HEADQUARTERS
TOKYO CIVIL AFFAIRS TEAM
APO 500

AGL 240

20 September 1949

SUBJECT: Wages of Clerical Workers and Service Personnel employed by the Allied Forces.

TO: All Labor Using Units in Tokyo-To.

1. a. Wage Scale, Ltr AGL 240, Hq TMGT dated 25 Feb. is rescinded.

b. The effective date of this scale is 1 Sept. 49.

2. Determination of Salaries.

a. The Special Procurement Board, a Japanese Government Agency, is the responsible organ for the fixing of job titles and salaries contained herein. This board is the final approving agency on applications for base salaries in excess of ¥ 9640. Determination and approval of salaries below ¥ 9640 is the responsibility of the Metropolitan Government. In all cases, recommendations for salaries in excess of ¥ 7500 will be submitted in accordance with par. 14, ltr. TMGT subject "Labor Regulations" dtd 28 May 49. Certain other titles (as marked by a double asterisk) below ¥ 7500 must also be submitted through TCAT.

b. In determining salaries, any figure between the minimum and maximum may be used. New employees should not be hired at the maximum salary, but rather as near the minimum salary as previous experience and service will permit. Subsequent readjustment should be made in small increments of ¥ 100 to ¥ 500. A ¥ 50 increase for every six months of satisfactory service will be granted up to the maximum grade upon application by unit. In no case will the basic wage exceed the maximum shown for the job title.

3. Classification.

a. In all cases employees will be classified in accordance with the nearest applicable title listed in attached scale. A guide for the purpose of classifying some of the more common jobs in terms of wage scale titles is shown as inclosure #2.

4. Wage scale "Prevailing Wages of Skilled Workers and Common Laborers employed by the Allied Forces", Headquarters TMGT dated 28 Feb. 49 is still in effect.

FOR THE CHIEF:

2 Incls.
1. Wage Scale for Clerical Workers.
2. Classification Guide.

CLYDE C. DUNCAN
WOJG, USA
Adjutant.

WAGE SCALE OF THE CLERICAL WORKERS FOR THE ALLIED FORCES

Title	Salary	Remarks

A. S-U-P-E-R-V-I-S-O-R-Y

	Number of People Managed 0 - 50	50 - 200	200 - 1000	
1. Building Manager	4320 - 6410	6410 - 6980	6980 - 7890	There will be a manager in every building or base. An additional payment of ¥ 100 for each additional 1,000 people is authorized.
2. Assistant Building Manager	3680 - 5420	5420 - 5990	5990 - 6800	One Assistant Manager is authorized for each 200 people controlled.
3. Supervisor	4850		6300	

B. G-E-N-E-R-A-L

Title	Minimum	Intermediate	Maximum	
4. Clerk	2280 - 4070	4070 - 4820	4820 - 5580	
5. Interpreter	3050 - 4770	4770 - 5520	5520 - 6300	
6. Translator	3050 - 4770	4770 - 5520	5520 - 6300	Includes special scientific interpretation and translation of medical science, law, etc.

Inclosure #1

	Title	Minimum	Intermediate	Maximum	
7.	Special Interpreter & Translator (Technical)	5340 - 6300	6300 - 6800	6800 - 8240	Censors & Proofreaders
8.	English Stenographer	3680		6300	
9.	Typist English	2420 - 4010	4010 - 4650	4650 - 4820	
10.	Typist Japanese	2070 - 2760	2760 - 3440	3440 - 4190	
11.	Telephone Operator (English Speaking)	2070 - 3200	3200 - 4020	4020 - 4850	
12.	Telephone Operator (Non English Speaking)	1970 - 2570	2570 - 3240	3240 - 4010	
13.	Roomboy	2240		4580	
14.	Roomgirl	2240		4580	
15.	Porter	2240		4580	
16.	Page Boy	2040		4190	
17.	Bell Boy	2040		4190	
18.	Elevator Boy	2040		4190	
19.	Elevator Girl	2040		4190	
20.	Salesman	2420		5390	
21.	Salesgirl	2420		5390	
22.	Guards	2420		5390	
23.	Engineer	5340		7220	
24.	Assistant Engineer	4850		6300	

	Title	Minimum	Intermediate	Maximum	
25.	Accountant	4850		7220	
26.	Draftsman	4850		7220	
27.	Meteorelogical ** Technician	4850		8240	
28.	IBM Key Punch** Operator	3810		5210	
29.	IBM Service ** System Machine Operator	4320		7050	
30.	IBM Repairman **	4770		7370	
31.	IBM Chief Operator **	7370		8630	
32.	Photographer ** Ordinary	3050		7220	
33.	Photographer ** Aerial	5310		9650	
34.	Professional **	4850		8240	Doctors, Lawyers, Artists.
35.	Fireman	2420		6300	
36.	Fire Fighter	2420		6300	
37.	Secretary	5340		6300	
38.	Nurse	2420		5090	Licensed only
39.	Information Clerk	3045		5520	
40.	Teacher	5310		8240	
41.	Statistical ** Analyst	5340 - 6300	6300 - 6800	6800 - 8240	
42.	Economic ** Analyst	5340 - 6300	6300 - 6800	6800 - 8240	
43.	Advisor **	7550		12,900	
44,	Bar Manager	4845		6795	

	Title	Minimum	Intermediate	Maximum	
45.	Bar Tender	3045		6630	
46.	Bar Helper	2070		4845	
47.	Mess Manager	4850		6800	
48.	Cook	3050		6630	Organized Mess
49.	Waiter, Waitress	2070		4850	
50.	Head Waiter, Head Waitress	3050		5580	
51.	Kitchen Police	2070		4850	Kitchen Helper
52.	Kitchen Odd Worker	2070		4850	Pantry Man, Dish-washer. Storehouseman, Kitchen Cleaner.
53.	Technical Man **	3050 - 4850	4850 - 6300	6300 - 6800	

C. D-O-M-E-S-T-I-C S-E-R-V-A-N-T-S

54.	House Manager	5150		6980	
55.	Housekeeper	3120		6710	
56.	Assistant Housekeeper	3120		4880	
57.	Houseboy & Maid	2360		4190	
58.	Houseboy & Maid First Class	4190		4880	
59.	Stoker (High Pressure Boiler)	3810		6860	
60.	Furnace Attender	3120		4880	
61.	Yardman	3120		4580	
62.	Cook & Baker	3540 - 4250	4250 - 6710	6710 - 6980	

C. D-O-M-E-S-T-I-C S-E-R-V-A-N-T-S

Title	Minimum	Intermediate	Maximum
63. Kitchen Police	3540		4250
64. Laundryman	2780		4880
65. Laundress	2780		4880
66. Nursemaid	3120		4880
67. Amah	3120		4880
68. Chauffeur	3276 - 5640	5640 - 6340	6340 - 7040

JOB TITLE ACCORDING TO DUTIES: (Unit's Classification)	SHOULD BE CLASSIFIED ACCORDING TO WAGE SCALE (Time Sheet Entry)
Billet Manager General Manager Japanese Manager Manager Personnel Manager	Building Manager Item 1 under Supervisory
Assistant Manager Assistant General Manager Building Sub Manager Sub Manager Vice Manager	Assistant Building Manager Item 2 under Supervisory
Assistant Supervisor Assistant Labor Supervisor Building Maintenance Supervisor Business Supervisor Clerk Supervisor Counter Manager Custodian Supervisor Matron Supervisor Night Supervisor Office Supervisor Personnel Supervisor Receptionist Supervisor Shop Captain Store Supervisor Snack Bar Supervisor Time Record Clerk Supervisor Typist Supervisor	Supervisor Item 3 under Supervisory
Administrative Assistant Assistant Head Watch List Clerk Assistant Stenograph Clerk Assistant Librarian Assistant Warehouse Foreman Billet Clerk Bookkeeper Cashier (Ordinary) ** Checker Chief Attendent Chief Clerk Chief Warehouseman Chief Librarian Chief Storekeeper Clerk Typist	Clerk Item 4 under General

Inclosure #2 to Ltr. TCAT dtd 20 Sept. 49 subj "Clerical Wages"

Desk Clerk)
Dispensary Liaison)
Dispatcher)
File Clerk)
Film Editor)
Flasher)
Foreman Clerk)
Front Clerk)
General Clerk)
Head Clerk)
Head Labor Clerk)
Inventory Clerk)
Junior Clerk)
Laboratory Liaison)
Laundry Clerk)
Liaison Man)
Librarian)
Librarian Liaison)
Librarian Receptionist)
Maintenance Clerk)
Mess Cashier)
Mess Clerk) ---------- Clerk
Mess Storeman) Item 4 under General
Mimeograph Operator)
Multiplex Operator)
Office Clerk)
Parts Clerk)
Personnel Clerk)
Ping Pong Clerk)
Pool Room Clerk)
Receptionist)
Receptionist Clerk)
Senior Clerk)
Security Clerk)
Special Clerk)
Statistical Clerk)
Store Room Clerk)
Store Man)
Stock Clerk)
Store Keeper)
Store Record Accountant)
Technical Clerk)
Time Record Clerk)
Tool Clerk)
Vehicle Service Clerk)
Warehouse Clerk)
Watch List Clerk)
Writer)

** Cashier for QM Sales Stores and Commissaries may be classified as Accountants, Item 25 under General, see page 4.

Assistant Interpreter Interpreter Interpreter Chief Mess Interpreter	) - - - - -	Interpreter Item 5 under General
Translator Translator Expert Translator Monitor Translator Research	) - - - - - -	Translator Item 6 under General
Deputy Assistant Censor Examiner Censor Special Examiner Examiner Translator Junior Censor Translator Reviewer Senior Examiner Translator Special Translator Technical Interpreter Translator Examiner	) - - -	Special Interpreter-Translator (Technical) Item 7 under General
Advisor Professional Employee Advisor Technical Advisor Technical Expert Consultant Economic Advisor Economic Expert Educational Consultant Language Consultant Professional Advisor Professional Consultant Technical Advisor Technical Consultant Theater Consultant Trade Consultant Personnel Advisor	) - - - -	Advisor Item 43 under General
Nurse Aid Technical Nurse	) - - - - - - - - - -	Nurse Item 38 under General
Billiard Instructor English Teacher Golf Instructor Instructor Japanese Conversation (Language) Instructor Language Instructor Pianist & Organist Pool Instructor Tennis Instructor	) - -	Teacher Item 40 under General

Analyst Statistical Accountant Economist Research Analyst Statistician	Statistical Analyst Item 41 under General
Artist Calligraphist Common Artist Commercial Artist Dentist Dental Mechanic Dental Technician Dispensary Technician Display Decorator General Affair Technician Geographer Geologist Interviewer Laboratory Technician Lawyer Map Evaluation Technician Medical Technician Motion Picture Producer Pharmacist Photo Evaluation Expert Population Affairs Technician Professional Expert Professional Expert Professional Film Librarian Serilogical Technician Special Affair Technician Special Technician Technical Expert Veterinarian Womans Affairs Technician	Professional Item 34 under General
Fire Captain	Fireman Item 35 under General
Cashier (QM Sales Stores & Commissaries) Chief Accountant Cost Estimator Senior Accountant Technical Accountant	Accountant Item 25 under General
Weather Forecaster Weather Observor	Meteorlogical Technician Item 27 under General

Photo Grammetrist Photo Librarian Photo Librarian Technician Photo Supervisor Photo Technician	)	Photographer Ordinary Item 32 under General
Agricultural Engineer Architect Architectural Engineer Chief Engineer Chief Technician Electric Engineer Ground Safety Engineer Head Engineer Heating Engineer Hydrolic Engineer Projector Engineer Radio Engineer Radio Technician Safety Technician Technician Machine Engineer Senior Technical Engineer X-Ray Technician	)	Engineer Item 23 under General
Assistant Ground Safety Engineer Assistant Hydrolic Engineer	)	Assistant Engineer Item 24 under General
Elevator Operator Lift Boy Usherette	)	Elevator Girl or Elevator Boy Item 18 or 19 under General
Doorboy		Bell Boy Item 17 under General
Sales Boy Stand Boy	)	Salesman Item 20 under General
Assistant Chief Guard Assistant Group Chief Civilian Guard Chief Guard Chief Guard Supervisor Civilian Guard Civilian Police Female Guard Fire Guard Guard Captain Guard Lt. Guard Sgt. Group Chief Civilian Guard Jeep Guard	)	Guard Item 22 under General

Jeep Watchman Night Guard Security Guard Sub Guard Watchman Watch Woman	)	Guard Item 22 under General
Shorthand Clerk Skilled Stenographer Stenographer	)	English Stenographer Item 8 under General
Chief Typist Student Typist	)	Typist English Item 9 under General
Telephone Operator Monitor Telephone Operator Switchboard Operator	)	Telephone Operator with or without English as the case may be. Item 11 or 12 under General.
Baggage Boy Check Room Girl Coffee Boy Coffee Girl Delivery Boy Messenger Boy Nurse Helper Office Boy Office Maid Private Boy Running Boy Store Boy Storeroom Boy Storeroom Girl Supply Boy	)	Males will be Roomboys. Females will be Roomgirls. Item 13 and 14 under General.
Dining Room Manager Mess Night Manager Restaurant Manager	)	Mess Manager Item 47 under General.
Assistant Head Waiter Assistant Waitress Counter Boy Counter Girl Counter Waiter Snack Bar Boy Snack Bar Waitress	)	Waiter or Waitress. Item 50 under General.
Cook Helper Diet Kitchen Helper Dish Washer Kitchen Boy Pantry Boy	)	K.P. Item 51 under General.

Kitchen Cleaner)
Kitchen Janitor) - - - - - - - - - Kitchen Odd Worker
Kitchen Laborer) Item 52 under General.

D-O-M-E-S-T-I-C

Resident Manager - - - - - - - - - - - - House Manager
Item 54 under Domestic.

House Mother) - - - - - - - - - - - - - House Keeper
Steward) Item 55 under Domestic.

