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KANTO CIVIL AFFAIRS REGION
PUBLIC WELFARE SECTION
APO 500

RWS/ml

1 March 1951

MEMORANDUM FOR: Record

SUBJECT: Public Assistance Administration of Tokyo-To

1. Mr. Isomura, chief of the Tokyo City Welfare Bureau, visited the office on 10 February to report on the following situation: The chief of Ota Ward, acting as spokesman for all ward chiefs, met with the vice governor of Tokyo concerning future action to be taken by the wards in administration of public welfare programs. Specifically, the ward chiefs asked that a letter of recommendations from Kanto Civil Affairs Region ^(Ref.) concerning revisions of administration practices in Tokyo-To, be disregarded. The ward chiefs contended that since Mr. Dulles was in Japan and that a peace treaty will undoubtedly be accomplished very soon, there is no reason that the letter of recommendations sent out by KaCAR should be put into effect. The ward chiefs proposed that the recommendations of the Tokyo-To - Ward Activity Adjustment Council be followed. It was reported that the vice governor informed the ward chiefs that their request will have to be discussed with the chief of the KaCAR. The ward chiefs are to meet with the governor, vice governor, and the chief of the Public Welfare Bureau later this month to discuss this matter. Following this meeting, the ward chiefs are going to request a conference with the chief of KaCAR.

2. It was reported that the proposed Social Work Fundamentals Law, as presently interpreted in local government circles, will not solve the problem of public welfare administration and the disagreement between the wards and the to in establishing welfare security offices. It is felt that the Law, in its present draft form, will still make possible the interpretation of the Law whereby the special wards, for public welfare administration purposes, would have the same status as cities.

3. The Protection Division of the Tokyo-To Welfare Bureau has conducted a preliminary investigation concerning reports that certain wards in Tokyo-To granted assistance under the DSL on a group basis. It is reported that in Setagaya Ward, the ward chief called in to conference the chiefs of Minsei-jimushos and Minsei-kans during the last week of December. At this conference, the ward chief informed the welfare personnel that public assistance was to be granted to day laborers within the ward on a group basis. He established a maximum of ¥1,000 for each family, the grant to be paid before or immediately after January 1. Daily Life Security funds were used to pay grants to the various day laborers. The ward chief indicated that individual applications would not be necessary and that investigations as to eligibility could be made later. The ward chief indicated that this action was justified, as he felt the financial situation of the day laborers was "an emergency."

ROBERT W. STEMPLE, Chief
Public Welfare Section

PUBLIC WELFARE SECTION
KANTO CIVIL AFFAIRS REGION
APO 500

GH/es

KPW FR Tokyo PA (25 & 26 Jan 51)

31 January 1951

MEMORANDUM FOR: Chief of Public Welfare Section

SUBJECT: Visits to Minsei-iin Jimusho in Tokyo-To

1. Visits were made 25 and 26 January by Hoshino and Muramatsu to the Ogikubo Minsei-iin Jimusho in Suginami Ward and to the Kanda Minsei Kan in Chiyoda Ward of Tokyo and followed up by visit to latter office 31 January. Officials conferred with included Mr. Shimada, chief of the Ogikubo Jimusho and Mr. Okuda, chief of Kanda Minsei Kan. Mr. Momata, chief of Guidance Division accompanied undersigned to the former Jimusho and Mr. Arima of the same division, to the Kanda Office. Purpose of the visits was to ascertain progress within Tokyo on development of paid workers, rationalization of the organization with emphasis upon the extent of authority possessed by the To Welfare Bureau, and to explore general affairs methods in preparation for a concerted effort to improve clerical statistical procedures to relieve case workers of administrative work.

2. Ogikubo Jimusho had been visited previously by the undersigned in company with Mr. Artigues former welfare officer in March 1950. At that time, it reflected an extremely low level of development, a completely Minsei-iin dominated and operated program, inefficient in respect to utilization of personnel, too small to be efficient. It could be likened to some town and village operations, which would seem unlikely in the biggest city and capital of Japan. A further division of the case load and establishment of another Minsei-iin Jimusho was projected and subsequently carried out, even though the one jimusho was already too small. Basically, the conditions existent at that time, and uncorrected on the second visit, were due to the inability of the To Welfare Bureau to directly supervise the operating offices which were responsible to the ward chiefs. A second factor is the concept of what constituted services and the paternalistic attitude of officials toward recipients resulting in pattern of a multitude of small operating offices. An attempt was made to secure some idea of why Tokyo-To, in direct contrast with the movement in the five big cities and the medium-sized cities toward consolidation into fewer larger operating units, had proceeded to establish even more offices.

3. Ogikubo office for instance, has a case load of only 220 families, yet has a staff of seven; three case workers, three clerks, and the chief. The chief was not able to state why another office had been established, but readily assented to the suggestion that it might have been done for the convenience of the clients. On the other hand when asked what he considered to be a dividing line as to convenience and inconvenience, said anything

KPW FR Tokyo PA (25 & 26 Jan 51)

SUBJECT: Visits to Minsei-iin Jimusho in Tokyo-To

31 Jan 51

over one hour would begin to be inconvenient. Within the whole Suginami ward area, however, he admitted that the farthest family in terms of travel time to a single office in the ward area would be forty minutes. Mr. Shimada stated that he commuted daily to work an hour and a half. He could not answer as to why he thought little of commuting an hour and a half daily, yet on the other hand thought it inconvenient for a client to have to travel more than one hour just once to apply for assistance, and subsequently to come in only once a month to pick up his grant. This seems to be reflective of the present concept of public assistance, the paternalistic father-child relationship officials hold toward recipients and may explain such attempts to justify the Minsei-iin system and the large number of small offices "because it is necessary for the Minsei-iin or worker to be close to the families in the area, to be well informed of his district and people," the reluctance to adopt a system of payment by check because "they do not know how to cash a check, and they will lose the checks, etc".

4. The inefficiency is indicated by the 30 to 1 ratio of cases to personnel at the Ogikubo Jimusho. Using the same 70 cases per case worker standard, a single Anteisho could be set up in Suginami Ward to handle the 2,000 cases, and using Mr. Shimada's own figures as to overhead personnel, the ratio could be raised to over 45 per official. In addition, there would be far less expense for facilities and services should improve through closer supervision.

5. In short, the Ogikubo office, as presently organized, could be rejected as completely hopeless of improvement of either efficiency or service.

6. The Kanda Minsei-iin Anteisho has received considerable attention from civil affairs since its designation as a pilot office though it similarly is too small for efficient utilization of personnel. It operates almost entirely independent of ward and To supervision. For this reason, it seems that much of what has been developed in the office through civil affairs has not been adopted in other offices. The To is too separated by the many breaks in the line of authority to be in close enough contact with the office and, at the same time, does not have sufficient authority over the other offices to set down methods of operation developed at Kanda. Its manual, which fortunately is often referred to, is more informative than directive.

7. Presently, there are the Kanda Minsei Kan, the Kojimachi Minsei-Jimusho which operates under the supervision of the Kojimachi branch ward office, welfare section and the Chiyoda ward welfare section. There are, therefore, four distinct offices, where one would be entirely sufficient in Chiyoda Ward. Since there are only slightly over 500 relief families in the entire ward, there would be some doubt as to whether more than one ward might be integrated into a single office, but since the chief had been obviously instructed by the ward chief not to express his opinions and the presence of a To official, the discussions were confined to the ward area.

KPW FR Tokyo PA (25 & 26 Jan 51)

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31 Jan 51

Present personnel in the four offices and the Minsei-iin Jimushos is more than enough for an efficiently organized Anteisho and the savings in facilities would be considerable. Travel distance would not be over 20 minutes and indeed, would shorten travel distance for many. Mr. Okuda was informed of the developments in the medium-sized cities in regard to organization, particularly the plan of the three division, (general affairs, protection or case work, and social or group services). He thought the plan excellent and mentioned that it seemed better than the To's which had a separate children's division. This latter seems to be an effort on the part of the To children's section to maintain an distinct parallel children's organization with its own workers and line of supervision. Coordination of services and the quality of service to the client have been ignored. For this reason, it is strongly recommended that the separate children's section within the To Welfare Bureau be integrated into the Protection Section. The Jido Fukushi Shi in Kanda is stationed in the ward office, has little or nothing to do with the Kanda office, and his contacts are with the Jido-iin. The solution to this problem seems to be the removal of the Jido-iin from the child welfare program as they have been removed from the public assistance program, the removal of the Jido Fukushi Shi from the case work to the consultant role, and the placing of responsibility for case work services upon the paid worker in the Anteisho.

8. The To Welfare Bureau seems to be characterized by weaknesses both within the bureau itself among the sections, and by its inability to effectively deal with the operating offices in the wards and Jimushos. The split between the protections and children's sections is evident and Mr. Momata chief of the guidance division of the protection section readily agreed that an integration of children's services and adult services into a single section would help to eliminate this friction. The failure to centralize general affairs into a single unit has resulted in duplicate reporting and administrative functions. The greatest weakness however, is the inability of the To bureau to supervise the ward and jimusho offices. There would seem to be two possibilities toward improvement. In one, the To could influence or direct the wards to consolidate their present numerous operating offices into single units for each ward, following a general organizational plan set down by the To. Statistical data in our files indicates adequate personnel. This would still leave the welfare programs with the ward chiefs; still inherently weak. The other possibility is the complete removal of the welfare programs from the ward chiefs and the establishment of Anteishos or jimusho as part of the bureau and responsible to it. The weakness of the bureau is well reflected in the inability to accomplish the first possibility or to even make any headway whatever toward consolidation.

9. The problem of statistics was discussed with Mr. Okuda in view of the new reporting forms set down by the Ministry, and the expressed concern by other cities as to the proportion of time spent by case workers on clerical duties. The general practice found in other cities and in the Kanda office was that each case worker compiled statistics for his own case load which were then forwarded to the general affairs division for tabulation.

KPW FR Tokyo PA (25 & 26 Jan 51)

SUBJECT: Visits to Minsei-iin Jimusho in Tokyo-To

31 Jan 51

The general affairs therefore, was not assuming its rightful function, that of a statistical service to the operating divisions. In effect, the protection and social divisions were working for the general affairs division by supplying statistics to it rather than vice versa. Mr. Okuda stated that case workers were often overburdened during report periods. The other disadvantages of this system are obvious, such as different interpretations of statistical requirements and instructions, the inability to spread the work of statistics compilation over a longer period with resultant overwork at one period and lack of work at another for clerks, the duplication of reports when reporting was not centralized. He had studied the new reports with his staff, but in the absence of any idea of other methods, had decided to continue with the old method. The Tokyo manual does not make mention of statistics, except in very general outline and the new report forms were sent down without instructions. A number of possible centralized statistical compilation methods including statistical cards and continuous posting on master charts were discussed. It was found that the case record had gone from the case worker through supervisor, division chief, office chief up to the ward chief and returned to the case worker. Then when statistics were needed, it was up to the case worker to supply them to the general affairs for tabulation. It was suggested that the case record be returned, after approval by the ward chief, to the general affairs statistical clerk who would extract statistical data required for reports and statistics on to a master chart. As changes, new cases, discontinued and others were received, the statistical clerk would post them as they came in, thereby keeping statistics current daily and ready for tabulation at the end of the month or as necessary without having to ask case workers for statistics. This in turn would necessitate that all case records be kept by the general affairs division. The case worker, then would be responsible only for maintaining the entries in the case record, and whatever was required in the way of daily diaries or summaries by the supervisor. Mr. Okuda agreed to work on the problem, was asked to designate one of his clerks as a statistical-report clerk and when his plans were worked out, to notify civil affairs.

10. On 31 January, on invitation by the Kanda office the office was again visited to review the plans worked out. The statistical clerk had worked out a master chart containing statistics required to make out one page of the new report. The chart listed the names of all families and statistical data was carried in a horizontal line opposite the name. Data would be posted by a single clerk from the case records as the changed, new, or discontinued case records were routed in by the case worker. Mr. Kurabayashi found that while this was theoretically possible, the new forms required much more information than the old ones and a horizontal column giving all the required data on each case would be too long to workable and if the chart was broken down into single pages, it would again make duplication. He therefore had decided upon a statistical card method which interestingly is identical in principle to a punch card tabulating machine.

