REGISTRATION BUREAU
SECURITY SECTION—GUARD COMPANY

PERSONAL HISTORY STATEMENT

Right Thumb Print

FILE NO. _____

DATE OF REGISTRATION: _____

Any statement made on this personal history statement found to be false or any failure to list pertinent data shall be cause for instant dismissal and/or such disciplinary action as the occupation forces may direct in accordance with Military Law.

本身上明細書ニ虚偽ノ陳述ヲナシ又ハ遺切ナル資料記載ヲ怠リタル
者ハ直チニ解雇又ハ懲戒処分ニ附スルコトアルベシ

(PRINT)
POSITON APPLIED FOR: _____ EMPLOYER: _____

NAME: _____ (_____) SEX: _____
(Last) (First) (Japanese)

FULL AGE: _____ DATE OF BIRTH: _____ CITIZENSHIP: _____
(Day) (Month) (Year)

BIRTHPLACE: _____
(District) (City) (Prefecture) (Country)

COLOR OF HAIR: _____ HEIGHT: _____ Ft. _____ In. WEIGHT: _____ Lbs.

IDENTIFYING MARKS, SCARS ETC: _____

PRESENT ADDRESS: _____
(Number) (Chome) (Ward)

_____
(District) (City) (Prefecture)

LAST PLACE OF RESIDENCE: _____
(Number) (Chome) (Ward)

_____
(District) (City) (Prefecture)

REGISTERED ADDRESS: _____
(Number) (Chome) (Ward)

_____
(District) (City) (Prefecture)

FATHER'S NAME: _____ (_____)
(Last) (First) (Japanese)

FATHER'S ADDRESS: _____
(Number) (Chome) (Ward)

_____
(District) (City) (Prefecture)

MOTHER'S NAME: _____ (_____)
(Last) (First) (Japanese)

MOTHER'S ADDRESS: _____
(Number) (Chome) (Ward)

_____
(District) (City) (Prefecture)

HUSBAND'S OR WIFE'S NAME: _____ (_____)
(Last) (First) (Japanese)

ADDRESS: _____
(Number) (Chome) (Ward) (District) (City) (Prefecture)

NUMBER OF CHILDREN: _____

EDUCATION:
(School) (City)

_____ FROM: _____ TO: _____ GRAD: _____
_____ FROM: _____ TO: _____ GRAD: _____
_____ FROM: _____ TO: _____ GRAD: _____

GUARD CO. FORM NO. 17 (Rev. 23 Feb. 48)

LAST THREE PLACES OF EMPLOYMENT: (Most recent employment first)

1. NAME OF EMPLOYER: _____ (_____)
(English) (Japanese)

ADDRESS: _____
(Number) (Chome) (Ward) (District) (City) (Prefecture)

NATURE OF BUSINESS OF EMPLOYER: _____

NAME OF IMMEDIATE SUPERIOR: _____ (_____)
(Last) (First) (Japanese)

POSITION: _____ FROM: _____ TO: _____ SALARY: _____

REASON FOR LEAVING: _____

2. NAME OF EMPLOYER: _____ (_____)
(English) (Japanese)

ADDRESS: _____
(Number) (Chome) (Ward) (District) (City) (Prefecture)

NATURE OF BUSINESS OF EMPLOYER: _____

NAME OF IMMEDIATE SUPERIOR: _____ (_____)
(Last) (First) (Japanese)

POSITION: _____ FROM: _____ TO: _____ SALARY: _____

REASON FOR LEAVING: _____

3. NAME OF EMPLOYER: _____ (_____)
(English) (Japanese)

ADDRESS: _____
(Number) (Chome) (Ward) (District) (City) (Prefecture)

NATURE OF BUSINESS OF EMPLOYER: _____

NAME OF IMMEDIATE SUPERIOR: _____ (_____)
(Last) (First) (Japanese)

POSITION: _____ FROM: _____ TO: _____ SALARY: _____

REASON FOR LEAVING: _____

TRAVEL OUTSIDE JAPAN _____

COUNTRY VISITED	LENGTH OF STAY	PURPOSE OF VISIT

MEMBERSHIP IN ORGANIZATIONS: (POLITICAL, MILITARY, GOVERNMENT SERVICE OR SOCIAL, ETC., INCLUDING DATES AND HIGHEST RANK HELD)

CLOSE RELATIVES NOW OR FORMERLY IN MILITARY OR GOVERNMENT SERVICE:

POLICE ARRESTS AND CONVICTIONS: _____

OUTLINE OF RECENT ACTIVITY: _____

REMARKS: _____

I, _____, swear that the above statements are correct to the best of my knowledge and belief.

_____
(Signature)

DATE OF PRESENT EMPLOYMENT _____ STARTING SALARY _____

COUNTERSIGNED BY: _____
(Authorized Representative or Japanese Manager)

Reports on Japanese Labor

1. Yen Expenditure - By 20th of Mo.
2. Op. & Production Report - By 25th of Mo.
3. Time Sheets - By last day of Mo.

Major Command

OPERATIVE AND PRODUCTIVE LABOR REPORT

Reports Control Symbol QDG-23 (R1)

Technical Service, Installation or Activity

Requesting Agency
Project Code

Number of Installations Reported On

Column 1	2	3			4	5	6	7	8	9
Classification of Employee	Number Employed	Total Man Hours			YEAR COST					
		Reg.	O/T *	Total	Base Pay	Overtime	Allowances & All other payments including retroactive payments	Total Gross Pay (Sum of Cols. 4, 5, and 6)	Tax Withheld	Net Payment
Totals										

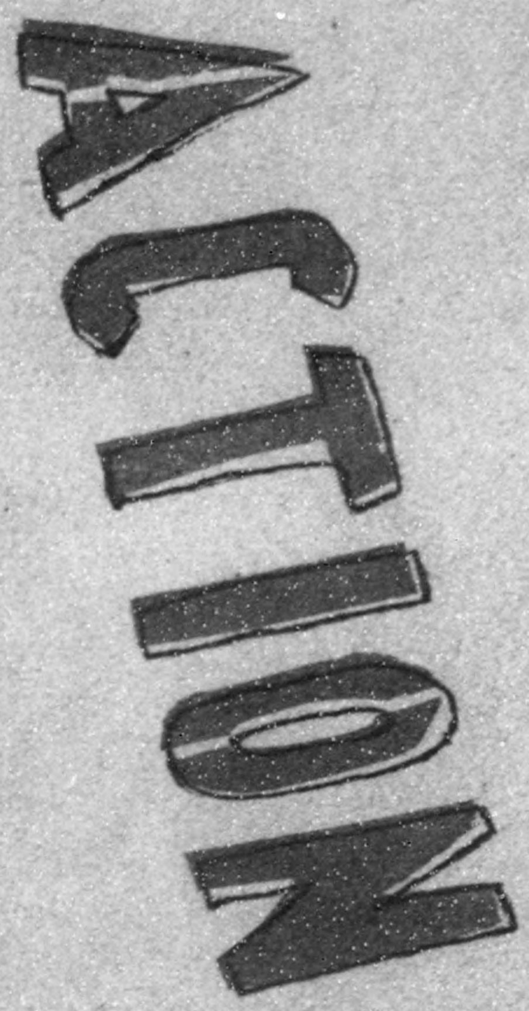
* Reasons for overtime in excess of 10% of regular man-hours (3) will be explained on reverse of this sheet.

HSA Form #10
(4 April 49)

GOVERNMENT SECTION
Action Slip

Line No: 266

Date Rec'd: 25 July, 49



Action Assigned to: BETTENCOURT

Suspense Date: 29 July 49
Report by

Government
GHQ

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

23 July 1949

HC 248 (HSA)

SUBJECT: Report of Yen Expenditure for Directly Employed Japanese Labor

TO: See Distribution

1. Letter, GHQ, SCAP, subject: "Control of Occupation Force Requirements for Indigenous Services, Supplies and Materials in JFY 1949", AG 400.12 (13 June 49) GD, 13 June 1949, establishes a yen budget for all directly employed Japanese labor for the JFY 1949 (1 April 1949 to 31 March 1950).

2. For budgeting purposes each staff section, unit or other activity utilizing Japanese labor controlled and/or administered by this headquarters has been assigned one or more appropriation and project codes to be used in reporting yen obligations. A list of applicable appropriation and project codes assigned to staff sections, units and other activities concerned is attached as Incl #1.

3. Reports showing yen amounts obligated for directly employed labor by appropriation and project codes, will be prepared in single copy on HSA Form #19, Yen Expenditure for Japanese Labor (Incl #2). The initial report will cover the first quarter of JFY 1949 (i.e. April, May and June 1949). Gross yen costs as shown on this report must agree with the total in column 7 of QGD 23 (R-1), Operative and Productive Labor Reports, submitted for the months of April, May and June 1949. This report will be rendered by each staff section, unit or other activity utilizing Japanese labor authorized on manning tables from this headquarters, and submitted so as to reach this headquarters, attention: Japanese Personnel Division, on or before 30 July 1949.

4. After submission of the initial report, monthly reports will be submitted so as to reach this headquarters not later than the 20th day of the following month. For example the report for the month of July 1949 will reach this headquarters by 20 August 1949.

5. Staff sections, units, or other activities having more than one (1) appropriation and/or project code will exercise care to insure that personnel are charged to the proper appropriation and project code. A brief explanation of appropriation and project codes is included in Incl #1.

6. The "Total Tax Paid" column of this report will include only the amount listed in the "Tax" column on the Japanese payroll. The amounts deducted for Health Insurance and Welfare Annuity will not be included as tax for the purpose of preparing this report.

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

FOR THE COMMANDING GENERAL:

JAMES H. WEAR
Major, Cavalry
Adjutant

2 Incls:

1. List of Appropriation and Project Numbers

2. Form No. 19, Yen Expenditure for Japanese Labor

DISTRIBUTION:

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

Account

PROCUREMENT AMOUNT CODES

FOR REPORTING YEN EXPENDITURES

FOR DIRECTLY EMPLOYED JAPANESE PERSONNEL

FOR THE JFY 1949

1. All expenditures for directly employed Japanese personnel utilized by the Occupation Forces will be charged against an account code for budget purposes. This account code will be comprised of three sets of digits listed in sequence as follows:

a. Appropriation code - this will consist of a three digit code which will signify the applicable technical or administrative service concerned.

b. Project code - this will also be comprised of a three digit code which will represent the specific project within the technical or administrative service.

c. Object code - this will consist of a two digit code. For the purpose of this report the object code in all cases will be "01" which will signify personal services.

2. For example the account code 816-416-01 would indicate the following:

816 - Medical Service
416 - Operation of Dispensaries
01 - Japanese labor used to operate the dispensary

3. A list of appropriation and project codes for all staff sections, attached and assigned units and other activities is attached.

4. Request for correction or revision to these procurement account codes will be submitted to this headquarters, attention: Japanese Personnel Division.

EXPLANATION OF PROJECTS

Appr.	Proj.	
806	-	Garioa
	412	For pay of directly employed indigenous personnel engaged in the performance of administrative duties or services in criminal investigation units, dependent schools and similar activities whose U. S. civilian employees are paid from GARIOA Project 412.

Jcl I

Appr.	Proj.	
807	-	Adjutant General
	410	For pay of directly employed indigenous personnel for operation of printing plants.
808	-	Ordnance Service
	413	For the cost of non-divisional ordnance field maintenance and supply activities including pay of directly employed labor and overhead costs in connection with repair maintenance and retail supply operations falling within the scope of Field Maintenance Operation as defined in Maintenance Manual 38-650.
	431	For pay of directly employed indigenous personnel employed in the operation of Ordnance Staff and Command Headquarters. Includes pay of clerks, typists, interpreters, draftsmen, etc. working in Ordnance Headquarters to support overall Ordnance mission of command.
810	-	Signal Service
	310	Includes personnel procured directly on Communication Order for signal communication offices and depot activities.
	410	Includes personnel directly procured on Communication Order and used to operate and/or maintain Occupation Forces owned, fixed telephone facilities.
	421	Includes personnel directly procured on Communication Order and used to operate and maintain Occupation Forces owned or sequestered fixed radio facilities.
	460	Personnel directly employed for photography activities.
815	-	Engineer Services
	431	For directly employed labor used in connection with engineer activities performed by engineer staff sections of command headquarters, and including administrative, clerical, security and other overhead activities of engineer troop units, provided such troop units are not engaged in activities applicable to other project accounts.
	437	Personnel employed in Repair and Utilities activities.
	701	For pay of directly employed indigenous personnel (Category I employees) employed under direct supervision and control of billet, building or club manager or tenants in dependent houses. Includes authorized number of requisitioned laborers to perform custodial maintenance, cleaning, housekeeping services, furnished with the facility without cost to the using individual or agency in accordance with SCAP Circular #5 dated 10 Feb 49.

Appr.	Proj.	
816	-	Medical Services
	416	Pay of directly employed labor used in operation of dispensaries and aid stations.
818	-	Finance Service
	413	Pay of directly employed indigenous personnel in headquarters of all units of major commands including staff sections not specified under other codes. This also includes security guards.
821	-	Quartermaster Services
	441	Pay of directly employed indigenous labor utilized in Quartermaster activities not otherwise specified.
	701	Category I personnel non-reimbursable used as mess personnel in foreign nationals' messes, small detachment messes (30 or less) and others permitted Category I mess personnel.
	702	For pay of directly employed indigenous personnel (Category II personnel) utilized for the operation of activities within the facilities listed under Engineer Project 701 above, except recreational facilities, for which reimbursement must be made by using individual or agency in accordance with SCAP Circular #5, dated 10 February 1949.
835	-	Transportation Service
	420	Pay of directly employed indigenous personnel as required in direct supervision and administration of the control of movement of persons or things.
	451	For all expenses incidental to the operation, direction, supervision, administration, and organizational maintenance of Army owned and indigenous motor vehicles including busses operated for the Occupation Forces in Japan.
837	-	Special Services
	404	Pay of administrative and professional indigenous personnel engaged in Special Services activities.
	702	For pay of directly employed indigenous labor (Category II personnel) procured on a reimbursable basis for Special Services activities such as usherettes, sales clerks in post exchanges, hobbycraft shops, librarians in Special Services

libraries, special instructors and/or officials at sports or games, and waitresses and bar personnel in all revenue producing clubs and recreational facilities as authorized.

839 - Troop Information and Education

503 Pay of directly employed indigenous personnel utilized as instructors in the Education Program for military personnel.

504 For pay of directly employed indigenous administrative and technical employees engaged in T I & E activities at installations, schools, USAFI activities, and Armed Forces Radio schools.

