Introduction: Changes in population; general description of economic conditions from Nov. to Mar.; previous major enterprises of production and means of employment.

I. War Damage. Inquiry to be more thorough for productive units and means of gainful employment.

A. Material losses by destruction and looting.
   2. Machinery, equipment, furniture.
   4. Clothing, and other personal and household items.
   5. Vehicles.

B. Human Elements.
   1. Persons killed and injured, noting breadwinners.
   2. Persons driven here from outside. Those still in camps or other emergency shelter.

C. Special Note of Injuries and Present Conditions of Utilities, Public Services, and Banks.
   1. Electricity.
   2. Water.
   3. Telephone, Telegraph, Post Office.
   4. Police, fire, and sanitary-health services.
   5. Banks.

II. Food and Fuel.
   A. Present Stock and Arrivals, Method of Distribution, Estimate of Consumption.
      1. Cereals.
      2. Green vegetables, meats, oils, beans and peanuts.
      3. Coal, wood, reeds, grass.
   B. Prospects of Future Supplies.
   C. Retail Prices as of Mar. 1 or 15. Note of abnormalities.

III. Current Production, Trade, and Employment.
   A. Manufacturing and Processing; number of establishments, type, apparent volume of business and employment.
   B. Number of licensed Chinese shops, of Japanese stores, of peddlers.
   C. Numbers and types of employment as shown in household surveys.
   E. Note on wages.

IV. Deficiencies and Problems.
   A. Local gardens and farms: seeds, animals, tools, other needs.
   B. Machinery and tools for shops and building.
   C. Shortage in consumers' goods.
   D. Raw materials and supplies for gainful enterprises.
   E. Credit.
   F. Transport and marketing.
   G. Currency and cash position. Including effort to estimate community balance of payments: income from Army and other Japanese sources, western and Chinese in-payments; outgo in purchases from Army and Japanese traders, and from Chinese in adjoining districts.