DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO.

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KYUSHU MILITARY GOVERNMENT REGION BLH/ky
HEADQUARTERS AND HEADQUARTERS DETACHMENT
Fukuoka, Kyushu, Japan

APO 24 Unit 5
25 April 1949

SUBJECT: Eighth Army Civilian Information Bulletin

TO : Commanding Officer, Fukuoka Mil Govt Team, APO 24-5
Commanding Officer, Saga Mil Govt Team, APO 24-5
Commanding Officer, Nagasaki Mil Govt Team, APO 24-5
Commanding Officer, Kumamoto Mil Govt Team, APO 24-1
Commanding Officer, Kagoshima Mil Govt Team, APO 970
Commanding Officer, Oita Mil Govt Team, APO 24-2
Commanding Officer, Miyazaki Mil Govt Team, APO 24-2

1. Inclosed herewith are current copies of the Civilian Information Bulletin for distribution to Department of Army Civilians assigned to your team or region.

2. There are not sufficient copies available for each DAC, and therefore copies will have to be circulated accordingly.

BY ORDER OF COLONEL HILTON:

Charles L. Bachtel
CHARLES L. BACHTEL
1st Lt SIG C
Adjutant

1 Incl:
Civ Info Bul

53

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO.

8TH ARMY CIVILIAN INFORMATION BULLETIN

NO XII PUBLISHED BY EMPLOYEE UTIL. DIV., CPS, HQ EIGHTH ARMY APO 343, 1 APRIL 49

RULING REGARDING RETURN TRAVEL OF DEPENDENTS

Department of Army Civilian employees who complete employee agreement (extended agreement when applicable) in overseas commands may have dependents and household goods returned to point of hire, or equal distance in Territory of Hawaii or United States at government expense regardless of fact that principal may remain in overseas area. Dependents returning to Territory of Hawaii or United States at government expense with principal remaining overseas will be excluded from re-entry into Far East Command during continuing employment of principal in command.

EFFICIENCY RATINGS

Changes in rating processes are as follows:

a. The Department of the Army will adopt "entrance" efficiency ratings for Wage Board employees as well as Classification Act employees. Such ratings will be assigned upon entrance on duty, or upon change to any position with a different rate of base compensation or requiring use of a different skill. The adjective "entrance" rating to be assigned will be determined from instructions contained in Federal Personnel Manual.

b. A regular official efficiency rating will be prepared at the end of the sixth complete calendar month after assignment of an "entrance" rating, for both Classification Act and Wage Board employees.

c. A regular official efficiency rating will be prepared for Classification Act employees on each anniversary of their last regular official efficiency rating. For Wage Board employees, a regular official efficiency rating will be prepared each six months after the date of their last official efficiency rating.

d. Before giving any employee a regular rating of "fair" or "unsatisfactory" it will be the policy of the Department of the Army to provide him with a written notice stating his deficiencies in performance of assigned duties and corrective action necessary to bring duty performance to a satisfactory level, and specifying a reasonable period of time (normally, a minimum of 90 calendar days, but in no event less than 30 days even for positions of the most simple character, and a maximum period of 6 months) to demonstrate the necessary improvement. Supervisors should be advised to prepare such warning notices, as indicated in their continuous appraisal of an employee's performance. The regular official ratings prescribed in b and c above will not be prepared until completion of the time period specified in a warning notice. Warning notices will be prepared in duplicate and, after approval by the reviewing officer, one copy will be given to the employee and the other forwarded to the civilian personnel office.

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RETIREMENT - INFORMATION FOR EMPLOYEES MAKING REDEPOSITS INTO THE RETIREMENT FUND

1. The Civil Service Commission has requested that all employees be advised as to the requirements of the Civil Service Retirement Act for redepositing deductions which have been refunded. Accordingly, civilian personnel officers are requested to bring the information contained herein to the attention of all employees and assist them in completing the application for service credit forms.

2. Many employees who have had previous service in the Federal government in positions covered by the retirement act received a refund of the deductions withheld during those periods of service. If those employees are later re-employed, it is necessary that the amount of the refund be repaid into the retirement fund before any credit is allowed for retirement purposes for the period of service covered by the refund. Such redeposits may be made only by the employee; they cannot be made by survivors of a deceased employee.

3. The amount to be repaid consists of the amount refunded to the employee plus interest, compounded annually, covering all subsequent periods of employment in the Federal service up to the date of repayment. Interest is not charged for periods when the individual was not employed in the Federal service. Prior to 1 January 1948, the interest rate was 4%; since 1 January 1948, 3% interest is charged.

4. Employees who have received refund of retirement deductions are urged to make the necessary payments at the earliest possible date, not only to guarantee the maximum benefits to themselves but also to their survivors, should the employee die while in the service. In addition, delay in making the repayment results in added interest costs.

5. In order to make the redeposits, the front side of SF 103 (Application for Service Credit) should be completed by the employee and returned to the civilian personnel officer where information concerning the individuals' employment will be inserted on the reverse side. The civilian personnel office will then mail the SF 103 to the Civil Service Commission, Retirement Division, Washington 25, DC. The commission will determine the total amount to be repaid, the amount of the installment payments, etc. From that point, all dealings are direct between the Civil Service Commission and the employee.

6. Employees may not make a redeposit to cover only a portion of a period of service for which deductions were refunded. If the full amount of the repayment has not been made at the time the employee retires or dies, the amount actually repaid will be returned to the individual and the annuity benefits will be determined without regard for that period of service. If an employee has received refunds covering more than one period of service then the amount of the redeposits will be applied to the best advantage of the employee to purchase as many complete periods of service as possible.

BIRTH CERTIFICATES AND REGISTRATION OF BIRTHS

It is the responsibility of the parents to register the birth of the child and obtain an official consular report of birth from the appropriate American Consular Office. In the case of a child born to an American parent or parents outside the United States, it is necessary that one of the parents report the birth to the appropriate American Consular Office in order to protect the child's claim to American citizenship and make a permanent, official record of the birth. If possible, one the parents should go in person to the Consular Office, with the required items; otherwise, the items should be sent by mail, together

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BIRTH CERTIFICATES AND REGISTRATION OF BIRTHS. (CONTINUED)

with an explanation of the circumstances which make a personal appearance impracticable. (Par 4, Incl 2, Cir 14, GHQ FEC, 25 Feb 1949.)

GET ROUTINE SERVICE CHARGES IN HOTELS

A schedule of service charges which will go into effect at all Eighth Army Special Service hotels on 1 April, has been announced by Eighth Army. A routine service charge of 45 cents a day will be charged against all guests and TDY personnel lodged in Special Service hotels. All personnel not lodged in a hotel will pay a transient service charge of 10 cents a meal. Charges for such items as caddy fees, green fees, haircuts, laundry and dry cleaning will be assessed as incurred by the individual guest.

TITLING OF CIVIL SERVICE POSITIONS

The position title shown on War Department Form No. 50, Notification of Personnel Action is officially assigned by the Classification and Wage Administration Division at the time the position is allocated and is identical to the official title on WD Form 74, Position Description. By regulation, this title is determined on the basis of applicable Civil Service Commission or War Department classification standards, or in the absence thereof, through reference to previously approved job description. This, however, does not preclude the use of unofficial organizational titles which may be shown on the position description either in the narrative of the description or in caption form immediately above the description. Thus on WD Form 74, Position Decription, the official title in section 5 might be "Property and Supply Supervisor" and the unofficial organizational title could read "Chief, Stock Control Branch." In preparing WD Form 74, for submission to the Civilian Personnel Section for action, sections 5 through 11 should not be filled in.

PX CARDS

Upon the departure to the Zone of Interior of a Department of the Army Civilian, his PX card must be turned in to the Office of Civilian Personnel or he should present a clearance sheet showing that the card was turned in to the issuing agency.

AMOUNT OF LUGGAGE TO BE CARRIED UPON RETURN TO ZONE OF INTERIOR

Persons returning to the ZI via Army Transport Vessel are reminded that the maximum amount of hand luggage permitted is two (2). All other luggage remaining should go as "hold baggage".

Any hand luggage in excess of two pieces is subject to being withheld and returned on another ship. Plan to travel according to prescribed regulations.

ZI LEAVE OR TDY PERSONS MAY SHIP AUTOMOBILES

Department of the Army Civilians who return to the States on leave or TDY may ship automobiles to Japan on the strength of their orders. Individuals desiring to use this privilege must have at least one year remaining to serve at their overseas station and must make the vehicle available to the ZI port of shipment prior to their return overseas, the announcement said.

N O T I C E !!!

In order to conserve paper distribution of the Civilian Information Bulletin has been reduced 50%. Request that copies be placed on all bulletin boards and that individuals receiving a copy read it carefully and pass it on to other Department of the Army Civilian employees.

DECLASSIFIED E.O. 12065 SECTION 3-402/NMDG NO. 170019

BASIC: Ltr fr Civilian Section, Headquarters Eighth Army Military Government Section, subject: Efficiency Rating Forms, dated 19 April 1949.

LGJ/rs

3rd Ind

OITA MILITARY GOVERNMENT TEAM, APO 24 Unit 2, 11 June 1949

TO: Chairman, Civilian Efficiency Rating Committee, Military Government Section, Headquarters Eighth Army, APO 343

Basic communication complied.

FOR THE COMMANDING OFFICER:

LUTHER G. JONES, JR.
Captain, TC
Acting Adjutant

1 Incl:
Incl #3 - n/c
Incl #4 - w/c

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 770018

BASIC: Ltr fr Civilian Section, Headquarters Eighth Army Military Government Section, subject: Efficiency Rating Forms, dated 19 April 1949.

1st Ind

OITA MILITARY GOVERNMENT TEAM, APO 24 Unit 2, 29 April 1949

TO: Chairman, Civilian Efficiency Rating Committee, Military Government Section, Headquarters Eighth Army, APO 343

Mr. Neary reported to this team 30 November 1948. He will not have served six months with this organization until 30 May 1949.

2 Incls:
Incls 1 & 2 - W/d
Incls 3 & 4 - N/c

GUINN B. GOODRICH
Lt Col, INF
Commanding

2nd Ind

HEADQUARTERS EIGHTH ARMY, APO 343

TO: Commanding Officer, Oita Mil Govt Team, APO 24 Unit 2

In accordance with existing Civil Service regulations an employee should be rated on at least ninety (90) calendar days of service. If it is desired, the dates on attached standard forms number 51 may be changed to correspond with dates covering the period of Mr. Neary's rating.

2 Incls:
Incls 3 & 4 - N/c

RICHARD A. ANDERSON
Chairman
EEF Rating Committee

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO.

CIVILIAN PERSONNEL SECTION, HEADQUARTERS EIGHTH ARMY, APO 343

INSTRUCTION SHEET - EFFICIENCY RATINGS FOR GRADED EMPLOYEES

I

A. TYPES OF RATINGS

1. REGULAR RATINGS. Regular efficiency ratings will be given every employee six months from date of EOD or date of last position change and all employees as of 31 March, except when an employee has served less than six months in the position of current service, grade or class, as of that date.

a. FORMS. Forms will be prepared by Civilian Personnel Section, Headquarters Eighth Army, for each employee when a rating is due and will be forwarded to the operating unit for completion. Ratings will be prepared in duplicate on Standard Form No. 51 and will be returned to Civilian Personnel Section promptly.

b. RATING INSTRUCTIONS. A summary of rating and reviewing instructions is given below. For detailed information, including an explanation of each element on Standard Form No. 51, refer to the "Rating Officials Guide" booklet. Copies of this booklet have been furnished for each supervisor. Additional copies may be obtained from the Civilian Personnel Section, Headquarters Eighth Army on request.

c. RATING AND REVIEWING OFFICIALS. The Rating Official will be the employee's immediate supervisor. The Reviewing Official will be the supervisor highest in line of authority above the Rating Official who has personal knowledge of the general performance of the employee to be rated.

2. ENTRANCE RATINGS. The Civil Service rules concerning efficiency ratings have recently been changed to require a new kind of efficiency rating called an "ENTRANCE" rating. If an official rating for a graded job has not been given, the employee automatically has an "entrance" rating of "good". If an official rating has been given while serving in one job and the employee is then promoted, reassigned, or transferred, or changed to lower grade, the entrance rating in the new job will be the same as the last official rating in the old job, except that if the old rating was "unsatisfactory" the entrance rating will be "fair". Entrance ratings are official ratings and they are used to determine eligibility for periodic pay increases and retention credits in a reduction-in-force.

II

A. RATING OFFICIALS' INSTRUCTIONS.

1. You, as a supervisor, are required to evaluate the services of an employee for specified periods of time. Ratings should be based on performance in the position occupied. Your objective in rating is "How Well A Man Does A Job". The efficiency rating is not an evaluation of the employee, but of his work performance.

2. Since efficiency ratings are an important factor in the consideration of proposed personnel actions and are part of the permamemt records of employees, each employee should thoroughly understand his rating. In fact, the effectiveness of supervision and the success of the work program depend upon a thorough understanding between the supervisor and the employee concerning the

Incl 4

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duties assigned, the performance requirements, and methods of attaining the desired performance. Frank discussions on these subjects should be held whenever necessary in order to develop and maintain the efficiency of every member of a working unit; if this has not been done during the rating period, it may be done during the preparation of the rating, before the rating is submitted to the reviewing official, after the rating has been completed and passed upon by the reviewing official, or after it is approved by the efficiency rating committee. In any case, it should be done before the employee receives a cold, formal, unexplained notice of his rating.

B. RATING ELEMENTS.

1. The efficiency rating form is designed for rating a considerable variety of positions in the Federal service. Accordingly, no job will require rating on all elements. The particular points on which the employee is rated, are those which are REQUIREMENTS OF THE POSITION HE FILLS.

2. The items stamped in red have been selected by the Efficiency Rating Committee as the elements usually pertinent to respective positions. Out of these pertinent elements you are to select those which are ESPECIALLY IMPORTANT in the particular job you are rating. UNDERLINE THESE ESPECIALLY IMPORTANT ELEMENTS. At least one-third (1/3) of the pertinent elements must be UNDERLINED, to afford an adequate basis for applying the standard at the bottom of the Standard Form No. 51.

3. If the selected elements do not cover the position which you are rating, or if you disagree with the choice of elements, you may add or change as many as you desire and explain the reason for deviation on the reverse of the efficiency rating form.

C. RECORDING OF EVALUATION.

1. THE RATING MARKS are plus (+), check (✓), or minus (-).

A. If the employee's performance in the particular element being rated is that which would reasonably be required, mark with a check indicating adequate performance.

B. If the employee's performance is distinctly better than that which should be reasonably required in that particular element, mark with a plus, indicating outstanding performance.

C. If the employee's performance is below that which should be reasonably required in that particular element, mark with a minus, indicating weak performance.

D. NOTE, THE WORD "REASONABLY" IS YOUR KEY.

2. "To assure a full and mutual understanding of each employee's relative proficiency in terms of the requirements of his official position, the rating official will discuss performance in terms of the element pattern fully and frankly with each employee, except where an employee may be on extended leave or travel status throughout the period in which the rating must be prepared", (CPR 95.1-2) As verification of compliance with this regulatory requirement, THE EMPLOYEE'S SIGNATURE AND DATE OF INTERVIEW WILL APPEAR ON THE REVERSE SIDE OF THE SF-51, INDICATING THAT EFFICIENCY RATING HAS BEEN DISCUSSED, OR, IN THE

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EVENT THE EMPLOYEE IS ON LEAVE STATUS, THE RATING OFFICIAL WILL SO INDICATE ON REVERSE SIDE OF SF-51.

3. Apply the standard at the bottom of Standard Form No. 51, which determines adjective ratings. Insert adjective rating in space designated "Rating Official".

4. IF THE ADJECTIVE RATING IS "FAIR" OR "UNSATISFACTORY", REFER TO THE PARAGRAPH ON "FAIR OR UNSATISFACTORY RATINGS", IN PART IV-A OF THESE INSTRUCTIONS.

5. Sign your name, insert your title, and date the rating in the space provided at the bottom of the form.

6. Refer the rating to the Reviewing Official.

III

A. REVIEWING OFFICIAL'S INSTRUCTIONS.

1. As reviewing official, it is your responsibility to see that the ratings given employees under your supervision are just and equitable.

2. Discussion of Rating Process. Wherever possible, the elements involved in the ratings should be discussed with the rating officials prior to preparation of the forms to insure a more uniform conception of the rating standards. "The Rating Officials Guide" booklet, may be used, as a basis for these discussions.

3. Consideration of Rating. After receiving the rating forms from the rating official, examine them by grade and class using the following check list taken from Chapter E1-17 of the Federal Personnel Manual:

A. Has the space at the top of the form been checked to show whether the rating is regular?

B. Do the dates filled in at the top of the form show the exact period of time considered in the rating?

C. Do the classification symbols and office designation show the employee's current status?

D. Has the block on the right-hand side of the form been checked to indicate whether the position of the employee is or is not of an administrative, supervisory, or planning nature?

E. Have all the especially important elements in the position been underlined?

F. Has the administrative, supervisory, or planning employee been rated on all elements pertinent to his position whether in italics or not?

G. Has the "all others" emoloyee been rated on all pertinent elements not in italics?

H. Has the question in element 13, "Is mark based on production records?" been answered with "Yes" or "No"?

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

IV

A. FAIR AND UNSATISFACTORY EFFICIENCY RATINGS.

1. Whenever a supervisor (rating official) determines that an employee's performance is properly rated as Fair or Unsatisfactory, he will prepare a letter to the employee, showing specifically:

a. How his performance fails to meet standards
b. How he might improve
c. That he has the opportunity to bring about such improvement
d. That he will receive a Fair or Unsatisfactory rating if his performance does not improve to meet the required standards.

The letter, in duplicate, will be submitted to the reviewing official for review and approval. If approved, the original of the letter will be given to the employee; the copy will be forwarded to the Civilian Personnel Section. No Fair or Unsatisfactory efficiency rating should be processed to final approval or recognized as an official rating by any rating official, reviewing official or efficiency rating committee unless there is substantial evidence that the employee concerned was given a warning by the supervisor IN LETTER FORM at least three months and not more than six months in advance, unless person falls in category of 4 or below.