LIST OF APPLICABLE APPROPRIATION AND PROJECT CODE NUMBERS

GHQ, SCAP, FEC

Adjutant General	818-413-01 (Finance Service)
American Red Cross	Report by name
Anti-Aircraft	818-413-01 (Finance Service)
Central Purchasing Office	818-413-01 (Finance Service)
Chemical Section	818-413-01 (Finance Service)
Civil Communications	806-412-01 (Garioa)
Civil Information & Education	806-412-01 (Garioa)
Civil Intelligence	806-412-01 (Garioa)
Civil Property Custodian	806-412-01 (Garioa)
Civil Transportation Section	806-412-01 (Garioa)
Comptroller	806-412-01 (Garioa) 818-413-01 (Finance Service)
Diplomatic Section & Billet	806-412-01 (Garioa) 815-437-01 (Engineers Service) 815-701-01 (Engineers Service) 818-413-01 (Finance Service) 821-702-01 (Quartermaster Service)
Economics Scientific Section	806-412-01 (Garioa)
Engineers Section	815-431-01 (Engineers Service)
Fiscal Section	818-413-01 (Finance Service)
G-4	818-413-01 (Finance Service)
Government Section	806-412-01 (Garioa)
Legal Section	806-412-01 (Garioa)
Medical Section	816-416-01 (Medical Service)
Natural Resources Section	806-412-01 (Garioa)
Ordnance Section	808-431-01 (Ordnance Service)
Provost Marshal	818-413-01 (Finance Service)
Public Health & Welfare	806-412-01 (Garioa)
Public Information	818-413-01 (Finance Service)

Ryukus Military Government	806-412-01 (Garica)
Special Services	818-413-01 (Finance Service) 837-404-01 (Special Services) 837-702-01 (Special Services)
Statistics & Reports	806-412-01 (Garica)
Transportation Section	835-420-01 (Transportation Service)
Troop Information & Education	839-504-01 (T I & E)
Visitors Bureau	818-413-01 (Finance Service)

STAFF SECTIONS, HEADQUARTERS & SERVICE GROUP

S-1	818-413-01 (Finance Service)
S-2 & S-3	818-413-01 (Finance Service)
S-4	815-437-01 (Engineers Service) 815-701-01 (Engineers Service) 818-413-01 (Finance Service) 821-441-01 (Quartermaster Service) 821-702-01 (Quartermaster Service)
Adjutant	818-413-01 (Finance Service)
Billeting Section	815-437-01 (Engineers Service) 815-701-01 (Engineers Service) 818-413-01 (Finance Service) 821-702-01 (Quartermaster Service)
Building Section	815-437-01 (Engineers Service) 815-701-01 (Engineers Service) 818-413-01 (Finance Service)
Chaplains Section	815-701-01 (Engineers Service) 818-413-01 (Finance Service) 821-701-01 (Quartermaster Service)
Fiscal Section	818-413-01 (Finance Service)
Food Service Section	821-701-01 (Quartermaster Service) 821-702-01 (Quartermaster Service)
Foreign Liaison	818-413-01 (Finance Service)
GHQ Branch Exchange	815-437-01 (Engineers Service) 815-701-01 (Engineers Service) 818-413-01 (Finance Service) 837-702-01 (Special Services)
Inspector General	818-413-01 (Finance Service)
Judge Advocate	818-413-01 (Finance Service)

Military Personnel	818-413-01 (Finance Service)
Provost Marshal	806-412-01 (Garioa) 815-437-01 (Engineers Service) 815-701-01 (Engineers Service) 818-413-01 (Finance Service) 821-702-01 (Quartermaster Service) 835-451-01 (Transportation Service)
Public Information Office	818-413-01 (Finance Service)
Security Section	818-413-01 (Finance Service)
Signal Section	818-413-01 (Finance Service)
Special Services	815-701-01 (Engineers Service) 818-413-01 (Finance Service) 837-404-01 (Special Services) 837-702-01 (Special Services)
Repairs & Utilities	815-437-01 (Engineers Service) 818-413-01 (Finance Service)
Tokyo American Schools	806-412-01 (Garioa) 815-437-01 (Engineers Service) 815-701-01 (Engineers Service) 818-413-01 (Finance Service) 821-702-01 (Quartermaster Service)
Troop Information & Education	839-504-01 (T I & E)

ATTACHED & ASSIGNED UNITS

APU 500	818-413-01 (Finance Service)
Army Security Agency	815-437-01 (Engineers Service) 815-701-01 (Engineers Service) 818-413-01 (Finance Service) 821-702-01 (Quartermaster Service) 835-451-01 (Transportation Service)
Civil Censorship Detachment	806-412-01 (Garioa) 815-437-01 (Engineers Service) 815-701-01 (Engineers Service) 818-413-01 (Finance Service) 821-702-01 (Quartermaster Service) 835-451-01 (Transportation Service)
141st C.I.C.	815-437-01 (Engineers Service) 815-701-01 (Engineers Service) 818-413-01 (Finance Service) 821-702-01 (Quartermaster Service) 835-451-01 (Transportation Service)
240th Finance	818-413-01 (Finance Service)

Headquarters Company	818-413-01 (Finance Service)
Honor Guard	818-413-01 (Finance Service)
385th Medical	816-416-01 (Medical Service)
Motor Battalion	815-437-01 (Engineers Service) 815-701-01 (Engineers Service) 818-413-01 (Finance Service) 835-451-01 (Transportation Service)
Ordnance Maintenance Company	808-413-01 (Ordnance Service) 815-437-01 (Engineers Service) 815-701-01 (Engineers Service) 818-413-01 (Finance Service)
8230th Service Detachment - Grant Heights	815-701-01 (Engineers Service) 818-413-01 (Finance Service) 821-702-01 (Quartermaster Service) 835-451-01 (Transportation Service)
8234th Service Detachment - FEC Printing Plant	807-410-01 (Adjutant General) 815-437-01 (Engineers Service) 815-701-01 (Engineers Service) 818-413-01 (Finance Service) 821-702-01 (Quartermaster Service) 835-451-01 (Transportation Service)
71st Signal Service Battalion	810-310-01 (Signal Service) 810-410-01 (Signal Service) 810-421-01 (Signal Service) 810-460-01 (Signal Service) 815-437-01 (Engineers Service) 815-701-01 (Engineers Service) 818-413-01 (Finance Service) 821-702-01 (Quartermaster Service) 835-451-01 (Transportation Service) 837-702-01 (Special Services)
Staff Battalion	818-413-01 (Finance Service)
TID	815-437-01 (Engineers Service) 815-701-01 (Engineers Service) 818-413-01 (Finance Service) 821-701-01 (Quartermaster Service) 821-702-01 (Quartermaster Service) 835-451-01 (Transportation Service)
Translator Interpreter Service	806-412-01 (Garioa) 815-437-01 (Engineers Service) 815-701-01 (Engineers Service) 818-413-01 (Finance Service) 821-702-01 (Quartermaster Service) 835-451-01 (Transportation Service)

Troop Information & Education Detachment	835-451-01 (Transportation Service) 839-503-01 (T I & E) 839-504-01 (T I & E)
720th Military Police	815-437-01 (Engineers Service) 815-701-01 (Engineers Service) 818-413-01 (Finance Service) 821-702-01 (Engineers Service) 835-451-01 (Transportation Service)
American Embassy	815-437-01 (Engineers Service) 815-701-01 (Engineers Service) 821-702-01 (Quartermaster Service) 835-451-01 (Transportation Service)
CLUBS * REVENUE PRODUCING	815-437-01 (Engineers Service) 815-701-01 (Engineers Service) 818-413-01 (Finance Service) 837-702-01 (Special Services)
GHQ Enlisted Club	
GHQ Officers Club	
GHQ Rocker Club	
Union Club of Tokyo	
Washington Heights Club	

MONTHLY REPORT OF YEN EXPENDITURES

FOR DIRECTLY EMPLOYED JAPANESE LABOR

Reporting Section or Unit: Govt Sec

Month Reported On: July Date of Report:

Account Code			Gross Amount of Yen Expended	Total Tax Deducted (Do not include Deductions for Health Insurance & Welfare Annuity)
Appr.	Proj.	Obj.		
806	412	01	9804	1143
			Total	Total

HSA 19 Incl #2
23 July 1949

INSTRUCTIONS FOR PREPARATION
TIME REPORT FOR JAPANESE EMPLOYEES

1. Each using unit must submit a time report in triplicate covering all permanent Japanese nationals in the unit, on the day after the last day of the calendar month. Delivery should be made to the local Military Government Unit.

2. These time reports must be accurately maintained and certified by an officer. Regulations prescribe that civilian s alary payments can be made on the basis of positive time certificatisns only.

3. The payroll period is one (1) calendar month, the work month beginning at 0001 of the first day and ending at 2400 of the last day.

After each employee's name, show under pertinent day, number of hours worked, placing overtime hours over regular hours or authorized symbols, viz:

8 — for 8 hours worked.

$\frac{2}{O}$ — for 8 hours worked plus 2 hours overtime.

SL - Authorized sick leave.

H - Army Holiday.

$\frac{8}{H}$ - Hours worked on Army Holiday.

$\frac{8/2}{H}$ - 8 hours worked plus 2 hours overtime on Army Holiday.

$\frac{8}{NW}$ - Night Work (hours 2200 - 0600)

$\frac{8/2}{NW}$ - 8 hours of night work plus 2 hours overtime.

A - Absent

Number of special hours: Special hours are those hours worked under adverse conditions

Leave Due: O — Each male employee is entitled to 2 days off per month. Each female employee is entitled to 3 days off per month. If leave is not taken, it is payable in cash reimbursement. This leave does not accumulate from month to month.

Remarks Column: Explain any deviation from normal work schedule and type of special work, if any.

Inclosure #2

TIME REPORT FOR PERMANENT JAPANES

(1) UNIT DESIGNATION: _____ Regt., Gp., or similar unit _____ Bn. or similar unit

(3) Employed for the period from 1st _____ 194

FULL NAME	PASS NO.	CLASSIFICATION	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19

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

Women _____

_____
Signature of Certifying Officer

_____
Name and Ra

TOTAL _____

MGL FORM No. 5 Revised

FOR PERMANENT JAPANESE EMPLOYEES

Page _____ of _____ Pages.

_____ _____ (2) _____ _____

Bn. or similar unit | APO | Location | Telephone No.

om 1st _____ 1949 to 2400 hours, 31st _____ 1949

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

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

_____ _____

Name and Rank Typed | Title

3873—PE

Government Sec
Ghq FEC

HEADQUARTERS
TOKYO MILITARY GOVERNMENT TEAM
APO 181

AGL-240

23 May 1949

SUBJECT: Payrolls and Payment of Indigenous Personnel

TO: All Units in Tokyo-To.

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

a. Units will prepare "Time Sheets" in 3 copies and submit one copy to Labor Section, Military Government and two copies to their respective "Area Management Office" as designated below. The Area Management Office will prepare the unit payroll from the "Time Sheet," and make the payment to the employees by the 15th of the month following that for which the payment is being made. Payment will be made by the Area Management Office Paymaster at the time and place designated by the Unit Labor Officer. Payment does not necessarily have to be made during the working hours of the employees. Upon completion of payment of the units' employees, the Area Management Office will immediately return one copy of the unit payroll and one copy of the R & U payroll to the unit. It is recommended that units permit their managers to assist the Area Management office in the preparation of their payrolls until such time as the office becomes proficient, and also in assisting the paymaster in making payment for the months of June, July and August and thereafter as required, in the estimation of the unit Labor Officer, to insure prompt and efficient payment in the time allocated by the unit for this purpose.

b. Units will prepare separate "Time Sheets" for all R & U personnel at the installation. Two copies will be submitted to the Area Management office and one copy to Military Government. Upon receipt of payrolls after payment, one copy will be forwarded to R & U, GHQ, FEC, together with Time Sheet.

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

CHIYODA LABOR MANAGEMENT OFFICE

Address: #2 Area, Chiyoda Ward (Hibiya Park)

1. Dai Ichi Building
2. Forestry Building (ESS)
3. CI &E (Radio Tokyo Building)
4. ATTS (NYK Building)
5. Mitri Hotel
6. Teikoku Building
7. T.M.G.T.
8. Pacific Stars and Stripes
9. 71st Signal Service Battalion
10. Yuraku Hotel
11. Peers Club
12. Nomura Hotel
13. Lincoln Center
14. Mitsubishi Shoji Building
15. Hypothec Bank Annex
16. Tokyo Army Education Center
17. Hibiya Hall
18. Palace Heights
19. Jefferson Heights
20. Mitsubishi Higashi #7
21. Norton Hall
22. Park Hotel
23. Osaka Hotel
24. Mampei Hotel
25. Hibiya Tennis Court & Softball Field
26. Nonomiya Apartments
27. 584th Engr. Const. Group
28. Yaesu Hotel
29. New Kaijo Building
30. Bank of Chosen Building
31. GHQ Personnel Vehicle Pool
32. Chapel Center
33. Matsumoto Ro
34. Sanno Hotel
35. Taisho Insurance Building
36. R & U Section, GHQ
37. Philippine Embassy
38. Meiji Building
39. Old Kaijo Building
40. Army Hall
41 Mitsubishi Naka #21
42. Empire House (Naigai Building)
43. British Embassy
44. Club #21 (Bankers Service Club)
45. Tokyo Correspondents Club
46. GHQ Rocker Club
47. 8th Army Deputy Comm. Office
48. Co. "B" 72nd Signal Service Bn Motor
49. R & U General Manager Office Pool
50. Mitsubishi Main Apartments
51. R & U Motor Pool
52. Billet Maintenance R & U
53. Special Assignments Area R & U
54. R & U New Kaijo Building

SHINJUKU LABOR MANAGEMENT OFFICE

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

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

MINATO LABOR MANAGEMENT OFFICE

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

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

BUNKYO LABOR MANAGEMENT OFFICE

Address: #36 Taksuoka Machi, Bunkyo Ward (Old Honga Ward Office)

1. YMCA (Kanda Kaikan)
2. Kanda Kaikan Gym
3. Josui Kaikan
4. PX (Matsuya Bldg)
5. Sugamo Prison
6. Riverview Hotel
7. Surugadai Hotel (YWCA)
8. Yamanoue Hotel
9. National Gymnasium
10. Honcho Apartments
11. Continental Hotel
12. Memorial Hall
13. CPC (Kokubu Bldg.)
14. Shufu no Tomo Billet
15. GHQ Utilities
16. 7th Cavalry Regiment
17. C.P.O.
18. Shibuzawa Building
19. Exchange Hotel
20. Kanto M.G. Region
21. GHQ Tech Intelligence Det.
22. QM Sales Store (Tokyo)
23. Bunka Apartments
24. Kando Warehouse
25. 361st Station Hospital
26. Hattori Building
27. JOSCO
28. 720th Military Police Bn.
29. Com Na FE
30. Mitsui Main Building
31. Ogura Building
32. University Club
33. Netherlands Military Mission
34. American Red Cross
35. APL 46
36. Mitsubishi Warehouse
37. U.S. Navy EM Club
38. Tokyo Electric Building
39. R & U, 361st Station Hospital
40. R & U, 7th Cavalry Regiment
41. R & U, Sugamo Prison

TACHIKAWA LABOR MANAGEMENT OFFICE

Address: 5-1439 Nishiki-cho, Tachikawa City

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

FOR THE COMMANDING OFFICER:

EDWARD A. STERLING
Lt. Colonel, CMP,
Executive Officer

HC 230.14 (HJL) 1st Ind

HQ, HEADQUARTERS AND SERVICE GROUP, GHQ, FEC, APO 500 27 May 1949

TO: See Distribution

1. Attention is invited to the basic communication which provides that payrolls for indigenous personnel employed by the Occupation Forces will be prepared and paid by the Japanese Government effective with pay due for the month of May 1949.