Chamber Maid)
House Girl) - - - - - - - - - - - - Houseboy or Housemaid.
Personal Maid) Item 57 under Domestic.
Private Maid)

Yarder - Yardman
Item 61 under Domestic.

House Cook - - - - - - - - - - - - - - - - - Cook
Item 62 under Domestic.

Cook Helper - - - - - - - - - - - - - - - - - K. P.
Item 63 under Domestic.

Launderer)
Laundress)
Laundry Girl) - - - - - - - - - Laundry Man or Laundress
Laundry Maid) Item 64 or 65 under
Laundry Woman) Domestic.
Laundry Woman Helper)

TIME REPORT FOR PERMANENT JAPANES

(1) UNIT DESIGNATION: Government Section — Regt., Gp., or similar unit

GHQ, SCAP — Bn. or similar unit

(3) Employed for the period from 1st January 1949

FULL NAME	PASS NO.	CLASSIFICATION	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
HIROKI Saburo	BE No. 201-11919					4	8	8	5	0	8	8	8	8	8	5	0	8	8	4	8

I certify that the above is a true and correct attendance record of each of the ab
overtime shown was required and authorized.

Signature of Certifying Officer

H. E. CURTI

Name and Ran

MGL FORM No. 5 Revised

RT FOR PERMANENT JAPANESE EMPLOYEES

Page 1 of 1 Pages.

GHQ, SCAP — Bn. or similar unit
500 — APO
(2)
_____ — Location
_____ — Telephone No.

d from 1st January 1949 to 2400 hours, 31st January 1949

12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	NO. OF SP. HRS.	LV. DUE	LANG. ALWS.	REMARKS
8	8	8	5	0	8	8	4	8	8	5	0	8	8	4	8	8	5	0	8	4				

tendance record of each of the above-named persons for the period covered; that all

H. E. CURTIS, JR., Capt., FA — Name and Rank Typed

Chief, Adm Division — Title

9071—FEC Printing Plant—11 49—600M

Kat Carter

MONTHLY REPORT OF YEN EXPENDITURES FOR DIRECTLY EMPLOYED JAPANESE LABOR

File

Reporting Section or Unit: Government Section, GNPSCAP

Month Reported on: December Date of Report: 17 Jan 50

Account Code			Gross Amount of Yen Expended	Total Tax Deducted (Do not Include Deductions for Health Insurance & Welfare Annuity)	Number of Employees (Daily Average)
Appr.	Proj.	Obj.			
806	412	01	9771	779	1
		Total	9771	779	1

HSA Form #19
(Revised 4 Aug 49)

Signature of Labor Officer
Telephone No:

BASIC: Ltr fr Headquarters Tokyo Labor Liaison Office, subject: "Roster of Occupation Forces Employees Necessary for the Payment of the Extra-ordinary Year-End Allowance", dated 27 December 1949

HC 230.14 (HJL) 1st Ind

HQ, HEADQUARTERS AND SERVICE GROUP, GHQ, FEC, APO 500 29 December 1949

TO: All Facilities Utilizing Indigenous Personnel

1. Attention is invited to basic communication which provides for the payment of extraordinary year-end allowances to indigenous employees.

2. In order to permit this headquarters to charge the allowances paid to each employee against the correct appropriation and project account code, the following method of preparing the required roster will prevail for all units, staff sections, and clubs utilizing indigenous personnel for which this headquarters has administrative and/or operational responsibility:

a. The names of all employees chargeable to a specific appropriation and project code will be listed under that code by service seniority based on the formula outlined in paragraph 3, a, b, and c of basic communication.

b. Units, sections, and clubs having multiple appropriation and project codes will list under each code the names of indigenous personnel chargeable to a specific code and again use the service seniority listing procedure.

c. The completed roster broken down by appropriation and project and service seniority will be forwarded to Japanese Labor Control Division, this headquarters in quadruplicate as soon as possible and in no case later than 7 January 1950. It is suggested that all rosters be hand carried to the Japanese Labor Control Division, Room 243a Finance Building, to expedite the consolidation of the rosters.

d. Rosters received must include the prescribed certificate noted in paragraph 5 of basic communication and signature of section, unit, or club labor officer must be affixed thereto. Certifying signature of anyone other than the section, unit, or club labor officer will not be honored.

3. Reports on yen expenditures relative to this year-end allowance will be made by the Japanese Labor Control Division, this headquarters. HSA #19, Monthly Report of Yen Expenditures, submitted by sections, units, and clubs will not include the yen paid under the provisions of this letter.

4. Attached for information and guidance is sample copy of completed roster. Further assistance in compiling and preparing the roster may be obtained by contacting the Japanese Labor Control Division, this headquarters, Room 243a Finance Building, telephone 26-6739.

FOR THE COMMANDING GENERAL:

LEONARD S. CARROLL
Lt Colonel, AGD
Adjutant

1 Incl:
a/s

DISTRIBUTION:
200 copies to S-1

HEADQUARTERS
TOKYO LABOR LIAISON OFFICE
APO 500

27 December 1949

Subject: Roster of Occupation Forces Employees Necessary for the Payment of the Extraordinary Year-End Allowance.

To : All Labor Using Units

1. It has been directed by Hqs 8th Army U.S.A. that Payment of the Extraordinary Year-end Allowance shall be made.

2. Request that all Labor using Units in Tokyo-To submit to this office immediately, a Roster of All Japanese Employees working as of 24 December 1949.

3. Labor using Units will prepare this roster which will be broken down into three (3) Parts.

a. "A" Employees who have worked more than six (6) months.

b. "B" Employees who have worked less than six (6) months but more than three (3) months.

c. "C" Employees who have worked less than three (3) months.

4. Rosters will be made up on Form similar to one shown below.

Name	Job Title	Number of months worked A.B, or C.

5. The Labor using Unit officer will add the following certificate to the bottom of the last page of the roster.

"I certify that the above roster is true and correct and all Japanese employees listed above have been working for this Unit as of 24 December 1949."

B. N. Farden

B. N. FARDEN
Lt Col, Infantry
Labor Liaison Officer

ROSTER FOR PAYMENT OF EXTRAORDINARY YEAR-END ALLOWANCE

XYZ Section, GHQ, SCAP
Unit Dosignation

4 January 1950
Date

NAME	JOB TITLE	NUMBER OF MONTHS WORKED (A, B, C)
806-412-01		
Yoshio Watanabe	Typist	A
Sarae Kuyma	Clerk	A
Tooichi Hashimoto	Interpreter	C
815-437-01		
Yukio Yoshida	Carpenter	A
Shosaky Arai	Laborer	B
Shunji Terakado	Painter	C
821-702-01		
Akira Misyukane	Bar Boy	A
Yukio Itoo	Cook	A
Matuji Sudoo	Waitress	A

etc.

"I certify that the above roster is true and correct and all Japanese employees listed above have been working for this section, unit, or club as of 24 December 1949".

Signature of Labor Officer

(This form will be locally reproduced.
Please leave 2" right margin)

Telephone number

TIME REPORT FOR PERMANENT JAPAN

(1) UNIT DESIGNATION: Government Section — Regt., Gp., or similar unit — GHQ, SCAP — Bn. or similar unit

(3) Employed for the period from 1st December 19

FULL NAME	PASS NO.	CLASSIFICATION	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
KUBOKI Saburo	ER No. 201-13919		8	8	5	0	8	8	8	8	8	5	0	8	8	2	8	8	5	0	8

I certify that the above is a true and correct attendance record of each of the ab
overtime shown was required and authorized.

E.E. CURTIS, Jr.

Signature of Certifying Officer — Name and Ran

MGL FORM No. 5 Revised

EPORT FOR PERMANENT JAPANESE EMPLOYEES

GHQ, SCAP — Bn. or similar unit | 500 (2) — APO | _____ — Location | 26-6961 — Telephone No.

iod from 1st December 1949 to 2400 hours, 31st December 1949

11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	NO. OF SP. HRS.	LV. DUE	LANG. ALWS.	REMARKS
0	8	8	2	8	8	5	0	8	8	8	8	8	5	0	H	8	8	8	8	5				

ttendance record of each of the above-named persons for the period covered; that all

W.E. CURTIS, Jr., Capt., FA — Name and Rank Typed

Chief, Adm. Division — Title

9971—FEC Printing Plant—11 42—300M

Jap Labor

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

HC 230.14 (HJL) 4 August 1949

SUBJECT: Reports Required for Directly Employed Japanese Labor

TO: See Distribution

1. References:

a. Administrative Memorandum No. 37, this headquarters, dated 4 April 1949, subject: "Japanese Labor Serving the Occupation Forces".

b. Letter, this headquarters, HC 248 (HSA), dated 23 July 1949, subject: "Report of Yen Expenditures for Directly Employed Japanese Labor".

2. In order to avoid duplication in reporting, the QGD-23 (R1), Operative and Productive Labor Report, required by Section XI of reference 1 a, is cancelled effective with submission of the report for the month of June 1949. However, in order to furnish essential information to GHQ, SCAP, a revision of HSA Form 19 (23 July 1949), Monthly Report of Yen Expenditure for Directly Employed Japanese Labor, as required by reference 1 b, will be necessary.

3. Effective with the report for the month of July 1949, the Monthly Report of Yen Expenditure for Directly Employed Japanese Labor (revised form attached as Encl #1) will include the number of personnel employed for each appropriation, project and object account code. The number employed will be the daily average for the month. The daily average will be obtained by adding the number of Japanese personnel on pay status for each work day of the month and then dividing the total by the number of work days in the month. The number of work days in the month will vary from 21 to 23 for employees on a 40-hour week, and 25 to 27 for employees on a 48-hour week, dependent on the month being reported upon. All fractions arrived at when computing daily average will be counted as a whole number.

4. A study of the initial Monthly Report of Yen Expenditures for Directly Employed Japanese Labor submitted to this headquarters for the first quarter JFY 1949 (April, May and June) indicate that confusion still exists in computing the "Total Tax Deducted" column. The "Total Tax Deducted" column will include only the amount listed in the "Tax" column on the Japanese payroll. The amounts deducted for Health Insurance and Welfare Annuity will not be included as tax for the purpose of this report.

5. Schedule for submitting HSA Form 19, Monthly Report of Yen Expenditures for Directly Employed Japanese Labor, remains unchanged. Chiefs of staff sections and unit commanders must insure that this report arrives at the Japanese Personnel Division, S-1 Section, this headquarters, not later than the 20th day subsequent to the month for which the report is rendered.

6. Assistance in compiling and preparing this report may be obtained by contacting Japanese Personnel Division, Room 243a, Finance Building, telephone 26-6739.

7. Letter, this headquarters, HC 230.14 (HJL) subject: "Operative and Productive Labor Report on Japanese Personnel", 7 June 1949, is rescinded.

FOR THE COMMANDING GENERAL:

JAMES H. WEAR
Major, Cavalry
Adjutant

1 Incl:
HSA Form 19
(Rev 4 Aug 49)

DISTRIBUTION:

Staff Sections, GHQ, SCAP and FEC
Staff Sections, Hq and Sv Gp
Attached and Assigned Units, Hq and Sv Gp
Separate Clubs, Off, Civ, EM

MONTHLY REPORT OF YEN EXPENDITURES

FOR DIRECTLY EMPLOYED JAPANESE LABOR

Reporting Section or Unit:

Month Reported On:

Date of Report:

Account Code			Gross Amount of Yen Expended	Total Tax Deducted (Do not Include Deductions for Health Insurance & Welfare Annuity)	Number of Employees (Daily Average)
Appr.	Proj.	Obj.			
			Total	Total	Total

HSA Form #19
(Revised 4 Aug 49)

Signature of Labor Officer
Telephone No:

MONTHLY REPORT OF YEN EXPENDITURES FOR DIRECTLY EMPLOYED JAPANESE LABOR

Reporting Section or Unit:

Month Reported on: Date of Report:

Account Code			Gross Amount of Yen Expended	Total Tax Deducted (Do not Include Deductions for Health Insurance & Welfare Annuity)	Number of Employees (Daily Average)
Appr.	Proj.	Obj.			
			Total	Total	Total

HSA Form #19
(Revised 4 Aug 49)

Signature of Labor Officer
Telephone No:

Labor
C-22-D-1

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
APO 500

29 December 1949

FROM: Government Section, GHQ, SCAP, APO 500

TO: Hqs, Tokyo Liaison Office, APO 500

The following is a certificate and roster as requested in letter from the Tokyo Labor Office to all Labor using units, subject: Roster of occupation forces employees necessary for the payment of the Extraordinary Year-end Allowance, dated 27 December 1949:

"I certify that the following roster is true and correct and all Japanese employees listed below have been working for this unit as of 24 December 1949."

Name	Job Title	No. of Months "A" "B" or "C"
Saburo KUBOKI	Office Worker	"A"

WILLIAM E. CURTIS JR.
Capt FA
Chief, Administrative Division

GS File

HEADQUARTERS
TOKYO LABOR LIAISON OFFICE
APO 500

27 December 1949

SUBJECT: Roster of Occupation Forces Employees Necessary for the Payment of the Extraordinary Year-End Allowance.

TO: All Labor Using Units

1. It has been directed by Hqs 8th Army U.S.A. that Payment of the Extraordinary Year-end Allowance shall be made.

2. Request that all Labor using Units in Tokyo-To submit to this office immediately, a Roster of All Japanese Employees working as of 24 December 1949.

3. Labor using Units will prepare this roster which will be broken down into three (3) Parts.

a. "A" Employees who have worked more than six (6) months.

b. "B" Employees who have worked less than six (6) months but mor than three (3) months.

c. "C" Employees who have worked less than three (3) months.

4. Rosters will be made up on Form similar to one shown below.

Name	Job Title	Number of months worked A.B. or C.

5. The Labor using Unit officer will add the following certificate to the bottom of the last page of the roster.

"I certify that the above roster is true and correct and all Japanese employees listed above have been working for this Unit as of 24 December 1949."

