

GHQ/SCAP Records (RG 331, National Archives and Records Service)

Description of contents

- (1) Box no. **2809**
- (2) Folder title/number: **(26)**
Correspondence re Personnel
- (3) Date: **Apr. 1950 - Aug. 1950**

(4) Subject:

Classification	Type of record
035.3	a, m

(5) Item description and comment:

(6) Reproduction: Yes No

(7) Film no.

Sheet no.

(Compiled by *National Diet Library*)

THIS
CERTIFICATE OF ACHIEVEMENT

IS PRESENTED TO

MR. GEORGE HOSHINO, DEPARTMENT OF ARMY CIVILIAN

CITATION

In testimony of efficient, faithful and effective service as a welfare officer serving during the period 27 September 1946 to 12 November 1949 with the Wakayama Military Government/Civil Affairs Team, and 13 November to 31 December 1949 with the Kinki Civil Affairs Region, both units of the Eighth United States Army; and in the same capacity from 1 January 1950 to 9 September 1950 with the Kinki Civil Affairs Region and from 10 September 1950 to 16 May 1951 with the Kanto Civil Affairs Region, both units of the Civil Affairs Section, General Headquarters, Supreme Commander for the Allied Powers.

During the entire period Mr. Hoshino was charged with the surveillance of all phases of Japanese public and private welfare programs and with affording the Japanese the technical assistance necessary for establishing democratic and economic implementation of these programs. His interest in, and ability to convey to the Japanese, the elements of sound administrative organization, has had wide influence in the organizational patterns being developed. In meeting his responsibilities he displayed discerning judgment, resourcefulness and untiring attention to duty, thus contributing materially to the accomplishment of these programs.

W. P. SHEPARD
Major General, USA
Chief, Civil Affairs Section

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W. P. SHEPARD
Major General, USA
Chief, Civil Affairs Section

C O P Y

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

200.6 (18 Apr 1950)CAS-A

18 Apr 1950

SUBJECT: Certificates of Achievement

TO: Chief, Hokkaido Civil Affairs Region, APO 7-5
Chief, Tohoku Civil Affairs Region, APO 7
Chief, Kanto Civil Affairs Region, APO 500
Chief, Tokai-Hokuriku Civil Affairs Region, APO 710
Chief, Kinki Civil Affairs Region, APO 25
Chief, Chugoku Civil Affairs Region, APO 248
Chief, Shikoku Civil Affairs Region, APO 1050
Chief, Kyushu Civil Affairs Region, APO 24-5

1. It is the desire of the Chief, Civil Affairs Section, General Headquarters, Supreme Commander for the Allied Powers, that any person, military or civilian, who has been engaged in civil affairs work for a year or more, and whose performance of duty has been particularly outstanding, be adequately commended upon release from duty with the section.
2. These commendations will be on a special form prepared in the Civil Affairs Section and signed by the Section Chief.
3. In order that the Certificates of Achievement for those persons for whom commendations are recommended, may be prepared and presented prior to departure, Chiefs of Civil Affairs Regions will prepare citations, using the inclosed form as a guide. The citation will be forwarded by letter of transmittal to reach this section not later than thirty (30) days prior to desired presentation date. The certificate will be returned for presentation by the Region Chief.
4. Certificates of Achievement for persons who have departed Japan subsequent to 1 January 1950, will be prepared and forwarded to them upon receipt of a recommended citation from the Chief of a Civil Affairs Region. The letter of transmittal should contain the proper forwarding address.

FOR THE CHIEF, CIVIL AFFAIRS SECTION:

1 Incl
Citation Guide

J. A. O'BRIEN
CWO USA
Adm Off

C O P Y

S A M P L E

THIS
CERTIFICATE OF ACHIEVEMENT

IS PRESENTED TO

MAJOR FRANCIS WILLIAM BERRY, JR., O-155200, CMP

CITATION

In testimony of efficient and faithful service during the period 1 October 1945 to 15 January 1950 as Economics Officer, serving with the Civil Affairs Section, Headquarters Eighth Army; and Civil Affairs Section, General Headquarters, Supreme Commander for the Allied Powers.

During this period, Major Berry was charged with supervision of custody, maintenance and disposition of Japanese reparations equipment allocated to claimant nations, as well as assisting in other industrial programs. In carrying out his responsibilities, he exercised resourceful and discerning judgment and untiring attention to duty, thus contributing materially to the accomplishment of these programs.

W. P. SHEPARD
Major General, USA
Chief, Civil Affairs Section

S A M P L E

HEADQUARTERS
KANTO CIVIL AFFAIRS REGION
APO 500

I-N-F-O-R-M-A-L
C-E-E-G-K S-H-E-E-T

FILE NO. KA 354

NOTE: Use this slip for notes in connection with this paper. All notes will be NUMBERED CONSECUTIVELY, top to bottom, all records necessary for intelligent action should be attached. A line will be drawn the full width of the slip below each note. Both sides will be used before additional sheets are added.

SUBJECT: **Special Service Hotels**

No.	DATE	FROM	TO	REMARKS
1	1 May 51	Deputy Chief	Chief Public Welfare Section	<p>1. Personnel desiring accommodations at Special Service Hotels, may call the Hotel Division, Special Service Section, Japan Logistical Command, direct. Telephone, Yokohama 2-1306 or 2-0477.</p> <p>2. Previous instructions issued by this headquarters, in conflict with the above, will be rescinded.</p> <p style="text-align: right;"><i>[Signature]</i></p> <p style="text-align: center;">----- G.B.M. -----</p>

(USE BOTH SIDE)

HEADQUARTERS
KANTO CIVIL AFFAIRS REGION
APO 500

I-N-F-O-R-M-A-L

C-H-E-C-K S-H-E-E-T

FILE NO. K4720.3

NOTE: Use this slip for notes in connection with this paper. All notes will be NUMBERED CONSECUTIVELY, top to bottom, all records necessary for intelligent action should be attached. A line will be drawn the full width of the slip below each note. Both sides will be used before additional sheets are added.

SUBJECT: **Typhoid Immunisation**

No.	DATE	FROM	TO	REMARKS
1	23Apr51	Deputy Chief	Chief, Public Welfare Section	<p>All military and DAG personnel, this headquarters will report to the Tokyo Dispensary at 1000 hours, 30 April 1951 for the purpose of receiving a stimulating dose of typhoid vaccine. This immunisation is mandatory for all Occupation Forces personnel.</p> <p>a. Individuals are required to have their immunisation registers in their possession.</p> <p style="text-align: right;"><i>son</i></p> <p style="text-align: center;">-G.B.N.-</p>

(USE BOTH SIDE)

HEADQUARTERS
KANTO CIVIL AFFAIRS REGION
APO 500

I-N-F-O-R-M-A-L

C-H-E-C-K S-H-E-E-T

FILE NO. KA 230

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SUBJECT: **Procedure for Personnel Terminating Positions with Civil Affairs Section**

No.	DATE	FROM	TO	REMARKS
1	20 Apr 51	Deputy Chief	Chief, Public Welfare Section	<p>1. Telephonic conversation between Lt Col Niblock and Mr. Anderson, this date, is reproduced for your information and compliance.</p> <p>"All DAC personnel that will not be retained by Civil Affairs Section will be required to submit a request for return to ZI, in three copies. Personnel that have dependents in this theater will also be required to submit a request for movement of dependents to the U.S. These forms are to be in this section not later than 27 April 1951".</p> <p>2. The above instructions will be complied with and forms submitted to Administration Section by 26 April 1951. Blank forms are available in the Administration Section, this headquarters.</p> <p>3. These forms will be destroyed if individuals are reassigned prior to departure date. Departure date requested, must be on or before 30 June 1951.</p> <p style="text-align: right;"><i>[Signature]</i> G.B.H.</p>

(USE BOTH SIDE)

HEADQUARTERS
KANTO CIVIL AFFAIRS REGION
APO 500

I-N-F-O-R-M-A-L

C-H-E-C-K S-H-E-E-T

FILE NO. KA 091.4

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SUBJECT: **Indigenous Personnel Voting**