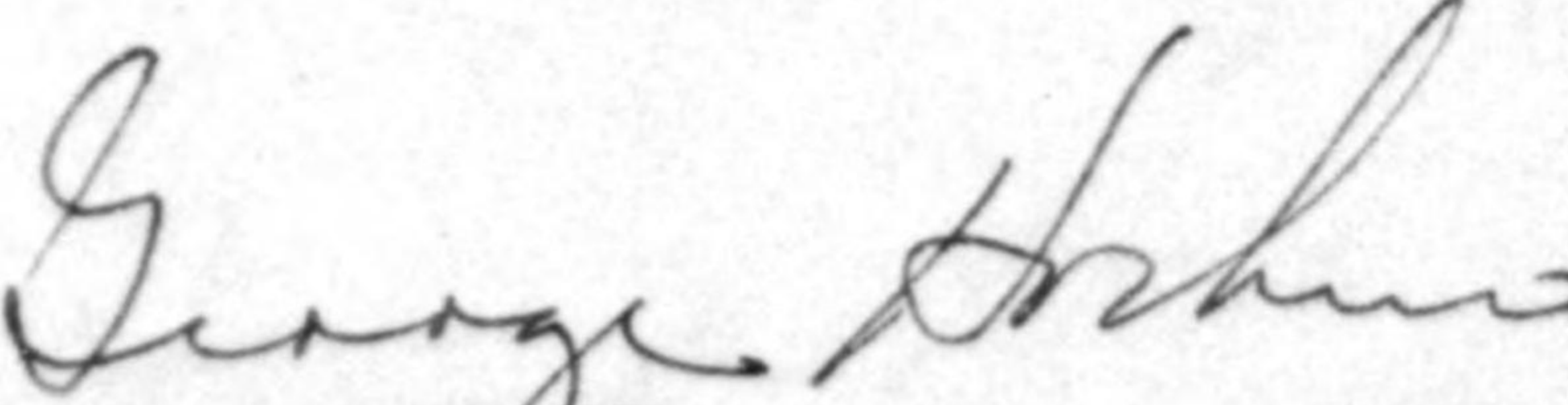
KPW FR Tokyo PA (25 & 26 Jan 51)
SUBJECT: Visits to Minsei-iin Jimusho in Tokyc-To

31 Jan 51

The card he had devised contains all the information required in the new forms and any other reports required by the To. It requires that the clerk make out a card for each case from the data in the case record and posting as the case record is changed by the case worker. However, this is a purely a clerical process that can be done by a clerk rather than the case worker and is not too time consuming. Once the cards are set up, it will be necessary only to make out new cards for new cases and to post changes, which are not too numerous. At the beginning of each month, all cards will be in a single box. As changes come in the cards will be posted and transferred to another box containing only those changed. At the end of the month, then the clerk will merely have to tabulate the changes and add or subtract from the figures at the first of the month for the final statistics. Since the system he had worked out seems so similar to a machine-operated statistical method, he was encouraged to visit the Ministry statistical unit and see some of these machines in operation. This will now relieve the Kanda case workers from all statistical work.

11. In answer to a question as to whether these were the only reports required he displayed a second set required by the To accounts division of the welfare bureau. The statistics were the same, except that the accounts division form contained only account statistics and these statistics were extracted from the first report by the Kanda office. This again reflects the lack of coordination among the several sections of the bureau and the need for a centralized statistical report unit in the general affairs section. The chief agreed that two possibilities were available; one the one report could go to a single statistical unit and after tabulation for the entire To, extracts could be made by the unit on to whatever form the several sections or divisions desired; or two or more copies could be prepared and send out, to be later divided among the concerned divisions. A discussion will be held by the undersigned with the To on the matter of duplicating reports, and the establishment of a centralized statistical unit.

12. Mr. Okuda agreed at the coming meeting 9 February of the 17 Kanto medium-sized cities in Urawa to describe his past methods and its weaknesses, and then to present his future plan together with samples of the new cards and a chart showing the flow of documents. The medium-sized cities have expressed concern on this point and this should assist them in setting up statistical procedures.


GEORGE HOSHINO
Welfare Advisor

PUBLIC WELFARE SECTION
KANTO CIVIL AFFAIRS REGION
APO 500

GH/rn

KPW FR Tokyo PA (19 Oct 50)

20 October 1950

MEMORANDUM FOR: Chief of Public Welfare Section

SUBJECT: Field trip to Musashino City, Tokyo-To, 19 Oct 50

1. Trip by Hoshino (DAC) and Muramatsu (JN) for purpose of following up review and recommendations made by Mrs. Kent 13 July 1950 and her memorandum of 20 July to Chief suggesting that their plans for reorganization be again reviewed. Accompanied by Mr. Momata, chief of Guidance Division of Protection Section, Tokyo-To Welfare Bureau. Conferred with Mr. Sakurai, vice mayor, and Mr. Murano, Section chief of Musashino City. Visit was approached with two objectives in mind: (1) to determine progress made by Musashino City itself in its plans to implement Sha Hatsu 72 and put in paid case workers, and (2) to assist officials in arriving at definite opinions as to what a sound administrative organization should be for a city of this size. Tokyo-To has three cities, (as distinguished from Metropolitan Tokyo composed of the 23 wards).
2. Considerable progress has been made in Musashino in effecting Mrs. Kent's recommendations which are taken up separately by paragraph. Par 2:c: See attached chart as contrasted with former organization. Par 3: There still is a trend to use the one investigator for all new applications, as the chief stated, because the other two case workers are inexperienced, but this should work itself out when all five workers are secured (the city presently has only 3 case workers, but the plans call for five and the city assembly has approved the budget for the plan as attached). The total staff when all additional persons are hired will be 19, as shown on the chart including: 1 section chief, 2 division chiefs (Social and Protection), 5 workers in the social division, 5 case workers, 1 interviewer, 1 receptionist, 4 general affairs clerks. Par 6: Chief states most of the applicants are now coming directly for the city hall though some still contact minsei-iiin who refers to city hall. Par 8: There seems to have been considerable improvement from past procedures and though these figures are only approximate and seemingly exaggerated, the chief states that about 50 persons call daily at the welfare office. Of these, he estimates that 20 are present recipients with business with the home visitor, 20 are inquiries, and 12 are applicants for public assistance of which some 70 percent are approved. No accurate records are kept, however, by the receptionist, although the new record forms provide such.
3. As to Mrs. Kent's recommendations:
 - a. That three divisions be established i.e. Protection, (case work with five case workers, one intake workers, and a supervisor), General Affairs, and Social Affairs, this has been done in part (See chart).

KFW FR Tokyo PA (19 Oct 50)

20 October 1950

SUBJECT: Field trip to Musashino City, Tokyo-To, 19 Oct 50

He has secured the budget and assembly approval for the five case workers. He has one intake worker which is shown with the general affairs but actually goes in with the case workers. The supervisor is the protection division chief. He has set up a general affairs division which includes the receptionist and the four general affairs clerks, but this is supervised by the protection division chief. The social affairs division has been established with four workers.

b. The Livelihood Consultation Center (the part time lawyer) no longer functions as a separate entity but, as recommended, serves as legal consultant to the section chief and the section staff as a whole.

c. Establishment of master index card files, case workers' control cards, and daily schedule, etc. Not gone into, but inasmuch as the To has prescribed entirely new uniform forms, this should eventually be attained. It is presumed that the To forms are designed to follow procedures as recommended by Mrs. Kent, Miss Wyckoff and others.

d. Filing cases in individual folders: The To has prescribed new case record forms, which follow this principle. A sample form was shown and looks good. The city as yet has not changed over to the new forms, but presumably will work them into the new cases.

4. Following discussion of progress on Mrs. Kent's recommendations, general principles for applications to all cities of this size were taken up, involving the city chief, and Momata. The principles discussed and decided upon were essentially those worked out with the medium-sized cities, as to organizational structure, personnel classifications, personnel standards, procedures, forms, etc. The chief stated that one of his biggest problems was that of office space, that he was so cramped for space, he couldn't locate his personnel even if he had them because there would be no place to sit. This also precludes his providing private interview space or any kind of proper working conditions at all. However, the city has plans for new offices, and the chief states that by about the first of the year, he should have adequate space. Since he does have some ideas as to what would be desirable in the way of offices, this should eventually take care of itself.

5. As to the function and assignment of welfare secretaries, the chief stated that he has national subsidy for only 1, but the To has authorized 8 which the city must pay for. Who would be the secretary was not definite, though what it probably will boil down to is that they will select one of the officials who will meet the requirements in order to qualify for the national subsidy. Otherwise the Law and its regulations seem to have little, if any, effect upon the city. The chief stated the chief problem is that most of his present workers do not meet the qualifications of the law. Mr. Momata felt that the Social Welfare Secretaries Law was one that was impossible of enforcement. Since the law states that the welfare secretaries will be charged with enforcement of the Daily Life Security Law, the Child

KPW FR Tokyo PA (19 Oct 50)

SUBJECT: Field trip to Musashino City, Tokyo-To, 19 Oct 50

20 October 1950

Welfare Law, and the Handicapped Law, the chief was asked if the personnel in the social division would also be secretaries. He stated no, though could not exactly explain except to say that the Ministry interpreted it to mean only case workers, interviewers, and supervisors, although, admittedly, all the people in the section except the four general affairs clerks and the receptionist would or could be involved in the three laws, and according to a broad interpretation could be called social welfare secretaries. The confusion and lack of clarity regarding function, status, etc., of the welfare secretaries, seems to be, similar to that in other areas, and seems to confirm, that the law is poorly written and implemented.

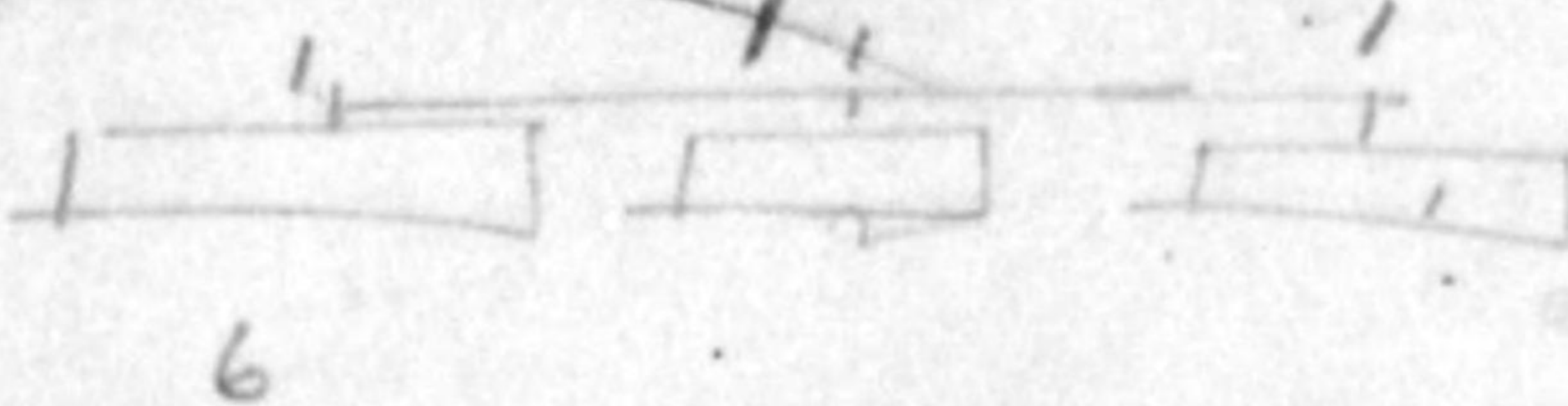
George Hoshino
GEORGE HOSHINO

*Vice Mayor
Sakurai
Musashino Sect
Chief*

PUBLIC WELFARE SECTION
KANTO CIVIL AFFAIRS REGION
APO 500

AHK/mm
Rec'd: 15 July 1950

15 July 1950



MEMORANDUM FOR: Chief of Public Welfare Section

SUBJECT: Administrative Review of Musashino City Welfare Department on 13 July 1950 - Tokyo-To

1. Participants:

- a. Annabelle H. Kent and R. Masumoto (JN) of KaCAR
- b. Mr. Momata, chief of Guidance Division
- c. Mr. Kageyama, Tokyo-To Welfare Bureau
- d. Mayor and Welfare Section Chief, division chiefs, and subordinate staff member of Musashino City.

2. General Data:

- a. Population: 73,644 persons
- b. DSL case load: 1,411 persons (1.9% of population) - 563 families.
- c. For chart of organization of the city office, welfare department and staff in welfare see inclosures 1, 2, and 3.

3. The organizational pattern in this city was found similar to that of other areas wherein there was lack of understanding on how to reorganize ~~with~~ in order to implement Hatsu Sha #72. On 1 May 1950 the city began accepting all applications at the Welfare Section. One staff member referred to as an investigator was in charge of the entire DSL case load and his main duty is to interview and investigate all new applications. As a result nearly all the staff help him at different times ~~with~~ ^{with} intake or making investigations.

*13
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1
6
See below
up - Review
of 19 Oct 50
by Sakurai
Sld*

4. There was found a ~~complete~~ lack of delegation of responsibility and a loss ^{of} ~~at~~ how to proceed to function under the revised DLSL without a considerable increase ~~on~~ the present staff of 13.

*in the part of
the officers*

5. During Community Chest and Red Cross drives approximately ten per cent of the time of five persons in the Welfare Section is taken up handling the business and clerical activities of these voluntary organizations.

6. About 70% of the applicants who came to the city office have been referred by the Minsei-iin. Either the Minsei-iin give them a note to the city or accompany the applicant to the city office.

*Monthly
direct to
city office*

7. Although the office keeps a list numbered chronologically on all applications, no master index file was set up. Cases are filed according to Minsei-iin districts.

