DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 770845

JOB CONTROLS

Under supervision of the Chief, Legal and Government Division, as to basic work assignments, methods and procedures, and guidance as to desired results.

Exercises some initiative and judgment in arranging contacts, selecting information and facts of value and in bringing minor discrepancies to the attention of appropriate Japanese officials.

Results of work are presented for review in the form of verbal or written reports including factual statements of findings, conclusions, etc. Effectiveness of techniques and method of operation is checked by evaluation of results obtained.

MOJOR DUTIES

1. Contacts numerous Japanese officials, organizations, and individuals as required to perform a variety of investigations as established by operational directives or as necessary to secure information and material for use of technical member of the Division. Utilizes bi-lingual ability in arranging and conducting interviews. Such work involves investigation of moderate difficulty necessitating the application of regulatory provisions of laws, regulations, or instructions. Collects and determines facts by means of questioning, observing, record examination, interrogation of principals and witnesses. Investigates incidents, operations or violations of personal or official conduct, reports of infractions or violation of civil liberties, or other acts and incidents which are contrary to Occupation policy or prejudicial to the aims of the Occupation.

2. As assigned, contacts Japanese officials (police, government, courts, etc.) to obtain facts and information relevant to factors causing undue delay in the pro-

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO: 779813

secution of criminals, deprivation of rights, negligence, or misconduct of officials. Resolves problems encountered during course of investigation covered by specific instructions or secures complete information for reference to supervisor.

Attends meetings and conferences for the purpose of observing and reporting compliance with directives, policies, etc. and relays information, opinions as to validity of facts and other information of value pertinent to discussions, incidents, etc. to supervisor. Is responsible for induring the accuracy and completeness of facts obtained and for adhering to instructions or outlines previously furnished.

3. Screens and interviews incoming Japanese visitors, telephone calls, requests for assistance or information, etc. for the purpose of relieving technical member of the staff of matters covered by specific instructions or operational directives; during the absence of supervisor, handles such matters independently or collects information and data on more complex matters for reference to supervisor for later action.

4. Prepares check-list standard type reports; also narrative summaries of activities, findings, conclusions, problems, needs, etc. as required to cover each investigation. Compiles facts, statistics, and other data for inclusion in monthly activity reports. Evaluates situations, trend indications, reasons for discrepancies or irregularities and other information of a general nature for information utilization of supervisor.

5. Screens, consolidates and assembles Japanese legislative bills, Cabinet orders, gazettes and other material required for reference purposes. Checks for duplications, arranges files and maintains in a current status in accordance with instructions. Checks translations for obvious errors.

May perform other incidental duties as assigned.

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO: 770815

6

(Not to Leave the Section)
CIVIL AFFAIRS SECTION
Intra Office Routing Slip

FROM: Adm _____ DATE: 11 May 1951 19__
SUSPENSE DATE: _____

Subject: Appointment of Fire and Air Raid Wardens.

TO: All Divisions

CHIEF		ASST EXECUTIVE	
EXECUTIVE		ADM INSPECTOR	
PERSONNEL		CIV EDUCATION	
CASA INFORMATION		CIV INFORMATION	
OPERATIONS		ECONOMICS	
LOGISTICS		LEGAL	1 wca
COMPTROLLER		PUB HEALTH	
SCHOOL		PUB WELFARE	

ADMINISTRATION _____
Military Pers _____
Supply _____
CIVILIAN PERSONNEL _____

FOR:

Approval		Information	✓
Action		Return	
Comment		Sign & Dispatch	
Concurrence		File	

= = = =

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO: 770015

File 6

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Civil Affairs Section
APO 500

OPERATIONAL DIRECTIVE)
)
NUMBER 1)

10 March 1950

MONTHLY ACTIVITIES REPORT

1. Each Civil Affairs Region will submit an activities report for each calendar month. This report will be classified "Restricted." It will consist of a basic letter report and titled annexes and will contain all information available to and including the last day of the month.

2. a. Reports and additional copies of annexes, as indicated below, will be dispatched so as to reach this headquarters by the 15th of the following month:

Complete Reports	(including all annexes)	18
Annex A	Legal and Government Activities	2
Annex B-1	Public Health Activities	2
Annex B-2	Public Welfare Activities	4
Annex D	Economics Summary	34
Annex E-1	Civil Education Activities	2
Annex E-2	Civil Information Activities	12

b. In addition, each Civil Affairs Region will mail one complete report to each of the other Civil Affairs Regions.

3. a. This report will be carefully edited, giving special attention to the elimination of inconsequential and irrelevant material. It will present a summary of regional trends and matters significant on a regional basis. Successive reports will reflect the progress made in the execution of the general mission and will be clear and concise. Since this is an informational report, it should not repeat those things well known or covered by previous reports, but should contain only current significant trends and facts.

b. The basic letter will be a brief narrative not to exceed one sheet typed on both sides. It will contain brief resumes of activities, observations and trends of special significance only, i.e., those of national or prime regional importance which are covered in the annexes. It is not mandatory that the basic letter contain comment pertinent to each of the annexes.

c. Annexes will be in narrative form. The subject matter for each annex is outlined in paragraphs 4 through 9. Annexes will contain pertinent detail concerning the indicated topics only when action has been

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taken thereon, or important new information is available. Matters not covered in the outlines should be included in the annex most closely associated with the subject. Recommendations or complaints will not be included, but will be made the subject of special reports. In such cases, brief notations will be made in the appropriate annexes. Each annex will begin on a separate page and will contain in its heading the name of the reporting headquarters and the author. Both sides of the paper will be used in such a manner that the reverse may be read when the sheet is turned from the bottom. Each page of an annex will be identified with a notation in the lower right corner, i.e., Annex "A" on each page of that annex.

4. Annex A, Legal and Government Activities, will include important matters relating to:

a. Japanese government administration, including, but not restricted to:

(1) Local Japanese government administration, activities of governors, mayors, and local assemblies.

(2) Activities of local branches of national government, and their relations to local governmental agencies.

(3) Matters pertaining to Japanese courts and the administration of justice.

(4) Matters pertaining to law enforcement agencies.

b. Activities of national, regional, or local political parties in prefectures, cities, towns and villages, including local trends.

c. Activities of local governmental groups, branches of national political administration headquarters, local youth, or other groups, in connection with sponsoring political education.

d. Instances of noncompliance by judges, procurators, and police with code of criminal procedure and other laws.

e. Instances of violations of the injunctions contained in the purge directives.

f. Instances of noncompliance by the Japanese Government with the requirments of directives of the Supreme Commander for the Allied Powers.

g. Other important political, government, or legal matters and comments.

h. Elections. The following information concerning elections within the Civil Affairs Region will be submitted to include:

(1) Filing and progress of any court action which contests the election or the right of the elected person to hold office.

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(2) Filing and progress of any court action concerning serious violation of election laws and court actions involving election violations where the elected candidate or an elected public official is directly involved.

Summary of election results and

(3) Additional important information relative to any elections within the regional area to include an evaluation of important political trends as indicated by the election results.

5. Annex B-1, Public Health Activities, will contain appropriate numbered paragraphs with specific titles as shown below; both paragraph number and title will be omitted if there is nothing significant to report. Disease incidence data under "period" will conform to Japanese reporting practices.

a. General Administration.

(1) Resume of Civil Affairs field trips.

Activity	No. Conf. or visits	Prefs.	Did Pref P.H.D. Repr. Accompany?	Purpose

(2) General administration of public health activities, plans, programs and progress measurement.

b. Preventive Medicine.

(1) Status of immunizations under the National Immunization Law. (Use census data population factors)

Disease	Date Season Program Begun	No. Imm. This Pd	Cumulative Number	Est. Balance yet to do

(2) Significant local or general outbreak of disease.

Disease	No. Cases	Principal Areas	Incidence Increasing / Decreasing

(3) General remarks about control measures, incidence, reporting, and problems.

c. Tuberculosis.

Prefecture	New Cases This Pd	Total Cases Remaining	Hospitalization In Hosp: Await Adm	# PHN Home Visit

d. Venereal Disease for Region.

New Cases G.C.	New Cases Early SYPH	New Cases Other	# Contacts Traced	Lab Adequate?	Drugs Adequate?

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e. Specific disease (seasonal) prevention campaign.

(1) Started this month.

Disease	Area of Application	Campaign appraised as adequate (yes/no)

(2) Scheduled to begin next month.

Disease	Area	Are Plans Adequate? (yes/no)

f. Health centers.

(1) Opened this month. No._____ Class_____ Location____

(2) Number of health centers now in operation.

Prefecture	No. by Class A	C	NS	Number Serving More than 100,000

(3) General remarks about the health center program.

g. Hospitals.

Prefecture	No. of Hospitals	Minimum Standards # Meeting	# Fail to	No. Beds	No. Beds Empty
	(1) General				
	(2) C. D.				
	(3) T. B.				
	(4) Other				

h. Medical Care.

i. Maternal and Child Health.

j. Public health employee training:

(1) No. attending school full time _____.

(2) No. participating in "in-service" training _____.

k. Personnel.

State general adequacy of number of professional people engaged in:

(1) Prefectural public health department.

(2) Health centers.

(3) Prefectural laboratory.

(4) National Hospitals.

(5) Other.

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1. Budget for public health (expenditure under direction of prefectural public health department).

Prefecture	Period	¥	¥/capita	% Pref Budget	% Source Pref	% Source Nat'l	% Source Cities

m. Veterinary Affairs.

(1) Food

Prefecture	Tonnage Inspected	Tonnage Rejected

(2) Food inspection and facilities for distribution. (Animal protein foods, seafood, canneries, etc.)

(3) Rabies control.

(4) Animal disease control (animal health centers).

(5) Summary of reportable animal diseases.

(6) Other (Veterinary Med Ass'n activities, etc.).

n. Sanitary Engineering.

(1) Environmental sanitation.

(2) Insect and rodent control.

(3) Water supplies.

(4) Waste disposal.

(5) Other.

o. Nursing affairs.

(1) Nursing schools.

a Schools receiving new classification during month.

Class _____. Location _____.

b

Prefecture	Schools A	Schools B	Current Enrollment A	Current Enrollment B

(2) "In-service" training.

(3) Health center nursing.

(4) Hospital nursing.

(5) Other.

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p. Public Health information and education programs.

(1) Information directed at the general public. Resume of media, items and estimated results.

(2) Education.

a School health programs.

b Adult health and welfare education.

c Health programs for special groups: PTA, Clubs, Organizations, etc.

q. Items most needed to further the public health program.

(1) From Japanese sources.

(2) From GHQ, SCAP.

r. "Major problems encountered, with solution."

s. Other.

6. Annex B-2, Public Welfare Activities, will contain a discussion of activities during the month in terms of observed trends and developments, and will include the more significant content of the technical assistance which was given. The order of items given below will be followed. Content for any item need not include, nor be limited to, the subtopics suggested, except that paragraph 6a(1) is mandatory.

a. Public Assistance.

(1) Discuss trends in public assistance grants in the last calendar month for which final data have been compiled. When significant changes occur in the number of assistance recipients or costs, comment on the factors influencing the changes.

(2) Comment on adequacy of assistance allowances, eligibility decisions in cases of employable persons, living situations of depressed groups such as the unemployed and casual laborers. Include available information on the treatment of particular national, social or racial groups. Comment on the effects of action by pressure groups on assistance policies.

b. Child Welfare. Comment on child welfare activities observed, including the referral system and care provided for homeless children, development of the foster home program, functioning of Child Welfare Councils.

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO: 770845

c. Private Agencies. Comment on the results of private agency activities and matters on which guidance has been afforded. Comment on the effectiveness of the agencies in the community.

d. Institutional Programs. Evaluate the supervision exercised by Japanese government agencies over welfare institutions. Indicate general conclusions regarding the effectiveness of institutional programs reviewed.

e. Administrative Organization. Discuss, generally, this phase of administrative review findings. Comment on developments in connection with demonstration projects.

f. Social Insurance. Comment on general aspects of activity regarding the social insurance program, such as operation of the Medical Fee Payment Fund, Japanese information programs, utilization of fair-hearing procedures, consolidation of inspection services.

g. Disaster Relief. Comment on organization of Regional Disaster Relief Planning Boards and planning for emergency feeding and housing.

h. Other Important Welfare Matters. Comment briefly on any significant developments and activities not included in preceding paragraphs.

7. a. Annex D, Economics Summary, will contain information listed under the following subject headings, as appropriate, to include only subjects on which specific surveillance action, as required by appropriate directives, has been taken.

b. Negative reports will not be made. Reports will concisely summarize the subjects to include:

(1) Field trips, including prefecture(s), action taken, and time spent.

(2) Gist and highlights of important conferences.

(3) Observations and conclusions, with particular emphasis on trends and problems which indicate unsatisfactory progress in accomplishing occupation objectives or specific noncompliance with directives of the Supreme Commander for the Allied Powers.

Agriculture

Fertilizer Requirements
Agricultural Reform
Land Reform
Cooperatives
Extension Reorganization
Staple Food Crop Collection

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDC NO: 770045

Fisheries

Supplies
Cooperatives

Forestry Conservation Program

Mining and Geology

Mine Safety Program
Mine Rehabilitation
Production of Precious Metals

Price and Distribution

Economics Investigation Board
Restaurant Control
Incentive Goods and Fertilizer Distribution
Staple Food Rationing
Perishable Foods

Industry

Production
Reparations
Restricted Industry
Explosives
Fertilizer
Petroleum Storage
Shipbuilding
Construction
Building
Roads
Public Works
Electric Power

Control Associations

Labor

Labor Relations
Labor Education
Labor Standards
Workmen's Compensation Insurance
Women's and Minors' Bureau
Employment

8. Annex E-1, Civil Education Activities, will contain pertinent factual information, on a region-wide basis, concerning work accomplished and the degree of success or failure in the activities listed below:

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDB No. 770015

a. School Education.

(1) Boards of Education, superintendents, and secretaries.

(2) School reorganization, especially with reference to such matters in secondary schools as consolidations, districting, and scheduling.

(3) In-service teacher training.

(4) Teacher training institutions and other institutions of higher learning.

(5) Private schools.

(6) Adult education.

b. Social Education.

(1) Youth affairs (Seinen Dan), scouts, clubs, student organizations, and other youth organizations.

(2) Parent-Teacher Associations.

(3) Women's affairs.

(4) Teachers' unions.

(5) Other adult groups.

c. Other important civil education matters.

9. Annex E-2, Civil Information Activities, will contain in narrative form pertinent factual information concerning work accomplished and degree of success or failure in civil information activities. The headings listed below will be used as a guide in reporting, but information will not be limited to these headings. It is not contemplated that each report will include comments under all headings listed; the number of headings actually used will depend upon the information available. Trends, new techniques or those used successfully, problems solved, deterrents to accomplishing specific projects, are of real interest, whereas isolated, unexplained statistical data are undesirable. Headings are:

a. Major programs (comment on each one).

b. Operations of prefectural information sections (other than program activities).

c. Successful techniques.

d. Visual program.

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDB NO. 770815

Operational Directive No. 1, Civil Affairs Section, 10 March 1950 Cont'd

e. Organizations utilized as media.

f. Media development.

g. Antitotalitarian activities.

AG 370.2 (10 Mar 50)CAS-X

FOR THE CHIEF, CIVIL AFFAIRS SECTION:

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

This Operational Directive supersedes Eighth Army Operational Directive No. 43, same subject, dated 13 September 1949, and any other operational instructions at variance hereto.

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDB NO. 770010

File 6

(Not to Leave the Section)
CIVIL AFFAIRS SECTION
Intra Office Routing Slip

FROM: Adm _____ DATE: 9 May 1951 19__
SUSPENSE DATE: _____

SUBJECT: Assembly Space

TO: All Divisions

CHIEF		ASST EXECUTIVE	
EXECUTIVE		ADM INSPECTOR	
PERSONNEL		CIV EDUCATION	
CASA INFORMATION		CIV INFORMATION	
OPERATIONS		ECONOMICS	
LOGISTICS		LEGAL	/ Will be
COMPTROLLER		PUB HEALTH	
SCHOOL		PUB WELFARE	

ADMINISTRATION _____
Military Pers _____
Supply _____
CIVILIAN PERSONNEL _____

FOR:

Approval		Information	
Action		Return	
Comment		Sign & Dispatch	
Concurrence		File	

= = = =

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDB NO. 770815

File 6

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Civil Affairs Section
APO 500

014.13(3 May 51)C/S-X

SUBJECT: Relationship between SCAP Sections and Civil Affairs Organizations

TO: Chief, Hokkaido Civil Affairs Region, APO 309
Chief, Tohoku Civil Affairs Region, APO 547
Chief, Kanto Civil Affairs Region, APO 500
Chief, Tokai-Hokuriku Civil Affairs Region, APO 710
Chief, Kinki Civil Affairs Region, APO 15
Chief, Chugoku Civil Affairs Region, APO 182
Chief, Shikoku Civil Affairs Region, APO 1050
Chief, Kyushu Civil Affairs Region, APO 1105

1. Reference:

a. Check Sheet, Note No. 1, C/S to C/S, above subject, dtd 9 Jan 50 (inclosed).