No.	DATE	FROM	TO	REMARKS
1	16 Apr 51	Deputy Chief	Chief Public Welfare Section	<p>Following extract taken from Daily Bulletin No. 88, Headquarters and Service Command, FEC, as is reproduced for your information and compliance.</p> <p>"3. INDIGENOUS PERSONNEL VOTING. The Japanese Government will hold elections for local officials and prefectural governors and assemblymen on 23 and 30 April 1951. Eligible Japanese National employees of the Occupation Forces will be afforded every opportunity to vote. If necessary, personnel will be allowed to vote during working hours without loss of pay or allowances."</p> <p><i>[Signature]</i> G.B.N.</p> <hr/> <p>CIRCULATE</p> <p>JIV's</p> <p><i>DR. T. N.</i> <i>Moat</i> <i>Cyua</i> <i>Shiori</i> <i>Nomura</i> <i>A. Hozumi</i></p>

(USE BOTH SIDE)

HEADQUARTERS
KANTO CIVIL AFFAIRS REGION
APO 500

I-N-F-O-R-M-A-L
C-E-C-K S-H-E-E-T

FILE NO. KA 230

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SUBJECT: **Reemployment Rating Forms**

No.	DATE	FROM	TO	REMARKS
1	3 MAR 51	Deputy Chief	Chief, Public Welfare Section	<p>1. Reemployment rating forms must be accomplished on all DAG personnel being reassigned in this theater. Forms will be completed and submitted to the Administration Section, in triplicate, prior to departure of the individual being rated.</p> <p>2. Forms will be completed and submitted to the Administration Section, on all personnel who have recently been reassigned, and on whom rating forms have not been accomplished.</p>
2	3 APR 51	A.W.	DEP. CHIEF	<p>G.B.H. -----</p> <p>FORMS 119 FOR:</p> <p>1) FOSTER, MARY E.</p> <p>2) DOWNPORT, KATHRYN, M.</p> <p>ATTACHED.</p> <p><i>A.W.S.</i></p>
3			<i>Mr M & Mrs</i>	<p><i>Inadvertently received</i></p>

(USE BOTH SIDE)

8

HEADQUARTERS
KANTO CIVIL AFFAIRS REGION
APO 500

I-N-F-O-R-M-A-L
C-H-E-C-K S-H-E-E-T

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SUBJECT:

No.	DATE	FROM	TO	REMARKS
1.	29 Mar 51	Deputy Chief	Chief, P W Section	<p>The Shitaya Hospital will visit this headquarters on 31 March 1951 for immunization of all indigenous personnel.</p> <p>It is requested that all indigenous personnel of your section be informed and avail themselves of this opportunity.</p> <p>Type of immunizations: Small Pox</p> <p>Time: 1000 hrs 31 March 1951 Place: Rm No. B-5, Basement, this headquarters</p> <p>----- GEO. B. NIBLOCK Jr. -----</p>

(USE BOTH SIDE)

HEADQUARTERS
KANTO CIVIL AFFAIRS REGION
APO 500

I-N-F-O-R-M-A-L
C-H-E-C-K S-H-E-E-T

FILE NO. KA 230

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SUBJECT: **Accrued Leave**

No.	DATE	FROM	TO	REMARKS
1	10 Mar 51	Deputy Chief	Chief, Public Welfare	<p>Information received at this headquarters indicates that Civilian Personnel Section, GHQ, FPO, is now compiling a list of annual and sick leave accrued by all DAC's assigned to Civil Affairs. List should be furnished this headquarters during the week of 12 March 1951. All DAC's, your section, should be so advised.</p> <p style="text-align: right;"><i>[Signature]</i></p> <p style="text-align: right;">--- G.B.H. ---</p>

(USE BOTH SIDE)

COPY

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

142.1 (26 Jan 51) CAS-A

5 Feb 1951

SUBJECT: Inventory of Household Goods

TO: Chief
Kanto Civil Affairs Region
APO 500
Attn: Lt Col Niblock

1. All personnel departing Tokyo Metropolitan Area, who require U.S. Army packing and crating service, are requested to complete Standard Form 117, Inventory of Household Goods, and deliver a copy of the inventory to the Engineer Section, Packing and Crating Division representative, Headquarters and Service Command, prior to scheduling the packing service.
2. Supply of Standard Form 117 may be obtained from the Billeting Section, Headquarters and Service Command, (Room 215, Finance Building), Apartment Manager or housing area Custodian.
3. It is desired that all Department of the Army Civilians be advised of this procedure.

R. A. ANDERSON
Chief, Personnel Division

COPY

COPY

HEADQUARTERS
HEADQUARTERS AND SERVICE COMMAND
GENERAL HEADQUARTERS, FAR EAST COMMAND
APO 570

EG 327.21 (AG-MP)

22 January 1951

MEMORANDUM:

PRE-INDUCTION EXAMINATION OF SELECTIVE SERVICE REGISTRANTS

1. United States citizens of both occupation and non-occupation status, who have registered under the Selective Service Act of 1948, are now receiving notices from their local Selective Service Boards (in the United States or one of its territories) to report for pre-induction examinations.
2. In order to obviate the necessity of registrants returning to the United States (or territory of residence) to undergo pre-induction examinations, individuals receiving notices to report for examination may, if they so desire, be administered such examinations in the Recruiting Office, Headquarters and Service Command, General Headquarters, Far East Command, (Room 109, Finance Building).
3. The completed medical examination papers and the results of the mental examination will be forwarded through CINCPAC, to the Selective Service Board concerned, for final determination of the individual's eligibility for induction into the armed forces. Unless the individual is deferred, and provided that he is physically and mentally qualified, he may expect to be ordered to report immediately to his Selective Service Board for induction.
4. In the event an individual receives notice to report for pre-induction examination, the Chief of the Section concerned should prepare and forward to the Adjutant General, General Headquarters, Supreme Commander for the Allied Powers or Far East Command, a statement as to whether the individual is considered to be essential in his present position, and the availability of a replacement. Attention is invited to Section 6, Selective Service Act of 1948 (JAAF Bul 27, 29 Jun 48) and to Executive Order Number 9988 (JAAF Bul 37, 21 Sep 48). Cited references should be used as a guide to determine whether a person should be considered as essential in his present position.
5. It is desired that all Selective Service Registrants bring their notices, to report for pre-induction examination, with them at the time they request their examination.
6. It is desired that all individuals, military and civilian, on duty in each section be advised of the above.

BY COMMAND OF BRIGADIER GENERAL MILBURN:

CARL W. ABEL
Capt AGC
Asst Adj GenDISTRIBUTION
A

COPY

COPYGENERAL HEADQUARTERS
FAR EAST COMMAND
Civilian Personnel SectionCP MEMORANDUM
NO.....32-50

1 December 1950

ANNUAL LEAVE

It is requested that the following information, quoted from parts of Department of Army Civilian Personnel Circular 4, 1950, be brought to the attention of civilian employees who are paid from appropriated funds. It is emphasized that these provisions are NOT applicable to employees serving overseas but WILL become applicable to employees who return to the United States if they are reemployed within the United States on or before 30 June 1951.

"1. General.--** Under previous leave statutes employees have been entitled to carry unused leave forward into the succeeding year, subject to a maximum accumulation figure (generally 60 days). An additional limitation has now been imposed by section 1212 of the General Appropriation Act, 1951***, as follows:

No part of the funds of, or available for expenditure by any corporation or agency included in this act, * * * shall be available to pay for annual leave accumulated by any civilian officer or employee during the calendar year 1950 and unused at the close of business on June 30, 1951; Provided, That this section shall not apply to officers and employees whose post of duty is outside the continental United States; And provided further, That this section shall not apply with respect to the payment of compensation for accumulated annual leave in the case of officers or employees who leave their civilian positions for the purpose of entering upon active military or naval service in the Armed Forces of the United States."