8. Other than requiring that all applications be accepted at the city office and that cases not be ~~kept~~ held up for Minsei-iin's approval procedures are essentially the same as in the past.

9. Major Recommendations: Reorganization of Welfare Department so that it provides for:

a. ~~The~~ Three sections - namely, Protection (case work with five case workers, one intake worker and a supervisor), General Affairs and Social Affairs.

b. Dissolution of the Livelihood Consultation Center so that its functions are assigned the case workers. Assignment of the part-time attorney assigned this center to the Protection Section as a legal consultant to the case work staff and to clients.

okay

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get in
front.*

c. Establishment of master index card file, case worker's control cards and daily schedule ~~form~~ form (method of drawing this up and their use was explained).

d. Filing cases in individual folders.

Incls

ANNABELLE H. KENT

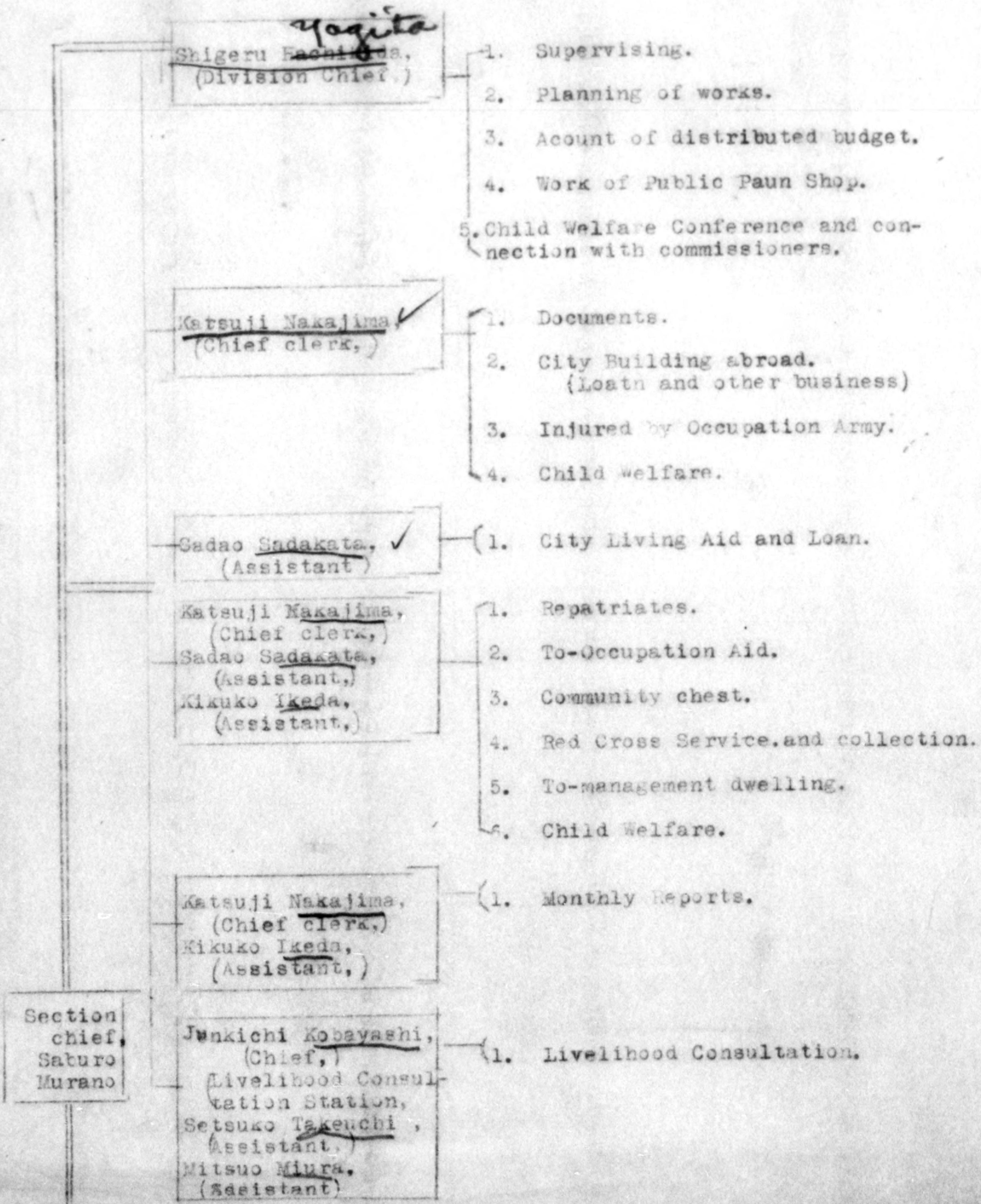
- 1. Chart of city org
- 2. " of welfare section
- 3. Staff in welfare section

1.

*effort of our holding down
down at my city and get more
room, He will get covered by someone
Has plan.*

Chyst. Moscow city July 50

Public Welfare Machinery
(~~Social Affairs Division~~)



April 2

Public Welfare Section (Protection Division)

Protection

Division Chief Hanroku Saito

- 1. Supervision of general affairs.
- 1. Accounts of distributed budget.
- 1. Connection between Welfare Commissioners and Committee.
- 1. N.A.S.A. goods distribution.

Chief Clerk Hiroshi Kimura.

- 1. Daily Life Security Law.
 - 1. Medical aid.
 - 1. Birth aid.
 - 1. Funeral Grant.
 - 1. Occupation aid.
 - 1. Education aid.
 - 1. Living House aid
 - 1. State and To allowance
 - 1. Request of advanced money.
- Open and close;
Adjust.

Clerk Shoji Iwasaki

- 1. Daily Life Security Law
 - 1. Medical aid
 - 1. Birth aid
 - 1. Funeral aid
 - 1. Occupation aid
 - 1. Education aid
 - 1. Living House aid
 - 1. Investigation of Liason work.
- Investigation of actual condition.

Clerk Kazuko Shimiya

- 1. Medical aid Book keeping medical
- 1. Birth aid ticket.

Clerk Kazuko Ishimura

- 1. Daily Life Security Law Book Keeping.

Clerk Hiroshi Kimura

Kazuko Shimiya

Kazuko Ishimura

- 1. Payment of all aids.
- 1. Making of monthly report about all aids.

Clerk Kazuko Shimiya

1. Medical aid Book keeping medical
1. Birth aid ticket.

Clerk Kazuko Ishimura

1. Daily Life Security Law Book Keeping.

Clerk Hiroshi Kimura

Kazuko Shimiya

Kazuko Ishimura

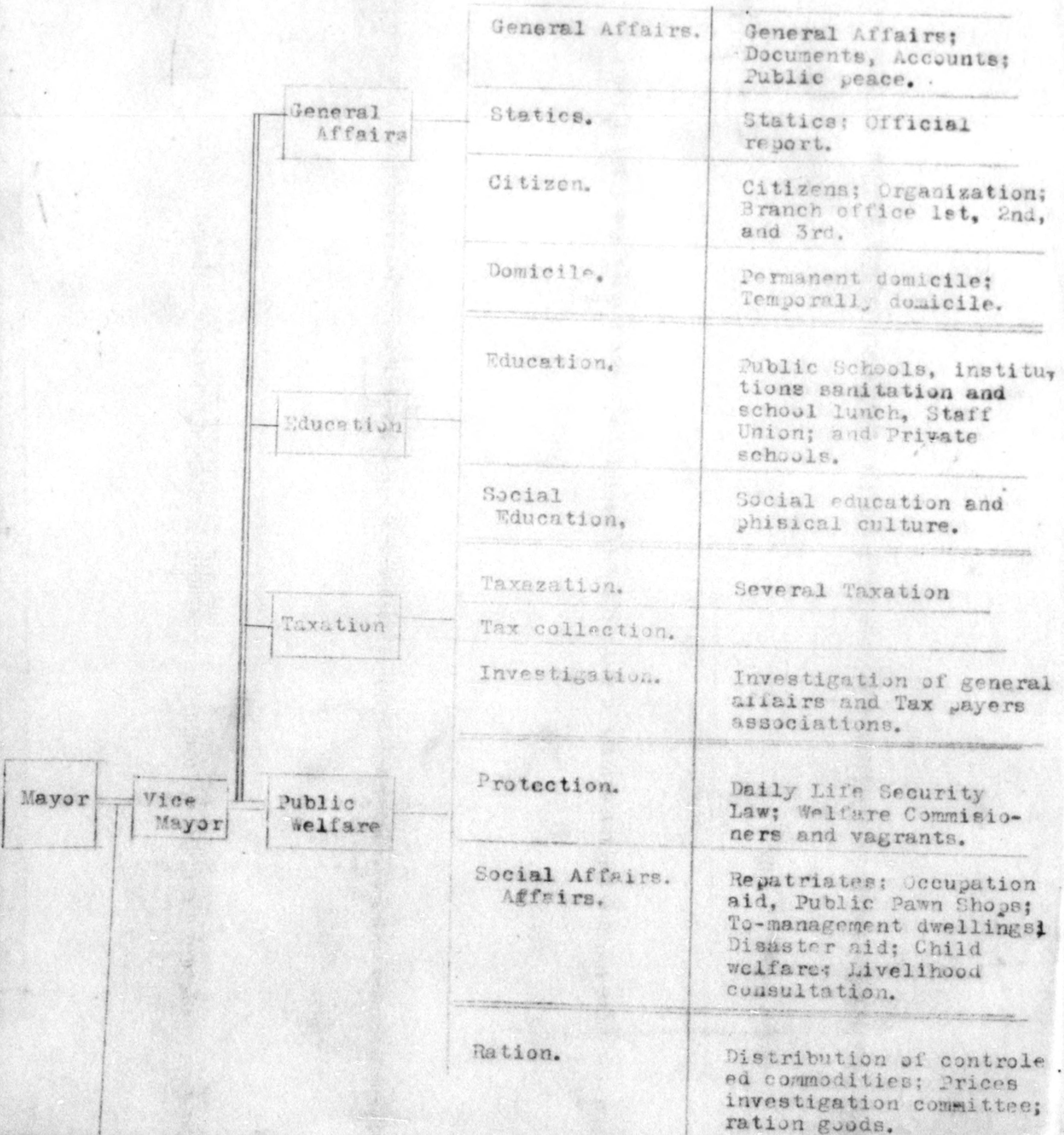
1. Payment of all aids.
1. Making of monthly report about all aids.

July 50

Chart of Organization

Musashino City ~~Government~~

Section. Division.



Revenue-officer	Economics	Agricultural Product.	Adjustment of farm land; Farm land Committee.
		Commerce and Industry.	Commerce and Industry Guilds, promotion; permission of trade; sight-seeing; Weights and Measures; and concerning business.
	Public Health.	Health Sanitation.	Public health and Prevention of disease.
		Scavengery.	Scavenging.
	Accounts.	Accounts.	Receiving and paying; Accounting; Supplies.
		General Affairs.	General affairs of the section.
		Civil Engineering.	Roads; bridges; Alume; City athretic grounds and Maintenance of sity buildings and their equipment.
	Public works	Building.	Supervice, planing and construction of city buildings and their supervision.
		Planning.	Investigation of To-and city planning work; Planning of water works and drainage and seiver works; rivers; parks and greens.

