GHQ/SCAP Records(RG 331)
Description of contents

THE NATIONAL ARCHIVES OF THE UNITED STATES

(1) Box no. 2244

(2) Folder title/number: (20)
Japanese Labor

(3) Date: Dec. 1947 - Feb. 1951

(4) Subject:

Classification	Type of record
035.3	c, j

(5) Item description and comment:

(6) Reproduction: (Yes) No

(7) Film no. Sheet no.

PAYROLL FOR JAPANESE EMPLOYEES OF THE OCCUPATION FORCES
連合國軍關係日本人使用人給與支拂表

PAYROLL CERTIFICATION
給與支拂証明

8C

D.I.Bldg. 615
Government Section GHQ | ~~Tokyo~~ | ~~Tokyo To~~ | 017 | 271-10
Name of Preparing Office 作成官署名 | City 市 | Prefecture 縣 | Station No. 官署 | Payroll No. ペイロール

Period from 期間自 ~~1 January~~ 195 1 to 至 ~~31 January~~ 195 1

For payment for services and allowances of Japanese employees of the Occupation Forces during the period specified above.

(For use of Paying Office)
支出官記載欄

D.C. Vou No. 支出官支拂証書 1777
D.O. Sta. No. 支出官署 0220/
Date of Payment 支拂日 9 Feb 51

"I certify that the persons named on the within payroll in pages have performed the services for which employed for the hours listed and that the number of persons employed is within the authorized personnel ceiling for the appropriation and project account cited in the accounting classification."

(SIGN ORIGINAL ONLY)
Signature of Personnel Officer for the O. F.

H. E. CURTIS, Capt. FA
Name and Rank (Typed)

DIFFERENCES 来拂	AMOUNT 額
行 頁	
Line Page	¥ 円
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Line Page	
Line Page	
Carried Forward 右ニ繰越	¥ 円

DIFFERENCES 来拂	AMOUNT 額
左ヨリ繰越	
Brought Forward	¥ 円
Line Page	
Line Page	
Line Page	
Line Page	
Line Page	
Line Page	
Line Page	
Account Verified, correct for	¥ 円
Signature: 署名	

PAYROLL SUMMARY
ペイロール 集計

	Amount 額
Net Payment to Employees 差引支拂額	¥ 12,234 円
Tax 税	1120

PERSONNEL CEILING INFORMATION
定員報告

Number Authorized 定員	1
Actual Strength 現員	1

Net Payment to Employees . . . . ¥ 12,252 円
差引支拂額

Tax 1120
稅

Health Insurance 264
健康保險料

Welfare Insurance 120
厚生年金保險料

Gross Payments . . . . . ¥ 13,738 円
支拂總額

Number Authorized 1
定員

Actual Strength 1
現員

Number of Employees Appearing on Payroll
ペイロール記載人員 1

Number Paid
支拂人員

Number Not Paid
支拂人員

ACCOUNTING CLASSIFICATION
勘定区分

APPROPRIATION TITLE 摂算科目	APPROPRIATION SYMBOL 科目記號	COMMAND CODE 主管部隊符號	FISCAL STA. NO. 経理官署番號	PROJECT ACCOUNT 計画別勘定	OBJECT CLASS 對象区分	PROJECT AMOUNT 計画別支拂額	OBLIGATION AUTHORITY REFERENCE 支出負担行為担当官参考事項
						13,738	
GESA	0106	4	047	412	01		

I certify that the services listed on the within payroll are properly chargeable to the account indicated above, the available balance of which is sufficient to cover an amount not to exceed ¥ 13,738 .

(SIGN ORIGINAL ONLY)

Signature of Fiscal or Obligating Officer

E. J. BERRY, Fiscal Officer

Name and Rank (Typed) Official Title

GROSS PAYMENTS Total	GROSS PAYMENTS Applicable to: Prior Months	GROSS PAYMENTS Applicable to: Current Month	COST ACCOUNT CODE	APPRO. NO.	PROJ. NO.	GROSS PAYMENTS Total	GROSS PAYMENTS Applicable to: Prior Months	GROSS PAYMENTS Applicable to: Current Month	COST ACCOUNT CODE	APPRO. NO.	PROJ. NO.

SCAP AGO Form No. 16 (14 Apr 50)

4538—FEC P&PC—8 50—800M

PAYROLL FOR JAPANESE EMPLOYEES OF THE OCCUPATION FORCES
連合國軍關係日本人傭用人給與支拂表
(CONTINUATION SHEET)

Government Section GHQ D.I.BLDG. 615 | Tokyo | Tokyo-To

Name of Preparing Office 作成官署名 | City 市 | Prefecture 縣

Page No. 頁 1

Station No. 官署 047

Period from 期間自 1 January 1951 to 至 31 January 1951

Payroll No. ペイロール 371-10

LINE 行	FULL NAME 氏名	PASS NO. パス番號	CLASSIFICATION 分類 Job Title 職種	L/A F/A 特殊手當%	TOTAL HOURS WORKED 總稼働時間數 R/H 基本給支給時間	O/T 超勤時間	N/D 深夜手當支給時間	L/D 有給休暇時間	A/H 罹災休暇時間	T/A 疾病手當支給時間	N/W 休業手當支給時間	S/A 特殊作業手當 30% 20% 10%	D/W 稼働日數	REMARKS 備考	LINE 行
1	Saburo Kuboki 久保三郎	201-13919	Office Worker		184			16		20			26		1
2															2
3															3
4															4
5															5
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24																24
25																25
PAGE TOTAL ÷ ÷					184		16		20			26				

SCAP AGO Form No. 17 (14 Apr 50)

6217—FEC P&PC—9 50—1MM

PAYROLL FOR JAPANESE EMPLOYEES OF THE OCCUPATION FORCES
連合國軍關係日本人使用人給與支拂表
(COMPUTATION SHEET)
計算表

Government Section GHQ D.I.Bldg. 615 | Tokyo | Tokyo-To

Name of Preparing Office 作成官署名 | City 市 | Prefecture 縣

Page No. 頁 1
Station No. 官署 047
Payroll No. ペイロール 371-10

Period from 期間自 1 January 1951 to 至 31 January 1951

LINE 行	BASIC WAGE 基本給	DEP. 扶養家族数 A	DEP. 扶養家族数 B	GROSS PAY 支拂總額	DEDUCTIONS 控除額 Tax 稅	Health Ins. 健康保險料	Welfare Ins. 厚生年金保險料	NET PAY 差引支拂額	SIGN 受領印	REMARKS 備考	LINE 行
1	7970	2	1	13788	1120	264	120	12284			1
2											2
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23																							23
24																							24
25																							25
PAGE TOTAL 計		2	1	13738	1120	264	120			12.23¥													

SCAP AGO Form No. 18 (14 Apr 50)

6218—FEC P&PC—9-30-1950

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

CHECK SHEET

(Do not remove from attached sheets)

#20

File No.: Subject: Working Hours - Japanese Employee — Capt. Curtis, 26-6961

Note No.

From: Govt Sect To: Japanese Labor Division, G-1 Hq & Service Comd Date: 2 Feb 1951

1. Due to an increased workload, it has became necessary to increase the working hours of Saburo Kuboki, office worker, Japanese employee in Government Section from forty-five (45) hours per week to forty-eight (48) hours per week.

2. It is, therefore, requested that his working hours be changed as follows:

Monday thru Friday	0730 to 1700 -	42½ hrs.
Saturday	0730 to 1300 -	5½ hrs.
Total		48 hrs.

for C. W.

Capt McCaffrey 26-6739

2. FROM: Hq Comdt TO: Govt Section, GHQ FEC Date: 2 Feb 51

Approved.

for B. L. M.

FEC AGO Form No 37a
(13 Dec 49)

2410—FEC Printing Plant—4/50—50M

1688

2.

FROM: Hq Condt TO: Govt Section, GHQ FEC Capt McCaffrey 28-6739
Date: 2 Feb 51

Approved.

- -B. L. M.- - - - - - - - - - - - - - - - -

Capt. Curtis, 26-6961
Working Hours - Japanese Employee

Govt Sect

Japanese Labor
Division, G-1
Hq & Service Comd

2 Feb 1951

1. Due to an increased workload, it has became necessary to increase the working hours of Saburo Kuboki, office worker, Japanese employee in Government Section from forty-five (45) hours per week to forty-eight (48) hours per week.

2. It is, therefore, requested that his working hours be changed as follows:

Monday thru Friday	0730 to 1700 -	42½ hrs.
Saturday	0730 to 1300 -	5½ hrs.
Total		48 hrs.

C. W.

GS Files

3

1884

PAYROLL FOR JAPANESE EMPLOYEES OF THE OCCUPATION FORCES
連合國軍關係日本人使用人給與支拂表

PAYROLL CERTIFICATION
給與支拂証明

SR 46

Government Section GHQ F. E. | Bldg. 615 | Tokyo | Tokyo-To | 047 | 3716
Name of Preparing Office 作成官署名 | City 市 | Prefecture 縣 | Station No. 官署 | Payroll No. ペイロール

Period from 1 September 195 0 to 30 September 195 0
期間 自 至

For payment for services and allowances of Japanese employees of the Occupation Forces during the period specified above.

(For use of Paying Office)
支出官記載欄

D.O. Vou No. 866
D.O. Sta. No. 02201
Date of Payment 7 Oct. 1950
支拂日

"I certify that the persons named on the within payroll in pages have performed the services for which employed for the hours listed and that the number of persons employed is within the authorized personnel ceiling for the appropriation and project account cited in the accounting classification."

(SIGN ORIGINAL ONLY)
Signature of Personnel Officer for the O. F.

M. E. CURTIS, Jr. CAPT. FA
Name and Rank (Typed)

DIFFERENCES 来拂	AMOUNT 額	DIFFERENCES 来拂	AMOUNT 額
行 Line	頁 Page ¥ 円	左ヨリ繰越 Brought Forward	¥ 円
Line	Page	Line	Page
Line	Page	Line	Page
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Line	Page	Line	Page
Line	Page	Account Verified, correct for	¥ 円
Line	Page	Signature: 署名	
Carried Forward 右ヘ繰越	¥ 円		

PAYROLL SUMMARY
ペイロール 集計

	Amount 額
Net Payment to Employees 差引支拂額	¥ 10 931 円
Tax 税	1,155

PERSONNEL CEILING INFORMATION
定員報告

Number Authorized 定員	1
Actual Strength 現員	1
Number of Employees Appearing on Payroll	1

差引支拂額	
Tax 稅	1,155
Health Insurance 健康保險料	220
Welfare Insurance 厚生年金保險料	120
Gross Payments 支拂總額	¥ 12,426 円

Number Authorized 定員	1
Actual Strength 現員	1
Number of Employees Appearing on Payroll ペイロール記載人員	1
Number Paid 支拂人員	1
Number Not Paid 未拂人員	0

ACCOUNTING CLASSIFICATION
勘定区分

APPROPRIATION TITLE 歳算科目	APPROPRIATION SYMBOL 科目記號	COMMAND CODE 主管部局行為	FISCAL STA. NO. 経理官署番號	PROJECT ACCOUNT 計画別勘定	OBJECT CLASS 計象区分	PROJECT AMOUNT 計画別支拂額	OBLIGATION AUTHORITY REFERENCE 支出負担行為担当官の参考事項
GESA	0106	4	047	412	01	12,426	

I certify that the services listed on the within payroll are properly chargeable to the account indicated above, the available balance of which is sufficient to cover an amount not to exceed ¥ 12,426 Each.

6 Oct. 1950

(SIGN ORIGINAL ONLY)

Signature of Fiscal or Obligating Officer

E. J. BERRY, Fiscal Officer

Name and Rank (Typed) Official Title

GROSS PAYMENTS Total	GROSS PAYMENTS Applicable to: Prior Months	GROSS PAYMENTS Applicable to: Current Month	COST ACCOUNT CODE	APPRO. NO.	PROJ. NO.

GROSS PAYMENTS Total	GROSS PAYMENTS Applicable to: Prior Months	GROSS PAYMENTS Applicable to: Current Month	COST ACCOUNT CODE	APPRO. NO.	PROJ. NO.

SCAP AGO Form No. 16 (14 Apr 50)

4559—FEC P&PC—8/50—900M

PAYROLL FOR JAPANESE EMPLOYEES OF THE OCCUPATION FORCES
連合国軍関係日本人使用人給与支払表
(CONTINUATION SHEET)

Government Section GHQ D.I. Bldg. 615 — Name of Preparing Office 作成官署名
Tokyo — City 市
Tokyo-To — Prefecture 縣
Page No. 1 頁
Station No. 047 官署
Period from 1 September 196 0 to 30 September 196 0 期間 自 至
Payroll No. 373-6 ペイロール

LINE 行	FULL NAME 氏名	PASS NO. パス番號	CLASSIFICATION 分類 Job Title 職種	L/A F/A 特給	TOTAL HOURS WORKED 總勞働時間數 R/H 基本給	O/T 超過勤務	N/D 夜間勤務	L/D 休日勤務	A/H 特殊勤務	T/A 出張	N/W 休業	S/A 特別手當 30% 20% 10%	D/W 勞働日數	REMARKS 備考	LINE 行
1	Saburo Kuboki 久保木三郎	201-13919	Office Worker		160			16		25			25		1
2															2
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PAGE TOTAL 計				164	164			16		25			25				

SCAP AGO Form No. 19 (14 Apr 50)

3618—FEC P&PC—7/50—950M

PAYROLL FOR JAPANESE EMPLOYEES OF THE OCCUPATION FORCES
連合國軍關係日本人使用人給與支拂表
(COMPUTATION SHEET)
計算表

~~[illegible] Section GHQ D.I. Bldg.~~ 615 — Name of Preparing Office 作成官署名
~~Tokyo~~ — City 市
~~Tokyo-To~~ — Prefecture 縣

Page No. 頁 1
Station No. 官署 047
Payroll No. ペイロール 371-6

Period from 期間自 1 September 1950 to 至 30 September 1950

LINE 行	BASIC WAGE 基本給	DEP. 扶養家族数 A	B	GROSS PAY 支拂總額	DEDUCTIONS 控除額 Tax 稅	Health Ins. 健康保險料	Welfare Ins. 厚生年金保險料			NET PAY 差引支拂額	SIGN 受領印	REMARKS 備考	LINE 行
1	6700	2	1	12426	1155	220	120			10931			1
2													2
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PAGE TOTAL 計		2	1	12426	1155	220	120			1093							

3616—FEC P&PC—7 50—1MM

EXTRACT OF COST DATA FROM PAYROLL FOR
JAPANESE EMPLOYEES OF THE OCCUPATION FORCES

Government Section
Name of Preparing Office

Orig 75

1-31 August 1950
Pay Period

371-5
Payroll No.