* * * * *

"3. EFFECT OF SECTION 1212. - Based on a decision of 29 September 1950 (B-98189), in which the Comptroller General considered various questions raised by the Civil Service Commission, the following conclusions are reached as to the meaning and effect of the statutory provisions quoted in paragraph 1:

a. Previous rules governing accumulations of annual leave above 60 days are not altered. Examples: An employee who had an annual leave balance of 68 days carried forward on

COPY

CP MEMORANDUM NO 32-50 (Cont'd)
SUB: Annual Leave

1 January 1950 would forfeit all leave in excess of 60 days remaining to his credit on 31 December 1950. An employee who had an annual leave balance of 55 days carried forward on 1 January 1950 would forfeit all leave in excess of 60 days remaining to his credit on 31 December 1950. If this employee carried over a leave balance of 60 days on 1 January 1951, the five days in excess of his leave balance on 1 January 1950 would have to be used or forfeited on 30 June 1951 in accordance with b below.

b. For persons employed within the United States, a permanent restriction is placed on granting or paying for annual leave earned during 1950 and remaining unused on 30 June 1951. Leave carried forward on 1 January 1950 will be available for use under normal rules but leave earned during 1950 which remains unused on 31 December 1950, if not forfeited on that date under maximum accumulation rules must be used before 30 June 1951 or absolutely forfeited at that time. Example: An employee who had an annual leave balance of 25 days carried forward on 1 January 1950 and who used only 10 days of the 26 days accrued in 1950 would have to use or forfeit the extra 16 days by 30 June 1951. Similarly, an employee who entered on duty on 1 July 1950 would have to use the 13 days accrued during 1950 or forfeit any remaining balance on 30 June 1951.

c. Lump-sum leave payments may include 1950 leave for employees who separate on or before 30 June 1951, even though the lump-sum leave period extends beyond 30 June 1951. For employees who separate on or after 1 July 1951, lump-sum leave payments may not include 1950 leave, except as authorized in d below.

d. Employees who enter the military service may elect to be paid for their unused annual leave or have it remain to their credit. If they are reemployed after military service on or before 30 June 1951, the rules stated in a through c above would apply to the leave accredited to their accounts. If reemployed on or after 1 July 1951 such employees would have the entire amount of annual leave recredited to their account, including any 1950 leave, and it would then be available for normal use or payment. Employees who enter the military service after 30 June 1951 would be subject to the rules stated in a through c above and so would not have any 1950 leave remaining to their credit.

CF MEMORANDUM NO 32-50
SUBJ: Annual Leave

e. Employees serving overseas will not be required to forfeit leave because of the special statutory limitation. If they are reemployed within the United States on or before 30 June 1951, however, they will be subject to the rules stated in a through c above."

/s/ L C White
for R. H. CHAIRD
Colonel, AGC
Chief, Civilian Personnel Section

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HEADQUARTERS
KANTO CIVIL AFFAIRS REGION
APO 500

I-N-F-O-R-M-A-L

C-H-E-C-K S-H-E-E-T

FILE NO. _____

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SUBJECT: **Immunization for Indigenous Employees**

No.	DATE	FROM	TO	REMARKS
1.	19 Jan 51	Deputy Chief	Chief of Welfare Section	<p>The mobile unit of the Shitaya Hospital will visit this headquarters on 20 January 1951 for immunization of all indigenous personnel.</p> <p>It is requested that all indigenous personnel of your section be informed and avail themselves of this opportunity.</p> <p>Type of immunization: Small Pox Typhus</p> <p>Time 1100 hrs 20 Jan 51</p> <p>Place Rm No. 3-5, basement, this headquarters.</p> <p>----- CWO. B. HIRLOCK Jr. -----</p> <p>E. Shimizu R. Tutta R. Shioiri</p>

*But
The above
was assigned
all our people*

(USE BOTH SIDE)

HEADQUARTERS
KANTO CIVIL AFFAIRS REGION
APO 500

Personnel

I-N-F-O-R-M-A-L
C-H-E-C-K S-H-E-E-T

FILE NO. _____

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SUBJECT: Submission of DAC Time Sheets

No.	DATE	FROM	TO	REMARKS
1	27 Jun50	Deputy Chief	Chief, P. W.	<p>1. Saturday, 1 July 1950, is a holiday and should be marked "H" on the time sheets.</p> <p>2. Request that time sheets be turned into the Administration Div. by 1500 hours, 30 June 1950.</p>
				<p><i>mch for</i> G. B. N. Jr.</p>

(USE BOTH SIDES)

Personnel

HEADQUARTERS
KANTO CIVIL AFFAIRS REGION
APO 500

I-N-F-O-R-M-A-L
C-H-E-C-K S-H-E-E-T

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SUBJECT:

No.	DATE	FROM	TO	REMARKS
1.	10 Jan 1950	Deputy Chief	Section Chief, OR CI Room PW PR Legal	<p>1. Examinations for Language Differentials for Japanese employees who have been transferred from local CA Teams will be conducted by Tokyo-To as follows:</p> <p>Time: 1000 to 1200 hrs 12 Jan 50 Place: In Japanese lunch room, basement, this installation</p> <p>2. Request that time be given to Japanese in your section, indicated on attached list.</p> <p>3. For those who are unable to be present for the examination on the date shown above the examination will be given at Tokyo-To on Monday, Wednesday and Friday each week commencing at 1300 hrs.</p> <p style="text-align: right;"><i>[Signature]</i> GEO. B. BIRLOCK JR Major, Infantry</p>

(USE BOTH SIDES)

HEADQUARTERS
 TOKYO CIVIL AFFAIRS TEAM
 APO 181

Personnel

I-N-F-O-R-M-A-L
 C-H-E-C-K S-H-E-E-T

FILE NO. _____

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SUBJECT: Re year-end-adjustment of income tax

NO.	DATE	FROM	TO	REMARKS
1.	1 Dec. 1949	Adjutant KCAR APO 500	Chief of Welfare Section KCAR APO 500	<p>1. Every Japanese employee in this unit is requested by the Japanese Government to submit by 10 December his actual total gross income received and income tax paid in the year of 1949 beginning 2 December 1948 up to 30 Nov. 1949 for year-end-adjustment of income tax on each annual income.</p> <p>2. Request that each Japanese employee in your section, shown on the attached list who has been employed with other employers or who has been unemployed during 1949, be given time off to contact his former employers or ward office to get a pay certificate or unemployment certificate respectively. These certificates must be submitted to Mr. Saijo, Japanese Manager, this unit, 5 Dec. 1949.</p> <p style="text-align: center;">----- DUBBAN -----</p>

(USE BOTH SIDES)

PUBLIC WELFARE SECTION

<u>NO.</u>	<u>JOB TITLE</u>	<u>NAME</u>
1.	Advisor	OBANA, Teru <i>Obana</i>
2.	"	YAMANAKA, Momoo <i>Yamanaka</i>
3.	Spec InteTranslator	SUGI, Fusaji <i>Sugi</i>
4.	"	YUI, Shinpei <i>Yui.</i>
5.	"	YOSHIDA, Gore <i>Y</i>

*Personnel**copy*

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

327.31 (11 Jan 51)CAB-A

SUBJECT: Pre-Induction Examination of Selective Service Registrants

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

1. The following information received from the Adjutant General, GHA, FEC, is quoted for your information and guidance.

a. "United States citizens of both occupation and non-occupation status who have previously registered under the Selective Service Act of 1948, are now receiving instructions from their local Selective Service Boards (in the United States or one of its territories) to report for pre-induction examinations.

b. In order to obviate the necessity of registrants returning to the United States (or territory of residence) to undergo pre-induction examinations, individuals receiving notices to report for examinations may, if they so desire, be administered such examinations at the Recruiting Office, Headquarters and Service Command, General Headquarters, Far East Command (Room 109, Finance Building).

c. Selective Service Registrants requesting pre-induction examinations will be given the AFQT 1 or 2, and the final type medical examination under criteria established in AR 40-115.

d. The completed medical examination papers and the results of the mental examination will be forwarded through CINCPAC, to the

copy

327.31 (11 Jan 51)CAS-A, subj: Pre-Induction Examination of Selective Service Registrants

Selective Service Board concerned, for final determination of the individual's eligibility for induction into the armed forces. Unless the individual is deferred, and provided that he is physically and mentally qualified, he may expect to be ordered to report immediately to his Selective Service Board for induction.

1. It is desired that all military and civilian personnel on duty in each section be advised of the above."

2. This section will be advised in advance of the arrival of any individual reporting to Tokyo for pre-induction examination.