2. To prevent confusion the following instructions regarding this change in payroll responsibility will be adhered to:

a. No change in the existing method of preparing time sheets will be made. Where the time sheets have been consolidated in the past such as in the office of the Building Manager, they will continue to be consolidated prior to submission to the Japanese Area Management Office. Payrolls will be prepared exactly in accordance with the time sheets submitted. Therefore, it will be necessary for consolidated time sheets to be set up to show the personnel of each separate unit or section grouped together.

b. Separate time sheets for R & U personnel will be made only when the R & U personnel concerned are included on manning tables of the Repairs and Utilities Section, this headquarters. Maintenance personnel on manning tables of units or staff sections will continue to be shown on the time sheets of the unit or staff section concerned.

c. To insure that payrolls for the month of May 1949 are prepared promptly and reflect the correct pay status of all individuals, it is desired that the Labor Officers, in charge of offices where payrolls were formerly prepared, immediately contact the appropriate Japanese Area Management Office.

BASIC: Ltr fr Tokyo Military Gov't Team, AGL-240, 23 May 49, Payrolls and Payment of Indigenous Personnel.
1st Ind, Hq, Hq & Sv Gp, GHQ, FEC, AC 230.14 (HJL), 27 May 49, Payrolls and Payment of Indigenous Personnel (Cont'd).

Pay records will be made available and Japanese Managers and payroll clerks will be loaned to the Japanese Area Management Office to assist in the preparation of the payrolls if requested.

d. Labor officers will arrange with the Japanese Area Management Office as to the time and place of payment and will insure that a copy of the payroll is received after payment has been accomplished. This copy of the payroll will be retained in the office which submitted the time sheet and will be made available to such other units or staff sections as may be included on the payroll for the purpose of preparing the Operative and Productive Labor Report.

e. Time sheets will be delivered by courier to the proper Japanese Area Management Office as early as practicable after the close of the month and in any event not later than the third day of the following month. Copy of the time sheet for the Labor Section, Tokyo Military Government Team, will be dispatched at the same time.

f. Units or staff sections not included in any of the listings in the basic communication will contact the Japanese Labor Officer, this headquarters, Room 243a, Finance Building, telephone 26-6739, requesting information as to the proper Japanese Area Management Office to which time sheets will be sent.

2. This change in payroll responsibility will render surplus clerical personnel formerly used to prepare the payrolls. Inasmuch as it is assumed that the Japanese Area Management Offices will require assistance in preparing the payrolls for at least the month of May 1949, no changes are contemplated in manning tables at this time. For planning purposes it is desired, however, that units or sections formerly required to prepare payrolls submit reports to this headquarters, attention: Japanese Personnel Division, as to the number of spaces on their manning tables that can be reduced by this transfer of responsibility.

FOR THE COMMANDING GENERAL:

JAMES H. WEAR
Major, Cavalry
Adjutant

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

TIME REPORT FOR PERMANENT

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

(3) Employed for the period from 1st August

FULL NAME	PASS NO.	CLASSIFICATION	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
KUBOKI, Saburo	201 #919	Office Worker	8	8	8	8	8	8	0	0	0	8	8	8	8	0	8	8	8

Men 1

Women

TOTAL 1

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

Signature of Certifying Officer

Name

MGL FORM No. 5 Revised

FOR PERMANENT JAPANESE EMPLOYEES

Page 1 of 1 Pages.

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

n 1st August 1949 to 2400 hours, 31st August 1949

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

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

HENRY P. CARRINGTON, Capt FA — Chief, Administrative Division

Name and Rank Typed — Title

3573—FEC Printing Plant—12/48—500M

TIME REPORT FOR PERMANENT JAPA

(1) UNIT DESIGNATION: GHQ, SCAP — Government S

Regt., Gp., or similar unit — Bn. or similar unit

(3) Employed for the period from 1st July

FULL NAME	PASS NO.	CLASSIFICATION	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
KUROKI, Saburo	201 - 13919	Office Worker	S	S	O	O	S	S	S	S	S	O	S	O	S	S	S	S	O	S

Men 1

Women

TOTAL 1

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

Signature of Certifying Officer

HENRY P. CAPP

Name and

MGL FORM No. 5 Revised

R PERMANENT JAPANESE EMPLOYEES

Government Section — Bn. or similar unit
500 (2) — APO
Dai Ichi Bldg — Location
26-4961 — Telephone No.

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

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

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

HENRY P. CARLINGTON, Capt FA
Name and Rank Typed

Chief, Administrative Division
Title

3873—FEC Printing Plant—12 '49—500M

File

MONTHLY REPORT OF YEN EXPENDITURES
FOR DIRECTLY EMPLOYED JAPANESE LABOR

Reporting Section or Unit: Government Section, GHQ, SCAP, APO 500

Month Reported On: July

Date of Report: 26 Aug 49

Account Code			Gross Amount of Yen Expended	Total Tax Deducted (Do not include Deductions for Health Insurance and Welfare Annuity)
Appr.	Proj.	Obj.		
306	4X2	01	9804	1143
		Total	9804	Total 1143

HSA 19 Incl #2
23 July 1949

HENRY P CARRINGTON
Capt FA
Chief, Administrative Div

[redacted], SCAP
Major Command

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

Government Section
Technical Service, Installation or Activity

306
Requesting Agency Project Code

One (1)
Number of Installations Reported On

July 1949

Column 1	2	3			4	5	6	7	8	9
Classification [redacted] Employee	Number Employed	Total Man Hours			YEN COST					
		Reg.	O/T *	Total	Base Pay	Overtime	Allowances & All other payments including retro-active payments	Total Gross Pay (Sum of Cols. 4, 5, and 6)	Tax Withheld	Net Payment
Office Worker	One (1)	204	0	204	5100	0	4704	9804	1461	8343
		212	0	212	5100	0	4386	9486	1369	8117
Totals										

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

HSA Form #10
(4 April 49)

HENRY F. CARRINGTON
Capt FA
Chief, Adm. Division

BNo.

基地番號　　基地名　第4病室

	No. 番號	Name 氏名	Position 職種	Basis Pay 本俸給			Family Allowance 家族手當		Local Allowance 勤務地手當	Overtime Allowance 時間外手當		Overnight Allowance 宿直手	
				Due 基本給	Days 日數	Amount 支給額	No. 數	Amount 支給額		Time 時間	Amount 支給額	Time 時間	Amount 支給
G.S.	385	S. Kuboki 久保木治	印刷士	5.100	25半	5.100	2 1	1.200 400	2.010				

俸給内譯書

24年 7月分

All-ce 手當	Overtime Allowance 時間外手當		Overnight Allowance 宿直手當		Payable Holiday 有給休暇		Holiday Allowance 祭日手當		Office Allowance 役付手當		Special Work Allowance 特殊作業手當		臨時手當	Gross 總額	
	Time 時間	Amount 支給額	Time 時間	Amount 支給額	Days 日数	Amount 支給額	Days 日数	Amount 支給額	Basis 率	Amount 支給額	Basis 率	Amount 支給額			
10													30,40	P.804	
													36 1,0P4		
10													36 1,0P4	P.804	

課長	係長	班長	係

24年 7月分

17 枚の内 11

Special Work Allowance 特殊作業手當		臨時手當	Gross 總額	控除額				Act Paymen 差引支給額	Sign 受領印	Remark 摘要
Basis 率	Amount 支給額			Tax 稅金	Health Insurance 健康保險	Welfaye Annuity 厚生年金	Total 計			
		3/時手当欠								
30,40	31 1,084	P.804	1,143	198	120	1,461	8,343			

MONTHLY REPORT OF YEN EXPENDITURES

FOR DIRECTLY EMPLOYED JAPANESE LABOR

Reporting Section or Unit: Government Section, GHQ, SCAP

Month Reported On: Apr, May, June

Date of Report: 26 July 49

Account Code			Gross Amount of Yen Expended	Total Tax Deducted (Do not include Deductions for Health Insurance & Welfare Annuity)
Appr.	Proj.	Obj.		
806	412	01	¥ 9,348 (Apr) 9,638 (May) 9,348 (June)	¥ 1017 1090 1017
			Total ¥ 28,334	Total ¥ 3,124

HSA.19
23 July 1949

113,336

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

HC 230.14 (HJL) 7 June 1949

SUBJECT: Operative and Productive Labor Report on Japanese Personnel

TO: See Distribution

1. Reference is made to Section XI, Administrative Memorandum No. 37, this headquarters, subject: Japanese Personnel Serving the Occupation Forces, 4 April 1949.

2. A study of the Operative and Productive Labor Reports (Reports Control Symbol QGD-23(RI) submitted to this headquarters for the month of April 1949 disclosed many errors in the preparation of this report. To eliminate these errors, it is desired that the following instructions be complied with in the preparation and submission of future reports:

a. Classification of Employees (column 1). The classification of employees as shown on the front of the manning table only will be used in preparation of this report. These classifications will be listed on the report in alphabetical sequence as shown on the manning table. Since the individual reports received from staff sections, units or other activities must be consolidated by this headquarters, no deviation from the manning table classifications is authorized.

b. Number Employed (column 2). This will be the daily average strength for the month reported upon. Care must be exercised to insure that only work days are counted when dividing to determine the daily average. For example, in an activity where the work month for Japanese personnel is 26 days, the total number of man days worked for the month should be divided by 26 rather than the actual number of days in the month, to determine daily average employed.

c. Regular Manhours (column 3). Regular manhours as shown in this column cannot exceed the total number of straight time manhours authorized for the number of employees shown in column 2. For example, in a normal month consisting of 26 work days the regular manhours for four (4) employees could not exceed 832, based on 208 hours for each employee.

d. Tax Withheld (column 8). The amount to be entered in this column will be the total shown on the Japanese payroll for Tax, Health Insurance, and Welfare Annuity.

e. All figures entered in column 3 and in columns 4 through 9 on the report must check across and down to insure against error when the individual reports are consolidated in this headquarters.

f. All Japanese personnel employed will be shown on the report except personnel employed through direct arrangement and paid in yen. No differentiation will be made between Category I and Category II personnel on the report.

g. All units, staff sections, or other activities receiving a manning table for Japanese personnel from this headquarters are required to submit an Operative and Productive Labor Report so as to reach this headquarters not later than the 25th day of the following month.

3. A separate report will be rendered on domestic servants by all units, staff sections or other activities authorized, and using, domestic servants. In the case of reports on domestic servants an exception to paragraph 2a, above, will be made. On domestic servant reports under Classification of Employee (column 1) the actual duty performed will be shown, such as gardners, firemen, housekeepers, house managers, maids, houseboys, cooks, chauffeurs, nursemaids, laundrossos and any other category of domestic servant utilized.

4. A revised form for the submission of this report, dated 2 June 1949, is attached. This form will be used effective with the report for the month of May, and will be submitted in single copy only.

FOR THE COMMANDING GENERAL:

JAMES H. WEAR
Major, CAV
Adjutant

1 Incl:
As indicated

DISTRIBUTION:
"A" and "B", plus
All Staff Sections, GHQ, SCAP and FEC
50 copies S-1 Section

OPERATIVE AND PRODUCTIVE ...

Reports Control Symbol QGD-23 (R1)

Date: _____

Major Command

Report for Month of: _____

Requesting Agency
Project Code

Technical Service, Installation or Activity

Number of Installations Reported On

Column 1	2	3			4	5	6	7	8	9
Classification of Employee	Number Employed (Daily Average)	Total Man Hours			YEN COST					
		Regular	Overtime *	Total	Base Pay	Overtime Pay	Allowances & All other payments including retroactive payments	Total Gross Pay (Sum of Cols. 4, 5, and 6)	Tax Withheld	Net Payment
Totals										

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

HSA Form #10
(2 June 49)

Signature of Labor Officer

Telephone

OPERATIVE AND PRODUCTION

Reports Control Symbol QGD-23 (R1)

Major Command

Date: _____

Report for Month of: _____

Technical Service, Installation or Activity

Requesting Agency
Project Code

Number of Installations Reported On

Column 1	2	3			4	5	6	7	8	9
Classification of Employee	Number Employed (Daily Average)	Total Man Hours			YEN COST					
		Regular	Overtime *	Total	Base Pay	Overtime Pay	Allowances & All other payments including retroactive payments	Total Gross Pay (Sum of Cols. 4, 5, and 6)	Tax Withheld	Net Payment
Totals										

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

HSA Form #1C
(2 June 49)

Signature of Labor Officer

Telephone

GHQ, SCAP
Major Command

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

Government Section
Technical Service, Installation or Activity

106
Requesting Agency Project Code

One (1)
Number of Installations Reported On

June 1949

Column 1	2	3			4	5	6	7	8	9
Classification of Employee	Number Employed	Total Man Hours			YEE COST					
		Reg.	O/T *	Total	Base Pay	Overtime	Allowances & All other payments including retroactive payments	Total Gross Pay (Sum of Cols. 4, 5, and 6)	Tax Withheld	Net Payment
Office Worker	One	208	0	208	5100	0	4248	9348	1335	8013
Totals										

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

HSA Form #10
(4 April 49)

HENRY F. GARRINGTON
Capt FA
Dep Ch, Adm Division

4595 AO

GENERAL HEADQUARTERS

FAR EAST COMMAND

CHECK SHEET Maj.Osborne 26 5940

(Do not remove from attached sheets)

File No: Subject: Request for Monthly Report on Requisitioned Japanese Labor

Note No.	From: G-1	To: All Staff Sections and Installations	Date: 23 Apr 49

1 1. C/M, G-1 to all Staff Sections, Subject: Same, dated 25 August 1947 and G-1 to all Sections, Subject: Same, dated 15 February 1949, are rescinded.