Accounting Classification

A 0106 CC A P 41N

Project Amount $

Actual Strength 1 Total Hours for Which Paid 184

Functional Account Nos.	Total Hours per Function	For Use of Controllers Office Only
OESA-0106	184 (176)	
TOTALS OESA-0106	184	

X Regular Payroll

Supplemental Payroll

H. E. CURTIS, JR. CAPT, FA
Signature of Preparing Officer

SCAP AGO Form No 21

PAYROLL FOR JAPANESE EMPLOYEES OF THE OCCUPATION FORCES
連合國軍關係日本人使用人給與支拂表

PAYROLL CERTIFICATION
給與支拂証明

Full

Government Section GHQ D.I. Bldg. 615 Tokyo Tokyo-To 047 371-5

Name of Preparing Office 作成官署名 | City 市 | Prefecture 縣 | Station No. 官署 | Payroll No. ペイロール

Period from 1 August 1950 to 31 August 1950
期間 自 至

For payment for services and allowances of Japanese employees of the Occupation Forces during the period specified above.

(For use of Paying Office)
支出官記載欄

D.O. Vou No. 753
起案支拂証書

D.O. Sta. No. 02201
起案官署

Date of Payment 14 Sept. 1950
支拂日

"I certify that the persons named on the within payroll in pages have performed the services for which employed for the hours listed and that the number of persons employed is within the authorized personnel ceiling for the appropriation and project account cited in the accounting classification."

(SIGN ORIGINAL ONLY)

Signature of Personnel Officer for the O. F.

Name and Title (Typed) PT. FA

DIFFERENCES 未拂		AMOUNT 額	DIFFERENCES 未拂		AMOUNT 額
行 Line	頁 Page	¥ 円	先ヶ繰越 Brought Forward		¥ 円
Line	Page		Line	Page	
Line	Page		Line	Page	
Line	Page		Line	Page	
Line	Page		Line	Page	
Line	Page		Line	Page	
Line	Page		Line	Page	
Line	Page		Line	Page	
Line	Page		Account Verified, correct for		¥ 円
Carried Forward 右ヶ繰越		¥ 円	Signature: 署名		

PAYROLL SUMMARY
ペイロール集計

	Amount 額
Net Payment to Employees 差引支拂額	¥ 10690 円
Tax 税	1070
Health Insurance	

PERSONNEL CEILING INFORMATION
定員報告

Number Authorized 定員	1
Actual Strength 現員	1
Number of Employees Appearing on Payroll	1

Net Payment to Employee 差引支拂額	¥ 10,670	円	Number Authorized 定員	1
Tax 税	1070		Actual Strength 現員	1
Health Insurance 健康保険料	220		Number of Employees Appearing on Payroll ペイロール記載人員	1
Welfare Insurance 厚生年金保険料	120		Number Paid 支拂人員	1
			Number Not Paid 未拂人員	0
Gross Payments 支拂總額	¥ 12,100	円		

ACCOUNTING CLASSIFICATION
勘定区分

APPROPRIATION TITLE 歲算科目	APPROPRIATION SYMBOL 科目記號	COMMAND CODE 主要部隊符號	FISCAL STA. NO. 経理官署番號	PROJECT ACCOUNT 計画別勘定	OBJECT CLASS 對象区分	PROJECT AMOUNT 計画別支拂額	OBLIGATION AUTHORITY REFERENCE 支出負担行為担当官参考事項
GESA	0106	4	047	412	01	12,100	

I certify that the services listed on the within payroll are properly chargeable to the account indicated above, the available balance of which is sufficient to cover an amount not to exceed ¥ 12,100.

7 Sept. 1950

(SIGN ORIGINAL ONLY)

Signature of Fiscal or Obligating Officer

E. J. BERRY, Fiscal Officer

Name and Rank (Typed) — Official Title

GROSS PAYMENTS Total	GROSS PAYMENTS Applicable to: Prior Months	GROSS PAYMENTS Applicable to: Current Month	COST ACCOUNT CODE	APPRO. NO.	PROJ. NO.

GROSS PAYMENTS Total	GROSS PAYMENTS Applicable to: Prior Months	GROSS PAYMENTS Applicable to: Current Month	COST ACCOUNT CODE	APPRO. NO.	PROJ. NO.

SCAP AGO Form No. 16 (14 Apr 50)

3617—FEC P&PC—7/50—150M

PAYROLL FOR JAPANESE EMPLOYEES OF THE OCCUPATION FORCES
連合國軍關係日本人被用人給與支拂表
(CONTINUATION SHEET)

Government Section GHQ D.I. Bldg. 615 Tokyo — Tokyo-To
Name of Preparing Office 作成官署名 — City 市 — Prefecture 縣

Page No. 頁 1
Station No. 官署 047
Payroll No. ペイロール 371-5

Period from 期間自 1 August 195 0 to 至 31 August 195 0

LINE 行	FULL NAME 氏名	PASS NO. パス番號	CLASSIFICATION 分類 Job Title 職種	L/A P/A	TOTAL HOURS WORKED 總勞働時間數 R/H	O/T	N/D	L/D	A/H	T/A	M/C	S/A 勤務手當 30% 20% 10%	D/W 勞働日數	REMARKS 摘要	LINE 行
1	Saburo Kuboki 久保木三郎	201-13919	Office Worker		184			16		20			27		1
2															2
3															3
4															4
5															5
6															6
7															7
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24																24
25																25
PAGE TOTAL †††					184		16		20			27				

SCAP AGO Form No. 19 (14 Apr 50)

3618—FEC P&PC—7/50—150M

PAYROLL FOR JAPANESE EMPLOYEES OF THE OCCUPATION FORCES

連合國軍關係日本人使用人給與支拂表

(COMPUTATION SHEET)

計算表

Government Section GHQ D.I. Bldg. 615 — Name of Preparing Office 作成官署名
Tokyo — City 市
Tokyo-To — Prefecture 縣

Page No. 頁 1
Station No. 官署 047
Payroll No. ペイロール 371-5

Period from 期間自 1 August 195 0 to 至 31 August 195 0

LINE 行	BASIC WAGE 基本給	DEP. 扶養家族數 A	DEP. 扶養家族數 B	GROSS PAY 支拂總額	DEDUCTIONS 控除額 Tax 稅	Health Ins. 健康保險料	Welfare Ins. 厚生年金保險料	NET PAY 差引支拂額	SIGN 受領印	REMARKS 備考	LINE 行
1	6700	2	1	12100	1070	220	120	10690			1
2											2
3											3
4											4
5											5
6											6
7											7
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25																				25
PAGE TOTAL 計		2	1	12110	1070	220	120				10690									

SCAP AGO Form No. 18 (14 Apr 50)

2848—FEC Printing Plant—5 50—120M

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

ROUTING SLIP

FROM: GPGA - JL DATE: 30 August '50 1949/

TO:

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

FOR:

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

FEC AGO Form No. 14 (1 Jan 49)

4445—FEC Printing Plant—2/49—25M

PAYROLL FOR JAPANESE EMPLOYEES OF THE OCCUPATION FORCES
連合國軍關係日本人使用人給與支拂表

PAYROLL CERTIFICATION
給與支拂証明

POSTED 7-31-50
Allotment Ledger
NMA Ledger
Date

Government Section GHQ R.I. Bldg 615 | Tokyo | Tokyo-To | 047 | 372-4 5
Name of Preparing Office 作成官署名 | City 市 | Prefecture 縣 | Station No. 官署 | Payroll No. ペイロール

Period from 1 July 195 0 to 31 July 195 0
期間 自 至

For payment for services and allowances of Japanese employees of the Occupation Forces during the period specified above.

(For use of Paying Office)
主出官記載欄

D.O. Vou No. 512
主計官支拂証書

D.O. Sta. No. 022
主計官官署

Date of Payment 10 Aug 50
支拂日

"I certify that the persons named on the within payroll in pages have performed the services for which employed for the hours listed and that the number of persons employed is within the authorized personnel ceiling for the appropriation and project account cited in the accounting classification."

(SIGN ORIGINAL ONLY)
Signature of Personnel Officer for the O. F.

Name and Rank (Typed)

DIFFERENCES 来拂	AMOUNT 額
行 Line	頁 Page ¥ 円
Line	Page
Line	Page
Line	Page
Line	Page
Line	Page
Line	Page
Line	Page
Line	Page
Line	Page
Carried Forward 次ニ繰越	¥ 円

DIFFERENCES 来拂	AMOUNT 額
左ヨリ繰越 Brought Forward	¥ 円
Line	Page
Line	Page
Line	Page
Line	Page
Line	Page
Line	Page
Line	Page
Account Verified, correct for	¥ 円
Signature: 署名	

PAYROLL SUMMARY
ペイロール 集計

	Amount 額
Net Payment to Employees 差引支拂額	¥ 10,931 円
Tax 税	1,155
Health Insurance	220

PERSONNEL CEILING INFORMATION
定員報告

Number Authorized 定員 1
Actual Strength 現員 1
Number of Employees Appearing on Payroll

Tax 税	1,155
Health Insurance 健康保険料	220
Welfare Insurance 厚生年金保険料	120
Gross Payments 支拂總額	¥12,426 円

Number Authorized 定員	/
Actual Strength 現員	/
Number of Employees Appearing on Payroll ペイロール記載人員	/
Number Paid 支拂人員	1
Number Not Paid 未拂人員	0

ACCOUNTING CLASSIFICATION
勘定區分

APPROPRIATION TITLE 歲算科目	APPROPRIATION SYMBOL 科目記號	COMMAND CODE 主管部隊符號	FISCAL STA. NO. 經理官署番號	PROJECT ACCOUNT 計畫別勘定	OBJECT CLASS 對象區分	PROJECT AMOUNT 計畫別支拂額	OBLIGATION AUTHORITY REFERENCE 支拂負担行爲担當官參考事項
GHA	0106	4	047	412	01	12,426	

I certify that the services listed on the within payroll are properly chargeable to the account indicated above, the available balance of which is sufficient to cover an amount not to exceed ¥ 12426 aaj 8-8-50

(SIGN ORIGINAL ONLY)
Signature of Fiscal or Obligating Officer
E. J. BERRY. Fiscal Officer
Name and Rank (Typed) Official Title

GROSS PAYMENTS Total	GROSS PAYMENTS Applicable to: Prior Months	GROSS PAYMENTS Applicable to: Current Month	COST ACCOUNT CODE	APPRO. NO.	PROJ. NO.

GROSS PAYMENTS Total	GROSS PAYMENTS Applicable to: Prior Months	GROSS PAYMENTS Applicable to: Current Month	COST ACCOUNT CODE	APPRO. NO.	PROJ. NO.

SCAP AGO Form No. 16 (14 Apr 50)

3617—FEC P&PC—7 50—15

PAYROLL FOR JAPANESE EMPLOYEES OF THE OCCUPATION FORCES

Government Section GHQ, Dai Ichi 連合国軍占領軍日本人被用人給与支払表 (CONTINUATION SHEET)

1

047

Name of Preparing Office 作成官署名 ____ City 市 ____ Prefecture 県 ____ 0

Period from 期間自 ____ 195__ to 至 31 July 195__

Page No. 頁 ____

Station No. 官署 371-4

Payroll No. ペイロール ____

LINE 行	FULL NAME	PASS NO. パス番号	CLASSIFICATION 分類 Job Title 職務	L/A P/A	TOTAL HOURS WORKED 総就業時間数 R/H	O/T	N/D	L/D	A/H	T/A	N/W	S/A 特殊手当 30% 20% 10%	D/W 就業日数	REMARKS 摘要	LINE 行
1	Saburo Suhoki 久保木三郎														1
2															2
3															3
4															4
5															5
6															6
7															7
8															8
9															9
10															10

10																10
11																11
12																12
13																13
14																14
15																15
																16
																17
																18
1																19
20																20
21																21
22																22
23																23
24																24
25																25
PAGE TOTAL 84					168			16		25			25			

SCAP AGO Form No. 17 (14 Apr 50)

PAYROLL FOR JAPANESE EMPLOYEES OF THE OCCUPATION FORCES

連合國軍關係日本人傭人給與支拂表

(COMPUTATION SHEET)

計算表

Government Section GHQ D.I. Bldg 615 — Tokyo — Tokyo-To

Name of Preparing Office 作成官署名 — City 市 — Prefecture 縣

Page No. 頁 1 — Station No. 官署 371-4

Period from 1 July 196 0 to 31 July 196 0 — Payroll No. ペイロール

LINE 行	BASIC WAGE 基本給	DEP. 扶養家族数 A	DEP. 扶養家族数 B	GROSS PAY 支給総額	DEDUCTIONS 控除額 Tax 税	Health Ins. 健康保険料	Welfare Ins. 厚生年金保険料			NET PAY 差引支給額	SIGN 受領印	REMARKS 摘要	LINE 行
1	6700	1200	400	12426	1456	220	124			10,626			1
2													2
3													3
4													4
5													5
6													6
7													7
8													8
9													9
10													10
11													11

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12																								12
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21																								21
22																								22
23																								23
24																								24
25																								25
PAGE TOTAL 計																								

SCAP AGO Form No. [illegible] (14 Apr 50)

2238—FEC Printing Plant—4/50—5M

EXTRACT OF COST DATA FROM PAYROLL FOR
JAPANESE EMPLOYEES OF THE OCCUPATION FORCES

Govt Sec
Name of Preparing Office

Oreg. + 5

1-31 Aug 50
1-31 July 50
Pay Period

5
371-X
Payroll No.