FOR THE CHIEF, CIVIL AFFAIRS SECTION

J. A. O'BRIEN
CWO USA
Adm Off

Personnel

HEADQUARTERS
KANTO CIVIL AFFAIRS REGION
APO 500

I-N-F-O-R-M-A-L
C-H-E-C-K S-H-E-E-T

FILE NO. ~~135~~

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SUBJECT:

Pictures

No.	DATE	FROM	TO	REMARKS
	12 March 1951	Giltner Chief CI	Public Welfare	<p>Several requests have been made to this Section for copies of pictures taken in March and April, 1950, of various Kanto personnel at their desks.</p> <p>CI Section has a few of the negatives but the vast majority are the property of the photographer, who asks 30 yen a print.</p> <p>If there is any demand from Kanto personnel for prints, we will be glad to oblige at cost. Will you inquire from your Section?</p> <p>If there is any demand for pictures of Kanto personnel who have come here since last April and are still here, we will also be glad to arrange to have pictures taken. Will you please inquire?</p> <p style="text-align: right;"><i>Wet</i></p> <p>WILLIAM E. GILTNER Chief Civil Information Section</p>

(USE BOTH SIDE)

Personal

TERRITORIAL TAXES APPLICABLE TO COMPENSATION RECEIVED
BY CIVILIAN EMPLOYEES OF THE FEDERAL GOVERNMENT

NET INCOME TAX

This tax is applicable to civilian Federal Employees on compensation received from the United States or any instrumentality thereof for personal services performed within the Territory, or performed without the Territory by a local resident of the Territory and not subjected to an income tax in any other jurisdiction (other than for federal tax) and also on all other income having a situs for taxation in the Territory.

In general civilian federal employees are required to file a net income return (1) if they have compensation of \$2,300 or more for the taxable year from personal services performed within the Territory and (2) if they have \$1,000 or more for personal services performed without the Territory if a resident of the Territory.

A single person, or a married person not living with husband or wife, may claim a personal exemption of \$1,000. A person who during the entire taxable year, was the head of a family or was married and living with husband or wife, may claim an exemption of \$2,000. In addition to the personal exemption, taxpayer receives a credit of \$200 for each person dependent upon and receiving his chief support (more than one-half of the support and maintenance) from the taxpayer, provided the dependent is (a) under 18 years of age, (b) incapable of self-support because mentally or physically defective, or (c) under twenty-one years of age and attending a recognized educational institution.

Rate of Tax:

3% of Net income		up to and including \$	5,000
3½% of Net income over	5,000	" " " "	10,000
4% of Net income over	10,000	" " " "	20,000
4½% of Net income over	20,000	" " " "	40,000
5% of Net income over	40,000	" " " "	70,000
5½% of Net income over	70,000	" " " "	100,000
6% of Net income over	100,000		

Returns made on the basis of the calendar year shall be filed on or before the 20th day of March following the close of the calendar year.

Return forms may be obtained upon request from the Office of the Tax Commissioner in Honolulu or any county divisional tax office.

Page 2
Net Income Tax

The Tax Commissioner has designated the following forms for use of taxpayers:

Form 1 NR For all non-resident - individuals.
Form 1 For Resident - Individuals having net income of more than \$5,000 from compensation, dividends, interest, annuities, partnerships, trusts and estates and for incomes from business, profession, rents and other sources regardless of amounts.

Form 2 For resident - Individuals having net incomes of not more than \$5,000 derived from compensation, dividends, interest, annuities, partnerships, trusts and estates.

The tax may be paid when the return is filed, or in four equal installments as follows:

March 20th; June 20th; September 20th; December 20th.

Penalties:

For failure to make and file a return on time, up to twenty-five per cent of the amount of the tax depending upon circumstances.

For failure to pay on installment of tax on time, entire unpaid balance of tax becomes delinquent and bears 10% penalty plus interest at two-thirds of one per cent per month or fraction thereof (8% per annum).

HARL W. FASE
Deputy Tax Commissioner

December, 1950

KANTO M.G. REGION
IN JAN. 8. 1951
OUT
No.

091.4

Notice of Termination to JN personnel.

1. 11 May 51 Pub Wel Admin.

The following named JN employees have this date been given verbal notification that their employment will terminate 30 days from this date:

- OBANA, Teru
- ARINA, Shisuko
- ECRI, Yoshio
- MURAMATSU, Masumi
- HONURA, Yutaka
- OGURA, Akira
- NAKAYAMA, Teruyo
- SHIMIZU, Emiko
- KIKUSHIMA, Sawako

//////////////////// LAST ITEM //////////////////////////////////////

RWS

ROBERT W. STAMPLE
 Chief
 Public Welfare Section

KPW 091.6

Reduction of Indigenous Personnel

1. 26 Apr 51 Chief, PW Deputy
Chief

Mr. Tadaaki HOZUMI and Mr. Ryotatsu SHIOIRI, special interpreter-translators, will be released effective end of working day 30 April 1951, because of reduction in personnel. Notices were given them in 30 days' advance.

----- LAST ITEM -----

15/ ROBERT W. STEMPLE
Chief
Public Welfare Section

KPW 095

Resignation of Indigenous Personnel

1. 31 Mar 51 Chief, PW Deputy
Chief

1. Miss Emiko SHIMIZU, Clerk-Typist, will resign effective end of working day 30 April 1951 owing to her personal reason.

2. Request employment of a typist in lieu of the above be considered.

----- LAST ITEM -----

R. W. S.
ROBERT W. STEMPLE
Chief
Public Welfare Section

KANTO CIVIL AFFAIRS REGION
PUBLIC WELFARE SECTION
APO 500

file
RWS/ml

31 March 1951

MEMO TO: Mr. Hosumi, Tadaaki

SUBJECT: Notice of Termination of Employment

1. This letter is to serve as a 30-day notice of termination of employment. Your employment by this section will terminate at the conclusion of work on 30 April 1951.

2. You are aware that there has been, and will continue to be, a reduction in the DAC staff of this section. The reduction of DAC staff members is accompanied by a reduction in Japanese National staff members. The reduction of JN staff members is determined by seniority, or length of service with this section. You have been employed in this section for 9 months, and since it is necessary to release 2 JN, you are included as one of the 2 because of your short length of service.

3. I wish to take this opportunity to express my personal gratitude to you for having served in this section in such a competent manner. It is with deep regret that this notice of termination of employment is given to you.

ROBERT W. STEMPLER
Chief
Public Welfare Section

KANTO CIVIL AFFAIRS REGION
PUBLIC WELFARE SECTION
APO 500

file
RWS/ml

31 March 1951

MEMO TO: Mr. Shioiri, Ryotatsu

SUBJECT: Notice of Termination of Employment

1. This letter is to serve as a 30-day notice of termination of employment. Your employment by this section will terminate at the conclusion of work on 30 April 1951.

2. You are aware that there has been, and will continue to be, a reduction in the DAC staff of this section. The reduction of DAC staff members is accompanied by a reduction in Japanese National staff members. The reduction of JN staff members is determined by seniority, or length of service with this section. Inasmuch as you are the newest staff member, it is necessary that you be released, effective on the date mentioned above.

3. I wish to take this opportunity to express my personal gratitude to you for having served in this section in such a competent manner. It is with deep regret that this notice of termination of employment is given to you.

ROBERT W. STEMPLE
Chief
Public Welfare Section

HEADQUARTERS
KANTO CIVIL AFFAIRS REGION
APO 500

I-N-F-O-R-M-A-L
C-H-E-C-K S-H-E-E-T

FILE NO. _____

NOTE: Use this slip for notes in connection with this paper. All notes will be NUMBERED CONSECUTIVELY, top to bottom, all records necessary for intelligent action should be attached. A line will be drawn the full width of the slip below each note. Both sides will be used before additional sheets are added.

SUBJECT: **Japanese Travel Expenses**

No.	DATE	FROM	TO	REMARKS
1.	22 Mar 51	Deputy Chief	Chief PW	<p>1. Chiyoda Labor Management Office, Liaison Section, Tokyo Metropolitan City Office has informed this headquarters that no advance payments or reimbursement of travel expenses for Japanese National will be made beginning 1 April for the following reasons:</p> <p>a. Auditing of accounts for the fiscal year 1950.</p> <p>2. All sections will be notified when normal payment is resumed.</p> <p>3. Request all personnel concerned be so informed.</p> <p>----- GEO. B. HIBLOCK Jr. -----</p>

(USE BOTH SIDE)

HEADQUARTERS
KANTO CIVIL AFFAIRS REGION
APO 500

I-N-F-O-R-M-A-L
C-H-E-C-K S-H-E-E-T

FILE NO. KA 730.3

NOTE: Use this slip for notes in connection with this paper. All notes will be NUMBERED CONSECUTIVELY, top to bottom, all records necessary for intelligent action should be attached. A line will be drawn the full width of the slip below each note. Both sides will be used before additional sheets are added.

