GHQ/SCAP Records(RG 331)
Description of contents

THE NATIONAL ARCHIVES OF THE UNITED STATES

(1) Box no. 2395

(2) Folder title/number: (148) (end)
319.1

(3) Date: Jan. 1951 - Sept. 1951

(4) Subject:

Classification	Type of record
032	d, e

(5) Item description and comment:

(6) Reproduction: (Yes) No

(7) Film no. Sheet no.

INDEX SHEET

Log. No.	NO	DATE	FROM TO	SYNOPSIS
	F1			
	F3			
	F4			
	F5			
	F6			
	F7			
	F9			
8066	F10			
6023	F11			
C1062	F13			
D1169	F27			
E912	F34			
I134	1	14 Sept	Kinks	Delinquent Receiving Reports- JLC Form 83 1st 3rd
				closed 1951

4. It is requested that action be taken by your headquarters to comply with the provisions of the references quoted in par. 1 to correct these deficiencies.

/s/t/ Frank A. George
Lt. Col. Arty
Officer in Charge
Kure

319.1 (11 Sep 51)CAS-A 1st Ind O'BRIEN/sm

GHQ, SCAP, Civil Affairs Section, APO 500

TO: Chief, Kinki Civil Affairs Region, APO 15 LHW

J. A. O'B.

CAS FILE COPY

I-134
14 SEP 1951
1

C O P Y

Headquarters Japan Logistical Command
Procurement Section
Kure Branch Office
APO 182

11 Sept 51

SUBJECT: Delinquent Receiving Reports - JLC Form 83

TO: Chief,
Civil Affairs Section
GHQ
APO 500

1. Reference Par. 5-102, 5-104, 5-104.1, 5-104.2 and 5-104.3; Occupation Forces Procurement Regulation dtd 30 October 1950, as amended.

2. Records this office disclose the following listed Receiving Reports, JLC Form 83, are delinquent.

JPNG	Month
2858	July
2859	July
2860	July
2861	July
2862	July
2945	July
JPNF	
4027	April
4028	April
	July

3. Delays in the submission of these reports delay payments thereby causing unnecessary hardships and difficulties to contractors.

C O P Y

BASIC Ltr fr Hq Shikoku Civil Affairs Region, APO 1050, Subj:
Letter of Transmittal, dated 25 May 1951

319.1( )CAS-A 1st Ind O'BRIEN/sm

GHQ, SCAP, Civil Affairs Section, APO 500

TO: Commanding General, Headquarters and Service Command, WPS
GHQ, FEC, APO 500

J. A. O'B.

3 Incls
Trip cys w/d

CIVIL AFFAIRS FILE COPY

MEMO FOR RECORD:

Three (3) Inclosures:
1. Certificate
2. Status Report
3. Manning Chart

F-34

8 8

BASIC Ltr fr Hq Shikoku Civil Affairs Region, APO 1050, Subj:
Letter of Transmittal, dated 25 April 1951

319.1( )CAS-A 1st Ind O'BRIEN/sm

GHQ, SCAP, Civil Affairs Section, APO 500

TO: Commanding General, Headquarters and Service Command, WPS
GHQ, FEC, APO 500

3 Incls
n/c

J. A. O'B.

CIVIL AFFAIRS FILE COPY

D-1169

F-27

28 APR 1951

C O P Y

HEADQUARTERS
SHIKOKU CIVIL AFFAIRS REGION
APO 1050

WDJ/ky

AG 319.1

25 April 1951

SUBJECT: Letter of Transmittal

THRU: SUPREME COMMANDER FOR THE ALLIED POWERS
Attention: Chief, Civil Affairs Section
APO 500

TO: Commanding General
Headquarters, Headquarters and Service Command
GHQ, FEC
APO 500
ATTN: Personnel Section

Transmitted herewith Certificate, Enlisted Personnel Status Report and Unit Manning Chart for this Region as of 24 April 1951.