B. N. FARDEN
Lt Col, Infantry
Labor Liaison Officer

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
APO 500

29 Dec 49

FROM: Government Section, GHQ, SCAP, APO 500

TO : Hqs, Tokyo Liaison Office, APO 500

The following is a certificate and roster as requested in ltr from the Tokyo Labor Office to all Labor using units, subj: Roster of occupation forces employees necessary for the payment of the Extraordinary Year end allowance, dtd 27 Dec 49:

" I certify that the following roster is true and correct and all Japanese employees listed below have been workinf for this unit as of 24 Dec 49".

Name	Job Title	No of Months "A" "B" or "C"
6 Saburo Kuboki	office worker	1 "A"

William E. Curtis
Capt FA
Chief, Administrative Services

Jay Lab

MONTHLY REPORT OF YEN EXPENDITURES FOR DIRECTLY EMPLOYED JAPANESE LABOR

Reporting Section or Unit: Government Section, GHQ & SCAP

Month Reported on: November Date of Report: 19 Dec 49

Account Code			Gross Amount of Yen Expended	Total Tax Deducted (Do not Include Deductions for Health Insurance & Welfare Annuity)	Number of Employees (Daily Average)
Appr.	Proj.	Obj.			
806	412	01	9771	1129	1
		Total	9771	1129	1

HSA Form #19
(Revised 4 Aug 49)

J. E. Burtis Jr.
Signature of Labor Officer
Telephone No: 26-6961

BNo.

基地番號 4 基地名 [illegible]

BP 40HRs	No. 番號	Name 氏名	Position 職種	Basis Pay 本俸給 Due 基本給	Days 日数	Amount 支給額	Family Allowance 家族手當 No. 数	Amount 支給額	Local Allowance 勤務地手當	Overtime Allowance 時間外手當 Time 時間	Amount 支給額	Ti[illegible] 時[illegible]
	13919 385	久保木三郎	印刷工	5100	19.5	5100	2 1	1200 400	2010			
	1	S. F. 合計名		5100	19.5	5100	2 1	1200 400	2010			

俸給內譯書

Goverment Section,   24 年 11 月分

...al Allowance ...地手當	Overtime Allowance 時間外手當 Time 時間	Overtime Allowance 時間外手當 Amount 支給額	Overnight Allowance 宿直手當 Time 時間	Overnight Allowance 宿直手當 Amount 支給額	Payable Holiday 有給休暇 Days 日数	Payable Holiday 有給休暇 Amount 支給額	Holiday Allowance 祭日手當 Days 日数	Holiday Allowance 祭日手當 Amount 支給額	Chief Allowance 役付手當 Basis 率	Chief Allowance 役付手當 Amount 支給額	Special Work Allowance 特殊作業手當 Basis 率	Special Work Allowance 特殊作業手當 Amount 支給額			Gross 總額
10					2	510							~~29.5~~ 19	551	9471
10					2	510							19	551	9471

課長	係長	班長	係

24 年 11 月分

11 枚の内 6

Special Work Allowance 特殊作業手當 Basis 率	Amount 支給額			Gross 總額	Subtraction 控除額 Tax 税金	Health Insurance 健康保險	Welfaye Annuity 厚生年金	Total 計	Act Paymen 差引支給額	Sign 受領印	Remark 摘要
		79.- 19	551	9471	1129	188	110	1447	8,324		
		19	551	9471							

Dep't Labor

TIME REPORT FOR PARTIAL PAYMENT
1 to 15 Dec. 49

UNIT Government Section DATE 16 Dec 49

Number	Job Title	Name	Days Worked	Hours Worked
201-13919	Office Worker	Saburo Kuboki	13	92

I certify that the above employee have worked the number of hours indicated for the period 1 to 15 Dec. inclusive.

W. E. Curtis Jr. Capt. FA
Labor Officer

26-6261
Tel. Number

TIME REPORT FOR PERMANENT JAPAN

(1) UNIT DESIGNATION: Government Section — Regt., Gp., or similar unit — GHQ, SCAP — Bn. or similar unit

(3) Employed for the period from 1st _____ 19

FULL NAME	PASS NO.	CLASSIFICATION	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
KUBOKI, Saburo	DB No. 201-13919		8	8	8	8	4	5	8	8	8	8	H	5	8	8	8	8	8	8	5

I certify that the above is a true and correct attendance record of each of the a
overtime shown was required and authorized.

Signature of Certifying Officer

K. E. CURTIS, [illegible]
Name and Ra

MGL FORM No. 5 Revised

ORT FOR PERMANENT JAPANESE EMPLOYEES

Page 1 of 1 Pages.

CHQ, SCAP — Bn. or similar unit
200 (2) — APO
_____ — Location
26-6961 — Telephone No.

d from 1st _____ 1949 to 2400 hours, 31st _____ 1949

11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	NO. OF SP. HRS.	LV. DUE	LANG. ALWS.	REMARKS
H	S	S	S	S	S	S	S	S	S	S	S	S	H	S	S	S	S	S	S					

endance record of each of the above-named persons for the period covered; that all

W. L. CURTIS, JR., Capt., FA, Chief, Adm Division
Name and Rank Typed — Title

9671—FEC Printing Plant—11 49—600M

Jap Labor

MONTHLY REPORT OF YEN EXPENDITURES

FOR DIRECTLY EMPLOYED JAPANESE LABOR

Reporting Section or Unit: Government

Month Reported On: October Date of Report: 16 Nov., 49

Account Code			Gross Amount of Yen Expended	Total Tax Deducted (Do not include Deductions for Health Insurance and Welfare Annuity)
Appr.	Proj.	Obj.		
802	412	01	10,019	1195
			Total 10,019	Total 1195

GS Files

HSA 19 Incl #2
23 July 1949

HENRY P. CARRINGTON
Capt FA
Chief Adm Division

TIME REPORT FOR PERMANENT

(1) UNIT DESIGNATION: Government Section — GHQ, SCAP
Regt., Gp., or similar unit — Bn. or simila

(3) Employed for the period from 1st October 19

FULL NAME	PASS NO.	CLASSIFICATION	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
KIBOKI, Saburo	MB No 201-13919		4	0	8	8	8	8	8	4	0	8	8	8	8	8	4	0	8

Men 1

Women

TOTAL

I certify that the above is a true and correct attendance record of each o
overtime shown was required and authorized.

HENRY P. C

Signature of Certifying Officer

Nam

MGL FORM No. 5 Revised

R PERMANENT JAPANESE EMPLOYEES

Page 1 of 2 Pages.

GHQ, SCAP — Bn. or similar unit
200 (2) — APO
Location
26-4961 — Telephone No.

st October 1949 1949 to 2400 hours, 31st October 1949

14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	NO. OF SP. HRS.	LV. DUE	LANG. ALWS.	REMARKS
8	4	0	8	8	8	8	8	8	0	8	8	8	8	8	4	0	8		—		

e record of each of the above-named persons for the period covered; that all

Henry P. Carrington

HENRY P. CARRINGTON, Capt. JA, Ch. Adm. Division

Name and Rank Typed — Title

3873—FEC Printing Plant—12/48—500M

BNo.

基地番號 6 基地名 [illegible]

B.P 44HR[illegible]	No. 番號	Name 氏名	Position 職種	Basis Pay 本俸給 Due 基本給	Days 日数	Amount 支給額	Family Allowance 家族手當 No. 数	Amount 支給額	Local Allowance 勤務地手當	Overtime Allowance 時間外手當 Time 時間	Amount 支給額	Ov[illegible] Time 時間
士半休	1391 201	S. Kuboki 久保木三郎	印刷工 [illegible]	5100	188	5100	2 1	1200 400	2010	4	191	
		S. 9合計	1名	5100	188	5100	1	1200 400	2010	4	191	

俸給内譯書

Section Government.

年 /

Local Allowance 勤務地手當	Overtime Allowance 時間外手當		Overnight Allowance 宿直手當		Payable Holiday 有給休暇		Holiday Allowance 祭日手當		Chief Allowance 役付手當		Special Work Allowance 特殊作業手當			Gross 總
	Time 時間	Amount 支給額	Time 時間	Amount 支給額	Days 日數	Amount 支給額	Days 日數	Amount 支給額	Basis 率	Amount 支給額	Basis 率	Amount 支給額		
2010	47.80 6	191			2	510							30.40 20	608 10,0
2010	6	191			2	510							20	608 10,0

課長	係長	班長	係

年 10月分

枚の内 9

Allow- 手當 Amount 額	Special Work Allowance 特殊作業手當 Basis 準	Special Work Allowance 特殊作業手當 Amount 支給額		Gross 總額	Subtraction 控除額 Tax 稅金	Health Insurance 健康保險	Welfaye Annuity 厚生年金	Total 計	Act Paymen 差引支給額	Sign 受領印	Remark 摘要
			30.40 20 608	10,018	185	188	120	513	8506		
			20 608	10,018	185	188	120	513	8506		

BASIC: Ltr fr Headquarters, Tokyo Civil Affairs Team, subject: "Release Notice of Japanese Nationals", dated 4 October 1949

HC 230.14 (HJL) 1st Ind

HQ, HEADQUARTERS AND SERVICE GROUP, GHQ, FEC, APO 500 14 October 1949

TO: All Facilities Utilizing Indigenous Personnel

1. Attention is invited to basic communication which prescribes the method and manner under which indigenous personnel will be released.

2. Particular attention is invited to par 3 of basic communication. HSA Form #6, Roster of Employees to be Released, attached as Incl #1 will list name or names of all indigenous personnel to be released and other pertinent data required. This roster will be submitted to the Japanese Area Management Office responsible for computing the pay of the personnel concerned at the time the employee is given his or her 30 days notice of release. The roster will serve as a tentative forecast for the number of indigenous personnel to be released and it is anticipated that more expedient disbursements of retirement and/or discharge payment by the various area management offices will result.

3. Attention is also invited to the number of days allowed each unit or section for the submission of the Release Notice of Japanese National after termination of the 30 days notice. Strict adherence to this time limitation will be exercised so that the pay and allowances for released employees can be reported on HSA Form #19, Monthly Report of Yen Expenditures for Directly Employed Japanese Labor, for the month during which the release actually took place.

4. The area management offices have been directed to furnish the units and sections with a copy of the voucher indicating the total retirement and/or discharge allowances paid each released employee. It is imperative that unit and section labor officers assure that a copy of this voucher is received for each employee released.

5. The total discharge and retirement allowances paid will be included in the "Gross Amount of Yen Expended" and "Total Tax Deducted" columns of Monthly Report of Yen Expenditures for Directly Employed Japanese Labor, HSA Form #19, under the appropriate appropriation and project code since they are proper charges against the yen budget of this headquarters for directly employed indigenous personnel.

6. MGL Form, Release Notice of Japanese National, has been revised by this headquarters to include the change required by par 4, basic communication, and designated HSA Form #5 (29 Sept 49) copy of which is attached as Incl #2.

FOR THE COMMANDING GENERAL:

James H. Wear

JAMES H. WEAR
Major, CAV
Adjutant

2 Incls:
#1 - HSA Form #6, Roster of Employees to be Released
#2 - HSA Form #5, Release Notice of Japanese National

DISTRIBUTION:
200 copies to S-1

HEADQUARTERS
TOKYO CIVIL AFFAIRS TEAM
APO 500

4 October 1949

SUBJECT: Release Notice of Japanese Nationals'

TO: All Labor Using Units, Tokyo-To.

1. The Japanese Government Area Labor Management Offices are finding it difficult to ascertain the clear meaning of the reasons for discharge of Japanese employees, and the intent of the unit as pertains to discharge and retirement allowances, as shown on the MGL Form "Release Notice of Japanese Nationals." It is necessary that all data requested on these forms be clearly explained, so that the government agency concerned can comply with existing labor laws as well as make correct disbursement in accordance with the desires of the unit. The following is not a change to current labor regulations, but rather an amplification of certain sections for your information and guidance.

a. Release of an employee "with prejudice" connotates that he is being released for misconduct or for his own personal reasons and therefore would not entitle him to the full retirement allowance. A release "without prejudice" would indicate that an individual is being released because of a personnel reduction or for some other reason for which he is not responsible. Employees released with prejudice are not employable by the Occupation Forces for 60 days from date of release.

b. Reasons for discharge should be given in specific terms. Care should be taken not to use ambiguous terms because it is this section of the "Release Notice" which is the basis for the individual receiving or not receiving the "retirement allowance."

(1) There are only two cases wherein an individual will not receive a full retirement allowance:

(a) A person released for <u>misconduct</u> is not eligible for either a discharge allowance or a retirement allowance.

(b) A person resigning for personal reasons is not eligible for a discharge allowance but receives one half (½) the retirement allowance, after 6 months service.

c. Discharge for misconduct would result from: stealing, lying, falsifying documents, disobedience, violating working rules, frequent absenteeism, failure to perform duties when competent, etc.

d. Discharge for inefficiency or for inaptness is not necessarily a discharge for misconduct. A person discharged for these reasons is eligible for retirement allowance unless the inefficiency or inaptitude is willful. In such a case the terms inefficiency or inaptitude should not be used, other more accurate terms are necessary.

2. Persons discharged as the result of a general personnel reduction are entitled to a discharge allowance unless given 30 days advance notice and are also entitled to full retirement allowance.

3. When a 30 day notice is given to employees, the Area Management Office (Ref. Ltr. AGL 240, Hq TMGT subject: Labor Regulations dated 28 May 49, par 5) should be notified by roster of the names of the employees and the date notices were given. The release notice MGL "Release Notice of Japanese Nationals" should be submitted within 5 days after date of separation but not before date of separation. An exception to this is the case wherein an employee finds new employment and is separated before 30 days elapses. In this case the release notice would be given within 5 days of his separation. The employee will be paid for only those days actually worked, not the full 30 days.

4. Item 6 will be added to the "Release Notice of Japanese Nationals" and will include a statement that the individual is or is not entitled to a retirement allowance.