SUBJECT: **Immunization for Influenza**

No.	DATE	FROM	TO	REMARKS
1	1 Feb 51	Admin Sec	Chief, Public Welfare Section	<p>All military and DAC personnel, this headquarters, will report to the Tokyo Dispensary at 0900 hours, 5 February 1951 for the purpose of being immunized for influenza.</p> <p>a. All personnel will have their immunization registers in their possession.</p> <p>b. Personnel absent on field trips will report to the dispensary at any time during normal duty hours between 5 February 1951 and 1100 hours 10 February 1951.</p> <p style="text-align: right;"><i>[Signature]</i> G.H.H.</p>

(USE BOTH SIDE)

091.6

Reduction of Indigenous Personnel

1. 3 Mar 51 Chief Deputy
PW Chief

Miss Reiko NITTA, Clerk-Typist, will be released effective end of working day 3 April 1951, because of reduction in personnel, without prejudice. The above-named was given advance notice on 3 February 1951.

ROBERT W. STEMPLE
Chief
Public Welfare Section

091.6

Reduction of Indigenous Personnel

1. 2 Mar 51 Chief Deputy
PW Chief

Mr. Kentaro Kamimura, special interpreter-translator, will be released effective end of working day 2 April 1951, because of reduction in personnel, without prejudice. Notice given in 30 days' advance.

RSW
ROBERT W. STEMPLE
Chief
Public Welfare Section

PUBLIC WELFARE SECTION
KANTO CIVIL AFFAIRS REGION
APO 500

RWS/mm

KPW 091.6

2 March 1951

MEMORANDUM FOR: Mr. Kentaro KAMIMURA, JN
SUBJECT: Notice of Release

This is to notify you that you will be released as of end of working
day 2 April 1951 without prejudice, because of reduction in personnel.

RWS
ROBERT W. STEMPLE
Chief
Public Welfare Section

095

Reclassification, Japanese National - Masumi Muramatsu

1. 16 Feb 51 Chief, PW Exec. Officer

1. Request immediate reclassification of above named from Interpreter-Translator, base salary ¥6,720 to Special Interpreter Translator, base salary ¥7,735.

2. It is felt that the reclassification is justified in view of the recent shift in the primary responsibility of the above named. Since October 1950 increasing responsibilities in the line of serving as an interpreter-translator in the more difficult and technical phases of public welfare administration had been assigned to the above named, whose performance has improved and warrants the promotion - reclassification requested.

RWS
ROBERT W. STEMPLE
Chief, Public Welfare
Section

095

Reduction of Indigenous Personnel

1	15 Nov 50	Chief Public Welfare	Deputy Chief
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Mr. Kenichi Murakami, Special Interpreter Translator, will be released effective end of working day 15 November 1950, because of reduction in personnel without prejudice. Notice given in 30 days' advance.

----- LAST ITEM -----

George Hoskins
for
ROBERT W. STEMPLE
Chief
Public Welfare Section

M. M.

095

Reduction of Indigenous Personnel

1.	13 Nov 50	Chief Public Welfare	Deputy Chief
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Mr. Torao Okamoto, Special Interpreter Translator, will be released effective end of working day 13 November 1950, because of reduction in personnel without prejudice.

-----LAST ITEM-----

Robert W. Stemple
 ROBERT W. STEMPLE
 Chief
 Public Welfare Section

095

Reduction of Indigenous Personnel

1.	6 Oct 50	Chief	Deputy
		Public	Chief
		Welfare	

Mr. Shimpei Yui, Special Interpreter Translator, will be released effective end of working day 10 October 1950, because of reduction in personnel without prejudice.

----- LAST ITEM -----

RWS
 ROBERT W. STEMPLE
 Chief
 Public Welfare Section

095

Reduction of Indigenous Personnel

1. 19 Sep 50 Chief Deputy
Public Chief
Welfare

1. Miss June Otsuki, Clerk, will
be released because of reduc-
tion in personnel without
prejudice.

//////////////////////LAST ITEM////////////////////////////////////

Robert W. Stemple
ROBERT W. STEMPLE
Chief
Public Welfare Section

KANTO CIVIL AFFAIRS REGION
APO 500

HGG/mm

KFW 230

24 August 1950

SUBJECT: Resignation

TO: Chief
Kanto Civil Affairs Region
APO 500

1. In view of the fact that my contract has been completed 11 January 1950, and that I need to take care of personal matters in the United States within the next three months, I wish to terminate my present assignment as Assistant Welfare Officer, GS-11.
2. Will you kindly follow the necessary procedure to arrange for water transportation to the Z.I. on or about 25 October 1950?

Hugh G. Rafferty
HUGH G. RAFFERTY
Ass't Welfare Officer
Public Welfare Section

KANSAS CIVIL AFFAIRS REGION
APO 500

REF: 250

24 August 1950

SUBJECT: Resignation

TO: Chief
Kansas Civil Affairs Region
APO 500

1. In view of the fact that my contract has been completed 31 January 1950, and that I need to take care of personal matters in the United States within the next three months, I wish to terminate my present assignment as Assistant Welfare Officer, GS-11.

2. Will you kindly follow the necessary procedure to arrange for my transportation to the S.I. on or about 25 October 1950?

Hugh G. Gaffney
Hugh G. Gaffney
Asst Welfare Officer
Public Welfare Section

KANTO CIVIL AFFAIRS REGION
APO 500

HGG/min

KPW 230

SUBJECT: Resignation

24 August 1950

TO: Chief
Kanto Civil Affairs Region
APO 500

1. In view of the fact that my contract has been completed 11 January 1950, and that I need to take care of personal matters in the United States within the next three months, I wish to terminate my present assignment as Assistant Welfare Officer, GS-11.
2. Will you kindly follow the necessary procedure to arrange for water transportation to the Z.I. on or about 25 October 1950?

Hugh G. Gaffney
HUGH G. GAFFNEY
Ass't Welfare Officer
Public Welfare Section

*Corresp re
Personnel file*

PUBLIC WELFARE SECTION
KANTO CIVIL AFFAIRS REGION
APO 500

RWS/ml

24 August 1950

TO: Whom It May Concern

1. Miss Takako Ushikubo has been employed as a clerk-typist in this section from 25 May 1950 through 24 August 1950. She has carried out her duties in a responsible manner. Her work was neat, well organized, and properly planned. Her ability to read and speak English contributed substantially to the successful accomplishment of assigned duties. She has always been reliable.

2. Miss Ushikubo voluntarily terminated her employment because of personal reasons and is released without prejudice. She is highly recommended to any future employer desiring the services of a capable clerk-typist.

s/ ROBERT W. STEMPLE
Chief
Public Welfare Section

KPW 095

Resignation of Indigenous Personnel

1. 24Aug50 Chief, PW Deputy
Chief

Miss Takako USHIKUBO, Clerk-Typist,
will resign effective end of working
day 24 August 1950 owing to her
personal reason.

LAST ITEM -----

A. W. L.
ROBERT W. STEMPLE
Chief
Public Welfare Section

095

Request for Interpreters

1. 11 Aug 50 Chief, PW Deputy Chief

a. This letter is supplementary to check sheet, subj: "Additional Japanese Personnel Needs," dated 10 June 1950.

b. This section's need for interpreters has become more critical since the previous request was filed.

c. Request effort be made to secure two high-class interpreters.

//////////////////// LAST ITEM //////////////////////////////////////

/s/Robert W. Stemple
ROBERT W. STEMPLE
Chief
Public Welfare Section

Request of Annual Leave

1. 10Aug50 H.G.GAFFNEY Chief, PW

a. Request that I, Hugh G. Gaffney, DAC, GS-11, be allowed to take 44 hours annual leave, to begin 12 August 1950, at 0800, to end 19 August 1950, at 1700.

b. Request that I be given travel orders for travel by privately owned automobile in Kanto and Tohoku regions.

c. As I intend to use my automobile for all travel involved no rail reservations are necessary.

Hugh G. Gaffney
HUGH G. GAFFNEY

////////////////////////////////////

2. 10Aug50 Chief, PW Admin Approved

/s/ RWS

////////////////////////////////////
ROBERT W. STAMPLE
Chief
Public Welfare Section

095

Increase in Salary for Miss Miyoko June Otsuki, JN, Clerk

1. 9Aug50 Chief, PW Deputy Chief

a. Miss Otsuki's performance since 27 June 1950 as clerk has been satisfactory. Since she had received 14 years' education in the United States, she has complete command of English, as well as that of spoken Japanese.

b. It was understood, at the time of her employment, that she would receive maximum base pay allowable for clerk; however, \$5,100 was approved 30 June 1950.

c. In view of above, it is recommended that her salary be increased to the maximum; viz., \$5,580, effective immediately.

d. As to the other three typists, two receive \$4,800 and the other \$4,600.