Accounting Classification

A 0106 CC 4 P 412

Project Amount ¥

Actual Strength 1 Total Hours for Which Paid 193

Functional Account Nos.	Total Hours per Function	For Use of Comtrollers Office Only
GESA-0106	193	
TOTALS GESA-0106	193	

☒ Regular Payroll

☐ Supplemental Payroll

Signature of Preparing Officer

SCAP AGO Form No 21

Jap Lab.

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

HC 230.14 (GPGA)

2 August 1950

MEMORANDUM:

REPORT OF JAPANESE NATIONAL EMPLOYEES DISCHARGED FOR CAUSE

1. The Security Division, Office of the Provost Marshal, Metropolitan Tokyo Area, maintains a list of all Japanese Nationals who have been separated from employment with this command for cause or other cogent reasons which would make them undesirable for re-employment by the Occupation Forces. This list is used by the Security Division to clear all employees at the time of issuing security clearance to insure that Japanese Nationals considered undesirable for any reason are not re-employed.

2. Effective immediately all Japanese National employees discharged for reasons which should preclude their future re-employment by the Occupation Forces will be reported to this headquarters. The attached form, subject, "Report of Japanese National Employees Discharged for Cause" (HC Form No 67) will be used to submit the required report. Care will be taken to insure the reason for discharge as shown on the form is in sufficient detail to permit evaluation by the Security Division. This form will be submitted in triplicate to this headquarters, Attention: Japanese Labor Control Division, G-1 Section, attached to the Notice of Release of Japanese Employee (HC Form No 82) upon separation of the employee concerned.

3. As a guide in determining whether an employee being discharged should be reported in accordance with this directive, it is considered that any employee discharged because of a serious infraction of regulations, extended unauthorized absence, larceny of government or personal property, misappropriation of government property or funds, forgery, any criminal act, gross negligence of duty, unsatisfactory performance of duty, and other similar deficiencies should be reported. Minor infraction of regulations, trivial acts of negligence, mistakes due primarily to language difficulties, brief absences from duty and other less serious acts may be ample cause for discharge with prejudice but should not be considered as justifying submission of a report as provided in paragraph 2, above.

4. Two (2) copies of each report submitted will be furnished the Tokyo Labor Liaison Office by this headquarters. This will take the place of the report required by paragraph 8c, letter, Headquarters, Tokyo Military Government Team, AGL-240, subject, "Labor Regulations", dated 28 May 1949, which will be discontinued after submission of the report for the month of July 1950.

5. A supply of HC Forms No 67 can be obtained on request to the Adjutant General, this headquarters.

BY COMMAND OF MAJOR GENERAL WEIBLE:

M. F. NOYES
Colonel AGD
Adjutant General

1 Incl
HC Form No 67
(1 Aug 50)
DISTRIBUTION: 300 copies to G-1

_____
Section or Unit

_____
Location

_____
Date

SUBJECT: Report of Japanese National Employees Discharged for Cause

TO: Commanding General, Headquarters and Service Group,
General Headquarters, Far East Command, APO 500
Attention: Japanese Labor Control Division, G-1 Section

The following individual is not recommended for further employment by the Occupation Forces:

Name: _____ (_____)
(Japanese Characters)

Position: _____ Pass No _____

Birthdate: _____ Ht. _____ Wt. _____

Identifying Marks: _____

Present Address: _____

_____

Date Hired: _____ Date Discharged: _____

ID Card: (Attached)

(If unattached, explain why) _____

_____

Reason for Discharge (give details): _____

_____

_____
Signature of Labor Officer

HC Form No 67
(1 Aug 50)

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

ADMINISTRATIVE MEMORANDUM
NUMBER 43

22 April 1950

PROCEDURE FOR PAYMENT TO JAPANESE PERSONNEL
EMPLOYED BY THE OCCUPATION FORCES

	Section
GENERAL	I
METHOD FOR PREPARING TIME REPORTS AND PAYROLLS FOR PERMANENT JAPANESE EMPLOYEES	II
PAYMENT BY DISBURSING OFFICERS	III
SUPPLEMENTAL PAYROLLS	IV
MISCELLANEOUS	V

SECTION I - GENERAL

1. Purpose. The expenditure of indigenous funds for the Japanese Fiscal Year 1950, commencing 1 April 1950, will be on a full fiscal basis similar to the method used in accounting for U S appropriated funds. This will require that yen expenditures be strictly accounted for by fiscal appropriation and project. The procedure prescribed in this memorandum will provide a uniform method by which the following may be accomplished:

a. Furnish the Japanese Government, who is the employer, a listing of the employees being supervised by the Occupation Forces; their classification; the hours and days they worked, and whether they performed any other duties which will grant additional pay and/or allowances.

b. Permit the Japanese Government representatives to compute the amount to which the employee is entitled based on the listing submitted and in accordance with established wage scales.

c. Correlate the amount recorded as an obligation in the fiscal accounts of the Occupation Forces with the expenditures made by the Japanese disbursing officers and recorded in the accounts of the Japanese Government.

d. Enable the Occupation Force fiscal officer to liquidate the established obligations and to provide a method of reconciling expenditures.

2. Scope. The procedure applies to all payments for personal services made from Japanese appropriated funds (TOW - Works) to Japanese employees of the Occupation Forces whose names appear on a Time Report for Permanent Japanese Employees (HGL Form #5 Revised), hereinafter referred to as the time report, certified to by the Occupation Forces' supervising official or his representative. Other forms are provided to make payment for Retirement allowance, illness or injury subsequent to ninety (90) days' absence, lump-sum payments, travel pay and any other items which are not shown on a time report and therefore are not included in the payroll listing.

3. Effective Date. The procedure prescribed in this Administrative Memorandum will be effective with the preparation of the payroll for Japanese employees for the month of April 1950.

4. Definitions.

a. Preparing Office. Any unit, staff section, mission or club utilizing Japanese personnel authorized on manning tables issued by this headquarters.

b. Personnel Officer for the Occupation Forces (O.F.). The labor officer as prescribed in Section II, Administrative Memorandum Number 37, this headquarters, subject, "Japanese Labor Serving the Occupation Forces", dated 4 April 1949, hereinafter referred to as the personnel officer.

c. Fiscal Officer. Comptroller, General Headquarters, Far East Command, and Supreme Commander for the Allied Powers.

d. Obligating Officer. Comptroller, General Headquarters, Far East Command and Supreme Commander for the Allied Powers.

e. Prefectural Labor Management Office. The Japanese Government office which maintains the Individual Earnings Records and computes the amount due the employee based on the information furnished in the Individual Earnings Record and the payroll listing.

f. Disbursing Officer. An official of the Japanese Government entrusted with the disbursement of TOW (Works Portion) Funds.

SECTION II - METHOD OF PREPARING TIME REPORTS AND PAYROLLS FOR PERMANENT JAPANESE EMPLOYEES

5. Time Reports.

a. Personnel Officers in units, sections, clubs, and missions will prepare time reports for only those personnel who are authorized on approved manning tables. All personnel must be classified to show fiscal appropriation and project code and functional cost account code to which the employee is properly chargeable in order to accomplish the preparation and listing of individuals on the time report in the following sequence:

(1) First by fiscal appropriation code.

(2) Within each appropriation code by fiscal project code.

(3) Within each project code by functional cost account code.

(4) Within each functional cost account code by job category in alphabetical order, such as advisors, carpenters, clerks, managers,

(5) Wherever practical individuals will be listed within each job category by name in alphabetical order.

b. A model time report, Inclosure 1 is attached showing proper listing of individuals.

6. Payroll Forms.

a. The form to be used as the certification is SCAP AGO Form #16 (Pay Roll for Japanese Employees of the Occupation Forces - Pay Roll Certification), Inclosure 2.

6. b. The form to be used as the payroll listing is SCAP AGO Form #17 (Pay Roll for Japanese Employees of the Occupation Forces - Continuation Sheet), Inclosure 3.

c. The form to be used for the computations is SCAP AGO Form #18 (Payroll for Japanese Employees of the Occupation Forces - Computation Sheet), Inclosure 4.

7. Payrolls will be prepared from information contained on the time report and pertinent pay data available to the preparing agency. Separate payrolls will be prepared for each appropriation and project. Each payroll will contain listings of employees classified in the same appropriation and project with a further breakdown by functional cost account code as prescribed for the preparation of the time report. In this manner a payroll may contain multiple functional account codes but only one appropriation and project.

8. The following is an explanation of the data to be entered in the various spaces and columns on SCAP AGO Form #17.

a. Heading.

(1) Name of preparing office. The name of the unit, section, mission or club with the location of the office preparing the payroll.

Example: Billeting Section
Sanno Apartments

(2) Location. The city and prefecture in which the preparing office is located.

(3) Station Number. The Station Number for all payrolls prepared in this command will be 047.

(4) Pay Roll Number. Instructions regarding the payroll numbering system is attached as Inclosure 5.

(5) Period. The period for which payments are included on the payroll voucher.

(6) Full name. Each line block has been divided to provide space for inserting the employees name in English and in Japanese. Units will insert the full name in English in the upper portion of the line block. The Prefectural Labor Management Office will enter the name in Japanese in the lower portion of the block.

(7) Pass Number. The pass number or other employee identification as shown on the time report.

(8) (a) Job Title. The job title of the employee as shown on the time report.

(b) L/A - Language Allowance)
)
F/A - Foreman Allowance)
Indicate the percentage (e.g. 50% - 40% - etc., to which the employee is entitled for language allowance or foreman allowance.)

8. a. (9) Total Hours Worked.

(a) R/H - Regular Hours. Show the number of regular hours worked during the period based on a forty (40) hour work week.

(b) O/T - Overtime. Show the number of overtime hours worked during the period.

(c) N/D - Night Duty. The number of hours worked on night duty during the period will be shown in this column.

(d) L/D - Leave Due. Number of leave hours earned by the employee and not taken during the period.

(e) A/H - Army Holiday. If an employee performs services on a day designated as an Army holiday the number of hours worked on that day will be stated. If the period has more than one holiday, state total number of holiday hours worked during the period.

(f) T/A - Temporary Allowance. When employees work more than forty (40) hours per week the number of hours worked over forty (40) hours, but not exceeding forty-eight (48) hours in each week during the period will be entered.

(g) N/W - Non-work Allowance. In certain instances an employee may be directed to appear for work but due to circumstances beyond his control was not able to work. The employee is entitled to 60% of the average wage. The number of hours for this category will appear on the time report and will be inserted in this column.

(10) S/A - Special Work Allowance(Risk Allowance). Show the number of hours and the percentage to which the employee is entitled because of performing hazardous or other work which entitles the employee to this allowance.

(11) D/W - Days Worked. Show the number of days worked during the period.

(12) Remarks. In addition to any other remarks which may be inserted in order to furnish any additional information or explanations deemed necessary, the following information will be stated in remarks column:

(a) Pay adjustments. Where an error was made in the data entered on the Continuation Sheet for a previous period which resulted in an over or under payment to the individual, remarks to such effect will be entered. Pay adjustments due to erroneous computations made by the Prefectural Labor Management Office on the computation sheet will also be noted.

8. a. (12) (b) Employee absent due to injury or illness sustained on duty. An employee who is absent from duty because of injury or illness will be carried on the time report of the using organization and listed and paid on the payroll for a period of ninety (90) days subsequent to the last day of duty. The payroll which contains the payment for the 90th day will contain the following under "Remarks": Trfd to GESA-P-425, date_____.

(c) Discharged. Give reason and show date of discharge.

(d) Resigned. Show date of resignation.

(e) Date of assignment. Show date assigned to duty.