FOR THE CHIEF, SHIKOKU CIVIL AFFAIRS REGION:

3 Incls
1. Certificate (in trip)
2. Status Report (in trip)
3. Manning Chart (in trip)

/s/t/ W. D. JOHNSTON
Lt Col Inf
Adjutant

C O P Y

HEADQUARTERS
SHIKOKU CIVIL AFFAIRS REGION
APO 1050

WDJ/fm

AG 319.1 27 March 1951

SUBJECT: Letter of Transmittal

THRU: SUPREME COMMANDER FOR THE ALLIED POWERS
Attention: Chief, Civil Affairs Section
APO 500

TO: Commanding General
Headquarters, Headquarters and Service Command
GHQ, FEC
APO 500
ATTN: Personnel Section

Transmitted herewith Certificate, Enlisted Personnel Status Report and Unit Manning Chart for this Region as of 24 March 1951.

FOR THE CHIEF, SHIKOKU CIVIL AFFAIRS REGION:

3 Incls
1. Certificate (in trip)
2. Status Report (in trip)
3. Manning Chart (in trip)

/s/t/ W. D. JOHNSTON
Lt Col Inf
Adjutant

319.1( )CAS-A 1st Ind O'BRIEN/sm

GHQ, SCAP, Civil Affairs Section, APO 500

TO: Commanding General, Headquarters and Service Command, GHQ, FEC, APO 500

3 Incls
n/c

J. A. O'B.

APR 6 AM
31 MAR 1951

FILE

F-13

CIVIL AFFAIRS FILE COPY

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

MAR 1951

ROUTING SLIP

FROM: NR

DATE: _____

TO:

Commander-in-Chief	Ordnance
Aide-de-Camp	PM
Chief of Staff	PIO
DCofS FEC	Ryukyus Civ Adm
DCofS SCAP	QM
SGS	Signal
Comptroller	Sp Services
G-1	Trans
G-2	TI&E
G-3	Civ Aff ✓ ✓ ✓
G-4	Civ Comm
JSPOG	Civ Historical
AG	CI&E
Antiaircraft	Civ Int
Central Purchasing O	Civil Property Custodian
Chaplain	Civ Trans
Chemical	Diplomatic
Civ Personnel	ESS
Engineer	Government
Hq Comdt	Legal
IG	NRS
JA	PH&W
Medical	

FOR:

Approval	Note and Return
Comment or Concurrence	Distribution Desired
Information	Signature
Initials	Dispatch
Issuance of Orders	Attachment of Reference
Necessary Action	File

FEC AGO FORM 1 JAN 51 NO. 14

9919—FEC P&PC—1 51—100M

Natural Resources Section

HGS/RYG/CFP/ts
12 March 1951

6023.

3191

Col Carleton Coulter
Tokai-Hokuriku Civil Affairs Region
APO 710

Dear Col Coulter:

Mr Lee and I visited your Region on official business during 7 - 9 March. We arrived at a late hour and were met at the train by Mr Martin, who personally drove us to our billet. All necessary billeting arrangements had been completed prior to our arrival and we were assigned a room without delay.

Mr Martin also assigned Mr Rosevear to us during our entire stay. Mr Rosevear gave us his enthusiastic cooperation and because of his knowledge and guidance we were able to accomplish our mission in a highly satisfactory manner.

Mr Lee and I were sorry we could not meet you personally but wish to complement you on your efficient organization and to thank you for the assistance given us during our stay in your Region.

Sincerely yours,

DR CHARLES F PARK
Visiting Expert Consultant
Mining and Geology Division

cc CAS

CAS

F-11

Col Carleton Coulter

HEADQUARTERS
KINKI CIVIL AFFAIRS REGION
APO 25 (Osaka, Honshu)

8066 319.1

19 June 1950

SUBJECT: Special Report on Reorganization of District Offices

TO : Chief
Civil Affairs Section
GHQ, SCAP
APO 500
ATTN: Public Welfare

1. References:

a. Letter, this headquarters, dated 6 March 1950, Subject: "Delegation of Authority from the Governor to Welfare Chief and Ken Welfare Department".

b. Letter, this headquarters, 9 March 1950, Subject: "Plan of Local Organization".

c. Letter, Wakayama Military Government Team, dated 19 August 1948, Subject: "Reorganization of District Office Welfare Sections into Field Offices of Prefectural Welfare Departments".