//////////////////// LAST ITEM //////////////////////

ROBERT W. STAMPLE *RWS*
Chief
Public Welfare Section

file

095

Resignation of Indigenous Personnel

1. 28 July 50 Chief Deputy
Public Chief
Welfare

1. Mr. Momoo YAMANAKA, Advisor Technical Expert, will resign effective end of working day 31 July 1950, without prejudice.

2. Subject personnel has secured new employment.

//////////////////// LAST ITEM //////////////////////

[Signature]
ROLAND J. ARTIGUES
Chief
Public Welfare Section

Termination of Employment of Mrs. Masumoto, JN

1 26 July 50 Public Welfare Col. Dayton

To supplement check sheet of 20 July, above subject, the following information is submitted:

1. During the 30-day trial period, Mrs. Masumoto was found to be incapable of adequate performance for the following reasons:

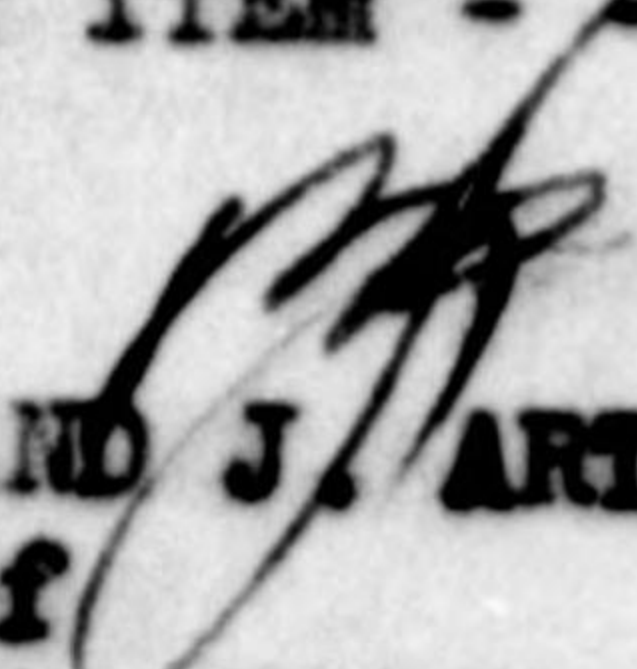
a. Her written translations have not been accurate, as she lacks fluent command of written English.

b. She has injected in her interpretations her own ideas and thoughts, both when interpreting for Mrs. Kent and when interpreting for the Japanese officials. This was brought to her attention, but she was not able to remedy the situation.

c. On at least two occasions she refused to complete the interpretations to Mrs. Kent of statements made by Japanese officials. It is not known whether she was not capable of carrying through the interpretation or whether she decided she did not care to express in English what the Japanese officials had said.

2. It is not felt that a person with these deficiencies can be of service to the Civil Affairs function.

LAST ITEM -----


ROLAND J. ARTIGUES
Chief
Public Welfare Section


Termination of Employment of Mrs. Masumoto, JN

1 20July50 Public Welfare Administration

1. Mrs. Masumoto was employed with the understanding that her services would be on a trial basis subject to satisfactory performance.

2. She has not quite been able to perform to the extent required in the job and has been advised that her services will be terminated, effective 21 July; subject to 30 days notice.

LAST ITEM -----


ROLAND J. ARTIGUES
Chief
Public Welfare Section

PUBLIC WELFARE SECTION
KANTO CIVIL AFFAIRS REGION
APO 500

RJA/ml

10 July 1950

MEMO TO: Col. Dayton

SUBJECT: Personnel Action Regarding Mrs. Y. Sugino, FN

1. Since early May 1950, this section has been in receipt of many complaints and charges against the attitude and actions of Mrs. Y. Sugino, FN, advisor, both from the Japanese welfare officials of Tokyo-To and other persons.

2. The comments from the officials of Tokyo-To have been:

a. She has led them to believe that she was working independently of the DAC staff of this section and that she was reporting separately to higher headquarters. As a result, they stand in great fear of her and have always tried to comply with her wishes. She has made many requests to the officials for entertainment of herself and DAC personnel, the last of which was a specific request for a dinner on 24 May 1950. She has also made requests to the officials for the placement of an old woman she is interested in in the Tokyo Almshouse. As the undersigned has no knowledge of such a case situation, it is assumed that this is a private matter.

b. Even though Mrs. Sugino's official contacts with Tokyo-To Welfare Bureau since 1 May 1950 have been only in the insurance programs, she has continued to visit the bureau officials from other sections and maintains a weekly conference with one of the officials.

c. Mrs. Sugino has many times given the officials advance notice of the thinking of Kanto Welfare Section.

d. In one specific situation, the report submitted by Mrs. Sugino of her contacts with the Japanese officials was completely at variance with the situation reported to the undersigned by the same officials at a later date.

e. On 10 July 1950, the undersigned was advised by a bureau welfare official that Mrs. Sugino had said that two welfare officers, having been in serious conflict with military authorities, were being sent back to the United States and that another member of the section would become section chief; and that it behooved the welfare officials to begin to develop cordial relationships with the new section chief. This information was also given to a woman Minsei-ii who in turn repeated it to one of the bureau welfare officials.


f. The officials expressed great mistrust of her in her functioning as interpreter because many times in the past they have discovered that she has not been truthful in her interpretation of both the DAC and the Japanese officials.

SUBJECT: Personnel Action Regarding
Mrs. Y. Sugino, FN

10 July 1950

3. Mrs. Sugino has carried on domination and supervision of other Japanese personnel in this section, in spite of the fact that she has never had such authority. In the absence of DAC personnel, she has criticized and ridiculed certain of the DAC staff to the other Japanese employees; has criticized official policy and procedures; has threatened several Japanese employees with the power to secure their dismissal if they did not comply with her wishes; and threatened to secure the cancellation of a United States Scholarship to one of the staff which had been earned in competition.

4. In view of the above set of circumstances, it is highly undesirable to continue Mrs. Sugino in employment in this section. Even though the charges would be difficult to prove, consisting primarily of statements of others, but as they are supported from many sources, and as the position of interpreter or advisor must rest on complete trust and confidence, it is recommended that Mrs. Sugino be released.


ROLAND J. ARTIGUES
Chief
Public Welfare Section

File

Basis for Overtime Pay for Election Surveillance

1 21June50 Public Welfare Section Administration

1. It was understood that overtime pay for election surveillance work was to be compensated at the rate of $1\frac{1}{2}$ for overtime on Wednesday afternoon, Saturday afternoon, and Sunday, and double time for 30 May.

2. Actual pay received for the two weeks ending 3 June indicated that the Wednesday and Saturday afternoon pay was at the rate of only $\frac{1}{2}$ of regular pay, while the overtime pay for 30 May was double time.

3. It is requested that this matter be clarified.

-LAST ITEM-

[Signature]
ROLAND J. ANTIGUES
Chief
Public Welfare Section

Advance of Yen for Travel by DAC Personnel

1 21June50 Public Welfare Section Administration

1. It is understood that present regulations allow the advance of yen for travel expenses to be made only for trips lasting more than 30 days.

2. Because of the non-convertibility of yen into dollars, and because some personnel do not care to transfer dollars into yen, it is requested that, if possible, arrangements be made to advance yen to DAC personnel for travel for trips shorter than 30 days.

-LAST ITEM-

JA
ROLAND J. ARTIGUES
Chief
Public Welfare Section

file

095

Release of Indigenous Personnel

1. ~~21 July~~^{June} 50 Chief, PW Deputy Chief

a. Mr. Noboru Koyama, JN, Advisor, will be released effective end of working day 24 June 1950, without prejudice.

b. He is going to the Z.I. on a Interchange of Persons' Program in Social Welfare.

//////////////////// LAST ITEM //////////////////////

[Signature]
ROLAND J. ARTIGUES
Chief
Public Welfare Section

Additional Japanese Personnel Needs

1 10June50 Chief,
Public
Welfare
Section Administration

1. It is requested that approval be given on the employment of two high-class interpreters to be later classified as advisors.

2. These persons are to replace Miss Ohara who resigned to accept a UN Fellowship in the United States and to fill a vacancy which up to present had not been filled.