2. Information has been received by this section that the provisions of reference Check Sheet, and in particular par 5 therein, are being disregarded by other staff sections of this headquarters.

3. Direct requests for information and/or action received by the Civil Affairs Regions, or the components thereof, from other SCAP sections will be immediately referred to the Chief of the Region to determine the expediency of the request. If the request, in the opinion of the Chief, requires immediate action, he will take necessary steps to so initiate, reporting such action to this section at the earliest possible opportunity. If such action is deemed unnecessary, no information or action will be forthcoming and the requesting staff section will be informed that such requests must be made directly to this section.

FOR THE CHIEF, CIVIL AFFAIRS SECTION:

J. F. O'BRIEN
CWO USA
Adm Off

1 Incl:
C/S No. 1
dtd 9 Jan 50

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO: 779015

C O P Y

GENERAL HEADQUARTERS
FAR EAST COMMAND

CHECK SHEET

(Do not remove from attached sheets)

File: Subject: Relationship between SCAP Sections and Civil Affairs Organizations

Note No. From: CofS To: Civil Affairs Section Date: 9 January 1950

1 1. Reference is made to G.O. #24, 29 December 1949, which established a Civil Affairs Section of this headquarters. The purpose of this check note is to provide a tentative guide covering the procedure which sections will follow in their dealings with Civil Affairs field units. As experience is gained in the use of this new organizational structure, it is expected that changes in this procedure guide will be proposed.

2. The Civil Affairs Section is, in effect, a headquarters for the Regions. The relationship of the Regions with the Chief of the Civil Affairs Section is similar to that existing between the divisions of any other SCAP section and its chief. It follows that the personnel of the Civil Affairs Section must continue to be thoroughly conversant with the activities carried on by its field units. The activities of the Civil Affairs Section will be operational in character, as opposed to policy making. The policy making responsibility of other SCAP sections in their respective fields will continue as heretofore. As a consequence, the Civil Affairs Section will have no cause for contact with Japanese Government agencies at the national level.

3. Functions of the Civil Affairs Section:

a. Provide operational direction to the Regions.
b. Maintain close liaison with appropriate SCAP sections in order to be familiar with the conditions which give rise to missions assigned to field units.
c. Transmit information received from the field units to the appropriate GHQ staff sections.

4. Directives setting forth missions placed upon field units will receive the usual staff coordination, the latter henceforth to include the Civil Affairs Section. Such directives, after approval, will be finalized by the initiating section and dispatched through the A.G.

5. Except under unusual circumstances, there should be no necessity for direct communication between SCAP sections and the Civil Affairs Teams in the field. Transmission of instructions, requests for reports, etc., will be accomplished through the Civil Affairs Section.

/s/E. M. A.
Distribution: /t/E. M. A.
All SCAP Sections

C O P Y

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO: 719813

Legal

File 6

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Civil Affairs Section
APO 500

014.13(27 Apr 51)CAS-X

27 April 1951

D-1143

SUBJECT: Monthly Activity Reports

TO: Chief, Hokkaido Civil Affairs Region, APO 309
Chief, Tohoku Civil Affairs Region, APO 547
Chief, Kanto Civil Affairs Region, APO 500
Chief, Tokai-Hokuriku Civil Affairs Region, APO 710
Chief, Kinki Civil Affairs Region, APO 15
Chief, Chugoku Civil Affairs Region, APO 182
Chief, Shikoku Civil Affairs Region, APO 1050
Chief, Kyushu Civil Affairs Region, APO 1105

1. A review of the March Monthly Activity Reports of the Civil Affairs Regions reveals that many of these reports are not properly reviewed or edited prior to submission to this section. Because of this, four regions were required to delete and/or amend and resubmit certain portions of their respective reports.

2. Civil Affairs Section OD #1, governing the Monthly Activity Reports, stresses brevity and conciseness. If a subject or matter is significant enough to be discussed in detail, it should be covered either as a supplement to the monthly report or in a separate report. If such a report is in process, or contemplated, reference to that report should be inserted in the Monthly Activity Report.

3. The value of a report is proportional to its reliability. This applies equally to facts reported and to the interpretation given these facts. In some instances reports have contained irrelevant, inconsequential, and immaterial details. Reports should be scrutinized to assure that the essential elements of information are included and should be checked to insure that the pertinent When? Where? Why? Who? and How? are answered.

4. Some annexes are characterized by overstatement and an unwarranted use of superlatives. This has caused difficulty in the verification of reported items, and has prevented a proper evaluation of the subject by this section. It is emphasized that verbosity, uncontrolled superlatives, and overstatements must be eliminated.

5. The following comments from the Economic Division and the Public Health Division on the subject of Monthly Activity Reports, while pertinent to their respective annexes, should be considered not only by Economic and Public Health Sections, but should be considered by other sections of the Civil Affairs Regions when preparing their annexes:

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 770040

014.13(27 Apr 51)C/S-X, subj: Monthly Activity Reports , dtd 27 Apr 51

a. Economics.

"(1) Regional economics summaries frequently failed to be justified by the recorded facts shown in the prefectural reports. These summaries should be an analysis of prefectural findings and should indicate regional trends and accomplishments.

(2) Specific requirements such as monthly reparation coverage in each prefecture and designation of agencies or individuals contacted were not always complied with.

(3) Prefectural reports are not expected to cover identical subject matter. Rotation of economics advisors should normally result in some differences in coverage. Equally, no major field of economic surveillance should be neglected.

(4) Prefectural reports were established to eliminate the bottleneck at the end of each month which was previously used for preparing reports. It is contemplated that beginning 1 April, the regular monthly visits will begin. Upon completion of each visit individual prefectural reports should be completed, leaving only the summary by the economics officer for month-end action."

b. Public Health.

"(1) Either omit or properly identify organizations. While NPR and "troops" should be omitted, references to any other government agency wherein a public health program was reported should be fully identified so that follow-up can be made promptly and without further reference to the reporting region.

(2) When a deficiency is reported, the equally important data concerning remedial effort should accompany it.

(3) If an item, directly affected by a recent instruction, is a subject of the report, reference to the instruction would establish that it had been considered in connection with the item reported."

4. Region Chiefs are directed to inform all personnel of their region who are concerned with the preparation of Monthly Activity Reports of the contents of this letter.

FOR THE CHIEF, CIVIL AFFAIRS SECTION:

J. A. O'BRIEN
CWO USA
Adm Off

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDB NO. 770815

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Civil Affairs Section
APO 500

014.13(27 Apr 51)CAS-X 27 April 1951

SUBJECT: Monthly Activity Reports

TO: Chief, Hokkaido Civil Affairs Region, APO 309
Chief, Tohoku Civil Affairs Region, APO 547
Chief, Kanto Civil Affairs Region, APO 500
Chief, Tokai-Hokuriku Civil Affairs Region, APO 710
Chief, Kinki Civil Affairs Region, APO 15
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DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDB NO. 770010

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a. Economics.

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4. Region Chiefs are directed to inform all personnel of their region who are concerned with the preparation of Monthly Activity Reports of the contents of this letter.

FOR THE CHIEF, CIVIL AFFAIRS SECTION:

J. A. O'BRIEN
CWO USA
Adm Off

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDS No. 770010

Legal Web

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Civil Affairs Section
APO 500

014.13(3 May 51)CAS-X

4 MAY 1951

E-071

SUBJECT: Relationship between SCAP Sections and Civil Affairs Organizations

TO: Chief, Hokkaido Civil Affairs Region, APO 309
Chief, Tohoku Civil Affairs Region, APO 547
Chief, Kanto Civil Affairs Region, APO 500
Chief, Tokai-Hokuriku Civil Affairs Region, APO 710
Chief, Kinki Civil Affairs Region, APO 15
Chief, Chugoku Civil Affairs Region, APO 182
Chief, Shikoku Civil Affairs Region, APO 1050
Chief, Kyushu Civil Affairs Region, APO 1105

1. Reference:

a. Check Sheet, Note No. 1, C/S to C/S, above subject, dtd 9 Jan 50 (inclosed).

2. Information has been received by this section that the provisions of reference Check Sheet, and in particular par 5 therein, are being disregarded by other staff sections of this headquarters.

3. Direct requests for information and/or action received by the Civil Affairs Regions, or the components thereof, from other SCAP sections will be immediately referred to the Chief of the Region to determine the expediency of the request. If the request, in the opinion of the Chief, requires immediate action, he will take necessary steps to so initiate, reporting such action to this section at the earliest possible opportunity. If such action is deemed unnecessary, no information or action will be forthcoming and the requesting staff section will be informed that such requests must be made directly to this section.

FOR THE CHIEF, CIVIL AFFAIRS SECTION:

J. F. O'BRIEN
CWO USA
Adm Off

1 Incl:
C/S No. 1
dtd 9 Jan 50

RECEIVED CORDUSA-CA

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

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Civil Affairs Section
APO 500

014.13(3 May 51)CAS-X

SUBJECT: Relationship between SCAP Sections and Civil Affairs Organizations

TO: Chief, Hokkaido Civil Affairs Region, APO 309
Chief, Tohoku Civil Affairs Region, APO 547
Chief, Kanto Civil Affairs Region, APO 500
Chief, Tokai-Hokuriku Civil Affairs Region, APO 710
Chief, Kinki Civil Affairs Region, APO 15
Chief, Chugoku Civil Affairs Region, APO 182
Chief, Shikoku Civil Affairs Region, APO 1050
Chief, Kyushu Civil Affairs Region, APO 1105

1. Reference:

a. Check Sheet, Note No. 1, C/S to C/S, above subject, dtd 9 Jan 50 (inclosed).

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FOR THE CHIEF, CIVIL AFFAIRS SECTION:

J. F. O'BRIEN
CWO USA
Adm Off

1 Incl:
C/S No. 1
dtd 9 Jan 50

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDB No. 770815

COPY

GENERAL HEADQUARTERS
FAR EAST COMMAND

CHECK SHEET

(Do not remove from attached sheets)

File: Subject: Relationship between SCAP Sections and Civil Affairs Organizations

Note No. From: CofS To: Civil Affairs Section Date: 9 January 1950

1 1. Reference is made to G.O. #24, 29 December 1949, which established a Civil Affairs Section of this headquarters. The purpose of this check note is to provide a tentative guide covering the procedure which sections will follow in their dealings with Civil Affairs field units. As experience is gained in the use of this new organizational structure, it is expected that changes in this procedure guide will be proposed.

2. The Civil Affairs Section is, in effect, a headquarters for the Regions. The relationship of the Regions with the Chief of the Civil Affairs Section is similar to that existing between the divisions of any other SCAP section and its chief. It follows that the personnel of the Civil Affairs Section must continue to be thoroughly conversant with the activities carried on by its field units. The activities of the Civil Affairs Section will be operational in character, as opposed to policy making. The policy making responsibility of other SCAP sections in their respective fields will continue as heretofore. As a consequence, the Civil Affairs Section will have no cause for contact with Japanese Government agencies at the national level.

3. Functions of the Civil Affairs Section:

a. Provide operational direction to the Regions.
b. Maintain close liaison with appropriate SCAP sections in order to be familiar with the conditions which give rise to missions assigned to field units.
c. Transmit information received from the field units to the appropriate GHQ staff sections.

4. Directives setting forth missions placed upon field units will receive the usual staff coordination, the latter henceforth to include the Civil Affairs Section. Such directives, after approval, will be finalized by the initiating section and dispatched through the A.G.

5. Except under unusual circumstances, there should be no necessity for direct communication between SCAP sections and the Civil Affairs Teams in the field. Transmission of instructions, requests for reports, etc., will be accomplished through the Civil Affairs Section.

Distribution: /s/E. M. A.
All SCAP Sections /t/E. M. A.

COPY

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDB NO. 770815

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Civil Affairs Section
APO 500

014.13(3 May 51)CAS-X

SUBJECT: Relationship between SCAP Sections and Civil Affairs Organizations

TO: Chief, Hokkaido Civil Affairs Region, APO 309
Chief, Tohoku Civil Affairs Region, APO 547
Chief, Kanto Civil Affairs Region, APO 500
Chief, Tokai-Hokuriku Civil Affairs Region, APO 710
Chief, Kinki Civil Affairs Region, APO 15
Chief, Chugoku Civil Affairs Region, APO 182
Chief, Shikoku Civil Affairs Region, APO 1050
Chief, Kyushu Civil Affairs Region, APO 1105

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a. Check Sheet, Note No. 1, C/S to CAS, above subject, dtd 9 Jan 50 (inclosed).

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FOR THE CHIEF, CIVIL AFFAIRS SECTION:

1 Incl:
C/S No. 1
dtd 9 Jan 50

J. L. O'BRIEN
CWO USA
Adm Off

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 77-0040

C O P Y

GENERAL HEADQUARTERS
FAR EAST COMMAND

CHECK SHEET

(Do not remove from attached sheets)

File: Subject: Relationship between SCAP Sections and Civil Affairs Organizations

Note No. 1 From: CofS To: Civil Affairs Section Date: 9 January 1950

1. Reference is made to G.O. #24, 29 December 1949, which established a Civil Affairs Section of this headquarters. The purpose of this check note is to provide a tentative guide covering the procedure which sections will follow in their dealings with Civil Affairs field units. As experience is gained in the use of this new organizational structure, it is expected that changes in this procedure guide will be proposed.

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5. Except under unusual circumstances, there should be no necessity for direct communication between SCAP sections and the Civil Affairs Teams in the field. Transmission of instructions, requests for reports, etc., will be accomplished through the Civil Affairs Section.

Distribution: /s/E. M. A.
All SCAP Sections /t/E. M. A.

C O P Y

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNBB NO. 770010

File 6

GENERAL HEADQUARTERS
FAR EAST COMMAND
APO 500

AG 113 (25 Jul 50)COM-B

25 July 1950

SUBJECT: Reimbursement for Ferry Charges

TO: Commanding General, Eighth Army, APO 343
Commanding General, Headquarters and Service Group, General Headquarters, Far East Command, APO 500
Commander, United States Naval Forces, Far East, Navy No. 1165
Commanding General, Far East Air Forces, APO 925

1. Military and civilian personnel traveling under orders on official business will obtain receipts for yen purchase of transportation on Japanese ferries.

2. These receipts should be submitted to the Disbursing Officer as reimbursement for such claims are based on actual costs and will be made by the United States Disbursing Officer on Standard Form 1012.

BY COMMAND OF GENERAL MacARTHUR:

K. B. BUSH,
Brigadier General, USA,
Adjutant General.

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDB No. 770010

Howard D. Porter
74-1155 Ext 12

AG 201( ) CAS-L Amendment of Orders

Civil Affairs AG-PO

1. Request amendment of Letter Order 117-18, GHQ, FEC, subj: Temporary Duty for Porter, Howard D., this section, dtd 27 Apr 51, so as to provide reimbursement for transportation on Japanese ferries, pursuant to authority letter AG 113 (25 July 50) COM-B, GHQ, Far East Command, subj: Reimbursement for Ferry Charges, dtd 25 July 1950.

1 Incl
Copy of LO 117-18

---------- -M.P.S.----------

FEC GOV'T FILE

E-067

4 MAY 1951

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

File 6

4 May 1951

Nolan, Michael E.

The work of this man is above the average of the legal and government officers in the various regions. He has a clear understanding of the nature of his work. His required reports to this headquarters are prompt and contain vital information. Especially helpful are the opinions he receives and transmits on current problems. This headquarters is also kept well informed on varied events which occur within the Region.

Howard D. Porter
Chief
Legal and Government Div

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDC NO: 779815

File 6.

4 May 1951

HAYS, ORREN L.

The work of this man has been of a satisfactory nature. Requested reports are received on time and contain an adequate picture of the district government. Individual incidents receive satisfactory attention. Events in Sapporo are well reported.

Howard D. Porter
Chief
Legal and Government Div

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO: 779015

File 6

4 May 1951

Scott, R. Foster

The work of this man is above the average of the legal and government officers in the various regions. He has a clear understanding of the nature of his work. His required reports to this headquarters are prompt and contain vital information. Especially helpful are the opinions he receives and transmits on current problems. This headquarters is also kept well informed on varied events which occur within the Region. At all inspections his office has shown evidence of excellent administration.