2. Subsequently, on receipt of SF 51 from Civilian Personnel Section, the employee's work performance will be evaluated and SF 51 will be completed. If it is determined that the actual rating as reflected upon completion of the efficiency rating form is Fair or Unsatisfactory, the warning letter previously issued the employee will constitute authority for the official rating. Upon receipt, the Civilian Personnel Section will attach the 201 file copy of the warning letter to the efficiency rating form and forward to Efficiency Rating Committee for final approval.

3. For efficiency ratings due during March, April or May 1949, it will be necessary to issue the warning letter upon receipt of this procedure, and a copy of the letter along with both copies of SF 51 will be forwarded to Civilian Personnel Section to be held in abeyance until the 90-day period has expired, or one month period as in paragraph 4 below. The Civilian Personnel Section will then send back both copies of the completed rating of Fair or Unsatisfactory along with two additional blank copies of SF 51 in order for the rating official to re-rate subject employee for the entire period including warning time. If the efficiency rating stands as a Fair or Unsatisfactory, the new rating will be forwarded to the Civilian Personnel Section and referred to the Efficiency Rating Committee for final decision.

4. In cases where a shorter period than three months is determined by the rating official to be sufficient to demonstrate improvement in work performance, the period between the warning and the Fair or Unsatisfactory rating may be less than three months, but in no case less than one month.

5. The following or similar statement of warning interview must be attached to all Fair or Unsatisfactory ratings at the time of submission to Civilian Personnel Section for efficiency rating action:

An interview was held on (date) with (name of employee) to discuss weaknesses in (his or her) work performance and to suggest means of improvement.

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(He or she) was informed that failure to show satisfactory improvement within (three months) (one month) from this date would result in a (Fair)(Unsatisfactory) efficiency rating.

_____
Supervisor's Signature and Title

_____
Employee's Signature

6. Whenever a favorable certificate of satisfactory service and conduct for periodic within-grade salary advancement is issued for an employee who previously has been given the warning, such certificate in effect cancels the warning, and no Fair or Unsatisfactory rating shall be assigned in connection with such warning.

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HEADQUARTERS EIGHTH ARMY
Military Government Section
APO 343

19 APR 1949

SUBJECT: Efficiency Rating Forms - Frazee, Jasper D.
- Neary, Robert V.

TO : Commanding Officer
Oita Mil Govt Team
APO 24 Unit 2

1. Enclosed herewith are Standard Forms No. 51 to be completed in duplicate and in accordance with existing Civil Service Regulations. Instructions are attached for your information.

2. It is requested these forms be returned to Civilian Section. Headquarters Eighth Army at the earliest practicable date.

RICHARD A. ANDERSON
Chairman
Eff Rating Committee

4 - Incls:

1. SF No. 51 (2)
2. Instrus. Sheet (2)

51

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO.

OITA MILITARY GOVERNMENT TEAM
APO 24 UNIT 2

AEW/tk

3 May 1949

SUBJECT: Efficiency Rating Form - Frazee, Jasper D.

TO: Chairman, Civilian Efficiency Rating Committee, Military Government Section, Headquarters Eighth Army, APO 343

Completed Standard Form No. 51 on Mr. Jasper D. Frazee is returned herewith.

FOR THE COMMANDING OFFICER:

1 Incl:
SF No. 51 (dup)

ALBERT E. WAKEFIELD
1st Lt, INF
Acting Adjutant

DECLASSIFIED E.O. 12065 SECTION 3-402/NMDG NO. [illegible]

CIVILIAN PERSONNEL SECTION, HEADQUARTERS EIGHTH ARMY, APO 343

INSTRUCTION SHEET - EFFICIENCY RATINGS FOR GRADED EMPLOYEES

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c. RATING AND REVIEWING OFFICIALS. The Rating Official will be the employee's immediate supervisor. The Reviewing Official will be the supervisor highest in line of authority above the Rating Official who has personal knowledge of the general performance of the employee to be rated.

2. ENTRANCE RATINGS. The Civil Service rules concerning efficiency ratings have recently been changed to require a new kind of efficiency rating called an "ENTRANCE" rating. If an official rating for a graded job has not been given, the employee automatically has an "entrance" rating of "good". If an official rating has been given while serving in one job and the employee is then promoted, reassigned, or transferred, or changed to lower grade, the entrance rating in the new job will be the same as the last official rating in the old job, except that if the old rating was "unsatisfactory" the entrance rating will be "fair". Entrance ratings are official ratings and they are used to determine eligibility for periodic pay increases and retention credits in a reduction-in-force.

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Incl 2

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duties assigned, the performance requirements, and methods of attaining the desired performance. Frank discussions on these subjects should be held whenever necessary in order to develop and maintain the efficiency of every member of a working unit; if this has not been done during the rating period, it may be done during the preparation of the rating, before the rating is submitted to the reviewing official, after the rating has been completed and passed upon by the reviewing official, or after it is approved by the efficiency rating committee. In any case, it should be done before the employee receives a cold, formal, unexplained notice of his rating.

B. RATING ELEMENTS.

1. The efficiency rating form is designed for rating a considerable variety of positions in the Federal service. Accordingly, no job will require rating on all elements. The particular points on which the employee is rated, are those which are REQUIREMENTS OF THE POSITION HE FILLS.

2. The items stamped in red have been selected by the Efficiency Rating Committee as the elements usually pertinent to respective positions. Out of these pertinent elements you are to select those which are ESPECIALLY IMPORTANT in the particular job you are rating. UNDERLINE THESE ESPECIALLY IMPORTANT ELEMENTS. At least one-third (1/3) of the pertinent elements must be UNDERLINED, to afford an adequate basis for applying the standard at the bottom of the Standard Form No. 51.

3. If the selected elements do not cover the position which you are rating, or if you disagree with the choice of elements, you may add or change as many as you desire and explain the reason for deviation on the reverse of the efficiency rating form.

C. RECORDING OF EVALUATION.

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C. If the employee's performance is below that which should be reasonably required in that particular element, mark with a minus, indicating weak performance.

D. NOTE, THE WORD "REASONABLY" IS YOUR KEY.

2. "To assure a full and mutual understanding of each employee's relative proficiency in terms of the requirements of his official position, the rating official will discuss performance in terms of the element pattern fully and frankly with each employee, except where an employee may be on extended leave or travel status throughout the period in which the rating must be prepared". (CPR 95.1-2) As verification of compliance with this regulatory requirement, THE EMPLOYEE'S SIGNATURE AND DATE OF INTERVIEW WILL APPEAR ON THE REVERSE SIDE OF THE SF-51, INDICATING THAT EFFICIENCY RATING HAS BEEN DISCUSSED, OR, IN THE

NOTE

Date filed

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 1[illegible]

EVENT THE EMPLOYEE IS [illegible] LEAVE STATUS, THE RATING OFFI[illegible]L WILL SO INDICATE ON REVERSE SIDE OF SF-51.

3. Apply the standard at the bottom of Standard Form No. 51, which determines adjective ratings. Insert adjective rating in space designated "Rating Official".

4. IF THE ADJECTIVE RATING IS "FAIR" OR "UNSATISFACTORY", REFER TO THE PARAGRAPH ON "FAIR OR UNSATISFACTORY RATINGS", IN PART IV-A OF THESE INSTRUCTIONS.

5. Sign your name, insert your title, and date the rating in the space provided at the bottom of the form.

6. Refer the rating to the Reviewing Official.

III

A. REVIEWING OFFICIAL'S INSTRUCTIONS.

1. As reviewing official, it is your responsibility to see that the ratings given employees under your supervision are just and equitable.

2. Discussion of Rating Process. Wherever possible, the elements involved in the ratings should be discussed with the rating officials prior to preparation of the forms to insure a more uniform conception of the rating standards. "The Rating Officials Guide" booklet, may be used, as a basis for these discussions.

3. Consideration of Rating. After receiving the rating forms from the rating official, examine them by grade and class using the following check list taken from Chapter E1-17 of the Federal Personnel Manual:

A. Has the space at the top of the form been checked to show whether the rating is regular?

B. Do the dates filled in at the top of the form show the exact period of time considered in the rating?

C. Do the classification symbols and office designation show the employee's current status?

D. Has the block on the right-hand side of the form been checked to indicate whether the position of the employee is or is not of an administrative, supervisory, or planning nature?

E. Have all the especially important elements in the position been underlined?

F. Has the administrative, supervisory, or planning employee been rated on all elements pertinent to his position whether in italics or not?

G. Has the "all others" emoloyee been rated on all pertinent elements not in italics?

H. Has the question in element 13, "Is mark based on production records?" been answered with "Yes" or "No"?

DECLASSIFIED E.O. 12065 SECTION 3-402/NND NO. [illegible]

IV

A. FAIR AND UNSATISFACTORY EFFICIENCY RATINGS.

1. Whenever a supervisor (rating official) determines that an employee's performance is properly rated as Fair or Unsatisfactory, he will prepare a letter to the employee, showing specifically:

a. How his performance fails to meet standards
b. How he might improve
c. That he has the opportunity to bring about such improvement
d. That he will receive a Fair or Unsatisfactory rating if his performance does not improve to meet the required standards.

The letter, in duplicate, will be submitted to the reviewing official for review and approval. If approved, the original of the letter will be given to the employee; the copy will be forwarded to the Civilian Personnel Section. No Fair or Unsatisfactory efficiency rating should be processed to final approval or recognized as an official rating by any rating official, reviewing official or efficiency rating committee unless there is substantial evidence that the employee concerned was given a warning by the supervisor IN LETTER FORM at least three months and not more than six months in advance, unless person falls in category of 4 or below.

2. Subsequently, on receipt of SF 51 from Civilian Personnel Section, the employee's work performance will be evaluated and SF 51 will be completed. If it is determined that the actual rating as reflected upon completion of the efficiency rating form is Fair or Unsatisfactory, the warning letter previously issued the employee will constitute authority for the official rating. Upon receipt, the Civilian Personnel Section will attach the 201 file copy of the warning letter to the efficiency rating form and forward to Efficiency Rating Committee for final approval.

3. For efficiency ratings due during March, April or May 1949, it will be necessary to issue the warning letter upon receipt of this procedure, and a copy of the letter along with both copies of SF 51 will be forwarded to Civilian Personnel Section to be held in abeyance until the 90-day period has expired, or one month period as in paragraph 4 below. The Civilian Personnel Section will then send back both copies of the completed rating of Fair or Unsatisfactory along with two additional blank copies of SF 51 in order for the rating official to re-rate subject employee for the entire period including warning time. If the efficiency rating stands as a Fair or Unsatisfactory, the new rating will be forwarded to the Civilian Personnel Section and referred to the Efficiency Rating Committee for final decision.

4. In cases where a shorter period than three months is determined by the rating official to be sufficient to demonstrate improvement in work performance, the period between the warning and the Fair or Unsatisfactory rating may be less than three months, but in no case less than one month.

5. The following or similar statement of warning interview must be attached to all Fair or Unsatisfactory ratings at the time of submission to Civilian Personnel Section for efficiency rating action:

An interview was held on (date) with (name of employee) to discuss weaknesses in (his or her) work performance and to suggest means of improvement.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

(He or she) was informed that failure to show satisfactory improvement within (three months) (one month) from this date would result in a (Fair)(Unsatisfactory) efficiency rating.

Supervisor's Signature and Title

Employee's Signature

6. Whenever a favorable certificate of satisfactory service and conduct for periodic within-grade salary advancement is issued for an employee who previously has been given the warning, such certificate in effect cancels the warning, and no Fair or Unsatisfactory rating shall be assigned in connection with such warning.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO.

BASIC: Ltr fr Civilian Section, Headquarters Eighth Army Military Government Section, subject: Efficiency Rating Forms, dated 19 April 1949.

1st Ind

OITA MILITARY GOVERNMENT TEAM, APO 24 Unit 2, 29 April 1949

TO: Chairman, Civilian Efficiency Rating Committee, Military Government Section, Headquarters Eighth Army, APO 343

Mr. Neary reported to this team 30 November 1948. He will not have served six months with this organization until 30 May 1949.

2 Incls:
Incls 1 & 2 - W/d
Incls 3 & 4 - N/c

GUINN B. GOODRICH
Lt Col, INF
Commanding

Standard Form No. 1135
Form prescribed by
Comptroller General, U. S.
June 28, 1946
General Regulations No. 102

PAYROLL No. 163
Sheet No. 1 of 1

TIME AND ATTENDANCE REPORT

A—Annual Leave
S—Sick Leave
O—Other Leave With Pay
W—Leave Without Pay
SUS—Suspension
AWL—Absence Without Leave
C—Compensatory Leave Taken
CT—Compensatory Time Worked
TS—Travel Status
HW—Holiday Work
ND—Night Differential Time
OT—Overtime Worked

NOTE.—Above code to be placed on second line of each daily block, below the hours on first line of same block, followed by employee's initials on third line.

Agency	Reporting Unit	Block	Tour of Duty	Pay Period No.
Eighth Army Mil Govt Sect	Oita Mil Govt Team	APO 24 Unit 2	8 hrs-Mon-Tues Thurs-Fri; 4 hrs-Wed-Sat	17 Apr THRU: 30 Apr 49

	Name of Employee	First Week Sun. 17	Mon. 18	Tue. 19	Wed. 20	Thu. 21	Fri. 22	Sat. 23	Second Week Sun. 24	Mon. 25	Tue. 26	Wed. 27	Thu. 28	Fri. 29	Sat. 30	Hours in Pay Status: Kind	1st Week	2d Week	Pay Period Total	Comp. Time Wkd.	Time Absent: Ann.	Sick*	LWOP	Comp.	Other
1	Frazee, Jasper D. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
2	Kessler, William C., Jr. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
3	Lain, Phyllis J. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4				Base	40	40	80						
													8AL *SF-71	8AL	4AL						20				
4	McNeely, Samuel S., Jr. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
5	Neary, Robert V. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
6	Osterdahl, Ethel V. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
7																Base									
8																Base									
9																Base									
10																Base									
11																Base									
12																Base									
																Totals	240	240	480		20				

REMARKS *SF-71 will be forwarded with Time and Attendance Report for the next period.

*I certify that this absence was due to illness which incapacitated me for duty

Certified correct: LUTHER G. JONES, JR, Capt, TC
(Supervisor or timekeeper)

Oita 1
(Telephone)

0186—FEC PRINTING PLANT—11/47—35 M

DECLASSIFIED E.O. 12065 SECTION 3-402/NNG NO.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO.

1 Copies Rec'd
Forward to:
C.O.
Ex.O.
Adj. | L.B.O.
C.E. | DET.C.
P.H.
P.W.
Ec.
FILE.

921

BASIC: Ltr, Hqs I Corps, APO 301, subj: Ratings of Civilian Personnel", dtd 16 Apr 49.

1st Ind BLH/te

KYUSHU MIL GOVT REGION, HQ & HQ DET, APO 24-5, 19 April 1949

TO: Commanding Officer, Fukuoka Mil Govt Team, APO 24 Unit 5
Commanding Officer, Saga Mil Govt Team, APO 24 Unit 5
Commanding Officer, Nagasaki Mil Govt Team, APO 24 Unit 5
Commanding Officer, Kumamoto Mil Govt Team, APO 24 Unit 1
Commanding Officer, Kagoshima Mil Govt Team, APO 970
Commanding Officer, Oita Mil Govt Team, APO 24 Unit 2
Commanding Officer, Miyazaki Mil Govt Team, APO 24 Unit 2

200

For compliance with basic communication.

BY ORDER OF COLONEL HILTON:

Charles F. Lawson
CHARLES F. LAWSON
Captain TC
Acting Adjutant

41

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

HEADQUARTERS I CORPS
APO 301 (Kyoto, Honshu)

AG 200 - BA

16 April 1949

SUBJECT: Ratings of Civilian Personnel

TO: See Distribution

1. In some instances the transfer of personnel has created a situation whereby an officer qualified to satisfactorily rate the activities of a civilian employee is no longer available. It is a matter of prime importance to the individual employees and to the interests of the Occupation that a fair and accurate evaluation of work performance be made.

2. Upon transfer of a section chief or team commander, a brief written report will be prepared regarding the activities and abilities of his civilian personnel. A form following that of the regular efficiency rating may be used. This record will serve as a guide to a succeeding officer who may be required to submit an efficiency rating on an individual about whom he has insufficient firsthand knowledge.

BY COMMAND OF MAJOR GENERAL COULTER:

C. C. CARTER
Colonel, AGD
Adjutant General

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

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

HEADQUARTERS I CORPS
APO 301 (Kyoto, Honshu)

16 April 1949

AG 200 - BA

SUBJECT: Ratings of Civilian Personnel

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BY COMMAND OF MAJOR GENERAL COULTER:

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Colonel, AGD
Adjutant General

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

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO.

Mr. Frazee
Mr. Kessler
Mr. McNeely
Mr Neary
Miss Ostendahl
Miss

8TH ARMY CIVILIAN INFORMATION BULLETIN

NO XII PUBLISHED BY EMPLOYEE UTIL. DIV., CPS, HQ EIGHTH ARMY APO 343, 1 APRIL 49

RULING REGARDING RETURN TRAVEL OF DEPENDENTS

Department of Army Civilian employees who complete employee agreement (extended agreement when applicable) in overseas commands may have dependents and household goods returned to point of hire, or equal distance in Territory of Hawaii or United States at government expense regardless of fact that principal may remain in overseas area. Dependents returning to Territory of Hawaii or United States at government expense with principal remaining overseas will be excluded from re-entry into Far East Command during continuing employment of principal in command.