Mitsushima City - Staff

July 50

Name	age	Position	Salary	School career.	Experience in welfare work.
Saburo Murano	35.8	Section chief.	10.6 9,573	Mejiro Busenise school.	7 months
Zenkichi Kobayashi	50.9	Chief, consultation Station.	9.10 8,796	Yokohama College.	2 "
Hanroku Saito	42.0	Chief, Protection Div.	9.4 7,426	Koa Gakuin (Chinese language)	3 years 2 months (3 years in Education Sec.)
Shigeru Yagita	42.6	Chief, Social Affair Div.	8.10 7,638	Grammar School	2 years 11 months
Hiroshi Kimura	26.6	Chief clerk Protection Div.	6.10 5,760	Middle School	2 years 7 months
Katsuji Nakajima	25.0	Chief clerk, Social Affair Div.	6.8 5,444	Grammar School	2 years
Kazuko Shimiya	23.9	clerk	6.4 4,863	Girl Middle School	4 years 1 month
Shoji Iwasaki	23.4	clerk	5.8 4,344	Night School Student	1 year 3 months
Sadao Sadakata	40.8	Assistant	Daily 200.00 yen	Technical School	2 months
Kazuko Ishimura	20.2	"	4.1 3,134	Girl Middle School	11 months
Kikuko Noda	18.9	"	Daily 150.00 yen	Girl Middle School	2 Months
Setsuko Takeuchi	48.3	Hon official	monthly 5000.00	Girl Middle School	2 years
Mitsuo Miura	58.6	"	" 3,500.00	Nihon college (Law)	2 years 1 month

mul 3

Mitsubishi City - Staff

July 50

Name	Age	Position	Salary	School career.	Experience in welfare work.
Saburo Murano	35.8	Section chief.	10.6 9,573	Mejiro Buseniss school.	7 months
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Hanroku Saito	42.0	Chief, Protection Div.	9.4 7,426	Koa Gakuin (Chinese language)	3 years 2 months (3 years in Education Sec.)
Shigeru Yagita	42.6	Chief, Social Affair Div.	8.10 7,638	Grammar School	2 years 11 months
Hiroshi Kimura	26.6	Chief clerk Protection Div.	6.10 5,760	Middle School	2 years 7 months
Katsuji Nakajima	25.0	Chief clerk, Social Affair Div.	6.8 5,444	Grammar School	2 years
Kazuko Shimizu	23.9	clerk	6.4 4,863	Girl Middle School	4 years 1 month
Shoji Iwasaki	23.4	clerk	5.8 4,344	Night School Student	1 year 3 months
Sadao Sadakata	40.8	Assistant	Daily 200.00 yen	Technical School	2 months
Kazuko Ishimura	20.2	"	4.1 3,166	Girl Middle School	11 months
Kikuko Noda	18.9	"	Daily 150.00 yen	Girl Middle School	2 Months
Setsuko Takeuchi	48.3	Hon official	monthly 5000.00	Girl Middle School	2 years
Mitsuo Miura	55.6	"	" 3,500.00	Nihon college (Law)	2 years 1 month

mul 3

PUBLIC WELFARE SECTION
KANTO CIVIL AFFAIRS SECTION
APO 500

RJA:ml

27 May 1950

MEMO FOR: Record

SUBJECT: Conference Tokyo To Welfare Bureau

At 0840 hours 26 May 1950, conference between Roland J. Artigues, Welfare Officer, Mrs. T. Obana (JN), Adviser of KaCAR, and the following Japanese officials: Mr. Sekioka, Chief, Protection Section; Mr. Momata, Chief, Guidance Division; Mr. Imazumi, Protection Division; and Mr. Tsukamoto, Chief, Investigation Division, General Affairs Section, was held to review the revisions of forms that had been worked on by the bureau officials based upon the recent administrative reviews of local offices of Tokyo To.

Reception Record Form: This form has not yet been completed.

Master Index File Cards: This card system will be in effect in local offices in the 23 wards and the 3 cities, and a list arrangement form will be in effect in the towns and villages; this due to the comparatively small number of cases in towns and villages and the fact that if the bureau recommended a card system, the towns and villages would expect them to finance the cost. The information on the card will show the case number, family surname, husband's name, wife's first and maiden name, address, and case load district. There will also be the names of the members of the family, with birth date and relationship to head of the household. In addition, there are an adequate number of spaces to record dates of opening, withdrawal, rejection, suspension, re-instatement, and closing.

Case Register: This form will be in a bound book pre-numbered serially and will show family surname, husband's first name, wife's first and maiden name, address, and the name of the applicant himself. In connection with this form,

SUBJECT: Conference Tokyo To Welfare Bureau

27 May 1950

the question arose as to how far back the officials should go in posting family records on this form. It was pointed out that very early records prior to 1946 have practically no information in them and that the volume of records is so great that it was not felt worthwhile to enter every record. The decision was left to the bureau to develop this point.

At 1012 hours, a conference was held with the following persons: Mr. Miki, Welfare Bureau Director; Mr. Tsukamoto, Investigation Division Chief, General Affairs Section; Mr. Gomi, Investigation Division; Mr. Terashima, General Affairs Division; Mr. Sekioka, Chief, Protection Section; Mr. Momate, Guidance Division Chief; Mr. Shimooka, Chief, Children's Section; Mr. Ogino, Welfare Division; Mr. Saito, Chief, Livelihood Section; Mr. Okada, Chief, Insurance Section; Mr. Kato, Insurance Inspection Division; and Mr. Sakai, Chief, Demobilization Section. This conference is the first of a monthly conference which the Chief of the Welfare Bureau had requested with Welfare Officer.

Mr. Miki, Chief, first spoke of the controversy which is going on between the wards and the To on the question of turning over to the wards more responsibility for certain welfare programs. Up until now, it had been indicated that time was not a factor, as it appeared the controversy would carry on for an indefinite period before any conclusions would be reached. However, on 25 May, a Mr. Okada, a member of the To Assembly and Chairman of the Assembly's General Affairs Committee, told Mr. Miki that he had heard that Civil Affairs is interested in this matter and was glad of the Civil Affairs interest, because the allocation of functions tentatively agreed upon is going to be put into effect as the General Affairs Bureau of Tokyo To has capitulated to the demands of the wards. While the final decision has not actually been made, Mr. Miki felt that the matter had reached a critical point and requested Civil Affairs intervention.

The Welfare Bureau personnel have advised the General Affairs Bureau of the impending changes contemplated in the revision of the Social Work Fundamental Law which in effect would transfer all responsibility for operation out of the wards up to the bureau level, but that the General Affairs indicated that they did not expect this revision to take place in the near future and they wanted to comply with the wards' request, even though later on there would be a complete reversal. The attitude of the Governor, the General Affairs Bureau, and the wards toward acquiring more responsibility for programs is stated in terms of according to the ward chiefs the same status that mayors have, but actually, they want this change made so that they can present themselves to the electorate as having accomplished. The next election is to be held in April, 1951.

SUBJECT: Conference Tokyo To Welfare Bureau

27 May 1950

Welfare official advised Mr. Miki that the letter would be co-ordinated with the Sanitation Officer of KaCAR and discussed with Col. Dayton, the Chief.

Mr. Saito, Chief of the Livelihood Section, said that since this solution of the Workshop Association under GHQ, SCAP directive that the Tokyo To had operated the workshops as public agencies. The Ministry of Welfare has recently advised Tokyo To that PH&W, GHQ, SCAP is insisting that the non-relief recipients be eliminated from the workshop program, particularly, by 30 September 1950, as after that date GHQ, SCAP would conduct investigations into the condition of the workshop. The problem facing Mr. Saito is that the majority of relief recipients are either unable to work in the workshop program, or have no will to do so, but that there is a great need for supplementary earnings among non-recipient families in which the head of the household is not able to earn enough by his employment to maintain the family. At the present time, there are 6,300 women working in workshops to supplement the earnings of their husbands. These women are not able to work full time and find the part-time work in the workshops very beneficial to maintain family living.

Mr. Saito also advised that since January 1 when Tokyo To took over 25 pawnshops that had formerly been operated by the Pawnshop Association, they had been able to lower the interest rate, and that the general public was greatly pleased with this new service. The Welfare Bureau plans to secure authorization to establish 40 more public pawnshops during the current fiscal year. There are 1,300 private pawnshops in Tokyo which are all opposed to any expansion in the public program.

Mr. Okada, Chief of the Insurance Section reported the following problems:

1. Outgo in health insurance is greater than income, primarily, due to false reporting of earnings and contributions and to the indifference of the employee to this falsification until such time as he is in need of benefits.
2. Many insured persons who have certificates indicating eligibility for insurance benefits lend these certificates to non-insured persons thereby increasing the drain on insurance funds. It is difficult to detect these frauds.
3. Doctors on a large scale are padding their costs of treatment.

[Signature]
ROLAND J. ARTIGUES
Chief
Public Welfare Section

PUBLIC WELFARE SECTION
KANTO CIVIL AFFAIRS REGION
APO 500

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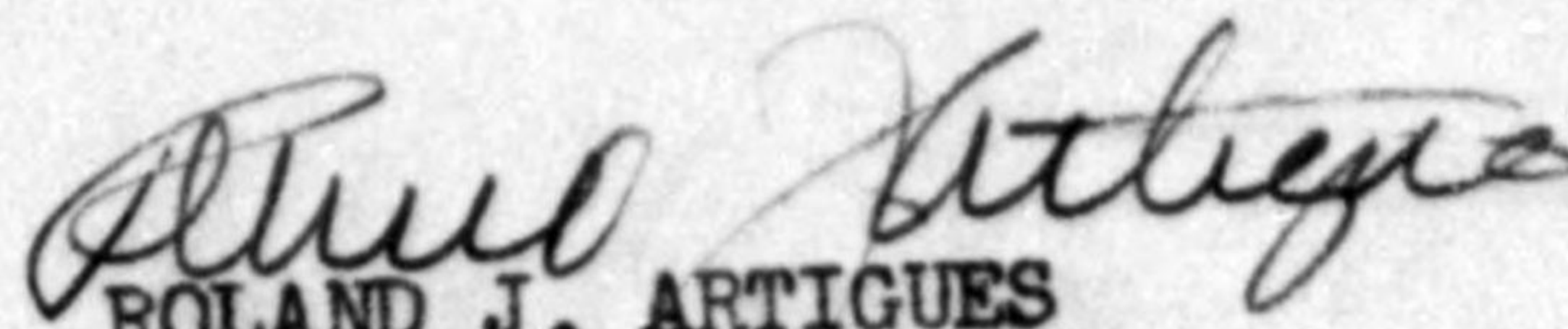
RJA/ml

28 June 1950

MEMO FOR: Record

SUBJECT: Conference with Tokyo-To Protection Section Chief

1. At 1530 hours on 26 June, the undersigned welfare officer and Mrs. T. Obana (JN), advisor, met with Mr. Sekioka, Chief, Protection Section, Tokyo-To Welfare Bureau.
2. It was learned that Mr. Isomura, Chief of Welfare Bureau, who has been in the States for the past several months is expected to arrive in Japan on 28 June.
3. Request was made to Mr. Sekioka, in compliance with telephone call from CAS, GHQ, SCAP, to review again the situation of Mr. Bobsein, German Foreign National, who is a recipient of public assistance. He had been to PH&W, GHQ, SCAP, complaining that his grant was inadequate. Request was made that the Welfare Bureau review his situation, and if he is not receiving sufficient for his needs, and if his needs exceed the minimum standard allowance, that the Bureau should initiate a request for approval of grant above minimum standard to the Welfare Ministry. Mr. Sekioka indicated he would look into the situation and added that experience of Tokyo-To in requesting higher grants from the Welfare Ministry in the past has been that the Ministry takes a very long time to act on these requests.
4. In discussing the need for rationalizing the local office administrative organization, Mr. Sekioka agreed that it was essential, even though welfare programs could not be removed from ward authority, that the many local offices within the wards be combined into larger, but fewer, operational units. One problem which will be faced in any attempt to improve this situation will be the resistance by the wards. The Minsei-iin will be strongly opposed to the elimination of local offices, and the ward chiefs are too often subject to Minsei-iin influence. There have been occasions in the past when local office chiefs have been shifted about because of Minsei-iin pressure.


ROLAND J. ARTIGUES
Chief
Public Welfare Section

PUBLIC WELFARE SECTION
KANTO CIVIL AFFAIRS REGION
APO 500

Rec'd: 26 June 1950
Typed: 30 June 1950

AHK/mm/tu

26 June 1950

MEMORANDUM FOR: Chief of Public Welfare Section

SUBJECT: Conference with Tokyo-To Welfare Bureau Officials on
23 June 1950 Regarding Chiyoda Ward Administrative
Review

1. Participants:
 - a. Mr. Sekioka, Protection Section Chief
 - b. Mr. Konno, General Affairs Section - General Affairs
Division Chief.
 - c. Mr. Saito, Livelihood Section Chief
 - d. Mr. Shimaoka, Children's Section Chief
 - e. Mr. Miyake, General Affairs Section, Budget Division
 - f. Mr. Ogino, Children's Section, Welfare Division
Chief
 - g. Mr. Kawakami, Protection Section, Guidance Division
 - h. Mr. Fuse, Protection Section, Guidance Division
 - i. Mr. Momata, Protection Section, Guidance Division
Chief
 - j. Mr. Miki, Acting Chief of Welfare Bureau
 - k. KaCAR:
 - (1) Roland J. Artigues, Chief of Public Welfare
Section
 - (2) Annabelle H. Kent, Welfare Advisor
 - (3) Teru Obana (JN), Advisor

SUBJECT: Conf w/Tokyo Welf Bureau Officials

26 June 1950

2. Organizational structure of Chiyoda Ward's welfare operations:

a. Although the bureau agreed that all welfare operations now located at four different addresses in the ward should be combined at one location and into one welfare section, the bureau pointed out they were not in the position to make this recommendation as it is up to the ward chief, [REDACTED]

(1) At the time Kanda and Kojimachi combined (1947) Tokyo-To agreed to the Kojimachi Branch retaining its own organizational structure. As a result it was decided that KaCAR would present the recommendation for reorganization (see Inclosure 1) to the ward chief and his staff at the joint conference (scheduled for 7 July). Then if the ward chief agrees, he can request approval of the governor.

b. In Tokyo, proper, supervisory welfare operations are carried out in 34 different organizational units, exclusive of the bureau. Of the 23 wards in Tokyo, ten have 21 supervisory welfare sections, the remaining 13 have only one such section located in each ward office (see Inclosure 2 for list).

c. A total of ¹³³~~137~~ separate welfare units are under the ward and its branch welfare sections, that is, 28 Minsei Kan and 10⁵ Minsei Jimusho.

d. The administrative review of the bureau (Mr. Momata) was of the actual present situation in Chiyoda Ward with no thought to possible reorganization. He however noticed one point, that the welfare sections in the two ward offices, that is, Chiyoda Ward Office and Kojimachi Branch Office, have no contact with each other. The assistant ward chief is supposed to coordinate the work of the two but he knows nothing about welfare.

e. The bureau persons present supported the effort to rationalize staff in the wards. But pointed out that the responsibility for welfare in Tokyo-To is entrusted by the Governor to the wards.

f. Although the Governor legally has the right to determine the number of welfare setups there should be in Tokyo-To the practice is the opposite as he merely approves the recommendation of the wards. It is unlikely that he would exercise his right to limit the number because of political

SUBJECT: Conf w/Tokyo Welf Bureau Officials

26 June 1950

entanglements.