2. District offices were established to act as branch offices of the prefectural government and to perform general supervision over town and village government within its determined area. Direct supervision of the district offices is exercised from the General Affairs Department in the prefectural government. Personnel allocation, finance, etc., are established by this department for each district office. The governor has delegated phases of National Health Insurance program to the district office through the General Affairs Department. (See inclosures 1 and 2)

a. The district office chief is appointed by the governor, but the individual section chiefs are appointed by the governor with recommendations from respective department chiefs in the prefectural government, a manning table limiting the number of clerical personnel is prepared by the General Affairs Department. The responsibility for distribution of clerical personnel in the district office is left solely to the chief. There are no regulations governing their personnel, nor are there job descriptions to insure against inadequate utilization and

FILE
F-10
FEB 1
FEB 16

unnecessary duplications. All personnel in the office are responsible to the chief, and the chief in turn is responsible to the General Affairs Department of the prefectural government. Any orders or instructions to the functional personnel from respective prefecture departments must pass through the General Affairs Department and the district office chief. The district office chief has delegated the responsibility for National Health Insurance to the Kosei kacho (welfare clerk) in the General Affairs Section or to the Kosei kacho (welfare section chief) in the district office where this section has been established. Normally one clerk in the district office is assigned the functions of National Health Insurance on a part-time basis.

(1) Finance is divided into two types; one which is set per man, increasing or decreasing with rating held and having no bearing on job function or need, and the second based on operational functions and needs calculated at the time of the yearly budget. The first is a set rate according to rank. For example, a head clerk may be authorized ¥6,000.00 for travel expense but a clerk authorized ¥3,000.00 for the same item. Office expense is usually set at a rate such as ¥9,000.00 per person for personnel below the rank of section chief (based on budget of Shiga Prefecture). The second type is determined by the respective departments in conjunction with the General Affairs Department. It is based on necessary money for information and education, (generally for reproduction of pamphlets, posters, etc.) office expense, and travel expense. In Wakayama, funds are allocated for the support of the Medical Fee Investigating Committee established at the district office level. (Variations exist in the prefectures. For a comparison see inclosure 3.) This money is sent to the district office earmarked for a specific section and purpose, the responsibility of which is assumed by the district office chief.

(2) The district office chief supervises individual section chiefs and is generally responsible for administrative and functional operation of the entire office. Orders and instructions to the district office chief must come from the General Affairs Department and/or governor. In the event of emergency (tax collection, etc.), the district office chief has been given the authority to rally his entire office personnel to insure his goal. The Hoken kakari (Insurance clerk) who is already busy with other phases of welfare work has often been called on to aid in these collections. The prefecture insurance section feels that under the present organization

the designation of an insurance clerk in the district office is merely a gesture rather than an appointment intended for practical usage.

b. Present difficulties arise from shortcomings in the utilization of personnel, adequate supervision, and administrative organization. Any effort to effectuate necessary changes must be ordered by the Welfare Ministry. Under the present district office organization, it is impossible to make required improvements short of changing the basic line of supervision and having insurance personnel (and perhaps all welfare personnel) directly responsible to the Welfare Department. The responsibility of the district office chief would have to be reduced to one of coordinating office work, reporting, and overall supervision of town and village governments and should not involve functional operation. The complete futility of any one prefecture attempting these changes is reflected by the continued hurdling of this block by using the National Health Insurance Federation to employ additional personnel for the district offices. (In the present Federation set-up, the prefectural government officials have retained control of the organization.) In Wakayama prefecture a welfare section has been established in each district office, and one man assigned solely to the National Health Insurance program. Since the basic line of supervision was not changed, this step is artificial. This man, remaining under the supervision of the district office chief, lacks competent supervision which results in the performance of aimless, incompetent or no insurance work whatever. To further the National Health Insurance program, it is essential that district office personnel be directly supervised by the welfare department with professional insurance supervisors giving technical guidance from prefectural level. Unlike other department personnel of the prefectural government, insurance personnel have been specialized in their field and all transfers have kept them in insurance work.