Howard D. Porter
Chief
Legal and Government Div

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO: 779015

File 6

4 May 1951

Rourk, John W.

The work of this man has been of a satisfactory nature. He has been very conscientious in his work. His contacts with tactical units have produced excellent results. He follows suggestions from this headquarters well and is prompt in complying with specific requests which signifies good liaison with local officials.

Howard D. Porter
Chief
Legal and Government Div

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO: 779015

File 6

4 May 1951

Bauguess, U. S. Grant

The work of this man has been of a satisfactory nature. Required reports are submitted containing adequate information. Information on political parties has been good.

Howard D. Porter
Chief
Legal and Government Div

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO: 779015

File

(Not to Leave the Section)
CIVIL AFFAIRS SECTION
Intra Office Routing Slip

FROM: Adm _____ DATE: 24 April 1951
SUSPENSE DATE: _____

TO: ALL CIVIL AFFAIRS DIVISIONS:

CHIEF		ASST EXECUTIVE	
EXECUTIVE		ADM INSPECTOR	
PERSONNEL		CIV EDUCATION	
CASA INFORMATION		CIV INFORMATION	
OPERATIONS		ECONOMICS	
LOGISTICS		LEGAL	✓
COMPTROLLER		PUB HEALTH	
SCHOOL		PUB WELFARE	
		ADMINISTRATIO	
		Military Pers	
		Supply	
		CIVILIAN PERSONNEL	

FOR:

Approval		Information	✓
Action		Return	
Comment		Sign & Dispatch	
Concurrence		File	

Remarks:

1. With the reduction of personnel in Civil Affairs Section, it is necessary to eliminate certain facilities formerly established in the field for messing, billeting, and transportation. The following procedure is established:

a. Schedules for field trips will continue to be submitted to the Administration Division for coordination and processing and to the Executive Office for approval by the twentieth of the month preceding the scheduled trip.

b. Request for billets, rations, mess facilities, and transportation in CAS Regions or other occupation installations, will be submitted to and processed by the Administration Division.

c. Requests for reservations in indigenous hotels, where occupation facilities for official visits do not exist, will be submitted to the Administrative Division for necessary action.

d. In the event that indigenous hotels are utilized and the official visitor will not visit a Region Headquarters

(Over)

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 779913

prior to the utilization of the hotel, "C" Rations in sufficient quantity for the visit may be purchased at Headquarters and Service Command (see Adm Div for details). "C" Rations will be available for purchase at Civil Affairs Region Headquarters.

JAOB

- J. A. O'B. - - - - - - - - - - -

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO: 779015

(Not to Leave the Section)
CIVIL AFFAIRS SECTION
Intra Office Routing Slip

FROM: Adm _____ DATE: 24 April 19 51
SUSPENSE DATE: _____

TO: ALL CIVIL AFFAIRS DIVISIONS:

CHIEF	ASST EXECUTIVE
EXECUTIVE	ADM INSPECTOR
PERSONNEL	CIV EDUCATION
CASA INFORMATION	CIV INFORMATION
OPERATIONS	ECONOMICS
LOGISTICS	LEGAL
COMPTROLLER	PUB HEALTH
SCHOOL	PUB WELFARE

ADMINISTRATION
Military Pers
Supply
CIVILIAN PERSONNEL

FOR:

Approval	Information
Action	Return
Comment	Sign & Dispatch
Concurrence	File

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DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 779015

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DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 779015

(Not to Leave the Section)
CIVIL AFFAIRS SECTION
Intra Office Routing Slip

FROM: Adm _____ DATE: 24 April 1951
SUSPENSE DATE: _____

TO: ALL CIVIL AFFAIRS DIVISIONS:

CHIEF _____	ASST EXECUTIVE _____
EXECUTIVE _____	ADM INSPECTOR _____
PERSONNEL _____	CIV EDUCATION _____
CASA INFORMATION _____	CIV INFORMATION _____
OPERATIONS _____	ECONOMICS _____
LOGISTICS _____	LEGAL _____
COMPTROLLER _____	PUB HEALTH _____
SCHOOL _____	PUB WELFARE _____

ADMINISTRATION _____
Military Pers _____
Supply _____
CIVILIAN PERSONNEL _____

FOR:

Approval _____	Information _____
Action _____	Return _____
Comment _____	Sign & Dispatch _____
Concurrence _____	File _____

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DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 779813

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- J. A. O'B. - - - - - - - - - - -

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 779813

CIVIL AFFAIRS SECTION
Field Trip Liaison

S. Matsumoto
Phones: 74-0128
94 74-2112 Ext 14

Transportation and billeting arrangements are available at the following Civil Affairs Regional Headquarters for a maximum of ten persons at any one time:

CITY	REGION
1. Sapporo	Hokkaido Region
2. Sendai	Tohoku Region
3. Nagoya	Tokai-Hokuriku Region
4. Osaka	Kinki Region
5. Kure	Chugoku Region
6. Takamatsu	Shikoku Region
7. Fukuoka	Kyushu Region

There is one jeep under Civil Affairs control available at each of the following cities to provide official transportation for official visitors. The availability of this jeep may be determined by calling the Field Trip Liaison Branch of Civil Affairs Section at 74-0128 or 74-2112 Ext 14.

CITY	PREFECTURE
TOHOKU REGION	
Aomori	Aomori Prefecture
Akita	Akita Prefecture
Morioka	Iwate Prefecture
Yamagata	Yamagata Prefecture
Niigata	Niigata Prefecture
Fukushima	Fukushima Prefecture
KANTO REGION	
Nagano	Nagano Prefecture
Shizuoka	Shizuoka Prefecture
Kofu	Yamanashi Prefecture
Maebashi	Gumma Prefecture
Utsunomiya	Tochigi Prefecture
Mito	Ibaraki Prefecture
TOKAI-HOKURIKU REGION	
Fukui	Fukui Prefecture
Kanazawa	Ishikawa Prefecture
Toyama	Toyama Prefecture
KINKI REGION	
Wakayama	Wakayama Prefecture
CHUGOKU REGION	
Yamaguchi	Yamaguchi Prefecture
Matsue	Shimane Prefecture
Tottori	Tottori Prefecture
Okayama	Okayama Prefecture
SHIKOKU REGION	
Tokushima	Tokushima Prefecture
Kochi	Kochi Prefecture
Matsuyama	Ehime Prefecture
KYUSHU REGION	
Nagasaki	Nagasaki Prefecture
Kagoshima	Kagoshima Prefecture
Miyazaki	Miyazaki Prefecture
Saga	Saga Prefecture

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDC NO. 779015

File 6

C O P Y

GENERAL HEADQUARTERS
FAR EAST COMMAND
OFFICE OF THE CHIEF OF STAFF
APO 500

22 April 1951

Brigadier General Bryan L. Milburn
Commanding General, Headquarters and Service Command
General Headquarters, Far East Command
APO 500

Dear General Milburn:

Since his arrival, General Ridgway has repeatedly emphasized to me the frontier nature of the duties of this command and the urgent necessity for imbuing our personnel with the habit of mind and way of living essential to troops situated in an area immediately susceptible to armed invasion without warning and at the decision of the enemy. The Commander-in-Chief takes immediate offense at any indication that members of this command are living a normal peace-time garrison existence. An added element of this basic concept is the urgency of time. Time wasted during the accomplishment of our mission here is time irretrievably lost. This fundamental approach to the accomplishment of our mission should be disseminated to your principal commanders by your own personal methods of leadership most adaptable to the situation of your command.

During such official visits as the Commander-in-Chief may make to you and to members of your command, I recommend these specific actions:

a. Hold no formal ceremonies, unless they are of extremely short duration and carried out with a very high order of snap and precision.

b. If it is desired to have the Commander-in-Chief inspect the troops of the command, have the troops engaged in their normal duties at the time of inspection.

c. Hold no cocktail parties or other social or quasi-social functions.

d. Exclude all long road drives. Travel should be by light aircraft when going beyond the range of normal air travel except for very short distances.

Prior to departure on an inspection visit, the Commander-in-Chief desires to have detailed information made available to the Chief of Staff regarding the program and the itinerary. Once he has been apprised of this program and has approved it, he does not desire to have it changed or unexpected events injected into it.

C O P Y

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 779015

C O P Y

The principal mission of the Commander-in-Chief in visiting his subordinate units is to establish and to maintain a continuing and effective personal contact with his senior commanders. During such visits, he desires to have that commander immediately available to him, and to the extent possible exclusively available to him, so that each may speak to the other with the utmost frankness and completely without reservation. During the greater portion of his visit, the presence of third parties, who might serve to restrain this frank interchange of views, is not desired.

I relay these personal views of the Commander-in-Chief to you in the hope that they may be of some assistance.

Sincerely,

s/ Doyle O. Hickey
t/ DOYLE O. HICKEY
Major General, General Staff Corps
Chief of Staff

HC 333.5 (GC) 1st Ind

HQ, HEADQUARTERS AND SERVICE COMMAND, GHQ, FEC, APO 500, 24 April 1951

TO: Section Chiefs and Unit Commanders, Hq & Sv Comd, APO 500

1. The basic communication in the main sets forth the fundamental concept of frontier duty, and underscores the present urgency in adjusting personnel of this command thereto.

2. Training directives and operational plans published by this headquarters stress readiness of individuals and units for combat and other emergency duty. The directed training will be raised to the highest degree of efficiency attainable and will insure accomplishment of the expressed objectives of the Commander-in-Chief. In this connection, special attention will be paid to individual orientation and to the preparation of individuals and units to cope with any emergency. Unit orientation programs will be promptly revised as necessary to incorporate training designed to imbue individuals with the habit of mind and way of living essential to immediate readiness for any emergency. The effectiveness of unit alert plans will be assured at all times by constant attention to details of organization, tactical training, and alert practices.

s/ Bryan L. Milburn
t/ BRYAN L. MILBURN
Brigadier General, USA
Commanding

C O P Y

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO: 779043

(Not to Leave the Section)
CIVIL AFFAIRS SECTION
Intra Office Routing Slip

FROM: Adm _____ DATE: 26 April 1951
SUBJECT: Typhoid Immunization SUSPENSE DATE: _____

TO: ALL DIVISIONS:

CHIEF _____
EXECUTIVE _____
PERSONNEL _____
CASA INFORMATION _____
OPERATIONS _____
LOGISTICS _____
COMPTROLLER _____
SCHOOL _____

ASST EXECUTIVE _____
ADM INSPECTOR _____
CIV EDUCATION _____
CIV INFORMATION _____
ECONOMICS _____
LEGAL _____
PUB HEALTH _____
PUB WELFARE _____

ADMINISTRATION _____
Military Pers _____
Supply _____
CIVILIAN PERSONNEL _____

FOR:

Approval _____
Action _____
Comment _____
Concurrence _____

Information _____
Return _____
Sign & Dispatch _____
File _____

= = = =

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 779015

Subject: Typhoid Immunization 26 April 1951

1030 - 1045 hours

Comptroller
Service Group

1st NPR Region
Camp, McKnight

J. A. O'B.

- - - -

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO: 779015

T-105-2

GENERAL HEADQUARTERS, FAR EAST COMMAND
ADJUTANT GENERAL'S OFFICE
RADIO AND CABLE CENTER

File 6

INCOMING MESSAGE

TLD/clh

UNCLASSIFIED
DEFERRED

25 Apr 51

FROM : DEPTAR (SAOOA OAPL) WASH DC

TO : SCAP TOKYO JAPAN

NR : DA 37811

URMSG Z 10542.
Apt and TDY extended to 30 Jun as rqst. Copies will be air mailed.

NO SIG

ACTION : G-1

INFORMATION : CHIEF OF STAFF, AG , CIV AFF

Wm. Collaer

13153

DEFERRED
UNCLASSIFIED

TOO : 241900 Z
MCN : AUC 53/25

[redacted]

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO: 779015

File

(Not to Leave the Section)
CIVIL AFFAIRS SECTION
Intra Office Routing Slip

FROM: Adm _____ DATE: 20 April 19 51
SUBJECT: Handling of Classified Material

TO: ALL DIVISIONS:

CHIEF		ASST EXECUTIVE	
EXECUTIVE		ADM INSPECTOR	
PERSONNEL		CIV EDUCATION	
CASA INFORMATION		CIV INFORMATION	
OPERATIONS		POLITICS	
LOGISTICS		LEGAL	✓
COMPTROLLER		PUB HEALTH	
SCHOOL		PUB WELFARE	
		ADMINISTRATION	
		Military Pers	
		Supply	
		CIVILIAN PERSONNEL	

FOR:

Approval		Information	✓
Action		Return	
Comment		Sign & Dispatch	
Concurrence		File	

Remarks:

1. In accordance with the provisions of paragraph 17b, AR 380-5, 15 November 1949, transmission and custody of documents and materials classified TOP SECRET or SECRET will be covered by a receipt system at all times. CONFIDENTIAL documents will be covered by a receipt system only when the sender deems it necessary. The provisions of AR 380-5 outlined above will be adhered to in this section.

2. All classified material arriving in or departing from the section will be routed through the Administration Division. The Administrative Officer is the custodian of all classified matter.

3. The Executive Officer, Assistant Executive Officer, and the Administrative Officer are designated as Top Secret Control Officers. All arriving Top Secret documents must be delivered to one of these individuals.

4. A master log of all classified matter pertaining to CASA will be maintained in the Executive Office. A master log of all other classified matter will be maintained in the Administrative Division. Each division of the section will maintain a log of the classified matter entrusted to it.

(Over)

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 779015

Subj: Handling of Classified Material 20 April 1951

5. On intra-section transfers of classified material, receipt will be made by the recipient on the log sheet of the delivering division.

6. Material orginating in the section will be classified by the Chief of Division originating the correspondence. CAFA classified matter, when completed, will be delivered to the Executive Office for dispatch and/or distribution. All other outgoing classified matter will be delivered to the Administration Division for dispatch.

7. Classified material leaving the section will be processed in accordance with AR 380-5, and proper receipt forms prepared and filed, by the Executive Office if pertinent to CAFA and by the Administration Division for all other subject matter.

J. A. O'B.

- - - -

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 779815

INVENTORY ADJUSTMENT REPORT

STATION: Legal & Government Section, CASA

REPORT NUMBER: M-8

SUPPLY BRANCH: Supply Officer, Civil Affairs Section Annex

PROPERTY CLASS: QM

ITEM NUMBER	STOCK OR PART NUMBER	NOMENCLATURE	UNIT	RECORDED BALANCE	INVENTORY BALANCE	ADJUSTMENT QUANTITY OVER	ADJUSTMENT QUANTITY SHORT
1.	17-L-6160-888	Lamp, desk, electric, Incand. gooseneck,	ea	5			
2.	26-B-1100-888	Bookcase, wood, 36X59, W/4-shelves,	ea	3			
3.	26-C-157	Cabinet, card-size, 3x5, 16", steel, 1 x 1 dwr,	ea	2			
4.	26-C-284-888	Cabinet, card-size, ~~5x8~~ 3x5 Sh, 16", Wood, 1 x 2 dwr,	ea	1			
5.	26-C-288	Cabinet, card-size, 5x8, 16", Wood, 1 x 2 dwr,	ea	1			
6.	26-C-430	Cabinet, filing, steel, W/Comb Lock, 4x1 dwr,	ea	1			
7.	26-C-715-888	Cabinet, Storage, wood,	ea	1			
8.	26-C-2105	Chair, arm, office, leather seat & back,	ea	3			
9.	26-C-2280	Chair, folding, wood or steel,	ea	4			
10.	26-C-2200	Chair, Dining Room,	ea	~~21~~ 22			
11.	26-C-2340	Chair, office, metal, swivel type, W/O Arms,	ea	2			
12.	26-C-2425-888	Chair, office, rotary, wood, W/Arms,	ea	1			
13.	26-C-2445-888	Chair, office, rotary, wood, W/O Arms,	ea	1			
14.	26-C-2805	Chair, typist,	ea	2			
15.	26-C-3015	Costumer, wood,	ea	2			

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO: 770815

INVENTORY ADJUSTMENT REPORT

STATION: Legal & Government Section, CASA

REPORT NUMBER: M-8

SUPPLY BRANCH: Supply Officer, Civil Affairs Section Annex

PROPERTY CLASS: QM

ITEM NUMBER	STOCK OR PART NUMBER	NOMENCLATURE	UNIT	RECORDED BALANCE	INVENTORY BALANCE	ADJUSTMENT	
						QUANTITY OVER	QUANTITY SHORT
16.	26-D-398-888	Desk, office, wood, flat top, single, 65X41,	ea	4			
17.	26-D-470	Desk, typewriter, drop center,	ea	1			
18.	26-S-5485	Section, furniture, steel, 4xl dwr, cap size,	ea	3			
19.	26-S-6950	Section, furniture, wood, upright, 4 dwr, key lock,	ea	1			
20.	26-T-175	Table, end	ea	1			
21.	26-T-2802-888	Tray, ash, metal, (JPNZ 6960)	ea	3			
22.	53-P-36000	Perforator, non-adj, 2-hole,	ea	2			
23.	53-R-4200	Ruler, 12",	ea	1			
24.	53-S-900	Shears, office, bankers, 9",	ea	1			
25.	53-S-4960-888	Stand, Calendar, folding, exec.	ea	1			
26.	53-S-4970	Stand, calendar, folding, ordinary,	ea	2			
27.	53-T-1785	Tray, desk, wood, 2½",	ea	~~10~~ 12			
28.	54-M-31630	Machine, paper fastening,	ea	2			
29.	54-R-2072-888	Receptacle, waste paper,	ea	5			
30.	54-R-1540	Receptacle, waste paper,	ea	1			
31.	54-S-1300	Sharpener, pencil, office,	ea	2			
32.	54-T-15511	Typewriter, Non-Portable, 11", ROYAL-KMM-2903738	ea	1			

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 770045

INVENTORY ADJUSTMENT REPORT

STATION: Legal & Government Section, CASA

REPORT NUMBER: M-8

SUPPLY BRANCH: Supply Officer, CASA

PROPERTY CLASS: QM

ITEM NUMBER	STOCK OR PART NUMBER	NOMENCLATURE	UNIT	RECORDED BALANCE	INVENTORY BALANCE	ADJUSTMENT QUANTITY OVER	ADJUSTMENT QUANTITY SHORT
		UNDERWOOD 35365630-11	ea	1			
33.	54-T-15512	Typewriter, Non-Portable, 12", ROYAL KMM12-1988681	ea	1			
////	////////////	////LAST ITEM////	////	////	////	////	////

This consolidation supersedes all QM Property Transactions prior to 16 April 1951.