EFFICIENCY RATINGS

Changes in rating processes are as follows:

a. The Department of the Army will adopt "entrance" efficiency ratings for Wage Board employees as well as Classification Act employees. Such ratings will be assigned upon entrance on duty, or upon change to any position with a different rate of base compensation or requiring use of a different skill. The adjective "entrance" rating to be assigned will be determined from instructions contained in Federal Personnel Manual.

b. A regular official efficiency rating will be prepared at the end of the sixth complete calendar month after assignment of an "entrance" rating, for both Classification Act and Wage Board employees.

c. A regular official efficiency rating will be prepared for Classification Act employees on each anniversary of their last regular official efficiency rating. For Wage Board employees, a regular official efficiency rating will be prepared each six months after the date of their last official efficiency rating.

d. Before giving any employee a regular rating of "fair" or "unsatisfactory" it will be the policy of the Department of the Army to provide him with a written notice stating his deficiencies in performance of assigned duties and corrective action necessary to bring duty performance to a satisfactory level, and specifying a reasonable period of time (normally, a minimum of 90 calendar days, but in no event less than 30 days even for positions of the most simple character, and a maximum period of 6 months) to demonstrate the necessary improvement. Supervisors should be advised to prepare such warning notices, as indicated in their continuous appraisal of an employee's performance. The regular official ratings prescribed in b and c above will not be prepared until completion of the time period specified in a warning notice. Warning notices will be prepared in duplicate and, after approval by the reviewing officer, one copy will be given to the employee and the other forwarded to the civilian personnel office.

DECLASSIFIED E.O. 12065 SECTION 3-402/NND NO. [illegible]

RETIREMENT - INFORMATION FOR EMPLOYEES MAKING REDEPOSITS INTO THE RETIREMENT FUND

1. The Civil Service Commission has requested that all employees be advised as to the requirements of the Civil Service Retirement Act for redepositing deductions which have been refunded. Accordingly, civilian personnel officers are requested to bring the information contained herein to the attention of all employees and assist them in completing the application for service credit forms.

2. Many employees who have had previous service in the Federal government in positions covered by the retirement act received a refund of the deductions withheld during those periods of service. If those employees are later re-employed, it is necessary that the amount of the refund be repaid into the retirement fund before any credit is allowed for retirement purposes for the period of service covered by the refund. Such redeposits may be made only by the employee; they cannot be made by survivors of a deceased employee.

3. The amount to be repaid consists of the amount refunded to the employee plus interest, compounded annually, covering all subsequent periods of employment in the Federal service up to the date of repayment. Interest is not charged for periods when the individual was not employed in the Federal service. Prior to 1 January 1948, the interest rate was 4%; since 1 January 1948, 3% interest is charged.

4. Employees who have received refund of retirement deductions are urged to make the necessary payments at the earliest possible date, not only to guarantee the maximum benefits to themselves but also to their survivors, should the employee die while in the service. In addition, delay in making the repayment results in added interest costs.

5. In order to make the redeposits, the front side of SF 103 (Application for Service Credit) should be completed by the employee and returned to the civilian personnel officer where information concerning the individuals' employment will be inserted on the reverse side. The civilian personnel office will then mail the SF 103 to the Civil Service Commission, Retirement Division, Washington 25, DC. The commission will determine the total amount to be repaid, the amount of the installment payments, etc. From that point, all dealings are direct between the Civil Service Commission and the employee.

6. Employees may not make a redeposit to cover only a portion of a period of service for which deductions were refunded. If the full amount of the repayment has not been made at the time the employee retires or dies, the amount actually repaid will be returned to the individual and the annuity benefits will be determined without regard for that period of service. If an employee has received refunds covering more than one period of service then the amount of the redeposits will be applied to the best advantage of the employee to purchase as many complete periods of service as possible.

BIRTH CERTIFICATES AND REGISTRATION OF BIRTHS

It is the responsibility of the parents to register the birth of the child and obtain an official consular report of birth from the appropriate American Consular Office. In the case of a child born to an American parent or parents outside the United States, it is necessary that one of the parents report the birth to the appropriate American Consular Office in order to protect the child's claim to American citizenship and make a permanent, official record of the birth. If possible, one the parents should go in person to the Consular Office, with the required items; otherwise, the items should be sent by mail, together

DECLASSIFIED E.O. 12065 SECTION 3-402/NND NO. [illegible]

BIRTH CERTIFICATES AND REGISTRATION OF BIRTHS. (CONTINUED)

with an explanation of the circumstances which make a personal appearance impracticable. (Par 4, Incl 2, Cir 14, GHQ FEC, 25 Feb 1949.)

GET ROUTINE SERVICE CHARGES IN HOTELS

A schedule of service charges which will go into effect at all Eighth Army Special Service hotels on 1 April, has been announced by Eighth Army. A routine service charge of 45 cents a day will be charged against all guests and TDY personnel lodged in Special Service hotels. All personnel not lodged in a hotel will pay a transient service charge of 10 cents a meal. Charges for such items as caddy fees, green fees, haircuts, laundry and dry cleaning will be assessed as incurred by the individual guest.

TITLING OF CIVIL SERVICE POSITIONS

The position title shown on War Department Form No. 50, Notification of Personnel Action is officially assigned by the Classification and Wage Administration Division at the time the position is allocated and is identical to the official title on WD Form 74, Position Description. By regulation, this title is determined on the basis of applicable Civil Service Commission or War Department classification standards, or in the absence thereof, through reference to previously approved job description. This, however, does not preclude the use of unofficial organizational titles which may be shown on the position description either in the narrative of the description or in caption form immediately above the description. Thus on WD Form 74, Position Decription, the official title in section 5 might be "Property and Supply Supervisor" and the unofficial organizational title could read "Chief, Stock Control Branch." In preparing WD Form 74, for submission to the Civilian Personnel Section for action, sections 5 through 11 should not be filled in.

PX CARDS

Upon the departure to the Zone of Interior of a Department of the Army Civilian, his PX card must be turned in to the Office of Civilian Personnel or he should present a clearance sheet showing that the card was turned in to the issuing agency.

AMOUNT OF LUGGAGE TO BE CARRIED UPON RETURN TO ZONE OF INTERIOR

Persons returning to the ZI via Army Transport Vessel are reminded that the maximum amount of hand luggage permitted is two (2). All other luggage remaining should go as "hold baggage".

Any hand luggage in excess of two pieces is subject to being withheld and returned on another ship. Plan to travel according to prescribed regulations.

ZI LEAVE OR TDY PERSONS MAY SHIP AUTOMOBILES

Department of the Army Civilians who return to the States on leave or TDY may ship automobiles to Japan on the strength of their orders. Individuals desiring to use this privilege must have at least one year remaining to serve at their overseas station and must make the vehicle available to the ZI port of shipment prior to their return overseas, the announcement said.

N O T I C E !!!

In order to conserve paper distribution of the Civilian Information Bulletin has been reduced 50%. Request that copies be placed on all bulletin boards and that individuals receiving a copy read it carefully and pass it on to other Department of the Army Civilian employees.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO.

C O P Y

CIVILIAN PERSONNEL SECTION
HEADQUARTERS EIGHTH ARMY
APO 343

9A-8

AGCPH - 248

15 April 1949

Subject: Transmittal of Checks

To : Commanding Officer
Oita Military Government Team

1. Forwarded herewith are checks covering payment of civilian employees for pay period ending 2 April 1949.

2. Request all inclosures be withdrawn and receipt acknowledged by indorsement hereon.

/s/ Marie H. Stanton
/t/ MARIE H. STANTON
Certifying Officer

2 Incls
Incl 1. Trans. sheet
Incl 2. Cks 36,792 to 36,794 and 36,796

O & L
WCL. EJD.

1st Ind

OITA MILITARY GOVERNMENT TEAM, APO 24 Unit 2

18 April 1949

To: Civilian Personnel Section, Hqs. 8th Army, APO 343

Receipt acknowledged.

FOR THE COMMANDING OFFICER:

LUTHER G JONES JR, Capt, TC
Adjutant

Standard Form No. 1135
Form prescribed by
Comptroller General, U. S.
June 28, 1948
General Regulations No. 102

PAYROLL No. 163
Sheet No. 1 of 1

TIME AND ATTENDANCE REPORT

A—Annual Leave
S—Sick Leave
O—Other Leave With Pay
W—Leave Without Pay
SUS—Suspension
AWL—Absence Without Leave
C—Compensatory Leave Taken
CT—Compensatory Time Worked
TS—Travel Status
HW—Holiday Work
ND—Night Differential Time
OT—Overtime Worked

NOTE.—Above code to be placed on second line of each daily block, below the hours on first line of same block, followed by employee's initials on third line.

Agency	Reporting Unit	Block	Tour of Duty	Pay Period No.
Eighth Army Mil Govt Sect	Oita Mil Govt Team	APO 24 Unit 2	8 hrs-Mon-Tues Thurs-Fri;4 hrs-Wed-Sat	3 Apr THRU: 16 Apr 49

	Name of Employee	First Week Sun. 3	Mon. 4	Tue. 5	Wed. 6	Thu. 7	Fri. 8	Sat. 9	Second Week Sun. 10	Mon. 11	Tue. 12	Wed. 13	Thu. 14	Fri. 15	Sat. 16	Hours in Pay Status: Kind	1st Week	2d Week	Pay Period Total	Comp. Time Wed.	Time Absent: Ann.	Sick*	LWOP	Comp.	Other
1	Frazee, Jasper D. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
2	Kessler, William C., Jr. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
3	Lain, Phyllis J. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
4	McNeely, Samuel S., Jr. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
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6	Osterdahl, Ethel V. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
7																Base									
8																Base									
9																Base									
10																Base									
11																Base									
12																Base									
																Totals	240	240	480						

REMARKS

Certified correct: Luther G Jones Jr.
LUTHER G JONES JR. Capt. TC
(Supervisor or timekeeper)

Oita 1
(Telephone)

*I certify that this absence was due to illness which incapacitated me for duty

0186—FEC PRINTING PLANT—11/47—35M

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

File 230

HEADQUARTERS EIGHTH ARMY
Military Government Section
APO 343

30 MAR 1949.

SUBJECT: Efficiency Rating Forms - Lain, Phyllis J.

TO: Commanding Officer, Oita Mil Govt Team, APO 24 Unit 2

1. Enclosed herewith are Standard Forms No. 51 to be completed in duplicate and in accordance with existing Civil Service Regulations. Instructions are attached for your information.

2. It is requested these forms be returned to Civilian Personnel Section, Headquarters Eighth Army at the earliest practicable date.

RICHARD A. ANDERSON
Chairman
Eff Rating Committee

2 - Incls:
1. SF No. 51 (1)
2. Instruc. Sheet (1)

1st Ind LGJ/tk

OITA MILITARY GOVERNMENT TEAM, APO 24 Unit 2, 13 April 1949

TO: Civilian Personnel Section, Hq Eighth Army, APO 343

Basic communication complied with.

FOR THE COMMANDING OFFICER:

1 Incl:
1 - n/c
2 - w/d

LUTHER G. JONES, JR.
Captain, TC
Adjutant

44

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

CIVILIAN PERSONNEL SECTION, HEADQUARTERS EIGHTH ARMY, APO 343

INSTRUCTION SHEET - EFFICIENCY RATINGS FOR GRADED EMPLOYEES

I

A. TYPES OF RATINGS

1. REGULAR RATINGS. Regular efficiency ratings will be given every employee six months from date of EOD or date of last position change and all employees as of 31 March, except when an employee has served less than six months in the position of current service, grade or class, as of that date.

a. FORMS. Forms will be prepared by Civilian Personnel Section, Headquarters Eighth Army, for each employee when a rating is due and will be forwarded to the operating unit for completion. Ratings will be prepared in duplicate on Standard Form No. 51 and will be returned to Civilian Personnel Section promptly.

b. RATING INSTRUCTIONS. A summary of rating and reviewing instructions is given below. For detailed information, including an explanation of each element on Standard Form No. 51, refer to the "Rating Officials Guide" booklet. Copies of this booklet have been furnished for each supervisor. Additional copies may be obtained from the Civilian Personnel Section, Headquarters Eighth Army on request.

c. RATING AND REVIEWING OFFICIALS. The Rating Official will be the employee's immediate supervisor. The Reviewing Official will be the supervisor highest in line of authority above the Rating Official who has personal knowledge of the general performance of the employee to be rated.

2. ENTRANCE RATINGS. The Civil Service rules concerning efficiency ratings have recently been changed to require a new kind of efficiency rating called an "ENTRANCE" rating. If an official rating for a graded job has not been given, the employee automatically has an "entrance" rating of "good". If an official rating has been given while serving in one job and the employee is then promoted, reassigned, or transferred, or changed to lower grade, the entrance rating in the new job will be the same as the last official rating in the old job, except that if the old rating was "unsatisfactory" the entrance rating will be "fair". Entrance ratings are official ratings and they are used to determine eligibility for periodic pay increases and retention credits in a reduction-in-force.

II

A. RATING OFFICIALS' INSTRUCTIONS.

1. You, as a supervisor, are required to evaluate the services of an employee for specified periods of time. Ratings should be based on performance in the position occupied. Your objective in rating is "How Well A Man Does A Job". The efficiency rating is not an evaluation of the employee, but of his work performance.

2. Since efficiency ratings are an important factor in the consideration of proposed personnel actions and are part of the permamemt records of employees, each employee should thoroughly understand his rating. In fact, the effectiveness of supervision and the success of the work program depend upon a thorough understanding between the supervisor and the employee concerning the

Incl 2

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

duties assigned, the performance requirements, and methods of attaining the desired performance. Frank discussions on these subjects should be held whenever necessary in order to develop and maintain the efficiency of every member of a working unit; if this has not been done during the rating period, it may be done during the preparation of the rating, before the rating is submitted to the reviewing official, after the rating has been completed and passed upon by the reviewing official, or after it is approved by the efficiency rating committee. In any case, it should be done before the employee receives a cold, formal, unexplained notice of his rating.

B. RATING ELEMENTS.

1. The efficiency rating form is designed for rating a considerable variety of positions in the Federal service. Accordingly, no job will require rating on all elements. The particular points on which the employee is rated, are those which are REQUIREMENTS OF THE POSITION HE FILLS.

2. The items stamped in red have been selected by the Efficiency Rating Committee as the elements usually pertinent to respective positions. Out of these pertinent elements you are to select those which are ESPECIALLY IMPORTANT in the particular job you are rating. UNDERLINE THESE ESPECIALLY IMPORTANT ELEMENTS. At least one-third (1/3) of the pertinent elements must be UNDERLINED, to afford an adequate basis for applying the standard at the bottom of the Standard Form No. 51.

3. If the selected elements do not cover the position which you are rating, or if you disagree with the choice of elements, you may add or change as many as you desire and explain the reason for deviation on the reverse of the efficiency rating form.

C. RECORDING OF EVALUATION.

1. THE RATING MARKS are plus (+), check (✓), or minus (-).

A. If the employee's performance in the particular element being rated is that which would reasonably be required, mark with a check indicating adequate performance.

B. If the employee's performance is distinctly better than that which should be reasonably required in that particular element, mark with a plus, indicating outstanding performance.

C. If the employee's performance is below that which should be reasonably required in that particular element, mark with a minus, indicating weak performance.

D. NOTE, THE WORD "REASONABLY" IS YOUR KEY.

NOTE

2. "To assure a full and mutual understanding of each employee's relative proficiency in terms of the requirements of his official position, the rating official will discuss performance in terms of the element pattern fully and frankly with each employee, except where an employee may be on extended leave or travel status throughout the period in which the rating must be prepared". (CPR 95.1-2) As verification of compliance with this regulatory requirement, THE EMPLOYEE'S SIGNATURE AND DATE OF INTERVIEW WILL APPEAR ON THE REVERSE SIDE OF THE SF-51, INDICATING THAT EFFICIENCY RATING HAS BEEN DISCUSSED, OR, IN THE

DECLASSIFIED E.O. 12065 SECTION 3-402/NND NO. [illegible]

EVENT THE EMPLOYEE IS [illegible] LEAVE STATUS, THE RATING OFFIC[illegible]L WILL SO INDICATE ON REVERSE SIDE OF SF-51.

3. Apply the standard at the bottom of Standard Form No. 51, which determines adjective ratings. Insert adjective rating in space designated "Rating Official".

4. IF THE ADJECTIVE RATING IS "FAIR" OR "UNSATISFACTORY", REFER TO THE PARAGRAPH ON "FAIR OR UNSATISFACTORY RATINGS", IN PART IV-A OF THESE INSTRUCTIONS.

5. Sign your name, insert your title, and date the rating in the space provided at the bottom of the form.

6. Refer the rating to the Reviewing Official.

III

A. REVIEWING OFFICIAL'S INSTRUCTIONS.

1. As reviewing official, it is your responsibility to see that the ratings given employees under your supervision are just and equitable.

2. Discussion of Rating Process. Wherever possible, the elements involved in the ratings should be discussed with the rating officials prior to preparation of the forms to insure a more uniform conception of the rating standards. "The Rating Officials Guide" booklet, may be used, as a basis for these discussions.

3. Consideration of Rating. After receiving the rating forms from the rating official, examine them by grade and class using the following check list taken from Chapter E1-17 of the Federal Personnel Manual:

A. Has the space at the top of the form been checked to show whether the rating is regular?

B. Do the dates filled in at the top of the form show the exact period of time considered in the rating?

C. Do the classification symbols and office designation show the employee's current status?

D. Has the block on the right-hand side of the form been checked to indicate whether the position of the employee is or is not of an administrative, supervisory, or planning nature?

E. Have all the especially important elements in the position been underlined?

F. Has the administrative, supervisory, or planning employee been rated on all elements pertinent to his position whether in italics or not?

G. Has the "all others" employee been rated on all pertinent elements not in italics?

H. Has the question in element 13, "Is mark based on production records?" been answered with "Yes" or "No"?

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

IV

A. FAIR AND UNSATISFACTORY EFFICIENCY RATINGS.

1. Whenever a supervisor (rating official) determines that an employee's performance is properly rated as Fair or Unsatisfactory, he will prepare a letter to the employee, showing specifically:

a. How his performance fails to meet standards
b. How he might improve
c. That he has the opportunity to bring about such improvement
d. That he will receive a Fair or Unsatisfactory rating if his performance does not improve to meet the required standards.

The letter, in duplicate, will be submitted to the reviewing official for review and approval. If approved, the original of the letter will be given to the employee; the copy will be forwarded to the Civilian Personnel Section. No Fair or Unsatisfactory efficiency rating should be processed to final approval or recognized as an official rating by any rating official, reviewing official or efficiency rating committee unless there is substantial evidence that the employee concerned was given a warning by the supervisor IN LETTER FORM at least three months and not more than six months in advance, unless person falls in category of 4 or below.