c. In keeping with these changes, personnel in the district office should be considered a part of field service and should be assigned by the prefectural insurance section. All finance other than office expenses should be controlled by the prefectural welfare department, and the latter could be given to the district office chief in a lump sum for the entire office, including the welfare staff when they are housed there. Reproduction of pamphlets, posters, etc., should be eliminated and completely prepared by the prefectural insurance section to be forwarded direct to the local insurance agency with copies for the district office chief and the district welfare staff. Present delegation of authority to the district office should be revised. A job description (completely lacking in the present set-up) should be prepared to fit job duties and responsibilities. There is as much confusion regarding responsibility as delegation, resulting from the common Japanese practice of duplicate

delegation. For the successful revision of the district office organization, the Welfare Ministry must encourage the governors to change, and an order or possibly a suggestion would prove to be the cue for reorganization in the prefecture.

3. Recommendations:

a. That present supervision of welfare by the district office be withdrawn.

(1) That supervision and placement of personnel be restored to the prefecture welfare department.

(2) That district office welfare personnel be used to create a field service group.

b. That financial control be returned to the prefecture welfare department.

(1) That reproduction of necessary materials be assumed by the prefecture.

(2) That travel expense be based on job function.

c. That above recommendations be ordered by the Welfare Ministry.

WILEY H. O'MCHUNDRO
Colonel Infantry
Chief

3 Incls:
1. Kyoto Prefectural Order No. 27, dtd 21 Jan 48, Subj:"Regulation of District offices chief's delegation."
2. Osaka Prefecture, dtd 7 Aug 48, Subj:"District Office's Delegation."
3. Chart of National Health Insurance Program

pu PW files
for Incls.

REQUEST (JANUARY 50) FROM KOFUEN NATIONAL SANATORIUM,
KANAGAWA PREFECTURE TO THE MINISTRY OF WELFARE

319.1

Expense for 100 bed expansion (5 tsubo per bed at cost of 20,000 Yen per 5 tsubo. Total construction cost: 10,000,000 Yen).

I.	Clothing.....	¥1,106,000
II.	Medical Instruments.....	2,120,000
III.	Drugs.....	345,000
IV.	General Items.....	2,111,000
V.	Medical Items.....	59,300
VI.	Fuel.....	4,000
	Total	¥5,745,300
		10,000,00 (for beds)

Grand Total.....¥15,745,300

FEB 10 Rec'd
FILE
F-9

F-8 Missing

I. CLOTHING

Article	Kind
Futon (Japanese bedding)	Top
"	Bottom
Blanket	Cotton
Sheet	For one person
Pillow	Cotton
Mosquito net	Cotton
Cover	Cotton
Doctors' gown	Cotton
Nurses' Uniform	Cotton
Gown	Cotton
Nurses' Cap	Cotton
Towel	Cotton
Patients' gown (summer)	Cotton
" " (winter)	

II. MEDICAL INSTRUMENT

Operating table	Irrigation stand
Tomographic machine	Kocher's forceps
Microscope	Cradle
Scale	Kettle
Sedimentation machine	Rubber apron
Dry heat sterilizer	Sprayer for disinfection
Incubator	Oxygen inhalor
Kochs' sterilizer	Artificial Pneumothorax apparatus
Refrigerator	Hand stretcher
Sphygmomanometer	X-ray view box
Safe (27.5 cm x 35.5 cm)	Thermos bottle
Film (16.5 cm x 21.6 cm)	Pus basin
(20 cm x 25 cm)	Surgery shoes
Sterilizer	Transfer forceps
Thoracocautery machine	Wheel stretcher
Knife	

III. DRUGS

Aminocardin
Caffeine sodium benzoate
Chlorate Alaedorin
Chlorinate procaine
Chloride calcium
Chloride adrenalin
Vitamin K
Camphenal
Salso brocanon
Nitrate strychnine
Digherton
Neo-diseptol
Vitamin B_1
Vitamin C
Glucose
Penicillin
Distilled water
Atropin sulphate
Moljodol
The Japan pharmacopia-alcohol
Alcohol for sterilization
Ether
Carbamidin (drugs for amebic dysentery)
Gieonsa's stain
Glycerin
Creosol solution
Santonin tablet
Salsol powder
Sodium chloride
Barbital
Adhesive plaster