I certify that the above inventory adjustments are necessitated by differences between the balances as recorded on the stock cards, and the balances counted on the physical inventory made on _____

DATE PREPARED	ACCOUNTABLE OFFICER	DATE APPROVED	DIRECTOR OF SUPPLY AND MAINTENANCE (Show proper title of Approving Authority)
16 April 1951	RESPONSIBLE Howard N. Carter	16 April 1951	Garland L. Phillips Lt Col QMC
GIVE NAME OF PLACE WHERE COUNT SLIPS DISCLOSING THE ABOVE DISCREPANCIES ARE FILED AND AVAILABLE			VOUCHER NUMBER

WD AGO FORM 1 MAR 47 444 Edition of 1 Sep 44 may be used.

3594—FEC P&PC—7 50—600M

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDB NO: 1990-10

Name	Stateside Mailing Address
Mr. John Rourk	c/o Finley, Apartment 1 5080 Hermosa Los Angeles 41, Calif.
Miss Alice R. Burke	c/o Miss Kathleen Rennells 1429 Mallory Court Norfolk 7, Virginia
Mr. Isamu Fujimoto	126 S. Savannah St. Los Angeles 33, Calif.
Mr. Yukio Okimoto	110-b Nawahi Lane Hilo, Hawaii, T. H.
Mr. Hideyuki Tsuchiya	Paia, Maui, T. H.
Mr. Sam S. Satake	660 Hausten St. Honolulu 36, T. H.
Mr. Tadato Jimmy Yoshimoto	3690 E. Percy St. Los Angeles, Calif.
Mr. Orren L. Hays	c/o Ralph Hoffman Russellville, Arkansas
Jimmie T. Nakamura	21207 So. Avalon Blvd. Torrance, Calif.
Tak Tsutsui	2544 Champa Street Denver 5, Colorado

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDS No. 770010

Legal
File 6

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Civil Affairs Section
APO 500

OPERATIONAL DIRECTIVE)
)
NUMBER 1)

15 March 1951

MONTHLY ACTIVITIES REPORT

1. Each Civil Affairs Region will submit an activities report for each calendar month. This report will be classified "Restricted." It will consist of a basic letter report and titled annexes and will contain all information available to and including the last day of the month.

2. a. Reports and additional copies of annexes, as indicated below, will be dispatched so as to reach this headquarters by the 15th of the following month:

Complete Reports	(including all annexes)	18
Annex A	Legal and Government Activities	2
Annex B-1	Public Health Activities	2
Annex B-2	Public Welfare Activities	4
Annex D	Economics Summary	26
Annex E-1	Civil Education Activities	2
Annex E-2	Civil Information Activities	12

b. In addition, each Civil Affairs Region will mail one complete report to each of the other Civil Affairs Regions.

3. a. This report will be carefully edited, giving special attention to the elimination of inconsequential and irrelevant material. It will present a summary of regional trends and matters significant on a regional basis. Successive reports will reflect the progress made in the execution of the general mission and will be clear and concise. Since this is an informational report, it should not repeat those things well known or covered by previous reports, but should contain only current significant trends and facts.

b. The basic letter will be a brief narrative not to exceed one sheet typed on both sides. It will contain brief resumes of activities, observations and trends of special significance only, i. e., those of national or prime regional importance which are covered in the annexes. It is not mandatory that the basic letter contain comment pertinent to each of the annexes.

c. Annexes will be in narrative form. The subject matter for each annex is outlined in paragraphs 4 through 9. Annexes will contain pertinent detail concerning the indicated topics only when action has been taken thereon, or important new information is available. Matters not

DECLASSIFIED E.O. 12065 SECTION 3-402 / MNDC NO. 11-10-10

covered in the outlines should be included in the annex most closely associated with the subject. Recommendations or complaints will not be included, but will be made the subject of special reports. Each annex will begin on a separate page and will contain in its heading the name of the reporting headquarters and the author. Both sides of the paper will be used in such a manner that the reverse may be read when the sheet is turned from the bottom. Each page of an annex will be identified with a notation in the lower right corner, i.e., Annex "A" on each page of that annex.

4. Annex A will include such matters relating to Legal and Government activities as follows:

a. Japanese Government administration, including but not restricted to:

(1) Local Japanese government administration, including activities of governors, mayors and assemblies.

(2) Activities of local offices of national government agencies.

(3) Matters pertaining to Japanese courts and the administration of justice.

(4) Matters pertaining to law enforcement agencies.

b. Activities of national, regional and local political parties, or independent political groups or personalities, especially as they indicate political trends.

c. Important election campaigns and a summary of the election results to include an evaluation of significant political trends as indicated thereby.

d. Flagrant election violations.

e. Other important government, legal, or political matters, and such other items as are specifically requested.

5. a. Annex B-1, Public Health Activities, will be submitted with statistical tabulations inserted only when such tabulations will contribute brevity, clarity, and/or quick comprehension by the reader. It will contain, when appropriate, paragraphs as shown below.

(1) General Administration.

Any significant administrative accomplishments or difficulties; major conferences held in the interest of uniformity of program development may be tabulated. As an index to the coverage possible under present conditions,

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

cite the prefecture having the longest elapsed time since an assistance visit from each of the four professions, i.e., PHO, Fukui 3 mos; PHN, Ishikawa 2 mos; Vet, Miyazaki 2 mos; SE, Nagano 3 mos.

(2) Preventive Medicine.

Any significant local or general outbreak of disease and relate control measures carried out or planned; status of immunizations under the National Immunization Law.

Prefecture:	Disease	Date Season Program Begun	No. Imm. This Pd.	Cumulative Number	Est. Balance Yet to Do.

(3) Tuberculosis.

Progress, problems, correctness of records, backlog of patients for tuberculosis beds.

(4) Health Centers.

The completeness of application of the health center program citing needs and outstanding accomplishments.

(5) Hospitals.

Problems and accomplishments experienced in the carrying out of provisions of the Medical Service Law (Law 205, 1948).

(6) Budget and Fiscal.

Present data in factual manner as it becomes available for each prefecture or major city. If subsidies or other financial arrangements previously authorized are not being fulfilled or utilized, this information will be included.

(7) Veterinary Affairs.

Progress in the basic programs will be reported to permit appraisal of the contribution to the general public health program objectives.

(8) Sanitary Engineering.

Basic program progress will be reported to permit appraisal of the contribution to general public health objectives.

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

(9) Nursing Affairs.

Program progress will be reported to permit appraisal of the several aspects of the basic nursing program; any new data concerning the number of class A or B schools and/or their ability to meet current enrollment objectives will be included.

(10) Other.

a Items most needed to further the public health problem.

1 From Japanese sources.

2 From GHQ, SCAP.

b Any item not sufficiently provided for should be included to make a comprehensive report.

6. Annex B-2, Welfare Activities, will be prepared in three sections.

a. (Section I) Trends in Public Assistance. Trends in both numbers of persons receiving, and costs of, public assistance, in the last calendar month for which final data have been compiled. When significant charges occur comment on influencing factors. Cite comparative statistical information only if pertinent to the discussion.

b. (Section II) Program Evaluation.

(1) Review the types of problems encountered and the probable sources of the problems, i.e., budgets, lack of policy statements from any level of administration, inconsistent regulations, or other inadequacies which appear to hinder development or limit effectiveness of the program. Note action taken locally to meet specific problems.

(2) Indicate the elements of the programs on which the Japanese have requested technical assistance. Note the more significant substance of the technical assistance, either solicited or unsolicited, which was afforded.

(3) Note any particularly effective accomplishments of the Japanese and analyze the reasons for the effectiveness. Note the specific evidence on which com ents are based.

c. (Section III) Other Important Welfare Matters. Any specific observations made during the course of providing technical assistance.

DECLASSIFIED E.O. 12065 SECTION 3 402 7 NARS Date

7. Annex D, Economics Summary, will be normally limited to a one-page general evaluation of regional Economic progress and a one-page summary of surveillance activity for each prefecture in the region. The prefectural summaries will designate the prefecture covered and paragraphs will designate major fields (i.e. Natural Resources, Distribution and Industry, Reparations, and Labor) and will include:

a. Title of significant Japanese agencies or individuals contacted.

b. Observation and conclusion with particular emphasis on trends and developments which indicate unsatisfactory progress in accomplishing occupation objectives or specific non-compliance with Supreme Commander for the Allied Powers directives.

c. Specific listing by code numbers of reparations installations inspected (with comment only in instances when custody is inadequate).

d. Only such satistics or detailed information required to substantiate a trend or problem reported.

8. Annex E-1, Civil Education Activities, will summarize pertinent factual information, on a region-wide basis, concerning work accomplished and the degree of success or failure in the activities listed below:

a. School Education.

b. Social Education (other than youth affairs).

c. Youth Affairs.

9. Annex E-2, Civil Information Activities, will summarize region-wide progress or failures in civil information activities. General trends, new developments, and important problems will be noted, and individual activities and routine statistical data will be omitted. Brief comment is desired on each current major program or important phases of the program. If there are significant developments, include comments under headings listed below:

a. Major program.

b. Audio-visual education program.

c. General developments in Japanese official information activities.

d. Effectiveness of newspapers and other information media.

e. Civil organizations' information activities.

DECLASSIFIED E.O. 12065 SECTION 3 NARS

Operational Directive No. 1, Civil Affairs Section, 15 March 1951 Cont'd

f. Anti-totalitarian activities.

10. This Operational Directive supersedes Civil Affairs Section Operational Directive No. 1, same subject, dated 10 March 1950, and any other operational instructions at variance hereto.

AG 370.2 (15 March 50)CAS-X

FOR THE CHIEF, CIVIL AFFAIRS SECTION:

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

DECLASSIFIED E.O. 12065 SECTION 3 NARS

File 6

23 March 1951

Subject is eligibility to enter private rental agreements in Japan. Pending revision of FEC Circular 31 dated 17 June 1950, paragraph 4c (2) thereof is rescinded. The provisions of paragraph 2, CINCFE letter AG 601 (11 Jan 50)GA, subject: Private Rental Agreements, dated 11 Jan 1950, apply.

FEC Cir 31, 17 Jun 50, Application for Travel of Dependents, includes provisions for tvl of deps based on pvt rental. EM below grade E-5 are not entitled to O/S trans of deps, as confirmed by CINCFE rad ZX 28967, 9 Dec 50.

Rescinded para defined military personnel of grades E-5 and above as eligible to secure approved private rental housing in the Far East Command. This has been interpreted by some agencies as restricting military personnel below E-5 from entering into private rental agreements.

Para 9a, SCAP Cir 27, '49 prohibited EM below grade E-5 entering into pvt rental agreements. SCAP ltr AG 601 (11 Jan 50)GA, Private Rental Agreements, dtd 11 Jan 50, modified this restriction to be applicable only to those EM not eligible to receive qrs allowance. Career Compensation Act of 1949 authd EM in grade E-4 with 7 or more yrs service a qrs allowance and the Dependents Assistance Act of 1950 authorizes qrs allowance for EM of all grades with deps.

Thus under provisions of private rental agreement authority, an enlisted man of any grade with deps present in theater may under appropriate circumstances secure housing through private rental.

Rescission made applicable only to major commands in Japan since specific private rental authority is effective in Japan only.

No change in policy is involved.

Concurrence: Com - Col Bates

Maj Love 26-6438

DSD vrh

DECLASSIFIED E.O. 12065 SECTION 3 NND 7

File 6

To PORTER

HEADQUARTERS
TOHOKU CIVIL AFFAIRS REGION
APO 547

INDIGENOUS MANNING TABLE
(Recommended)

4. TECHNICAL SECTIONS:

b. Legal and Government Section:

(1) Advisers	4
Political Parties and Elections	1
Local Government	1
Courts and Procurators	1
Public Safety (Police and Prisons)	1
(2) Special Interpreters	2
Chief's Interpreter	1
Chief Clerk	1
(3) Interpreters (Clerk Typists)	2
(4) Special Translator (Technical Reports)	1
Total Section	9

R. F. SCOTT DAC
TOHOKU C. A. REG.
APO 547
SAN FRANCISCO, CALIF.

DECLASSIFIED E.O. 12065 SECTION 3 NLJ

27 Mar, In Sendai

Dear Porter;

There are two or three trends becoming more pronounced here that I want tell you as you will no doubt get them from other sources.

The tactical troops here are out to render us as impotent as possible and to assume control of the occupation as it was in 45 - 46. Just now their tactic seems to be to scatter and ignore Civil Affairs. Regardless of grade and position all male single DACs were ousted from Camp Sendai to Camp Fowler. There are a few W.O.s and Lt.s there but that is all. It is a sorry place but the worst is means or I should say the absence of means of communication. There is one phone per floor in the BOQ. I am today putting in a request for a phone in my room. As it is now I am practically unreachable between the hours of 5pm and 8am. Bus service may be developed later on and I dont mind that too much, but I do hate to be out of touch with things. That gives those a chance who shouldsee me to say I couldnt be reached and they therefore acted on their own accord. (There are those who contend that I have never been in touch with what is going on) If my appraisal of the situation is fairly accurate I think the sooner we bring the clash to a head the better. If we wait until all the hqrs are set up and going full swing it may be impossible to turn the tide. So far I havent caught any operational short cuts on the part of the tactical units, but am on the watch.

Within our own hqrs there are some good and some not so good changes. The Col has certainly improved some of the administrative procedures and is having the building cleaned from top to bottom. One bad habit I believe is the practice of robbing the technical sections to build up the adm section. So far he hasnt hit me and I'm waiting until he gets the adm section filled then I will start on a campaign to build up the L-G staff. Some how or other I had the notion that the recruitment of personnel was one of the adm jobs. Of course he is still embued with the idea he is running a little regiment here; there's a difference. I am also getting an increasing number of jobs which do not rightly belong in L-G. You know like the Marriage application deal. Just yesterday three of them came in two of them should have gone thur CE and the Adm and the 3rd was purely a matter for Ec. (Some citizens were protesting a proposed PD of property) Well, I bounced the third one back into the adm section with a memo that it was time to start letting other sections do some of their own work and to quit passing the buck to L-G. I had my own problems to take care of. Anoter problem I have yet to work out is a local rule that one DAC must be in the office at all times and your advice to spend about ½ time out in the field. Today, Sam is in Fukushima and Mrs Tausek is ill. I had scheduled trips the City Police, Reg NRP and High Proc. I am going to make the calls and run the risk of his calling up on the section while I'm out. Guess you'd class it an occupational hazard. All in all he is OK in administration butwish he'd stay out of the operation of th e technical sections. If we dont know how to run our sections now after five years, I'd rather the constructive recommendations come from one more experienced and qualified to do so.