2. Subsequently, on receipt of SF 51 from Civilian Personnel Section, the employee's work performance will be evaluated and SF 51 will be completed. If it is determined that the actual rating as reflected upon completion of the efficiency rating form is Fair or Unsatisfactory, the warning letter previously issued the employee will constitute authority for the official rating. Upon receipt, the Civilian Personnel Section will attach the 201 file copy of the warning letter to the efficiency rating form and forward to Efficiency Rating Committee for final approval.

3. For efficiency ratings due during March, April or May 1949, it will be necessary to issue the warning letter upon receipt of this procedure, and a copy of the letter along with both copies of SF 51 will be forwarded to Civilian Personnel Section to be held in abeyance until the 90-day period has expired, or one month period as in paragraph 4 below. The Civilian Personnel Section will then send back both copies of the completed rating of Fair or Unsatisfactory along with two additional blank copies of SF 51 in order for the rating official to re-rate subject employee for the entire period including warning time. If the efficiency rating stands as a Fair or Unsatisfactory, the new rating will be forwarded to the Civilian Personnel Section and referred to the Efficiency Rating Committee for final decision.

4. In cases where a shorter period than three months is determined by the rating official to be sufficient to demonstrate improvement in work performance, the period between the warning and the Fair or Unsatisfactory rating may be less than three months, but in no case less than one month.

5. The following or similar statement of warning interview must be attached to all Fair or Unsatisfactory ratings at the time of submission to Civilian Personnel Section for efficiency rating action:

An interview was held on (date) with (name of employee) to discuss weaknesses in (his or her) work performance and to suggest means of improvement.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 170019

(He or she) was informed that failure to show satisfactory improvement within (three months) (one month) from this date would result in a (Fair)(Unsatisfactory) efficiency rating.

Supervisor's Signature and Title

Employee's Signature

6. Whenever a favorable certificate of satisfactory service and conduct for periodic within-grade salary advancement is issued for an employee who previously has been given the warning, such certificate in effect cancels the warning, and no Fair or Unsatisfactory rating shall be assigned in connection with such warning.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

RESTRICTED

HEADQUARTERS EIGHTH ARMY
Office of the Assistant Chief of Staff, G-2
APO 343

File
Civ Pers

SUBJECT: Screening of Department of the Army Civilian Personnel.

THRU : AC of S, G-2, I Corps, APO 301

TO : Commanding Officer, Oita MG Team, APO 929

1. Screening of the 201 files on the following DAC's reveals, that to date, they have not been cleared for the handling of confidential or higher classified material in accordance with the provisions of the Eighth Army Circular #42, subject: "Background Investigations for Safeguarding Military Information", dated 21 June 1948:

NAME	JOB POSITION
Ruth E. Dennis	Education Specialist

2. Should any of the above individuals be presently employed in a position wherein they handle confidential or higher classified information or they are engaged in I and E duties, organization commanders should initiate a request for appropriate investigation in accordance with the provisions of the above circular.

3. If, at some future date, any of the above individuals are transferred to a position involving the handling of confidential or higher classified information, organization commanders should initiate request for appropriate investigation in accordance with the provisions of the above circular

George A. A. Jones
GEORGE A. A. JONES
Colonel, GSC
AC of S, G-2

RESTRICTED

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

RESTRICTED

AG 311.5 - c 1st Ind

HEADQUARTERS I CORPS, APO 301 JUL 29 1948

RECEIVED 3 AUG 1948 Oita Mil Govt

TO: Commanding Officer
Oita Military Government Team
APO 929

1. Your attention is invited to the fact that recent instructions from the Department of the Army change the current procedures and requirements of investigation for clearance of personnel for handling classified material. Instructions contained in Circular 42, Hq Eighth Army, dated 21 June 1948, are being revised and will be furnished your office in the near future.

2. Pending receipt of these new instructions the following general requirements are announced, and requests for clearance of personnel, military and civilian, may be submitted accordingly, using Circular 42, Hq Eighth Army, c s, as a guide:

a. A General Agency Check is required for personnel handling Confidential information.

b. A Partial Background Investigation is required for personnel handling Secret or Top Secret information.

c. The requirements for a Complete Background Investigation are as prescribed in paragraph 3c, Circular 42, Hq Eighth Army, 1948.

d. Investigation of Military personnel who have had at least ten years of continuous active federal service is not required unless reason exists for doubting their trustworthiness.

e. All requests for investigations will be unclassified and will be accompanied by a completed Personal History Statement (WD AGO Form 643A), in quadruplicate.

BY COMMAND OF MAJOR GENERAL SWING:

WILLIAM A. FRANKS
Capt, AGD
Ass't Adjutant General

RESTRICTED

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775048

45

BASIC: Ltr, Hqs Eighth Army, APO 343, undated, subj: "Screening of Department of the Army Civilian Personnel"

2nd Ind BLE/ble

KYUSHU MIL GOVT REGION, HQ & HQ DET, APO 929, 31 July 1948

TO: Commanding Officer, Fukuoka Mil Govt Team, APO 929
Commanding Officer, Nagasaki Mil Govt Team, APO 929
Commanding Officer, Kumamoto Mil Govt Team, APO 24-1
Commanding Officer, Kagoshima Mil Govt Team, APO 970
Commanding Officer, Oita Mil Govt Team, APO 24 - 2
Commanding Officer, Miyazaki Mil Govt Team, APO 24 - 2
Commanding Officer, Saga Mil Govt Team, APO 929

1. Forwarded for your compliance with basic and 1st Indorsement.

2. Par 2 e, of 1st Indorsement states "All requests for investigations will be.....accompanied by a completed Personal History Statement (WD AGO Form 643A) in quadruplicate". This does not include requests for Local Agency Checks. Personal History Statements will be completed on all requests for Partial Background Investigations and Complete Background Investigations only.

BY ORDER OF COLONEL HILTON:

Charles L. Bachtel
CHARLES L. BACHTEL
1st Lt SIG C
Adjutant

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 770048

C O P Y

9A-7

CIVILIAN PERSONNEL SECTION
HEADQUARTERS EIGHTH ARMY
APO 343

AGCPH - 248

30, March 1949
Date

Subject: Transmittal of Checks

TO: Commanding Officer
Oita Military Government Team

1. Forwarded herewith are checks covering payment of civilian employees for pay period ending 19, March 1949.

2. Request all inclosures be withdrawn and receipt acknowledged by indorsement hereon.

QL
Grn.
WCK.
DM.

/s/ Marie H. Stanton
/t/ MARIE H. STANTON
Certifying Officer

1 Incl
Cks 34,280 to 34,283

2 April 1949

HEADQUARTERS OITA MILITARY GOVERNMENT TEAM, APO 24 Unit 2

FOR THE COMMANDING OFFICER:

LUTHER G. JONES, JR.
Captain, TC
Adjutant

C O P Y

Standard Form No. 1135
Form prescribed by Comptroller General, U. S.
June 28, 1948
General Regulations No. 105

PAYROLL No. 163
Sheet No. 1 of 1

TIME AND ATTENDANCE REPORT

A—Annual Leave
S—Sick Leave
O—Other Leave With Pay
W—Leave Without Pay
SUS—Suspension
AWL—Absence Without Leave
C—Compensatory Leave Taken
CT—Compensatory Time Worked
TS—Travel Status
HW—Holiday Work
ND—Night Differential Time
OT—Overtime Worked

NOTE.—Above code to be placed on second line of each daily block, below the hours on first line of same block, followed by employee's initials on third line.

Agency: Hq 8th Army Mil Govt Sect
Reporting Unit: Oita Mil Govt Team
Block: APO 24 Unit 2
Tour of Duty: 8 hrs-Mon-Tues Thurs-Fri:4 hrs-Wed-Sat
Pay Period No. 20 Mar THRU: 2 Apr 49

No.	Name of Employee	First Week Sun. 20	Mon. 21	Tue. 22	Wed. 23	Thu. 24	Fri. 25	Sat. 26	Second Week Sun. 27	Mon. 28	Tue. 29	Wed. 30	Thu. 31	Fri. 1	Sat. 2	Hours in Pay Status: Kind	1st Week	2d Week	Pay Period Total	Comp. Time Wkd.	Time Absent: Ann.	Sick*	LWOP	Comp.	Other
1	Frazee, Jasper D. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
2	Kessler, William C., Jr. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
3	Lain, Phyllis J. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
4	McNeely, Samuel S. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
5	Neary, Robert V. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
6	Osterdahl, Ethel V. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
7																Base									
8																Base									
9																Base									
10																Base									
11																Base									
12																Base									
	Totals																240	240	480						

REMARKS

Certified correct: Luther G Jones Jr.
LUTHER G JONES, JR, Capt, TC
(Supervisor or timekeeper)

Oita 1
(Telephone)

*I certify that this absence was due to illness which incapacitated me for duty

0186—FEC PRINTING PLANT—11/47—35 M

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO.

file 230

OITA MILITARY GOVERNMENT TEAM
APO 24 UNIT 2

LGJ/rs

30 March 1949

SUBJECT: Department of Army Form 50

TO: Commanding Officer, Kyushu Mil Govt Region, APO 24 Unit 5

In compliance with TWX, your headquarters, cite KSMG-450, Form 50 for civilians assigned this team are forwarded herewith.

FOR THE COMMANDING OFFICER:

1 Incl:
Form 50 (6)

LUTHER G. JONES, JR.
Captain, TC
Adjutant

39.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. ______

1 Copies Rec'd	
Forward to:	
C.O. 1	L&G.
Ex.O.	C.I.
Adj. 2	LABO.
C.E.	DETC.
P.H.	
P.W.	
Ec.	
	FILE

HEADQUARTERS EIGHTH ARMY
Military Government Section
APO 343

18 March 1949

SUBJECT: Explanation of Time and Attendance Reports:

TO: **Commanding Officer, Oita MG Team, APO 24 Unit 2**

The following explanation supersedes, "Explanation of Time and Attendance Reports", dated 1 August 1948.

The Certified Time and Attendance Report for each two week pay period of each section will be forwarded in duplicate to the Payroll Division Civilian Personnel Section, Headquarters Eighth Army. The report will be submitted promptly following the close of each pay period. Standard Form 1135 will be used for less than thirteen (13) employees, likewise Standard Form 1136 for thirteen (13) or more employees. Time reports for Foreign Nationals will be submitted monthly so as to reach the Civilian Personnel Section prior to the 7th of the following month.

<u>As Shown on the Example</u>: Line 1 - Actual Number of Hours worked,
Line 2 - Time absent., Annual, Sick, LWOP,
For instance., 8Hrs Annual Leave - Shown - 8AL, carried over in corresponding column.

Line 3 - <u>Initials</u> or <u>SF-71's</u>

a. If initials are not obtained, the SF-71 can be retained by Team, but must be designated on Line 2 of the Time Report (*See example - Item 2 - Joseph Q. Bush)

b. If sick leave is in excess of 24 hours (3 working days), a certificate signed by a medical officer, must be submitted within 2 days, to the individual responsible for the completion of the Time and Attendance Report, (*See example - Item 4 - Peter Dennis)

Employees taking annual leave in the United States or Hawaii will be carried on the regular time reports the entire period of absence.

Holidays are indicated by the hours with the symbol H (*See example - 22 Feb. 49), on the first line and these hours are inclusive in the total number of hours. Established legal holidays in the Federal service: 1st of January, 22nd of February, 30th of May, 4th of July, First Monday of September, 11th of November, Fourth Thursday of November, 25th of December.

Employees transferred from one section to another will be carried on the time report of the releasing section to the close of business of the day prior to the effective date of transfer as shown on WD Form 50.

<u>Overtime is not authorized</u> and will not be shown on the Payroll Reference: Section X, Weekly Directive No. 9 Hq. 8th Army, dated 6 November 1948.

Time and Attendance Reports can be requisitioned through normal channels, however, if requisition does not arrive in time they can be obtained by a phone call to the Civilian Personnel Branch of Military Government Section, Headquarters Eighth Army Telephone Octagon 2-4018 or 2-0860.
Please feel free to contact this office direct at any time, for additional information that may be required from time to time.

Richard A. Anderson
RICHARD A. ANDERSON
Chief, Civ Branch
Military Govt Section

38

Standard Form No. 1135
Form prescribed by Comptroller General, U. S.
June 28, 1946
General Regulations No. 102

*EXAMPLE

PAYROLL No. 43
Sheet No. 1 of 1

TIME AND ATTENDANCE REPORT

A—Annual Leave
S—Sick Leave
O—Other Leave With Pay
W—Leave Without Pay
SUS—Suspension
AWL—Absence Without Leave
C—Compensatory Leave Taken
CT—Compensatory Time Worked
TS—Travel Status
HW—Holiday Work
ND—Night Differential Time
OT—Overtime Worked

NOTE.—Above code to be placed on second line of each daily block, below the hours on first line of same block, followed by employee's initials on third line.

Agency: Hq 8th Army Mil Govt Sect
Reporting Unit: NYK Building, Yokohama
Block: APO 343
Tour of Duty: 8Hrs-Mon-Tues Thurs-Fri: 4Hrs-Wed-Sat
Pay Period No. 20 Feb THRU: 5 Mar 49

Name of Employee	Sun. 20	Mon. 21	Tue. 22	Wed. 23	Thu. 24	Fri. 25	Sat. 26	Sun. 27	Mon. 28	Tue. 1	Wed. 2	Thu. 3	Fri. 4	Sat. 5	Kind	1st Week	2d Week	Pay Period Total	Comp. Time Wkd.	Ann.	Sick	LWOP	Comp.	Other
1 ADAMS, John A.	DO	8	H	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
2 BUSH, Joseph Q.	DO	8	H	4	8SL SF-71	8SL	4SL SF-71	DO	8	8	4	8	8	4	Base	40	40	80			20			
3 CARLETON, Mary B.	DO	8AL SF-71	H	4AL SF-71	8AL	8AL SF-71	4AL	DO	8	8	8	4	8	4	Base	40	40	80		32				
4 DENNIS, Peter	DO	8	H	4	8	8	4	DO	8SL SF-71	8SL	4SL SF-71	8SL	4 4SL	4	Base	40	40	80			32			
5 * EVANS, Frank P.	Annual Leave to ZI														Base	40	40	80		80				[illegible]
6 * FRANK, J. J.	L.W.O.P.														Base	40	40	80				80		[illegible]
7 * GIBBONS, Esther B.	DO	----	----	----	8	8	4	DO	8	8	4	8	8	4	Base	20	40	60						
8															Base									
9															Base									
10															Base									
11															Base									
12															Base									
Totals																260	280	540		112	52	80		

REMARKS: *EVANS, F. P. - On Leave to ZI - Effective Date: 20 Feb 49
*FRANK, J. J. - L.W.O.P. *GIBBONS, Esther B. - E.O.D. this Hq. 24 Feb 49

* I certify that this absence was due to illness which incapacitated me for duty.

Certified correct:
M. HINEY, Major AGD, Asst Adj Gen
(Supervisor or timekeeper) (Telephone)

1854—FRC Printing Plant—6/46—18888

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO.

DECLASSIFIED E.O. 12065 SECTION 3-402/NMDG NO. 170019

CPB
6458
1131

HEADQUARTERS EIGHTH ARMY
Military Government Section
APO 343

8 March 1949

SUBJECT: Notice of Official Efficiency Rating

THRU : Military Government Section, I Corps, APO 301

TO : Commanding Officer, Oita MG Team, APO 24 Unit 2

Enclosed herewith (is) ~~(are)~~ Standard Form 51, Notice of Official Efficiency rating, for your information and distribution to the individual ~~(s)~~ concerned.

RICHARD A. ANDERSON
Chairman
Eff Rating Committee

1 - Incl:
SF 51 - William C. Kessler

AG 230.34 - BA 1st Ind JFL/mlk

Hq I Corps, APO 301 MAR 15 1949

TO: CO, Kyushu Mil Govt Region, APO 24-5

RECORDED
HQ I CORPS

WAF

1 Incl:
n/c

2nd Ind BLE/blh

KYUSHU MIL GOVT REGION, HQ & HQ DET, APO 24-5, 17 March 1949

TO: Commanding Officer, Oita Mil Govt Team, APO 24-2

C.L.B. 09173
C.L.B.

1 Incl:
n/c

36

DECLASSIFIED E.O. 12065 SECTION 3-402/NMDG NO. 170013

OITA MILITARY GOVERNMENT TEAM
APO 24 UNIT 2

LGJ/tk

21 March 1949

SUBJECT: Letter of Transmittal

TO: Director of Civilian Personnel, Hq Eighth Army, APO 343

1. The attached CSC Form 48 received at this headquarters 18 March 1949 is forwarded as a matter pertaining to your office.

2. Mr. Mackey departed this unit 24 November 1948 for headquarters Eighth Army to terminate his contract and return to Zone of Interior.

1 Incl:
CSC Form 48

LUTHER G. JONES, JR.
Captain, TC
Commanding

Standard Form No. 1135
Form prescribed by
Comptroller General, U. S.
June 28, 1946
General Regulations No. 102

TIME AND ATTENDANCE REPORT

A—Annual Leave
S—Sick Leave
O—Other Leave With Pay
W—Leave Without Pay
SUS—Suspension
AWL—Absence Without Leave
C—Compensatory Leave Taken
CT—Compensatory Time Worked
TS—Travel Status
HW—Holiday Work
ND—Night Differential Time
OT—Overtime Worked

NOTE.—Above code to be placed on second line of each daily block, below the hours on first line of same block, followed by employee's initials on third line.