9. Preparation of Pay Roll Certification, SCAP AGO Form #16.

a. The Personnel Officer for the Occupation Forces will enter the name of the preparing office, city, prefecture, station number, payroll number and period in the manner outlined in paragraph 8a (1) through (5).

b. The Personnel Officer will insert the number of pages that the payroll voucher consists of in the proper space and will certify the payroll voucher in the space provided (Certification Block).

c. Personnel Ceiling Information. The Personnel Officer will indicate the number of employees authorized for the project account, the actual strength, and the number of employees appearing on the payroll. The actual strength will be the daily average strength for the month which is obtained by adding the number of personnel on pay status for each work day of the month and then dividing the total by the number of work days in the month. The number of work days in the month will vary from twenty-one (21) to twenty-three (23) for employees on a forty (40) hour week, and twenty-five (25) to twenty-seven (27) for employees on a forty-eight (48) hour week, depending on the month being reported upon. All fractions arrived at when computing daily average strength will be counted as a whole number.

d. Accounting Classification. This will be a one line entry since only one appropriation and project will be reflected on each payroll. Personnel Officer will complete the first six blocks leaving the "Project Amount" and "Obligation Authority Reference" blank. Data for completion of this section will be obtained from the personnel authorization referred to in paragraph 17, below.

10. Copies Required and Distribution. The Payroll Certification and the payroll listings will be prepared in typewritten form in an original and five (5) copies with properly inserted blank Computation Sheets matching the number of Continuation Sheets. After certifying to the payroll the Personnel Officer will forward all six (6) copies to the Prefectural Labor Management Office where the Individual Earnings Records are maintained no later than three (3) days subsequent to the month for which payment is being made. All payrolls having two (2) or more Continuation Sheets will have one (1) additional Computation Sheet attached to the last Continuation Sheet.

11. Computation by Japanese Labor Management Office. Upon receipt of the six (6) copies of the certification and the listing in the Prefectural Labor Management Office, the Japanese official responsible for the preparation of the Payroll for Japanese Employees of the Occupation Forces (Computation Sheet) SCAP AGO Form #18 will prepare the form in the following manner:

a. The Computation Sheet will be headed to coincide with the heading on the payroll listing as prepared by the Occupation Forces, that is the same page number, station number, payroll number, name of preparing office, city, prefecture, and period will be shown so that the page containing the computation can be readily identified with the page containing the listing.

b. Based upon the information contained in the Individual Earnings Record maintained by the Prefectural Labor Management Office and the information contained in the listing which the Personnel Office for the O.F. has submitted, the Japanese representative will insert the amount due as Basic Wage, the number of dependents, the gross pay, the amounts deducted for tax, health insurance, and welfare insurance and the net amount, inserting any remarks deemed necessary applicable to the employee whose name appears in the similar line block on the listing.

c. Where the payroll consists of two (2) or more pages, the Prefectural Labor Management Office will use the additional Computation Sheets (SCAP AGO Form #18) indicating thereon the total for each of the pages comprising the payroll voucher on all six (6) copies and will fasten the payroll voucher securely so that it is in book form. After fastening, the original and triplicate copies of the payroll voucher will be forwarded to the fiscal or obligating officer at the servicing installation.

d. The Fiscal or Obligating Officer will certify as to the availability of funds, insert the amount in the certification block which will represent the amount indicated in the "Gross Pay" column on SCAP AGO Form #18, return the original to the Prefectural Labor Management Office and retain the triplicate copy.

e. Upon receipt of the oroginal copy from the Fiscal or Obligating Officer the Prefectural Labor Management Office will forward the original and the copies to the Japanese Disbursing Officer for payment.

SECTION III - PAYMENT BY DISBURSING OFFICERS

12. The following action will be taken by the Japanese Disbursing Officer:

a. Upon receipt of the required number of copies of the payroll certification, payroll listing, and payroll computation from the Prefectural Labor Management Office, the Japanese Disbursing Officer will make payment to the individual employees, obtaining their signature (han) in the proper block opposite their name.

b. Where an individual is not paid, a red line will be drawn through the information furnished applicable to the employee on both the listing and the Computation Sheets. In the remarks column the disbursing officer will insert the phrase "not paid". All copies in the possession of the Japanese Disbursing Officer will be prepared in a similar manner.

12. c. The line blocks, i.e., 1, 2, 3, etc. containing red lines and "not paid" phrases under "Remarks" will be shown in the difference block on the payroll certification. As an example, if an employee who has been shown on the listing Computation Sheet in line block 5 is marked "not paid" the difference block will show line 5, page 1, and the gross pay due the employee will be shown in the amount column. Similar entries will be shown in the difference block column to include the last red lined item. Where the payroll consists of two (2) or more pages, the Prefectural Labor Management Office will indicate on the additional computation sheet the total differences for each page comprising the payroll voucher on which differences appear.

d. After payment has been made the Japanese Disbursing Officer will insert the D.O. Voucher Number, the D.O. Station Number, and the Date of Payment in the paying officer's block.

e. In the payroll summary block, the Japanese Disbursing Officer will insert the aggregate of the net payment made to employees, the tax, health insurance, welfare insurance, and gross payments. The gross payment will be the difference between the yen amount shown as the maximum amount to be paid on the payroll and the aggregate of the differences as shown in the difference block.

f. Under the personnel ceiling information block, the Japanese Disbursing Officer will insert the number of employees paid and the number not paid.

g. The amounts reflected as gross payments in the payroll summaries block will be inserted by the Japanese Disbursing Officer in the column headed "Project Amounts", under the accounting classifications. All copies in the possession of the Japanese Disbursing Officer will be prepared to agree with the original.

h. The Japanese Disbursing Officer will submit the quadruplicate copy of the payroll to the fiscal or obligating officer at the servicing installation and will dispose of the other copies in accordance with the instructions issued by the Japanese Government.

i. Upon receipt of the quadruplicate copy from the Japanese Disbursing Officer the fiscal officer will adjust any differences between the original amount established as an obligation and the gross payment as indicated by the Japanese Disbursing Officer, will make any additions or alterations in the triplicate copy (red lines, differences, summary, etc.) which are reflected in the quadruplicate copy so that both copies are alike, and will forward the triplicate copy to the Personnel Officer.

SECTION IV - SUPPLEMENTAL PAYROLLS

13. Every effort should be made to make payment to employees on the regular payroll. Where an employee is not paid on a regular payroll, he will be listed on a supplemental payroll. Such payrolls will be marked "Supplemental" in the upper portion of the Payroll Certification Sheet. The remarks column on the Continuation Sheet will contain the following statement "Not paid on Payroll No. _____". Adjustments in amounts previously paid should be included on regular payrolls.

SECTION V - MISCELLANEOUS

14. Time reports will be retained in the preparing office for a period of one (1) year. Personnel Officer's copies of completed payrolls will be retained in accordance with current directives.

15. Supplemental instructions covering the payment of personnel charged to section or unit manning levels who receive payment from Japanese Area Labor Management Offices located outside the Tokyo area will be issued by this headquarters direct to the sections or units concerned.

16. Transfers of indigenous personnel between appropriations, projects and/or functional cost account codes during the month should be held to a minimum. Where such transfers are required, the individuals concerned will be charged against the appropriation, project and functional cost account codes in which the majority of duty was performed during the month.

17. A revised authorization of indigenous personnel by appropriation and project within current manning levels as established will be issued under separate cover.

18. Assistance in establishing this revised method of preparing time reports and information reference the proper fiscal appropriations and project codes may be obtained by contacting the Japanese Labor Control Officer, S-1 Section, Room 243A, Finance Building (Telephone 26-6739). Questions involving the use of cost accounting functional account codes will be referred to the Cost Control Officer, Fiscal Section, Room 217F, Finance Building (Telephone 57-8750).

HC 248 (HJL)

BY COMMAND OF MAJOR GENERAL WEIBLE:

LEONARD S CARROLL
Lt Col AGD
Adjutant

OFFICIAL:

A L HAYNES
CWO USA
Asst Adjutant

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500 Copies to S-1
5 Incls
1 Time Report for Permanent Japanese Employees(MGL Form #5 Revised)
2 SCAP AGO Form #16 (Payroll for Japanese Employees of the Occupation Forces - Payroll Certification)
3 SCAP AGO Form #17 (Payroll for Japanese Emplyees of the Occupation Forces - Payroll Contunuation)
4 SCAP AGO Form #18 (Payroll for Japanese Employees of the Occupation Forces - Payroll Computation)
5 Procedure for Numbering Payrolls for Japanese Employees of the Occupation Forces

TIME REPORT FOR PERMANENT JAPANESE EMPLOYEES

(1) UNIT DESIGNATION: QM SECTION (Regt., Gp., or similar unit) Laundry (Bn., or similar unit) 500 APO (2) Tokyo (Location) 57 - 1122 (Telephone No.)

884110

PAGE 1 of 1 PAGES

(3) Employed for the period from 1st March 1950 to 2400 hours, 31st March 1950.

FULL NAME	PASS NO.	CLASSIFICATION	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	NO. OF SP HRS	LV. DUE	LANG ALWS	REMARKS	
Appropriation 121	Proj. 434	Functional 074531	Cost		Account																																	
AKI[illegible]TO Shoji	009	Clerk	4	8	8	4	0	8	8	4	8	8	4	0	8	8	4	8	8	4	0	8	8	4	8	8	4	0	8	8	4	8	8		2	A-50	180 hrs	
AOYAMA Hideo	016	Clerk	4	8	8	4	0	8	8	4	8	8	4	0	8	8	4	L	L	4	0	8	8	4	8	8	4	0	8	8	4	8	8		0		180 hrs	
SAWAI Masako	147	Clerk	4	8	8	4	0	8	8	4	8	8	4	0	8	8	4	8	8	4	0	8	8	4	8	L	4	0	8	8	4	8	8		1		188 hrs	
ABE Rokuro	452	Folder	8	8	8	8	0	8	8	8	8	8	8	0	8	L	L	8	8	8	0	8	8	8	8	A	8	8	8	8	4	8	8		0		212 hrs	
BABA Eiji	015	Folder	8	8	8	8	0	8	8	8	8	8	8	0	8	8	8	8	8	8	0	8	8	8	8	8	8	0	8	8	4	8	8		2		212 hrs	
ARAKI Saburo	264	Manager	4	8	8	4	0	8	8	4	8	8	4	0	8	8	4	8	8	4	0	8	8	4	8	8	4	8	8	8	4	8	8		2	A-40	188 hrs	
DOI Mesuki	105	Manager	4	8	8	4	0	8	8	4	8	8	4	0	8	8	4	8	8	4	0	L	L	4	8	8	4	0	8	8	4	8	8		0	B-20	180 hrs	
KOYAGI Yukio	845	Sorter	8	8	8	8	0	8	8	8	8	8	8	0	8	8	8	8	8	8	0	8	8	8	8	8	8	0	8	8	2 8	2 8	8		2		216 hrs	O/T 4hrs
SATO Toshiko	247	Sorter	8	8	8	8	0	8	8	8	8	8	8	0	8	8	8	8	8	8	0	8	8	8	8	A	A	0	A	A	Discharged				0		160 hrs	
AMANO Seio	005	Washer	8	8	8	8	0	SL	SL	SL	SL	SL	SL	0	8	8	8	8	8	8	0	8	8	8	8	8	8	0	8	8	L	L	8		0		216 hrs	
BUSHIDA Kei	026	Washer	8	8	8	8	0	8	8	8	8	8	8	0	8	8	8	8	8	8	0	8	8	8	8	8	8	8	8	8	3	L			1		216 hrs	O/T 8hrs
Appropriation 121	Proj. 434	Functional 074533	Cost		Account																																	
EBIKAWA Suni	302	Clerk	4	8	8	4	0	8	8	4	8	8	4	0	8	8	4	8	8	4	0	8	8	4	8	8	4	0	8	8	4	8	8		2	B-10	180 hrs	
CH[illegible]RI Shingo	412	Presser	8	8	8	8	0	8	8	8	8	8	8	0	8	8	8	8	8	8	0	8	8	8	8	8	8	0	8	8	4	8	8		2		208 hrs	
BINGO Euchi	213	Spotter	8	8	8	8	0	8	8	8	8	8	8	0	8	8	8	8	8	8	0	L	L	8	8	8	8	0	8	8	8	8	8		0		216 hrs	

"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 overtime shown was required and authorized".

W K Curtis Jr. Capt FA — Asst. Exo.

Signature of Certifying Officer — Name and Rank Typed — Title

MGL Form #5 (Revised)

Inclosure 1 to Admin Memo No 43, 22 Apr 50

Legend for completing Time Report (See reverse side)

GHQ, FEC, SCAP

251 - 255	Adjutant General
256 - 260	American Red Cross
261 - 265	Anti-Aircraft Section
266 - 270	Central Purchasing Office
271 - 285	Civil Affairs Section
286 - 290	Civil Communications Section
291 - 295	Civil Historical Section
296 - 300	Civil Info & Education
301 - 305	Civil Intelligence Section
306 - 310	Civil Property Custodian
311 - 315	Civil Transportation
316 - 320	Civilian Personnel
321 - 335	Comptroller
336 - 340	Diplomatic Section
341 - 355	Economics Scientific Section
356 - 360	Engineer Section
361 - 365	G-2
366 - 370	G-4
371 - 375	Government Section
376 - 380	Legal Section
381 - 385	Medical Section
386 - 390	Natural Resources
391 - 395	Provost Marshall
396 - 400	Public Health & Welfare
401 - 405	Public Information Office
406 - 410	Ryukyus Military Government
411 - 415	Special Services Section
416 - 420	Transportation Section
421 - 425	Visitors Bureau

MISSIONS

511 - 515	Belgium
516 - 520	China
521 - 525	Denmark
526 - 530	France
531 - 535	Italy
536 - 540	Netherlands
541 - 545	Philippines
546 - 550	Russia

CLUBS

551 - 555	GHQ Enlisted Mens Club
556 - 560	GHQ Officers Club
561 - 565	GHQ Rocker Club
566 - 570	Grant Heights Enlisted Club
571 - 575	Union Club of Tokyo
576 - 580	Washington Heights Club
581 - 585	Washington Heights Teenager

5. It will be noted that payroll numbers in excess of the number of regular payrolls actually being prepared at the present time have been issued. This has been done to permit expansion where an activity determines at some future date an additional regular payroll is required. Payroll numbers will be sub-allocated to sub-units or preparing offices as required. Activities will, under no circumstances, use payroll numbers not included in the block specifically allocated above. Requests for additional numbers where required will be forwarded to this headquarters, attention Japanese Labor Control Officer, S-1 Section.