3. Mr. Momata reported that relief grants issued were found satisfactory except for the fact that on newly opened cases, the applicant must often wait for 1½ months before grant is issued. Instead of issuing a prorated initial grant, the applicant receives the prorated grant along with the next full months grant in the following month. Such families, however, have not suffered because a loan is given by the Welfare Works Association for the initial partial month and then repaid when the DLSL Grant is received.

4. Considerable delay occurs in the payment of medical bills to one major hospital in Chiyoda which receives patients from all over Tokyo and then submits its bills through Chiyoda Ward, because of the handling of patients from all over Tokyo-To feels it is partly responsible for the delay as suitable methods for hastening payment has not been established.

5. The method of reviewing medical bills by a committee designated by the Physicians' Association was questioned by KaCAR as contrary to the Revised Law. Tokyo-To as yet has taken no steps to correct the procedure, because of various political implications. (Ward chiefs have requested that all medical bills be approved in the ward).

6. The bureau has taken no initiative in regard to helping private agencies such as Red Cross and Community Chest setup their own personnel at ward levels to handle their business matters instead of expecting the ward officials to do this.

7. Although wayfarers' cases are not supposed to be paid out of DLSL funds, the wards as in Chiyoda prefer to charge these cases to DLSL rather than go through all the complicated procedures of securing reimbursement out of the To wayfarers' budget to cover such costs.

8. Arrangements were made to meet with the appropriate bureau welfare officials and Chiyoda Ward officials on 7 July 1950 at 0900 in order to discuss the findings and recommendations of this joint administrative review.

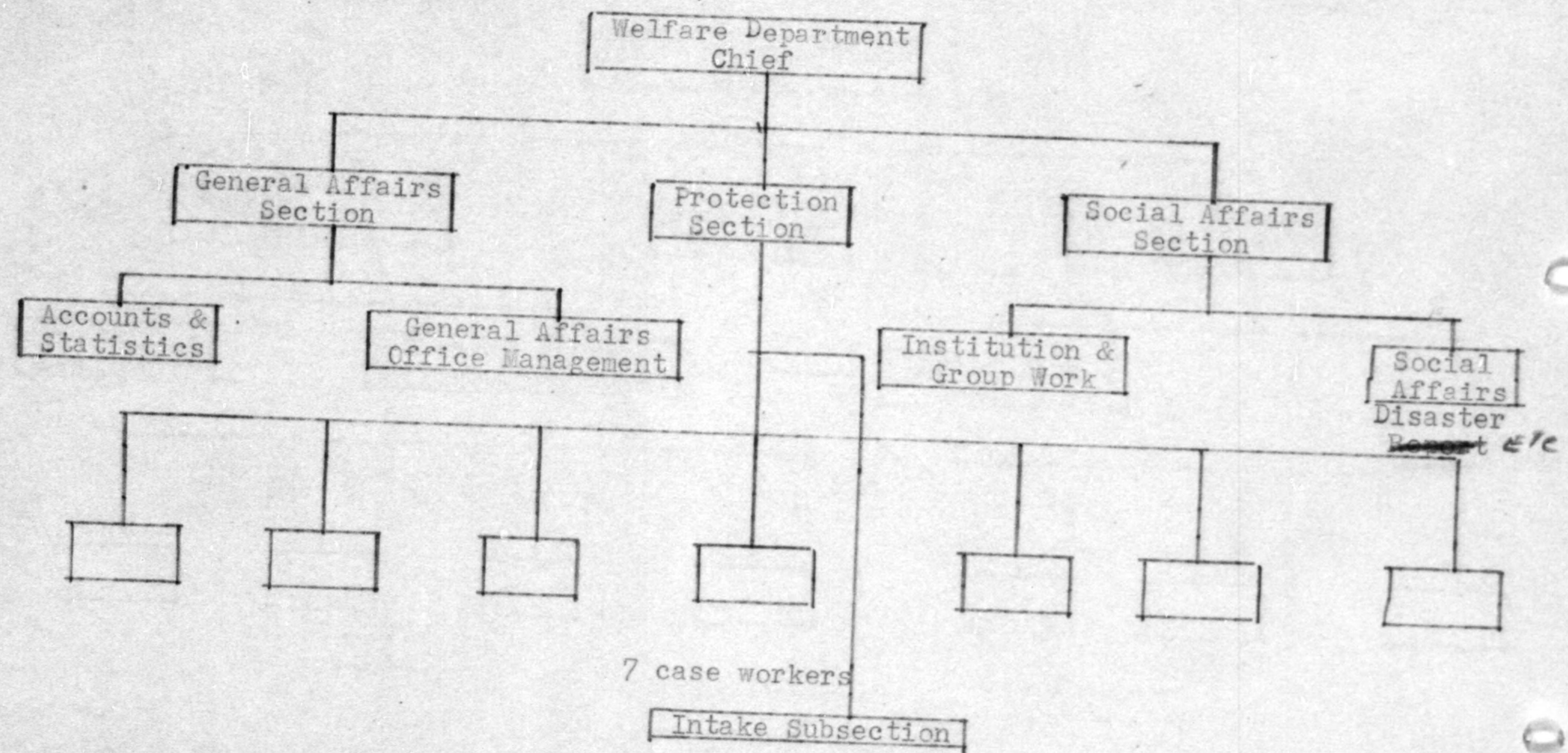
Annabelle H. Kent
ANNABELLE H. KENT

2 Incls

1. Recommended chart of organization
2. Ward & Branch Welf Section

Encl 11

Recommended Chart of Organization - Chiyoda Ward



1. Each case workers to carry undifferentiated case load on DLSL, CWL, Occupational Loan, Disabled, Wayfarers, etc. - average of 70 DLSL cases each.

Ward and Branch Welfare Section

	<u>Number of Welfare Section</u>	<u>Number of Branches</u>		<u>Number of Branches</u>
Chiyoda	2	1	Shinjuku	1
Chuo	2	1	Meguro	1
Minato	3	2	Setagaya	1
Bunkyo	2	1	Shibuya	1
Daito	2	1	Nakano	1
Sumida	2	1	Suginami	1
Koto	2	1	Toshima	1
Shinagawa	2	1	Arakawa	1
Ota	2	1	Itabashi	1
Kita	2	1	Nerima	1
			Adachi	1
			Katsushika	1
			Edogawa	1
	<hr/>	<hr/>		<hr/>
	21	11		13

Incl 2'

PUBLIC WELFARE SECTION
KANTO CIVIL AFFAIRS REGION
APO 500

MCW/jo/tu
Rec'd: 27 June 1950
Typed: 29 June 1950

26 June 1950

MEMORANDUM FOR: Chief of Public Welfare Section

SUBJECT: "Spot check" on client in Chiyoda-ward, 20 June 1950.

1. Persons: Welfare Officer, Miss M.C. Wyckoff, accompanied by Interpreter Mr. M. Yamanaka.

2. Purpose of Visit:

- a. To determine accuracy of case recorded material.
- b. Adequacy of assistance and guidance to client by case worker.
- c. To use, if need be, findings if inadequate as a means of in-service training for case workers.

3. Summary of Contact: The case that was selected was a medical aid case. The following information was obtained from applicant's mother Mrs. Toku Obata:

a. Case Name:

Obata, Toku
Applicant divorced. Married name was Mrs. Shoichiro Danseko. Woman has been divorced for seven years and has not remarried. She has resumed her maiden name, which is the same as her mother.

Woman has two boys (by Mr. S. Danseko), 13 and 7 years of age. Children are living in the country with her brother Mr. Yoshikuni Obata (Tochigi Ken). Woman is living in the home of her mother, Mrs. Toku Obata, who is a widow.

Health Condition: Woman since the delivery of her last child, has developed a nervous condition; from which she has never recovered. She has consulted and received treatment from various doctors in the area, but still her condition has not improved. Doctors at the Kuho hospital (Tokyo) recommended that she be hospitalized for a two month period. Due to

SUBJECT: "Spot Check" on Client in Chiyoda-ward. 26 June '50

financial conditions in order to receive care in the hospital it was necessary for her to seek assistance. Prior to her commitment to the hospital she has not been bed-ridden but finds it necessary to rest a great deal.

Employment: Women, due to her physical condition has been unable to take full time employment, she has been however doing piece work in her home for a book making company the "Kokumusha" Co. She earns approximately 60 yen per day (for folding and pasting 2,000 papers). Monthly earnings average 500 yen as she is only able to work about one half of the month.

Income: Woman has no other income. She does not receive any support for her children from her former husband, as he has remarried.

Relatives: Mrs. Toku Obata (woman's mother) owns her home and her means of livelihood is through renting rooms. She rents 5 rooms to students and merchants. Four rooms at 500 yen per month and one at 800 yen per month. Roomers cook their own meals and share the cost of utilities. Woman's father is dead, the only other living relatives are woman's brother. Yoshikumi Obata who is married and is a farmer and supporting woman's children. Mrs. Obata's (mother) sister owns the farm on which woman's brother is working. None are able to give financial assistance.

Application: Applicant, or family, has never applied for public assistance before (medical aid). Through the Minsei-in in the area they learned that they might apply for medical aid. Mother, Mrs. Obata stated she and her daughter (applicant) were interviewed by the Minsei-in. Mrs. Obata when further questioned was not sure whether it was the Minsei-in or case worker. She was not familiar with such a title, nor was she sure whether interviewer was from the ward office. Application was made at the beginning of June (exact date she did not recall) to the Minsei-in. One week prior to the 15th a detailed investigation was made. On the 14th of June, woman received medical aid ticket at the Welfare Office. On the 15th of June woman was placed in the hospital.

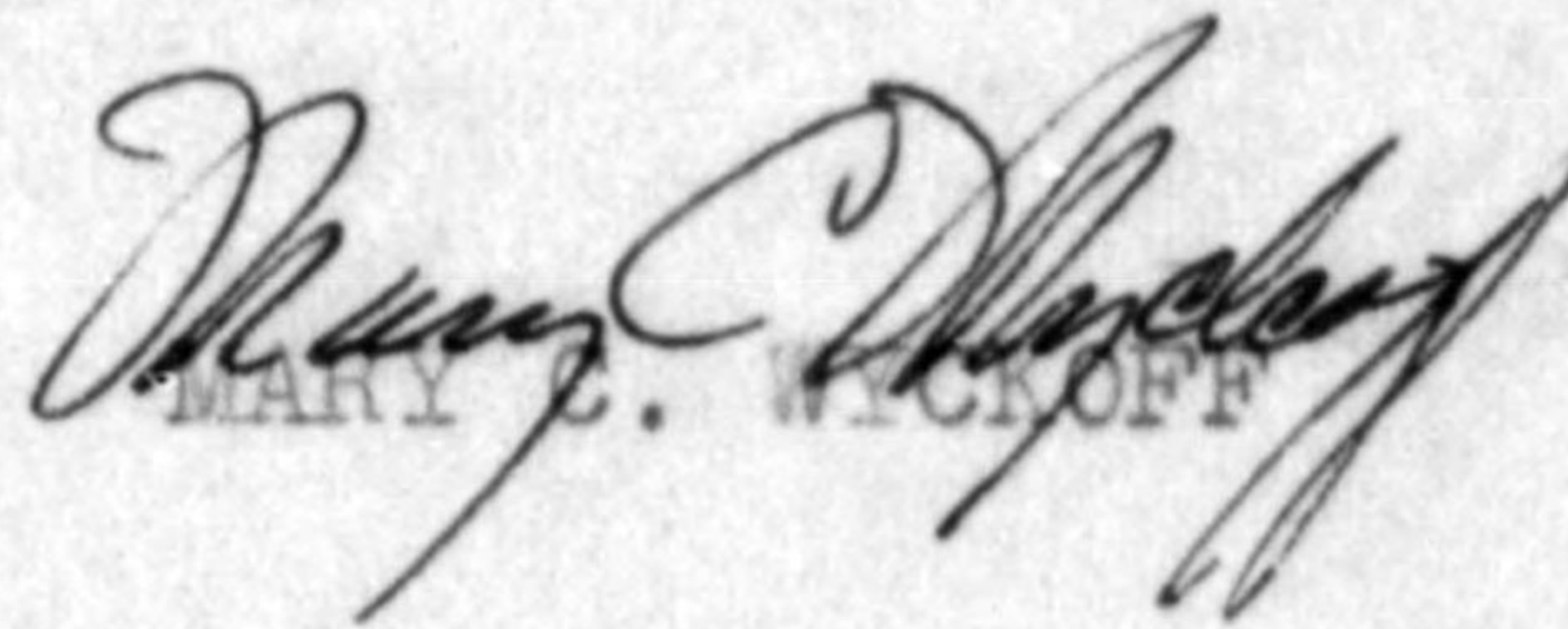
As only 5 days have elapsed since hospitalization, it is too early to determine the outcome of her condition.