FOR THE CHIEF:

Clyde C. Duncan

CLYDE C. DUNCAN
WOJG USA
Adjutant.

ROSTER OF EMPLOYEES TO BE RELEASED

Date _____

Section or Unit _____

Japanese Area Management Office _____

Names of Employees To be Released	Job Classification	Date Notice of Discharge Given	Last Day To be Employed

_____
Signature of Unit or Section Labor Officer

_____
Telephone Number

INSTRUCTIONS:

1. This form will be prepared in duplicate. Original copy will be sent to appropriate Japanese Area Management Office and duplicate copy retained for file by unit or section concerned.

2. This form will be prepared for each day that indigenous personnel are given 30 days notice of release and will contain necessary information for the one or more persons released.

HSA Form #6 (14 Oct 49)

RELEASE NOTICE
OF
JAPANESE NATIONAL

_____
(date)

1. _____ (Last name, first name), _____ (Address),

_____ (Classification), is released from employment (with) (without)

prejudice as of _____ (Day, month, year), for the following reasons:

a.
b.
c.

2. Subject employee worked for this organization from _____ (Day, month, year)

to _____ (Day, month, year).

3. Subject Japanese National (was) (was not) given thirty (30) days notice of discharge. Subject Japanese National (is) (is not) entitled to discharge allowance.

4. Subject employee (is) (is not) eligible for re-employment by the Occupation Forces. (In the event person IS NOT eligible for re-employment, the unemployable period will extend for sixty (60) days.

5. Subject employee (is) (is not) entitled to retirement allowance.

6. Pass number _____.

_____
(Signature of Labor Officer)

_____
(Name printed Rank)

_____
(Unit Designation)

_____
(Telephone number)

HSA Form #5
(29 Sept 49)

File

MONTHLY REPORT OF YEN EXPENDITURES FOR DIRECTLY EMPLOYED JAPANESE LABOR

Reporting Section or Unit: Government Section, GHQ, SCAP

Month Reported on: August Date of Report: 20 Sept 49.

Account Code			Gross Amount of Yen Expended	Total Tax Deducted (Do not Include Deductions for Health Insurance & Welfare Annuity)	Number of Employees (Daily Average)
Appr.	Proj.	Obj.			
806	412	01	9,486	1,051	1
		Total	9,486	1,051	1

HSA Form #19
(Revised 4 Aug 49)

Henry P Crumpton
Signature of Labor Officer
Telephone No: 26-6961

BNo.

基地番號 ______ 基地名

俸

G.S.	No. 番號	Name 氏名	Position 職種	Basis Pay 本俸給 Due 基本給	Days 日数	Amount 支給額	Family Allowance 家族手當 No. 数	Amount 支給額	Local Allowance 勤務地手當	Overtime Allowance 時間外手當 Time 時間	Amount 支給額	Overnight Allowance 宿直 Time 時間	A… 支…
	385	久保本三郎	印刷工	5,100	26 4/8	5,100	2 1	1,200 400	2,010				
		男 1名		5,100	26 4/8	5,100	2 1	1,200 400	2,010				

俸給内譯書

24年 8月分

All-[illegible] 當	Overnight Allowance 宿直手當		Payable Holiday 有給休暇		Holiday Allowance 祭日手當		Chief Allowance 役付手當		Special Work Allowance 特殊作業手當		[illegible]手當		Gross 總額	Stract[illegible] 控除		
[illegible] 額	Time 時間	Amount 支給額	Days 日数	Amount 支給額	Days 日数	Amount 支給額	Basis 率	Amount 支給額	Basis 率	Amount 支給額	時	金額		Tax 稅金	Health Insurance 健康保險	W[illegible] A[illegible]
											27.10 28	776	9,486	1,051	19	
											28	776	9486	1,051	198	1[illegible]

24年 8月分

課	係長	班長	係

15枚の内 10

[illegible]w- 當	Special Work Allowance 特殊作業手當		宿泊手当		Gross 總額	Subtraction 控除額				Act Paymen 差引支給額	Sign 受領印	Remark 摘要
[illegible] 額	Basis 率	Amount 支給額	時	金額		Tax 税金	Health Insurance 健康保險	Welfaye Annuity 厚生年金	Total 計			
			27.10 28	776	9.486	1.051	198	120	1.369	8,117		
			28	776	9.486	1.051	198	120	1.369	8.117		

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

Date: 17 October 1949

MANNING TABLE - JAPANESE LABOR

(1) Name of Facility: Government Section Location: Dai Ichi Bldg.
(2) Responsible Organization: GHQ, SCAP
(3) Type of Facility: Staff section (4) Capacity or Strength:
(5) Billets: Number of Rooms: Sq ft Floor Space:
(6) Other Buildings: Sq ft of Floor Space:

1. The following manning table for Operative and Productive Labor for your installation or activity is approved effective 21 October 1949.

Classification of Employee	Number Authorized		
	Category I	Category II	Total
* Bar or Snack Bar Personnel			
Billet Managers			
Building Managers			
* Cleaning Personnel			
* Domestic Servants			
Drivers			
Elevator Operators			
* Guards			
Interpreters			
* Laborers			
* Laundry Personnel			
* Maintenance Personnel			
* Mechanical & Skilled Personnel			
* Mess Personnel			
Messengers			
* Office Workers	1		1
* Personal Services			
* Professionals			
* Technicians			
Telephone & Switchboard Operators			
Timekeepers			
Translators			
TOTAL	1		1

2. This manning table will not be exceeded without prior authorization of this headquarters.

FOR THE COMMANDING GENERAL:

A. E. HAYNES
CWO, U. S. A.
Asst. Adj.

INSTRUCTIONS

(1) Name of Facility: Name of the facility, installation or building and location.
(2) Responsible Organization: Unit, staff section, or other activity responsible for the operation of the facility, installation, or building.
(3) Type of Facility: Indicate type of facility such as billet, club, staff section, mission, theatre, school, post exchange.
(4) Capacity or Strength: Report capacity, number of personnel served or strength whichever is applicable to installation or facility reporting (i.e. capacity for hotels, billets, apartment buildings, community housing projects; number of persons served for clubs, theatres, post exchanges, recreational facilities schools, etc; strength for technical services, units, missions).
(5) Billet: For occupational living facilities show the number of rooms and the square feet of floor space.
(6) Buildings: For office buildings, club buildings, and buildings other than those used for occupational living facilities show square feet of floor space.

(See reverse side)

HSA Form #16 (Rev 12 April 49)

INSTRUCTIONS ON CLASSIFICATION OF EMPLOYEES

1. The classification of employees indicated by an asterick on the manning table are used collectively and include but are not limited to the types of personnel as listed below.

2. Any Japanese labor used but not listed on the manning table or the groupings below will be included in the most closely related job classification or group.

3. Units, staff sections or other activities are responsible that Japanese personnel are used to perform the type of labor for which classified on manning table.

4. The job classifications as shown on the form will be used solely for preparation of manning tables and report required by Section XI, Administrative Memorandum No. 37, this headquartors, 4 April 1949.

5. The total number of personnel shown under each of the collective job classifications on the manning table will be further broken down by individual job classifications on the groupings listed below.

BAR OR SNACK BAR PERSONNEL ____

____ Managers
____ Bartenders
____ Bar boys
____ Waiters
____ Waitresses
____ Cooks
____ Cashiers
____ Clerks
____ Supply men
____ _____
____ _____
____ _____

CLEANING PERSONNEL ____

____ Maids
____ House boys
____ Janitors
____ _____
____ _____
____ _____

DOMESTIC SERVANTS ____

____ Gardeners
____ Firemen
____ Engineers
____ Stokers
____ House Mgrs
____ Housekeepers
____ Maids
____ Houseboys
____ _____
____ _____

GUARDS ____

____ Fire guards
____ Security guards
____ _____

LABORERS ____

____ Common Laborers
____ Heavy Laborers
____ _____

LAUNDRY PERSONNEL ____

____ Managers
____ Washers
____ Driers
____ Pressers
____ Bookkeepers
____ Clerks
____ Cashiers
____ _____

MAINTENANCE PERSONNEL ____

____ Engineers
____ Boilermen
____ Electricians
____ Carpenters
____ Plumbers
____ Refrigerator men
____ Painters
____ Gardeners
____ Water filter oprs
____ _____
____ _____

MECHANICAL AND SKILLED PERSONNEL ____

____ Automobile mechanics
____ Draftsmen
____ _____
____ _____

MESS PERSONNEL ____

____ Managers
____ Stewards
____ Cooks
____ Bakers
____ Butchers
____ Waiters
____ Waitresses
____ Kitchen police
____ Storeroom men
____ Clerks
____ Interpreters
____ Pantrymen
____ _____
____ _____

OFFICE WORKERS 1

____ Desk Clerks
____ Office Clerks
____ Office Mgrs
____ Bookkeepers
____ _____
____ Stenographers
____ Secretaries
____ Typists
1 Mimeograph Oprs
____ _____

PERSONAL SERVICES ____

____ Porters
____ Washroom Att
____ Checkroom Att
____ Doorman
____ Nursemaids
____ Room boys
____ Room girls
____ Bell boys
____ Tailors
____ Barbers
____ Beauticians
____ _____
____ _____
____ _____

PROFESSIONALS ____

____ Doctors
____ Lawyers
____ Dentists
____ Nurses
____ Artists
____ Teachers
____ _____
____ _____
____ _____
____ _____

TECHNICIANS ____

____ Dental technicians
____ Medical technicians
____ Laboratory technicians
____ _____
____ _____
____ _____
____ _____

MONTHLY REPORT OF YEN EXPENDITURES

FOR DIRECTLY EMPLOYED JAPANESE LABOR

Reporting Section or Unit: Government Section, GHQ SCAP

Month Reported On: September — Date of Report: 19 Oct 49

Account Code			Gross Amount of Yen Expended	Total Tax Deducted (Do not include Deductions for Health Insurance and Welfare Annuity)
Appr.	Proj.	Obj.		
806	412	01	9,674	1103
			Total 9,674	Total 1103

HSA 19 Incl #2
23 July 1949

HENRY P. [illegible]RRINGTON
Capt. FA
Chief, Adm Division

BNo.

基地番號 4 基地名 第一生命館 Sect

	No. 番號	Name 氏名	Position 職種	Basis Pay 本俸給 Due 基本給	Days 日数	Amount 支給額	Family Allowance 家族手當 No. 数	Amount 支給額	Local Allowance 勤務地手當	Overtime Allowance 時間外手當 Time 時間	Amount 支給額	Overt… owa… Time 時間
S.P 40HRS												
	13P1P / 201	久保木三郎	印刷工	5100	1月	5100	2 / 1	1200 / 400	2010			
	S.G	會計	男/名	5100	1月	5100	2 / 1	1200 / 400	2010			

俸給内譯書

Section Government

24年

Local Allowance 勤務地手當	Overtime Allowance 時間外手當		Overnight Allowance 宿直手當		Payable Holiday 有給休暇		Holiday Allowance 祭日手當		Chief Allowance 役付手當		Special Work Allowance 特殊作業手當			Gro 總
	Time 時間	Amount 支給額	Time 時間	Amount 支給額	Days 日数	Amount 支給額	Days 日数	Amount 支給額	Basis 率	Amount 支給額	Basis 率	Amount 支給額		
2010			250	1,250	31	8,250					21	16,464		9,6
2010				1,250		8,250						16,464		8,4

課長	係長	班長	係

24年 9月分

枚の内 15 9

Special Work Allowance 特殊作業手當 Basis 率	Special Work Allowance 特殊作業手當 Amount 支給額			Gross 總額	Subtraction 控除額 Tax 稅金	Health Insurance 健康保險	Welfaye Annuity 厚生年金	Total 計	Act Paymen 差引支給額	Sign 受領印	Remark 摘要
		21	16 464	9,674	1103	158	120	1421	8253		

16 464 9,674 1103 158 120 1421 8253

Jap Laba

ORIENTATION STATEMENT

Government Section Command

Form J

(For Appropriation Form J - 1, add:)

Appropriation: Adjutant General

Indigenous publications, both in the form of Japanese text and those which have been previously translated into English before being received by this section, as listed on Form J-4 attached, are necessary to complete the daily press report which is prepared by Government Section and which represents a summary of current important developments affecting the Japanese government. The screening and final consolidation of such information into the above referenced report is important to the Chief, Government Section, in his capacity as advisor to SCAP on internal affairs within the government of Japan.

RECAPITULATION OF TOTAL ESTIMATED OBLIGATIONS
BY APPROPRIATION

Form J-2

Government Section GHQ SCAPCommand

Appropriation Title	Estimated Obligations JFY 1949	Estimated Requirements JFY 1950
Contingencies of the Occupation Forces	$	$
Special Field Exercises		
GAFUSA		
Adjutant General	689,818	222,312
Ordnance Service		
Signal Service		
Engineer Service		
Medical Service		
Finance Service		
Quartermaster Service		
Transportation Service		
Special Services		
Troop Information and Education		
Total	$ 689,818	$ 222,312

Form J-3

RECAPITULATION OF TOTAL ESTIMATED OBLIGATIONS BY PROJECT

Command: Appropriations

Government Section, GHQ SCAP

Adjutant General 807

Projects	Estimated Obligations JFY 1949	Estimated Requirements JFY 1950
102 - Procurement of Periodicals		
Procurement of Periodicals	¥ 689,818	¥ 222,312
Total	¥ 689,818	¥ 222,312

Government Section, GHQ, SCAP

Adjutant General 807

101 - Procurement of Periodicals

Subject daily publications and periodicals are necessary in order to prepare daily press reports which the Chief, Government Section uses daily to advise SCAP of current political and governmental developments within the Japanese Government. In the interest of economy, the need for the requested number of these publications has been carefully screened and reduced to the absolute minimum consistent with the operational requirements of the section.