IV. GENERAL ARTICLE

Closet
Motor car
Baking machine
Rice cooking machine
Boiled rice box
Table
Chair
Couch
Fire extinguisher

V. MEDICAL ITEMS

Bed
Bed side table
Straw mattress
Double closet
Tray
Bucket
Basin
Hibachi
Kettle
Blackboard
Wash bowl
Setting tray stand
Telephone
Dust pan
Sink
Clock
Food Warmer
Chart rack

Charcoal container
Transfer fire container
Bicycle
Waste Disposal bucket
Waste bucket
Rice bowls
Dishes
Soup bowls
Small dishes
Datson automboile
Cotton
Lint
Bandage
Gauze
Absorbent cotton
Tissue cotton
Oil paper
Triangular bandage

VI. FUEL

Benzine
Mobile oil gasoline

INFORMATION COPY

319.1
SUBJECT: Catalog of Recurring Reports Required from Japanese Prefectural Officials

5 Jan 50

SECTION II

(Reports required by the Public Welfare Section)

1. By whom submitted: Chief, Welfare Department

2. When submitted: Monthly reports will be submitted to arrive at this headquarters prior to the 26th of the following month. Annual reports will be submitted as soon as practicable.

3. Nature of Contents: A copy of all monthly and annual reports which, according to instructions received from the Ministry of Welfare, were to be effective beginning 1 January 1951. It is essential that a copy of all reports required by the Ministry of Welfare, in the new reporting procedure, be submitted to this headquarters.

a. A copy of the reports prepared by the Prefectural Welfare Department, covering the period from 1 January 1951 to 31 January 1951, as required by the Ministry of Welfare, will be substituted for those reports previously requested by this headquarters.

FILE

FEB 9 Rec'd F-7

INFORMATION COPY

(Revised 7 Feb 51)

INFORMATION COPY

3754

HEADQUARTERS
KANTO CIVIL AFFAIRS REGION
APO 500

KA 319.1

7 February 1951

MEMORANDUM THRU: Kanto Liaison and Coordination Office

FOR: The Governor
Tokyo-To
Chiba Prefecture
Gunma Prefecture
Ibaraki Prefecture
Kanagawa Prefecture
Nagano Prefecture
Saitama Prefecture
Shizuoka Prefecture
Tochigi Prefecture
Yamanashi Prefecture

SUBJECT: Recurring Reports

Section II of Inclosure 1 to Memorandum, this headquarters, file and subject as above, 5 January 1950, is rescinded and Inclosure 1 hereto substituted therefor.

FOR THE CHIEF:

GEO. B. NIBLOCK Jr.
Lt Col, Infantry
Deputy Chief

1 Incl
Sec II (in dupe)

Copy Furnished:
Chief, CAff Sec.
GHQ, SCAP

FILE

EEB 9 Rec'd P-6

INFORMATION COPY

HIKOKU CIVIL AFFAIRS REGI( )
APO 1050

EHTS/tf

Takamatsu, Shikoku
25 January 1951

AG 319.1

SUBJECT: Letter of Transmittal

THRU: Chief, Civil Affairs Section
GHQ, SCAP
APO 500

TO: Commanding General
Headquarters, Headquarters and Service Command
GHQ, FEC
APO 500
ATTN: Personnel Section

Transmitted herewith Certificate, Enlisted Personnel Status Report and Unit Manning Chart for this Region as of 24 January 51.

/s/t/ ERNEST H T SCHECHINGER
Colonel ARTY
Chief

3 Incls
1. Certificate (in trip)
2. Status Report (in trip)
3. Manning Chart (in trip)

319.1 ( )CAS-A 1st Ind O'BRIEN/sm

GHQ, SCAP, Civil Affairs Section, APO 500

TO: Commanding General, Headquarters and Service Command, GHQ, FEC, APO 500 WPS

3 Incls J. A. O'B.

CIVIL AFFAIRS FILE COPY

FILE
JAN 29 Rec'd

29 JAN 1951
A-913

to field trips, conferences, follow up, and similar guidance and instructional endeavors. In Hokkaido, time and space are essential factors. It is believed that the present monthly report has reached a point of diminishing returns for the effort expended each month.