2. Commencing with the report for the month of April 1949, monthly report of Japanese labor will be made directly to Japanese Personnel Division, S-1 Section, Headquarters, Hdqrs and Service Group, in compliance with Administrative Memorandum #37, Hqrs, Hqrs & Serv Group, GHQ, FEC, dated 4 April 1949.

Copy to: Hq Comdt

W. A. B.

TIME REPORT FOR PERMANENT E

(1) UNIT DESIGNATION: [redacted], SCAF / [redacted]
Regt., Gp., or similar unit — Bn. or similar

(3) Employed for the period from 1st June

FULL NAME	PASS NO.	CLASSIFICATION	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
[redacted], Sakuro	2[illegible]-13919	Office Worker	8	8	8	8	0	0	8	8	8	8	8	0	8	8	8	8	8

Men 1

Women

TOTAL 1

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

[redacted]
Signature of Certifying Officer

[redacted]
Name a

MGL FORM No. 5 Revi[illegible]

OR PERMANENT JAPANESE EMPLOYEES

Government Section — Bn. or similar unit
APO 500 (2)
Dai Ichi Bldg. — Location
26-4961 — Telephone No.

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

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

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

ROBERT E. MELVIN, Capt Inf
Name and Rank Typed

Chief, Administrative Division
Title

3573—FEC Printing Plant—12-'48—500M

TIME REPORT FOR PERMANENT

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

(3) Employed for the period from 1st — May

FULL NAME	PASS NO.	CLASSIFICATION	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
KU[illegible]KI, Saburo	201-13919	Office Worker	0	8	0	0	8	8	8	0	8	8	8	8	8	8	0	8	8

Men 1

Worn

TOL 1

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

Signature of Certifying Officer

ROBERT
Name

MGL FORM No. 5 Revised

FOR PERMANENT JAPANESE EMPLOYEES

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

m 1st May 1949 to 2400 hours, 31st May 1949

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

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

ROBERT E. MELVIN, Capt Inf
Name and Rank Typed

Chief, Administrative Division
Title

3573—FEC Printing Plant—12-48—500M

[redacted]
Major Command

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

[redacted]
Technical Service, Installation or Activity

[redacted]
Requesting Agency Project Code

[redacted]
Number of Installations Reported On

[redacted]

Column 1	2	3			4	5	6	7	8	9
Classification of Employee	Number Employed	Total Man Hours			YEAR COST					
		Reg.	O/T *	Total	Base Pay	Overtime	Allowances & All other payments including retroactive payments	Total Gross Pay (Sum of Cols. 4, 5, and 6)	Tax Withheld	Net Payment
[redacted]	1	[redacted]	0	[redacted]	[redacted]	0	[redacted]	[redacted]	[redacted]	[redacted]
Totals										

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

HSA Form #10
(4 April 49)

[redacted]
Capt Inf
Ch, Adm Division

[redacted], [redacted]
Major Command

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

[redacted] Section
Technical Service, Installation or Activity

[redacted]
Requesting Agency Project Code

[redacted]
Number of Installations Reported On

April 1949

Column 1	2	3			4	5	6	7	8	9
Classification of Employee	Number Employed	Total Man Hours			YEAR COST					
		Reg.	O/T *	Total	Base Pay	Overtime	Allowances & All other payments including retroactive payments	Total Gross Pay (Sum of Cols. 4, 5, and 6)	Tax Withheld	Net Payment
[redacted]	1	[redacted]	0	[redacted]	$ [redacted]	0	$ [redacted]	$ [redacted]	$ [redacted]	$ [redacted]
Totals										

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

HSA Form #10
(4 April 49)

[redacted]
Capt Inf
[redacted] Section

Report Control Symbol CGD-62

REPORT OF OVERTIME EMPLOYMENT

REPORTING ACTIVITY: Government Section, GHQ, SCAP — REPORT FOR MONTH ENDING 1949

PART I (BASED ON DECEMBER 1948)

TYPE OF PERSONNEL	TOTAL NUMBER EMPLOYED	TOTAL BASE PAY & ALLOWANCES PAID (INCLUDING TAX, EXCLUDE OVERTIME)	TOTAL OVER-TIME PAID	GROSS AMOUNT PAID
SERVICE PERSONNEL		YEN	YEN	YEN
REQUISITION LABOR	1	YEN 5495	YEN 640	YEN 6135
TOTAL	1	YEN 5495	YEN 640	YEN 6135

PART II (BASED ON MONTH REPORTED) April 1949

TYPE OF PERSONNEL	TOTAL NUMBER EMPLOYED	TOTAL BASE PAY & ALLOWANCES PAID (INCLUDING TAX, EXCLUDE OVERTIME)	TOTAL OVER-TIME PAID	GROSS AMOUNT PAID
SERVICE PERSONNEL		YEN	YEN	YEN
REQUISITION LABOR	1	YEN 8952	YEN	YEN 8952
TOTAL	1	YEN 8952	YEN	YEN 8952

PART II

PERCENTAGE OF DIFFERENCE BETWEEN DECEMBER 1948 AND MONTH REPORTED * 46 %

FORMULA FOR COMPUTING PERCENTAGE

Subtract the smaller total gross amount paid from the larger total gross amount paid as shown in Parts I and II. The resultant figure will be the difference expressed in Yen between December 1948 and month being reported.

Divide the diiference by the total gross amount paid for December 1948 and it will give you the percentage of difference between December 1948 and month being reported.

Where the total gross amount paid as shown in Part I is greater than the total gross amount paid shown in Part II the percentage figure will be preceded by a minus sign. If the reverse is true the percentage figure will be preceded bv a plus sign.

Incl #3

TIME AND ATTENDANCE REPORT

JAPANESE NATIONAL

Government Section

1 April 1949 through 30 April 1949

KUBOKI, Saburo

			Sun							Sun					TOTAL HOURS
Apr	1	2	3	4	5	6	7	8	9	10	11	12	13	14	
	8	4	0	8	8	4	8	8	4	0	8	8	4	8	
	15	16	Sun 17	18	19	20	21	22	23	24	25	26			
	8	4	0	8	8	8	8	8	8	0	8	8			
	27	28	29	30											
	8	8	8	8											

188

I certify that attendances and absences recorded above are correct.

ROBERT E. MELVIN, Capt Inf
Chief, Administrative Division

GS Files

Report Control Symbol QGD-62

REPORT OF OVERTIME EMPLOYMENT

REPORTING ACTIVITY: ~~Government Section, GHQ, SCAP~~ ~~Personnel Vehicle Pool, Motor Battalion, Hq & Sv Co.~~ REPORT FOR MONTH ENDING 1949

PART I (BASED ON DECEMBER 1948)

TYPE OF PERSONNEL	TOTAL NUMBER EMPLOYED	TOTAL BASE PAY & ALLOWANCES PAID (INCLUDING TAX, EXCLUDE OVERTIME)	TOTAL OVER-TIME PAID	GROSS AMOUNT PAID
SERVICE PERSONNEL		YEN	YEN	YEN
REQUISITION LABOR	1	YEN 5495	YEN 640	YEN 6135
TOTAL	1	YEN 5495	YEN 640	YEN 6135

PART II (BASED ON MONTH REPORTED) February April

TYPE OF PERSONNEL	TOTAL NUMBER EMPLOYED	TOTAL BASE PAY & ALLOWANCES PAID (INCLUDING TAX, EXCLUDE OVERTIME)	TOTAL OVER-TIME PAID	GROSS AMOUNT PAID
SERVICE PERSONNEL		YEN	YEN	YEN
REQUISITION LABOR	1	YEN 8031 8952	YEN 634	YEN 8665
TOTAL	1	YEN 8031	YEN 634	YEN 8665
PART II				

PERCENTAGE OF DIFFERENCE BETWEEN DECEMBER 1948 AND MONTH REPORTED February 49 * 41 %

FORMULA FOR COMPUTING PERCENTAGE

Subtract the smaller total gross amount paid from the larger total gross amount paid as shown in Parts I and II. The resultant figure will be the difference expressed in Yen between December 1948 and month being reported.

Divide the difference by the total gross amount paid for December 1948 and it will give you the percentage of difference between December 1948 and month being reported.

Where the total gross amount paid as shown in Part I is greater than the total gross amount paid shown in Part II the percentage figure will be preceded by a minus sign. If the reverse is true the percentage figure will be preceded by a plus sign.

Incl #3

ROBERT E. MELVIN, Capt Inf
Chief, Administrative Division

Jay Labor

Capt. Melvin
Requisition Japanese Labor 26-6961

Govt Sec G-1 4 April 1949

1. In compliance with G-1 c/n dated 15 Feb 49, subject "Request for Monthly Report on Requisition of Japanese Labor", the following report is submitted for the month of March:

Line No	Category of Employee	Number Employed (Daily Av)	Total Monthly Salary Yen, including Monthly Allowance	Remarks
1	Mimeograph Operator	1	¥7,000	None

GS Files

C. W.

TIME AND ATTENDANCE REPORT

Japanese National

Government Section

1 March 1949 through 31 March 1949

KUBOKI, Saburo	Mar	1	2	3	4	5	Sun 6	7	8	9	10	11	12	Sun 13	14	15	16	Total Hours
		8	4	8	8	4		8	8	4	8	8	4		8	8	4	
		17	18	19	Sun 20	21	22	23	24	25	26	Sun 27	28	29	30			
		8	8	4		8	8	4	8	8	4		8	8	4			
		31																
		8																

I certify that attandapces and
absences recorded above are correct.

ROBERT E. MELVIN, Capt. Inf
Chief, Administrative Division

LABOR REQUISITION FOR MILITARY UNITS

DATE 29 Mar 49

TO: HEADQUARTERS, TOKYO MILITARY GOVERNMENT TEAM, APO 181
ATTN: LABOR OFFICER

LABOR AS LISTED BELOW IS REQUIRED ON 1 Apr 49
(time and date wanted)

FOR THE FOLLOWING PROJECT Interpreter and Translator
(brief description of job)

AND WILL REPORT TO:
Capt R. E. Melvin, Rm 615, Dai Ichi Bldg

NUMBER REQUIRED	LABOR TYPE OF WORK
1	Interpreter and Translator

Authorized Running Table Strength 4
On Hand 1
Amount this Requisition 1

I certify that total on hand strength including this requisition does not exceed the unit running table strength.

PROBABLE DURATION OF JOB Indefinite

SIGNATURE _____ USING UNIT Government Section
ROBERT E. MELVIN, Capt Inf PHONE NUMBER: 26-6961
Adm Officer
Government Section
GHQ, SCAP
Dai Ichi Bldg, Rm 615

1st Ind.

HQS TOKYO MILITARY GOVERNMENT TEAM, APO 181

TO: Special Procurement Board, Tokyo.

_____ 1949

_____

_____
Labor Officer

GENERAL HEADQUARTERS
FAR EAST COMMAND

CHECK SHEET

(Do not remove from attached sheets)

File No: HC 230.14 (HSA) **Subject:** Meeting of Labor Officers

Note No.	From: Hq Comdt	To: See Distribution	Date: 4 March 1949

1

1. Reference is made to Administrative Memorandum No. 37, subject: "Japanese Labor Serving the Occupation Forces", this headquarters, dated 4 April 1949.

2. To assist GHQ, SCAP and FEC sections utilizing indigenous personnel on manning tables from this headquarters in implementing the provisions of this Administrative Memorandum, a conference of all Labor Officers will be held in Room 214, Finance Building at 1500, 8 April 1949.

3. It is requested that the Labor Officer designated for each staff section attend this conference. The Labor Officer should familiarize himself with the provisions of Administrative Memorandum No. 37 prior to the conference.

4. Request that not more than one person from each staff section attend the conference.

Distribution:

Ryukus Military Gov Sec, GHQ, FEC
G-4, GHQ, FEC
Adjutant General, GHQ, FEC
Anti-Aircraft Sec, GHQ, FEC
Central Purchasing Off, GHQ, FEC
Chemical Sec, GHQ, FEC
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Special Services Sec, GHQ, FEC
Trans Sec, GHQ, FEC
TI & E Sec, GHQ, FEC
Civil Com Sec, GHQ, SCAP
Civil Intelligence Sec, GHQ, SCAP
Civil Info & Ed Sec, GHQ, SCAP
Civil Prop Cust, GHQ, SCAP
Civil Trans Sec, GHQ, SCAP
Diplomatic Sec, GHQ, SCAP
ESS, GHQ, SCAP
Gen Acct Sec, GHQ, SCAP
Government Sec, GHQ, SCAP Code 106
Legal Sec, GHQ, SCAP
NRS, GHQ, SCAP
Pub Health & Welfare Sec, GHQ, SCAP
Statistics & Reports Sec, GHQ, SCAP
Hq * American Red Cross (Toikoku Bldg) GHQ, SCAP

WT

W. L. W.

FEC AGO Form No 37

0940—FEC Printing Plant—4/48—5CM

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

ADMINISTRATIVE MEMORANDUM
NUMBER 37

4 April 1949

JAPANESE LABOR SERVING THE OCCUPATION FORCES

	Section
GENERAL	I
RESPONSIBILITY	II
TYPES OF INDIGENOUS LABOR	III
MANNING TABLES	IV
PROCUREMENT	V
PAY AND ALLOWANCES	VI
HOURS OF WORK	VII
OVERTIME	VIII
ENTERTAINMENT SERVICES	IX
REIMBURSABLE PERSONNEL	X
REPORTS	XI
REFERENCES	XII
RESCISSIONS	XIII

SECTION I - GENERAL

1. This Administrative Memorandum prescribes the basic policies and procedures for matters pertaining to indigenous personnel utilized by the Occupational Forces for which this headquarters has control and/or reporting responsibility.