Here is my proposed TO of Japanese personnel for after 1 July. We worked this out an a conference and it is the least I can get any kind of a job out of. Frankly I am a bit apprehensive of my ability to give the coverage I should like to and give the job the accuracy to which it is entitled, if I have any less personnel than I havd requested. I wish we could drop one or two fields entirely. And then concentrate on what is left. But I'm at a loss which fields are less important and could be dropped. Oh well, 'spect I will carry on w ith what I have and make the most of it until the end comes.

Regards,

Sean

DECLASSIFIED E.O. 12065 SECTION 3 NLE

(Not to Leave the Section)
CIVIL AFFAIRS SECTION
Intra Office Routing Slip

FROM: Adm _____ DATE: March 30 19 51
SUSPENSE DATE: _____

SUBJECT: Operation of Mail Room

TO: ALL DIVISIONS:

CHIEF _____
EXECUTIVE _____
PERSONNEL _____
CASA INFORMATION _____
OPERATIONS _____
LOGISTICS _____
COMPTROLLER _____
SCHOOL _____

ASST EXECUTIVE _____
ADM INSPECTOR _____
CIV EDUCATION _____
CIV INFORMATION _____
ECONOMICS _____
LEGAL _____
PUB HEALTH _____
PUB WELFARE _____

ADMINISTRATION _____
Military Pers _____
Supply _____
CIVILIAN PERSONNEL _____

FOR:

Approval _____
Action _____
Comment _____
Concurrence _____

Information _____
Return _____
Sign & Dispatch _____
File _____

Remarks: 1. Only the mail clerk and his helper will enter the mail room. No other personnel will enter the mail room at any time.

2. Ordinary mail may be picked up by a division representative at the following times:

Morning	1045	- 1130
Afternoon	1515	- 1600

Registered mail will be delivered by the mail clerk to the individual to whom addressed.

J. A. O'B.

DECLASSIFIED E.O. 12065 SECTION 3 NLS

File 6

GENERAL HEADQUARTERS
FAR EAST COMMAND

CHECK SHEET

Lt Col Kemp 26-8427

(Do not remove from attached sheets)

File No: Subject: Proposed Operational Directive

Note No.	From: PM To: Civil Affairs Date: 8 March 1951
1	1. PM concurs in proposed operational directive "Legal and Government" forwarded to this section on routing slip dated 5 May 1951.
5-971	2. The copy of the proposed directive has been retained in PM Section.
	1 Incl cpy directive proposed

R. T. C.

DECLASSIFIED E.O. 12065 SECTION 3 NLS

FEC AGO Form No 37

2411—FEC Printing Plant—4/50—100M

Lt Col Kemp 26-8427

Proposed Operational Directive

PM Civil Affairs 8 March 1951

1 1. PM concurs in proposed operational directive "Legal and Government" forwarded to this section on routing slip dated 5 May 1951.

2. The copy of the proposed directive has been retained in PM Section.

1 Incl
cpy directive
proposed

R. T. C.

DRAFT

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Civil Affairs Section
APO 500

1951

OPERATIONAL DIRECTIVE)
)
NUMBER)

LEGAL AND GOVERNMENT

1. Chiefs of Civil Affairs Regions, through the Legal and Government officer, will maintain surveillance over Japanese governmental agencies, both local and national, at the local level in the performance of governmental functions generally as herein set forth.

2. The Legal and Government officer will:

a. Advise and encourage officials in their efforts to establish an orderly, democratic and decentralized administration within their particular sphere.

b. Confer with officials to determine the organization and degree of efficiency of governmental bodies or agencies.

c. Observe activities of assemblies to determine the general nature of by-laws and resolutions proposed and enacted.

d. Maintain surveillance to ascertain whether by-laws, resolutions, orders, regulations or acts of assemblies, boards, commissions or officials impose restrictions on political and civil liberties or retard the development of local autonomy. A special report of any such matter will be submitted without delay to this headquarters.

e. Observe the administration of justice in the Japanese courts and bring to the attention of this headquarters instances of injustice or miscarriage of justice.

f. Aid and advise judges, procurators and lawyers to further the just, speedy and efficient operation of the court system.

g. Maintain liaison with all law enforcement agencies to determine the degree of law and order prevailing in the region.

h. Act as liaison between Occupation forces and Japanese law enforcement agencies, except for routine matters of mutual concern between them.

Incl 1

DECLASSIFIED E.O. 12065 SECTION 3 NSC

DRAFT

Operational Directive No. , Civil Affairs Section, 1951

i. Maintain surveillance over local political parties, organizations or societies to determine the true aim of such groups and the means by which their objectives are achieved, and to evaluate the trend in and development of local politics.

j. Observe and maintain surveillance over elections, including election campaigns, to ensure that they be a free and representative expression of the will of the people and that there is a faithful observance of applicable laws. A continuous report will be made to this headquarters of national and prefectural elections, including campaigns, and other important local elections giving names and political party of candidates, activities of political parties, public interest in campaign, degree of participation, final results and other pertinent facts.

k. Visit Japanese jails, police stations, prisons and other places of confinement to determine primarily the treatment of prisoners, to ensure that there is no deprivation of civil rights and to determine that non-occupation United Nation nationals confined therein receive adequate treatment. A report of any inadequate treatment of United Nation nationals should be submitted to this headquarters at once.

3. Maintain surveillance, except at ports, over the apprehension, detention and deportation of illegal entrants, including the processing of petitions of illegal entrants to remain in Japan.

4. The Legal and Government officer will cooperate with military occupation courts whenever necessary.

5. The Legal and Government officer will handle all matters of a diplomatic nature. Prior to the handling of such matters this headquarters shall be notified.

6. The Legal and Government officer will maintain close cooperation and liaison with CIC detachments on matters of mutual interest.

7. The Legal and Government officer will keep this headquarters advised either by telephone or by written report of all important information received by him in the course of his activities, showing particularly, developments, trends and results. This is in addition to reports specifically required.

FOR THE CHIEF, CIVIL AFFAIRS SECTION:

RECEIVED
6 MAR
OCPM
G-2-SCAP

DECLASSIFIED E.O. 12065 SECTION 3 NSC

File 6

No. 17

(Not to Leave the Section)
CIVIL AFFAIRS SECTION
Intra-Office Routing Slip

FROM: Adm _____ DATE: 16 March 1951 19___
SUSPENSE DATE: _____

SUBJECT: Appointment of Fire and Air Raid Wardens

TO: All Divisions

CHIEF _____	ASST EXECUTIVE _____
EXECUTIVE _____	ADM INSPECTOR _____
PERSONNEL _____	CIV EDUCATION _____
CASA INFORMATION _____	CIV INFORMATION _____
OPERATIONS _____	ECONOMICS _____
LOGISTICS _____	LEGAL ✓ _____
COMPTROLLER _____	PUB HEALTH _____
SCHOOL _____	PUB WELFARE _____

ADMINISTRATION _____
Military Pers _____
Supply _____
CIVILIAN PERSONNEL _____

FOR:

Approval _____	Information _____
Action _____	Return _____
Comment _____	Sign & Dispatch _____
Concurrence _____	File _____

= = = =

DECLASSIFIED E.O. 12065 SECTION 3 NLT

File 6

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Civil Affairs Section
APO 500

Annex A will include such matters relating to Legal and Government activities as follows:

1. Japanese Government administration, including, but not restricted to:

a. Local Japanese government administration, including activities of governors, mayors and assemblies.

b. Activities of local offices of national government agencies.

c. Matters pertaining to Japanese courts and the administration of justice.

d. Matters pertaining to law enforcement agencies.

2. Activities of national, regional and local political parties, or independent political groups or personalities, especially as they indicate political trends.

3. Important election campaigns and a summary of the election results to include an evaluation of significant political trends as indicated thereby.

4. Flagrant election violations.

5. Other important government, legal, or political matters, and such other items as are specifically requested.

DECLASSIFIED E.O. 12065 SECTION 3 NSC

File 6

(Not to Lea e the Section)
CIVIL AFF..IRS SECTION
Intra-Office Ranting Slip

FROM: Adm _____ DATE: 15 March 1951 19___
SUSPENSE DATE: _____

TO: All Divisions

CHIEF		ASST EXECUTIVE	
EXECUTIVE		ADM INSPECTOR	
PERSONNEL		CIV EDUCATION	
CASA INFORMATION		CIV INFORMATION	
OPERATIONS		ECONOMICS	
LOGISTICS		LEGAL	✓
COMPTROLLER		PUB HEALTH	
SCHOOL		PUB WELFARE	

ADMIN STRATION
Military Pers
Supply
CIVILIAN PERSONNEL

FOR:

Approval		Information	
Action		Return	
Comment		Sign & Dispatch	
Concurrence		File	

= = = =

DECLASSIFIED E.O. 12065 SECTION 3 NSC 7 NARS DATE 1-30-80

File 6

Office Administration

Chart -

Names of Japanese

Functions

Language capabilities

Typing + Stenographic ability

Build up Japanese Staff

Two Interpreters

Spend time working up contacts and liaison before June

Reliance on Japanese reports - Morioo

Associations - Executive secretary (assembly chr; Mayors Conf; Public Safety Committee etc

Attendance

Agenda

Watch that work is not done completely from prefecture, governor no authority to tell

Reports come in in duplicate - sent in envelope send up.

Stop individual case work

~~Operations~~ Monthly Activity Report.

Trip Schedules and reports.

Hi Rites

Other duties - Duty Officer

National associations the

DECLASSIFIED E.O. 12065 SECTION 3 NSC 7 NARS DATE

File

JLC - Circ # 2 20 Jan 51

Diplomatic - Staff Memo

Prison Letter

OD # 1

OD # 56

Clothing - Korean

DECLASSIFIED E.O. 12065 SECTION 3 402 7 NARS DATE

Conference

~~Lot~~ Tax Collection Agencies
Reduction in membership of local assemblies
Amalgamation of communities.
Local Election
Reports of local associations - town village etc
Newspaper reports
Political trends
Immigration Service
Prisons - United Nations - { occupation Court Prisoners to Japanese Prisons
Information - Most regions fail to submit
Copy of trip reports
Readjustment of personnel
Filing of candidacies - Depurgees
Illegal activities of officials
Local Public Service Law
JLC - Circ #2 - 20 Jan 51
Staff Reports
Increase in salaries - bonus assemblymen
Diplomatic Matters
~~Intl~~ Observer report - No report

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNBG NO. 77-0340

Occupation Courts
Provost Marshal -
40 - 45 th Divisions.
Fire
Public Opinion Polls - Keli
Official Gazettes
Police Law revision - Hood sign
Communists - not C/C work

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNBB NO. 770010

File 6

(Not to Leave the Section)
CIVIL AFFAIRS SECTION
Intra-Office Routing Slip

FROM: Adm _____ DATE: 10 March 19 51
SUSPENSE DATE: _____

SUBJECT: Supply Accounts

TO: All Divisions

CHIEF		ASST EXECUTIVE	
EXECUTIVE		ADM INSPECTOR	
PERSONNEL		CIV EDUCATION	
CASA INFORMATION		CIV INFORMATION	
OPERATIONS		ECONOMICS	
LOGISTICS		LEGAL	
COMPTROLLER		PUB HEALTH	
SCHOOL		PUB WELFARE	

ADMINISTRATION _____
Military Pers _____
Supply _____
CIVILIAN PERSONNEL _____

FOR:

Approval	Information
Action	Return
Comment	Sign & Dispatch
Concurrence	File

Remarks:

1. The Section Supply Officer is initiating Memorandum Receipt property accounts for each division of this section.

2. It is desired that each division head designate a responsible officer for the property in his division. The name of this officer will be indicated on this routing slip and returned to the Administration Division by 12 hours 12 March 1951.

J. A. O'B.

Mr. Joseph Featherstone

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNBS NO: 770040

Nat Guard

File 6

AGENDA

CONFERENCE

CHIEFS, CIVIL AFFAIRS REGIONS

28 February 1951 - 1 March 1951

28 February 1951*

0900	- 0950	General Shepard
0950	- 1000	Coffee Break
1000	- 1020	Colonel Papen
1020	- 1040	Colonel Shellenberger
1040	- 1100	Mr. Porter
1100	- 1120	Mr. Borish
1120	- 1140	Dr. Bowers
1140	- 1200	Mr. Yates
1200	- 1230	Mr. Anderson
1230	- 1250	Discussion
1300	- Afternoon Free	Luncheon, Civil Affairs Mess Hall for Chiefs, CAS & CASA, Senior Advisors, and Region Chiefs.

1 March 1951 /

0900	- 0950	General Shepard
0950	- 1000	Coffee Break
1000	- 1100	Discussion
1100	- 1700	Open

1 March 1951*

0800	- 1400	Open
1400	- 1530	Mr. Ralston, CPS, on new "DAC Efficiency Reports"
1530	- 1700	Open

ATTENDANCE

* Chiefs, Civil Affairs Regions and Chiefs, CAS Divisions.

/ Senior Advisors, NPR Regions and Chiefs, CASA Divisions (Attendance by Chiefs, CAS Regions is optional)

Note: Unless otherwise scheduled, Division Chiefs, CAS and CASA will be available for conferences.

Telephone service with Gen
CIC - bullets
No details

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

INFORMATION

Chiefs, Civil Affairs Regions

28 February 1951 - 1 March 1951

1. Billets

DAI ITI HOTEL

Col J. B. Switzer
Col E. J. Drinkert
Col C. N. Bailey
Col L. E. Toole
Col C. Coulter
Col J. U. Ayotte
Col E. Schechinger
Col W. M. Keane
Col J. B. Burgheim

2. Transportation

Col Switzer Col Drinkert Col Bailey	KCAR Sedan #2
Col Coulter Col Toole Col Ayotte	KCAR Sedan #4
Col Schechinger Col. Keane Col Burgheim	KCAR Sedan #9

KANTO Motor Pool Telephone - 26-6619

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNSG NO. 7705-10

MEMO ROUTING SLIP

FOR USE FOR APPROVALS, DISAPPROVALS, CONCURRENCES, OR SIMILAR ACTIONS

	INITIALS		CIRCULATE
1 NAME OR TITLE Mr. Poston			
ORGANIZATION AND LOCATION CAS	DATE		COORDINATION
2			FILE
		X	INFORMATION
3			NECESSARY ACTION
			NOTE AND RETURN
4			SEE ME
			SIGNATURE

REMARKS

Add this to Col. Daylers list of questions —

FROM NAME OR TITLE [signature]	DATE
ORGANIZATION AND LOCATION	TELEPHONE

NME FORM NO 95 1 OCT 48 Replaces DA AGO Form 895, 1 Apr 48, which may be used.

7667—FEC Printing Plant—8 49—300M

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNBS No. [illegible]

27 February 1951

Subject: For Colonel Dayton's Conference

From: Legal and Government Division

In view of the coming local elections it is recommended that a clear cut SOP be worked out by the Japanese police, election committees and public safety commission on the question of holding political meetings in the light of the various by-laws restricting public meetings. In many local areas the Communist Party will have candidates in the field and as to those places a determination should now be made as a matter of policy whether the Communist Party meetings are to be banned or not. It would be our recommendation that they be not banned until the party itself is outlawed. However certain restrictions or conditions should be set up in advance governing the conduct of the meetings, for example a number of police and firemen should be required to be present at all meetings. Allowing the meetings of Communist Party to be held might prove advantages from the standpoint of getting them back out in the open to be seen. Many CP have claimed to have dropped out of the party. If they are still secretly members they will be inclined to attend the meetings to help make an audience and showing. On Thursday morning Kanto Legal will have a meeting with the Tokyo MPB and NRP people and will explore the present thinking of the Japanese officials on this matter.

Nagon

Freedom

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNBB NO. 770815

a. On 25 January 1951, Legal and Government Division requested legal opinion as to whether or not Tax Payment Collections Associations met with Occupation approval. Reference to this special report to Mr. Howard Porter, Legal and Government Division, indicates that in Chiba Prefecture, these associations were banned on an oral order of Mr. Seidel of Internal Revenue. That as a result, tax collections have been running about 60 percent of total, whereas in Urawa City in Saitama Prefecture, when the Mayor has not heard of any such ban, collections are up to 90 percent as a result of the efforts of this Tax Payment Collections Association. We desire to advise not only Chiba Prefecture, but all Kanto Region Prefectures as to the official position of the Occupation in regard to the legality of these associations.

b. On 25 January 1951, we reported that the restrictions contained in Article 30 of the Lawyer's Law, being Law No. 205, found in the June 10 issue of 1949 of the issue of the extra "Official Gazette" restricts the activities of lawyers who are elected to the office of Mayor and which Articles are stated in our report appear to be discriminatory. The Tokyo Bar Association and the Nippon Federation of Bar Associations have proposed an amendment repealing these two paragraphs, but they await some indication from the Occupation as to our position in this matter.