Mrs. Obata stated that neither she or her daughter had any other problems or requests. Although her income is

SUBJECT: "Spot Check" on Client in Chiyoda-ward. 26 June '50
very small it is sufficient for her livelihood.

b. As a result of the foregoing interview the following conclusions may be made:

- (1) Prompt action was taken as to issuance of medical aid.
- (2) A further check should be made as to case workers informing clients they are part of the staff of the welfare office.
- (3) Community should be better informed as to the assistance offered by the welfare office.
- (4) Also a recheck of case record will be made to see whether it was the Minsei-in or case worker that did the actual interview and investigation.


MARY L. WICKOFF

PUBLIC WELFARE SECTION
KANTO CIVIL AFFAIRS REGION
APO 500MCW/mm/rn
Rec'd: 20 June 1950
Typed: 26 June 195017 June 1950


MEMORANDUM FOR: Chief of Public Welfare Section

SUBJECT: Field Trip to Kanda Minsei Kan, Chiyoda Ward - 16 June 1950

1. Persons: Welfare Office Miss M. C. Wyckoff, accompanied by Interpreter Mr. M. Yamanaka, conferred with the following officials at the above office:

Mr. Okuda - chief of the Welfare Office

Mr. Kurabayashi - head of the Welfare Section

Mr. Takeda - head of the Protection Section

Also present was a representative from the Tokyo-To Welfare Bureau Protection Section, Guidance Division and chairman of the Minsei-in Cho.

2. Purpose of Conference:

- a. To secure current status of staff, and staff assignments.
- b. Number of cases assigned to each worker and areas.
- c. Accuracy and method of securing statistical data.
- d. Process of application and payment of medical and funeral aid.
- e. Manner in which laws and directives are filed.
- f. Matters relating to central card index file.
- g. Matters relating to private agencies and day nursery and Jusan-Jo in welfare office.
- h. Appeals procedure.

3. Summary of Conference:

- a. Population: In reviewing the population of the area, it was found that the figure given in February of 18,348 was not the population, but the family number. The population as of 31 May 1950 is 74,232.

SUBJECT: Field Trip to Kanda Minsei Kan, Chiyoda Ward 16 June 1950

b. Administrative Changes: The organizational structure of the Welfare Section remains the same; however, the staff assignments in the protection Section has been changed due to the addition of one in staff. A Miss Tomiko Kudo was hired in May; she is 28 years of age and has had no previous experience in welfare. She formerly worked in one of the Tokyo-To branch offices. She has been hired as a case worker.

Re-division of the area: With the increase of one case worker there are now five areas instead of four, which in turn has changed the case load of the case workers. Mr. Kobayashi's area was divided in half, and Miss Kudo (new case worker) has charge of the remaining half. The case load per worker as of 31 May 1950 is as follows:

	L.A.	Ma:A.	F.A.	TOTAL
Tsubuki	67	(27)	2	96
Kudo	20	(11)	-	31
Kobayashi	20	(9)	-	29
Ebitani	58	(29)	1	88
Takahashi	48	(28)	-	76

The foregoing figures bracketed are medical aid cases that are included in the families receiving living aid.

Housing and educational aid allowances were not listed separately and figures were not readily available. Any of the foregoing aids are given to those families or individuals now receiving living aid.

All maternity aid cases are referred by the case worker to the child welfare official, for, according to the officials, the client receives more benefits under the Child Welfare Law than under maternity aid under DLSL. A further check will be made into the foregoing situation in order to clarify whether the officials had reference to maternity cases hospitalized or out-patients.

No occupation aid was granted during the month of May 1950. Upon reviewing previously recorded statistics regarding occupation aid, it was found that very few grants have been given in this category - as a result a further investigation is indicated regarding this matter.

Population of case workers' five areas was not available - only figures were available for the former four areas, as of February 1950:

	Families	Total population
Tsubuki	4,836	19,045
Kudo)	3,302	12,002
Kobayashi)		

SUBJECT: Field Trip to Kanda Minsei Kan, Chiyoda Ward 16 June 1950

Ebitani	5,554	22,824
Takahashi	4,656	18,651

Welfare Officer questioned Mr. Okuda as to the reason they selected Miss Kobayashi's area as the one to be divided, rather than those with larger family number and population. The reason for the decision was due to the fact that Miss Kobayashi in addition to being a case worker, is also responsible for accounting matters of the office. Miss Kudo (new employee), in addition to carrying a case load, has been given the additional duty of all statistical matters. The percentage of their time on their assigned programs are as follows:

Miss Kobayashi	-	Accounts	50%	Case Work	50%
Miss Kudo	-	Statistics	30%	" "	70%

Mr. Ebitani, another case worker, is also assigned the task of distributing LARA clothing every Wednesday and also handling the accounts involved. The Minsei-in certify the persons that are eligible. In Tokyo-To there are only four distribution points and this office has been designated as one of the distribution areas which covers more than Kanda district.

In view of the reorganization in accordance with Hatsu Sha #72, it does not seem advisable for the case workers to be handling the additional duties as described above. Officials stated that the staff in the welfare section is not sufficient to handle all the work they are charged with and as a result accounts and statistics have been given to the foregoing case workers.

c. Statistics: The number receiving public assistance is not recorded by case load but by the usual method of families and individuals, as required by the Ministry.

In order to obtain the monthly statistics it was necessary for them to combine the figures from four separate books, a summary sheet is not being used. Welfare Officer suggested that such a sheet be compiled.

Welfare Officer also suggested that it should be the case workers' responsibility to submit monthly summary statistics at the end of each month, in reference to their own case load. The form that is now being used by this office on which they forward their monthly statistics to Tokyo-To could be used for this purpose by the case workers.

At the present time the only statistics that the case workers are responsible for are in reference to home calls made. A

SUBJECT: Field Trip to Kanda Minsei Kan, Chiyoda Ward 16 June 1950

review was made of the form being used for this purpose. It was found that the form included the total case load of each worker and the number of calls made, but that it was impossible to determine how frequently each worker had contacted their total case load without checking through each case record. Therefore it was suggested that the form be revised to indicate this item, also office interviews made by case worker. Such a record could be submitted weekly or monthly - and would be of value to the officials in keeping track of the amount of field time and client contact made by the case worker.

Process of application and payment of medical aid and funeral aid: The foregoing information was requested in order to determine whether in this office, medical or funeral aid cases are only included in the monthly statistics when the bills have been paid as has been found in a few other offices. Also to determine the method of handling such cases.

Funeral aid: Applicant (who is a member of the family or close friend) applies to the office. Investigation made. A ticket is issued to applicant and applicant gives ticket to undertaker. Undertaker submits bill to applicant. Applicant submits bill to welfare office. Welfare office submits bill to ward office. Approximately one week later, ward sends money to welfare office. Office pays applicant and applicant undertakers. Although this process seems rather involved, the entire operation usually does not exceed one week from the date of application to final payment.

Medical aid: Client applies to welfare office. A medical examination ticket is issued client, upon completion of investigation of client's financial status. Client has the preliminary medical examination at which time the doctor fills in the form and indicates the need and length of treatment. Client brings completed form to office, at which time a medical treatment ticket is issued. Upon completion of medical treatment, the doctor submits a bill to the ward office. On the 15th of each month the ward medical investigation committee reviews the doctors' bills. Ward office sends payment of bill directly to the doctor. The medical treatment ticket is issued for only a one-month period (calendar month) and is only good in the month issued. If it is necessary for client to receive treatment from another doctor, a separate medical treatment ticket is issued. If the client needs further medical treatment, the doctor at the end of the month attaches a statement as to the need of continued treatment, which client brings to office and a new medical ticket is issued.

Payment to the doctor is usually made within seven days after the committee has reviewed the bill.

In this office medical and funeral aid cases are included in the monthly statistics whether paid or not. There is no existing regulation to their knowledge that states such cases are to be counted only in the month that the payment is made.

SUBJECT: Field Trip to Kanda Minsei Kan, Chiyoda Ward 16 June 1950

Upon a more detailed check of the breakdown of medical aid cases (duplicated and non-duplicated cases), it was found that their figures indicated the cases who were receiving medical aid and also receiving living aid. However, upon totalling the entire case load due to medical cases the figures did not tally. A further check will be made into this matter, in order to clarify the statistics and also to endeavor to instruct the officials as to keeping accurate statistics.

An inspection was made of the office in reference facilities, and filing methods. The following information was found:

- (1) There is a private interviewing room.
- (2) Staffs' desk were well arranged.
- (3) Laws and directives are kept in a central location.

Each worker according to the official has copies of the laws. Related laws such as educational, labor, etc., are on file. Mr. Okuda, the chief, assumes the responsibility of keeping the laws and directives up to date in accordance with any revisions, etc.

4. Case Records: Closed files are kept in a separate cabinet, but are not divided by individual cases. Active cases have been clipped together and the total case load of each worker is filed together in one book. The officials expect to have individual case folders by the end of the month.

A central card index file has not been established. Mr. Ikeda from the Tokyo-To office stated the cards were now being printed, and would be issued to the local offices during July. A copy of the cards now being printed was reviewed and topics thereon were adequate.

Any client coming to the office is interviewed by the case worker whose desk is near the reception window. In the event this worker is out of the office, any person in the office interviews the client. If they are applying for aid, or the reason for their coming to the office is of a private nature, they are brought to the interviewing room.

There is a set schedule for one of the case workers to be in the office at all times.

Case records are transferred from one ward to another, only when client moves from one ward to another, while case is still active. A system is now being established by Tokyo-To for copies of pertinent information from case records to be forwarded from one ward to another, in the event a new applicant has previously received assistance in another ward.

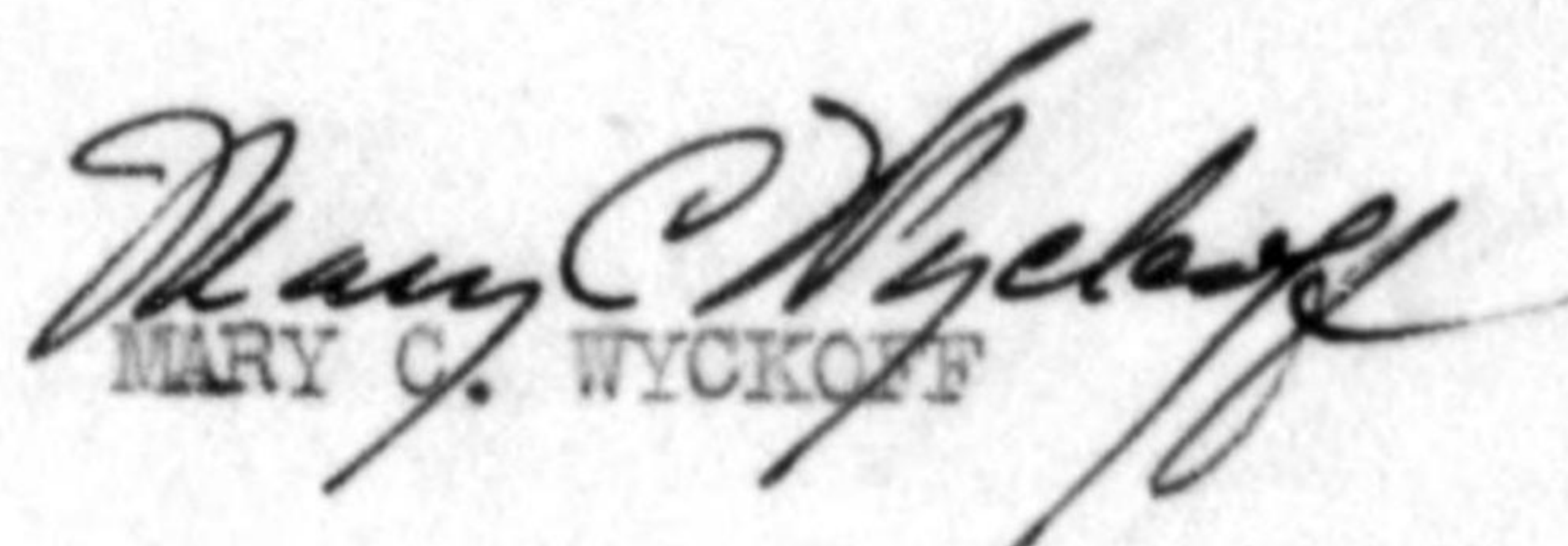
SUBJECT: Field Trip to Kanda Minsei Kan, Chiyoda Ward 16 June 1950

Each case worker calculates budgets for their own case load.