6. To permit this headquarters to maintain a register of payroll numbers to be used, it is desired that each activity submit a report showing each payroll number to be used and the activities or sub-units concerned. This report will be submitted to this headquarters, attention Japanese Labor Control Officer, S-1 Section, so as to arrive not later than 15 May 1950. Whenever additional payroll numbers are sub-allocated from the block of numbers authorized above a supplemental report will be submitted in order that the register maintained by this headquarters may be kept current.

PROCEDURE FOR NUMBERING PAYROLLS FOR JAPANESE EMPLOYEES OF OCCUPATION FORCES

1. All payrolls for payment of Japanese personnel employed by the Occupation Forces will have a numerical identification. This numerical identification will be known as the payroll number. This payroll number will consist of two parts, the first part identifying the activity preparing the payroll and the second part identifying a particular payroll.

2. This headquarters will allocate the first part of the payroll number which identifies the activity preparing the payroll. In those cases where an activity is required to prepare more than one (1) regular payroll each month, a block of numbers will be allocated for reissue to sub-units preparing payrolls.

3. An activity allocated a block of numbers will assign each sub-unit or preparing office that submits a payroll for Japanese employees an individual identifying number. The assigned number then will be placed in the Payroll Number space on all payrolls prepared by that particular sub-unit or preparing office. In addition to this number, the sub-unit or preparing office will use a consecutive series of numbers for the Japanese Fiscal Year, commencing with Number one on the first payroll prepared after 1 April 1950 and continuing as needed through 31 March 1951.

Example: Bunka Apartments, a sub-unit or preparing office of Billeting Section (allocated #05 through #55), has been assigned the number 05. The first payroll made by Bunka Apartments would be payroll #05-1, the second payroll prepared by the same office would be #05-2. The sub-unit or preparing office number (in this example #05) would remain constant with the second number being assigned by the preparing office consecutively for the duration of the fiscal year according to the number of payrolls prepared by that preparing office.

4. Payroll numbers are allocated as follows:

HEADQUARTERS & SERVICE GROUP

01 - 05	Adjutant
06 - 10	American Embassy
11 - 65	Billeting Section
66 - 70	Chaplain Section
71 - 75	Foreign Liaison Division
76 - 80	GHQ Branch Exchange
81 - 85	Judge Advocate
86 - 90	Post Quartermaster
91 - 95	Provost Marshall
96 - 100	Public Information Office
101 - 210	Engineer Section
211 - 215	S-1 Section
216 - 220	S-2 & S-3 Sections
221 - 225	Security Division
226 - 240	Special Services Section
241 - 245	Tokyo American Schools
246 - 250	Troop I & E Section

ATTACHED & ASSIGNED UNITS

426 - 430	APU 500
431 - 435	Army Security Agency
436 - 450	441st Counter Intelligence
451 - 455	240th Finance Disbursement
456 - 460	8228th Medical Service
461 - 465	720th Military Police Bn
466 - 470	Motor Battalion
471 - 475	Ordnance Maintenance
476 - 480	8230th Service Det
481 - 485	8234th Service Det
486 - 490	71st Signal Service Bn
491 - 495	Staff Battalion
496 - 500	Technical Intel Det
501 - 505	Translator Interpreter Sv
506 - 510	Troop I & E Section & Det

LEGEND FOR COMPLETING TIME REPORT:

8 - For 8 hours worked

$\frac{2}{8}$ - For 8 hours worked plus 2 hours overtime

L - Leave

SL - Sick leave

A - Absent

H - Army Holiday

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

$\frac{8}{NW}$ - 8 hours night work (hours 2200 - 0600)

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

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

HC 230 (HJL) 26 April 1950

SUBJECT: Personnel Authorization for Indigenous Personnel

TO: Government Section, GHQ, SCAP, APO 500

1. Reference is made to paragraph 17, Administrative Memorandum No. 43, this headquarters, subject: "Procedure for Payment to Japanese Nationals Employed by the Occupation Forces," dated 22 April 1950.

2. The establishment of a firm funding program for payment of indigenous personnel for the Japanese Fiscal Year 1950, commencing 1 April 1950, will require this headquarters to exercise strict control over the number of indigenous personnel employed by fiscal appropriation and project, as well as by total authorizations. To accomplish this requirement, it will be necessary for this headquarters to prescribe ceilings for using activities by appropriation and project.

3. The authorization for indigenous personnel for your activity by fiscal appropriation and project is as follows:

Appropriation Title	Appropriation Symbol	Command Code	Fiscal Sta.No.	Project Account	Object Class	Indigenous Personnel Authorization
~~Service~~ Gesa	0106	4	047	~~413~~ 417	01	1
					Total Indigenous Personnel Authorization.....	1

4. It is mandatory that the above authorizations by appropriation and project not be exceeded without prior approval of this headquarters. In the event it is determined the above authorizations will not be adequate to accomplish your mission, it is requested that this headquarters be advised in writing, setting forth adjustments required within your total authorization.

5. An explanation of appropriation symbols and project accounts is contained in Procurement Account Codes for Reporting Yen Expenditures for Directly Employed Japanese Personnel for the JFY 1949, Inclosure No. 1, to letter, this headquarters, subject: "Report of Yen Expenditures for Directly Employed Japanese Labor," HC 248 (HSA), dated 23 July 1949. The only change in these symbols for JFY 1950 is the first digit of the JFY 1949 appropriation symbol has been changed from 8 to 1 and preceded by "0". For example, the appropriation symbol for Medical Services for JFY 1949 was 816 and for JFY 1950 it will be 0116.

FOR THE COMMANDING GENERAL:

A. L. HAYNES
CWO USA
Assistant Adjutant

PAYROLL FOR JAPANESE EMPLOYEES OF THE OCCUPATION FORCES
連合國軍關係日本人使用人給與支拂表

PAYROLL CERTIFICATION
給與支拂証明

4 - 6 Copies.

USGHQ, DIB/G	Tokyo	Tokyo-To	047	371-1	
Name of Preparing Office 作成官署名	City 市	Prefecture 縣	Station No. 官署	Payroll No. ペイロール	

Period from 1 Sept 1950 to 30 Sept. 1950
期間 自 至

For payment for services and allowances of Japanese employees of the Occupation Forces during the period specified above.

(For use of Paying Office)
支出官記載欄

D.O. Vou No. _____
支出官支拂証書

D.O. Sta. No. _____
支出官署

Date of Payment _____
支拂日

"I certify that the persons named on the within payroll in pages have performed the services for which employed for the hours listed and that the number of persons employed is within the authorized personnel ceiling for the appropriation and project account cited in the accounting classification."

(SIGN ORIGINAL ONLY) W. R. Rattan
Signature of Personnel Officer for the O. F.

W. E. Culp Jr Capt FA
Name and Rank (Typed)

DIFFERENCES 差拂	AMOUNT 額
行 Line 頁 Page	¥ 円
Line Page	
Line Page	
Line Page	
Line Page	
Line Page	
Line Page	
Line Page	
Line Page	
Line Page	
Carried Forward 右ヨリ繰越	¥ 円

DIFFERENCES 差拂	AMOUNT 額
左ヨリ繰越 Brought Forward	¥ 円
Line Page	
Line Page	
Line Page	
Line Page	
Line Page	
Line Page	
Line Page	
Account Verified, correct for	¥ 円
Signature: 署名	

PAYROLL SUMMARY
ペイロール 集計

	Amount 額
Net Payment to Employees 差引支拂額	¥ 円
Tax 税	

PERSONNEL CEILING INFORMATION
定員報告

Number Authorized 定員	/
Actual Strength 現員	/
Number of Employees Appearing on Payroll	/

Net Payment to Employees 差引支拂額	¥	円	Number Authorized 定員 /
Tax 税			Actual Strength 現員 /
Health Insurance 健康保険料			Number of Employees Appearing on Payroll ペイロール記載人員 /
Welfare Insurance 厚生年金保険料			Number Paid 支拂人員
			Number Not Paid 未拂人員
Gross Payments 支拂總額	¥	円	

ACCOUNTING CLASSIFICATION
勘定区分

APPROPRIATION TITLE 豫算科目	APPROPRIATION SYMBOL 科目記號	COMMAND CODE 主管部隊符號	FISCAL STA. NO. 経理官署番號	PROJECT ACCOUNT 計画別勘定	OBJECT CLASS 對象区分	PROJECT AMOUNT 計画別支拂額	OBLIGATION AUTHORITY REFERENCE 支出負担行為担当官参考事項
Samoa	0106	4	047	413	01		

I certify that the services listed on the within payroll are properly chargeable to the account indicated above, the available balance of which is sufficient to cover an amount not to exceed ¥ _____.

(SIGN ORIGINAL ONLY)
Signature of Fiscal or Obligating Officer

Name and Rank (Typed) Official Title

GROSS PAYMENTS Total	GROSS PAYMENTS Applicable to: Prior Months	GROSS PAYMENTS Applicable to: Current Month	COST ACCOUNT CODE	APPRO. NO.	PROJ. NO.

GROSS PAYMENTS Total	GROSS PAYMENTS Applicable to: Prior Months	GROSS PAYMENTS Applicable to: Current Month	COST ACCOUNT CODE	APPRO. NO.	PROJ. NO.

SCAP AGO Form No. 16 (14 Apr 50)

2234—FEC Printing

35 ✓ 26-6243

3

PAYROLL FOR JAPANESE EMPLOYEES OF THE OCCUPATION FORCES
連合國軍關係日本人使用人給與支拂表

PAYROLL CERTIFICATION
給與支拂証明

POSTED
Allotment Ledger 3 Feb
NMA Ledger
Date

Chuyoda

Command Preparing Office 作成官署名 Tokyo 市 Tokyo Prefecture 縣 047 Station No. 官署 371-1 Payroll No. ペイロール

Period from 1 April 195 0 to 30 April 195 0
期間 自 至

For payment for services and allowances of Japanese employees of the Occupation Forces during the period specified above.

(For use of Paying Office)
支出官記載欄

D.O. Vou No. 89
支出官支拂証書

D.O. Sta. No. 022
支出官署

Date of Payment 17 May '50
支拂日

"I certify that the persons named on the within payroll in pages have performed the services for which employed for the hours listed and that the number of persons employed is within the authorized personnel ceiling for the appropriation and project account cited in the accounting classification."

(SIGN ORIGINAL ONLY) original signed
Signature of Personnel Officer for the O. F.

W. Name Rank Civ [illegible]

DIFFERENCES 未拂	AMOUNT 額
行 Line 頁 Page	¥ 円
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Carried Forward 右ヨリ繰越	¥ 円

DIFFERENCES 未拂	AMOUNT 額
左ヨリ繰越 Brought Forward	¥ 円
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Line Page	
Line Page	
Line Page	
Line Page	
Account Verified, correct for	¥ 円
Signature: 署名	

PAYROLL SUMMARY
ペイロール 集計

	Amount 額
Net Payment to Employees 差引支拂額	¥ 8,791 円
Tax 税	632
Health Insurance	220

PERSONNEL CEILING INFORMATION
定員報告

Number Authorized 定員	1
Actual Strength 現員	1
Number of Employees Appearing on Payroll ペイロール記載人員	1

Tax 税	632	Actual Strength 現員	1
Health Insurance 健康保険料	220	Number of Employees Appearing on Payroll ペイロール記載人員	1
Welfare Insurance 厚生年金保険料	120	Number Paid 支拂人員	1
		Number Not Paid 未拂人員	0
Gross Payments 支拂總額	¥ 9,763 円		

ACCOUNTING CLASSIFICATION
勘定区分

APPROPRIATION TITLE 歲出科目	APPROPRIATION SYMBOL 科目記號	COMMAND CODE 主管部局符號	FISCAL STA. NO. 経理官署番號	PROJECT ACCOUNT 計画別勘定	OBJECT CLASS 對象区分	PROJECT AMOUNT 計画別支拂額	OBLIGATION AUTHORITY REFERENCE 支拂い銀行為替担当官参考事項
						9,763	
~~[illegible]~~ GESA	0106	4	047	~~413~~ 412	01		
				-aaj			

I certify that the services listed on the within payroll are properly chargeable to the account indicated above, the available balance of which is sufficient to cover an amount not to exceed ¥ 9,763 aaj.

(SIGN ORIGINAL ONLY)
Signature of Fiscal or Obligating Officer
E. J. Berry Fiscal Officer
Name and Rank (Typed) Official Title

GROSS PAYMENTS Total	GROSS PAYMENTS Applicable to: Prior Months	GROSS PAYMENTS Applicable to: Current Month	COST ACCOUNT CODE	APPRO. NO.	PROJ. NO.	GROSS PAYMENTS Total	GROSS PAYMENTS Applicable to: Prior Months	GROSS PAYMENTS Applicable to: Current Month	COST ACCOUNT CODE	APPRO. NO.	PROJ. NO.