1. Affects preparation of Daily Press Report prepared by Government Section for the information of SCAP and G-2.

JUSTIFICATION OF ESTIMATES FOR INDIGENOUS REQUIREMENTS
OF THE OCCUPATION FORCES IN JAPAN FOR THE JAPANESE FISCAL YEAR 1950

Form J-4

Government Section, GHQ, SCAP COMMAND

Project: 101 - Procurement of Periodicals

APPROPRIATION: Adjutant General 807

08 - Supplies and Materials			Estimated Obligations JFY 1949		Estimated Requirements JFY 1950
Line Item No.	Nomenclature or Description	Unit of Measure	Quantity Required	Unit Cost	JFY 1950 Requirements
1	Nippon Times	Sub.	8	¥ 1,193	¥ 9,544
2	Asahi Shimbun	"	1	1,162	1,162
3	Mainichi Shimbun	"	1	1,182	1,182
4	Nippon Keizai	"	1	1,182	1,182
5	Shin Yukan	"	1	1,182	1,182
6	Tokyo Shimbun	"	1	1,182	1,182
7	Yomiuri Shimbun	"	1	1,182	1,182
8	AKAHATA	"	1	1,182	1,182
9	Jiji Shimpo	"	1	1,182	1,182
10	MAINICHI (English)	"	1	1,182	1,182
11	Tokyo Times	"	1	2,340	2,340
12	Kyodo News Service	"	2	42,000	84,000
13	Jiji News	"	2	42,000	84,000
14	Oriental Economist	"	1	2,150	2,150
15	Nichibei Kenkyu	"	1	28,860	28,860
16	Tokyo News	"	1	28,800	28,800
				Total	¥ 222,312

Jap Labor

Capt. Carrington
26-6961

Manning Level for Japanese Employees

GS

Hq Comdt
Thru: G-1

4 October 1949

1 Attached hereto is revised table based on the ceiling of one (1) Japanese National pursuant to paragraph 4, checknote from G-1, dated 21 September 1949, this subject.

1 Incl
Table

- C. W. - - - - - - - - - - - - - - - -

Govt Sec

RESTRICTED

JUSTIFICATION OF ESTIMATES FOR INDIGENOUS REQUIREMENTS OF THE OCCUPATION FORCES IN JAPAN FOR THE JAPANESE FISCAL YEAR 1950

DATE: _____

1. REPORTING UNIT: Government Section, GHQ, SCAP

2. APPROPRIATION: 308 PROJECT: 412 OBJECT: 01

3. Occupation of Personnel	4. Auth. Manning Level JFY 1949 (No of Position)	5. Estimated Yen Obligation JFY 1949	6. Manning Level Requirements JFY 1950 (No of Position)	7. Estimated Yen Requirements JFY 1950
JAPANESE NATIONALS:				
Mimeograph Op.	1	¥ 113,336	1	¥ 113,336
8. TOTAL	1	¥ 113,336	1	¥ 113,336

9. JUSTIFICATION:

MIMEOGRAPH OPERATOR. Since routine workload of Government Section involves considerable reproduction in preparation of summaries, reports, etc, requiring timely completion and wide distribution, and since FEC or GHQ facilities are not readily available, position is extremely essential for Government Section, SCAP.

HRA Form #4

HENRY P. CARRINGTON, Capt, Ch, Adm.Div.
Signature Title

TIME REPORT FOR PERMANENT JA

(1) UNIT DESIGNATION: GHQ SCAP — Government
Regt., Gp., or similar unit — Bn. or similar u

(3) Employed for the period from 1st September

FULL NAME	PASS NO.	CLASSIFICATION	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Kuboki, Saboro	201/13919	office worker	8	8	4	0	4/8	8	8	8	8	4	0	8	8	8	8	8	4	0

Men 1

Women

TOTAL 1

I certify that the above is a true and correct attendance record of each of the
overtime shown was required and authorized.

Signature of Certifying Officer

HENRY A.
Name and

MGL FORM No. 5 Revised

R PERMANENT JAPANESE EMPLOYEES

Page 1 of 1 Pages.

Government Section | 500 (2) | Dai Ichi Bldg | 26-6961
Bn. or similar unit | APO | Location | Telephone No.

1st September 1949 to 2400 hours, 31st September 1949

14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	NO. OF SP. HRS.	LV. DUE	LANG. ALWS.	REMARKS
8	8	8	4	0	8	8	8	8	0	8	0	8	8	4	8	8		0	0	0	

record of each of the above-named persons for the period covered; that all

HENRY R CARRINGTON CAPT FA CHIEF ADMINISTRATIVE DIVISION
Name and Rank Typed | Title

3573—FEC Printing Plant—12 '48—500M

4 Jap Labor

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

HC 230.14 (HJL)

27 August 1949

SUBJECT: Physical Examination for Japanese Nationals and Foreign Nationals Employed by the Occupation Forces in Tokyo Prefecture

TO: See Distribution

1. References:

a. Section I, Circular 27, Headquarters Eighth Army, dated 4 April 1949.

b. Memorandum from General Headquarters, Supreme Commander for Allied Powers, to the Japanese Government AG-701 (25 Aug 49) PH SCAPIN 1949, dated 13 December 1948, subject: "Responsibility of Japanese Government Relative to Physical Examinations, Immunization, Medical Care, Hospitalization and Other Benefits for Japanese Nationals Employed for Occupation Forces".

2. General: The Purpose of this directive is to prescribe the procedure to be followed in accomplishing physical examinations, immunizations and medical care of Japanese and foreign nationals employed for the occupation forces by means of labor requisition.

3. Effective date: This directive will be placed in effect on 1 September 1949.

4. Responsibilities:

a. It is the responsibility of all unit commanders and chiefs of staff sections utilizing Japanese or foreign nationals to insure that labor officers initiate procedures necessary to fulfill the physical inspection requirements as specified herein for all Japanese nationals employed on a requisition labor basis and for all foreign nationals employed under their jurisdiction.

b. It is the responsibility of the labor officers and individual employers to acquaint employees with the types and frequency of physical examinations at the time of employment.

c. It is the responsibility of each individual employer of domestic servants to insure that the servants employed in their households receive all physical examinations as required.

5. Physical Examinations:

a. Under the provisions of the above cited references, labor officers will have the necessary physical examinations accomplished for Japanese nationals and foreign nationals under their supervision. Types and frequency of examinations to be determined as outlined in the following sub paragraphs.

b. Personnel Involved:

(1) All food handlers and domestic employees, such as cooks, waiters, waitresses, kitchen employees, maids, houseboys, etc.

(2) Office workers and those personnel in close daily contact with the occupation forces such as clerks, typists, interpreters, translators, receptionists, elevator operators, etc.

(3) Others: This includes drivers, mechanics, custodian employees of office buildings and other personnel not included in (1) or (2) above.

c. General nature of physical examination: The physical examination will normally consist of a thorough physical inspection for the presence of communicable diseases (skin, ears, eyes, nose, mouth and throat), plus such laboratory procedures as may hereinafter be specified. More detailed physical examinations together with complete history and applicable laboratory procedures will be made when deemed desirable or necessary in the opinion of the examining physician. Examination of female genitalia will not be performed except when properly indicated by history or otherwise considered necessary by the examining physician. Unit labor officers or individual employers will not request that this type of examination be performed.

d. Initial physical examination: Prospective employees prior to employment or assignment to duty will be examined as follows:

(1) All food handlers and domestic employees (see par 4 b (1) above).

(a) Physical inspection
(b) Chest X-ray
(c) Serological test for syphilis
(d) Stool examination (microscopic)
(e) Stool culture

(2) All office workers and those personnel who are in close daily contact with occupation personnel (see par 4 b (2) above).

(a) Physical inspection
(b) Chest X-ray
(c) Serological test for syphilis

(3) Others (see par 4 b (3) above).

(a) Physical inspection

e. Follow up physical examinations: During the course of employment, employees will be re-examined as follows:

(1) All food handlers in hospitals, unit and billet messes will receive monthly:

(a) Physical inspection
(b) Stool examination (microscopic)
(c) Stool culture

(2) Other food handlers and domestic servants will be re-examined as outlined in (1) above every three (3) months.

(3) Employees who are working under any of the following conditions will be re-examined every six (6) months.

(a) Work which requires handling of large quantities of hot substances and labor performed in extremely hot surroundings.

(b) Work which requires handling of large quantities of cold substances and labor performed in extremely cold surroundings.

(c) Employees exposed to radium rays, X-rays, and other injurious rays.

(d) Employees working in a place where a large quantity of dust is generated (stone dust, fur dust, etc.).

(e) Employees working under unusual atmospheric pressure.

(f) Employees occupied in labor which causes unusual concussion to the worker's body such as the use of rock drills and riveting hammers.

(g) Employees handling extremely heavy objects.

(h) Mine employees.

(i) Employees performing labor at night between 2200 to 0600 hours.

(j) Employees handling mercury, arsenic, phosphorus, hydrochloric acid, nitric acid, sulphuric acid, cyanic acid, caustic alkali, carbolic acid and other similar injurious substances.

(k) Employees in places where violent noises are occasioned (construction of boilers).

(1) Employees exposed to dust, powder, fumes or gas of lead, mercury, chrome, arsenic, phosphorus, fluorine, chlorine, hydrochloric acid, nitric acid, benzene, sulphur dioxide, sulphuric acid, carbon monoxide, carbon disulphide, cyanic acid and aniline. Employees unusually exposed to infections of pathogenic bodies.

(4) X-ray of chest and serological test for syphilis will be repeated when indicated for cause.

6. X-ray of the chest will be made as directed in paragraph 4 d (1) and (2) above at the time of employment and may be made of other employees or may be repeated whenever indicated for cause.

7. Serological test for syphilis will be made as directed in par 4 d (1) and (2) above at the time of employment and may be made of other employees or may be repeated whenever indicated for cause.

8. Immunization:

a. Vaccination against small pox and a full initial series of innoculations against typhoid, para-typhoid and typhus fevers will be required of all employees at the time of employment. A booster innoculation and small pox vaccination will be required of all employees annually following the initial series or a previous booster.

b. Typhoid and para-typhoid innoculations are required for Japanese personnel employed for the occupation forces. Japanese law also requires that triple typhoid be administered annually and that the expense of such innoculations be borne by the individual. Therefore, no claim will be recognized against the procurement demand for these innoculations.

9. Health Card:

a. Each employee when found physically qualified for employment will be given a health card on which will be recorded the following:

(1) Identification of employee
(2) Immunization record
(3) Dates of examination performed and signature of examining physician

b. Under no circumstances will diagnosis, treatment or recommendations for change of employment be entered upon the health card and given to the employee.

c. The health card will not be given to the employee unless or until physically qualified for employment. Wherever it is necessary that an employee be relieved from duty for a remediable defect, his or her health card will be withdrawn by the examining physician and retained with the employee's clinical records until such time as the employee is considered physically fit to return to duty.

10. Results of Physical Examinations:

a. Intestinal parasites: Persons found to be infected with intestinal parasites must be given an adequate course of treatment and will be re-examined after completion of treatment to determine freedom from the parasite or organism involved.

b. Tuberculosis: Any person on whom a diagnosis of active tuberculosis is made will immediately be terminated from employment.

c. Venereal diseases:

(1) Gonorrhea and Chancroid: Any person found to be suffering from gonorrhea and/or chancroid will immediately be placed under treatment according to the Veneral Disease Prevention Law and will not be issued a health card until found free of disease or diseases in question.

(2) Syphilis: Any person in whom a diagnosis of syphilis is definitely established should immediately be placed under treatment according to the Venereal Disease Prevention Law in the manner prescribed except when contra-indicated on medical grounds. In the case of new syphilis or in any other case in which the disease is in an infectious stage, the patient will be relieved from duty until the disease is no longer infectious. As long as the patient remains under treatment, he will not be discharged for the reason of the disease alone. The record of treatment will be dated and initialed by the treating physician or authorized administrative official of the clinic at the time of each treatment.

d. Other communicable diseases: Any employee found to be suffering from or found to be a carrier of a reportable communicable disease will be immediately relieved from duty and placed under proper treatment under applicable law until free from the disease and/or until the probability of communicating the disease has passed.

e. All employees suffering from communicable or infectious diseases or intestinal parasites will immediately be placed under treatment. In all cases they will be released from duty until the disease is cured or is no longer infectious. When the treatment will be of a prolonged nature, termination of employment will be effected.

f. The Health and Welfare Annuity effected 1 April 1949 will in most cases provide for treatment and medical care. Claims against the Procurement Demand will not be recognized for treatment and medical care under any circumstances.