Disabled Persons' Welfare Law is not operating in this ward at present time. Handbooks have not been distributed. The only matter being done regarding this law is the issuance of reduced transportation tickets to the disabled by the To office.

Appeals: Any appeals that are received are reviewed by the case worker and occasionally with the Welfare Chief.

A continuation of the review of this office ~~could~~^{will} be made 20 June 1950.


MARY C. WYCKOFF

PUBLIC WELFARE SECTION
KANTO CIVIL AFFAIRS REGION
APO 500

RJA/ml

17 June 1950

MEMO FOR: Record

SUBJECT : Visit to Tokyo To Welfare Bureau

1. On 16 June 1950 at 1000 hours, the undersigned and Mrs. T. Obana (JN), advisor, met with the following welfare officials of Tokyo To: Mr. Miki, Bureau Director; Mr. Tsukamoto, Chief Investigation Division, General Affairs Section; Mr. Gomi, Investigation Division, General Affairs Section; Mr. Sekioka, Chief Protection Section; Mr. Shimaoka, Chief Children's Section; Mr. Saito, Chief Livelihood Section; Mr. Okada, Chief Insurance Section; Mr. Sakai, Chief Demobilization Section; Mr. Maeda, Demobilization Section, General Affairs Division; and Mr. Kurokawa, Chief Yoikuin (Institution). All six section chiefs were present.

2. Day Labor Situation:

a. The unemployment of day laborers is becoming a more serious problem due to the lack of sufficient work relief jobs and the necessity for selection of a few from many. Only able-bodied persons are assigned to work relief projects. The aged, the sick, and women with children are rejected. For those who have been rejected and who have applied to the local welfare offices for public assistance, investigations have usually revealed that because the people had been maintaining their own living, they had a living standard higher than would qualify them for public assistance; that they had resources which are usually considered as disposable prior to the receipt of public assistance. The Labor Bureau has proposed to the Welfare Bureau, and the proposal has been accepted, that daily the names of those persons who had applied for work relief and had been rejected would be submitted to the local welfare office which would then make an investigation to determine eligibility for public assistance. The Labor Bureau also requested that persons who are presently employed and able-bodied, but who are not earning a full month's pay, be given supplementary public assistance. The Welfare Bureau, however, has maintained that even a few days of work would make most persons ineligible for public assistance. The Welfare Bureau has never heard of the project mentioned by Mr. Hayashi, Director of the Labor Bureau, whereby women relief workers would be removed and replaced by men, while the women were given public assistance.

3. The Welfare Bureau has received Sha Otsu Hatsu #85 of 7 June 1950 from the Welfare Ministry, advising that on 27 May the Labor Ministry had issued a verbal cancellation of its directive Shoku Hatsu #20 of 9 January 1950, which had declared that persons receiving Daily Life Security Law assistance could not be registered at the PESO for work.

SUBJECT: Visit to Tokyo To Welfare Bureau

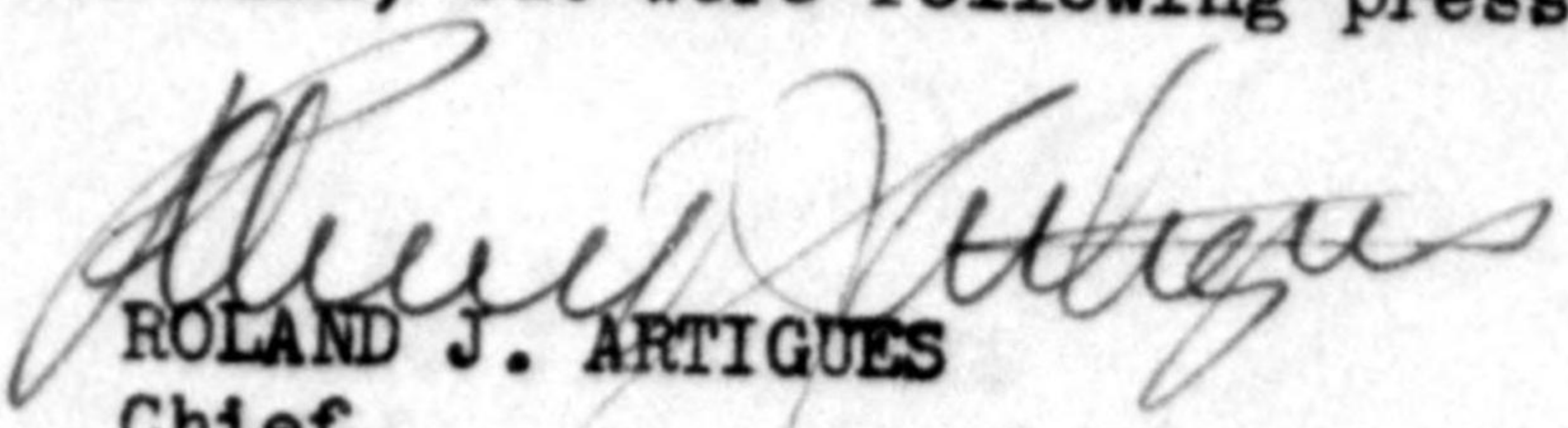
17 June 1950

4. Because the Labor Bureau had brought to the attention of the Welfare Bureau the difficulty being experienced at PESO and on work relief projects with women workers who brought their children to the office and to the work site, the Welfare Bureau proposed to the Governor and secured his approval for the provision of 100 tents to be erected near the PESO offices and on the work project sites. These tents are to be serviced by nurses and will care for the children of mothers who are assigned to work relief projects. Appropriation for this has not yet been made, but funds have been borrowed temporarily from other accounts, and three tents have already been erected in Shibuya, Shinjuku, and Kameido, and 30 more will be established by the early part of next month. Each tent will care for about 50 children. Figures for March relief workers show that a total of 30,889 were employed, of which 26,312 were men and 4,577 were women.

5. In response to question by welfare officer as to why the Metropolitan Police Board issued a statistical report on welfare operations, which appeared early this month in the "Nippon Times," it was explained that the Welfare Bureau had followed through in this matter and had been advised by the Metropolitan Police that the report had not been issued by the police and that they knew nothing about it, except it had originally appeared in Japanese in the "Asahi Shinbum" and that the item in the "Nippon Times" was a translation. The data in the article was apparently not correct, but this was difficult to determine, as no period was specified. The Welfare officials could not understand how this had occurred, because all official releases to the press must be cleared through a central clearing point within the To administration. Welfare officer requested that the matter be investigated further, as there were implications that were unfavorable.

6. Supplementary budget which was supposed to have been approved in May has not yet been acted upon by the Assembly. Action will probably take place in July. On 15 June the Finance Section of the General Affairs Bureau advised the Welfare Bureau that a drastic reduction would have to be made, but the details could not be presented at this time.

7. The controversy regarding the transfer of functions to the wards has now been turned over to the To-Ward Adjustment Committee. Recently, the Welfare Bureau Chief presented again the position of the Welfare Bureau to the Vice-Governor and to those members of the committee who are favorable to transferring functions to the wards. He also talked very privately with the General Affairs Bureau and with Local Affairs Section Chief, and they indicated that they were not committed to the transfer of functions to the ward, but were following pressure from higher quarters.


ROLAND J. ARTIGUES
Chief
Public Welfare Section

PUBLIC WELFARE SECTION
KANTO CIVIL AFFAIRS REGION
APO 500

RJA/ml

8 June 1950

MEMO FOR: Record


SUBJECT: Visit to KaCAR Office of Tokyo To Welfare Officials

1. At 1340 hours on 7 June 1950, the undersigned welfare officer and Mrs. T. Obana (JN), advisor, had conference with the following Japanese officials: Mr. Sekioka, Chief Protection Section; Mr. Momata, Guidance Division, Protection Section; Mr. Imaizumi, Protection Division, Protection Section; Mr. Gomi, Investigation Division, General Affairs Section; and Mr. Sakurai, Relief Division, Protection Section.

2. It was finally cleared that Tokyo To Welfare Bureau would be able to furnish requested statistics monthly on repatriates. In a previous meeting, it had been indicated that it would not be possible, but welfare advisor pointed out at this meeting that the procedure being used by other prefectures in gathering this information.

3. The remaining forms which had been revised as a result of the administrative reviews made in Tokyo To were reviewed and approved. They will now be printed for distribution and submitted to the local offices and wards, along with the manual of procedures which had also been developed following the administrative reviews.

4. In connection with Article 11 of the revised Daily Life Security Law, it was pointed out that recipients of living aid are limited in the minimum standards of allowances to ¥70 a month for rent; however, when an applicant applies under the provisions of the new law for housing aid only, then an allowance of up to ¥140 can be made for rent payments. This has not yet come out in an official directive, but has been decided upon and the Bureau officials had been advised informally by the Welfare Ministry. The implications of this were discussed by welfare advisor in which he pointed out that there was a danger that the officials would tend to either restrict or encourage applicants to apply specifically and only for housing aid, education aid, etc, and that these factors only would be considered. The total family situation in terms of total needs and total income available must be thoroughly reviewed in each application. The Bureau officials said that they would prepare a written interpretation on this point in an attempt to prevent the occurrence of undesirable practices.


ROLAND J. ARTIGUES
Chief
Public Welfare Section

*File*PUBLIC WELFARE SECTION
KANTO CIVIL AFFAIRS REGION
APO 500

RJA/ml

8 June 1950

MEMO FOR: Record

SUBJECT: Visit to Tokyo To Welfare Bureau 28 March 1950

1. At 0940 hours on 28 March 1950, the undersigned welfare officer and Mrs. T. Obana (JN), advisor, met with the following welfare officials: Mr. Miki, Chief of Bureau; Mr. Sekioka, Chief Protection Section; Mr. Momata, Guidance Division, Protection Section; Mr. Imaizumi, Protection Division, Protection Section; Mr. Fujii, Statistics Section; and Dr. Kageyama, Liaison Section.

2. The Bureau submitted copy of its answer to Ministry Sha-Otsu-Hatsu #7 of 19 January 1950, requesting report of progress on the implementation of Hatsu-Sha #72. In its answer, the Bureau pointed out that the paid officials' jobs must be conceived of as being composed of three parts:

- a. Interviewer
- b. Home visitor
- c. Clerical

and that a thorough re-training would be necessary to accomplish the aims of the program.

3. The procedure for securing a grant above the minimum level contained in the 11th revision, it is necessary for the applicant to file a separate written application which then requires a separate investigation and a separate entire record of the family situation on the various and assorted forms normally used. This entire double record must then work its way upward through the ward office to the bureau. Because of this, in the past fiscal year, there have been exactly ten such applications forwarded.

4. The Tokyo To Personnel Section of the General Affairs Bureau has authority over the ward personnel only in terms of setting quotas, with the exception that the ward chief must secure the concurrence of the Personnel Section in the appointment of ward section chiefs. The Personnel Section can also strongly recommend appointments for positions below section chief, but the ward is not compelled to follow these recommendations. In case of illegal actions by personnel at any level, the Personnel Section can step in and take control. But in case of incompetent performance; for example, ~~Chief~~ of Minsei-Jimusho, if the ward refuses to remedy the situation, there is nothing that either the Personnel Section or the Welfare Bureau can do. The Personnel Section is

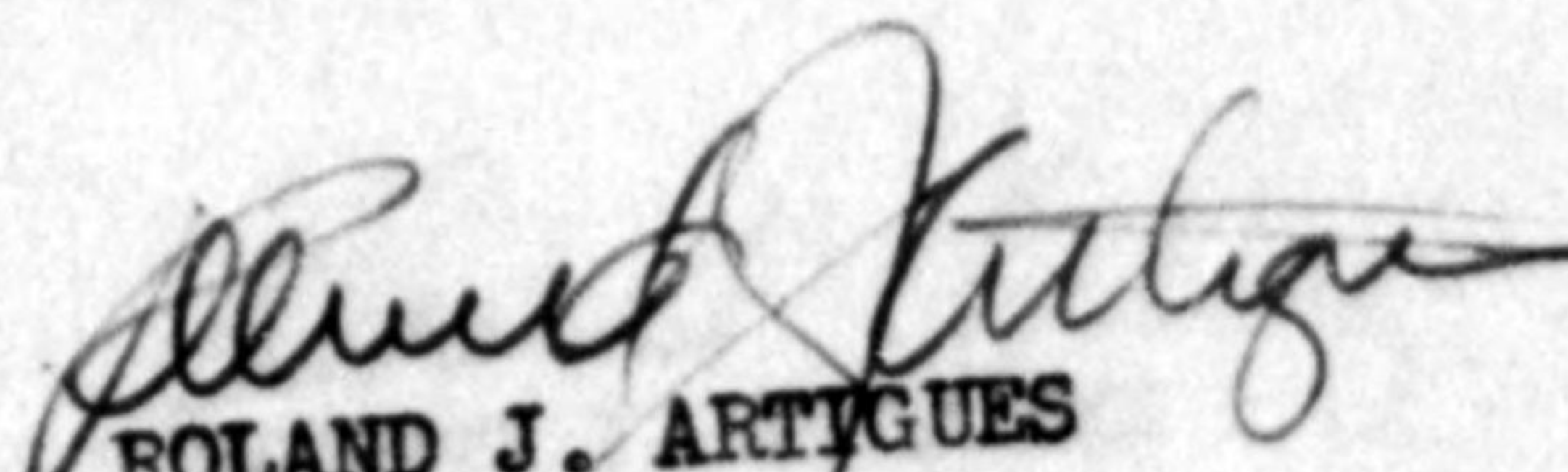
SUBJECT: Visit to Tokyo To Welfare Bureau 28 March 1950

8 June 1950

concerned in the Gun-District offices only with the appointment of the section chiefs and Gun chiefs. It has no authority of any nature in the three cities of Tokyo To.