SCAP AGO Form No. 16 (14 Apr 50)

2234—FEC Printing Pla.

PAYROLL FOR JAPANESE EMPLOYEES OF THE OCCUPATION FORCES

連合國軍關係日本人使用人給與支拂表

(CONTINUATION SHEET)

Government Section GHQ, DI Bldg — Name of Preparing Office 作成官署名

Tokyo — City 市

Tokyo-To — Prefecture 縣

Page No. 1 頁

Station No. 047 官署

Period from 1 April 1950 to 30 April 1950 期間自 至

Payroll No. 371-1 ペイロール

LINE 行	FULL NAME 氏名	PASS NO. パス番號	CLASSIFICATION 分類 Job Title 職種	L/A F/A 勤務手當%	TOTAL HOURS WORKED 總勤務時間數 R/H 基本給與時間	O/T 超過勤務時間	N/D 特殊手當時間	L/D 休暇時間	A/H 休暇時間	T/A 勤務手當時間	N/W 特殊手當時間	S/A 特殊時間 30% 20% 10%	D/W 勤務日數	REMARKS 備考	LINE 行
1	KUBOKI, Saburo 久保木三郎	201-13919	Office Worker		160			16 8		17 25			24		1
2					168			16		25			25		2
3															3
4															4
5															5
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24																24
25																25
PAGE TOTAL ##					160			16		17						

SCAP AGO Form No. 17 (14 Apr 50)

2235—7EC Printing Plant—4/50—450M

PAYROLL FOR JAPANESE EMPLOYEES OF THE OCCUPATION FORCES

連合國軍關係日本人使用人給與支拂表

(COMPUTATION SHEET)

Government Section GHQ, DI Bldg | Tokyo 算表 | Tokyo-To | 1

Name of Preparing Office 作成官署名 | City 市 | Prefecture 縣 | Page No. 頁 | 067

Station No. 官署 | 3716-1

Period from 1 April 195 0 to 30 April 196 0 期間自 至

Payroll No. ペイロール

LINE 行	BASIC WAGE 基本給	DEP. 扶養家族數 A	DEP. 扶養家族數 B	GROSS PAY 支拂總額	DEDUCTIONS 控除額 Tax 稅	Health Ins. 健康保險料	Welfare Ins. 厚生年金保險料	NET PAY 差引支拂額	SIGN 受領印	REMARKS 備考	LINE 行
1	5/01	2	1	9763	63	20	120	8791			1
2											2
3											3
4											4
5											5
6											6
7											7
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25															25
PAGE TOTAL 計	2	1	9763 ~~9782~~	632	220	120			8791 ~~8824~~						

SCAP AGO Form No. 18 (14 Apr 50)

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

GOVERNMENT SECTION

HC 121.6 (GPCOM-M)

14 July 1950

MEMORANDUM:

REPORTING INDIGENOUS LABOR HOURS AND COSTS
FOR COST ACCOUNTING PURPOSES

1. In order to alleviate the work presently required in costing indigenous personnel and to obtain more timely and accurate cost data, the following procedures will be placed in effect as of 1 July 1950. These procedures will be followed by all personnel submitting indigenous payrolls to the Budget and Fiscal Division, Office of Comptroller, General Headquarters, and by all personnel issued an obligation authority by the Fiscal Officer, General Headquarters, for the purpose of certifying indigenous payrolls.

2. SCAP AGO Form No 21 (see inclosure 1) will be accomplished in duplicate by each officer preparing a Japanese payroll. The original signed copy will be securely attached (stapled) to the face of the original certification sheet of the payroll. The duplicate copy will be retained by the preparing office. Payrolls presented for certification of funds will not be certified by the Fiscal Officer unless they have a properly completed SCAP AGO Form No 21 attached.

3. "Regular" payrolls and "Supplemental" payrolls will be identified by a check mark in the appropriate box on the prescribed form. Supplemental payrolls will identify those entries on the payroll representing employees who were not included on the regular payroll. Entries representing individuals redlined on the regular payroll need not be identified.

4. The form will be accomplished as follows:

a. Name of preparing office: Same as shown on payroll.

b. Pay period: Same as that shown on payroll.

c. Payroll number: Same as that shown on payroll.

d. Accounting Classification:

(1) A - Appropriation Symbol: As shown on payroll.

(2) CC - Command Code: As shown on payroll.

(3) P - Project: As shown on payroll.

e. Project Amount: Yen amount obligated. This figure will be inserted by the Fiscal Officer at the time availability of funds is certified.

f. Actual Strength: Same as shown on payroll.

g. Total hours for which paid: Computed by adding the hours shown in payroll columns titled R/H, O/T, L/D and T/A.

Memo, Hq, Hq & Svc Gp, HC 121.6 (GPCOM-M), subject, "Reporting Indigenous Labor Hours and Costs for Cost Accounting Purposes," dated 14 July 1950 (Cont'd)

4. h. Functional account number: Each functional account to which time has been charged as shown in the body of the payroll.

i. Total hours per function: Total hours for which paid, allocated to the individual functional account numbers.

5. At the time the payrolls are certified as to availability of funds, the yen amount of the payroll will be inserted on the form, and the form will be detached by the Fiscal Accounting Branch and forwarded to the Cost Reporting Branch, Office of Comptroller, General Headquarters.

6. Engineer Repairs and Utilities functions will not be required to show function account number and total hours per function as required by paragraph 4h, and i.

7. Reference letter, General Headquarters, Far East Command, AG 121.6 COM-M, dated 10 July 1950, subject, "Reporting Indigenous Labor Hours and Costs for Cost Accounting Purposes."

BY COMMAND OF MAJOR GENERAL WEIBLE:

LEONARD S CARROLL
Lt Colonel AGD
Adjutant General

1 Incl
SCAP AGO Form No 21

RESTRICTED

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

EXO
Admo
File

HC 230.14 (GPGA)

10 July 1950

SUBJECT: Utilization of Indigenous Personnel

TO: Chiefs of Staff Sections, General Headquarters, SCAP and FEC
Chiefs of Staff Sections and Unit Commanders, Headquarters and Service Group

1. Radio CX 56963, General Headquarters, Supreme Commander for the Allied Powers, 30 June 1950, is quoted for the information and guidance of all concerned:

"During the current emergency indigenous operational personnel may be procured over the ceiling. All labor used in support of Korean operation is export labor and fully reimburseable. Further Budget, Fiscal, and Cost Reporting instructions will be issued."

2. It is requested that report be submitted to this headquarters, attention: Japanese Labor Control Division, in those instances where it is necessary to exceed indigenous manning levels due to the current emergency. These reports should show the number of additional personnel required and, where practical, the estimated length of time they will be needed.

3. In addition to exceeding current manning levels, requests for overtime and employment of temporary or daily indigenous labor in support of the Korean operation may be submitted to this headquarters where required. Requests for overtime should show the total estimated manhours required on a monthly basis. In the case of temporary or daily laborers, a labor requisition for the number of personnel required should be submitted.

4. Nothing in the above will be construed as prohibiting the initiation of action to secure additional indigenous personnel or to utilize overtime in emergencies in connection with the Korean operation without prior approval of this headquarters. Where such action is taken without prior approval, report should be submitted to this headquarters, attention: Japanese Labor Control Division, as soon as practicable in order that accurate records may be maintained.

5. Separate instructions will be issued by this headquarters with regard to accounting for the cost of all labor used in support of the Korean operation.

FOR THE COMMANDING GENERAL:

LEONARD S CARROLL
Lt Colonel AGD
Adjutant General

DISTRIBUTION:
"A"
Stf Sec, GHQ, SCAP & FEC

RESTRICTED

HEADQUARTERS
TOKYO LABOR LIAISON OFFICE
APO 500

Date: 24 June 50

SUBJECT: **KUBOKI, Saburo (L5725)**

TO : **Government Section. GHQ, SCAP, APO 500**
Attn: Japanese Personnel Office

1. The Liaison Office of Tokyo Metropolitan Government has notified this office that it will pay a salary of
¥6700- per month as a Mimeograph Worker
Effective Date: 1 May '50

2. A copy of the notification of the salary approved is forwarded with this letter.

For C.W. Conrad Mtg.
B. N. FARDEN
Lt Col., Inf
Labor Liaison Officer

To: Head Quarters Tokyo Labor Liaison Office

Subject: Salary of Japanese Employees.

NAME Kuboki, Saburo

TYPE OF WORK Mimeograph Worker

ADDRESS OF USING UNIT Government Section.

FIXED SALARY T.L.O. ¥ 6,700 EFFECTIVE FROM 1 May '50

DATE 3 June '50

FILE L5725

Komiya ... Kimoto

KOMIYAMA KIMOTO
~~YU YAMAGISHI~~

Chief of Administration
Section T.L.O.

MONTHLY REPORT OF YEN EXPENDITURES

FOR DIRECTLY EMPLOYED JAPANESE LABOR

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

Month Reported On: June 1950 Date of Report: 26 June 1950

Account Code			Gross Amount of Yen Expended	Total Tax Deducted (Do not Include Deductions for Health Insurance & Welfare Annuity)	Number of Employees (Daily Average)
Appr.	Proj.	Obj.			
808	412	01	11,518	520	1
		Total	11,518	Total 520	Total 1

SA Form # 19
(Revised 4 Aug 49)

Capt. W. A. CURTIS, JR, CE, AUS, DIV
Signature of Labor Officer
Telephone No: [redacted]

PAYROLL FOR JAPANESE EMPLOYEES OF THE OCCUPATION FORCES
連合國軍關係日本人使用人給與支拂表

PAYROLL CERTIFICATION
給與支拂証明

POSTED
Allotment Ledger 31 May 50
NMA Ledger
Date

Government Section, GHQ, Dai Ichi Building, Tokyo — 047 — Tokyo-To — 371-02
Name of Preparing Office 作成官署名 | City 市 | Prefecture 縣 | Station No. 官署 | Payroll No. ペイロール

Period from 1 May 1950 to 31 May 1950
期間 自 至

For payment for services and allowances of Japanese employees of the Occupation Forces during the period specified above.

(For use of Paying Office)
支出官記載欄

D.O. Vou No. 208
支出官支拂証書

D.O. Sta. No. 022
出官官署

Date of Payment 15 June 1950
支拂日

"I certify that the persons named on the within payroll in pages have performed the services for which employed for the hours listed and that the number of persons employed is within the authorized personnel ceiling for the appropriation and project account cited in the accounting classification."

(SIGN ORIGINAL ONLY)
Signature of Personnel Officer for the O. F.

W. E. Curtis Jr Capt FA
Name and Rank (Typed)

DIFFERENCES 来拂		AMOUNT 額
行 Line	頁 Page	¥ 円
Line	Page	
Line	Page	
Line	Page	
Line	Page	
Line	Page	
Line	Page	
Line	Page	
Line	Page	
Line	Page	
Carried Forward 右ニ繰越		¥ 円

DIFFERENCES 来拂		AMOUNT 額
左ニ繰越 Brought Forward		¥ 円
Line	Page	
Line	Page	
Line	Page	
Line	Page	
Line	Page	
Line	Page	
Line	Page	
Account Verified, correct for		¥ 円
Signature: 署名		

PAYROLL SUMMARY
ペイロール 集計

	Amount 額
Net Payment to Employees 差引支拂額	¥ 10,658 円
Tax 税	520

PERSONNEL CEILING INFORMATION
定員報告

Number Authorized 定員 1
Actual Strength 現員 1

Tax 税	520
Health Insurance 健康保険料	220
Welfare Insurance 厚生年金保険料	120
Gross Payments 支拂總額	¥ 11,518 円

Actual Strength 現員	1
Number of Employees Appearing on Payroll ペイロール記載人員	1
Number Paid 支拂人員	1
Number Not Paid 未拂人員	0

ACCOUNTING CLASSIFICATION 勘定區分

APPROPRIATION TITLE 豫算科目	APPROPRIATION SYMBOL 科目記號	COMMAND CODE 主管部局符號	FISCAL STA. NO. 經理官番號	PROJECT ACCOUNT 計畫別勘定	OBJECT CLASS 對象區分	PROJECT AMOUNT 計畫別支拂額	OBLIGATION AUTHORITY REFERENCE 支出負担行為担当官参考事項
GESA	0106	4	047	412	01	11,518	

I certify that the services listed on the within payroll are properly chargeable to the account indicated above, the available balance of which is sufficient to cover an amount not to exceed ¥ 11,518 12 June 50

(SIGN ORIGINAL ONLY)

Signature of Fiscal or Obligating Officer

E. J. BERRY, Fiscal Officer

Name and Rank (Typed) Official Title

GROSS PAYMENTS Total	GROSS PAYMENTS Applicable to: Prior Months	GROSS PAYMENTS Applicable to: Current Month	COST ACCOUNT CODE	APPRO. NO.	PROJ. NO.

GROSS PAYMENTS Total	GROSS PAYMENTS Applicable to: Prior Months	GROSS PAYMENTS Applicable to: Current Month	COST ACCOUNT CODE	APPRO. NO.	PROJ. NO.