5. Every effort has been made in this region to reduce paperwork to a minimum. Many formal and informal reports which were required a year or so ago have been abolished and only matters of importance and significance are written up immediately for the information of the chief of the region or for transmittal to CAS in GHQ.

6. This recommendation is prompted in part by O.D. No. 1, 10 March 1950, your headquarters. This directive says in paragraph 3 a, "* * * giving special attention to the elimination of inconsequential and irrelevant material * * * but should contain only current significant trends and facts."

JOHN S. SWITZER
Colonel Inf
Chief

319.1( )CAS 1st Ind

WG

GHQ, SCAP, Civil Affairs Section, APO 500

TO: Chief, Hokkaido Civil Affairs Region, APO 309

1. Inasmuch as monthly activities reports are required by GHQ, SCAP, the request contained in par 1, basic communication, is not favorably considered.

2. With reference to paragraphs 4 and 5, basic communication, the preparation and submission of the monthly activity report is a direct responsibility of the Chiefs of the Civil Affairs Regions, however, this section offers no objection to a brief, condensed, and concise monthly report, provided that this report fulfills the essential requirements of OD 1, this section, dated 10 March 1950.

FOR THE CHIEF, CIVIL AFFAIRS SECTION:

J. A. O'BRIEN
2 CWO USA
Adm Off

FILE

F~4 JAN 26 Rec'd

HEADQUARTERS
HOKKAIDO CIVIL AFFAIRS REGION
APO 309

319.1 18 January 1951

SUBJECT: Monthly Activities Report

TO: Supreme Commander for the Allied Powers
General Headquarters, APO 500
ATTENTION: Chief, Civil Affairs Section

1. It is recommended that the activities report required monthly from each region be discontinued in its present monthly status and be submitted quarterly.

2. When Military Government was first established by the Far East Command it was manifest that a detailed report be submitted at least monthly. At that time marked changes took place from month to month -- even from week to week. There were many more activities and missions. Often definite trends could be observed in the space of thirty days. Moreover, a single monthly report was insufficient and had to be supplemented by numerous special reports.

3. Today, missions and operational procedure have crystallized, and with the present policy of relinquishing control to the Japanese, there is a decided lessening of activities and missions. Furthermore, changes in activities and missions are infrequent as compared to earlier days. Trends seldom can be definitely reported based upon one month's observation -- although a presumption can be made now and then. Special reports can always be submitted concerning any events which merit immediate attention.

4. The preparation of these monthly reports is a considerable administrative burden. At the present time the writing and editing of the monthly report requires approximately 25% of the time of section chiefs alone. At least three to four days is necessary in the preparation of most of the annexes -- several require a longer period of time. One week is the usual time needed for a complete report. With our reduced office and clerical force this is a fact worth consideration. If these reports were required quarterly instead of monthly, it would release an appreciable amount of manhours which could be profitably devoted

CAS FILE COPY

26 JAN 1951
A-816

INFORMATION COPY

HEADQUARTERS
KANTO CIVIL AFFAIRS REGION
APO 500

JD/vk

KA 319.1

9 January 1951

1714

MEMORANDUM THRU: Kanto Liaison and Coordination Office

FOR: The Governor
Tokyo-To
Chiba Prefecture
Gunma Prefecture
Ibaraki Prefecture
Kanagawa Prefecture
Nagano Prefecture
Saitama Prefecture
Shizuoka Prefecture
Tochigi Prefecture
Yamanashi Prefecture

SUBJECT: Recurring Reports

1. The Index and page 2, Section I of Inclosure 1 to Memorandum, this headquarters, file and subject as above, 5 January 1950, are rescinded and Inclosures 1 and 2 hereto, substituted therefor.