SECTION II - RESPONSIBILITY

2. Unit Commanders and Chiefs of Staff Sections, receiving indigenous personnel manning tables from this headquarters, are responsible for implementing this Administrative Memorandum within their respective units or staff sections. A Labor Officer will be designated in each unit or staff section to handle all matters pertaining to indigenous personnel. The Labor officer will be provided with such assistance as may be required based on the number of indigenous personnel employed. In view of the increasing emphasis being placed on the economical utilization of indigenous personnel and the more rigid control and reporting procedures established, it is mandatory that adequate and qualified personnel be provided from existing personnel allocations to handle all matters pertaining to Japanese labor.

SECTION III - TYPES OF INDIGENOUS LABOR

3. Operative and Productive Labor: This includes all personnel formerly known as service personnel, requisition labor and domestic servants. It is defined as every form and type of indigenous labor directly employed for the operation of activities of the occupation forces and furnished by the Japanese Government.

4. Entertainment Personnel: This personnel is for entertainment services only and is secured on procurement demand by the Special Service Officer, this headquarters, upon request by authorized activities.

SECTION IV - MANNING TABLES

5. All units or staff sections utilizing operative and productive labor will be furnished a manning table by this headquarters. Instructions for the initial preparation of new manning tables for all units and staff sections will be issued by separate communication. These manning tables will include all operative and productive labor except domestic servants. The number of domestic servants will be governed by the provisions of Circular No. 5, GHQ, SCAP, 10 February 1949.

6. Manning tables, once established by this headquarters, will not be exceeded. Where it is determined that additional indigenous personnel are required to accomplish the mission of the unit or staff section concerned, request for revision of the manning table with complete justification therefor will be submitted to this headquarters for consideration.

7. All manning tables will be revised by this headquarters at least once every six (6) months and at shorter intervals when deemed necessary or desirable to insure they provide only minimum essential requirements. Manning tables will be kept readily available for inspection by this or higher headquarters.

SECTION V - PROCUREMENT

8. Operative and productive labor will be obtained on HSA Form #2 (Revised 21 March 1949), Labor Requisition for Military Units. Labor requisitions will not be utilized for entertainment personnel.

9. Labor requisitions will be submitted in triplicate to the Japanese Personnel Division, S-1 Section, this headquarters, at least 48 hours in advance of the date for which labor is required, for approval and transmission to the appropriate Military Government Team. Labor requisitions will be signed by the unit or staff section Labor Officer. Requisitions signed by the Japanese Manager will not be considered.

10. Labor Officers of using units and staff sections will carefully analyze all requisitions for operative and productive labor to insure that all requests are within current manning table authorizations and are essential for completion of the mission.

11. Temporary labor necessary to handle increases in work load of short duration will be authorized when the work involved cannot be accomplished by the indigenous personnel authorized by the manning table. Requests for temporary labor will be submitted on HSA Form #2 (Revised 21 March 1949) accompanied by complete justification therefor and statement as to the number of days the labor will be required.

SECTION VI - PAY AND ALLOWANCES

12. Pay and allowances for indigenous personnel will be in accordance with instructions contained in References 32a, b, and c below.

13. Monthly payrolls for all indigenous personnel will be submitted to the Japanese Personnel Division, S-1 Section, this headquarters, to arrive not later than five (5) days after completion of the monthly pay period. Time sheets, Labor Form #5 (Revised), will accompany each payroll. Time sheets and payrolls will be forwarded in triplicate.

14. The Labor Officer of each labor using unit or staff section will compare the number of operative and productive labor reported as employed (daily average) with the payrolls, prior to submission to this headquarters, to insure that work was actually performed in the number of hours and days for which labor is being paid by the Japanese Government.

15. The following certificate will be placed on all time sheets and will be signed by the Labor Officer of the unit or staff section:

"I certify that the total number of man-days and/or man-hours for which each individual is entitled to receive payment from the Japanese Government on this time sheet, is true and correct to the best of my knowledge and ability to ascertain and that the grand total of man-days and/or man-hours does not exceed the maximum allowable working time for the daily average number of employees during the period covered."

16. Special Allowances:

a. The payment to an excessive number of employees of separation and/or discharge allowance, which is equal to one or more months' pay places an unwarranted drain on the labor portion of the Termination of War Budget. Consequently discharges when re-employment is immediately in prospect will be avoided.

b. In each instance where any of the special allowances listed below are shown on the payroll, the Labor Officer of the unit or staff section will personally verify that the allowances are proper and due the individual concerned:

(1) Non-work allowances
(2) Special work allowances
(3) Language allowances
(4) Separation and/or dismissal allowances
(5) Traveling expenses
(6) Any other allowance requiring Occupational approval

17. The preparation of the report required by Section XI below, will require that payrolls for indigenous personnel be so organized as to enable the necessary information to be extracted without confusion or difficulty. A separate payroll should be prepared for the personnel of each reporting activity wherever practicable and personnel of identical job classification working in the same reporting activity should be grouped together on the payroll. Each payroll must be supported by time sheets covering only those

individuals on the payroll.

SECTION VII - HOURS OF WORK

18. The work week for labor furnished by the Japanese Government to, and directly employed by, the Occupation Forces, is established as forty eight (48) hours per week. The normal work week will consist of eight (8) hours a day and six (6) days a week. Exception to the normal work week may be made on authority of this headquarters to permit adjustment of hours worked per day and days worked per week to meet operational needs of the unit or staff section concerned. Request for exception to the normal week will be made in writing to this headquarters and contain the following information.

a. Number of indigenous personnel affected.
b. Number of hours to be worked per day.
c. Number of days to be worked per week.
d. Justification for deviating from the normal work week.

SECTION VIII - OVERTIME

19. Effective with the month of April 1949, except as provided in paragraphs 20 and 21 below, overtime in any unit or staff section will not exceed in any one (1) month ten percent (10%) of the total man hours of regular time authorized within established manning tables for the same month.

20. Overtime for staff sections, Headquarters and Service Group, and units under operational control of the Commanding General, Headquarters and Service Group, will be authorized in accordance with letter, this headquarters subject: Control of Overtime for Indigenous Personnel, HC 230.14 (HSA) 1 April 1949.

21. Overtime for domestic servants employed in dependent housing will continue to be limited to a maximum of twelve (12) hours per week.

22. Excess overtime is authorized in emergencies to protect life or property of value. Where such excess overtime is used, detailed justification will be entered on the reverse side of the monthly report (Reports Control Symbol QGD-23 (R-1)) for the applicable month and the time sheets supporting the payroll on which payment for excess overtime was made.

23. Overtime will consist of only those hours worked in excess of forty eight (48) hours per calender week. Hours worked in excess of eight (8) hours per day will not be considered as overtime unless the total hours worked for all days in the calender week exceed forty-eight (48) hours.

24. It is mandatory that strict control be established and enforced restricting the use of overtime within the limits prescribed by this Administrative Memorandum. In no sense are the limitations to be construed as justification for full usage of overtime up to the extent authorized. Overtime will continue to be limited only to the performance of essential duties that cannot be accomplished within the normal work day or work week.

25. In the case of activities in which continuous operation is essential to the health, security, or an important function, request will be submitted to this headquarters for increase in manning level for employment of an additional shift where less expensive than employment of overtime.

SECTION IX - ENTERTAINMENT SERVICES

26. The provisions of letter referred to in Reference 32d below, will govern the procurement and use of all entertainment services furnished by the Japanese Government. The Special Service Officer, this headquarters, is designated as the coordinating officer for entertainment services. He will advise by separate communication the various clubs, billets and other activities authorized entertainment services, as to the number of man hours authorized for each quarter, effective with the last quarter, fiscal year 1949, and the procedure required to obtain such services.

SECTION X - REIMBURSABLE PERSONNEL

27. Reimbursement for Category II personnel required by Circular No. 5, GHQ, SCAP, 10 February 1949, will be made in accordance with detailed instructions to be contained in an Administrative Memorandum to be published by this headquarters.

SECTION XI - REPORTS

Action

28. All units and staff sections utilizing indigenous personnel on manning table from this headquarters will submit an operative and productive labor report in quintuplicate. This report will be submitted so as to reach the Japanese Personnel Division, S-1 Section, this headquarters, not later than twenty-five (25) days following the last day of the month for which the report is rendered. Initial report for the month of April 1949 will be submitted to reach this headquarters on or before 25 May 1949.

29. Reporting activities having personnel working under two or more different project codes, as shown on Code Table (Incl #1) will render a separate report for each project code. In those instances where a single reporting activity has personnel working in different areas and/or on separate payrolls who have the same project code, a consolidated report for such personnel will be submitted.

30. All information required by the report, except so much as pertains to number of individuals employed, will be factual payroll data and will not be based on estimates. Number of individuals reported will be the daily average for the month reported upon.

31. Operative and Productive Labor Report (Report Control Symbol QGD-23 (R1)) (Incl #2) will be utilized in submitting the required report. A supply of these forms will be furnished each unit and staff section without requisition. Additional supply of this form can be obtained from the Japanese Personnel Division, S-1 Section, this headquarters, as required.

SECTION XII - REFERENCES

32. a. Letter TMGT, subject: Labor Regulations, AGL 240, 11 Feb 1949.

b. Letter TMGT, subject: Wages of Clerical Workers and Service Personnel Employed by the Allied Forces, AGL 240, 25 February 1949.

c. Letter TMGT, subject: Prevailing Wages of Skilled Workers and Common Laborers Employed by the Allied Forces, AGL 240, 28 February 1949.

d. Letter, GHQ, SCAP, subject: Entertainment Services Furnished by the Japanese Government, AG 353.8 (28 March 49) SS-GD, 28 March 1949.

SECTION XIII - RESCISSIONS

33. a. Administrative Memorandum No. 17, Hq & Sv Gp, subject: Japanese Labor Serving the Occupation Forces, 6 January 1948.

b. Letter, Hq & Sv Gp, subject: Labor Requisitions (Japanese) HC 230.14 (HSA), 1 July 1948.

c. Letter, Hq & Sv Gp, subject: Control of Overtime for Indigenous Personnel, HC 230.14 (HSA), 26 February 1949.

BY COMMAND OF MAJOR GENERAL WEIBLE:

JAMES H. WEAR
Major, Cavalry
Adjutant

OFFICIAL:

EDWARD T ASH
CWO USA
Asst Adjutant

2 Incls
#1 Code Table
#2 Operative and Productive Labor Report, RCS QGD-23 (R-1)

DISTRIBUTION:
"A"

CODE TABLE

Requesting Agency	Req Agency Code	Using Unit Code	PROJECT (Purpose)																
			AG	Cml	Engr	Med	Ord	QM	Sig	S.S.	Trans	T.I. & E.	JA	FSA **	GAR-10A	H&M *(N-R)	Air Tech	Naval Tech	Domestics
U.S. Army	100		107	123	115	116	108	121	110	137	135	139	117	118	106	104			112
U.S. Air Forces	200		207	223	215	216	208	221	210	237	235	239	217	218		204	214		212
U.S. Naval Forces	300																		
Navy	325				315	316				337						304	314	319	312
[redacted] Central Exchang	030																		
JOSCO	050																		
BCOF	600		607		615	616		621	610	637	635					604	614	619	612
Civilian Agencies																			
a. American Red Cross	510																		
b. State Department	520																		
c. Maritime Commission	530																		
d. Foreign Ec. Admin	540																		
e. Atomic Bomb Casualty Comm.	550																		
Inter-Allied Civilians																			
a. Far East Commission	710																		
b. War Crimes	730																		
c. International Relief Comm.	760																		
d. Allied Council For Japan	750																		
Missions and Delegations																			
(1) Afghanistan	912																		
(2) Apostolic Delegation	910																		
(3) Australia	915																		
(4) Belgium	918																		
(5) Canada	920																		
(6) China	965																		
(7) Denmark	925																		
(8) France	930																		
(9) Great Britain	935																		
(10) Hungary	938																		
(11) India	905																		
(12) Italy	995																		
(13) Netherlands	940																		

Incl 1(f)

CODE TABLE

Requesting Agency	Reg Agency Code	Using Unit Code	PROJECT (Purpose) AG	Cml	Engr	Med	Ord	QM	Sig	S.S.	Trans	T.I. & E.	JA	FSA **	GAR-IOA	* (N-R)	Air Tech	Naval Tech	Domestics
(14) New Zealand	955																		
(15) Norway	990																		
(16) Philippine Islands	970																		
(17) Portugal	975																		
(18) Russia (USSR)	960																		
(19) Siam	985																		
(20) Spain	980																		
(21) Sweden	945																		
(22) Switzerland	950																		
(23) United Kingdom	988																		

* Housing & Messing Facilities (Non-Recreational)
** Administrative Overhead

Major Command

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

Technical Service, Installation or Activity

Requesting Agency Project Code

Number of Installations Reported On

Column 1	2	3			4	5	6	7	8	9
Classification of Employee	Number Employed	Total Man Hours			YEN COST					
		Reg.	O/T	Total	Base Pay	Overtime	Allowances & All other payments including retro-active payments	Total Gross Pay (Sum of Cols. 4, 5, and 6)	Tax Withheld	Net Pay-ment
Office Worker										
Totals										

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

Incl #2

The normal work week for Japanese requisition labor is established as a forty-eight hour week. Adjustments in this working period as may be required to meet [redacted] operational requirements of Occupation Forces installations may be accomplished at the discretion of local commanders.

1/ Wire from [illegible] for G4
Col Patton Concurs
for G4 says ESS should
but at out-

Restricted

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

21 February 1949

HC 230.14 (HSA)

SUBJECT: Control of Overtime of Japanese Employees

TO: **Chief, Government Section, GHQ FEC, APO 500**

1. Reference is made to SCAP Radio CX 67795, 11 February 1949, and SCAP Radio CX 67909, 17 February 1949, copies attached.

2. Inasmuch as this headquarters has only reporting authority insofar as your activity is concerned, it is requested that the attached form be completed and forwarded in single copy for consolidation. Report will reflect the required information as of 28 February 1949, 31 March 1949, and 30 April 1949, and should reach this headquarters not later than 5 April 1949, 5 May 1949, and 5 June 1949, respectively.