SCAP AGO Form No. 16 (14 Apr 50)

2234—FEC Printing Plant

PAYROLL FOR JAPANESE EMPLOYEES OF THE OCCUPATION FORCES
連合國軍關係日本人被用人給與支拂表
(CONTINUATION SHEET)

3

Government Section, G.I.Hdqr. — Name of Preparing Office 作成官署名
Tokyo — City 市
Tokyo-to — Prefecture 縣
Page No. 1 頁
Station No. 047 官署
Period from 1 May 19[illegible] to 31 May 19[illegible] 期間自 至
Payroll No. 371-1 ペイロール

LINE 行	FULL NAME 氏名	PASS NO. パス番號	CLASSIFICATION 分類 Job Title 職種	L/A F/A 特別手當%	TOTAL HOURS WORKED 總就業時間數 R/H 基本給與時間	O/T 超過勤務時間	N/D 夜勤手當時間	L/D 休暇手當時間	A/H 休暇時間	T/A 疾病手當時間	N/W 休業手當時間	S/A 特別手當時間 30% 20% 10%	D/W 就業日數	REMARKS 備考	LINE 行
1	SABURO Kuboki 久保木三郎	201-12919	Office worker		184			16	0	4			24	S/L on 15 & 16 May	1
2															2
3															3
4															4
5															5
6															6
7															7
8															8
9															9
10															10
11															11

11																	11
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15																	15
16																	16
17																	17
18																	18
19																	19
20																	20
21																	21
22																	22
23																	23
24																	24
25																	25
PAGE TOTAL ‡+																	

SCAP AGO Form No. 17 (14 Apr 50)

2235—FEC Printing Plant—4/50—450M

PAYROLL FOR JAPANESE EMPLOYEES OF THE OCCUPATION FORCES

連合國軍關係日本人傭用人給與支拂表

(COMPUTATION SHEET)

計算表

Government Section, D.I. Bulidg. — Name of Preparing Office 作成官署名

Tokyo — City 市

Tokyo-to — Prefecture 縣

Page No. 頁 1

Station No. 官署 Oh7

Payroll No. ペイロール 371-1

Period from 期間自 1 May 1950 to 至 31 May 1950

LINE 行	BASIC WAGE 基本給	DEP. 扶養家族数 A	DEP. 扶養家族数 B	GROSS PAY 支拂總額	DEDUCTIONS 控除額 Tax 稅	Health Ins. 健康保險料	Welfare Ins. 厚生年金保險料	NET PAY 差引支拂額	SIGN 受領印	REMARKS 備考	LINE 行
1	6700	2	1	11578	942	220	420	10648			1
2											2
3											3
4											4
5											5
6											6
7											7
8											8
9											9
10											10

10																		10
11																		11
12																		12
13																		13
14																		14
15																		15
16																		16
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18																		18
19																		19
20																		20
21																		21
22																		22
23																		23
24																		24
25																		25
PAGE TOTAL 計		2	1	11518	1122 9422	220	120				10640							

SCAP AGO Form No. 18 (14 Apr 50)

2233—FEC Printing Plant—4/50—31636

MONTHLY REPORT OF YEN EXPENDITURES FOR DIRECTLY EMPLOYED JAPANESE LABOR

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

Month Reported on: **1 April 1950** Date of Report: **30 April 1950**

Account Code			Gross Amount of Yen Expended	Total Tax Deducted (Do not Include Deductions for Health Insurance & Welfare Annuity)	Number of Employees (Daily Average)
Appr.	Proj.	Obj.			
806	412	01	9765	652	1
		Total	9765	652	1

HSA Form #19
(Revised 4 Aug 49)

W. E. Curtis
Signature of Labor Officer
Capt. FA
Telephone No.: Chief, Adm. Div.

JAP LABOR 9 1

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

1. Name of Requesting Unit Government Section 2S-6961 Phone No.	2. Address GHQ, SCAP, APO 500
3. Officer in Charge W. E. CURTIS, JR., CWO, WA Chief, Administration Division	4. Position Requested 6 To be determined by Labor Office

5. Duties and Responsibilities (Explain in Detail)	Percentage of time on each task
Under the general supervision of Interpreter-Translator, Administrative Division, screens all incoming Japanese newspapers and invites attention to him of those articles of interest to Government Section.	25%
Maintains a complete file of all Japanese newspapers and Official Gazettes (Diet Proceedings) received, and makes them available upon request.	20%
Assists Interpreter-Translator, Attorney-Investigator and Chief, Organization Branch, Public Administration Division in translation of Japanese writings.	20%
Operates mimeograph machine for the Government Section and the C-in-C's office.	15%
Assists the Operations Sergeant, Public Administration Division in making up miscellaneous charts including layout work and lettering.	20%

Duties and Responsibilities (Continued)

	Percentage of time on each task

6. Recommended salary:	7. Extenuating circumstances, if any, justifying salary
¥ 7,800	

8. Individual, if any, recommended for this position

Name KUBOKI, Saburo (Last, First) Address Government Section, GHQ, SCAP

9. Education: Name of College	Degree or Degrees	Dates attending
Transportation School (High School Level)		1938-40

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

Title of position	Name of Employer	Address of Employer	Salary
Ticket Salesman Corporal	Ministry of Transp. Japanese Army	Japanese Government	60 yen 16 yen

11. Work Experience (During Occupation by Allied Forces)

Title of position	Name of Employer	Address of Employer	Salary
Mimeograph Operator	Govt. Sec., GHQ	Dai Ichi Bldg. Room 616	¥ 5,100

12. Reason for leaving positions in #11.
Additional duties have been added

13. For further information, contact: (Name, Title, Telephone)	14. Approved by: (Signature and Title)
HAROLD ESTERBROOK Adm. Asst., Adm. Div. Ph - 20-4465	Capt Curtis 17 May 50.

BNo.

基地番號 4 基地名 オ一生命

	No. 番號	Name 氏名	Position 職種	Basis Pay 本俸給 Due 基本給	Days 日數	Amount 支給額	Family Allowance 家族手當 No. 數	Amount 支給額	Local Allowance 勤務地手當	Overtime Allowance 時間外手當 Time 時間	Amount 支給額	Overtime Allowance 宿直 Time 時間	Amount 支給額
44HRS.							2	1200					
	347 15917	久保木三郎 印刷工	¥100	200	¥10	¥1,400			2010				
計 1.			¥100	200	¥10	¥1,400	2	1200	2010				

俸給内譯書

Government Section　　Mar 27年 3月分

s All- 手當	Overnight Allowance 宿直手當		Payable Holiday 有給休暇		Holiday Allowance 祭日手當		Chief Allowance 役付手當		Special Work Allowance 特殊作業手當		臨時	Gross 總額	控	
ount 額	Time 時間	Amount 支給額	Days 日數	Amount 支給額	Days 日數	Amount 支給額	Basis 率	Amount 支給額	Basis 率	Amount 支給額			Tax 稅金	Hea Insu 健康
											37.7			
											16	443	9163	615
		2 510												
		2 510									16	443	9663	615

課長	係長	班長	係

Mar 25年 3月分

枚の内 7

Special Work Allowance 特殊作業手當 Amount 支給額	臨時	Gross 總額	Subtraction 控除額 Tax 稅金	Health Insurance 健康保險	Welfaye Annuity 厚生年金	Total 計	Act Paymen 差引支給額	Sign 受領印	Rumurk 摘要
	217 16 443	9663	615	198	120	933	8730		

MONTHLY REPORT OF YEN EXPENDITURES FOR DIRECTLY EMPLOYED JAPANESE LABOR

Reporting Section or Unit: Government Section

Month Reported on: March 1950 Date of Report: 28 April 1950

Account Code			Gross Amount of Yen Expended	Total Tax Deducted (Do not Include Deductions for Health Insurance & Welfare Annuity)	Number of Employees (Daily Average)
Appr.	Proj.	Obj.			
806	472	01	~~9784~~ 9663	~~779~~ 615	1
		Total	9784	Total 779	Total

HSA Form #19
(Revised 4 Aug 49)

J. Burtis Jr.
U.S.A. [illegible]; Captain FA
Signature of Labor Officer
Telephone No: [illegible]

SCAP Files

TIME REPORT FOR PERMANENT JAPANE

(1) UNIT DESIGNATION: ~~Government Section~~ ~~GHQ, SCAP~~

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

(3) Employed for the period from 1st ~~March~~ 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
KUBOKI, Saburo	DB No. 201-13919		8	8	8	5	0	8	8	8	8	8	5	0	8	8	8	8	8	5	0

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

W. E. CURTI

Signature of Certifying Officer — Name and Rank

MGL FORM No. 5 Revised

REPORT FOR PERMANENT JAPANESE EMPLOYEES

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

Period from 1st March 19[illegible] to 2400 hours, 31st March 19[illegible]

10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	NO. OF SP. HRS.	LV. DUE	LANG. ALWS.	REMARKS
8	5	0	8	8	8	8	8	5	0	8	8	8	8	8	5	0	8	4	8	8	8				

GS Files

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

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

Chief, Adm Division — Title

9071—FEC Printing Plant—11 48—500M

BNo.

基地番號＿＿＿＿＿＿＿＿　基地名

No. 番號	Name 氏名	Position 職種	Basis Pay 本俸給 Due 基本給	Days 日數	Amount 支給額	Family Allowance 家族手當 No. 數	Amount 支給額	Local Allowance 勤務地手當	Overtime Allowance 時間外手當 Time 時間	Amount 支給額	Overnight Allowance 宿直手當 Time 時間	Amount 支給
3917 207	鈴木三郎	職工	¥100	17	¥100	2 / 1	1200 400	2010				
1 ㊀			¥100	17	¥100	3 /	1600	2010				

給 内 譯 書

1 Feb. 年 月分

ue All-ce 勤手當 Amount 支給額	Overnight Allowance 宿直手當 Time 時間	Amount 支給額	Payable Holday 有給休暇 Days 日數	Amount 支給額	Holiday Allowance 祭日手當 Days 日數	Amount 支給額	Chief Allowance 役付手當 Basis 率	Amount 支給額	Special Work Allowance 特殊作業手當 Basis 率	Amount 支給額			Gross 總額	控 Tax 稅金	He Ins 健保
			1	710	1	784					31.9				
											10	319	9794	779	1
			2	510	1	745					10	829	7774	779	1

課長	係長	課長	係

Feb. 年 月分

枚の内

Special Work Allowance 特殊作業手當				Gross 總額	Subtraction 控除額				Act Paymen 差引支給額	Sign 受領印	Rnmnrk 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			
		10	819	9794	779	178	120	1077	8677		
		10	819	9794	779	178	120	1077	8677		

MONTHLY REPORT OF YEN EXPENDITURES

FOR DIRECTLY EMPLOYED JAPANESE LABOR

Reporting Section or Unit: Government Section

Month Reported on: February 1950 Date of Report: 17 March 1950

Account Code			Gross Amount of Yen Expended	Total Tax Deducted (Do not Include Deductions for Health Insurance & Welfare Annuity)	Number of Employees (Daily Average)
Appr.	Proj.	Obj.			
806	412	01	9794	779	1
		Total	9794	Total 779	Total 1

HSA Form #19
(Revised 4 Aug 49)

H. E. CURTIS, JR., Captain FA
Signature of Labor Officer
Telephone No:

GS Files

Jap Labor

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

HC 230.14 (HJL) 13 March 1950

MEMORANDUM:

PHYSICAL EXAMINATIONS FOR JAPANESE NATIONALS AND FOREIGN NATIONALS EMPLOYED BY THE OCCUPATION FORCES IN TOKYO PREFECTURE

1. a. Reference. Letter, Tokyo Labor Liaison Office, subject as above, dated 20 February 1950 (copy attached).

b. Rescission. Letter, this headquarters, subject and file as above, dated 2 August 1949, is rescinded.

2. The provisions of reference 1 a, above, will govern the conduct of physical examinations and immunizations for Japanese and Foreign Nationals employed by the occupation forces in the Tokyo Prefecture. Particular attention is invited to paragraphs 7 a and b, 10 a and c, and 11 of reference letter which reflect changes from the current procedures.

3. The Tokyo Labor Liaison Office (telephone 57-8384) is available to render assistance in matters pertaining to physical examinations and immunizations and on such matters may be contacted direct without reference to this headquarters.

BY COMMAND OF MAJOR GENERAL WEIBLE:

A. L. HAYNES
CWO, U S Army
Asst Adjutant

1 Incl
Ltr Tokyo Labor Liaison Office,
20 February 50

DISTRIBUTION
A; Xc
plus 80 to S-1

TOKYO LABOR LIAISON OFFICE
APO 500

20 February 1950

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

TO: See Distribution

1. References:

a. Section I, Circular 27, Headquarters Eighth Army, subject: "Physical Inspections of Japanese and Foreign Nationals Employed for Occupation Forces", 4 April 1949, as amended.

b. Memorandum from General Headquarters, Supreme Commander for Allied Powers, to the Japanese Government AG-701 (23Aug 48) PH SCAPIN 1949, dated 13 December 1948, subject: "Responsibility of Japanese Government Relative to Physical Examinations, Immunization, Medical Care, Hospitalization and other Benefits for Japanese Nationals Employed for Occupation Forces" as amended by SCAPIN 1949/1, file AG-701 (23 Aug 48) PH, same subject as above, dated 8 December 1949.

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

3. Responsibilities:

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

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

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

4. Physical Examinations:

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

b. Personnel Involved:

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

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

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

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

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

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

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

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

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

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

(a) Physical inspection

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

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

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

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

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

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

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

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

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

(e) Employees working under unusual atmospheric pressure.

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

(g) Employees handling extremely heavy objects.

(h) Mine employees.