11. Physical Inspection Report:

a. The unit labor officer will prepare Part I of the 8A Form 54 Physical Inspection Receipt (Incl 1) in quadruplicate for each required individual physical inspection, examination or immunization desired. All items not to be

included in the physical examination will be deleted. All four copies will be presented to examining physician by the examinee. When examination requested is completed, the examining physician will complete Part II of the Physical Inspection Receipt and distribute the completed copies as follows:

(1) Retain one copy
(2) Present one copy to Tokyo Prefectural Government
(3) Return two copies to examinee for presentation to the unit labor officer

The unit labor officer will in turn retain one copy for his file and forward the remaining copy to this headquarters. The copy of the Physical Inspection Receipts for this headquarters will be forwarded, attention: Japanese Labor Control Division, S-1 Section, so as to arrive not later than the 5th of the month following the month during which the physical inspections were performed.

b. The 8A Form 54 can be obtained by requisition through normal publication channels.

c. Account numbers: Account numbers have been assigned and labor officers will enter one of the following Procurement Account Code numbers in Part I of the Physical Inspection Receipt Form:

(1)	PAC 116-00-416-01	(Army)	SCC 96154238
(2)	PAC 216-00-416-01	(Air Force)	SCC 96154238
(3)	PAC 316-00-416-01	(Navy)	SCC 96154238
(4)	PAC 616-00-416-01	(BCOF)	SCC 96154238
(5)	PAC 816-00-416-01	(GHQ)	SCC 96154238

12. Hospitals and Dispensaries authorized to give examinations:

a. The Tokyo Civil Affairs Team will continue to prepare the schedule for monthly physical examinations. The following list of hospitals and dispensaries are the only agencies authorized to perform physical examinations in the Tokyo Prefecture:

(1) Nippon Idai No. 1 Hospital
(2) Nippon Idai No. 2 Hospital
(3) Nippon Daigaku Hospital
(4) Kudansaka Hospital
(5) Sanraku Hospital
(6) Keisatsu Hospital
(7) Central Health Center
(8) St. Lukes Hospital
(9) Tokyo Hospital
(10) Jikeidai Hospital
(11) Saiseikai Hospital
(12) Densenbyo Kenkyujo
(13) Okubo Hospital
(14) Keio Hospital
(15) National No. 1 Hospital
(16) Komagome Hospital

(17) Otsuka Hospital
(18) Iidabashi Hospital
(19) Medico Dental Hospital
(20) Juntendo Hospital
(21) Todai Bunin Hospital
(22) Shitaya Hospital
(23) Shinagawa Health Center
(24) Hiroo Hospital
(25) Red Cross Hospital
(26) Toshima Hospital
(27) Takinogawa Hospital
(28) Nakano Hospital

FOR THE COMMANDING GENERAL:

JAMES H. WEAR
Major, CAV
Adjutant

1 Incl
8A Form 54 Physical Inspection Receipt

DISTRIBUTION:
Staff Sections, GHQ, SCAP and FEC
Staff Sections, Hq & Sv Gp
Attached and Assigned Units, Hq & Sv Gp
Separate Clubs, Off, EM, Civ
Foreign Missions

PHYSICAL INSPECTION RECEIPT
健康診断領收書

PART I. Request (the bearer, _____,)(the persons named on attached page/s,)(delete one) be given pnysical inspection/s indicated:
第一部　本書式持參人（　　）（別表記載ノ人員（一方ヲ抹消スルコト）ノ健康診斷ヲ乞フ　要領次ノ通リ

			Unit Cost 單價
a. TYPE I: 第一	Physical examination. 身体檢查	Initial 第一次	¥_____
		Follow-up 第二次	¥_____
b. TYPE II: 第二	Stool-test. 大便檢查	Culture 培養	¥_____
		Microscopic Exam 檢鏡	¥_____
c. TYPE III: 第三	Serological Test, syphilis. 梅毒血清檢查	Wasserman ワッセルマン反応	¥_____
	*NOTE: Only the Murata, Ide, and Kitasato tests are permitted. *村田.井出及北里法ニ限ルコト.	Precipitation* 沈降反応	¥_____
d. TYPE IV: 第四	X-ray (chest). 胸部レントゲン檢查	Thirty-five mm 35 ミリ	¥_____
		Full size 大判	¥_____
e. TYPE V: 第五	Immunization. 免疫	Small-pox 天然痘	¥_____
		Typhus 腸チブス	¥_____
		Triple Typhoid (expense to be borne by examinee) 三混チブス(費用ハ受檢者負担)	
f. TYPE VI: 第六	Any examination deemed necessary by physician. 其ノ他医師ノ必要ト認メル檢查		¥_____

Account Code 計算記号	Date 日附	Signature & Organization of Labor Officer 部隊名及所管労務係將校署名

PART II. 第二部

CERTIFICATE
證

I certify that I have completed the inspection/s requested above.
上記第一部所要ノ通リ健康診斷ヲ終了シタコトヲ証明スル.

Cost is ¥_____(and is itemized on attached page/s)(delete when only one person is examined).
費用次ノ通リ　（明細ハ別紙記載ノ通リ）（但シ一人ノ場合ハ抹消スルコト

Date 日附	Hospital or Dispensary 病医院名	Name and Signature 氏名及署名

7306—FEC Printing Plant—8/49—1MM

INSTRUCTIONS FOR PREPARATION
記 載 要 領

1. This form will be prepared in triplicate.
1. 本書式ハ三通作成ノコト.

2. Types of physical inspection are those indicated by:
2. 健康診断様式ハ次ノ指令ニ依ル

   a. SCAPIN 1949.
   a. 1949年度 総司令部指令

   b. O. D. 17, Headquarters Eighth Army, 28 March 1949.
   b. 1949年3月28日附第八軍司令部業務指令第17号

3. All three copies will be presented to Examiner by Examinee or his
3. 本書式ハ3通共受診人又ハ其ノ代理人カラ検診員ニ差出スコト.

   representative.

4. Distribution by Examiner is:
4. 検診員ハコレヲ次ノ通リ処理スル

   a. Retain one copy.
   a. 1通保存

   b. Return one copy to unit labor officer or his representative.
   b. 1通ヲ所管労務保健将校又ハ其ノ代理人ニ返スコト.

   c. Present one copy to appropriate prefectural government.
   c. 1通ヲ関係都府県庁ニ提出スルコト.

5. Prefectural governments will attach one copy of each Physical
5. 都府県庁ハ出来上ッタ健康診断領収書各1通ヲ各月調達領収書ニ

   Inspection Receipt completed to the monthly procurement receipt
   添附シテ受領将校ニ提出シ署名ヲ受ケル.

   which is submitted to the receiving officer for signature.

6. Unit labor officer will indicate type of immunization by striking
6. 所管労務保健将校ハ第5ニ示ス免疫ノ種類ノ中必要ノ無イ種類ヲ英文和文共

   out, in English and Japanese, the immunization not desired.
   抹消シテ必要ナ種類ノミヲ明示スルコト.

HEADQUARTERS EIGHTH ARMY
United States Army
Office of the Commanding General
APO 343

Cir 27

CIRCULAR
NUMBER 27

4 April 1949

SECTION I - PHYSICAL INSPECTIONS OF JAPANESE AND FOREIGN NATIONALS EMPLOYED FOR OCCUPATION FORCES.
SECTION II - SUGGESTED PROCUREMENT SOURCES OF OCCUPATION FORCES REQUIREMENTS.

Section I - Physical Inspections of Japanese and Foreign Nationals Employed for Occupation Forces.

1. Effective 1 April 1949, physical examination, immunization and medical care of Japanese and foreign nationals employed for the Occupation Forces by means of labor requisitions will be accomplished through the medium of procurement demands.

2. Procurement demands will be written for each prefecture in Japan and will list the prefectural military government labor officer as the receiving officer, with the following three exceptions:

Kanagawa Prefecture	-	Labor Officer, Yokohama Command
Tokyo-to	-	Labor Control Officer, Headquarters and Service Group, General Headquarters, Far East Command
Kyoto Prefecture	-	Labor Officer, Kyoto Post Command

Receiving officers will be responsible for:

a. Acquainting Occupation Force unit labor officers with the types of physical inspections which may be accomplished under the procurement demand in accordance with the reference.

b. Receiving, reviewing and signing monthly procurement receipts (GPA Form 2), prepared by the Japanese Prefectural Government in accordance with paragraph 4d below.

c. Distributing completed procurement receipts in accordance with current instructions.

3. Commanders will insure that unit labor officers:

a. Initiate physical inspection of employees of the Occupation Forces in accordance with information provided by receiving officers.

b. Accomplish PART I of Physical Inspection Receipt (inclosure 1) in accordance with instructions on the reverse side thereof for each individual physical inspection or immunization desired and furnish three (3) copies to the examinee.

c. Receive from the examinee, when the physical inspection or immunization has been completed, one copy of Physical Inspection Receipt completed by the examiner.

4. The Japanese Government has been instructed to:

a. Continue operation of established medical inspection facilities which are now operated by Japanese Government agencies.

b. Assume responsibility for and operation of medical inspection facilities which are presently housed in Occupation Forces buildings, staffed with indigenous personnel furnished on labor requisition.

c. Conclude contracts with private hospitals, dispensaries, or other medical installations now being used for such purposes for future physical inspection of Occupation Force employees.

d. Prepare monthly procurement receipts for services rendered under the prefectural procurement demands and supported by a copy of Physical Inspection Receipt for each physical inspection appearing on the procurement receipt, submit the procurement receipt to the receiving officer (Military Government Labor Officer) for verification and signature prior to the fifth day of the following month. The procurement receipt will reflect separately the types of physical inspections, by account codes appearing on each Physical Inspection Receipt.

5. The foregoing instructions do not constitute authority for construction or the addition or installation of equipment in medical inspection facilities.

Section II - <u>Suggested Procurement Sources of Occupation Forces Requirements.</u>

1. The Japanese Government Special Procurement Board is the sole agency authorized to select, or negotiate with, contractors for accomplishment of procurement of Occupation Force requirements (supplies and equipment, services, construction and real estate).

2. Officials of Occupation Force agencies will not suggest, name or select sources, or conduct preliminary discussions with potential contractors in connection with any indigenous procurement requirement, without the prior knowledge of the Special Procurement Board. Exceptions are authorized in special instances such as where a particular item can be supplied from one source only, where spare parts and appliances are required for items for which the

suggested source was the original supplier, and in cases where the contractor was originally performing functions in connection with an installation which is being acquired by the Occupation Forces.

3. When lists of prospective contractors, chosen by the Special Procurement Board, are submitted for consideration to Occupation Forces receiving officers, a prospective contractor may be disqualified for one or more of the following reasons:

a. Removal for cause from previous Occupation Force contracts.

b. Unsatisfactory performance, either as to time or quality, on previous Occupation Force contracts.

c. Conviction of contractor, his employees or agents for graft.

d. Lack of experience on the particular type of work.

e. Lack of necessary supervisory and technical personnel.

f. Lack of work force or source of skilled and unskilled labor.

g. Lack of sufficient quantity or quality of equipment and facilities.

h. Insufficient capital or means of financing the requirements.

i. Lack of technical knowledge.

j. Excessive amount of work already under contract.

4. Disqualification of a prospective contractor by a receiving officer will be reported through command channels to this headquarters, Attention: Procurement Section. Such a report will contain a statement of the reasons for disqualification and will include copies of official correspondence relating to the prospective contractor's past delinquency or present undesirability.

5. The provisions of the foregoing do not affect existing directives pertaining to the removal of contractors currently under contract with the Occupation Forces.

BY COMMAND OF LIEUTENANT GENERAL WALKER:

E.M.LANDRUM
Colonel, GSC
Chief of Staff

OFFICIAL:

J.W.DONNELL
Colonel, AGD
Adjutant General

1 Incl
1 - Physical Inspection Receipt

This form may be reproduced locally.

PHYSICAL INSPECTION RECEIPT

健康診斷領收書

PART I
第一部

1. Request the bearer, _____ be given a
本書式持參人 の健康診斷

physical inspection as indicated below:
を乞ふ 要領次の通り

a. TYPE I - Physical examination. _____.
第一 一身体檢查

b. TYPE II - Stool, Culture. _____.
第二 一大便（培養）

c. TYPE III - X-Ray, chest. _____.
第三 一胸部レントゲン

d. TYPE IV - Serological test, syphilis. _____.
第四 一性病血液檢查

e. TYPE V - Stool, Microscopic examination _____.
第五 一大便（檢鏡）

f. TYPE VI - Immunization (smallpox, typhus
第六 一免疫 （天然痘 チブス
typhoid-paratyphoid) _____.
パラチブス

Account Code
計算 記號

Unit Labor Officer
所管勞務將校

Date
日附

Organization
部隊

PART II
第二部

CERTIFICATE
證

I certify that I have completed the physical inspection requested
上記第一部所求の如く健康診斷を終了したことを
in PART I above. The cost of the inspection as performed is
證明する 費用次の通り
$_____.

Name 氏名

Date

Organization

(See Instructions for preparation on Reverse Side)

Inclosure 1 to Circular 27, Hq Eighth Army, 4 April 1949

INSTRUCTIONS FOR PREPARATION

1. This form will be prepared in triplicate.
   本書式は三枚寫しにする
2. Types of physical inspection are those indicated by;
   健康診斷様式は次の指示に依る
   a. SCAPIN 1949
      1949年度總司令部司令
   b. G. O. 17, Headquarters Eighth Army, 28 Mar 49.
      第八軍司令部擔當將校
3. All three copies will be presented to Examiner by Examinee.
   三枚寫の書式は三枚共受診人から檢査員に差出す
4. Distribution by Examiner is:
   檢査員は之を次の通りに分ける
   a. Retain one copy.
      一通保存
   b. Return one copy to Examinee for presentation to unit labor officer.
      一通受診人に返して所属勞務係將校に提出させる
   c. Present one copy to appropriate prefectural government.
      一通關係都府縣長官知事に提出
5. Prefectural governments will attach one copy of each Physical Inspection Receipt completed to the monthly procurement receipt which is submitted to the receiving officer for signature.
   都府縣長官知事は出來上つた診斷受領書を各月調達領收書に附けて受領將校に提出し署名を受ける
6. Unit labor officer will indicate type of immunization by striking out, in English and Japanese, the immunization not desired.
   免疫の必要が無い場合は所管勞務將校は第六に示す免疫の種類を英文和文共抹消すること

5171—FEC Printing Plant—3 49—2.9M

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

HC 230.14 (HJL) 4 August 1949

SUBJECT: Reports Required for Directly Employed Japanese Labor

TO: See Distribution

1. References:

a. Administrative Memorandum No. 37, this headquarters, dated 4 April 1949, subject: "Japanese Labor Serving the Occupation Forces".

b. Letter, this headquarters, HC 248 (HSA), dated 23 July 1949, subject: "Report of Yen Expenditures for Directly Employed Japanese Labor".

2. In order to avoid duplication in reporting, the QGD-23 (R1), Operative and Productive Labor Report, required by Section XI of reference 1 a, is cancelled effective with submission of the report for the month of June 1949. However, in order to furnish essential information to GHQ, SCAP, a revision of HSA Form 19 (23 July 1949), Monthly Report of Yen Expenditure for Directly Employed Japanese Labor, as required by reference 1 b, will be necessary.

