, Ruriko	Clerk General
Shozui Yoko.	Sr Ex Transl
Sakomizu Chiye	

Osaka

Fujioka, Toshiko	
✓FUJITA, Ruth ~~Resigning on 30 Apr 48~~	Secretary (Interp)
FUJITAKI, William	Watch List Clerk
✓MATSUDA, Ikuko Resigning on 30 Apr	Message Analyst Tr.
MITSUOKA, Reiko	Comment Sheet Editor
✓SEBA, Shizuko Resigning on 30 Apr 48	Sr. Exam Translator
TABUSHI, Chieko	Watch List Clerk
TSUJI, Sadako	Jr. Exam Translator
TSUJI, Shizuko	Watch List Clerk
YAMAMOTO, Mine	Interviewer
Hara Ayako	Kushi Memiko
Nagano Saburo	Hirata Lucy
Goudzaki Jane.	

Nagoya

FUKUDA, Edna	Reviewer (Allocator)
SUGITA, Akira	Personnel Clerk
YOSHII, Mitsuko	Allocator
Yokoi Migne	Clk Typ Inter.

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Fukuoka

Name	Position Title
~~HIRATA, Evelyn~~	~~Sr. Exam Translator~~
ISHII, Rose	Sr. Exam Translator
~~KAWAGUCHI, Harry~~	~~Jr. Exam Translator~~
KOGA, Teruye	Clerk Typist Interp
~~MORIUCHI, Roy Resigning 30 Apr 48~~	~~Driver & Dispatcher~~
NISHI, Kay	Deputy Asst Censor
OBA, Etsuko	Sr. Exam Translator
~~TAKEDA, Yukiye Resigning 1 May 48~~	~~Jr. Exam Translator~~
~~TANI, Rose Resigning 14 June 48~~	~~Clerk Typist Interp~~
~~TASHIRO, Rosemary Resigning 1 May 48~~	~~Clerk Typist~~
YAMASHITA, Ayako	Deputy Asst Censor
~~YAMASHITA, Teruo Resigning 30 Apr 48~~	~~Chief Clerk~~
~~Wada Juji Resigning 18 June 48~~	~~Clerk (Interp)~~
Nagamatsu Ruth	Inter Clerk Typ.
Kawanami Hideo	
Ushihara Alice	

Declassified E.O. 12065 Section 3/402/NNDG NO. 775009

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

17 February 1949

HC 230

SUBJECT: Overtime of Japanese Employees

TO: Commanding Officers, Attached and Assigned Units and Staff Section Chiefs, Headquarters and Service Group

1. The following is quoted from SCAP Radio CX 67795, dated 11 February 1949, and addressed to major commands including Headquarters and Service Group:

"Despite steadily decreasing numbers of Japanese Nationals reported as directly employed by the occupation forces, labor costs have been mounting at a rate not repeat not commensurate with, but in excess of, legal wage increases. This increase appears to be almost entirely due to excessive overtime use of labor, hence overtime controls must be immediately established and energetically administered. It is considered that by abolition of non-essential overtime and by judicious and efficient utilization of labor forces, savings of from 20% to 40% can be effected without adversely affecting the efficiency of operations. It is desired that the addressee commanders take action to effect a minimum of 20% savings during March, April and May against the December yen costs of labor.

Except for domestic servants, effective as soon as possible and not later than 1 March 1949, no directly employed Japanese worker will be worked without written authority of the next higher headquarters over the employing agency except that addressee commanders may authorize overtime for their headquarters commands without reference to General Headquarters. Likewise, Japanese contractors, employed for the occupation forces, will be prohibited from working service contract employees overtime except in emergencies, and with the prior approval of the receiving officer."

2. In order that this headquarters may take immediate action to place this program into effect, distribute the reduction in overtime and reallocate personnel where required, it is desired that the attached one time report be completed and returned to S-1, Headquarters and Service Group not later than 1200 on 21 February 1949.

BY ORDER OF COLONEL DAVIS:

JAMES H WEAR
Major, Cavalry
Adjutant

1 Incl
HSA Form