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

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

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

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

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

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

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

7. Immunization:

a. The following immunizations are required:

	Initial Immunization	Reimmunization
Smallpox	At time of employment except where certification of successful vaccinations within previous six months is presented.	Annual, on or about 1 November, except where employment and vaccination were accomplished during the previous six months.
Typhus	At time of employment booster only, where certification of previous inoculation is furnished.	Annually on or about 1 November except where employment and inoculation where accomplished during the previous six months.

b. Japanese law also requires that typhoid, para-typhoid, and triple typhoid inoculations be administered annually and that the expense of such inoculations be borne by the individual. Therefore, no claim will be recognized against the procurement demand for these inoculations.

8. Health Card:

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

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

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

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

as the employee is considered physically fit to return to duty.

9. Results of Physical Examinations:

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

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

c. Venereal diseases:

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

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

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

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

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

10. Physical Inspection Report:

a. The unit labor officer will prepare Part I of the 8A Form 54 Physical Inspection Receipt (Incl 1) in (3) triplicate for each required individual physical inspection, examination or immunization desired. All items not to be included in the physical examination will be deleted. All (3) three copies will be presented to examining physician by the examinee. Then examination requested is completed, the examining physician will complete Part II of the Physical Inspection Receipt and distribute the completed copies as follows:

(1) Retain one copy
(2) Present one copy to Special Procurement Board
(3) Return one copy to examinee for presentation to the unit labor officer

The unit labor officer will in turn retain one copy for his file.

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

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

FAC 106-00-423-07

11. Hospitals authorized to give examinations:

a. The Service Section, Purchasing and Contracting Department of the Special Procurement Board, Tokyo Labor Branch, (telephone 26-8256) will continue to prepare the schedules for monthly physical examinations. The following list of hospitals are the only agencies authorized to perform physical examinations in the Tokyo Prefecture:

(1) Central Health Center
(2) Tokyo Medico Dental
(3) Okubo Hospital
(4) Sumida Hospital
(5) Nippon Idai No.2
(6) Tokyo Jiyu Hospital
(7) Kokuritsu Tachikawa Hospital
(8) Jensenbyo Kenkyujo
(9) Otsuka Hospital
(10) Kyosai Hospital
(11) Komagome Hospital
(12) Keio Hospital
(13) Saisei Kai Hospital
(14) National No.1 Hospital
(15) St. Lukes Hospital
(16) Nippon Idai No.1 Hospital
(17) Kudansaka Hospital
(18) Sanraku Hospital
(19) Tokyo Keisatsu Hospital
(20) Shinagawa Health

Tokyo Labor Liaison Office - Physical Inspection, 20 Feb 1950.

(21) Hiroo Hospital
(22) Red Cross Hospital
(23) Toshima Hospital
(24) Takinogawa Hospital
(25) Nakano Hospital
(26) Chofu Tamagawa Hospital
(27) Iidabashi Hospital
(28) Nippon Seibyo Yobo Kyokai
(29) Juntendo Hospital
(30) Fussa Hospital
(31) Kitatama No.1 Health
(32) Kyosai Kumiai Tachikawa Hospital
(33) Tachikawa Chuo Hospital
(34) Kurayama Hospital
(35) Tanashi Hospital
(36) Shinjuku Hospital
(37) Mikuriya Hospital
(38) Jikei Hospital (Tokyo Hospital)
(39) Toho Medical Hospital
(40) Yodai Junin Iryo [illegible]
(41) [illegible]
(42) [illegible]

ADDITIONAL: "Physical Examination for Japanese Nationals and Foreign Nationals Employed by the Occupation Forces in Tokyo Prefecture". dated 20 February 50.

Name of Hospitals

(43) Grant Heights Dispensary
(44) Washington Heights Dispensary
(45) Yokota Dispensary

/s/ Bernard N. Garden
BERNARD N. GARDEN
Lt Col., Infantry
Labor Liaison Officer

1 Incl
8A Form 54 Physical Inspection Receipt

DISTRIBUTION:
Hq 8th U.S.Army G-4 Miscellaneous Section
Hq 1st Cavalry Division G-4
S.I.B. Labor Management Section
Tokyo-to Labor Liaison Office
Kanto Civil Affairs Public Health Section
Occupation Forces Labor Officers and Agencies

GHQ, FEC
TEAMCOM
U.S.Navy
8th Army
BCOF
File

PHYSICAL INSPECTION RECEIPT
健康診断領收書

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

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

Account Code 計算記号	Date 日附	Signature & Organization of Labor Officer 部隊名及所管労務保将校署名

PART II. CERTIFICATE
第二部　證

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

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

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

7306—FEC Printing Plant—8/49—1MM

INSTRUCTIONS FOR PREPARATION
記 載 要 領

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

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

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

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

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

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

   a. Retain one copy.
   a. 1通保存

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

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

5. Prefectural governments will attach one copy of each Physical Inspection Receipt completed to the monthly procurement receipt which is submitted to the receiving officer for signature.
5. 都府県庁ハ出来上ッタ健康診断領収書各1通ヲ各月調達領収書ニ添附シテ受領将校ニ提出シ署名ヲ受ケル.

6. Unit labor officer will indicate type of immunization by striking out, in English and Japanese, the immunization not desired.
6. 所管労務係将校ハ第5ニ示ス免疫ノ種類ノ中必要ノ無イ種類ヲ英文和文共抹消シテ必要ナ種類ノミヲ明示スルコト

TIME REPORT FOR PERMANENT JAPANES

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

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

FULL NAME	PASS NO.	CLASSIFICATION	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
KUBOKI Saburo	IB No. 2E1-13919		4	5	5	5	0	8	8	8	8	8	5	0	8	8	8	8	8	5	0

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

H. L. Curtis Jr.
Signature of Certifying Officer

H. L. CURTIS,
Name and Rank Ty

MGI. FORM No. 5 Revised

PORT FOR PERMANENT JAPANESE EMPLOYEES

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

od from 1st February 1949 to 2400 hours, 28th February 1949

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

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

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

Chief, Adm Division — Title

9071—FEC Printing Plant—11 49—600M

MONTHLY REPORT OF YEN EXPENDITURES
FOR DIRECTLY EMPLOYED JAPANESE LABOR

Reporting Section or Unit: Government Section, GHQ, SCAP

Month Reported on: January Date of Report: 20 February 1950

Account Code			Gross Amount of Yen Expended	Total Tax Deducted (Do not Include Deductions for Health Insurance & Welfare Annuity)	Number of Employees (Daily Average)
Appr.	Proj.	Obj.			
800	412	01	[illegible]	602	1
		Total	[illegible]	Total [illegible]	Total 1

GS Files

HSA Form #19
(Revised 4 Aug 49)

W. E. Curtis, Jr., Captain, FA

Signature of Labor Officer
Telephone No: _____

BNo.

基地番號　　基地名

40HRS 4本券 No. 番號	Name 氏名	Position 職種	Basis Pay 本俸給 Due 基本給	Days 日數	Amount 支給額	Family Allowance 家族手當 No. 數	Amount 支給額	Local Allowance 勤務地手當	Overtime Allowance 時間外手當 Time 時間	Amount 支給額	Overnight Allowance 宿直手 Time 時間	Amo 支
325	久保木三郎	印刷工	¥100	100	¥100	2 1	1200 400	210				

俸給内譯書

年

cal Allowance 勤地手當	Overtime Allowance 時間外手當		Overnight Allowance 宿直手當		Payable Holiday 有給休暇		Holiday Allowance 祭日手當		Chief Allowance 役付手當		Special Work Allowance 特殊作業手當				Gross 總
	Time 時間	Amount 支給額	Time 時間	Amount 支給額	Days 日數	Amount 支給額	Days 日數	Amount 支給額	Basis 率	Amount 支給額	Basis 率	Amount 支給額			
510					2	510							2月 4	116	¥336

課長	係長	班長	係

年　　月分

枚の内

Special Work Allowance 特殊作業手當		Gross 總額	Subtraction 控除額				Act Paymen 差引支給額	Sign 受領印	Rmnrk 摘要
Amount 支給額			Tax 稅金	Health Insurance 健康保險	Welfaye Annuity 厚生年金	Total 計			
	3Pt 4 116	¥336	262 6P2	1P8	120	948	¥388		

Jap Labor

Govt Sec

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

HC 248 (HFS)

3 June 1949

SUBJECT: Payment for Services Provided by Indigenous Personnel

TO: See Distribution

1. References:

a. Circular Number 5, General Headquarters, Supreme Commander for the Allied Powers, Payment for Services Provided by Indigenous Personnel in Japan, 10 February 1949.

b. Administrative Memorandum Number 38, this headquarters, subject, 4 April 1949.

2. A study of reimbursements made for services provided by indigenous personnel for the month of April, 1949 revealed the need for a standardized method of computing the number of days worked per month for reimbursement purposes.

3. To effect this standardization, the following procedure for computing reimbursement will apply effective with the month of May, 1949.

a. Where an employee is on a pay status for the entire work month established for the unit, staff section or other activity, reimbursement will be at the full amount prescribed. The established work month can vary from twenty-two (22) days (176 hours) to twenty-six (26) days (208 hours), depending on whether the forty (40) hour or forty-eight (48) hour work week is in effect.

b. Where an employee is employed or separated during the month reimbursement will be made for that portion of the month worked. For example:

(1) Employed on 16 May 1949 - reimbursement will be for 16/30 of the prescribed amount.

(2) Employed 1 May 1949 and separated on 20 May 1949 - reimbursement will be for 20/30 of the prescribed amount.

c. Where an employee is absent without authority, absent due to his or her own misconduct or for any other reason is absent from work and not on a pay status on the Japanese payroll, reimbursement for such days need not be made. For example: If during the month an employee is absent without authority for three (3) days, reimbursement will be 27/30 of the prescribed amount.

BASIC: Ltr, Hq & Sv Gp, file HC 248 (HFS), Subj: Payment for Services Provided by Indigenous Personnel, dtd 3 June 1949

d. Overtime hours worked will have no effect on reimbursement required by references listed in paragraph 1, above.

4. Units, staff sections, or other activities having difficulty implementing these instructions because of authorized deviation from the normal work week or work month will contact the Fiscal Section, this headquarters, Room 217-D, Finance Building, telephone 57-8049, for assistance.

5. The above is necessary in order that the various reports submitted on indigenous personnel may be correlated by this headquarters.

BY COMMAND OF MAJOR GENERAL WEIBLE:

JAMES H. WEAR
Major, Cavalry
Adjutant

DISTRIBUTION:

"A & B" plus
50 copies to Fiscal Sec

BASIC: Ltr fr Headquarters, Tokyo Labor Liaison Office, subject: "Holiday Partial Payment for Indigenous Employees", dated 6 December 1949

HC 230.14 (HJL) 1st Ind

HQ, HEADQUARTERS AND SERVICE GROUP, GHQ, FEC, APO 500 7 December 1949

TO: All Facilities Utilizing Indigenous Personnel

1. Attention is invited to basic communication which prescribes the method of obtaining holiday partial payment for indigenous employees.

2. Particular attention is invited to par 4 of basic communication. MGL Form #5 (Revised) Time Report for Permanent Japanese Employees will be prepared as usual at the end of December and will record the work performed for the entire month. (It is suggested that all employees be paid this authorized partial payment to facilitate the preparation of the MGL Form #5 (Revised) for the month of December so that the statement "PP 1 - 15 Dec. 49" can be entered in the remarks column for all employees to preclude the possibility of over payment.)

3. HSA Form #19 (Revised 4 Aug 49) Monthly Report of Yen Expenditures for Directly Employed Japanese Labor for December will be prepared by combining the total yen expenditures shown on the payrolls for the period 1 - 15 December 1949 and for the period 16 - 31 December 1949. Unit and section labor officers will assure that both totals are included in this regular monthly report.

FOR THE COMMANDING GENERAL:

Leonard S. Carroll

LEONARD S. CARROLL
Lt Colonel, AGD
Adjutant

1 Incl:
Time Report for Partial Payment
1 to 15 December 49

DISTRIBUTION:
200 copies to S-1

HEADQUARTERS
TOKYO LABOR LIAISON OFFICE
APO 500

6 December 1949

Subject ;Holiday Partial Payment for Indigenous Employees

To :All Labor Using Units

1. The Metropolitan Government has advised this office that in consideration of the year end holiday season, it will pay a partial payment to all Labor Requisitioned employees. Payment will be for the period 1 to 15 Dec. inclusive and will include Language Differential, Forman Allowance, Special Work Allowance and Area Allowance. In addition the entire monthly family allowance will be paid.

2. Time Report for Partial Payment will be submitted in 3 copies, using the attached form (incl #1), after the 15th but not later than 20th Dec.49. This form to be reproduced locally.

3. Partial Payment Time Report will be submitted in accordance with the procedure established for the Regular Monthly Time Report (MGL 5-ltr TCAT, subject Labor Regulations, par 5, dated 28 May 49).

4. The regular monthly Time Report, MGL form 5 revised will show the entire period worked (1-30Dec.) and a statement will be entered in the "remarks" column showing that a partial payment was made for the period 1 to 15 Dec.49. The following abbreviation is recommended "PP 1-15 Dec.49".

5. Regular Monthly Time Reports will be submitted as soon as possible after 31 Dec.49 and payment will be made on or before 10 Jan.50 with the partial payment being deducted.

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

TIME REPORT FOR PARTIAL PAYMENT
1 to 15 Dec. 49

UNIT _____ DATE _____

NUMBER	JOB TITLE	NAME	DAYS WORKED	HOURS WORKED

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

Incl #1

_____
Labor Officer

_____
Tel. Number