3. A supply of forms is attached for rendition of report.

4. Report control symbol QGD-62 is assigned: "Report of Overtime Employment."

FOR THE COMMANDING OFFICER:

JAMES H WEAR
Major, Cavalry
Adjutant

3 Incls:
SCAP Radio CX 67795, 11 Feb 49
SCAP Radio CX 67909, 17 Feb 49
Report of Overtime Employment

Restricted

Col McBride
Hd Sup Ok
26-8754

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

OUTGOING MESSAGE GD OP-JFS/JBR/EFW/vgd

11 Feb 1949

111121

S-7-8903

FROM: SCAP

TO : CG EIGHTH ARMY. . . . . .PRIORITY

CG FEAF . . . . . .PRIORITY (COURIER)

COMANVFE . . . . . PRIORITY (COURIER)

CG HQ & SV GP . . . . . .PRIORITY (COURIER)

CX67795

Despite steadily decreasing numbers of Japanese nationals reported as directly employed by the occupation forces, labor costs have been mounting at a rate not repeat not commensurate with, but in excess of, legal wage increases. This increase appears to be almost entirely due to excessive overtime use of labor, hence overtime controls must be immediately established and energetically administered. It is considered that by abolition of non-essential overtime and by judicious and efficient utilization of labor forces, savings of from 20% to 40% can be effected without adversely affecting the efficiency of operations. It is desired that the addressee commanders take action to effect a minimum of 20% savings during March, April and May against the December yen costs of labor.

Except for domestic servants, effective as soon as possible and not later than 1 March 1949, no directly employed Japanese worker will be worked overtime without written authority of the next higher headquarters over the employing agency except that addressee commanders may authorize overtime for their headquarters commands without reference to General Headquarters. Likewise, Japanese contractors, employed for the occupation forces, will be prohibited from working service contract employees overtime except in emergencies, and with the prior approval of the receiving officer.

Action taken to make effective the requirements of this radic will be communicated to this headquarters by 28 February.

Reports for directly employed labor will be prepared and forwarded to this headquarters for each major subordinate element of 8th Army and FEAF and for MAVFE and Hq & Sv Gp each as a unit, as of 31 March, 30 April and 31 May, by 20 April, 20 May and 20 June respectively and will include the following information: Col 1 - Type of personnel (that is - Requisition, Service, Domestic or Entertainment); Col 2 - Total Number Employed During the Month; Col 3 - Total Base Pay and Allowances Paid, including Tax but excluding Overtime; Col 4 - Total Overtime Paid; Col 5 - Total Gross Amount Paid.
Columns 3 thru 5 will be expressed in yen.

Radio from SCAP to CG EIGHTH ARMY, CG FEAF, COMNAVFE and CG Hq & Sv Gp
Contd.

Reports Control Symbol QGD-62 is assigned "Report of Overtime Employment."

OFFICIAL:

R. M. LEVY
Colonel, AGD
Adjutant General

APPROVED:

H. E. EASTWOOD
Colonel, GSC
Assistant Chief of Staff, G-4

Staff Distribution

Incl #1

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

OUTGOING MESSAGE

Restricted

GD OP/JFS/JBR/HRM/nm

17 February 1949

FROM: SCAP 171027

TO: CG EIGHTH ARMY. . . . . PRIORITY

CG FEAF. . . . . PRIORITY (COURIER)

COMNAVFE. . . . . PRIORITY (COURIER)

CG HQ & SV GP . . . . . PRIORITY (COURIER)

CX 67909 Report requirement contained in SCAP radio CX 67795 dated 11 February 1949 is amended to read as follows:

Reports for directly employed labor will be prepared and forwarded to this headquarters for each major subordinate element of Eighth Army and FEAF and for NAVFE and Hq and Sv Gp each as a unit, as of 28 February, 31 March, and 30 April, by 15 April, 15 May, and 15 June respectively and will include the following information; Col 1 - Type of personnel (requisitioned labor and service personnel only); Col 2 - Total number employed during the month; Col 3 - Total base pay and allowances paid, including tax but excluding overtime; Col 4 - Total overtime paid; Col 5 - Total gross amount paid. Columns 3 thru 5 will be expressed in yen.

OFFICIAL:

APPROVED:

R. M. LEVY
Colonel, AGD
Adjutant General

H. E. EASTWOOD
Colonel, GSC
Assistant Chief of Staff, G-4

Staff Distribution

Incl #2

Restricted

Report Control Symbol QGD-62

REPORT OF OVERTIME EMPLOYMENT

REPORTING ACTIVITY: REPORT FOR MONTH ENDING 1949

PART I (BASED ON DECEMBER 1948)

TYPE OF PERSONNEL	TOTAL NUMBER EMPLOYED	TOTAL BASE PAY & ALLOWANCES PAID (INCLUDING TAX, EXCLUDE OVERTIME)	TOTAL OVER-TIME PAID	GROSS AMOUNT PAID
SERVICE PERSONNEL		YEN	YEN	YEN
REQUISITION LABOR		YEN	YEN	YEN
TOTAL		YEN	YEN	YEN

PART II (BASED ON MONTH REPORTED)

TYPE OF PERSONNEL	TOTAL NUMBER EMPLOYED	TOTAL BASE PAY & ALLOWANCES PAID (INCLUDING TAX, EXCLUDE OVERTIME)	TOTAL OVER-TIME PAID	GROSS AMOUNT PAID
SERVICE PERSONNEL		YEN	YEN	YEN
REQUISITION LABOR		YEN	YEN	YEN
TOTAL		YEN	YEN	YEN

PART II

PERCENTAGE OF DIFFERENCE BETWEEN DECEMBER 1948 AND MONTH REPORTED *_____ %

FORMULA FOR COMPUTING PERCENTAGE

Subtract the smaller total gross amount paid from the larger total gross amount paid as shown in Parts I and II. The resultant figure will be the difference expressed in Yen between December 1948 and month being reported.

Divide the difference by the total gross amount paid for December 1948 and it will give you the percentage of difference between December 1948 and month being reported.

Where the total gross amount paid as shown in Part I is greater than the total gross amount paid shown in Part II the percentage figure will be preceded by a minus sign. If the reverse is true the percentage figure will be preceded by a plus sign.

Incl #3

Report Control Symbol QGD-62

REPORT OF OVERTIME EMPLOYMENT

REPORTING ACTIVITY:			REPORT FOR MONTH ENDING	1949
PART I (BASED ON DECEMBER 1948)				
TYPE OF PERSONNEL	TOTAL NUMBER EMPLOYED	TOTAL BASE PAY & ALLOWANCES PAID (INCLUDING TAX, EXCLUDE OVERTIME)	TOTAL OVER-TIME PAID	GROSS AMOUNT PAID
SERVICE PERSONNEL		YEN	YEN	YEN
REQUISITION LABOR		YEN	YEN	YEN
TOTAL		YEN	YEN	YEN
PART II (BASED ON MONTH REPORTED)				
TYPE OF PERSONNEL	TOTAL NUMBER EMPLOYED	TOTAL BASE PAY & ALLOWANCES PAID (INCLUDING TAX, EXCLUDE OVERTIME)	TOTAL OVER-TIME PAID	GROSS AMOUNT PAID
SERVICE PERSONNEL		YEN	YEN	YEN
REQUISITION LABOR		YEN	YEN	YEN
TOTAL		YEN	YEN	YEN
PART II				
PERCENTAGE OF DIFFERENCE BETWEEN DECEMBER 1948 AND MONTH REPORTED			*_____ %	

FORMULA FOR COMPUTING PERCENTAGE

Subtract the smaller total gross amount paid from the larger total gross amount paid as shown in Parts I and II. The resultant figure will be the difference expressed in Yen between December 1948 and month being reported.

Divide the difference by the total gross amount paid for December 1948 and it will give you the percentage of difference between December 1948 and month being reported.

Where the total gross amount paid as shown in Part I is greater than the total gross amount paid shown in Part II the percentage figure will be preceded by a minus sign. If the reverse is true the percentage figure will be preceded by a plus sign.

Incl #3

Report Control Symbol QGD-62

REPORT OF OVERTIME EMPLOYMENT

REPORTING ACTIVITY:

PART I (BASED ON DECEMBER 1948) REPORT FOR MONTH ENDING 1949

TYPE OF PERSONNEL	TOTAL NUMBER EMPLOYED	TOTAL BASE PAY & ALLOWANCES PAID (INCLUDING TAX, EXCLUDE OVERTIME)	TOTAL OVER-TIME PAID	GROSS AMOUNT PAID
SERVICE PERSONNEL		YEN	YEN	YEN
REQUISITION LABOR		YEN	YEN	YEN
TOTAL		YEN	YEN	YEN

PART II (BASED ON MONTH REPORTED)

TYPE OF PERSONNEL	TOTAL NUMBER EMPLOYED	TOTAL BASE PAY & ALLOWANCES PAID (INCLUDING TAX, EXCLUDE OVERTIME)	TOTAL OVER-TIME PAID	GROSS AMOUNT PAID
SERVICE PERSONNEL		YEN	YEN	YEN
REQUISITION LABOR		YEN	YEN	YEN
TOTAL		YEN	YEN	YEN
PART II			YEN	YEN

PERCENTAGE OF DIFFERENCE BETWEEN DECEMBER 1948 AND MONTH REPORTED _____ *_____ %

FORMULA FOR COMPUTING PERCENTAGE

Subtract the smaller total gross amount paid from the larger total gross amount paid as shown in Parts I and II. The resultant figure will be the difference expressed in Yen between December 1948 and month being reported.

Divide the difference by the total gross amount paid for December 1948 and it will give you the percentage of difference between December 1948 and month being reported.

Where the total gross amount paid as shown in Part I is greater than the total gross amount paid shown in Part II the percentage figure will be preceded by a minus sign. If the reverse is true the percentage figure will be preceded by a plus sign.

Incl #3

Report Control Symbol CGD-62

REPORT OF OVERTIME EMPLOYMENT

REPORTING ACTIVITY: REPORT FOR MONTH ENDING 1949

PART I (BASED ON DECEMBER 1948)

TYPE OF PERSONNEL	TOTAL NUMBER EMPLOYED	TOTAL BASE PAY & ALLOWANCES PAID (INCLUDING TAX, EXCLUDE OVERTIME)	TOTAL OVER-TIME PAID	GROSS AMOUNT PAID
SERVICE PERSONNEL		YEN	YEN	YEN
REQUISITION LABOR		YEN	YEN	YEN
TOTAL		YEN	YEN	YEN

PART II (BASED ON MONTH REPORTED)

TYPE OF PERSONNEL	TOTAL NUMBER EMPLOYED	TOTAL BASE PAY & ALLOWANCES PAID (INCLUDING TAX, EXCLUDE OVERTIME)	TOTAL OVER-TIME PAID	GROSS AMOUNT PAID
SERVICE PERSONNEL		YEN	YEN	YEN
REQUISITION LABOR		YEN	YEN	YEN
TOTAL		YEN	YEN	YEN
PART II		YEN	YEN	YEN

PERCENTAGE OF DIFFERENCE BETWEEN DECEMBER 1948 AND MONTH REPORTED _____ *_____ %

FORMULA FOR COMPUTING PERCENTAGE

Subtract the smaller total gross amount paid from the larger total gross amount paid as shown in Parts I and II. The resultant figure will be the difference expressed in Yen between December 1948 and month being reported.

Divide the difference by the total gross amount paid for December 1948 and it will give you the percentage of difference between December 1948 and month being reported.

Where the total gross amount paid as shown in Part I is greater than the total gross amount paid shown in Part II the percentage figure will be preceded by a minus sign. If the reverse is true the percentage figure will be preceded by a plus sign.

Incl #3

Report Control Symbol OCD-62

REPORT OF OVERTIME EMPLOYMENT

REPORTING ACTIVITY:			REPORT FOR MONTH ENDING	1949
PART I (BASED ON DECEMBER 1948)				
TYPE OF PERSONNEL	TOTAL NUMBER EMPLOYED	TOTAL BASE PAY & ALLOWANCES PAID (INCLUDING TAX, EXCLUDE OVERTIME)	TOTAL OVER-TIME PAID	GROSS AMOUNT PAID
SERVICE PERSONNEL		YEN	YEN	YEN
REQUISITION LABOR		YEN	YEN	YEN
TOTAL		YEN	YEN	YEN
PART II (BASED ON MONTH REPORTED)				
TYPE OF PERSONNEL	TOTAL NUMBER EMPLOYED	TOTAL BASE PAY & ALLOWANCES PAID (INCLUDING TAX, EXCLUDE OVERTIME)	TOTAL OVER-TIME PAID	GROSS AMOUNT PAID
SERVICE PERSONNEL		YEN	YEN	YEN
REQUISITION LABOR		YEN	YEN	YEN
TOTAL		YEN	YEN	YEN
PART II				
PERCENTAGE OF DIFFERENCE BETWEEN DECEMBER 1948 AND MONTH REPORTED			*_____ %	

FORMULA FOR COMPUTING PERCENTAGE

Subtract the smaller total gross amount paid from the larger total gross amount paid as shown in Parts I and II. The resultant figure will be the difference expressed in Yen between December 1948 and month being reported.

Divide the difference by the total gross amount paid for December 1948 and it will give you the percentage of difference between December 1948 and month being reported.

Where the total gross amount paid as shown in Part I is greater than the total gross amount paid shown in Part II the percentage figure will be preceded by a minus sign. If the reverse is true the percentage figure will be preceded by a plus sign.

Incl #3

Report Control Symbol OGD-62

REPORT OF OVERTIME EMPLOYMENT

REPORTING ACTIVITY:			REPORT FOR MONTH ENDING	1949
PART I (BASED ON DECEMBER 1948)				
TYPE OF PERSONNEL	TOTAL NUMBER EMPLOYED	TOTAL BASE PAY & ALLOWANCES PAID (INCLUDING TAX, EXCLUDE OVERTIME)	TOTAL OVER-TIME PAID	GROSS AMOUNT PAID
SERVICE PERSONNEL		YEN	YEN	YEN
REQUISITION LABOR		YEN	YEN	YEN
TOTAL		YEN	YEN	YEN
PART II (BASED ON MONTH REPORTED)				
TYPE OF PERSONNEL	TOTAL NUMBER EMPLOYED	TOTAL BASE PAY & ALLOWANCES PAID (INCLUDING TAX, EXCLUDE OVERTIME)	TOTAL OVER-TIME PAID	GROSS AMOUNT PAID
SERVICE PERSONNEL		YEN	YEN	YEN
REQUISITION LABOR		YEN	YEN	YEN
TOTAL		YEN	YEN	YEN
PART II				
PERCENTAGE OF DIFFERENCE BETWEEN DECEMBER 1948 AND MONTH REPORTED			*_____ %	

FORMULA FOR COMPUTING PERCENTAGE.

Subtract the smaller total gross amount paid from the larger total gross amount paid as shown in Parts I and II. The resultant figure will be the difference expressed in Yen between December 1948 and month being reported.

Divide the difference by the total gross amount paid for December 1948 and it will give you the percentage of difference between December 1948 and month being reported.

Where the total gross amount paid as shown in Part I is greater than the total gross amount paid shown in Part II the percentage figure will be preceded by a minus sign. If the reverse is true the percentage figure will be preceded by a plus sign.