-LAST ITEM-


ROLAND J. ARTIGUES
Chief
Public Welfare Section


File

095

Increase in Salary for Mr. Momoo Yamanaka, Welfare Advisor

- | | | | | | |
|---|-----------|--------------------|---------------------|----|--|
| 1 | 8 June 50 | Welfare
Section | Adminis-
tration | 1. | Mr. <u>Yamanaka</u> has had 3½ years of service with Civil Affairs welfare sections in Chiba and Kanto. His performance has been progressive in improvement and characterized by the assumption of a high level of responsibility, initiative, and energy. His command of the English and Japanese languages, written and spoken, is very good and his knowledge of the technicalities of the welfare program is a great asset to the functioning of this section. |
| | | | | 2. | In view of 1. above, it is recommended that his salary be increased from \$8,200 monthly base pay to \$8,500 monthly base pay, effective immediately. |

LAST ITEM -----


ROLAND J. ARTIGUES
Chief
Public Welfare Section

095

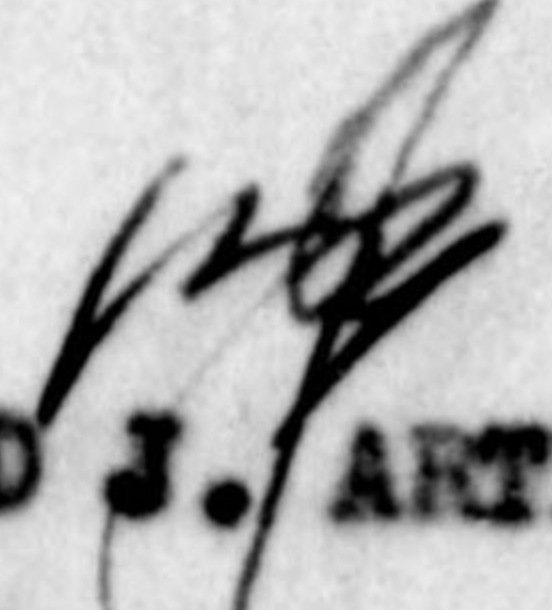
Increase in Salary for Mrs. Teru Obana, Advisor (Welfare)

1 8 June 50 Welfare Administration

1. Mrs. Obana's performance since 1 December 1949 in this section has been of the highest order. She has been thoroughly responsible, has a facile command of both the English and Japanese written and spoken languages. Her relationship with Japanese officials has been wholesome, pleasant, and in an atmosphere of mutual respect. Her service is a distinct asset to the section.

2. In view of 1. above, it is recommended that her salary be increased to the maximum; namely, \$9,600 monthly base pay, effective immediately.

-LAST ITEM-


ROLAND J. ARTIGUES
Chief
Public Welfare Section

095

Increase in Salary for Mrs. Shizuko Arima, Special Interpreter-Translator

1 8 June 50 Public Welfare Section Administration

- 1. Mrs. Arima has been employed with Civil Affairs for more than a year and has remained at the original base salary during that time. She has a very adequate ability in the English and Japanese spoken and written languages, has maintained an effective and wholesome relationship with Japanese officials, has exhibited a high degree of responsibility, initiative, and energy. At the present time, her duties include complete primary responsibility for processing applications for the return to the Ryukyuan Islands.
- 2. In view of 1. above and to place her in proper relationship with the other competent interpreter-translators with lengthy service in this section, it is recommended that her salary be increased to ¥8,000 per month base pay, effective immediately.

-----LAST ITEM-----

ROLAND J. ARTIGUES
Chief
Public Welfare Section

095

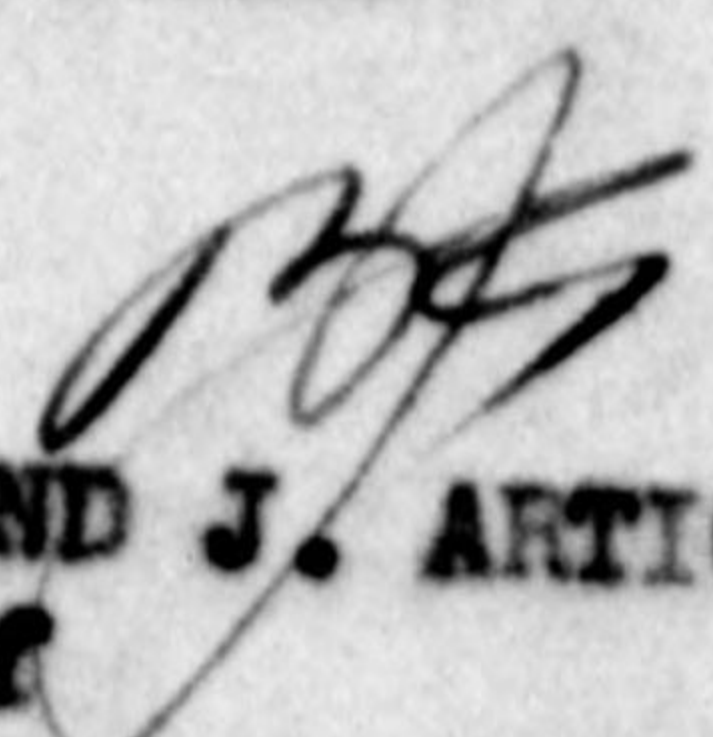
Increase in Salary for Mr. Shispei Yui, Spec. Interpreter-Translator

1 8 June 50 Welfare Section Administration

1. Mr. Yui has had 1 year and 9 months of service with Civil Affairs welfare sections in Chiba and Kanto. His performance has been progressive in improvement and characterized by the assumption of a high level of responsibility, initiative, and energy. His command of the English and Japanese languages, written and spoken, is very good and his knowledge of the technicalities of the welfare program is a great asset to the functioning of this section.

2. Mr. Yui's base pay was set at the same level he had received in Fukushima in Civil Affairs subject to increase later. At the present time, his salary is very much out of line with the other experienced and competent interpreter-translators in this section. It is recommended in equity that his base pay be increased to \$8,000 monthly base pay, effective immediately.

LAST ITEM


ROLAND J. ARTIGUES
Chief
Public Welfare Section

091.4

Release, Hire, and Reclassification of Personnel

1. 25May50 Public Admin.
Welfare


a. Mr. Hiroshi Sato and Miss Nobuko Ninomiya, both clerk-typists, are discharged from their employment on 25 May 1950, due to insufficient ability to read English manuscripts. 30 days' notice, in writing, has been given them.

b. Miss Emiko Shigisu and Miss Takako Ushikubo have been hired, as clerk-typist respectively, 25 May 1950 to replace those named above.

c. Mr. Kenichi Murakami, special interpreter-translator, has been hired effective 25 May 1950.

d. Forms for the reclassification of Masumi Muranatsu from clerk-typist to interpreter-translator will be submitted for consideration and approval, change to be effective as soon as possible.

//////////////////// LAST ITEM //////////////////////////////////////


ROLAND J. ARTIGUES
Chief
Public Welfare Section

PUBLIC WELFARE SECTION
KANTO CIVIL AFFAIRS REGION
APO 500

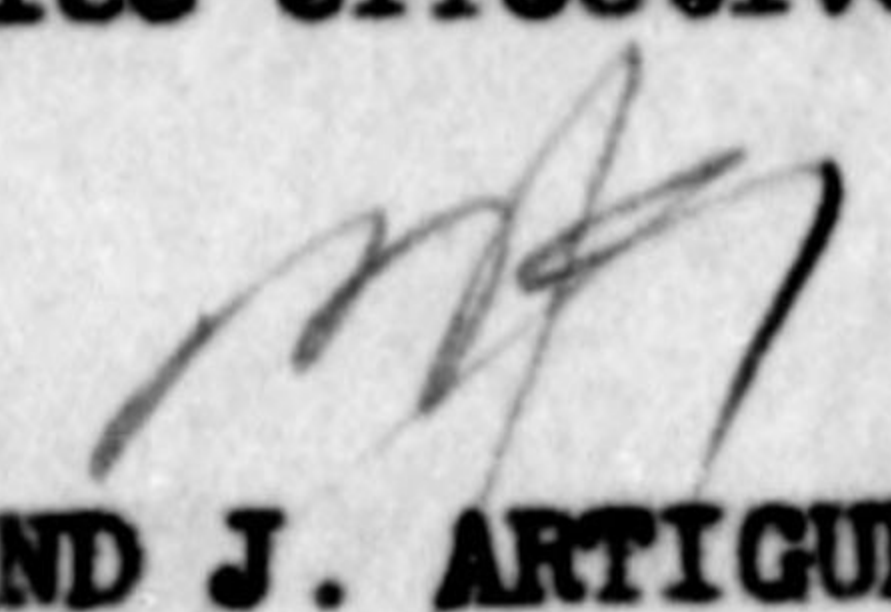
RJA/mm

25 May 1950

MEMORANDUM FOR: Hiroyoshi Sato

SUBJECT: Discharge Notice

I am sorry to give you discharge notice effective 25 June 1950.