Agency: Hq Eighth Army, APO 343
Reporting Unit: Oita Mil Govt Team
Block: APO 24 Unit 2
Tour of Duty: Mon Tues Thurs Fri 8 hrs, Wed Sat 4 hrs
Pay Period No.: 6 Mar to 19 Mar 49

	Name of Employee	6 Sun.	7 Mon.	8 Tue.	9 Wed.	10 Thu.	11 Fri.	12 Sat.	13 Sun.	14 Mon.	15 Tue.	16 Wed.	17 Thu.	18 Fri.	19 Sat.	Kind	1st Week	2d Week	Pay Period Total	Comp. Time Wkd.	Ann.	Sick*	LWOP	Comp.	Other
		First Week							Second Week							Hours in Pay Status					Time Absent				
1	Frazee, Jasper D. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
2	Kessler, Jr. William C. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
3	Lain, Phyllis J. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
4	McNeely, Samuel S. BQ 1					On Leave in ZI							8	8	4	Base		20	20						
5	Neary, Robert V. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
6	Osterdahl, Ethel V. BQ 1	DO	8	8	4	8	8	4	DO	8	8A	4	8	8	4	Base	40	32	72		8				
7																Base									
8																Base									
9																Base									
10																Base									
11																Base									
12																Base									
	Totals																200	212	412	0	8	0	0	0	0

REMARKS

Certified correct: Luther G Jones Jr.
LUTHER G JONES JR, Capt. [illegible]
(Supervisor or timekeeper)

Oita 1
(Telephone)

*I certify that this absence was due to illness which incapacitated me for duty

0186—FEC PRINTING PLANT—11/47—35 M

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775043

Name OSTERDAHL, ETHEL V. Date 21 MAR 49
(Print or type—Last, First, Middle Initial)

Organizational unit OITA M.G. Team. PH Section

TYPE of LEAVE	☒ Annual	☐ Without pay
	☐ Sick*	☐ Compensatory
	☐ Other (Specify)	

No. of hours 8 to begin 15 MAR 49 0730 {a.m. p.m.} To end 1600 15 MAR 49 {a.m. p.m.}
(Month, date, time)

NOTE:—Annual leave authorized in excess of that to your credit will be charged to leave without pay.

* I certify that this absence was due to ☐ illness which incapacitated me for duty:

☐ medical, dental, or optical treatment by ....
(Name of practitioner)

(If absence was in excess of 3 days, obtain medical certificate or state, under "Remarks," why certificate was not obtained.)

Luther G. Young Jr. Capt TC — Ethel V. Osterdahl
(Approving officer) (Signature of employee)

NO. 71 (CSC) October 1944

APPLICATION FOR LEAVE

Form approved. Budget Bureau No. 50-R022.

DECLASSIFIED E.O. 12065 SECTION 3-402/NMDG NO. 170013

CERTIFICATE OF PHYSICIAN OR PRACTITIONER

I CERTIFY that ..... **was under my professional care from** ..... **, 19** ..... **, thru** ..... **, 19** .....

(Month and day) **(Month and day)**

....

(Date) **(Signature)**

.....

(Address)

REMARKS:

0498—FEC Printing Plant—2/4

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO.

COPY

9A-6

CIVILIAN PERSONNEL SECTION
HEADQUARTERS EIGHTH ARMY
APO 343

AGCPH - 248 17 March 1949

Subject: Transmittal of Checks

To : Commanding Officer
Oita Military Government Team

1. Forwarded herewith are checks covering payment of civilian employees for pay period ending 5 March 1949.

2. Request all inclosures be withdrawn and receipt acknowledged by indorsement hereon.

/s/ Marie H. Stanton
/t/ MARIE H. STANTON
Certifying Officer

2 Incls
Incl 1. Trans. sheet
Incl 2. Cks 31,561 to 31,563

1st Ind
OITA MILITARY GOVERNMENT TEAM, APO 24 Unit 2 21 March 1949

8£ wit.
EM.

Date

FOR THE COMMANDING OFFICER
TO: Civilian Personnel Section, Hqs. 8th Army, APO 343

Receipt acknowledged

LUTHER G. JONES, JR.
Capt, TC
Adjutant

Name & Rank

Incls w/drawn

COPY

33

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 770013

KYUSHU MILITARY GOVERNMENT REGION
HEADQUARTERS AND HEADQUARTERS DETACHMENT
Fukuoka, Kyushu, Japan

BLH/tn

APO 24 Unit 5
10 March 1949

SUBJECT: Transmittal of Limited Depository Check

TO : Commanding Officer, Oita Mil Govt Team, APO 24-2

1. Transmitted herewith Limited Depository Check number 18,989 in the amount of $196.24 payable to Miss Virginia C. Geiger.

2. Request acknowledgement of receipt by indorsement hereon.

BY ORDER OF COLONEL HILTON:

CHARLES L. BACHTEL
1st Lt SIG C
Adjutant

1 Incl:
As stated

1st Ind

LGJ/tk

OITA MILITARY GOVERNMENT TEAM, APO 24 Unit 2, 14 March 1949

TO: Commanding Officer, Kyushu Mil Govt Region, APO 24 Unit 5

Receipt acknowledged.

1 Incl:
w/d

LUTHER G. JONES, JR.
Captain, TC
Commanding

DECLASSIFIED E.O. 12065 SECTION 3-402/NMDC NO. 170013

Rec'd
check #
18,989 dated
13 Jan 49 in amt
of $196.24

Virginia Geiger
14 Mar 49

DECLASSIFIED E.O. 12065 SECTION 3-402/NMDC NO. 170013

KYUSHU MILITARY GOVERNMENT REGION BLH/tn
HEADQUARTERS AND HEADQUARTERS DETACHMENT
Fukuoka, Kyushu, Japan

APO 24 Unit 5
10 March 1949

SUBJECT: Transmittal of Limited Depository Check

TO : Commanding Officer, Oita Mil Govt Team, APO 24-2

1. Transmitted herewith Limited Depository Check Number 28,813 in the amount of $177.62 payable to Miss Virginia C. Geiger.

2. Request acknowledgement of receipt by indorsement hereon.

BY ORDER OF COLONEL HILTON:

CHARLES L. BACHTEL
1st Lt SIG C
Adjutant

1 Incl:
As stated

1st Ind LGJ/tk

OITA MILITARY GOVERNMENT TEAM, APO 24 Unit 2, 11 March 1949

TO: Commanding Officer, Kyushu Mil Govt Region, APO 24 Unit 5

Receipt acknowledged.

LUTHER G. JONES, JR.
Captain, TC
Commanding

1 Incl:
w/d

31

DECLASSIFIED E.O. 12065 SECTION 3-402/NMDC NO. 170013

Recd Check # 28,813

V. Geiger

OITA MIL GOVT
MAR 1949
RECEIVED

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

file 230

C O P Y

CIVILIAN PERSONNEL SECTION
HEADQUARTERS EIGHTH ARMY
APO 343

9A-5

AGCPH - 248

5 March 1949

SUBJECT: Transmittal of Checks

TO : Commanding Officer
Oita MG Tm.

1. Forwarded herewith are checks covering payment of civilian employees for pay period ending 19 February 1949 .

2. Request all inclosures be withdrawn and receipt acknowledged by indorsement hereon.

/s/ Marie H. Stanton
/t/ MARIE H. STANTON
Certifying Officer

2 Incls
Incl 1. Trans. sheet
Incl 2. Cks 28,898 to 28,902

1st Ind

OITA MILITARY GOVERNMENT TEAM, APO 24 Unit 2

10 March 1949

TO: Civilian Personnel Section, Hq Eighth Army, APO 343

Receipt acknowledged.

FOR THE COMMANDING OFFICER:

LUTHER G. JONES, JR, Capt, TC
Adjutant

Incls w/drawn

DECLASSIFIED E.O. 12065 SECTION 3-402/NMDG NO. 170019

File

HEADQUARTERS I CORPS
APO 301 (Kyoto, Honshu)

JFL/mlk

AG 230.38 - BA

SUBJECT: Transmittal of Notification of Personnel Action

TO : Commanding Officer
Kyushu Military Government Region
APO 24-5

MAR 1 1949

Transmitted herewith Standard Form 50 for your information and dispatch to individual concerned:

DENNIS, Ruth E. - Name Change, eff 9 Feb 1949, from Ruth E. Dennis to Mrs. Ruth E. McGarity.

Mailed 9 Mar 49

BY COMMAND OF MAJOR GENERAL COULTER:

A. Seipel
A. SEIPEL
Lt Col, AGD
Asst Adj General

1 Incl:
As indicated

EHS/tn

1st Ind

KYUSHU MIL GOVT REGION, HQ & HQ DET, APO 24-5, 3 March 1949

TO: Commanding Officer, Oita Mil Govt Team, APO 24 Unit 2

C. L. B.
C. L. B.

1 Incl:
n/c

24005451

Standard Form No. 1135
Form prescribed by
Comptroller General, U. S.
June 28, 1946
General Regulations No. 102

TIME AND ATTENDANCE REPORT

A—Annual Leave
S—Sick Leave
O—Other Leave With Pay
W—Leave Without Pay
SUS—Suspension
AWL—Absence Without Leave
C—Compensatory Leave Taken
CT—Compensatory Time Worked
TS—Travel Status
HW—Holiday Work
ND—Night Differential Time
OT—Overtime Worked

NOTE.—Above code to be placed on second line of each daily block, below the hours on first line of same block, followed by employee's initials on third line.

Agency: Hq Eighth Army, APO 343
Reporting Unit: Oita Mil Govt Team
Block: APO 24 Unit 2
Tour of Duty: Mon Tues Thurs Fri 8 hrs, Wed Sat 4 hrs
Pay Period No.: Thru 20 Feb to 5 Mar 49

	Name of Employee	First Week: 20 Sun.	21 Mon.	22 Tue.	23 Wed.	24 Thu.	25 Fri.	26 Sat.	Second Week: 27 Sun.	28 Mon.	1 Tue.	2 Wed.	3 Thu.	4 Fri.	5 Sat.	Hours in Pay Status: Kind	1st Week	2d Week	Pay Period Total	Comp. Time Wkd.	Time Absent: Ann.	Sick*	LWOP	Comp.	Other
1	Frazee, Jasper D. BQ 1	DO	8	8 (H)	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
2	Kessler, Jr. William C. BQ 1	DO	8	8 (H)	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
3	Lain, Phyllis J. BQ 1	DO	8	8 (H)	4	8	8	4	DO	8	8	4	8	8S PJL	4	Base	40	32	72			8			
4	McNeely, Samuel S. BQ 1								On Leave in ZI							Base									
5	Neary, Robert V. BQ 1	DO	8	8 (H)	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
6	Osterdahl, Ethel V. BQ 1	DO	8	8 (H)	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
7																Base									
8																Base									
9																Base									
10																Base									
11																Base									
12																Base									
	Totals																200	192	392	0	0	8	0	0	0

REMARKS

Certified correct: Luther G. Jones Jr.
LUTHER G. JONES, JR. Capt. TC
(Supervisor or timekeeper)

Oita 1
(Telephone)

*I certify that this absence was due to illness which incapacitated me for duty

28

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDC NO.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

File
230

9A-4

CIVILIAN PERSONNEL SECTION
HEADQUARTERS EIGHTH ARMY
APO 343

AGCPH - 248

25 February 1949
Date

Subject: Transmittal of Checks

To : Commanding Officer
Oita MG Tm

1. Forwarded herewith are checks covering payment of civilian employees for pay period ending 5 February 1949.

2. Request all inclosures be withdrawn and receipt acknowledged by indorsement hereon.

Marie H. Stanton
MARIE H. STANTON
Certifying Officer

2 Incls
Incl 1. Trans. sheet
Incl 2. Cks 26,898 to 26,901

OITA MILITARY GOVERNMENT TEAM, APO 24 Unit 2 — 2 March 1949

____
Date

To: Civilian Personnel Section, Hqs. 8th Army, APO 343
FOR THE COMMANDING OFFICER:

Receipt acknowledged

LUTHER G. JONES, JR,
Capt, TC
Adjutant
Name & Rank

Incls w/drawn

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775043

230 60

BASIC: Ltr Mil Govt Sect, Admin Div, Eighth Army, APO 343, dtd 19 Jan 49, subj: "Application for Leave, Extension or Termination of Employment Agreement"

Attn DAC's

5 Copies Rec'd

1st Ind BLE/ble

KYUSHU MIL GOVT REGION, HQ & HQ DET, APO 929, 25 January 1949

TO: Commanding Officer, Fukuoka Mil Govt Team, APO 929
Commanding Officer, Nagasaki Mil Govt Team, APO 929
Commanding Officer, Kumamoto Mil Govt Team, APO 24 Unit 1
Commanding Officer, Kagoshima Mil Govt Team, APO 970
Commanding Officer, Miyazaki Mil Govt Team, APO 24 - 2
Commanding Officer, Oita Mil Govt Team, APO 24 - 2
Commanding Officer, Saga Mil Govt Team, APO 929

1. Attached herewith are five (5) copies of CPS/BUD Ltr No. 3, subj: "Application for Leave, Extension or Termination of Employment Agreement".

2. Although basic communication states that form is to be completed in duplicate, it is to be completed in quintuplicate, one copy remaining in your file, and four going forward to this headquarters.

BY ORDER OF COLONEL HILTON:

G W Sargent

G. W. SARGENT
Lt Col CAC
Executive Officer

1 Incl: (quint)
a/s

31 JAN 49
Dir Mil Govt

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

1

MILITARY GOVERNMENT SECTION
Administration Division
APO 343

19 January 1949

Commanding Officer
Kyushu Mil Govt Region
APO 929

Dear Sir:

1. Inclosed herewith is copy of CPS/EUD Letter No. 3, subject: "Application for Leave, Extension or Termination of Employment Agreement."

2. This form is to be completed in duplicate, by the employee concerned when applying for Leave, Extension or Termination of Employment Agreement and replaces form 115A. The Team Commander, or the employee's supervisor, must complete the first indorsement on the reverse side of form CPS/EUD Letter No. 3 before forwarding same to this office.

3. Exit Interview and Re-employment Rating Forms (reference Weekly Directive #14, dated 11 December 1948) must accompany CPS/EUD Letter No. 3 when same pertains to Resignation or Termination of Employment Agreement.

4. You are authorized to reproduce attached form.

Yours very truly,

RICHARD A. ANDERSON
Chief, Civ. Pers. Br.

1-Incl:
1 - Form CPS/EUD Ltr #3

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [handwritten number]

____

____

____

AG ______________________

SUBJECT: Application for Leave, Extension or Termination of Employment Agreement.

THRU:

TO: Commanding General, Eighth Army, APO 343
ATTN:

1. To be completed when applying for leave:

a. I, ______________________, Department of Army Civilian, Grade, __________, (will complete) (have completed) employment agreement on ______________________ and desire __________ days' leave to (United States)(Hawaii).

b. I (desire) (do not desire) to take advantage of the leave policy as outlined in CPR 150.6.

c. My dependents will accompany me. Yes____. No________.

*Name	Age	Birthday	Relationship
______________	___	________	__________
______________	___	________	__________

*Indicate wife's maiden name if married in this theater.

d. Date of marriage in this theater if applicable: ________

e. I desire to depart o/a ______________________ to a port of entry in United States ( ) Hawaii ( ).

f. Address while on leave will be ______________________

2. To be completed when applying for termination:

a. I, ______________________ Department of Army Civilian, Grade, ________, (will complete) (have completed) employment agreement on ______________________.

b. I do not desire reemployment in this theater and will report to your office on call for exit processing to return to the United States ( ) Hawaii ( ). I desire to be returned to ________________ which is: original point of hire ( ) induction ( ) actual residence ( ).

c. My dependents will accompany me. Yes_____. No _____.

CPS/EUD Letter No. 5
(This letter supersedes Form 115A)

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. ________

*Name	Age	Birthday	Relationship
____________	____	________	________
____________	____	________	________

*Indicate wife's maiden name if married in this theater.

d. Date of marriage in this theater if applicable:________

e. Transportation of household goods (is) (is not) desired. (Authorized ONLY on termination of contract.)

f. Transportation of car (is) (is not) desired. (Authorised ONLY on termination of contract.)

3. To be checked if extension of contract is desired:

( ) I desire to continue indefinitely in the employ of this command without returning to ZI. I agree to give ninety days' notice of termination to allow for recruitment of replacement.

____
(Signature of Employee)

____
(Date)

AG 1st Ind.

THRU:
TO : Headquarters Eighth Army, APO 343
ATTN: Civilian Personnel Section.

( ) 1. The above employee's services (will be) (will not be) needed in his present position upon return from leave.

( ) 2. Employee's services (will) (will not) be needed indefinitely upon completion of current agreement.

( ) 3. Employee desires to continue employment indefinitely in another assignment and replacement (is) (is not) requested.

( ) 4. Final time report will accompany employee to your office. (Only upon termination of contract.)

( ) 5. Baggage will have been inspected prior to departure from duty station.

( ) 6. Employee has efficiency rating of:______________________.

( ) 7. Employee (has) (has not) been declared Technical Critical Specialist.

( ) 8. Employee (does) (does not) have dependents in this theater.

____
Signature of Operating Official

This ltr to be completed and submitted thru channels to reach Hq 8A, APO 343, 30 days prior to desired departure date for lv or term. without replacement and 90 days prior to eff date of term if replacement is desired.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. _____

_____

_____

_____

AG _____

SUBJECT: Application for Leave, Extension or Termination of Employment Agreement.

THRU:

TO: Commanding General, Eighth Army, APO 343
ATTN:

1. To be completed when applying for leave:

a. I, _____, Department of Army Civilian, Grade, _____, (will complete) (have completed) employment agreement on _____ and desire _____ days' leave to (United States)(Hawaii).

b. I (desire) (do not desire) to take advantage of the leave policy as outlined in CPR 150.6.

c. My dependents will accompany me. Yes____. No_____.

*Name	Age	Birthday	Relationship
_____	___	_____	_____
_____	___	_____	_____

*Indicate wife's maiden name if married in this theater.

d. Date of marriage in this theater if applicable:_____

e. I desire to depart o/a _____ to a port of entry in United States ( ) Hawaii ( ).

f. Address while on leave will be_____

2. To be completed when applying for termination:

a. I, _____, Department of Army Civilian, Grade,_____, (will complete) (have completed) employment agreement on_____.

b. I do not desire reemployment in this theater and will report to your office on call for exit processing to return to the United States ( ) Hawaii ( ). I desire to be returned to _____ which is: original point of hire ( ) induction ( ) actual residence ( ).

c. My dependents will accompany me. Yes_____. No _____.