3. Effective with the report for the month of July 1949, the Monthly Report of Yen Expenditure for Directly Employed Japanese Labor (revised form attached as Encl #1) will include the number of personnel employed for each appropriation, project and object account code. The number employed will be the daily average for the month. The daily average will be obtained by adding the number of Japanese personnel on pay status for each work day of the month and then dividing the total by the number of work days in the month. The number of work days in the month will vary from 21 to 23 for employees on a 40-hour week, and 25 to 27 for employees on a 48-hour week, dependent on the month being reported upon. All fractions arrived at when computing daily average will be counted as a whole number.

4. A study of the initial Monthly Report of Yen Expenditures for Directly Employed Japanese Labor submitted to this headquarters for the first quarter JFY 1949 (April, May and June) indicate that confusion still exists in computing the "Total Tax Deducted" column. The "Total Tax Deducted" column will include only the amount listed in the "Tax" column on the Japanese payroll. The amounts deducted for Health Insurance and Welfare Annuity will not be included as tax for the purpose of this report.

5. Schedule for submitting HSA Form 19, Monthly Report of Yen Expenditures for Directly Employed Japanese Labor, remains unchanged. Chiefs of staff sections and unit commanders must insure that this report arrives at the Japanese Personnel Division, S-1 Section, this headquarters, not later than the 20th day subsequent to the month for which the report is rendered.

6. Assistance in compiling and preparing this report may be obtained by contacting Japanese Personnel Division, Room 243a, Finance Building, telephone 26-6739.

7. Letter, this headquarters, HC 230.14 (HJL) subject: "Operative and Productive Labor Report on Japanese Personnel", 7 June 1949, is rescinded.

FOR THE COMMANDING GENERAL:

JAMES H. WEAR
Major, Cavalry
Adjutant

1 Incl:
HSA Form 19
(Rev 4 Aug 49)

DISTRIBUTION:

Staff Sections, GHQ, SCAP and FEC
Staff Sections, Hq and Sv Gp
Attached and Assigned Units, Hq and Sv Gp
Separate Clubs, Off, Civ, EM

MONTHLY REPORT OF YEN EXPENDITURES

FOR DIRECTLY EMPLOYED JAPANESE LABOR

Reporting Section or Unit:

Month Reported On: Date of Report:

Account Code			Gross Amount of Yen Expended	Total Tax Deducted (Do not Include Deductions for Health Insurance & Welfare Annuity)	Number of Employees (Daily Average)
Appr.	Proj.	Obj.			
			Total	Total	Total

HSA Form #19
(Revised 4 Aug 49)

Signature of Labor Officer
Telephone No:

MONTHLY REPORT OF YEN EXPENDITURES

FOR DIRECTLY EMPLOYED JAPANESE LABOR

Reporting Section or Unit:

Month Reported on: Date of Report:

Account Code			Gross Amount of Yen Expended	Total Tax Deducted (Do not Include Deductions for Health Insurance & Welfare Annuity)	Number of Employees (Daily Average)
Appr.	Proj.	Obj.			
			Total	Total	Total

HSA Form #19
(Revised 4 Aug 49)

Signature of Labor Officer
Telephone No: _____

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

ROUTING SLIP

FROM: Govt Sec DATE: 23 Sept 1949

TO:

Commander-in-Chief		Ordnance	
Aide-de-Camp		PM	
Chief of Staff		PIO	
D C of S FEC		Ryukyus Mil Govt	
D C of S SCAP		QM	
SGS		Signal	
G-1		Sp Services	
G-2		Trans	
G-3		TI&E	
G-4		Civ Comm	
JSPOG		CI&E	
AG		Civ Int	
Antiaircraft		Civil Property Custodian	
Central Purchasing O		Civ Trans	
Chaplain		Diplomatic	
Chemical		ESS	
Civ Personnel		Gen Acctg	
Engineer		Gen Proc	
Fiscal		Government	
Hq Comdt	S-1	Legal	
IG		NRS	
JA		PH&W	
Medical		Statistics & Report Sec	

FOR:

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

FEC AGO Form No. 14 (1 Jan 49)

6643—FEC Printing Plant—6/49—75M

GHQ, SCAP
Major Command

OPERATIVE AND PRODUCTIVE LABOR REPORT
Reports Control Symbol QDG-23 (R1)

106
Requesting Agency
Project Code

One (1)
Number of Installations Reported On

Government Section
Technical Service, Installation Activity

Column 1	2	3		4	5	6	7	8	9
Classification of Employee	Number Employed	Total Man Hours		YEN COST					
		Reg.	O/T* Total	Base Pay	Overtime	Allowances & all other payments including retro-active payments	Total Gross Pay (Sum of columns 4, 5 & 6)	Tax Withheld	Net Payment
Office Worker	One (1)	212	0 212	5100	0	4386	9486	1369	8117
Totals									

*Reasons for overtime in excess of 10% of regular man-hours (3) will be explained on reverse of this sheet.

HSA Form #10
(4 April 49)

Henry P. Carrington
Henry P. Carrington
Capt FA
Chief, Adm. Division

GHQ, SCAP
Major Command

OPERATIVE AND PRODUCTIVE LABOR REPORT
Reports Control Symbol QDG-23 (R1)

106
Requesting Agency
Project Code

One (1)
Number of Installations Reported On

Government Section
Technical Service, Installation Activity

Column 1	2	3			4	5	6	7	8	9
Classification of Employee	Number Employed	Total Man Hours			YEN COST					
		Reg.	O/T *	Total	Base Pay	Overtime	Allowances & all other payments including retro-active payments	Total Gross Pay (Sum of columns 4, 5 & 6)	Tax Withheld	Net Payment
Office Worker	One (1)	212	0	212	5100	0	4386	9486	1369	8117
Totals										

*Reasons for overtime in excess of 10% of regular man-hours (3) will be explained on reverse of this sheet.

HSA Form #10
(4 April 49)

Henry F. Carrington
Henry F. Carrington
Capt. FA
Chief, Adm. Division

File

OPERATIVE AND PRODUCTIVE LABOR REPORT
Reports Control Symbol QDG-23 (R1)

Major Command

Requesting Agency
Project Code

Number of Installations Reported On

Technical Service, Installation Activity

Column 1	2	3		4	5	6	7	8	9
Classification of Employee	Number Employed	Total Man Hours		YEN COST					
		Reg.	O/T * Total	Base Pay	Overtime	Allowances & all other payments including retro-active payments	Total Gross Pay (Sum of columns 4, 5 & 6)	Tax Withheld	Net Payment
Office Worker	One (1)	212	212	$100	0	4336	9436	1969	7317
Totals									

*Reasons for overtime in excess of 10% of regular man-hours (3) will be explained on reverse of this sheet.

HSA Form #10
(4 April 49)

Henry F. Carrington
Henry F. Carrington
Capt FA
Chief, Adm. Division

JUSTIFICATION OF ESTIMATES FOR INDIGENOUS REQUIREMENTS
OF THE OCCUPATION FORCES IN JAPAN FOR THE JAPANESE FISCAL YEAR 1950

Form J-4

_____Command

Project:

Appropriation:

08 - Supplies and Materials

Line Item No.	Justification	Workload

HEADQUARTERS
TOKYO MILITARY GOVERNMENT TEAM
APO 181

AGL-240 28 May 1949

SUBJECT: Labor Regulations.

TO: All Labor Using Units in Tokyo-To.

1. References:

Operational Directive #1, Hq 8th Army, 1946, as amended. Letter, GHQ, SCAP, subject: Operational and Productive Labor, dtd 21 March 1949. Letter: TMGT, APO 181, dtd 11 Feb. 49. Messageform 8th Army, dtd 30 March 1949.

2. Instructions contained in letter TMGT, subject: "Labor Regulations," dtd 11 Feb. 49 are hereby rescinded. All forms attached as inclosures will remain in use, except the personal history statement.

3. The following regulations apply concerning Japanese Labor working for the Occupation Forces in Tokyo-To.

4. Labor Requisitions.

All labor used by the Occupation Forces except that furnished by contractors on Procurement Demand or work order will be procured by means of a labor requisition. Labor Form #1, is the only instrument authorized for this purpose. Units desiring labor will submit requisitions in three (3) copies, 24 hours in advance of the date for which labor is required, to Tokyo Military Government Team for transmittal to the Japanese Government. Units receiving manning tables from GHQ will submit their requisitions through S-1, Hq & Sv Gp., GHQ. Military Government will be responsible to assure that all requisitions are promptly filled.

If requisitions for permanent labor are not filled within a reasonable length of time after submitting, unit Labor Officers are requested to contact the Tokyo Military Government Labor Officer by telephone.

5. Time Reports and Payrolls.

The Japanese Government will prepare all future payrolls and make disbursements to the employees, effective with the May payroll.

Units will prepare "Time Sheets" in 4 copies; one copy will be submitted to Labor Section, Mil. Govt.; two copies to the respective Area Management Office designated below, and one copy retained for unit file. The Area Management Office will prepare the unit payroll from the "Time Sheet," and make the payment to the employees by the 15th of the month following that for which the payment is being made. Payment will be made by the Area Management Office Paymaster at the time and place designed by the

Unit Labor Officer. Payment does not necessarily have to be made during the working hours of the employees. Upon completion of payment of the units' employees, the Area Management Office will immediately return one copy of the unit payroll and one copy of the R & U payroll to the unit. It is recommended that units permit their managers to assist the area management office in the preparation of their payrolls until such time as the office become proficient, and also in assisting the paymaster in making payment for the months of June, July and August and thereafter as required, in the estimation of the unit Labor Officer, to insure prompt and efficient payment in the time allocated by the unit for this purpose.

Units will prepare separate "Time Sheets" for all R & U personnel who are included in separate R & U manning tables. Units not having R & U manning tables will show maintenance personnel on unit time sheet. Two copies will be submitted to the area management office and one copy to Military Government. Upon receipt of payrolls after payment, one copy will be forwarded to R & U, GHQ, FEC, together with Time Sheet.

For the purpose of simplicity and convenience the prefecture has been divided into five areas with an area management office for each area, responsible for the general administration of the employees of the units in that area. Area offices will be located at Chiyoda, Shinjuku, Minato, Bunkyo, and Tachikawa and will be prepared to accept the "Time Sheets" after 1 June 1949. Units will submit their "Time Sheets" to their respective area offices as shown below, except Finance Bldg, Central Post Office, Washington Heights, Grant Heights, Haneda Air Base, 22nd Ordnance, Tokyo QM Depot, Tachikawa Air Force Base, Yokota Air Force Base, and JAMA Air Base who will have area sub offices from their main Area Management Office at their installation.

CHIYODA LABOR MANAGEMENT OFFICE

Address: 3-chome, Marunouchi, Chiyoda-ku. (Next to Tokyo-To Water Works Bureau)

1. Dai Ichi Bldg.
2. Forestry Bldg (ESS)
3. CI&E (Radio Tokyo Bldg)
4. ATIS (NYK Bldg)
5. Mitra Hotel
6. Teigeki Bldg.
7. T.M.P.S.
8. Pacific Stars and Stripes
9. 71st Sig. Sv. Bn.
10. Yuraku Hotel
11. Peers Club
12. Nomura Hotel
13. Lincoln Center
14. Mitsubishi Shoji Bldg.
15. Hypothec Bank Annex
16. Tokyo Army Education Center
17. Hibiya Hall
18. Palace Heights
19. Jefferson Heights
20. Mitsubishi Higashi #7
21. Norton Hall
22. Park Hotel
23. Osaka Hotel
24. Mampei Hotel
25. Hibiya Tennis Court & Softball Field
26. Nomoriya Apartments
27. 504th Engr. Constr. Gp.
28. Yaesu Hotel
29. New Kaijo Bldg.
30. Bank of Chosen Bldg.
31. GHQ Personnel Vehicle Pool
32. Chapel Center
33. Matsumoto Ro
34. Sanno Hotel
35. Taisho Insurance Bldg.
36. R & U Section, GHQ
37. Philippine Embassy
38. Meiji Bldg.
39. Old Kaijo Bldg.
40. Army Hall
41. Mitsubishi Naka #21
42. Empire House (Naigai Bldg)
43. Club #21 (Bankers Service Club)
44. British Embassy
45. Tokyo Correspondents Club

CHIYODA LABOR MANAGEMENT OFFICE - - Continuod

46. GHQ Rocker Club
47. 8th Army Deputy Communications Office
48. Co. "B" 72nd Sig. Sv. Bn. Motor Pool
49. R & U, General Manager Office
50. Mitsubishi Main Apartments
51. R & U Motor Pool
52. Billet Maintenance R & U
53. Special Assignments Area R & U
54. R & U New Kei jo Bldg.