ROLAND J. ARTIGUES
Chief
Public Welfare Section

PUBLIC WELFARE SECTION
KANTO CIVIL AFFAIRS REGION
APO 500

RJA/nn

25 May 1950

MEMORANDUM FOR: Nobuko Ninomiya

SUBJECT: Discharge Notice

I am sorry to give you discharge notice effective 25 June 1950.

RJA
ROLAND J. ARTIGUES
Chief
Public Welfare Section

file

Resignation of Indigenous Personnel

1. 18May50 Public Admin.
Welfare

1. Miss Tatsuko OHARA, JN, Advisor, will resign effective end of working day 19 May 1950, without prejudice.

2. She is going to the Z.I. on a six-month United Nations Fellowship in Social Welfare.

//////////////////// LAST ITEM //////////////////////////////////////

[Signature]
ROLAND J. ARTIGUES
Chief
Public Welfare Section

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Y 091.4

Release of indigenous personnel;
Transfer of indigenous personnel.

1. 2 May 50 Public Deputy
Welfare Chief

1. Mr. Goro Yoshida, special inter-
preter-translator, was released from
his employment on 1 May 1950 due to
serious illness, which will prevent
his return to duty.

2. Mr. Kentaro Kamimura, presently
in Public Health Section, will be
transferred to Public Welfare Section
3 May 1950 to replace Mr. Yoshida
LAST ITEM

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/s/Roland J. Artigues
ROLAND J. ARTIGUES
Chief
Public Welfare Section

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NOTE: Carbon copy of original correspondence classified in
Mr. Yoshida's Case file. (MM)

Personnel

1. 3 Mar 50 Welfare Adm. Sec.
Sec.

This office has lost one typist and the typing load make it necessary to request the assignment of another typist.

Qualifications:

- A. Acceptable knowledge of English both reading, writing and spoken.
- B. Acceptable English typing speed and accuracy.

Please send in candidates for interview.

----- WILLIAM H. JAMES -----
Chief,
Public Welfare Section

Personnel

091.4

Recommendation to Increase Salary of Japanese Clerk-Typist

1. 2 Feb50 Public Major
Welfare Niblock

1. To establish equity within the Japanese Clerk-Typist group it is recommended that the base salary of Masumi MURAMATSU be increased from ¥ 4600 to ¥ 5000 monthly.

2. This is in recognition of the responsible initiative he has displayed and the high level of technical performance.

3. The other two (newer) Clerk-Typists receive ¥ 4500 and ¥ 4700 respectively, and the new English Stenographer ¥ 6000.

////// LAST ITEM //////////////////////////////////////

[Signature]
ROLAND J. ARTIGUES
Chief
Public Welfare Section

Personnel

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

22 December 1949

**Miss Fukuji Mitsui
No. 1521 Kita-Yatsushiro-mura
Higashi-Yatsushiro-gun
Yamanashi-ken**

Dear Miss Mitsui:

Your qualification record has been received.

It is requested you advise me when you can come to this office for an interview. My telephone number is: 26-7912.

Yours very truly,

**ROLAND J. ARTIGUES
Chief, Public Welfare**

The Kanto Civil Affairs Region desires to employ 7 young people, 4 men and 3 women, between the ages of 24 to 30, to work with youth organization throughout the Kanto Region.

These leaders must meet the following requirements:

1. A good education - at least graduation from a middle school or girls high school. Graduates of senmon gakko, koto gakko, and universities will be given preference.
2. Good character
3. Ability to work with young people
4. Socially acceptable
5. Able to travel
6. Strong desire to assist Japanese young people in their efforts to reorient themselves in the light of the changing social and economic order in Japan.

These leaders will be responsible to and work under the direction of personnel of the Education Section of the Kanto Civil Affairs Region.

A Japanese clerk will be employed by this headquarters to assist the youth leaders in their work. Also office rent for the leaders will be paid for by this headquarters.

The monthly salary will be 15,000 yen (total salary, no extra allowances). 6,000 yen per month will be paid in addition for travel expenses.

The term of employment shall be for 12 months.

Interested young people are requested to contact personnel of the Civil Education Section, Kanto Civil Affairs Region, located at Mitsubishi, Naka #11, Marunouchi, Tokyo, between the hours of 0800 & 1700 from 24 August through 9 September 1950.

* Ability to speak English not necessary

Rec'd and circulated 23 August 50

HEADQUARTERS
KANTO CIVIL AFFAIRS REGION
APO 500

file
Personnel
Correspondence

I-N-F-O-R-M-A-L
C-H-E-C-K S-H-E-E-T

FILE NO. _____

NOTE: Use this slip for notes in connection with this paper. All notes will be NUMBERED CONSECUTIVELY, top to bottom, all records necessary for intelligent action should be attached. A line will be drawn the full width of the slip below each note. Both sides will be used before additional sheets are added.

SUBJECT:

No.	DATE	FROM	TO	REMARKS										
1.	8 Sept 1970	Deputy Chief	Chief of Welfare Section	<p>1. Regulations require all indigenous personnel, prior to acceptance of employment, receive the following examinations.</p> <ul style="list-style-type: none"> a. Physical inspection - Initial b. Chest - X ray c. Serological test for syphilis d. Vaccination against small pox e. Immunization against typhus <p>2. Request the following named personnel who have not accomplished the above mentioned examinations be excused from duty to report to the Shitaya Hospital, Mahanogishi, Taito-ku as soon as possible.</p> <table style="width: 100%; border: none;"> <tr> <td>Reiko NITTA</td> <td>Akira OGURA</td> </tr> <tr> <td>Teruyo NITTA NAKAYAMA</td> <td>Yutaka NOMURA</td> </tr> <tr> <td>Kenichi MURAKAMI</td> <td>Tadaaki HOZUMI</td> </tr> <tr> <td>Yoshio MORI</td> <td>Miyoko OTSUKI</td> </tr> <tr> <td>Torao OKAMOTO</td> <td>Emiko SHIMIZU</td> </tr> </table> <p>3. The examination is conducted daily between following hours 0700 to 1200 1300 to 1900</p> <p style="text-align: center;"><i>[Signature]</i> CWO. P. HILSON Jr.</p>	Reiko NITTA	Akira OGURA	Teruyo NITTA NAKAYAMA	Yutaka NOMURA	Kenichi MURAKAMI	Tadaaki HOZUMI	Yoshio MORI	Miyoko OTSUKI	Torao OKAMOTO	Emiko SHIMIZU
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Kenichi MURAKAMI	Tadaaki HOZUMI													
Yoshio MORI	Miyoko OTSUKI													
Torao OKAMOTO	Emiko SHIMIZU													

(USE BOTH SIDES)

COPYCIVIL AFFAIRS SECTION
GHQ, SCAP
APO 500

11 September 1950

SUBJECT: Personnel Forms

TO: Chief, Hokkaido Civil Affairs Region, APO 7-5
Chief, Tohoku Civil Affairs Region, APO 547
Chief, Kanto Civil Affairs Region, APO 500
Chief, Tokai-Hokuriku Civil Affairs Region, APO 710
Chief, Kinki Civil Affairs Region, APO 25-1
Chief, Shikoku Civil Affairs Region, APO 1050
Chief, Chugoku Civil Affairs Region, APO 182
Chief, Kyushu Civil Affairs Region, APO 24-5

The inclosed forms are to be completed in triplicate and forwarded to this section with all requests for reemployment leave in the ZI. These forms are to be forwarded in addition to "Request for Return," "Exit Interview" and "Employment Agreement," all in triplicate.

Incl
As indicatedR. A. ANDERSON
Chief, Personnel DivisionCOPY

S T A T E M E N T

Due to the overall reduction in force in this Headquarters, I have been advised that if I am reached for reduction in force while on reemployment leave I may not be returned from the ZI to Japan for duty.

Complete arrangements have been made to insure that personal matters can be handled by someone in Japan and that personal belongings and/or household goods can be either disposed of or returned to my point of hire.