CPS/EUD Letter No. 3
(This letter supersedes Form 115A)

DECLASSIFIED E.O. 12065 SECTION 3-402/NMDG NO. [illegible]

*Name	Age	Birthday	Relationship

*Indicate wife's maiden name if married in this theater.

d. Date of marriage in this theater if applicable:_____

e. Transportation of household goods (is) (is not) desired. (Authorized ONLY on termination of contract.)

f. Transportation of car (is) (is not) desired. (Authorised ONLY on termination of contract.)

3. To be checked if extension of contract is desired:

( ) I desire to continue indefinitely in the employ of this command without returning to ZI. I agree to give ninety days' notice of termination to allow for recruitment of replacement.

_____
(Signature of Employee)

_____
(Date)

AG 1st Ind

THRU:
TO : Headquarters Eighth Army, APO 343
ATTN: Civilian Personnel Section.

( ) 1. The above employee's services (will be) (will not be) needed in his present position upon return from leave.

( ) 2. Employee's services (will) (will not) be needed indefinitely upon completion of current agreement.

( ) 3. Employee desires to continue employment indefinitely in another assignment and replacement (is) (is not) requested.

( ) 4. Final time report will accompany employee to your office. (Only upon termination of contract.)

( ) 5. Baggage will have been inspected prior to departure from duty station.

( ) 6. Employee has efficiency rating of:_____.

( ) 7. Employee (has) (has not) been declared Technical Critical Specialist.

( ) 8. Employee (does) (does not) have dependents in this theater.

_____
Signature of Operating Official

This ltr to be completed and submitted thru channels to reach Hq 8A, APO 343, 30 days prior to desired departure date for lv or term. without replacement and 90 days prior to eff date of term if replacement is desired.

DECLASSIFIED E.O. 12065 SECTION 3-402/NMDG NO. _____

_____

_____

_____

AG _____

SUBJECT: Application for Leave, Extension or Termination of Employment Agreement.

THRU:

TO: Commanding General, Eighth Army, APO 343
ATTN:

1. To be completed when applying for leave:

a. I, _____, Department of Army Civilian, Grade, _____, (will complete) (have completed) employment agreement on _____ and desire _____ days' leave to (United States)(Hawaii).

b. I (desire) (do not desire) to take advantage of the leave policy as outlined in CPR 150.6.

c. My dependents will accompany me. Yes____. No_____.

*Name	Age	Birthday	Relationship
_____	___	_____	_____
_____	___	_____	_____

*Indicate wife's maiden name if married in this theater.

d. Date of marriage in this theater if applicable:_____

e. I desire to depart o/a _____ to a port of entry in United States ( ) Hawaii ( ).

f. Address while on leave will be_____

2. To be completed when applying for termination:

a. I, _____ Department of Army Civilian, Grade,_____, (will complete) (have completed) employment agreement on_____.

b. I do not desire reemployment in this theater and will report to your office on call for exit processing to return to the United States ( ) Hawaii ( ). I desire to be returned to _____ which is: original point of hire ( ) induction ( ) actual residence ( ).

c. My dependents will accompany me. Yes____. No ____.

CPS/EUD Letter No. 3
(This letter supersedes Form 115A)

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. _____

*Name	Age	Birthday	Relationship

*Indicate wife's maiden name if married in this theater.

d. Date of marriage in this theater if applicable:_____

e. Transportation of household goods (is) (is not) desired. (Authorized ONLY on termination of contract.)

f. Transportation of car (is) (is not) desired. (Authorised ONLY on termination of contract.)

3. To be checked if extension of contract is desired:

( ) I desire to continue indefinitely in the employ of this command without returning to ZI. I agree to give ninety days' notice of termination to allow for recruitment of replacement.

_____
(Signature of Employee)

_____
(Date)

AG 1st Ind

THRU:
TO : Headquarters Eighth Army, APO 343
ATTN: Civilian Personnel Section.

( ) 1. The above employee's services (will be) (will not be) needed in his present position upon return from leave.

( ) 2. Employee's services (will) (will not) be needed indefinitely upon completion of current agreement.

( ) 3. Employee desires to continue employment indefinitely in another assignment and replacement (is) (is not) requested.

( ) 4. Final time report will accompany employee to your office. (Only upon termination of contract.)

( ) 5. Baggage will have been inspected prior to departure from duty station.

( ) 6. Employee has efficiency rating of:_____.

( ) 7. Employee (has) (has not) been declared Technical Critical Specialist.

( ) 8. Employee (does) (does not) have dependents in this theater.

_____
Signature of Operating Official

This ltr to be completed and submitted thru channels to reach Hq 8A, APO 343, 30 days prior to desired departure date for lv or term. without replacement and 90 days prior to eff date of term if replacement is desired.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. _____

_____

_____

_____

AG _____

SUBJECT: Application for Leave, Extension or Termination of Employment Agreement.

THRU:

TO: Commanding General, Eighth Army, APO 343
ATTN:

1. To be completed when applying for leave:

a. I, _____, Department of Army Civilian, Grade, _____, (will complete) (have completed) employment agreement on _____ and desire _____ days' leave to (United States)(Hawaii).

b. I (desire) (do not desire) to take advantage of the leave policy as outlined in CPR 150.6.

c. My dependents will accompany me. Yes____. No_____.

*Name	Age	Birthday	Relationship
_____	__	_____	_____
_____	__	_____	_____

*Indicate wife's maiden name if married in this theater.

d. Date of marriage in this theater if applicable:_____

e. I desire to depart o/a _____ to a port of entry in United States ( ) Hawaii ( ).

f. Address while on leave will be_____

2. To be completed when applying for termination:

a. I, _____ Department of Army Civilian, Grade,_____, (will complete) (have completed) employment agreement on_____.

b. I do not desire reemployment in this theater and will report to your office on call for exit processing to return to the United States ( ) Hawaii ( ). I desire to be returned to _____ which is: original point of hire ( ) induction ( ) actual residence ( ).

c. My dependents will accompany me. Yes____. No ____.

CPS/EUD Letter No. 3
(This letter supersedes Form 115A)

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

*Name	Age	Birthday	Relationship

*Indicate wife's maiden name if married in this theater.

d. Date of marriage in this theater if applicable:_____

e. Transportation of household goods (is) (is not) desired. (Authorized ONLY on termination of contract.)

f. Transportation of car (is) (is not) desired. (Authorised ONLY on termination of contract.)

3. To be checked if extension of contract is desired:

( ) I desire to continue indefinitely in the employ of this command without returning to ZI. I agree to give ninety days' notice of termination to allow for recruitment of replacement.

_____
(Signature of Employee)

_____
(Date)

AG 1st Ind

THRU:
TO : Headquarters Eighth Army, APO 343
ATTN: Civilian Personnel Section.

( ) 1. The above employee's services (will be) (will not be) needed in his present position upon return from leave.

( ) 2. Employee's services (will) (will not) be needed indefinitely upon completion of current agreement.

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( ) 4. Final time report will accompany employee to your office. (Only upon termination of contract.)

( ) 5. Baggage will have been inspected prior to departure from duty station.

( ) 6. Employee has efficiency rating of:_____.

( ) 7. Employee (has) (has not) been declared Technical Critical Specialist.

( ) 8. Employee (does) (does not) have dependents in this theater.

_____
Signature of Operating Official

This ltr to be completed and submitted thru channels to reach Hq 8A, APO 343, 30 days prior to desired departure date for lv or term. without replacement and 90 days prior to eff date of term if replacement is desired.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO.

230

HEADQUARTERS EIGHTH ARMY
Military Government Section
APO 343

Clp 6221

SUBJECT: Eighth Army Civilian Information Bulletin

TO: Commanding Officer, Oita MG Team, APO 24, Unit 2

Enclosed herewith are current copies of the Civilian Information Bulletin for distribution to Department of Army Civilians assigned to your team or region.

Richard A. Anderson
RICHARD A. ANDERSON
Chief, Civilian Branch
Military Government Sect.

Incl:
(6) copies
Civ Info Bul.

rd Form No. 1135
n prescribed by
ller General, U. S.
une 28, 1946
Regulations No. 103

TIME AND ATTENDANCE REPORT

A—Annual Leave
S—Sick Leave
O—Other Leave With Pay
W—Leave Without Pay

SUS—Suspension
AWL—Absence Without Leave
C—Compensatory Leave Taken
CT—Compensatory Time Worked

TS—Travel Status
HW—Holiday Work
ND—Night Differential Time
OT—Overtime Worked

NOTE.—Above code to be placed on second line of each daily block, below the hours on first line of same block, followed by employee's initials on third line.

Agency	Reporting Unit	Block	Tour of Duty	Pay Period No.
Hq Eighth Army, APO 343	Oita Mil Govt Team	APO 24 Unit 2	Mon Tues Thurs Fri 8 hrs, Wed Sat 4 hrs	6 Feb Thru to 19 Feb 49

	Name of Employee	First Week 6 Sun.	7 Mon.	8 Tue.	9 Wed.	10 Thu.	11 Fri.	12 Sat.	Second Week 13 Sun.	14 Mon.	15 Tue.	16 Wed.	17 Thu.	18 Fri.	19 Sat.	Hours in Pay Status: Kind	1st Week	2d Week	Pay Period Total	Comp. Time Wkd.	Time Absent: Ann.	Sick*	LWOP	Comp.	Other
1	Frazee, Jasper D. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
2	Kessler, Jr. William C. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
3	Lain, Phyllis J. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
4	McNeely, Samuel S. BQ 1							On Leave	in ZI							Base									
5	Neary, Robert V. BQ 1	DO	8	8	4	8	8	4	DO	1 7AWL	8	4	8	8	4	Base	40	33	73						7AWL
6	Osterdahl, Ethel V. BQ 1	DO	TS	TS	4	8	8	4	DO	TS	8	4	8	8	4	Base	24	32	56						
7																Base									
8																Base									
9																Base									
10																Base									
11																Base									
12																Base									
	Totals																184	185	369	0	0	0	0	0	7

REMARKS

Certified correct: *Luther G. Jones Jr.*
LUTHER G. JONES, JR., Capt, TC
(Supervisor or timekeeper)

Oita 1
(Telephone)

*I certify that this absence was due to illness which incapacitated me for duty

0186 – FEC PRINTING PLANT – 11/47 – 35 M

23

DECLASSIFIED E.O. 12065 SECTION 3-402/NNG NO.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

HEADQUARTERS EIGHTH ARMY
Military Government Section
NYK Building
TIME REPORT FOR CIVILIAN EMPLOYEES

Period from 6 Feb 1949 Thru 19 Feb 1949

NAME Ethel V. Osterdahl QTRS CLASS

P-3

DAY OF
MONTH AND HOURS WORKED

S	M	T	W	T	F	S	S	M	T	W	T	F	S	
Feb 6	7	8	9	10	11	12	13	14	15	16	17	18	19	Total Hours
–	TR	TR	4	8	8	4	DO	TR						

Time spent at Kyushu M.G. Region
B. Engfel
Civ Personnel

REMARKS: 7 Feb 49 departed for Kyushu M.G. Team.

CERTIFIED:

R. A. Anderson
Chief Civ Pers Br

Signature (Division Chief)

Standard Form No. 1135
Form prescribed by
Comptroller General, U. S.
June 22, 1946
General Regulations No. 102

TIME AND ATTENDANCE REPORT

A—Annual Leave
S—Sick Leave
O—Other Leave With Pay
W—Leave Without Pay

SUS—Suspension
AWL—Absence Without Leave
C—Compensatory Leave Taken
CT—Compensatory Time Worked

TS—Travel Status
HW—Holiday Work
ND—Night Differential Time
OT—Overtime Worked

NOTE.—Above code to be placed on second line of each daily block, below the hours on first line of same block, followed by employee's initials on third line.

Agency	Reporting Unit	Block	Tour of Duty	Pay Period No.
Hq Eighth Army, APO 343	Oita Mil Govt Team	APO 24 Unit 2	Mon Tues Thurs Fri 8 hrs, Wed Sat 4 hrs	Thru 23 Jan to 5 Feb 49

Name of Employee	First Week: 23 Sun.	24 Mon.	25 Tue.	26 Wed.	27 Thu.	28 Fri.	29 Sat.	Second Week: 30 Sun.	31 Mon.	1 Tue.	2 Wed.	3 Thu.	4 Fri.	5 Sat.	Hours in Pay Status: Kind	1st Week	2d Week	Pay Period Total	Comp. Time Wkd.	Time Absent: Ann.	Sick*	LWOP	Comp.	Other
1 Osterdahl, Ethel V. BQ 1				4	8	8	4	DO	8	8	4	8	8	4	Base	24	40	64						
2															Base									
3															Base									
4															Base									
5															Base									
6															Base									
7															Base									
8															Base									
9															Base									
10															Base									
11															Base									
12															Base									
Totals																24	40	64						

REMARKS

Certified correct: Luther G Jones Jr
LUTHER G JONES, JR. Capt. TC
(Supervisor or timekeeper)

Oita 1
(Telephone)

*I certify that this absence was due to illness which incapacitated me for duty

0186—FEC PRINTING PLANT—11/47—35 M

22

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

HEADQUARTERS EIGHTH ARMY
Military Government Section
NYK Building
TIME REPORT FOR CIVILIAN EMPLOYEES

Period from 23 January 1949 Thru 5 February 1949

NAME Ethel V. Osterdahl QTRS CLASS

P-3

DAY OF
MONTH AND HOURS WORKED

S	M	T	W	T	F	S	S	M	T	W	T	F	S	
Jan 23	24	25	26	27	28	29	30	31	Feb 1	2	3	4	5	Total Hours
-	-	-	4	8	8	4	D.O.	8	8	4	8	8	4	64

REMARKS: Arrived Thru Chester 26 Jan. 49. 26 Jan - 5 Feb spent in processing & orientation.

CERTIFIED:

L. A. Anderson
Chief, Civ Pers Branch
Signature (Division Chief)

DECLASSIFIED E.O. 12065 SECTION 3-402/NND NO. [illegible]

Capt. Jones:

Attached herewith are Time Reports indicating time for Miss Osterdahl at 8th Army and at this hqs. Also inclosed is a copy of Background Info and Personnel Information sheet completed by Miss Osterdahl at this hqs.

She has no Form 50. We are requesting it from 8th Army.

B. L. English

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO.

file 230

COPY

CIVILIAN PERSONNEL SECTION
HEADQUARTERS EIGHTH ARMY
APO 343

9A-3

AGCPH - 248

8 February 1949

SUBJECT: Transmittal of Checks

TO: Commanding Officer, Oita MG Tm, APO 24 Unit 2

1. Forwarded herewith are checks covering payment of civilian employees for pay period ending 22 January 1949 .

2. Request all inclosures be withdrawn and receipt acknowledged by indorsement hereon.

WCK JDF O.J.L. Run

/s/ Marie H. Stanton
/t/ MARIE H. STANTON
Certifying Officer

2 Incls
Incl 1. Trans. sheet
Incl 2. Cks 24,179 to 24,183

17 February 1949

OITA MILITARY GOVERNMENT TEAM, APO 24 Unit 2

FOR THE COMMANDING OFFICER:

LUTHER G. JONES, JR,
Capt, TC
Adjutant

DECLASSIFIED E.O. 12065 SECTION 3-402/NNSG NO. [illegible]

file 230

OITA MILITARY GOVERNMENT TEAM
APO 24 UNIT 2

16 February 1949

SUBJECT: Request for Classification of DAC as Technical Critical Specialist

THRU: Commanding Officer, Kyushu Mil Govt Region, APO 24 Unit 5

TO: Commanding General, Eighth Army, APO 343

1. It is requested that Mr. Samuel S. McNeely, DAC, CAF-11, be classified as a Technical Critical Specialist. The following information is furnished to substantiate the request.

a. Mr. McNeely has performed the duties of Chief, Civil Education Section, this organization, in an outstanding manner for the period 10 October 1947 to 30 November 1948.

b. Mr. McNeely is thoroughly qualified by education and experience for the position and classification, holding the degree of LLD from University of Rome 1939, Ph D Louisiana State University 1940 and four years experience as an educator.

c. He is familiar with the educational problems of this prefecture and the capabilities and limitations of Japanese officials involved.

d. Military Government in Japan will regain the services of an experienced and valuable Civil Education Chief in providing requested classification for Mr. McNeely.

GUIDO B. GOODRICH
Lt Col, INF
Commanding

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO.

file
230

HEADQUARTERS EIGHTH ARMY
Military Government Section
APO 343

7 February 1949

SUBJECT: Efficiency Ratings - William G. Jr. Kessler

TO: Commanding Officer, Oita MG Team, APO 24 Unit 2

1. Enclosed herewith are Standard Forms No. 51 to be graded in duplicate and completed in accordance with existing Civil Service Regulations. Instructions are attached for your information.

2. It is desired that these forms be completed and returned to Headquarters, Eighth Army, Civilian Personnel Section, at the earliest practicable date.

RICHARD A. ANDERSON
Chairman
Eff. Rating Committee

4 Incls:
SF 51(2)
Instruc Sheet(2)

1st Ind LGJ/tk

OITA MILITARY GOVERNMENT TEAM, APO 24 Unit 2, 16 February 1949

TO: Commanding General, Eighth Army, APO 343
Attn: Civilian Personnel Section

Basic communication complied with.

FOR THE COMMANDING OFFICER:

Incls:
n/c

LUTHER G. JONES, JR.
Captain, TC
Adjutant

16

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO.

OITA MILITARY GOVERNMENT TEAM
APO 24 UNIT 2

12 February 1949

SUBJECT: Request for Classification of Employee as Critical Specialist

THRU: Commanding Officer, Kyushu Mil Govt Region, APO 24 Unit 5

TO: Commanding General, Eighth Army, APO 343
Attn: Military Government Section

1. Reference letter request, Mr. Samuel S. McNeely, subject: Accompaniment of Dependent Child to Japan, 4 January 1949, and 1st indorsement, this headquarters, 17 January 1949.

2. It is requested that Mr. Samuel S. McNeely, DAC, CAF-11, be classified as a Critical Specialist so that he may bring his son to Japan.