SHINJUKU LABOR MANAGEMENT OFFICE

Address: #12, Mita Naka Meguro, Meguro Ward (Near Ebisu Camp)

1. Meiji Hotel
2. Meiji Shrine Field
3. 64th Engr. Topo Bn (Isetan Bldg)
4. Mantetsu Apartments
5. Pershing Heights
6. American Embassy
7. Sankaido Apartments
8. Tokyo American School
9. 8th Army Stockade
10. War College Apartments
11. 1855th AACS Sq (Aoyama Kaikan)
12. French Mission
13. Ebisu Camp, B. C. O. F.
14. Ebisu Hotel
15. Canadian Legation
16. 138th AAA Gp Bn.
17. Narimasu American School
18. R & U, Area "F"
19. R & U, Area "E"
20. R & U, Area "C"

MINATO LABOR MANAGEMENT OFFICE

Address: #3 Toriizaka-machi, Azabu, Minato Ward (Old Azabu Ward Office)

1. Suikosha
2. Tokyo Kanagawa CIC Area 25
3. Joshi Kaikan
4. NNKK Bldg.
5. Daiichi Ryokan
6. NYK Club
7. Mitsui Club
8. Tokyo Harbor Masters Office
9. S-4 Section, GHQ
10. R & U, S-4 Section, GHQ
11. 138th AAA Gp., AW School
12. Prince Shimazu House
13. Hara House
14. Hattori House
15. GHQ Ordnance Maintenance Shop
16. 8th Cavalry Regiment
17. PPB, CCD
18. Shiba Park Swimming Pool
19. Mitsubishi #35
20. 71st QM Depot
21. Kanesaka Bldg.
22. Pacific Bldg.
23. Atagoyama Radio
24. Owada Receiver Site
25. Chinese Mission
26. Soviet Section of Allied in Japan Council
27. French Embassy
28. Australian Mission
29. R & U, Area "B"

BUNKYO LABOR MANAGEMENT OFFICE

Address: #36, Tatsuoka Machi, Bunkyo Ward, (Old Hongo Ward Office)

1. YMCA (Kanda Kaikan)
2. Kanda Kaikan Gym
3. Josui Kaikan
4. PX (Matsuya Bldg)
5. Sugamo Prison
6. Riverview Hotel
7. Surugadai Hotel (YWCA)
8. Yamanoue Hotel
9. National Gymnasium
10. Honcho Apartments
11. Continental Hotel
12. Memorial Hall

BUNKYO LABOR MANAGEMENT OFFICE - - Continued

13. CPC (Kokubu Bldg)
14. Shufu no Tono Billet
15. GHQ Utilities
16. 7th Cavalry Regiment
17. C.P.O.
18. Shibuzawa Bldg.
19. Exchange Hotel
20. Kanto M.G. Region
21. GHQ Tech Intell Det.
22. QM Sales Store (Tokyo)
23. Bunka Apartments
24. Kondo Warehouse
25. 361st Station Hospital
26. Hattori Bldg.
27. JOSCO
28. 720th M.P. Bn.
29. Com Nav EE
30. Mitsui Main Bldg.
31. Ogura Bldg.
32. University Club
33. Netherland Military Mission
34. American Red Cross
35. APL 46
36. Mitsubishi Warehouse
37. U.S. Navy EM Club
38. Tokyo Electric Bldg.
39. R & U, 361st Station Hospital
40. R & U, 7th Cavalry Regiment
41. R & U Sugamo Prison
42. 49th General Hospital
43. R & U, 49th General Hospital
44. Cargo Vehicle Pool

TACHIKAWA LABOR MANAGEMENT OFFICE

Address: 5-1439 Nishiki-cho, Tachikawa City.

1. Fuchu Ordnance Center
2. 570th Engr. Water Supply Co.
3. 8002nd Hydroponic Farming Depot
4. FEAM COM
5. Showa Sub Base
6. Tama Avammo Depot

6. Job Classification.

The job title (classification) of an employee must conform to that which is outlined in the current wage scales. If the jobs are not specifically mentioned, the employee will be paid at the nearest comparable job title. No other classification will be accepted except as specifically authorized. Employees will not be shown on time sheet, or payroll in a job position or title different from the jobs which they are actually performing. (The Clerical Wage Scale, and the Prevailing Wage Scale are distributed separately.)

7. Temporary Laborers.

The use of temporary laborers will be kept to a minimum and requested only in cases of an emergency for a limited job. Efforts should be made to utilize permanent employees to the utmost. Units employing temporary laborers that are virtually permanent should immediately affect a transfer. Temporary labor is chargeable against the using units manning table strength and all yen costs must be shown on labor reports, reports control symbol QGD-23 (R1)

a. Payment of daily laborers: Daily laborers will be paid by the area management office paymaster upon receipt of 2 certified copies of the "Daily Labor Time Report." This "Time Report" must be submitted to the Area Management Office, or

Area Management sub-office for those units authorized one, prior to 1400 of the day for which payment is to be made. A third copy of the "Time Report" will be submitted to Mil. Govt. and a fourth copy retained at the unit. The Paymaster will go to the unit to make the payment. This payment will not be made during the working hours unless specifically authorized by the unit Labor Officer.

8. Security Clearance.

All persons employed by the Occupation Forces (Japanese Nationals and Foreign Nationals) will have security clearance. The following procedure will be followed.

a. Japanese Nationals.

Units desiring clearance of Japanese Nationals will conform with provisions of the existing screening procedures as outlined by the Security Division, Office of the Provost Marshal, Metropolitan Tokyo Area, located in Room 35, Finance Bldg. Units will execute personal history statements, other allied forms and/or documents, and direct the prospective employees to handcarry the forms to the Security Division's offices in the Finance Bldg. for all routine clearances. Processing will be started and individuals must be present.

"Identification and Pass" cards will be issued to all GHQ units upon completion of clearance, and will be issued to 8th Army and other Allied Forces units only upon request.

The personal history statement, inclose #1 will be used. Forms will be obtained from the above mentioned Security Division.

b. Foreign Nationals.

Request for clearance of foreign nationals will be submitted in compliance with Sec. 1, par. 4, Cir. #14, Hqs. 8th Army, dtd 19 Feb. 48 to the labor officer Tokyo Military Government Team for transmittal to the Security Agency. Requests will be submitted in 4 copies.

c. Black List. Unit Labor Officers will submit a black list to the Military Government Labor Officer at the end of each month. The list will be submitted in two (2) copies, and contain the names of all persons discharged for cause during the month, and the nature of the cause for such discharge.

9. Special and Supplemental Rations.

It is the responsibility of the Japanese Government to make distribution to the employees, such special rations as are authorized. Occupation employees will not in any case be used to receive, procure or distribute Japanese rations, beverages, or clothing to the employees of the installation during duty hours except as expressly authorized by the unit Labor Officer.

10. Allowances.

a. Area Allowance: In addition to the basic wage an extra allowance is payable, based on the basic wage plus dependent allowance, according to the area in which performed. The city of Tokyo is considered to be a special area and therefore authorized a 30% allowance. For the other areas within Tokyo Prefecture the allowance is 20%. This allowance is for clerical workers and domestic only.

b. Dependent Allowance: All permanently employed Japanese Nationals are paid a dependent allowance for each person legally dependent on the employee. The allowance is ¥ 600 for the wife and ¥ 600 for the first child and ¥ 400 for each additional child, or authorized dependent.

c. Overtime: Overtime will be paid for hours worked in excess of 48 hours per week. Overtime hours appearing on the time sheet will be limited to those hours authorized by proper authority. Approval of overtime is not a function of Military Government. Domestic servants employed in dependent housing will not exceed 12 hours per week overtime.

d. Regular dayshift workers, employed on a day shift and required to be available on call for night work, but do not actually perform any work, receive 2 hours stand by time.

e. If the regular day time employee actually performs work during the time he is on call, at night, such time will be overtime, with the maximum being 6 hours.

f. Night Duty Allowance: Night Worker -- The regularly engaged night worker, employed on a night shift, is entitled to a special night duty allowance of 30% of his hourly base pay for all hours worked between 2200 and 0600 except those employees working on a 24 hour shift.

g. For work performed under hazardous or adverse conditions a special allowance is payable not to exceed thirty (30) percent of the base pay. For further information see current wage scale.

h. Accident and Illness Allowance: For sickness, accident or death resulting from work performed for the Occupation Forces, allowances will be granted, by the Japanese Government. In such cases, the unit Labor Officer will execute and sign 3 copies of labor form 8, and submit to the Military Government Labor Office. The subject of the form is "Report of Accident involving Civilian Laborers." The Military Government Labor Officer will forward these reports to the Japanese Government for payment.

i. Discharge Allowance: Permanent Japanese labor supplied to the Occupation Forces will be given 30 days notice prior to discharge when such discharge is not for cause or convenience of the discharged person. If such notice is not given, the employee is entitled to receive one month basic salary.

Discharges without 30-day notice will be kept to a minimum. Upon discharge each permanent employee will be given a discharge notice, labor form #10, by the unit Labor Officer. Two copies of this release notice will be forwarded to the Area Management Office by the Unit Labor Officer, and one copy to Military Government, for payment of the allowance. Employees discharged for their own convenience or personal reasons are not eligible for re-employment by the Occupation Forces for a period of 60 days.

j. Retirement Allowance: Retirement allowance for permanent Japanese employees will be paid by the Japanese Government. In case a person is re-employed after having been discharged, the period of employment shall be calculated as from the month of re-employment. This allowance will not be paid an employee if his retirement was the results of malpractice or unlawful acts.

k. Travel Expenses: For official travel directed by the Occupation Forces, travel expenses incurred by the employee will be reimbursed by the Japanese Government. The using unit should submit a travel voucher, Labor Form #9, in 3 copies to the Military Government Labor Officer for transmittal to the Japanese Government. Necessary receipts should be made available by the employee to the Japanese Government at their request.

l. Foreman Allowance: Labor foreman is not recognized as a special category of labor. A Japanese employee in charge of a group of workers will be authorized an allowance, depending on the job classification, in accordance with the following:

Asst. to the employee who supervises the working place	-- 10% of the base wage
Employee who supervises one working place	-- 20% of the base wage
Employee who supervises two or more places	-- 30% of the base wage

m. Language Differential Allowance: A foreign language allowance of 10 - 50% of the base pay will be granted to certain categories of clerical workers upon the recommendation of the unit Labor Officer and after a demonstration of proficiency in English and Japanese languages before the Japanese Government Testing Committee. Unit Labor Officers will submit information outlined in "Recommendation for Language Differentials" in 3 copies to the Military Government Labor Officer for transmittal to the Japanese Government. A separate form will be executed for each individual recommended. It should be noted by the recommending officer that both the candidate's linguistic abilities and the requirements of his job be considered in determining the percentage of allowance he is to receive. This allowance will not be paid to those who have been released from employment with

the Occupation Forces as the primary purpose is to keep competent interpreters and translators working for the Occupation Forces. The following rules apply in recommending a language differential.

(1) The employee must use a foreign language in the execution of his job, and fall within the category of Advisor, Technical Expert, English Stenographer, Special Interpreter and Translator, High Class Clerk, and other administrative personnel.

(2) The percentage of differential shall be fixed in consideration of the actual time spent in using the foreign language on the job and the ability and efficiency of each person in the use of it.

(3) In preparing the recommendation, the scale, 1 to 10 will be used with 10 as the maximum proficiency for each required evaluation.

(4) The differentials will be divided into the following five grades:

	As to time used	As to proficiency
A		10% to 50%
B		10% to 40%
C		10% to 30%
D		10% to 20%
E		10% to 10%

(5) Recommendations may be submitted as soon as possible after hiring.

11. Leave.

a. Each permanent male employee is entitled to two (2) days vacation per month with pay. Each permanent female employee is entitled to three (3) days vacation per month except that only two (2) of these days will be with pay. Before any employee is eligible for this vacation with pay, he must have worked at least one month. If the employee does not take this time off he will be paid one days wage for each day not taken off with the maximum being two (2) days paid leave for both male and female. Employees are entitled to all Army holidays and they will not be included as a part of the 2 days. For information regarding Army holidays see par. 16.

b. In case an employee, for personal reasons, absents himself from work, deductions from his pay will be made for each day absent.

c. Employees absenting themselves on Japanese holidays will receive no compensation.

d. Subject to limitations established by the Japanese Government employees for reasons of personal sickness or injury or on account of mourning, may be authorized leave with pay providing

appropriate medical or death certificates are furnished the Japanese Government by employees.

e. In cases of female workers, a vacation with pay shall be recognized before and after confinement for child birth.

12. Domestic Servants:

a. The term "domestic servants" applies only to those persons employed and working in properly designated dependent housing areas. Those laborers working in headquarters buildings, troops and officers billets will not be paid on this wage scale but will be classed on the payroll in an appropriate common or skilled labor category.

b. Wages include the basic rates, area allowance, family and overtime allowances, paid on a monthly basis. Basic wages will be paid on the basis of a 48 hour work week. In the case of newly hired or discharged personnel, wages will be computed for the total number of hours worked. In case an employee absents himself for personal reasons other than authorized leave or Army holidays, deductions will be made for each work hour absent except in the following cases:

(1) Sickness or mourning
(2) Lack of transportation due to storm, flood, earthquake, of fire.
(3) Other justifiable or excusable reasons.

c. Area and family allowances will be paid at the same rate as other types of labor.

13. Seniority.

Japanese employees who are taken from service contracts and placed on Labor Requisition will maintain seniority from the date of employment with Occupation Forces as "Procurement Demand" workers. These employees, however, will be paid, without exceptions, in accordance with current labor requisition regulations.

14. Wages.

Wages will be paid in accordance with the current wage scales, (Clerical Wage Scale and Prevailing Wage Scale) issued by Tokyo Military Government.

a. Recommendation for increase in wage.

Units desiring to recommend employees whose recommended salary is less than an d not including ¥ 7500 will make such recommendations to their own Japanese managers who in turn will transmit them to the Japanese Government, except for those specific categories as indicated on the current clerical scale on which recommendations must be submitted through M. G. regardless of salary. All other recommendations with a recommended salary of ¥ 7500 or above will be submitted in 2 copies through M. G. (Labor Form "Japanese National Personnel Action Request." All

recommendations will be accompanied by 2 copies of individuals "curriculum vitae."

b. Advisors: In classifying personnel as advisors, units recommending, should consider the following before submitting recommendation.

(1) Personnel whose services require specific knowledge, long training and experience, should not be considered for a salary in excess of ¥ 9,639.

(2) Personnel who have attained the highest degree of education, experience and competence, and actually working on an especially important job may be considered for a salary between ¥ 9,639 to ¥ 12,900.

15. Proselyting.

Proselyting of laborers between occupation force units is prohibited. Evidence of proselyting will be dealt with through proper military channels.

16. Working Hours.

The normal work week is established as a 48 hour week on the basis of an 8 hour day six days a week. Units may adjust hours worked per day and days worked per week, to meet operational needs. GHQ units must obtain approval of their schedules from S-1 Section, Hq & Sv Gp., GHQ. Sundays may be included as part of the normal six day work week, but Army holidays will not be included. Those employees required to work on Army holidays will be paid in accordance with the holiday pay rate. (Double Time)

FOR THE COMMANDING OFFICER:

William J. Streetman

1 Incl:
Personal History Statement form.

WILLIAM J. STREETMAN
Captain, Infantry,
Adjutant.