Offer Occupation's no objection Will say either way, if enough pressure by Japanese should be exerted

c. On 3 February 1951, it was pointed out in our Weekly Highlight Report that the present Criminal Code is inadequate to cope properly with the mob violence such as resulted in the death of a policeman in Nagano. The judges and procurators who, as stated in that report, feel that the Occupation should initiate amendments to the Criminal Code which will enable the Courts to adequately deal with cases of this kind. Kanto Region would be pleased to advise what steps, if any, the Occupation is taking in regard to such legislation.

Nothing LS will not initiate steps -Lobang

d. What is the attitude of the Occupation with regard to the revision of the Police Law? Specifically, what view is taken with respect to giving the NRP sole jurisdiction over so-called "national" crimes such as:

PSD - no obj

(1) A crime concerning currency, securities and financing organs.

no obj

(2) Crimes committed against state-own property and facilities therefor.

Govt crimes specified

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO: 779815

24 Feb 51

KA 337
SUBJECT: Questions for Civil Affairs Conference

(3) Crimes against public servants and their authority.

(4) Crimes concerning civil disturbance, threat from outside and foreign relations.

(5) Crimes violating the Organizations Control Law, Anti-Occupation Disciplinary Law and the law controlling possession of firearms, including guns and swords.

(6) Crimes concerning narcotics, illegal entry, smuggling and crimes violating legal provisions for international treaties, etc.

e. For the past six months prefectural officials have told this headquarters that the provision in the Police Law which set up a municipal police for communities of 5,000 or better was a great mistake. That the figure should have been 30,000 or 50,000. The present plan for revision permits the local autonomy to make its own decision i.e, whether it wishes to retain its own police or not. Where the community decides to abolish its autonomous police, the NPR would step in and assume control. However, the point about so-called "national" crimes seems to be fairly new. The city police such as Yokohama, Tokyo and Osaka see in this provision an opening wedge to make the NRP all powerful. They point out that even simple assault is a national crime. All crimes are national and the NRP, so the city police say, are inordinately ambitious in order to set up the old style police again.

f. What is the reaction of the occupation to recent press reports which state that the Liberal Party recently submitted to Prime Minister Yoshida a list of seventeen points for revising some of the Occupation inspired reforms which are "deemed unfit for prevailing conditions in Japan"? Among the seventeen points were: "Re-examination" of the various committees and commissions (organized after the war) in order to clarify the administrative responsibility, reducing the National Personnel Authority to the status of a bureau in the Prime Minister's Office, strengthening the National Government's supervisory authority on the finances of the local governments, reforming the 6-3 elementary education system and the new university and college system in such a manner as to conform with the prevailing conditions, easing the restrictions imposed by the new Criminal Procedure Code on criminal investigation, reforming the system of government and public service personnel, revising the Labor Relations Adjustment and Labor Standards Laws; rewriting the Anti-Monopoly Law and the Business Organizations Law and revising the Police Law.

6. Public Health:

a. Record handling in health centers has generally been found to be poorly systematized. Some reference to handling of statistics was

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO: 779815

Soldiers - Return ○ Korean

army

Jr. -

Diplomatic Section

Conference

Meeting

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO: 779015

Observe & report

Local Public Service Law - Implementation
Elections — Political trend
Fraud & corruption — CTC
Police - Law
Basic - Secondary
Local Government is essential - Governor has no authority nor division chief over CTC
Use associations - Mayors Congress - City Town Village Govt & interests - Prov Meeting

Partisan things — Public Safety, Police, Fire

Visiting with pref - CTC — Relationship

No monthly visit - reqd

No paper work

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 1139813

File de

CAS	Porter	GS-13	28 Feb 46
KANTO	Nolan	GS-13	27 May 47
CAS	Featherstone	GS-12	18 Sep 46
KINKI	Wilcox	GS-12	24 Oct 46
TOKAI	Van Benschoten	GS-12	16 Nov 47
	~~Dunbar~~	~~GS-12~~	~~25 Jan 48~~
TOHOKU	Scott	GS-12	30 May 48
	Abrams	GS-12	30 June 48
KYUSHU	Rourk	GS-12	2 Oct 49
HOKKAIDO	Hays	GS-12	28 Feb 50
CHUGOKU	Bauguess	GS-12	4 June 50

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO: 1139613

C

Feb 6

15 Feb 51

Dear Howard:

It is rumored that ESS is due for a reorganization that may put some of us out of our respective jobs. Should it so come to pass, it will be some time in the spring, perhaps next month, that I will again be shopping around. I don't know what the personnel situation is at CAS, but just in case you are looking for some one, I enclose a Form 57 for consideration. You can reach me at 26-6664 or at the Dai Iti Hotel, Room 836.

Irving Eisenstein

Irving Eisenstein

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 779015

STANDARD FORM 57—NOV. 1947
U. S. CIVIL SERVICE COMMISSION

APPLICATION FOR FEDERAL EMPLOYMENT

APPROVAL EXPIRES NOV. 30, 1948.

INSTRUCTIONS: In order to prevent delay in consideration of your application, answer every question on this form clearly and completely. Typewrite or print in INK. In applying for a specific United States Civil Service examination, read the examination announcement carefully and follow all directions. If you are applying for a WRITTEN examination, follow the instructions on the admission card regarding disposition of this application. If you are applying for an UNWRITTEN examination, mail this application to the office named in the announcement. Be sure to mail to the same office *any other forms required* by the announcement. Notify the office with which you file this application of any change in your address.

APPLICATION NO. / ANNOUNCEMENT

1. NAME OF EXAMINATION OR KIND OF POSITION APPLIED FOR

2. OPTION(S) *(if mentioned in examination announcement)*

3. PLACE OF EMPLOYMENT APPLIED FOR *(City and State)*

4. DATE OF THIS APPLICATION

5. MR. MRS. MISS *(First name)* Irving *(Middle)* -- *(Maiden, if any)* -- *(Last)* EISENSTEIN

6. (A) STREET AND NUMBER OR R. D. NUMBER: GHQ, SCAP, ESS/FTP (AC)

(B) CITY OR POST OFFICE *(including postal zone)* AND STATE: APO 500

7. LEGAL OR VOTING RESIDENCE *(State)*: ILLINOIS

8. (A) OFFICE PHONE: 26-6664

(B) HOME PHONE: 26-7741 - 836

9. DATE OF BIRTH *(month, day, year)*: Jan. 1, 1910

10. ☒ MARRIED ☐ SINGLE

11. PLACE OF BIRTH *(city and State; if born outside U. S., name city and country)*: CHICAGO, ILL.

12. ☒ MALE ☐ FEMALE

13. (A) HEIGHT WITHOUT SHOES: 5 FEET 9 INCHES

(B) WEIGHT: 175 POUNDS

DO NOT WRITE IN THIS BLOCK
For Use of Civil Service Commission Only

☐ APPOR. ☐ NON-APPOR. | MATERIAL ☐ SUBMITTED ☐ RETURNED | ENTERED REGISTER:

NOTATIONS: | APP. REVIEW: | APPROVED:

OPTION	GRADE	EARNED RATING	PREFERENCE	AUGM. RATING
			☐ 5 POINTS (TENT.)	
			☐ 10 POINTS	
			☐ WIFE OR WIDOW	
			☐ DISAL.	
			☐ BEING INVESTIGATED	
INITIALS AND DATE				

14. (A) HAVE YOU EVER BEEN EMPLOYED BY THE FEDERAL GOVERNMENT? ☒ YES ☐ NO

(B) IF SO, GIVE LAST GRADE AND DATE OF LAST CHANGE IN GRADE: GS-13, since Aug. 1947

15. (A) WHAT IS THE LOWEST ENTRANCE SALARY YOU WILL ACCEPT? $ 7800 PER YEAR.
You will not be considered for any position with a lower entrance salary.

(B) CHECK IF YOU WILL ACCEPT SHORT-TERM APPOINTMENT IF OFFERED, FOR:
☐ 1 TO 3 MONTHS ☒ 3 TO 6 MONTHS ☒ 6 TO 12 MONTHS

NOTE. *Acceptance or refusal of a temporary short-term appointment will not affect your opportunity to obtain a probational appointment.*

(C) IF YOU ARE WILLING TO TRAVEL, SPECIFY:
☐ OCCASIONALLY ☐ FREQUENTLY ☒ CONSTANTLY

(D) CHECK IF YOU WILL ACCEPT APPOINTMENT, IF OFFERED:
☒ IN WASHINGTON, D. C. ☒ ANYWHERE IN THE UNITED STATES
☒ OUTSIDE THE UNITED STATES

(E) IF YOU WILL ACCEPT APPOINTMENT IN CERTAIN LOCATIONS ONLY, GIVE ACCEPTABLE LOCATIONS:

16. EXPERIENCE: It is important for you to furnish all information requested below in sufficient detail to enable the Civil Service Commission and the appointing officers of agencies to give you full credit in determining your qualifications. Use a separate block for each position. Start with your present position and work back, explaining clearly the principal tasks which you performed in each position, accounting for all periods of unemployment. Experience gained more than 15 years ago which is not pertinent to the work for which you are applying may be summarized in one or more of the blocks. If your duties changed materially while working for the same employer, use a separate block to describe each position. You may include any pertinent religious, civic, welfare, or organizational activity which you have performed, either with or without compensation, showing the number of hours per week and weeks per year in which you were engaged in such activity. Military experience should be described in the spaces below in its proper sequence.

(*a*) If you were ever employed in any position under a name different from that shown in Item 5 of this application, give under "Description of your work" for each position, the name used.

(*b*) If you have never been employed or are now unemployed, indicate that fact in the space provided below for "Present Position."

① PRESENT POSITION

DATES OF EMPLOYMENT *(month, year)*: FROM: Mar. 1949 TO PRESENT TIME

EXACT TITLE OF YOUR PRESENT POSITION: Attorney

CLASSIFICATION GRADE *(if in Federal Service)*: GS-13

SALARY OR EARNINGS: STARTING, $ 7800 PER yr. PRESENT, $ 7800 PER yr.

PLACE OF EMPLOYMENT *(city and State)*: Tokyo, Japan

NAME AND TITLE OF IMMEDIATE SUPERVISOR: L.N. Salwin, Chief A/C Branch, ESS/FTP

NAME AND ADDRESS OF EMPLOYER *(firm, organization, or person; if Federal, name department, bureau or establishment, and division)*: ESS/FTP

KIND OF BUSINESS OR ORGANIZATION *(e. g., wholesale silk, insurance agency, manufacture of locks, etc.)*:

NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU: 1 Stenographer

REASON FOR DESIRING TO CHANGE EMPLOYMENT: Income Increase and anticipation reduction in force

DESCRIPTION OF YOUR WORK: Attorney for Branch and/or Division dealing with maintenance of Fair Trade Practices, Anti-Monopoly Law, trade association law and related antitrust matters; supervising Japanese Fair Trade Commission; examining proposed legislation; assisting in drafting new legislation concerning commercial code, bankruptcy, corporate reorganization and other commercial matters; lecturing and publicizing same; advising Division Chief and Section Chief on matters pertaining to Division; dealing with other divisions; examining international and domestic contracts, patent licenses and technical assistance agreements; preparing opinions and memoranda on all of foregoing.

(CONTINUED ON NEXT PAGE)

1984—FEC Printing Plant—4/30—30M

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 779913

16. CONTINUED

② DATES OF EMPLOYMENT (month, year) FROM: Aug. 1947 TO: Mar. 1949 | EXACT TITLE OF YOUR POSITION: Attorney | CLASSIFICATION GRADE (if in Federal service): GS-13 | SALARY OR EARNINGS: STARTING $ 8900 PER yr. FINAL $ 7800 PER yr.

PLACE OF EMPLOYMENT (city and State): Yokohama, Japan

NAME AND TITLE OF IMMEDIATE SUPERVISOR: Maj. B.K. PHILLIPS, Hq 8A, JA Sec. MCDD

NAME AND ADDRESS OF EMPLOYER (firm, organization, or person; if Federal, name department, bureau or establishment, and division): Hq. 8th Army, JA Sec.

KIND OF BUSINESS OR ORGANIZATION (e. g., wholesale silk, insurance agency, manufacture of locks, etc.):

NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU: 2 Investigators, 1 Stenographer

REASON FOR LEAVING: Termination of War Crimes Program

DESCRIPTION OF YOUR WORK: Defense counsel in war crimes trials; in charge of preparation, interrogating witnesses, trial and applications for clemency. Acted as chief defense counsel in trials involving over 60 accused.

③ DATES OF EMPLOYMENT (month, year) FROM: Aug. 1946 TO: Aug. 1947 | EXACT TITLE OF YOUR POSITION: Trial Attorney | CLASSIFICATION GRADE (if in Federal service): | SALARY OR EARNINGS: STARTING $ 7000 PER yr. FINAL $ 7000 PER yr.

PLACE OF EMPLOYMENT (city and State): Chicago, Ill.

NAME AND TITLE OF IMMEDIATE SUPERVISOR: L. M. Mantynband, Partner

NAME AND ADDRESS OF EMPLOYER (firm, organization, or person; if Federal, name department, bureau or establishment, and division): McInerney, Epstein & Arvey, 1 N. LaSalle St., Chicago 2, Ill.

KIND OF BUSINESS OR ORGANIZATION (e. g., wholesale silk, insurance agency, manufacture of locks, etc.): Law Offices

NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU: 1 Law Clerk; 1 Stenographer

REASON FOR LEAVING: Increased Income

DESCRIPTION OF YOUR WORK: Active trial of all lawsuits, equity, law, administrative and appellate; income tax matters; local tax litigation; drafting contracts, wills, trusts, deeds, etc., handling real estate transactions, mortgage financing, construction contracts; drafting conditional sales contracts, chattel mortgages and other personalty security papers; handling unemployment and workmen's compensation matters; in charge of price control applications and litigation, divorce and domestic affairs litigation; occasional criminal practice; consultant on all of above; general civil practice.

④ DATES OF EMPLOYMENT (month, year) FROM: Nov. 1943 TO: Aug. 1946 | EXACT TITLE OF YOUR POSITION: -- -- -- | CLASSIFICATION GRADE (if in Federal service): | SALARY OR EARNINGS: STARTING $ PER FINAL $ PER

PLACE OF EMPLOYMENT (city and State):

NAME AND TITLE OF IMMEDIATE SUPERVISOR:

NAME AND ADDRESS OF EMPLOYER (firm, organization, or person; if Federal, name department, bureau or establishment, and division):

KIND OF BUSINESS OR ORGANIZATION (e. g., wholesale silk, insurance agency, manufacture of locks, etc.):

NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU -- --

REASON FOR LEAVING:

DESCRIPTION OF YOUR WORK: Military Service

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775915

(5) DATES OF EMPLOYMENT (month, year)	EXACT TITLE OF YOUR POSITION	CLASSIFICATION GRADE (if in Federal service)	SALARY OR EARNINGS
FROM: June 1931 TO: Nov. 1943	Trial Attorney		STARTING $ 600 PER yr. FINAL $ 7000 PER yr.

PLACE OF EMPLOYMENT (city and State)	NAME AND TITLE OF IMMEDIATE SUPERVISOR
Chicago, Ill.	L. M. Mantynband, Partner
NAME AND ADDRESS OF EMPLOYER (firm, organization, or person; if Federal, name department, bureau or establishment, and division) McInerney, Epstein & Arvey 1 N. LaSalle St., Chicago 2, Ill.	KIND OF BUSINESS OR ORGANIZATION (e. g., wholesale silk, insurance agency, manufacture of locks, etc.) Law Offices
NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU 1 Law Clerk; 1 Stenographer	REASON FOR LEAVING Military Service

DESCRIPTION OF YOUR WORK

Same as (3) above.

If more space is required, use a continuation sheet (Standard Form No. 58) or a sheet of paper the same size as this page. Write on each sheet your name, address, date of birth, and examination title. Attach to inside of this application.

17. MILITARY TRAINING: In the space below, describe any training received in the Armed Services (not already listed under Item 16) that would assist appointing officers in placing you most effectively. Indicate actual amount of training received, such as hours per week. Detailed information regarding any special service schools you attended is especially important. (Extra pages may be used to give full descriptions.)