3. Age of Mr. McNeely's dependent son is seven (7) years.

GUINN B. GOODRICH
Lt Col, INF
Commanding

15

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 1[illegible]

File Civ. Pers. Original not submitted than changes

PERSONAL HISTORY STATEMENT

Read the certificate at the end of this questionnaire before filling in your answers. Print or type all answers. All questions and statements must be completed. If proper answer is "No" or "None", so state. Detail is requested for your protection since in subsequent investigations which may be conducted, derogatory information on persons of same or similar names may be disclosed and background information is needed for clear identification. Fill out, sign and execute in duplicate and return both copies to requesting agency. If more space is required, use space "Remarks" or attach separate sheet.

DATE	PLACE
1. LAST NAME - FIRST NAME - MIDDLE NAME: Dennis, Ruth Ellen	2. NICKNAMES, ALIASES OR CHANGES OF NAME: None
3. PRESENT RANK (or rank prior to separation or relief from active duty): None	4. ARM OR SERVICE: None; 5. SERIAL NUMBER: None
6. DRAFT BOARD NUMBER: None	7. DRAFT BOARD ADDRESS: None
8. PRESENT MILITARY ASSIGNMENT (Organization, Post, Camp or Station Location) OR PRESENT EMPLOYING AGENCY: Oita Military Government Team	
9. LAST CIVILIAN ADDRESS BEFORE ENTERING THE ARMED FORCES (Street and Number, City, County and State): 2400 S. Greenbay Rd. Highland Park, Illinois	10. PRESENT RESIDENCE ADDRESS (Street and Number, City, and State)
11. RACE: White; 12. HEIGHT: 5 FT. 8½ IN.; 13. WEIGHT: 133 LBS.	14. COLOR OF EYES: Blue; 15. COLOR OF HAIR: Blond; 16. COMPLEXION: Fair
17. CITIZENSHIP (Name country): United States	18. HOW OBTAINED: [X] BIRTH [ ] NATURALIZATION [ ] THROUGH PARENTS' NATURALIZATION
19. IF NATURALIZED, GIVE NATURALIZATION CERTIFICATE NO.: No	20. PLACE NATURALIZED AND COURT OF JURISDICTION: No; 21. DATE NATURALIZED: No
22. DATE AND PORT OF ENTRY TO U.S., IF BORN OUTSIDE U.S. AND ITS TERRITORIES: No	
23. DATE OF BIRTH: 3 January 1923	24. PLACE OF BIRTH (City, County, State and Country): Highland Park, Lake County, Illinois, U.S.
25. DO YOU HAVE A BIRTH CERTIFICATE [X] YES [ ] NO	26. IS IT RECORDED [X] YES [ ] NO; 27. WHERE RECORDED: Highland Park, Illinois
28. SCARS OR DISTINGUISHING MARKS: None	

29. EDUCATION (List Grammar Schools, High Schools, and Colleges)

SCHOOL ATTENDED	LOCATION	TYPE	DATES OF ATTENDANCE	GRADUATED OR DEGREE CONFERRED
Braeside School	Highland Pk, Ill	Grammar	1929-1936	Graduated
Highland Pk. H.S.	" " "	High School	1936-1938	None
Mount St. Mary's on the Lake	St. Charles, Ill.	" "	1938-1940	Graduated
Siena Heights College	Adrian, Michigan	College	1940-1941	None
Northwestern U.	Evanston, Ill.	"	1941-1942	"

30. SPECIAL EDUCATIONAL HONORS, SCHOLARSHIPS, ETC. ATTAINED — None

Michigan State College, E. Lansing, Mich. College 1942-1949 B.A.

31. MEMBERSHIP IN SCHOOL SOCIETIES, FRATERNITIES, OR CLUBS (List all)

Kappa Delta

32. LIST ALL ORGANIZATIONS, SOCIETIES, CLUBS AND ASSOCIATIONS, PAST OR PRESENT, IN WHICH YOU HAVE HELD MEMBERSHIP (Other than shown in Item 31)

None

WD AGO FORM 1 SEP 1946 643 A

10

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REMARKS

0048 – FBC PRINTING PLANT – 10/47 – 20 M

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO.

33. RESIDENCE FROM BIRTH

DATE (From - To)		STREET AND NUMBER	CITY	STATE OR COUNTRY
1923	1944	2400 S. Greenbay Rd	Highland Pk	Illinois
1944	1945		Flushing	Michigan
1945	1946	2400 S. Greenbay Rd	Highland Pk,	Illinois
1946	1947	APO 500	Tokyo	Japan
1947	1948	APO 24, unit 2	Beppu	Japan

34. **EMPLOYMENT** *(Including part time)*

A. HAVE YOU EVER BEEN EMPLOYED BY THE GOVERNMENT OF A FOREIGN NATION AS A CIVILIAN ☐ YES ☒ NO

IF YES, GIVE NATION OF SERVICE:

DATE *(From - To)*	EMPLOYED AS	EMPLOYED BY *(Division, Dept., or Agency)*
None	None	None

LOCATION *(City and Country)*	REASON FOR TERMINATION
None.	—

B. HAVE YOU EVER BEEN EMPLOYED BY A PRIVATE FIRM OF A FOREIGN NATION ☐ YES ☒ NO IF YES, GIVE NAME AND LOCATION OF FIRM

DATE *(From - To)*	EMPLOYED AS	LOCATION OF EMPLOYMENT
No	No	None

REASON FOR TERMINATION
None

C. EMPLOYMENT OTHER THAN ABOVE *(In Chronological Order - Including part time)*

SOCIAL SECURITY NUMBER 331-16-3849

DATE *(From - To)* / EMPLOYED AS	EMPLOYED BY *(Give name, street and number, city and state)* / REASON FOR TERMINATION
DATE: June - August 1944	EMPLOYED BY: Kaizer Steel Mill, Fontana, California
EMPLOYED AS: Lab. Assistant	REASON FOR TERMINATION: To teach school
DATE: Sept. 1944 - June 1945	EMPLOYED BY: Board of Education, Flushing, Michigan
EMPLOYED AS: High School teacher	REASON FOR TERMINATION: contract completed
DATE: June 1945 - March 1946	EMPLOYED BY: 1612 SCU, Fort Sheridan, Illinois
EMPLOYED AS: Clerk, typist	REASON FOR TERMINATION: transfer
DATE: March 1946 - Apr. 1947	EMPLOYED BY: GHQ, SCAP, APO 500, Tokyo, Japan
EMPLOYED AS: Clerk	REASON FOR TERMINATION: transfer
DATE: April 1947 - August 1948	EMPLOYED BY: OMGT, MG 8th Army, APO 24, unit 2, Beppu
EMPLOYED AS: Education Specialist	REASON FOR TERMINATION:
DATE:	EMPLOYED BY:
EMPLOYED AS:	REASON FOR TERMINATION:

D. NAME AND LOCATION OF EMPLOYING AGENCY OF WAR DEPARTMENT *(for civilians only)*
OMGT, APO 24, unit 2, 8th Army MG

JOB TITLE	DOES POSITION INVOLVE HANDLING CLASSIFIED MATERIAL, IF YES, GIVE CLASSIFICATION
Asst. Education Officer	Confidential

35. HAVE YOU EVER BEEN FIRED, ASKED TO RESIGN, FURLOUGHED *(other than regular furlough or leave)* OR PUT ON AN INACTIVE STATUS FOR CAUSE WHILE SERVING IN THE ARMY, NAVY, MARINE CORPS, OR COAST GUARD OF THE UNITED STATES OR IN ANY POSITION OF PRIVATE OR GOVERNMENT EMPLOYMENT. IF SO, STATE CIRCUMSTANCES

NO.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

36. HAVE YOU EVER FILED APPLICATIONS FOR ANY FEDERAL CIVIL SERVICE EXAMINATIONS? ☐ YES ☒ NO

TITLES OF EXAMINATIONS	EXAMINED IN WHAT CITIES	MONTH AND YEAR	RATING

37. MILITARY HISTORY

A. DATE ENLISTED	DATE INDUCTED (If B.M.)	ENLISTED SERIAL NO.	DATE OF LAST DISCHARGE AS EM	DISCHARGE ☐ W/O SPECIFICATION ☐ HONORABLE ☐ DISHONORABLE
None				
WO - DATE OF WARRANT	WARRANT SERIAL NUMBER	DATE RELIEVED AS WO	DATE OF FIRST COMMISSIONED APMT	
SOURCE OF COMMISSION	COMPONENT (RA, ORC, NG, AUS, Navy, Marine or Coast Guard)		DATE ENTERED ACTIVE DUTY	DATE SEP OR EXPIRATION OF TERMINAL LV

HAVE YOU EVER BEEN COURTS-MARTIALED? ☐ YES ☒ NO IF YES, EXPLAIN FULLY

B. HAVE YOU EVER SERVED IN THE ARMED FORCES OF A FOREIGN NATION ☐ YES ☒ NO NATION OF SERVICE:	PERIOD OF SERVICE (From-To)	ARM OR SERVICE

HIGHEST GRADE ATTAINED	SERIAL NUMBER	DISCHARGE ☐ HONORABLE ☐ DISHONORABLE	☐ W/O SPECIFICATION ☐ TRF TO AMERICAN ARMED FORCES

38. FOREIGN COUNTRIES VISITED OR OVERSEAS DUTY

COUNTRY	DATE	LENGTH OF STAY	PURPOSE
Canada	Sept. 1939	3 weeks	Visit Relatives
JAPAN	15 March 1946	2yrs, 5mos.	Civil Service Employment

39. FOREIGN LANGUAGES (Indicate: Fluent, Fair, Poor)

LANGUAGE	CONVERSE	READ	WRITE
NONE			

40. CREDIT REFERENCES (Give three)

NAME	FULL ADDRESS
Wheeling St. Bank	Wheeling, Illinois
Mr. + Mrs. Herman Sasch	412 N. 1st Street, Highland Pk, Ill.
Mr. + Mrs. Otto Andersen	Wheeling, Illinois

41. CHARACTER REFERENCES (Give five - Not employers or relatives)

NAME	FULL ADDRESS
Mr. + Mrs. Otto Andersen	Wheeling, Illinois
Mr. + Mrs. Herman Sasch	412 N. 1st Street, Highland Pk, Ill.
Mr. + Mrs. James H. VANZANT	Ambassador Apt. C-3 25th Ave So., Nashville, Tenn.
Mr. + Mrs. Hessler	2380 So. Greenbay Rd., Highland Pk, Ill.
Mr. + Mrs. Jack Gallagher	St. Johns Ave, Highland Pk. Illinois

42. FATHER

FATHER'S LAST NAME - FIRST NAME - MIDDLE NAME	☒ LIVING ☐ DECEASED	IF DECEASED, GIVE DATE
Dennis, Foster Garside		no

PRESENT ADDRESS OR LAST ADDRESS, IF DECEASED (Street and Number, City, State and Country)
2400 S. Greenbay Rd., Highland Park, Illinois

DATE OF BIRTH	PLACE OF BIRTH (Country)	CITIZENSHIP (Country)
2 March 1893	U.S.A.	U.S.A.

IF YOUR CITIZENSHIP WAS DERIVED FROM FATHER'S NATURALIZATION, GIVE HIS NATURALIZATION CERTIFICATE NO., DATE, PLACE, NATURALIZED AND COURT OF JURISDICTION No

OCCUPATION AND PRESENT EMPLOYER
Self-employed,

DECLASSIFIED E.O. 12065 SECTION 3-402/NMDG NO. [illegible]

43. MOTHER

MOTHER'S LAST NAME - FIRST NAME - MIDDLE NAME	☒ LIVING ☐ DECEASED	IF DECEASED, GIVE DATE
Dennis Ruth McClement		no.

PRESENT ADDRESS OR LAST ADDRESS, IF DECEASED (Street and number, city, state and country): 2400 S. Greenbay Rd, Highland Park, Ill., U.S.

DATE OF BIRTH	PLACE OF BIRTH (Country)	CITIZENSHIP (Country)
4 Sept. 1893	U.S.	U.S.

IF YOUR CITIZENSHIP WAS DERIVED FROM MOTHER'S NATURALIZATION, GIVE HER NATURALIZATION CERTIFICATE NO., DATE, PLACE AND COURT OF JURISDICTION: No

44. STEP-PARENT

STEP-PARENT'S LAST NAME - FIRST NAME - MIDDLE NAME	ADDRESS (Street and number, city, state and country)
None	

DATE OF BIRTH	PLACE OF BIRTH (Country)	CITIZENSHIP (Country)

OCCUPATION	PRESENT EMPLOYER

45. GUARDIAN

GUARDIAN'S LAST NAME - FIRST NAME - MIDDLE NAME	ADDRESS (Street and number, city, state and country)
None	

DATE OF BIRTH	PLACE OF BIRTH (Country)	CITIZENSHIP (Country)

OCCUPATION	PRESENT EMPLOYER

46. FATHER-IN-LAW

FATHER-IN-LAW'S LAST NAME - FIRST NAME - MIDDLE NAME	☐ LIVING ☐ DECEASED	IF DECEASED, GIVE DATE
None		

DATE OF BIRTH	PLACE OF BIRTH (Country)	CITIZENSHIP (Country)

OCCUPATION	PRESENT EMPLOYER

47. BROTHERS - SISTERS

SEX	NAME	AGE	FULL ADDRESS	OCCUPATION
M	JAMES Foster Dennis	24	2400 S. Greenbay Rd. Highland, Pk. Ill.	Flooring Business
F	Gloria Mabel Dennis	14	same as above	None

48. RELATIVES LIVING IN FOREIGN LANDS

SEX	RELATIONSHIP	NAME	AGE	FULL ADDRESS	OCCUPATION
		None			

49. RELATIVES IN GOVERNMENT OR MILITARY SERVICE (United States or Foreign)

SEX	RELATIONSHIP	NAME	COUNTRY SERVED	TITLE OF POSITION AND DUTIES
		None		

50. MARITAL STATUS

☒ SINGLE ☐ MARRIED ☐ SEPARATED ☐ DIVORCED ☐ WIDOWER ☐ WIDOW

DATE OF MARRIAGE	PLACE OF MARRIAGE (State and Country)
None	None

NAME OF SPOUSE (Last or maiden name, first name, middle name)	☐ LIVING ☐ DECEASED
None	

DATE OF BIRTH	PLACE OF BIRTH	CITIZENSHIP

ADDRESS PRIOR TO MARRIAGE (Street and number, city, state and country):

PRESENT OCCUPATION	PRESENT EMPLOYER

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

51. FORMER SPOUSE

NAME OF FORMER SPOUSE *(Last or maiden name, first name, middle name)*		DATE AND PLACE OF MARRIAGE
NONE		
DATE OF BIRTH	PLACE OF BIRTH *(City, State and Country)*	
☐ LIVING ☐ DECEASED	DATE OF DIVORCE OR DEATH	PLACE

52. CHILDREN

SEX	NAME	AGE	FULL ADDRESS	OCCUPATION
	None			

53. DEPENDENTS

SEX	NAME	RELATIONSHIP	AGE	DEGREE OF DEPENDENCY
	None			

54. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR CONVICTED FOR ANY VIOLATION OF LAW, OTHER THAN A MINOR TRAFFIC VIOLATION ☐ YES ☒ NO IF SO, STATE THE NAME AND PLACE OF COURT, NATURE OF OFFENSE, DATE, AND DISPOSITION OF CASE

55. ARE THERE ANY UNFAVORABLE INCIDENTS IN YOUR LIFE NOT MENTIONED ABOVE WHICH YOU BELIEVE MAY REFLECT UPON YOUR LOYALTY TO THE U.S. GOVERNMENT OR UPON YOUR ABILITY TO PERFORM THE DUTIES WHICH YOU WILL BE CALLED UPON TO UNDERTAKE ☐ YES ☒ NO IF SO, DESCRIBE. *(If additional space is necessary, use Remarks.)*

56. NOTIFY IN CASE OF EMERGENCY *(Give name, relationship, and address)*
Mr. + Mrs. F. G. Dennis, Parents, 2400 S. Greenbay Rd. Highland Pk, Ill.

I CERTIFY THAT THE FOREGOING ANSWERS ARE TRUE, CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF AND IN SIGNING THIS CERTIFICATE I DO SO WITH THE UNDERSTANDING THAT THE VERACITY OF ALL STATEMENTS MADE HEREIN WILL BE INVESTIGATED AND IF FOUND INCORRECT, INCOMPLETE OR MISLEADING IN ANY PARTICULAR I MAY BE RELIEVED OF MY ASSIGNMENT AND SUCH OTHER DISCIPLINARY ACTION TAKEN AS MAY BE APPROPRIATE.

20 August 1948 — DATE

Ruth E. Dennis — SIGNATURE

Gale Mackey — WITNESS

Standard Form No. 1135
Form prescribed by
Comptroller General, U. S.
June 28, 1946
General Regulations No. 102

TIME AND ATTENDANCE REPORT

A—Annual Leave
S—Sick Leave
O—Other Leave With Pay
W—Leave Without Pay

SUS—Suspension
AWL—Absence Without Leave
C—Compensatory Leave Taken
CT—Compensatory Time Worked

TS—Travel Status
HW—Holiday Work
ND—Night Differential Time
OT—Overtime Worked

NOTE.—Above code to be placed on second line of each daily block, below the hours on first line of same block, followed by employee's initials on third line.