Incl #3

Report Control Symbol CGD-62

REPORT OF OVERTIME EMPLOYMENT

REPORTING ACTIVITY:

REPORT FOR MONTH ENDING 1949

PART I (BASED ON DECEMBER 1948)

TYPE OF PERSONNEL	TOTAL NUMBER EMPLOYED	TOTAL BASE PAY & ALLOWANCES PAID (INCLUDING TAX, EXCLUDE OVERTIME)	TOTAL OVER-TIME PAID	GROSS AMOUNT PAID
SERVICE PERSONNEL		YEN	YEN	YEN
REQUISITION LABOR		YEN	YEN	YEN
TOTAL		YEN	YEN	YEN

PART II (BASED ON MONTH REPORTED)

TYPE OF PERSONNEL	TOTAL NUMBER EMPLOYED	TOTAL BASE PAY & ALLOWANCES PAID (INCLUDING TAX, EXCLUDE OVERTIME)	TOTAL OVER-TIME PAID	GROSS AMOUNT PAID
SERVICE PERSONNEL		YEN	YEN	YEN
REQUISITION LABOR		YEN	YEN	YEN
TOTAL		YEN	YEN	YEN

PART II

PERCENTAGE OF DIFFERENCE BETWEEN DECEMBER 1948 AND MONTH REPORTED *_____ %

*FORMULA FOR COMPUTING PERCENTAGE

Subtract the smaller total gross amount paid from the larger total gross amount paid as shown in Parts I and II. The resultant figure will be the difference expressed in Yen between December 1948 and month being reported.

Divide the difference by the total gross amount paid for December 1948 and it will give you the percentage of difference between December 1948 and month being reported.

Where the total gross amount paid as shown in Part I is greater than the total gross amount paid shown in Part II the percentage figure will be preceded by a minus sign. If the reverse is true the percentage figure will be preceded by a plus sign.

Incl #3

Report Control Symbol QGD-62

REPORT OF OVERTIME EMPLOYMENT

REPORTING ACTIVITY:

REPORT FOR MONTH ENDING 1949

PART I (BASED ON DECEMBER 1948)

TYPE OF PERSONNEL	TOTAL NUMBER EMPLOYED	TOTAL BASE PAY & ALLOWANCES PAID (INCLUDING TAX, EXCLUDE OVERTIME)	TOTAL OVER-TIME PAID	GROSS AMOUNT PAID
SERVICE PERSONNEL		YEN	YEN	YEN
REQUISITION LABOR		YEN	YEN	YEN
TOTAL		YEN	YEN	YEN

PART II (BASED ON MONTH REPORTED)

TYPE OF PERSONNEL	TOTAL NUMBER EMPLOYED	TOTAL BASE PAY & ALLOWANCES PAID (INCLUDING TAX, EXCLUDE OVERTIME)	TOTAL OVER-TIME PAID	GROSS AMOUNT PAID
SERVICE PERSONNEL		YEN	YEN	YEN
REQUISITION LABOR		YEN	YEN	YEN
TOTAL		YEN	YEN	YEN

PART II

PERCENTAGE OF DIFFERENCE BETWEEN DECEMBER 1948 AND MONTH REPORTED _____ *_____ %

FORMULA FOR COMPUTING PERCENTAGE

Subtract the smaller total gross amount paid from the larger total gross amount paid as shown in Parts I and II. The resultant figure will be the difference expressed in Yen between December 1948 and month being reported.

Divide the difference by the total gross amount paid for December 1948 and it will give you the percentage of difference between December 1948 and month being reported.

Where the total gross amount paid as shown in Part I is greater than the total gross amount paid shown in Part II the percentage figure will be preceded by a minus sign. If the reverse is true the percentage figure will be preceded by a plus sign.

Incl #3

HEADQUARTERS
TOKYO MILITARY GOVERNMENT TEAM
APO 181

AGL-240

11 February 1949

SUBJECT: Labor Regulations

TO : All Labor Using Units in Tokyo-To.

1. Reference: Operational Directive 1, 1946, as amended.

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

3. Labor Requisitions.

All labor used by the Occupation Forces except that furnished by contractors on Procurement Demand or work order will be procured by means of a labor requisition. Labor Form #1, (Incl. 1) is the only instrument authorized for this purpose. Units desiring labor will submit requisitions in 3 copies, 24 hours in advance of the date for which labor is required, to Tokyo Military Government Team for transmittal to the Japanese Government to fulfill. Military Government will assure that all requisitions are promptly filled. Units will not procure labor directly from any source with or without a labor requisition. They may, however, allow their Japanese managers to contact the supplying agency by telephone to inform them as to whether personnel referred have been hired or not, or whether it is desired that the agency continue to refer personnel to be interviewed, against requisitions processed through this headquarters.

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

4. Time Report.

Using units will submit 3 copies of the "Time Sheet", Labor Form 5 (revised) (Incl. 2) at the end of each pay period (month), as an acknowledgement of labor requisitions, to Tokyo Military Government Team. These "Time Sheets" will accompany 3 copies of the payroll which is prepared by the units Japanese manager. The time sheet is the only document in regard to time or pay that requires a signature by the unit Labor Officer or other occupation force official. For instructions for maintaining the "Time Sheet", see inclosure 2 a. Units should maintain copies of the Time Sheet and Japanese payrolls for their files.

5. Job Classification.

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

6. Temporary Laborers.

The use of temporary laborers should be kept to a minimum, and requested only in cases of emergency when a specific job cannot be completed within the required time by the permanent manning table personnel. Temporary labor will not be employed for a period greater than 2 weeks, and are charged against the using units manning table strength.

a. Payment of daily laborers. Daily laborers will be paid by the units' Japanese manager upon receipt of a daily certified time report, (TMGT Form, "Daily Labor Time Report") (Inclosure 9) prepared and signed by the unit labor or personnel officer. The daily time report will be prepared in 4 copies. The Japanese manager will prepare 4 copies of the pay voucher prescribed by the Japanese Government, and attach a copy to each time sheet. One copy of the time sheet and voucher will remain with the unit and 3 copies will be forwarded to Tokyo Military Government Team for transmittal to the Japanese Government. The unit labor or personnel officer is not required to sign any document other than the Daily Time Sheet.

7. Security Clearance.

Letter, Headquarters Tokyo Kanagawa Military Government District, subject "Interpretation and compliance with Operational Directive 21/1, Headquarters 8th Army," dated 12 June 47 is hereby rescinded. Personnel will be screened in compliance with Operational Directive 1/5 and in accordance with the following procedure:

a. Japanese Nationals. Units desiring clearance of Japanese Nationals will submit their requests direct to the Security Section, Guard Company, Headquarters and Service Group, GHQ. For instructions regarding clearance and the execution of personal history statements, as issued by Security Section, Guard Company, Headquarter and Service Group, GHQ, see inclosure #3, and annex one (1) and two (2) to inclosure 3.

b. Foreign Nationals. Request for clearance of Foreign Nationals will be submitted, in compliance with Sec. I, Par. 4, Cir. #14, Headquarters Eighth Army, dated 19 Feb. 48, to the Labor Officer, Tokyo Military Government, for transmittal to the Security Section, Guard Company, Headquarters and Service Group, GHQ. Requests will be submitted in four (4) copies.

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

8. Allowances.

a. Area Allowance: In addition to the basic wage an area allowance is payable, based on the basic wage plus dependent allowance, according to the area in which performed. Tokyo-To is considered to be a

special area and therefore authorized a 30% allowance. For the other areas within Tokyo Prefecture the allowance is 20%. This allowance is for clerical workers only.

b. Dependent Allowance: All permanently employed Japanese Nationals are paid a dependent allowance for each person legally dependent on the employee. The allowance is ¥ 600 for the wife and ¥ 600 for the first child and ¥ 400 for each additional child. This allowance is effective 1 January 1949.

c. Overtime: The normal work day is eight (8) hours excluding the lunch hour and the normal work week is forty (40) hours for all employees except domestic servants. Domestic servants work a normal eight hour day and a forty-eight (48) hour week. Personnel are further authorized paid holidays on those holidays authorized by the Occupation Forces. Limits on the amount of overtime allowable are as follows:

(1) Workers paid under clerical workers scale -- thirteen (13) hours per week.
(2) Workers paid under prevailing wage scale -- 70 hours per month, except the following:

A. Drivers -- 150 hours per month.
B. Fireman, boilerman, guards and electrician: --90 hours per month. (NOTE: When the schedule absolutely necessitates more overtime 114 hours may be paid upon approval of Tokyo-To Liaison Section.)

d. Night Duty Allowance:

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

2. Overtime:

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

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

3. Special Night Allowance. If the day shift worker is required to continue actual work after completion of his regular eight (8) hour day, he is entitled to overtime up to six (6) hours. If the employee works between the hours of 2200 and 0600 he will receive a special night allowance of 30% based upon his hourly salary for each hour worked.

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

f. Accident and Illness Allowance: For sickness, accident or death resulting from work performed for the Occupation Forces, allowances will be granted, by the Japanese Government. In such cases, the unit Labor Officer will execute and sign 3 copies of labor form 8 (inclosure 4) and submit to the Military Government Labor Office. The subject of the form is "Report of Accident Involving Civilian Laborers." The Military Government Labor Officer will forward these reports to the Japanese Government for payment.

g. Discharge Allowance: Permanent Japanese labor supplied to the Occupation Forces will be given thirty (30) days notice prior to discharge, when such discharge is not for cause or the convenience of the discharged person. If such notice is not given, the employee is entitled to receive one (1) months basic salary. Upon discharge, each permanent employee will be given a release notice, Labor Form 10 (Inclosure 5) by the unit labor officer. Three (3) copies of this release notice will be submitted to Military Government for transmittal to the Japanese Government for payment of this allowance, and the retirement allowance.

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

i. Travel Expenses: For official travel directed by the Occupation Forces, travel expenses incurred by the employee will be reimbursed by the Japanese Government. The using unit should submit a travel voucher, Labor Form 9 (Inclosure 6), in 3 copies to the Military Government Labor Officer for transmittal to the Japanese Government. Necessary receipts should be made available by the employee to the Japanese Government at their request.

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

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

k. Language Differential Allowance: A foreign language allowance of 10 - 50% of the base pay will be granted to certain categories of clerical workers upon the recommendation of the unit labor officer and after a demonstration of proficiency in English and Japanese languages before the Japanese Government Testing Committee. Unit labor officers will submit information outlined in Inclosure 7, "Recommendation for Language Differentials" in 3 copies to the Military Government Labor Officer for transmittal to the Japanese Government. A separate form will be executed for each individual recommended. It should be noted by the recommending officer that both the candidate's linguistic abilities and the requirements of his job be considered in determining the percentage of allowance he is to receive. This allowance will not be paid to those who have been released from employment with the Occupation Forces as the primary purpose is to keep competent interpreters and translators working for the Occupation Forces. The following rules apply in recommending a language differential.

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

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

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

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

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

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

9. Leave (Domestic Servants excepted):

a. In addition to official Army holidays, each permanent male employee is entitled to two (2) days vacation per month with pay; each female employee is entitled to three (3) days vacation per month with pay, providing the employee works one month. If the employee does not take this time off he will be paid an extra days wage for each day not taken off.

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

c. When work is performed on an official Army holiday, the employee shall be paid his basic wage plus a bonus for each hour worked. If the employee does not work on an official Army holiday, he will receive his regular days pay. Employees absenting themselves on Japanese holidays will receive no compensation.

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

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

10. Domestic Servants:

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

b. Working Hours: Working hours, as a general rule, will be eight (8) hours per day and forty-eight (48) hours per week with one day leave per week. The working hours may be prolonged according to the actual requirements of work in each household up to a total of twelve (12) hours overtime per week. In case it is necessary for a person to work more than 12 hours overtime in one week, compensatory time off should be given the following week. Time and a half will be paid for work in excess of eight (8) hours per day.

c. Wages will include the basic rates, area allowance, family and overtime allowances, and be paid on a monthly basis. Basic wages will be paid irrespective of the number of days worked during the month. However, in the case a newly hired or discharged personnel, a sum equivalent to 1/30 of the monthly basic wages for each day worked, will be paid. In case an employee absents himself for personal reasons other than holidays, deductions will be made at 1/30 of the basic wages except in the following cases:

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

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

11. Seniority:

Japanese employees who are taken from real estate Procurement Demand

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

12. Wages:

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

a. Recommendation for increase in wage.

Units desiring to recommend employees whose recommended salary is less than, and not including ¥ 5,000 will make such recommendations to their own Japanese managers who in turn will arrange the increase, direct with the Japanese Government. In case an employee is to be recommended for an increase to ¥ 5,000 or more, units must submit recommendations in 2 copies on Labor Form "Japanese National Action Request," (Inclosure 8), to the Military Government Labor Officer for forwarding to the Japanese Government.

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

1. Personnel whose services require specific knowledge, long training and experience, should not be considered for a salary in excess of ¥ 6,426.

2. Personnel who have attained the highest degree of education, experience and competence, and actually working on an especially important job may be considered for a salary between ¥ 6,426 and ¥ 8,000.

13. Forms.

All forms referred to in these instructions will be reproduced locally with the exception of the Time Sheet, which may be obtained at the Military Government Labor Office, and the Personal History Statement, Guard Company Form Number 17 which may be obtained from the Security Section, Guard Company, Headquarters and Service Group, GHQ.

FOR THE COMMANDING OFFICER:

William J. Streetman

WILLIAM J. STREETMAN
Captain, Infantry,
Adjutant.

9 Incls:
1. Labor Requisition
2. Time Sheet, MGL Form 5 Revised.
3. Security Clearance Instructions.
4. Accident Report Form
5. Release Notice
6. Travel Voucher
7. Language Differential Recommendation
8. Increase in Pay.
9. Daily Labor Time Report, TMGT.

LABOR REQUISITION FOR MILITARY UNITS

DATE_____

TO: HEADQUARTERS, TOKYO MILITARY GOVERNMENT TEAM, APO 181
ATTN: LABOR OFFICER

LABOR AS LISTED BELOW IS REQUIRED ON _____
(time and date wanted)

FOR THE FOLLOWING PROJECT _____
(brief description of job)

AND WILL REPORT TO:

_____

LABOR

NUMBER REQUIRED	TYPE OF WORK

Authorized Manning Table Strength _____
On Hand _____
Amount this Requisition _____

I certify that total on hand strength including this requisition does not exceed the unit manning table strength.