DATES FROM	DATES TO	LOCATION	DESCRIPTION OF TRAINING
Dec.43	Mar.44	Camp Blanding, Fla.	Basic Infantry
Mar.44	Jan.45	Ft.Benning, Ga.	Inf. Radio and O.C.
Jan.45	Aug.45	Camp Howze, Tex.	Inf. Instructor and SJA Asst
Sep.45	Mar.46	25th Div. O'seas	Pltn. Ldr, Communications and JA
Mar.46	Aug.46	Hq, 8th Army, JA Sec.	JA

18. EDUCATION. (Circle highest grade completed): 1 2 3 4 5 6 7 8 9 10 11 (12)

MARK (X) THE APPROPRIATE BOX TO INDICATE SATISFACTORY COMPLETION OF: ☐ ELEMENTARY SCHOOL ☐ JUNIOR HIGH SCHOOL ☒ SENIOR HIGH SCHOOL

(A) GIVE NAME AND LOCATION OF LAST HIGH SCHOOL ATTENDED: Marshall High School, Chicago, Ill.

(B) SUBJECTS STUDIED IN HIGH SCHOOL WHICH APPLY TO POSITION DESIRED

(C) NAME AND LOCATION OF COLLEGE OR UNIVERSITY	MAJOR AND SPECIALTY	DATES ATTENDED FROM	DATES ATTENDED TO	YEARS COMPLETED DAY	YEARS COMPLETED NIGHT	DEGREES CONFERRED TITLE	DEGREES CONFERRED DATE	SEMESTER HOURS CREDIT
Univ. of Illinois	Econ	1925	1929	4		A.B.	1929	
Univ. of Chicago	Law	1929	1931	2		J.D.	1931	

(D) LIST YOUR CHIEF UNDERGRADUATE COLLEGE SUBJECTS	SEMESTER HOURS	LIST YOUR CHIEF GRADUATE COLLEGE SUBJECTS	SEMESTER HOURS
Economics		Law	
Political Science			
Law			

(E) OTHER TRAINING, SUCH AS VOCATIONAL, BUSINESS, STUDY COURSES GIVEN THROUGH THE ARMED FORCES INSTITUTE (show name and location of school) OR "IN-SERVICE TRAINING" IN PUBLIC OR PRIVATE EMPLOYMENT

SUBJECTS STUDIED	DATES ATTENDED FROM	DATES ATTENDED TO	YEARS COMPLETED DAY	YEARS COMPLETED NIGHT

19. INDICATE YOUR KNOWLEDGE OF FOREIGN LANGUAGES	READING EXC.	READING GOOD	READING FAIR	SPEAKING EXC.	SPEAKING GOOD	SPEAKING FAIR	UNDERST'NG EXC.	UNDERST'NG GOOD	UNDERST'NG FAIR
Japanese						X			X
French									X

20. IF YOU HAVE TRAVELED OR RESIDED IN ANY FOREIGN COUNTRIES, INDICATE (1) NAMES OF COUNTRIES, (2) DATES AND LENGTH OF TIME SPENT THERE, AND (3) REASON OR PURPOSE (e. g., military service, business, education, recreation)

Japan - 1945-6, Military Service
1947-50, DAC

21. LIST ANY SPECIAL SKILLS YOU POSSESS AND MACHINES AND EQUIPMENT YOU CAN USE, SUCH AS OPERATION OF SHORT-WAVE RADIO, MULTILITH, COMPTOMETER, KEY-PUNCH, TURRET LATHE, SCIENTIFIC OR PROFESSIONAL DEVICES

APPROXIMATE NUMBER OF WORDS PER MINUTE IN TYPING ..... SHORTHAND .....

22. ARE YOU NOW OR HAVE YOU EVER BEEN A LICENSED OR CERTIFIED MEMBER OF ANY TRADE OR PROFESSION (such as pilot, electrician, radio operator, teacher, lawyer, CPA, etc.)?

☒ YES ☐ NO GIVE KIND OF LICENSE AND STATE: Lawyer, Ill. & U.S.

FIRST LICENSE OR CERTIFICATE (YEAR): 1931

LATEST LICENSE OR CERTIFICATE (YEAR): Permanent

23. GIVE ANY SPECIAL QUALIFICATIONS NOT COVERED ELSEWHERE IN YOUR APPLICATION SUCH AS:
(A) YOUR MORE IMPORTANT PUBLICATIONS (do not submit copies unless requested)
(B) YOUR PATENTS OR INVENTIONS
(C) PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE
(D) MEMBERSHIP IN PROFESSIONAL OR SCIENTIFIC SOCIETIES, ETC.
(E) HONORS AND FELLOWSHIPS RECEIVED.

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 115913

24. REFERENCES: List three persons living in the United States or Territories of the United States who are NOT related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying. Do not repeat names of supervisors listed under Item 16 (EXPERIENCE).

FULL NAME	PRESENT BUSINESS OR HOME ADDRESS (Give complete current address, including street and number)	BUSINESS OR OCCUPATION
1. Judge John P. Barnes	U.S. Court House, Chicago, Ill.	U.S. Dist. Judge
2. Simon J. Nash	Chamte Hall, 3800 Porter St., N.W. Washington 16, D.C.	Lawyer
3. F. Kirk Maddrix	614 Ellsworth Dr., Silver Springs, Md.	Lawyer

INDICATE "YES" OR "NO" ANSWER BY PLACING "X" IN PROPER COLUMN	YES	NO
25. MAY INQUIRY BE MADE OF YOUR PRESENT EMPLOYER REGARDING YOUR CHARACTER, QUALIFICATIONS, ETC.?	X	
26. ARE YOU A CITIZEN OF OR DO YOU OWE ALLEGIANCE TO THE UNITED STATES?	X	
27. ARE YOU NOW, OR HAVE YOU EVER BEEN, A MEMBER OF THE COMMUNIST PARTY, U. S. A., OR ANY COMMUNIST ORGANIZATION?		X
28. ARE YOU NOW, OR HAVE YOU EVER BEEN, A MEMBER OF A FASCIST ORGANIZATION?		X
29. ARE YOU NOW, OR HAVE YOU EVER BEEN, A MEMBER OF ANY ORGANIZATION, ASSOCIATION, MOVEMENT, GROUP, OR COMBINATION OF PERSONS WHICH ADVOCATES THE OVERTHROW OF OUR CONSTITUTIONAL FORM OF GOVERNMENT, OR OF AN ORGANIZATION, ASSOCIATION, MOVEMENT, GROUP, OR COMBINATION OF PERSONS WHICH HAS ADOPTED A POLICY OF ADVOCATING OR APPROVING THE COMMISSION OF ACTS OF FORCE OR VIOLENCE TO DENY OTHER PERSONS THEIR RIGHTS UNDER THE CONSTITUTION OF THE UNITED STATES OR OF SEEKING TO ALTER THE FORM OF GOVERNMENT OF THE UNITED STATES BY UNCONSTITUTIONAL MEANS?		X
If your answer to question 27, 28, or 29 above is "yes," state in Item 39 the names of all such organizations, associations, movements, groups, or combination of persons and dates of membership. Give complete details of your activities therein and make any explanation you desire regarding your membership or activities therein.		
30. SINCE YOUR 16TH BIRTHDAY, HAVE YOU EVER BEEN ARRESTED, INDICTED, OR SUMMONED INTO COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING, OR CONVICTED, FINED, OR IMPRISONED OR PLACED ON PROBATION, OR HAVE YOU EVER BEEN ORDERED TO DEPOSIT BAIL OR COLLATERAL FOR THE VIOLATION OF ANY LAW, POLICE REGULATION OR ORDINANCE (EXCLUDING MINOR TRAFFIC VIOLATIONS FOR WHICH A FINE OR FORFEITURE OF $25 OR LESS WAS IMPOSED)? *If your answer is "Yes," list all such cases under Item 39 below. Give in each case (1) the date; (2) the nature of the offense or violation; (3) the name and location of the court; (4) the penalty imposed, if any, or other disposition of the case. If appointed, your fingerprints will be taken.*		X
31. HAVE YOU EVER BEEN DISCHARGED, OR FORCED TO RESIGN, FOR MISCONDUCT OR UNSATISFACTORY SERVICE FROM ANY POSITION? *If your answer is "Yes," give in Item 39 the name and address of employer, date, and reason in each case.*		X
32. HAVE YOU EVER BEEN BARRED BY THE U. S. CIVIL SERVICE COMMISSION FROM TAKING EXAMINATIONS OR ACCEPTING CIVIL SERVICE APPOINTMENTS? *If your answer is "Yes," give dates of and reasons for such debarment in Item 39.*		X
33. HAVE YOU ANY PHYSICAL HANDICAP, DISEASE, OR OTHER DISABILITY WHICH SHOULD BE CONSIDERED IN ASSIGNING YOU TO WORK? *If your answer is "Yes," give complete details in Item 39 so that consideration can be given to your physical fitness for the job.*		X
34. DO YOU RECEIVE AN ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT OR ANY PENSION OR OTHER COMPENSATION FOR MILITARY OR NAVAL SERVICE? *If your answer is "Yes," give complete details in Item 39.*		X

INDICATE "YES" OR "NO" ANSWER BY PLACING "X" IN PROPER COLUMN	YES	NO
35. ARE YOU AN OFFICIAL OR EMPLOYEE OF ANY STATE, TERRITORY, COUNTY, OR MUNICIPALITY? *If your answer is "Yes," give details in Item 39.*		X
36. DOES THE UNITED STATES GOVERNMENT EMPLOY IN A CIVILIAN CAPACITY ANY RELATIVE OF YOURS (BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE OR HAVE LIVED WITHIN THE PAST 24 MONTHS? *If your answer is "Yes," show in Item 39 for EACH such relative (1) full name; (2) present address; (3) relationship; (4) Department or Agency by which employed, and (5) kind of appointment.*		X

SPECIAL INSTRUCTIONS FOR CLAIMING VETERAN PREFERENCE

A. If you are claiming preference as a PEACETIME VETERAN who has been awarded a campaign badge or service ribbon, or as a DISABLED VETERAN, or as the WIDOW OF A DISABLED VETERAN, or as the WIFE OF A WAR OR CAMPAIGN VETERAN, attach Veteran Preference Claim, CSC Form 14, together with proof specified therein.

B. If you are a WAR-TIME VETERAN not claiming disability preference, you should NOT submit your discharge with this application. Preference will be tentatively credited to you and if appointed, you will be required to submit to the appointing officer prior to entry on duty, official evidence of separation from active service in the armed forces of the United States in time of war.

	YES	NO
37. (A) WERE YOU EVER IN THE UNITED STATES MILITARY OR NAVAL SERVICE DURING TIME OF WAR?	X	
(B) IS THE WORD "HONORABLE" OR THE WORD "SATISFACTORY" USED IN YOUR DISCHARGE OR SEPARATION PAPERS TO SHOW THE TYPE OF YOUR DISCHARGE OR SEPARATION?	X	
(C) WAS SERVICE PERFORMED ON AN ACTIVE FULL-TIME BASIS, WITH FULL MILITARY PAY AND ALLOWANCES?	X	

(D)

DATE OF ENTRY OR ENTRIES INTO SERVICE	DATE OF SEPARATION OR SEPARATIONS
Nov. 1943	Aug. 1946
BRANCH OF SERVICE (Army, Navy, Marine Corps, Coast Guard, etc.) ARMY	SERIAL NO. (if none, give grade or rating at time of separation) 3678543, O-1330802

	YES	NO
38. (A) IF YOU SERVED IN THE UNITED STATES MILITARY OR NAVAL SERVICE DURING PEACETIME ONLY, DID YOU PARTICIPATE IN A CAMPAIGN OR EXPEDITION AND RECEIVE A CAMPAIGN BADGE OR SERVICE RIBBON?	X	
(B) ARE YOU A DISABLED VETERAN? *If so, and you have not listed your disability in answer to Item 33, explain in Item 39 below.*		X
(C) ARE YOU A VETERAN'S WIDOW WHO HAS NOT REMARRIED?		X
(D) ARE YOU THE WIFE OF A VETERAN WHO HAS A SERVICE-CONNECTED DISABILITY WHICH DISQUALIFIES HIM FOR CIVIL SERVICE APPOINTMENT?		X

THIS SPACE FOR USE OF APPOINTING OFFICER ONLY

The information contained in the answers to Question 37 above has been verified by comparison with the discharge certificate on _____, 19____.

Agency: _____ Title: _____

39. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS (*indicate item numbers to which answers apply*)

ITEM NO.		ITEM NO.	

If more space is required, use paper the same size as this page. Write on each sheet your name, address, date of birth, and examination title. Attach to inside of this application.

Before signing this application check back over it to make sure that you have answered ALL questions correctly.

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

False statement on this application is punishable by Law (U. S. Code, Title 18, Section 80).

SIGNATURE OF APPLICANT Irving Silverstein

(Sign your name in INK (one given name, initial or initials, and surname). If female, prefix Miss or Mrs. and if married use your own given name as "Mrs. Mary L. Doe")

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ATTACHMENT NO. 3

SUGGESTED OUTLINE FOR DISCUSSION

OF CPR P4

PERFORMANCE APPRAISAL

WITH SUPERVISORS

1. GENERAL PROVISIONS OF THE PERFORMANCE RATING PLAN. The performance appraisal plan approved for use within the Army Establishment provides supervisors with a major tool for use in creating an effective civilian work-force. Since this is one of the more important parts of a supervisor's job and is one element against which the supervisor will be appraised, the proper use of performance appraisals will assist the supervisor in improving his own effectiveness. The program is designed to:

a. Enable management, through appraisal of employee work performance, to estimate its productive resources (in terms of manpower) with reasonable accuracy.

b. Enable management to take such actions as will result in increased productivity and lower operating costs.

c. Help management measure the success or failure of employees and provide a means for keeping employees informed as to how well they are succeeding.

d. Enable management to identify employees who warrant special attention and provide a means for giving proper recognition to those employees.

NOTE: The major purpose of the plan is to help supervisors succeed on their jobs by enabling them more effectively to appraise employee performance, plan actions to improve performance, and plan for better utilization of employee abilities.

2. MAJOR STEPS IN THE PLAN. There are four major steps contemplated in the performance appraisal plan:

a. Determination of performance requirements for jobs.

b. Appraisal of employee performance.

c. Decision as to proper actions to assure improved performance and better utilization.

d. Official rating of employee performance.

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3. DETERMINING PERFORMANCE REQUIREMENTS. Performance requirements for each job are a desirable feature of any sound management improvement plan. These requirements must be known by and understood by supervisors and employees. Performance requirements clarify the objectives of a job, provide a basis for measuring accomplishment, and assure that employees understand what is expected of them. Such requirements enable supervisors to observe and appraise employee performance with a higher degree of accuracy and to provide realistic assistance to employees in increasing productivity. In determining performance requirements, the following points should be observed:

a. A performance requirement is an understanding between an employee and his supervisor as to what the latter considers satisfactory performance on an aspect of the job.

b. Where acceptable and accepted standards of performance have been formulated, or are tacitly understood, they may constitute such an understanding. (See CPP No. 29 for a discussion of the development of exact standards.)

c. Wherever the supervisor or the employee has any uncertainty as to what is actually required by the purpose of a duty assigned, an honest attempt must be made to clarify the situation by joint effort.

d. Final decision as to job requirements is a prerogative of management.

e. Understandings may be reached by oral discussion but should be reduced to writing if there is any failure to agree.

f. Requirements will reflect what is actually necessary rather than what will "get by" on the one hand or "perfection" on the other. To a major extent, performance requirements are set by the job itself.

4. PERFORMANCE APPRAISAL.

a. Appraisal is a continuous process of observing an employee's actions and the results he achieves in relation to the performance requirements. A supervisor must observe the employee in the actual work situation and should note significant actions or accomplishments if his later appraisal is to be meaningful. In making an appraisal, the supervisor should ask himself such questions as these:

(1) Is this a fact or an opinion?

(2) If it is an opinion, can I substantiate a rating based on this opinion?

(3) What evidences do I have that the employee is exceeding, meeting, or falling below the performance requirements?

b. In making a performance appraisal, the supervisor must:

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(1) Have all the pertinent facts; such facts are obtained from personal observation, review of records, and the employee's recollections of his job performance for the entire period involved.

(2) Compare the facts of the employee's accomplishments to the performance requirements.

(3) Identify those significant aspects of the work in which the employee meets, exceeds or fails to meet the requirements.

(4) Discuss the evaluation with the employee. (Make it constructive, collaborative if possible. The goal is not to prove the employee wrong but to get him to take favorable action).

c. With the employee, the supervisor should place emphasis on:

(1) Recognition of outstanding performance in any aspect of the job.

(2) Identification of reasons for failure to meet requirements.