2. Inclosure 23 to Memorandum, this headquarters, file and subject as above, 5 January 1950 is attached.

3 Incls
1. Index (in dupe)
2. Page 2, Sec I (in dupe)
3. Incl 23, Memo, this Hq, KA 319.1 subj "Recurring Reports" 5 Jan 50 (in dupe)

JULIAN DAYTON
Colonel, Infantry
Chief

Copy Furnished:
✓ Chief, CAff Sec.
GHQ, SCAP

FILE

JAN 15 Rec'd F-3

INFORMATION COPY

WAR 10 1951

I N D E X

Section I	Civil Education Section
Section II	Public Welfare Section
Section III	Civil Information Section
Section IV	Commerce and Industry, Economic Section
Section V	Labor Relations, Economic Section
Section VI	Distribution and Enforcement, Economic Section
Section VII	Natural Resources, Economic Section
Section VIII	Public Health Section
Section IX	Legal and Government Section

Inclosures

1. List of Designated Explosive Manufacturers in Knnto Region
2. List of Designated Fertilizer Manufacturers in Kanto Region
3. List of Shipbuilding Companies from which Quarterly Reports Required
4. List of Shipbuilding Companies from which Monthly Reports Required
5. Disposition of Economic Cases and Blackmarket Control
6. Commodity Control Enforcement Report
7. Report of Communicable Diseases
8. Report of Immunization and Venereal Diseases
9. Report of Health Center Activities
10. Report of Hospitals and Sanatoria
11. Report of Vital Statistics and Personnel Changes
12. Report of Nursing Affairs
13. Report of Sanitary Engineering and Food Sanitation
14. Schedule of Activities for Next Month
15. Veterinary Information Sheet
16. Veterinary Information Sheet
17. Fisheries Cooperative and Fisheries Rights
18. Statistics on Criminal Cases
19. Report Violations of Imperial Ordinance #311
20. Report Crimes Involving Violation of Japanese Law and Offenses Against the Occupation
21. Report Crimes Involving Possession of Allied Property
22. Report for Total Figures of the Esteblishments Graded and Scored
23. Adult School Report (Inclosure 1 to Monthly Schedule of Proposed Activities of Social Education Section)

Annexes

A (to Inclosure 15) Monthly Meat and Seafood Inspection Report

(Revised 9 Jan 51)

Incl 1 3

b. When submitted: Monthly, preferably one week before the succeeding month's anticipated activities, (i.e. one week before the end of the month, the following month's schedule of proposed activities is to be submitted).

c. Nature of contents: Schedule of proposed activities and necessary explanation to indicate the nature of activities to include (1) amount of money appropriated for each activity, (2) participants (including approximate number), and (3) purpose of activity. This summary is acceptable in Japanese.

(1) A report on the status of all adult schools in the prefecture will be attached as Inclosure 1.

(2) Nature of contents: See Inclosure 23.

4. MONTHLY SCHEDULE OF PROPOSED PTA ACTIVITIES.

a. By whom submitted: Person in the secretariat of prefectural board of education who is giving guidance and assistance to PTA's.

b. When submitted: Monthly, preferably one week before the succeeding month's activities (i.e. one week before the end of the month, the following month's schedule of proposed activities is to be submitted).

c. Nature of contents: Schedule of proposed activities and necessary explanation to indicate the nature of activities to include (1) amount of money appropriated for each activity, (2) participants (including approximate number), and (3) purpose of activity. This summary is acceptable in Japanese.

5. MONTHLY REPORT OF HOME DEMONSTRATION AGENTS ANTICIPATED ACTIVITIES.

a. By whom submitted: Chief of prefectural home demonstration agents.

b. When submitted: Monthly, preferably one week before the succeeding month's proposed activities, (i.e. one week before the end of the month, the following month's activities schedule is to be submitted).

c. Nature of contents: Outline of the prefectural month's activities to include (1) meetings, (2) field trips, and (3) projects. This report is acceptable in Japanese.