PROBABLE DURATION OF JOB _____

SIGNATURE_____ USING UNIT_____
ADDRESS: PHONE NUMBER:

1st Ind.

HQS TOKYO MILITARY GOVERNMENT TEAM, APO 181

TO: Special Procurement Board, Tokyo.

_____1949

_____

_____
Labor Officer

TIME REPORT FOR PERMANENT JAP

(1) UNIT DESIGNATION: _____ _____

Regt., Gp., or similar unit — Bn or similar un

(3) Employed for the period from 1st _____

FULL NAME	PASS NO.	CLASSIFICATION	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

Men _____

Women _____

TOTAL _____

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

_____ _____

Signature of Certifying Officer — Name and R

MGL FORM No. 5 Revised

...R PERMANENT JAPANESE EMPLO...ES

Page _____ of _____ Pages.

(2)

_____ _____ _____ _____ _____

Bn or similar unit | APO | Location | Telephone No.

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

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

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

_____ _____

Name and Rank Typed | Title

3573—FEC Printing Plant—12/48—500M

INSTRUCTIONS FOR PREPARATION TIME REPORT FOR JAPANESE EMPLOYEES

1. Each using unit must submit a time report in triplicate covering all permanent Japanese Nationals in the unit, on the day after the last day of the calendar month. Delivery should be made to the local Military Government Unit.

2. These time reports must be accurately maintained and certified by an officer. Regulations prescribe that civilian salary payments can be made on the basis of positive time certifications only.

3. The payroll period is one (1) calendar month, the work month beginning at 0001 of the first day and ending at 2400 of the last day.

After each employee's name, show under pertinent day, number of hours worked, placing overtime hours over regular hours or authorized symbols, viz:

8	for 8 hours worked.
2/8	for 8 hours worked plus 2 hours overtime.
SL -	Authorized sick leave.
H -	Army Holiday.
8/H -	Hours worked on Army Holiday.
8/2/H -	8 hours worked plus 2 hours overtime on Army Holiday.
8/NW -	Night Work (hours 2200 - 0600)
8/2/NW -	8 Hours of night work plus 2 hours overtime.
A -	Absent
Number of special hours:	Special hours are those hours worked under adverse conditions.
Leave Due:	Each male employee is entitled to 2 days off per month. Each female employee is entitled to 3 days off per month. If leave is not taken, it is payable in cash reimbursement. This leave does not accumulate from month to month.
Remarks Column:	Explain any deviation from normal work schedule and type of special work, if any.

Inclosure #2 A

SECURITY SECTION - GUARD COMPANY
HEADQUARTERS AND SERVICE GROUP
GENERAL HEADQUARTERS, FAR EAST COMMAND
APO 500

2 February 49

SUBJECT: Screening of New Employees

TO : All labor using units G.H.Q.

FROM : Security Officer, Hq 7 Sv. Gp.

1. Existing regulations provide that all persons employed by the occupation will have security clearance.

2. New employees will report to room 35 Finance Bldg to the Civilian Employee Investigation Section. They will hand carry with them three personal history forms (GD. Co, Hq & Sv Gp. GHQ form No 17 1 Dec. 1948) and three request for screening letters (See enclosed form) all properly completed.

3. New employees will receive all the necessary instructions in room 35 Finance Bldg.

4. Upon completion of clearance the using agency will receive a notification of clearance and Employee Identification and Pass Cards thru message center.

5. The normal routine security clearance should be completed and the using agency notified in from seven to ten days.

/s/ R. L. Rogers
/t/ R. L. Rogers 1st Lt.,
Inf.
Security Officer
Hq & Sv Gp

2 Enclosures

1. Personal History Statement
2. Request for screening

Inclosure 3
(Reproduced by TMGT, 2 Feb. 49)

_____

(USING UNIT)

_____

Date _____

SUBJECT: Request for Security Clearance

TO : Commanding General
Headquarters and Service Group, GHQ, FEC, APO 500
ATTENTION: Security Section

1. Request security clearance for:

Name: _____
(Last) (First) (Initial)

Position: _____
(Title) (Grade) (Salary)

Using Unit: _____
(Building or Location) (Section)

Supervisor: _____
(Name & Rank) (Phone No.)

2. The employee (will be) (will not be) employed in a position of trust.

1 Incl:
Personal History Statement

NAME
RANK
BRANCH

Annex 1 to Inclosure #3
(Reproduced by TMGT, 2 Feb. 49)

REGISTRATION BUREAU
SECURITY SECTION — GUARD COMPANY
HEADQUARTERS AND SERVICE GROUP
GENERAL HEADQUARTERS, FEC
(Finance Bldg., Rm. 135)
APO 500

PERSONAL HISTORY STATEMENT
(身上明細書)

Right Thumb Print

File No. _____

(*PLEASE PRINT*)
(記入欄)

Date of Registration: _____
(登錄年月日)

Position Applied For: _____
(希望職名)

Employer: _____
(雇傭主)

Name: _____ *Sex: _____
(姓名) (*Last Name First*) (*English*) (*Japanese*) (性別)
(姓名) (英字) (日本字)

Age: _____ Date of Birth: _____
(年齡) (生年月日) (*Day*) (*Month*) (*Year*)
(日) (月) (年)

Birthplace: _____
(誕生地) (*City*) (*Prefecture*) (*Country*)
(市) (府縣) (國)

Citizenship: _____
(國籍)

Height: _____ Ft. _____ In. Weight _____ Lbs. Color of Hair: _____
(身長) (呎) (吋) (體重) (封度) (髮色)

Identifying Marks, Scars Etc: _____
(特長等)

_____

Present Address: _____
(現住所) (*Number*) (*Chome*) (*Ward*)
(番地) (丁目) (町村)

_____
(*District*) (*City*) (*Prefecture*)
(區) (市) (府縣)

Permanent Place of Residence _____
(本籍地) (*Number*) (*Chome*) (*Ward*)
(番地) (丁目) (町村)

_____
(*District*) (*City*) (*Prefecture*)
(區) (市) (府縣)

Father's Name: _____
(父ノ姓名) (*Last*) (*First*)
(姓) (名)

Father's Address: _____
(父ノ住所) (*Number*) (*Chome*) (*Ward*)
(番地) (丁目) (町村)

_____
(*District*) (*City*) (*Prefecture*)
(區) (市) (府縣)

Mother's Name: _____
(母ノ姓名) (*Last*) (*First*)
(姓) (名)

Mother's Address: _____
(母ノ住所) (*Number*) (*Chome*) (*Ward*)
(番地) (丁目) (町村)

_____ - _____
(*District*) (*City*) (*Prefecture*)
(區) (市) (府縣)

Husband's or Wife's Name: _____
(夫又ハ妻ノ姓名) (*Last*) (*First*)
(姓) (名)

Address: _____
(住所) (*Number*) (*Chome*) (*Ward*) (*District*) (*City*) (*Prefecture*)
(番地) (丁目) (町村) (區) (市) (府縣)

Education:
(學歷) (*School*) (*City*)
(學校) (市縣)

_____ From: _____ To: _____ Grad: _____
(自) (至) (卒業)

_____ From: _____ To: _____ Grad: _____
(自) (至) (卒業)

_____ From: _____ To: _____ Grad: _____
(自) (至) (卒業)

Last Three Places of Employment: **(Most recent employment first)**
（最近ノ就職先三箇所）

1. **Name of Employer:** _____
（就職会社名）
Address: _____
（住所） *(No.)* （番地） *(Chome)* （丁目） *(Ward)* （町村） *(District)* （區） *(City)* （市） *(Prefecture)* （府縣）
Name of Immediate Superior: _____
（雇傭主姓名） *(Last)* （姓） *(First)* （名）
Reason for Resignation: _____
（退職理由）
Position: _____ **From:** _____ **To:** _____ **Basic Salary:** _____
（職名） （自） （至） （俸給）

2. **Name of Employer:** _____
（就職会社名）
Address: _____
（住所） *(No.)* （番地） *(Chome)* （丁目） *(Ward)* （町村） *(District)* （區） *(City)* （市） *(Prefecture)* （府縣）
Name of Immediate Superior: _____
（雇傭主姓名） *(Last)* （姓） *(First)* （名）
Reason for Resignation: _____
（退職理由）
Position: _____ **From:** _____ **To:** _____ **Basic Salary:** _____
（職名） （自） （至） （俸給）

3. **Name of Employer:** _____
（就職会社名）
Address: _____
（住所） *(No.)* （番地） *(Chome)* （丁目） *(Ward)* （町村） *(District)* （區） *(City)* （市） *(Prefecture)* （府縣）
Name of Immediate Superior: _____
（雇傭主姓名） *(Last)* （姓） *(First)* （名）
Reason for Resignation: _____
（退職理由）
Position: _____ **From:** _____ **To:** _____ **Basic Salary:** _____
（職名） （自） （至） （俸給）

Travel Outside Japan:
（洋行先）

Country Visited （訪問國）	**Length of Stay** （滞在期間）	**Purpose of Visit** （訪問ノ目的）

Membership in Organizations: **(Political, Military, Social)** _____
（団体組合ノ地位.資格） （政治　軍　社会） _____

MILITARY SERVICE: **Enlistment** （志願） _____ **Conscription** （現役召集） _____ **Reserve Corps** （召集） _____ **Army** （陸軍） _____ **Navy** （海軍） _____ **Rank** （階級） _____ **Date of Entry** （入営） _____ **Discharged** （除隊日） _____

POLICE ARRESTS AND CONVICTIONS
（有罪並ビ検挙） _____

I, _____, swear that the above statements are correct to the best of my knowledge and beliefs.

_____
(Signature must be written)
（自筆署名）

Countersigned by: _____
(Japanese Manager or Authorized Representative)
（日本人管理人又ハ責任者ノ署名）

3381—FEC Printing Plant—12/48—12M

NAME OF UNIT _____

ADDRESS _____

DATE: _____

SUBJECT: Report of Accident Involving Civilian Laborers

TO : Commanding Officer, Tokyo Military Government Team, APO 181

The following is a report on an accident involving Japanese laborers.

1. Date, Time and Place of Accident:

2. Nature of Accident - detailed explanation, showing cause and responsible parties:

3. Number & Names of injured persons, and degree of injury (deaths, seriously injured, slightly injured).

4. Name and Location of Hospital to which injured persons were taken.

5. Name and addresses of witnesses.

_____
(NAME)

_____
(RANK AND ORGANIZATION)

MGL Form No. 8

Incl. #4

2-37-D

RELEASE NOTICE
OF
JAPANESE NATIONAL

_____
(date)

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

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

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

a.

b.

c.

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

_____ to _____.
(Month, year) (Day, month, year)

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

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

5. Pass number _____.

_____
(Signature of Labor Officer)

_____
(Name printed Rank)

_____
(Unit Designation)

_____
(APO) (Telephone Number)

MGL Form #10 - Revised
Incl. #5
2-350

TRAVEL VOUCHER

Date: _____

Unit Designation: _____ _____ _____
Regt., Gp., or similar unit Bn., or similar APO

Location: _____ Telephone No. _____

Full Name	Date		Destination	
	From	To	From	To

I certify that the above travel was required by the Occupation Forces, and was official business. The dates and destinations are true and correct to the best of my knowledge and belief.

_____
(Signature of Certifying Officer)

_____
(Name and Rank, typed)

MGL Form No. 9 Revised
Incl. #6
2-31-9

Date _____

SUBJECT: Recommendation for Language Differentials

TO : Tokyo-To Labor Bureau

THRU : Tokyo Military Government Team, APO 181

Unit	Unit or Installation and its Recommending Officer
Person Recommended	Present Base Pay
Job Title & Job Description (explain in detail)	
* Amount of Foreign Language Used	

LANGUAGE PROFICIENCY			
TRANSLATION ABILITY		CONVERSATION ABILITY	
Tr. into Foreign Language	Tr. into Japanese	Foreign Language	Japanese
*	*	*	*
* Deligence towards Work			
* Additional Technical Aptitude, if any (i.e. Typing, etc.)			
Remarks:			

Note: 1. For each of the items marked *, grade the person's proficiency (the possible maximum is 10 points).
2. This form is to be reproduced locally.

Inclosure #7

2-3K.0

Request No. Japanese National, Personnel Action Request Date of Request
Adivisor Technical and Professional Expert

1. Name of Requesting Unit Phone No.	2. Address
3. Officer in Charge	4. Position Requested

5. Duties and Responsibilities (Explain in Detail)	Percentage of time on each task

Duties and Responsiblities (Continued)	Percentage of Time on Each Task

6. Recommended salary:	7. Extenuating circumstances, if any, justifying salary

8. Individual, if any, recommended for this position

Name _____ Address _____
Last First

9. Education: Name of College	Degree or Degrees	Dates attending

10. Work Experience (Prior to Occupation by Allied Forces)

Title of position	Name of Employer	Address of Employer	Salary

11. Work Experience (During Occupation by Allied Forces)

Title of position	Name of Employer	Address of Employer	Salary

12. Reason for leaving positions in #11

13. For further information, contact: (Name, Title, Telephone)	14. Approved by: (Signature and Title)

Daily Labor Time Report

_____

UNIT

TO: Commanding Officer, TMGT
ATTENTION: Labor Officer

Date _____

Name of Laborers	Job Title	No. of hours worked

I certify that the above is a true and correct attendance record of each of the above named persons for the period covered: That all time shown was required and authorized.

_____
Name

_____
Rank

_____
Title

(TMGT Form)
(Inclosure # 9)

Maj Napier, 26-6962

Requisition Japanese Labor

Govt Sec G-1 5 Mar 43

1. In compliance with G-1 c/s dated 15 Feb 43, subject "Request for Monthly Report on Requisition of Japanese Labor", the following report is submitted for the month of February:

Line No.	Category of Employees	Number Employed (Daily Av.)	Total Monthly Salary Yen, including Monthly Allowance	Remarks
1	Mimeograph Operator	1	¥7,000	None

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

Govt Sec Files

TIME AND ATTENDANCE REPORT

Japanese National

Government Section

1 February 1949 through 28 February 1949

KUSOKI, Saburo	Feb	1	2	3	4	5	Sun 6	7	8	9	10	11	12	Sun 13	14	15	16	17	Total Hours
		8	8	8	8	4		8	8	8	8	8	4		8	8	8	8	
		18	19	Sun 20	21	22	23	24	25	26	Sun 27	28							
		8	4		8	H	8	8	8	4		8							
																			168

I certify that attendances and absences recorded above are correct.

ROBERT E. HELWIN, Capt. Inf
Chief, Administrative Division