5. In the question of the relationship between the Minsei-iin and the health centers in the operation of the Eugenics Law, the Minsei-iin are not responsible to the Minsei-Kan or Minsei-Jimusho, nor to the Minsei-iin Council, except in cases of pregnancy caused by rape, and this because of the research activities of the Minsei-iin Council. There are no written instructions in this area; usually, however, the Minsei-iin reports his Eugenics case both to the Welfare Office and to the Minsei-iin Council. When a non-living aid recipient applies to the welfare office for a eugenics operation, they are interviewed and investigated for eligibility under medical aid. If found eligible, they are given a medical ticket. If they are declared ineligible, they then return to Minsei-iin who then write their opinion for exemption from payment above absolute minimum cost by private physicians.

6. Daily Life Security Law funds from the Ministry to Tokyo To are sent quarterly following a request from Tokyo To which is due in the Ministry by the middle of the month previous to the quarter. These funds usually reach Tokyo To by the 10th of the first month of the quarter. Tokyo To has sufficient funds of its own, however, that this 10-day delay does not further delay the funds being sent down to the wards. The wards are required to submit a monthly estimate by the middle of the month for the following month, and Tokyo To sends money down to the wards on this request by the end of the month with instructions that grant payments must be made by the 5th of the month. Welfare officer emphasized the need for strict and accurate control over the time of these transfers of funds, so that the payment date to the recipients can be stabilized to the point where the time and paper and money now expended in sending out individual notices for irregular pay dates can be saved, as each recipient would know that on a certain day of the month he will receive his grant payment.


ROLAND J. ARTIGUES
Chief
Public Welfare Section

File
PUBLIC WELFARE SECTION
KANTO CIVIL AFFAIRS REGION
APO 500

RJA:ml

2 June 1950

MEMO FOR: Record


SUBJECT: Visit to Tokyo To Welfare Bureau

1. At 1335 hours on 16 March, the undersigned welfare officer and Mrs. T. Obana (JN), advisor, met with the following officials: Mr. Miki, Acting Chief; Mr. Sekioka, Chief, Protection Section; Mr. Momata, Chief Guidance Division; and Mr. Tsukamoto, Chief, Investigation Division.
2. The procedure for the removal of those physicians from the panel who overcharge on their bills is for the Ward Medical Ticket Examination Committee to report the matter to the Ward Chief who then cancels the doctor from the list. Notice of this cancellation is sent to the Health Insurance Section of the Welfare Bureau; however, no doctor has yet been removed. Warnings have been given to the biggest offenders which have usually been hospitals and clinics. The criterion for determining overcharges is the price ceilings set by the Ministry of Welfare on treatment costs.
3. Welfare officer requested the cooperation of the bureau officials in conducting a survey of Medical Aid cases in selected places in Tokyo to determine the ratio of moneys paid by public funds and private sources for the medical bills. The study is to be made in one local office in each of the 23 wards and one town in each of the 3 Guns and is to cover cases for the six months ending March 1950, and a second study covering the same data, including all applications, from the first of April 1950 and continuing for three months. Material to be secured will be the total Medical Aid cases divided into Daily Life Security cases and Non-Daily Life Security Law cases; to show by number of cases and amount of yen those which were paid for entirely by Medical Aid funds and for those cases in which Medical Aid funds were only a partial payment, the remainder of the payment classified by source.
4. Welfare Officer requested a list of all private work shops still in operation in Tokyo To.
5. Mr. Miki advised that the ¥250,000 subsidy to the Dining Hall Association was actually a loan to be repaid when the Association discontinues operations. He showed Welfare Officer a letter from the Governor to the Dining Hall Association dated June 27, 1945, approving the ¥250,000 fund, ¥30,000 for organizational expenses and ¥220,000 for operations. The letter pointed out that all changes from the original plan must be reported to and approved by the

SUBJECT: Visit to Tokyo To Welfare Bureau

2 June 1950

Governor; that the Governor can review the operations and give directions; that the Governor can order the money to be returned if he finds that it is not being properly used; that the Association must submit an annual report on 15 April covering operations, accounts, and how the money is used. This letter was issued in response to a formal application by the Association on June 15, 1945.


ROLAND J. ARTIGUES
Chief
Public Welfare Section

C.O.

PUBLIC WELFARE SECTION
KANTO CIVIL AFFAIRS REGION
APO 500

EKG/an

[Handwritten signature]

29 December 1949

CONFERENCE REPORT

1. E. K. Callow
from 1330 to 1445, 27 December 1949
2. Other Attendants: Mr. H. Wohl, Mr. S. Moss - Anti-Trust
and Cartels Division, ESS
Mr. O. Hoshimiya - Kanto Civil Affairs
Region Economic Section
Mr. T. Metsker - WD - PH & W
Mr. F. Micklautz - Red Cross

3. Conference was called inasmuch as Anti-Trust and Cartels Division had ordered the closure of the Tokyo To Workshop Association and the Nikko Senshu K.K. as a result of their activities as control associations and Mr. Metsker, WD - PH & W, had issued a petition on behalf of the Nikko Senshu K.K. opposing the dissolution on the basis of the evidence at hand.

It appeared that Mr. Metsker had made no actual investigation beyond the statements made by representatives of the Ministry and the Nikko Senshu K.K. and had based his opinion on the one instance which is set forth in the petition. Anti-trust and Cartels Division had evidence of several other transactions between the two groups and had not investigated other activities of the Nikko K.K., believing that the information they had at hand was sufficient basis on which to order the closure.

Mr. Wohl suggested and agreed to a stay of closure for a period of 60 days during which time his office will make a thorough investigation of all activities of the Nikko Senshu K.K. and all other concerns which have been acting as agents for the Welfare Ministry. Mr. Wohl also asked that the Ministry of Welfare prepare a plan for actual operation for the free purchase of materials by workshops, both public and private.

E. K. Callow
E. K. CALLOW

1 Incl
Petition from PH & W

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Public Health and Welfare Section

NBN/TLM/yo
24 December 1949

MEMORANDUM FOR RECORD

SUBJECT: Petition Concerning Dissolving of Nikko
Company, Limited

1. References are:

a. M/R dated 16 December 1949, subj: Conference with
ESS/AC on Dissolution of Tokyo-to Workshop Association and Nikko
Senshoku K.K.

b. M/R dated 26 November 1949, subj: Concurrence in
ESS/AC Action Dissolving (1) Tokyo-to Workshops Association and
(2) Nikko Senshoku K. K.

2. Attached is a petition to the Chief of Section presented
by the subject business concern requesting that further investiga-
tion be made into the circumstances under which the concern was
ordered dissolved by ESS/AC with Section concurrence, reference 1b
above. As indicated in M/R, reference 1a above, the Ministry of
Welfare was concerned about the Action against the Nikko Company feel-
ing that the company had merely carried out the terms of a legiti-
mate contract with the Ministry and that if there was any fault it
lay with the Ministry and not with the private company. Upon receipt
of the subject petition undersigned conferred at length with Mr.
Hatakenaka, Chief, General Affairs Section, Social Affairs Bureau,
formerly Chief of the Supply Section and the Ministry official res-
ponsible at the time for the Nikko Company contract. The facts as
presented by Mr. Hatakenaka would indicate that the Nikko Company
carried out a valid contract with the Ministry of Welfare and that,
although the entire negotiation was unusual and complicated, there
was nothing in the contract or the manner in which it was carried
out which would in itself justify dissolution of the concern.

3. The details as presented by Mr. Hatakenaka indicate that
over the period of the past two years the Nikko Company has been
involved in only four business transactions with the Welfare Ministry
concerned with distribution of materials to workshops. The four
transactions involve one contract between the Ministry and Nikko
and three designations of Nikko Company to act as the wholesaler in
the sale of rationed materials. It is assumed by Mr. Hatakenaka
that the former transaction is the one in which the Nikko Company
has been found to be involved in a "control" operation. The
remaining three transactions involved merely wholesaling of materials
and could not have been used by the Company as a "control" over work-
shops.

4. The trouble all started according to Mr. Hatakenaka when the Supply Section undertook to secure an allotment of materials from the Trade Ministry for the manufacture of nursing uniforms. A request was made for materials for 50,000 uniforms which would be finally purchased by the Medical Affairs Bureau. The Supply Section expected to be able to include numerous workshops in the manufacture of the uniforms. However, an allotment of materials for only 2,500 uniforms was made by the Trade Ministry, subject to the understanding that manufacture would be done by workshops. When private commercial concerns learned of this arrangement there was a loud protest that the workshops were not properly equipped to undertake the manufacture of standard uniforms and that the manufacture should be let to private concerns. As a result of this pressure, the Ministry went to the Tokyo-to Welfare Bureau and asked if they had a properly equipped and experienced workshop to which the contract for manufacture might be awarded. The Otska Workshop was selected to do the job and at the same time five or six other workshops were selected to work on the contract. At this point the Ministry opened-up the bidding for a wholesale concern to contract with the Ministry for the purchase of the 2,500 uniforms at a price fixed by price regulations. The Trade Ministry, upon being advised that the Otska Workshop had been selected to undertake the manufacture of the uniforms, released coupons to the workshop covering the purchase of the allotted materials. Upon being awarded the contract and being advised that Otska had the contract for manufacture, Nikko contacted Otska and is reported to have offered to act as agent in the actual purchase of the ration materials. An agreement was entered into and Nikko procured the material turning it over to Otska. Mr. Hatakenaka states that Nikko did not receive any additional percentage for this service to Otska. Upon receipt of the material, Otska did the cutting and assigned the cut materials to the five or six designated workshops for completion. Otska then collected the completed uniforms and turned them over to Nikko. Nikko paid Otska a prescribed producers price plus the authorized producers margin. At the insistence of the Ministry, Otska was permitted to retain the cuttings which had some value and could be used by the workshop for other purposes. Nikko in turn handed the completed uniforms to the Welfare Ministry and was paid the contract amount. Mr. Hatakenaka stated that Nikko's margin on the entire transaction was 2 to 3% of some 828,061 total yen involved.

5. The fact that the Otska Workshop was owned by the Tokyo Workshop Association and that the other five or six workshops were also owned by the Association may explain the complaint of the private workshop operators that they were being discriminated against in not being permitted to participate in the project. However, Mr. Hatakenaka contends that the Association as such did not enter into the negotiations and that the Ministry had dealt entirely with the Tokyo-to Welfare Bureau and Otska. Nikko was in no way involved

either with the Tokyo-to Welfare Bureau or the Association and did not contact Otska until after it had been awarded the contract by the Ministry.

6. On the basis of the foregoing information from the Ministry, the undersigned has arranged for a meeting with Mr. Moss, ESS/AC, Mr. Micklautz and Mrs. Callow to further discuss the action dissolving Nikko. Unless there is other evidence in support of the dissolution, it is the opinion of the undersigned that there was no valid basis upon which to base Section concurrence in the ESS/AC action and that the Section should place itself on record to that effect. The conference has been set for 1330 hours, 27 December 1949 in Mr. Moss's office.

THOMAS L. METSKER
Chief, Rehabilitation
& Organization Branch

1 Incl
Petition from
Nikko Co., Ltd.
to Chief of Section

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Public Health and Welfare Section

NBN/TLM/yo
24 December 1949

MEMORANDUM FOR RECORD

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3. The details as presented by Mr. Hatakenaka indicate that over the period of the past two years the Nikko Company has been involved in only four business transactions with the Welfare Ministry concerned with distribution of materials to workshops. The four transactions involve one contract between the Ministry and Nikko and three designations of Nikko Company to act as the wholesaler in the sale of rationed materials. It is assumed by Mr. Hatakenaka that the former transaction is the one in which the Nikko Company has been found to be involved in a "control" operation. The remaining three transactions involved merely wholesaling of materials and could not have been used by the Company as a "control" over workshops.

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the Ministry had dealt entirely with the Tokyo-to Welfare Bureau and Otska. Nikko was in no way involved either with the Tokyo-to Welfare Bureau or the Association and did not contact Otska until after it had been awarded the contract by the Ministry.

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THOMAS L. METSKER
Chief, Rehabilitation
& Organization Branch

1 Incl
Petition frm Nikko
Co. Ltd. to Chief
of Section