Agency	Reporting Unit	Block	Tour of Duty	Pay Period No.
Hq Eighth Army, APO 343	Oita Mil Govt Team	APO 24 Unit 2	Mon Tues Thurs Fri 8 hrs, Wed Sat 4 hrs	23 Jan to 5 Feb 49 Thru

	Name of Employee	First Week							Second Week							Hours in Pay Status				Comp. Time Wkd.	Time Absent				
		23 Sun.	24 Mon.	25 Tue.	26 Wed.	27 Thu.	28 Fri.	29 Sat.	30 Sun.	31 Mon.	1 Tue.	2 Wed.	3 Thu.	4 Fri.	5 Sat.	Kind	1st Week	2d Week	Pay Period Total		Ann.	Sick*	LWOP	Comp.	Other
1	Frazee, Jasper D. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
2	Kessler, Jr. William C. BQ 1	DO 10 OT	8 6 OT	8	4	8	8	4	DO	8	8S WCK	4	8	8	4	Base	40 16 OT	32 8S	72 16 OT 8 S			8			
3	Lain, Phyllis J. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
4	Neary, Robert V. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
5	McNeely, Samuel S. BQ 1						On Leave in ZI									Base									
6																Base									
7																Base									
8																Base									
9																Base									
10																Base									
11																Base									
12																Base									
	Totals																176	160	336	0	0	8	0	0	0

REMARKS

*I certify that this absence was due to illness which incapacitated me for duty

Certified correct: [signature]
LUTHER G. JONES, JR, Capt, TC
(Supervisor or timekeeper)

Oita 1
(Telephone)

0186—FEC PRINTING PLANT—11/47—35 M

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

OITA MILITARY GOVERNMENT TEAM
APO 24 UNIT 2

31 January 1949

SUBJECT: Accumulated Over-time for Official Business

TO : Commanding Officer, Oita Mil Govt Team, APO 24 Unit 2

Overtime accumulated on 22nd, 23rd January 1949 during election program was 16 hours. For Saturday 22nd January 6 hours and Sunday 23rd January 10 hrs.

William C. Kessler Jr.
William C. Kessler Jr. DAC

CO

this can be handled by giving him 2 days off this week if you desire.

LDJ

Overtime

Overtime approved by Lt Col WB Goodrich

16 hours.

LDJ

H 12

DECLASSIFIED E.O. 12065 SECTION 3-402/NMDG NO. 170013

INITIAL
1 Copies Rec'd
Forward to:
C.C. | L&G.
C.I.
LAB.O.
C.E. | DET.C.
P.H.
P.W.
Ec.
FILE
230

KYUSHU MILITARY GOVERNMENT REGION
HEADQUARTERS AND HEADQUARTERS DETACHMENT
Fukuoka, Kyushu, Japan

BLE/ky

APO 24 Unit 5
4 February 1949

SUBJECT: Application for Foreign National Employment

TO : Commanding Officer, Fukuoka Mil Govt Team, APO 24-5
Commanding Officer, Saga Mil Govt Team, APO 929
Commanding Officer, Nagasaki Mil Govt Team, APO 929
Commanding Officer, Kumamoto Mil Govt Team, APO 24-1
Commanding Officer, Kagoshima Mil Govt Team, APO 970
Commanding Officer, Oita Mil Govt Team, APO 24-2
Commanding Officer, Miyazaki Mil Govt Team, APO 24-2

1. In compliance with current directives the following is a list of forms and correspondence necessary when initiating application for Foreign National employment. The number of copies indicated is the number that should come forward to this headquarters.

Standard Form 57 (Application for Fed Employment)	1
WD Form 74 (Position Description)	6
WD Form 63 (Physical Examination)	1
WD Form 79 or 643A (Personal History Statement) (With photographs attached)	4
FEC AGO Form 84 (Request for Subsistance)	4
Organizational Chart	1

2. In addition to the above, evidence of local security check if applicant is a citizen, or complete security check if applicant is not a citizen of the United States will accompany these papers.

BY ORDER OF COLONEL HILTON:

Charles L. Bachtel

CHARLES L. BACHTEL
1st Lt SIG C
Adjutant

11

Standard Form No. 1135
Form prescribed by
Comptroller General, U. S.
June 28, 1946
General Regulations No. 102

TIME AND ATTENDANCE REPORT

A—Annual Leave
S—Sick Leave
O—Other Leave With Pay
W—Leave Without Pay
SUS—Suspension
AWL—Absence Without Leave
C—Compensatory Leave Taken
CT—Compensatory Time Worked
TS—Travel Status
HW—Holiday Work
ND—Night Differential Time
OT—Overtime Worked

NOTE.—Above code to be placed on second line of each daily block, below the hours on first line of same block, followed by employee's initials on third line.

Agency: Hq Eighth Army, APO 343
Reporting Unit: Oita Mil Govt Team
Block: APO 24 Unit 2
Tour of Duty: Mon Tues Thurs Fri 8 hrs, Wed Sat 4 hrs
Pay Period No.: 23 Jan to 5 Feb 1949

	Name of Employee	First Week 23 Sun.	24 Mon.	25 Tue.	26 Wed.	27 Thu.	28 Fri.	29 Sat.	Second Week 30 Sun.	31 Mon.	1 Tue.	2 Wed.	3 Thu.	4 Fri.	5 Sat.	Hours in Pay Status: Kind	1st Week	2d Week	Pay Period Total	Comp. Time Wkd.	Time Absent: Ann.	Sick*	LWOP	Comp.	Other
1	DENNIS, Ruth E.	DO	8	8	4	8	8	4	DO			4	8	8	4	Base	40	24	64						
										8 W	8 W							16	W16W				16		
	BOQ 1																								
2																Base									
3																Base									
4																Base									
5																Base									
6																Base									
7																Base									
8																Base									
9																Base									
10																Base									
11																Base									
12																Base									
																TOTALS	40	40	80				16		

REMARKS Subject employee terminating contract as of 5 Feb 1949.

Certified correct: GBG
GUINN B. GOODRICH, Lt Col, INF (Supervisor or timekeeper)
Oita 6 (Telephone)

*I certify that this absence was due to illness which incapacitated me for duty

0186—FEC PRINTING PLANT—11/47—35 M

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

C O P Y

9A-2

CIVILIAN PERSONNEL SECTION
HEADQUARTERS EIGHTH ARMY
APO 343

AGCPH - 248

27 January 1949
Date

Subject: Transmittal of Checks

TO : Commanding Officer
Oita MG Tm

1. Forwarded herewith are checks covering payment of civilian employees for pay period ending 8 January 1949.

2. Request all inclosures be withdrawn and receipt acknowledged by indorsement hereon.

/s/ Marie H. Stanton REM
/t/ MARIE H. STANTON
Certifying Officer

2 Incls
Incl 1. Trans. sheet
Incl 2. Cks 21,364 to 21,366 and 21,362

1st Ind

R.J.J. RED.
RVM. WCK.

OITA MILITARY GOVERNMENT TEAM, APO 24 Unit 2

1 February 1949
Date

To: Civilian Personnel Section, Hqs. 8th Army, APO 343

Receipt acknowledged

FOR THE COMMANDING OFFICER:

LUTHER G. JONES, JR, Capt, TC
Name & Rank

Incls w/drawn

C O P Y
9

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775015

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		FILE. 230 civ

3 Mr McNeeley

OTA

DECLASSIFIED E.O. 12065 SECTION 3-402/NMDG NO. 170013

1159

HEADQUARTERS EIGHTH ARMY
Military Government Section
APO 343

SUBJECT: Notice of Official Efficiency Rating - McNeely, Samuel S., Jr.

THRU : Commanding Officer, Kinki Mil Govt Region, APO 301

TO : Commanding Officer, Oita Mil Govt Team, APO 24 Unit 2

Enclosed herewith (is) (~~are~~) Standard Form 51, Notice of Official Efficiency rating, for your information and distribution to the individual (~~s~~) concerned.

Richard A. Anderson
RICHARD A. ANDERSON
Chairman
Eff Rating Committee

1 - Incl: SF No. 51

AG 230.34 - BA 1st Ind JPM/mlk

JAN 14 1949

Hq I Corps, APO 301

TO: CO, Kyushu Mil Govt Region, APO 929

1 Incl:
n/c

2nd Ind BLE/ble

KYUSHU MIL GOVT REGION, HQ & HQ DET, APO 929, 17 January 49

TO: Commanding Officer, Oita Mil Govt Team, APO 24 - 2

C.L.B.
C.L.B.

1 Incl:
n/c

04775

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 770013

Name Lain, Phyllis J. Date 24 Jan 49
(Print or type—Last, First, Middle Initial)

Organizational unit Oita Mil Government Team

TYPE of LEAVE
☐ Annual ☒ Sick* ☐ Other (Specify)
☐ Without pay ☐ Compensatory

No. of hours 24 to begin 19 Jan 49 (Month, date, time) {a.m. ~~p.m.~~ To end 22 Jan 49 a.m. ~~p.m.~~

NOTE:—Annual leave authorized in excess of that to your credit will be charged to leave without pay.

* I certify that this absence was due to ☒ illness which incapacitated me for duty;

☐ medical, dental, or optical treatment by .....
(Name of practitioner)

(If absence was in excess of 3 days, obtain medical certificate or state, under "Remarks," why certificate was not obtained.)

Luther L. Jones Capt TC — Phyllis J. Lain
(Approving officer) (Signature of employee)

S. F. NO. 71 (CSC)
October 1944

APPLICATION FOR LEAVE

Form approved.
Budget Bureau No. 50-R022.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 770013

CERTIFICATE OF PHYSICIAN OR PRACTITIONER

I CERTIFY that Phyllis J. Lain was under my professional care from 19 January (Month and day), 19 49, thru 22 January (Month and day), 19 49

24 Jan 49 (Date)

Edwin C Hedrick (Signature)

CoD 24th Med Bn APO 24 (Address)

REMARKS:

0498—FEC Printing Plant—2/48—75M

DECLASSIFIED E.O. 12065 SECTION 3-402/NMDG NO. 170013

Name Dennis, Ruth E. Date 17 Jan 49
(Print or type Last, First, Middle Initial)

Organizational unit Oita M G Team

TYPE of LEAVE
- ☐ Annual
- ☒ Sick*
- ☐ Other (Specify)
- ☐ Without pay
- ☐ Compensatory

No. of hours 16 to begin 1300, 13 Jan ~~a.m.~~ p.m. To end 1200, 15 Jan ~~a.m.~~ p.m.
(Month, date, time)

NOTE: Annual leave authorized in excess of that to your credit will be charged to leave without pay.

* I certify that this absence was due to ☒ illness which incapacitated me for duty;

☐ medical, dental, or optical treatment by
(Name of practitioner)

(If absence was in excess of 3 days, obtain medical certificate or state, under "Remarks," why certificate was not obtained.)

Arthur G. Jones Jr. Capt MC — Ruth E. Dennis
(Approving officer) (Signature of employee)

S.F. NO. 71 (CSC)
October 1944

APPLICATION FOR LEAVE

Form approved.
Budget Bureau No. 50-R022.

DECLASSIFIED E.O. 12065 SECTION 3-402/NMDG NO. 170019

CERTIFICATE OF PHYSICIAN OR PRACTITIONER

I CERTIFY that ..... **was under my professional care from** ..... **, 19** ..... **, thru** ..... **, 19** .....
(Month and day) **(Month and day)**

....
(Date) **(Signature)**

....
(Address)

REMARKS:

0498—FEC Printing Plant—2/48—75M

Standard Form No. 1135
Form prescribed by
Comptroller General, U. S.
June 28, 1948
General Regulations No. 102

TIME AND ATTENDANCE REPORT

A—Annual Leave
S—Sick Leave
O—Other Leave With Pay
W—Leave Without Pay
SUS—Suspension
AWL—Absence Without Leave
C—Compensatory Leave Taken
CT—Compensatory Time Worked
TS—Travel Status
HW—Holiday Work
ND—Night Differential Time
OT—Overtime Worked

NOTE.—Above code to be placed on second line of each daily block, below the hours on first line of same block, followed by employee's initials on third line.

Agency	Reporting Unit	Block	Tour of Duty	Pay Period No.
Hq Eighth Army, APO 343	Oita Mil Govt Team	APO 24 Unit 2	Mon Tues Thurs Fri 8 hrs, Wed Sat 4 hrs	Thru 9 Jan 49 to 22 Jan 49

	NAME OF EMPLOYEE	FIRST WEEK							SECOND WEEK							HOURS IN PAY STATUS				COMP. TIME WKD.	TIME ABSENT				
		9 SUN.	10 MON.	11 TUE.	12 WED.	13 THU.	14 FRI.	15 SAT.	16 SUN.	17 MON.	18 TUE.	19 WED.	20 THU.	21 FRI.	22 SAT.	KIND	1ST WEEK	2D WEEK	PAY PERIOD TOTAL		ANN.	SICK*	LWOP	COMP.	OTHER
1	Dennis, Ruth E.	DO	8	8	4	4			DO	8	8	4	8	8	4	Base	24	40	64						
	BQ 1					4S	8S	4S									16S		16S			16			
						RED	RED	RED																	
2	Frazee, Jasper D. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
3	Kessler, Jr. William C. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
4	Lain, Phyllis J.	DO	8	8	4	8	8	4	DO	8	8					Base	40	16	56						
	BQ 1											4S	8S	8S	4S			24S	24S			24			
												PJL	PJL	PJL	PJL										
5	McNeely, Samuel S. BQ 1						On Leave in ZI									Base									
6	Neary, Robert V. BQ 1	DO	8	8	4	8	8	4	DO	8	8	4	8	8	4	Base	40	40	80						
7																Base									
8																Base									
9																Base									
10																Base									
11																Base									
12																Base									
																TOTALS	200	200	400	0	0	40	0	0	0

REMARKS

*I certify that this absence was due to illness which incapacitated me for duty

Certified correct: Luther G. Jones Jr.
LUTHER G. JONES, JR. Capt. TC
(Supervisor or timekeeper)

Oita 1
(Telephone)

0186 – FEC PRINTING PLANT – 11/47 – 55 M

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO.

File in Pers.

BASIC: Ltr, Hqs Eighth Army, APO 343, subj: "Screening of Department of the Army Civilian Personnel," dtd 30 Dec 48.

1st Ind BLE/te

KYUSHU MIL GOVT REGION, HQ & HQ DET, APO 929, 17 January 1949

TO: Commanding Officer, Oita Mil Govt Team, APO 24 Unit 2

For compliance and return to this headquarters.

BY ORDER OF COLONEL HILTON:

Charles L. Bachtel

CHARLES L. BACHTEL
1st Lt SIG C
Adjutant

DECLASSIFIED E.O. 12065 SECTION 3-402/NMDG NO. 170019

BASIC: Ltr, Hqs Eighth Army, APO 343, subj: "Screening of Department of the Army Civilian Personnel," dtd 30 Dec 48.

1st Ind BLE/te

KYUSHU MIL GOVT REGION, HQ & HQ DET, APO 929, 17 January 1949

TO: Commanding Officer, Oita Mil Govt Team, APO 24 Unit 2

For compliance and return to this headquarters.

BY ORDER OF COLONEL HILTON:

CHARLES L. BACHTEL
1st Lt SIG C
Adjutant

1 Incl:
1. Ltr, Hqs 8th Army, subj: "Screening of Department of the Army Civilian Personnel".

DECLASSIFIED E.O. 12065 SECTION 3-402/NMDG NO. 170013

File

COPY

CIVILIAN PERSONNEL SECTION
HEADQUARTERS EIGHTH ARMY
APO 343

9A-1

AGCPH - 248

15 January 1949
Date

Subject: Transmittal of Checks

To : Commanding Officer
Oita MG Team

1. Forwarded herewith are checks covering payment of civilian employees for pay period ending 25 December 1948.

2. Request all inclosures be withdrawn and receipt acknowledged by indorsement hereon.

RD RWN Bd L.

/s/ Marie H. Stanton
/t/ MARIE H. STANTON
Certifying Officer

2 Incls
Incl 1. Trans. sheet
Incl 2. Cks 18,971 to ------- and
18,973 to 18,975

1st Ind

OITA MILITARY GOVERNMENT TEAM, APO 24 Unit 2

20 January 1949

TO: Civilian Personnel Section, Hq 8th Army, APO 343

Receipt acknowledged.

FOR THE COMMANDING OFFICER:

LUTHER G. JONES, JR.
Captain, TC
Adjutant

COPY

5

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775015

File 2/30 CS

BASIC: Ltr fr Mr Samuel S. McNeely, Jr, subject: Accompaniment of Dependent Child to Japan, dated 4 January 1949.

1st Ind LGJ/tk

OITA MILITARY GOVERNMENT TEAM, APO 24 Unit 2, 17 January 1949

THRU: Commanding Officer, Kyushu Mil Govt Region, APO 929

TO : Commanding General, Eighth Army, APO 343

1. Recommend favorable consideration. Adequate quarters are available within this unit and no dependent housing will be required.

2. Mr. McNeely did an outstanding job as Civil Education Officer of this team for a period of fourteen months.

3. It appears that Mr McNeely's return to this theater is contingent upon the possibility of his son accompanying him. Since he is already thoroughly familiar with the educational problems within this prefecture it is the opinion of the undersigned that the government service will definitely benefit by making provision for the travel requested.

GUINN B. GOODRICH
Lt Col, INF
Commanding

DECLASSIFIED E.O. 12065 SECTION 3-402/NMDG NO. 170019

COPY

959 Taft Place
New Orleans, Louisiana
4 January 1949

SUBJECT: Accompaniment of Dependent Child to Japan

TO : Commanding Officer
Oita Military Government Team
APO 24 Unit 2

1. Request authorization to take my dependent son Samuel S. III to Japan on return after current renewal leave and for him to reside with me under conditions deemed most convenient to your headquarters.

2. The reason for this request is that the illness of the child's mother places him completely in my charge.

3. Request that reply be expedited if possible before the expiration of forty-five days' leave which began 21 December 1948.

/s/ Samuel S. McNeely, Jr.
/t/ Samuel S. McNeely, Jr.
Civil Education Officer

COPY

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 770019

Oita Military Government Team
APO 24 Unit 2

11 January 1949

SUBJECT: Request for Leave W/O Pay

THRU : Commanding Officer, Kyushu Mil Govt Region, APO 929

TO : Commanding General, Eighth Army, APO 343
Attn: Civilian Personnel Section

Request 30 days L.W.O.P. status effective 10 February 1949 with permission to seek employment elsewhere.

Ruth E. Dennis
RUTH E. DENNIS
CAP-7, DAC

1st Ind GBG/rs

OITA MILITARY GOVERNMENT TEAM, APO 24 Unit 2, 11 January 1949

TO: Commanding Officer, Kyushu Mil Govt Region, APO 929

1. Recommend approval.

2. Mr Samuel S. McNeely, CAP-10, Chief of Civil Education Section, is presently on leave in the ZI and is expected to return about 1 March 1949.

GUINN B. GOODRICH
Lt Col, INF
Commanding