(3) Stimulation of a desire to improve.

5. PLANNING ACTIONS. The act of appraising an employee's work performance loses much of its value unless action is taken to bring about improvement in performance or to utilize the strengths of the employee. After an employee's work performance has been appraised, consider whether he needs training in any aspect of his job or to improve his attitude toward his work. Also consider the possibility of realigning work assignments to capitalize more fully on the strong points of each employee and to avoid his weak points. Supervisors can secure assistance in the planning phase from the employee utilization representatives assigned to their organizations. Other actions which should be based on appraisal of employee performance are recommendations for reassignments, promotions and changes to lower grade. These proposals should be discussed with the utilization representatives and with higher level supervisors.

6. PERFORMANCE RATINGS. The Army Establishment performance appraisal plan meets all the requirements of the Performance Rating Act of 1950 and has been approved by the U.S. Civil Service Commission. This plan provides for three adjective ratings, viz., "Outstanding," "Satisfactory," and "Unsatisfactory." As required by the performance rating law, the uniform efficiency rating system will cease to operate as of the close of business, 28 December 1950. All current efficiency ratings, with the exception of "Unsatisfactory" are canceled as of that date. On 29 December 1950, former efficiency ratings of "Good" or better will be converted to interim performance ratings of "Satisfactory." Efficiency ratings of "Fair" are canceled, but no performance rating will be assigned until the performance of the employee has been appraised. Ratings of "Unsatisfactory" will be continued as

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performance ratings of "Unsatisfactory'," and a warning letter stating specifically in what particulars the employee is failing, what he must do to meet the requirements of his position and stating the requirements of the position must be given to each employee who is not doing acceptable work. Such warning letters must establish a period of at least ninety days in which the employee will be given assistance in improving his performance. A new warning letter will be issued to those employees who had received warning notices which did not provide for at least a 90 day warning period under the efficiency rating system.

7. THE RATING PROCESS.

a. The first rating any employee receives in any position is an entrance rating of "Satisfactory" assigned by the personnel office.

b. Six months later a performance rating will be made by the supervisor based on a performance appraisal.

c. Annually thereafter, on the anniversary date, a new performance rating will be made (unless a new entrance rating is necessitated meanwhile).

d. Each employee will have an official rating on record at all times (exception, see paragraph 6 above).

e. As far as the supervisor is concerned, the rating process is very simple provided the employee's performance has been correctly evaluated.

f. The following factors illustrate aspects of work that might be used in rating if they apply to a particular part of the job:

(1) Quality of work.

(2) Quantity of work.

(3) Adaptability.

(4) Working relationships.

(5) Leadership.

(6) Ability to solve problems.

g. A rating of "Outstanding" will be given when there is evidence that performance in all aspects of the job exceeds normal requirements to a degree that warrants special commendation.

h. A rating of "Unsatisfactory" will be given when there is evidence that, in spite of a written warning (stating the requirements and what is necessary to meet them) and a fair opportunity to improve, the employee's performance continues to be inadequate in one or more significant aspects of the job to an extent that continued assignment is undersirable. Before recommending an employee for a rating of "Unsatisfactory," decide whether you need the employee's strong points badly enough to put up with his weak points. This is especially true at this time when full ability

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is becoming harder to find. We should keep in mind, however, that during periods of reduction in force we may have difficulty in removing the employee who is barely "Satisfactory."

i. A rating of "Satisfactory" will be given when an employee's work performance meets requirements or is expected to come up to them. That is whenever a rating of "Outstanding" or "Unsatisfactory" is not warranted.

j. A significant aspect of a job is one in which failure cannot be condoned--which will make or break the job.

8. RATING PROCEDURES.

a. When a supervisor has evidence that an employee meets the criteria for an "Outstanding" rating, he will:

(1) Submit a memorandum request through channels to his division chief for review, and submission to the awards or other designated committee if warranted.

(2) Attach to each request:

- The current job description.

- A statement of requirements for satisfactory performance.

- A statement showing the specific performance during the rating period which exceeded requirements sufficiently to meet the following criteria:

-- Performance in all aspects of the work assigned exceeds normal performance to such an extent that each would be considered worthy of special commendation.

-- The achievement of positive constructive results.

-- The performance is typical of the period under consideration.

-- The performance represents actual accomplishments rather than simple extra effort, such as overtime work.

- Specific evidence to show that the above criteria were met, such as production records, commendations or evidence of unusual results achieved.

(3) The supervisor, also, must be ready to appear in person before the committee and justify his request.

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b. The civilian awards or other designated committee will investigate the facts and submit a report approving or disapproving the rating.

c. When a supervisor is convinced that an employee's performance is sufficiently inadequate and he has really tried to train, orient and talk things over with the employee, he will:

(1) Give to the employee a warning letter specifically stating performance requirement(s) which were not met, the nature of the failure, what is needed to meet the requirement(s) and that a rating of "Unsatisfactory" will be given if performance is not improved. (This letter will be issued three to six months in advance of an official rating.)

(2) Furnish reasonable opportunity and assistance for improvement of the employee's performance.

(3) If desired improvement does not materialize, prepare a memorandum requesting approval of an "Unsatisfactory" rating, attach a brief statement of the situation and copies of the warning letter, and forward through channels to his division chief.

NOTE: Before issuing a warning letter, it is advisable to talk things over with the employee in an effort to secure the desired improvement before issuing a formal warning. As soon as you decide that the employee is not capable of meeting the requirements, seek adjustment through other types of actions other than the granting of an "Unsatisfactory" efficiency rating. For example, it may be possible to reassign the employee to a job for which he is better suited or to remove him for inefficiency in accordance with CPR S1.

d. The division chief will notify the employee, the supervisor, and the civilian personnel office of his decision in writing.

e. No forms are used in the rating process.

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f. The official performance rating will be maintained on Service Record Card, WD AGO Form 76a. After the initial ratings have been posted on the Service Record Card, new postings will be made only when the adjective rating changes. All ratings will be entered on the Employee Record Card, WD AGO Form 80 or 80a.

g. Employees receiving ratings of "Unsatisfactory" will be reassigned, changed to lower grade or removed as soon as possible after the rating is assigned and after requirements for notices of adverse action are satisfied.

9. REVIEWS AND APPEALS OF RATINGS.

a. In order to insure equitable performance ratings, an employee may request reappraisal through either of two channels:

(1) Locally, within the Army Establishment by written petition to the commanding officer for action by:

- The civilian awards or other designated committee if the rating is "Satisfactory."

- The grievance committee if the rating is "Unsatisfactory."

(2) To a performance rating board of review under direction of the appropriate office of the U. S. Civil Service Commission.

b. A "Satisfactory" rating may be processed through either channel but not both; an "Unsatisfactory" rating will be considered by the board of review only if it has first been considered by the local grievance committee.

c. An employee may waive his right to an oral hearing. However, this does not preclude a hearing if the committee desires to hold one.

10. TRANSITION PROCEDURES.

a. On 29 December 1950, supervisors will deliver a warning letter to each employee whose performance is unacceptable.

b. Employees who enter upon new jobs after 28 December 1950 will be advised of performance requirements by their supervisors at the earliest opportunity and in any event, within thirty days. Performance requirements will be clarified through discussions with present employees at the earliest possible date, but before 31 March 1951.

c. All employees assigned to a job for the first time will be given an entrance rating of "Satisfactory" by the personnel office on the Notification of Action, SF 50. New employees will be briefed on the

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performance appraisal plan as a part of general orientation. Six months later they will be given an official performance rating based on an appraisal of their work.

d. During the interim period, from 29 December 1950 to 31 March 1951, and at any time thereafter, employees who are unsatisfactory may be reassigned, changed to lower grade, or removed under Parts 8, 9, and 22 of the Civil Service regulations.

e. On and after 29 December 1950, each employee's performance will be appriased for rating purposes as of the last day of the twelfth calendar month following the last official efficiency rating or performance rating. (unless an entrance rating has intervened to change the anniversary date).

f. As of 31 March 1951, all interim ratings will be confirmed or changed on the basis of a performance appraisal covering the interim period. This appraisal is necessary to assure that no employee who was assigned a presumptive performance rating of "Satisfactory" is being penalized by such rating and to determine which official performance rating adjective to assign employees who had formerly had efficiency ratings of "Fair" and to those who had been given warning letters.

NOTE: Supervisors are advised to refer to the full text of the CPR P4 on performance appraisal for more detailed explanation of the provisions of the rating plan. The services of the Civilian Personnel Office are available for further interpretation.

11. EMPLOYEE RESPONSIBILITIES. Under the performance appraisal plan employees are expected to discharge the following responsibilities:

a. To assist in setting or in requesting clarification of performance requirements in any instance in which they are uncertain as to what is required.

b. To ask for clarification of any assignment that is not clear.

c. To inform their supervisores as soon as they find that they are unable to meet a requirement after putting forth their best efforts to meet it.

d. To assure that their performance meets the requirements for their job and to achieve improvements as needs indicate.

e. To observe normal rules of conduct and such additional rules as may be established.

f. To observe ways in which performance of their work can be improved and to call such ways to the attention of their supervisors for possible inclusion in their work assignments.

g. In case of an appeal, to justify how his performance was better than indicated by the rating.

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12. SUMMARY. The performance appraisal plan, which has been adopted for use in the Army Establishment, attempts to provide supervisors with a means of increasing their own effectiveness by giving them a sound basis for improving employee productivity and by assisting them to utilize their employees effectively. An important factor of the plan is the identification of broad performance requirements for each job which are understood and accepted by supervisors and employees alike. Such standards make it easier for the employees to perform in an acceptable manner and make it possible for supervisors to evaluate employee effectiveness more fairly. Based on the appraisal of the employee performance, supervisors are better able to plan personnel development actions such as training, reassignments and duty changes. Also, management should be enabled to estimate better the effectiveness of its manpower as a result of the appraisals made under this plan. To be effective, however, the appraisals must be carried on continuously and must be based on observation, production records, and other facts relating to employee performance. The whole plan will be ineffective, however, unless the actions indicated by the appraisals are well planned and well executed.

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ATTACHMENT NO. 4

(Suggested)

NOTICE TO CIVILIAN EMPLOYEES

OFFICIAL PERFORMANCE RATINGS

A new plan has been adopted for appraising the work performance of Army Establishment civilian employees. This plan meets all the requirements of the Performance Rating Act of 1950 (PL 873, 81st Congress) and has been approved by the U. S. Civil Service Commission. The new appraisal plan replaces the efficiency rating system. Under this plan, emphasis is placed on evaluating work accomplishment and on taking actions indicated by the appraisal to help employees improve their performance and to help supervisors improve the utilization of employee abilities. Periodically, as a result of performance appraisals, each employee will be given an adjective rating. Such ratings will be entered on each employee's Service Record Card to indicate how well the employee has met the requirements of his job, not how his work compares with others. Important provisions of this plan follow:

1. EFFICIENCY RATINGS CANCELED. Efficiency ratings made before close of business 28 December 1950 will not be used as a basis for personnel actions after that date except that ratings of "Unsatisfactory" will be considered as "Unsatisfactory" under the new plan, and requirements for the removal of such employees from their present jobs will be met. This does not necessarily mean separation from the service.

2. NEW RATINGS. After 28 December 1950 there will be only three performance ratings:

Outstanding - when all aspects of the employee's performance are sufficiently superior to merit special commendation.

Satisfactory - when performance in general meets the requirements of the job and neither exceeds the requirements enough to warrant a rating of "Outstanding" nor falls short of them enough to warrant a rating of "Unsatisfactory".

Unsatisfactory - when it is determined that an employee has failed to meet the performance requirements of his job after reasonable opportunity to do so to an extent that his retention in the job is undesirable.

3. INTERIM RATINGS. All employees with current efficiency ratings of good or better will be assigned an interim performance rating of "Satisfactory" as of 29 December 1950. Such interim ratings will remain in effect until regular appraisals and ratings are made, which will in no case be later than 31 March 1951.

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4. PENALTY EFFICIENCY RATINGS. All current efficiency ratings of "Fair" will be canceled and no official performance rating given until 31 March 1951 (unless an anniversary rating intervenes). All current efficiency ratings of "Unsatisfactory" will be continued (see Item 1 above).

5. ANNIVERSARY RATINGS. Employees whose last official efficiency rating occurred between 28 December 1949 and 31 March 1950 will be given an official performance rating as of the anniversary of the efficiency rating.

6. ENTRANCE RATINGS. Employees assigned to a job for the first time will be given an entrance rating of "Satisfactory" on the Notification of Personnel Action, SF-50. Six months later they will be given an official performance rating.

7. OFFICIAL PERFORMANCE RATINGS. All employees other than those mentioned in Items 5 and 6 above will be given an official performance rating as of 31 March 1951 and annually thereafter on the proper anniversary date of the last official rating.

8. EMPLOYEE RESPONSIBILITY. Each employee will be responsible for:

a. Requesting clarification from his supervisor of performance requirements in any instance in which he is uncertain as to what is requested.

b. Requesting clarification of any assignment that is not clear.

c. Informing his supervisor as soon as he finds that he is unable to meet a requirement after his best effort to meet it.

d. Making his best effort to learn his work and improve his performance within his assigned work and the requirements established for his position.

e. Observing normal rules of conduct and such additional rules as may be established.

f. Observing ways in which performance of his work can be improved and calling such ways to the attention of his supervisor for possible inclusion in his assigned work.

g. Being ready to prove his points when he files an appeal.

9. SUPERVISOR RESPONSIBILITY. Supervisors will use every reasonable means, such as training, orientation, discussion, and demonstration to assit employees to meet or exceed the requirements of their assignments and will keep employees currently informed as to how well they are meeting requirements.

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10. REVIEWS AND APPEALS.

a. Satisfactory Ratings.

Any employee who has evidenced in all aspects of his work that his official performance rating of "Satisfactory" is in error may request one review of the action. The review may be either by the Civilian Awards Committee through a written request within 30 days of the date of the unacceptable rating; or he may file a similar request in triplicate with the Chairman, Performance Rating Board of Review in the appropriate office of the U. S. Civil Service Commission. Only one review of a rating of "Satisfactory" may be requested. The decision of the review authority selected is final.

b. Unsatisfactory Ratings.

Similarly, any employee who has evidence that his official performance rating of "Unsatisfactory" is in error may request a review by the local Grievance Committee (30 days limit); if not satisfied with the decision, he may (within 30 days) appeal to the Performance Rating Board of Review mentioned above. Request for review of a rating of "Unsatisfactory" must be filed initially with the local Grievance Committee.

11. PERSONNEL OFFICE SERVICE. Employees may make use of the services of the Civilian Personnel Office in all appeals or requests for review. Reference should be made to the local grievance procedure if appealing an "Unsatisfactory" rating.

Supervisors will provide additional information about the performance rating system on request or secure clarification from the Civilian Personnel Office.

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(Not to Leave the Section)
CIVIL AFFAIRS SECTION
Intra-Office Routing Slip

FROM: Adm _____ DATE: _____ 19___
SUSPENSE DATE: _____

SUBJECT: Influenza Immunization
TO: All Divisions

CHIEF _____	ASST EXECUTIVE _____
EXECUTIVE _____	ADM INSPECTOR _____
PERSONNEL _____	CIV EDUCATION _____
CASA INFORMATION _____	CIV INFORMATION _____
OPERATIONS _____	ECONOMICS _____
LOGISTICS _____	LEGAL _____
COMPTROLLER _____	PUB HEALTH _____
SCHOOL _____	PUB WELFARE _____

ADMINISTRATION _____
Military Pers _____
Supply _____
CIVILIAN PERSONNEL _____

FOR:

Approval _____	Information ✓
Action _____	Return _____
Comment _____	Sign & Dispatch _____
Concurrence _____	File _____

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DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO: 779815

(Not to Leave the Section)
CIVIL AFFAIRS SECTION
Intra-Office Routing Slip

FROM: ~~XXX~~ Executive DATE: 12 February 1951
SUSPENSE DATE: _____

TO: All Divisions

CHIEF _____	ASST EXECUTIVE _____
EXECUTIVE _____	ADM INSPECTOR _____
PERSONNEL _____	CIV EDUCATION _____
CASA INFORMATION _____	CIV INFORMATION _____
OPERATIONS _____	ECONOMICS _____
LOGISTICS _____	LEGAL _____
COMPTROLLER _____	PUB HEALTH _____
SCHOOL _____	PUB WELFARE _____

ADMINISTRATION _____
Military Pers _____
Supply _____
CIVILIAN PERSONNEL _____

FOR:

Approval _____	Information _____
Action _____	Return _____
Comment _____	Sign & Dispatch _____
Concurrence _____	File _____

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