Incl. 2[3]

SAMPLE COPY

ADULT SCHOOL REPORT

Name	Location	Type Facility	Date	Semester	No. Students	Courses Offered	No. Students in Ea. Course	Length of Course	Frequency of Classes	Closing Date	Opening Date Next Semester
Minato	Yokohama	LSS or USS	Jan.?	1st 2d 3d etc	500	English I " II Bookkeeping I Abacus Dressmaking etc.	50 44 40 60 28	24 hrs " " 12 hrs 24 hrs etc	Once a week Twice a week etc	Mar 16	
Second Junior High	Odawara	LSS or USS	Dec 16	2d	431	Abacus Bookkeeping Dressmaking English etc	50 42 32 40	20 hrs " " "	Once a week	Feb 22	

SPONSORS

Municipal
Prefectural
or
Combination
of both

Inclosure 23 to Recurring Reports Catalog, 5 Jan 50
(Added 9 Jan 51)

SAMPLE COPY

INFORMATION COPY

HEADQUARTERS
KANTO CIVIL AFFAIRS REGION
APO 500

GEN/vk

KA 319.1

12 January 1951

MEMORANDUM THRU: Kanto Liaison and Coordination Office

1869

FOR: The Governor
Tokyo-To
Chiba Prefecture
Gunma Prefecture
Ibaraki Prefecture
Kanagawa Prefecture
Nagano Prefecture
Saitama Prefecture
Shizuoka Prefecture
Tochigi Prefecture
Yamanashi Prefecture

SUBJECT: Recurring Reports

Page 5, Section IX of Inclosure 1 to Memorandum, this headquarters, file and subject as above, 5 January 1950, is rescinded and Inclosure 1 hereto, substituted therefor.

FOR THE CHIEF:

GEO. B. NIBLOCK Jr.
Lt Col, Infantry
Deputy Chief

1 Incl
Page 5, Sec IX
(Revised)

Copy Furnished:
Chief, CAff Sec.
GHQ, SCAP

FILE

F-2

INFORMATION COPY

(1) Koreans and their activities.

(2) Communists and their activities.

(3) Public officials charged with fraud or corruption.

These reports will be made by phone if practicable or by messenger as they occur, cases pertaining to alcohol or narcotics (in writing only) arrest of United Nations Nationals (in writing only -within 48 hours) cases of alleged bossism or gangsters (in writing only).

18. SPECIAL REPORTS REQUIRED FROM THE PREFECTURAL ELECTION COMMITTEE

a. By whom submitted: Each Election Committee.

b. When submitted: At time date is set for the by-election.

c. Nature of contents: Report of "important by-election", the reason for same and date it is to be held. ("Important by-election" means those involving unusual political interest or significance and does not refer to by-elections caused by a person or persons relinquishing the office because of business, ill health or moving from the area.)

(1) All by and normal elections will be reported on briefly <u>after</u> the election has been held.

19. MONTHLY PROGRESS REPORT OF LOCAL PUBLIC SERVICE LAW

a. By whom submitted: Each Governor

b. When submitted: Prior to the 15th of each month.

c. Nature of contents: Report should be in narrative form, stressing local bills for the establishment and initial operation of the Local Public Service Law.

Incl 15

SHIKOKU CIVIL AFFAIRS REGION
APO 1050

EHTS/c1

Takamatsu, Shikoku
28 December 1950

AG 319.1

SUBJECT: Letter of Transmittal

THRU: Chief, Civil Affairs Section
GHQ, SCAP
APO 500

TO: Commanding General
Headquarters, Headquarters and Service Command
GHQ, FEC
APO 500
ATTN: Personnel Section

Transmitted herewith Certificate, Enlisted Personnel Status Report and Unit Manning Chart for this Region as of 24 December 1950.

3 Incls
1. Certificate (in trip)
2. Status Report (in trip)
3. Manning Chart (in trip)

/s/t/ ERNEST H T SCHECHINGER
Lt Col ARTY
Chief

319.1 ( )CAS-A 1st Ind O'BRIEN/sm

Civil Affairs Section, GHQ, SCAP, APO 500

TO: Commanding General, Headquarters and Service Command, GHQ, FEC, APO 500 WPS

3 Incls
n/c

J. A. O'B.

JAN 4 Rec'd
F-1

4 JAN 1951
A-053

CIVIL AFFAIRS FILE COPY