(SM)

3. The first line of a numbered paragraph is indented five spaces from the left margin. The second and succeeding lines begin at the left margin.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

MODEL

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

AG 300.5 (Jul 46)AG-OII

APO 500
July 1946

INFORMATION BULLETIN)

NO.....)

PUBLICATION OF INFORMATIVE MATERIAL

1. Information bulletins are publications used for announcing informative material only; they are not directives.

2. Information bulletins are published in the same format as circulars, general orders and staff memoranda, except that they are authenticated by the Adjutant General without a command line.

JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

MODEL

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 380.01 (11 Sep 46)AG-OII

APO 500
23 September 1946

STAFF MEMORANDUM)
: (SCAP & AFPAC)
NO.....7/1)

TOP SECRET CONTROL OFFICERS

1. Staff Memorandum 7, General Headquarters, Supreme Commander for the Allied Powers, and United States Army Forces, Pacific, 19 July 1946, is rescinded.

2. Under the provisions of paragraph 27b, Army Regulations 380-5, 15 August 1946, Top Secret Control Officers are appointed for staff sections as indicated below:

OFFICE OF THE COMMANDER-IN-CHIEF

COL LAURENCE E. BUNKER
COL HERBERT B. WHEELER
CWO VIRGIL H. LEWIS

OFFICE OF THE CHIEF OF STAFF
AND
SECRETARY, GENERAL STAFF

COL LeGRANDE A. DILLER
COL SIDNEY L. HUFF
LT COL FRANK J. SACKTON
CWO LIONEL C. MARTIN
CWO WALTER L. HICKLE
WOJG GEORGE CREPACK

SECRETARIAT, ALLIED COUNCIL FOR JAPAN

COL JOHN W. HAMMOND

G-1

MAJ GEN EDWARD M. ALMOND
COL RICHARD R. COURSEY
COL CHARLES H. DONNELLY
COL CHARLES G. DUNN
COL GEORGE H. FORST
COL GEORGE W. HICKMAN

G-1 (CONT'D)

LT COL PAUL S. CULLEN
LT COL WALTER F. ELLIS
LT COL SETH F. HUDGINS
LT COL CLARENCE T. MARSH
LT COL MAURICE G. MILLER
LT COL ROBERT B. SULLIVAN
MAJ HOWARD C. AYLESWORTH

G-2

COL PHILIP H. BETHUNE
COL GEORGE H. BISHOP, JR.
COL RUFUS S. BRATTON
COL RUSSELL G. DUFF
COL FRANCIS R. HOEHL
COL COLLIN S. MYERS
COL BORIS T. PASH
COL HOWARD E. PULLEN
COL WALTER B. PUTNAM
COL RONALD L. RING
COL FREDERICK D. SHARP
COL ARCHIBALD M. STUART
COL WALTER S. WOOD
LT COL LEROY W. AUSTIN
LT COL BAZIL L. BAKER
LT COL FRANK O. BLAKE
LT COL HOMER C. BLAKE

7(a)

(SH 7/1)

G-2 (CONT'D)

LT COL OMAR D. BROWN
LT COL THOMAS P. DAVIS
LT COL PAUL A. HURST
LT COL GIBSON MILES
LT COL JAMES W. ROBBINS
LT COL PAUL F. RUSCH
LT COL JOHN B. SCHINDEL
LT COL TODD H. SLADE
LT COL JOHN A. THOMPSON
LT COL THOMAS F. WALL
LT COL LANDON A. WITT
MAJ JOHN E. ARTHUR
MAJ HAROLD M. BOWEN
MAJ AMOS B. CHURCHILL
MAJ JOHN J. COSTELLO
MAJ CHARLES F. GILLIS
MAJ JOHN A. LANIER
MAJ RAY E. PHELPS
MAJ THOMAS W. ROGERS
MAJ JAMES W. SCHNEIDER
MAJ THOMAS C. SHEEHAN
CAPT MELVIN C. GREEN
CAPT LEWIS P. ORR
1ST LT FRANCES C. NIELSEN (WAC)
2D LT PAUL A. KOHL
2D LT CHARLES L. STEPHEN

G-3

COL FRANK S. HENRY
LT COL EDWARD O'DONOHUE
LT COL DAVID G. SHERRARD
2D LT JAMES J. MALONEY
WOJG ELTON L. HASE

G-4

COL ALBIN N. CALDWELL
COL GUNNARD W. CARLSON
COL HAROLD E. EASTWOOD
COL ANDREW E. FORSYTH
COL WILLIAM J. GLASGOW, JR.
COL CHARLES R. HUTCHISON
COL JOSEPH A. McNERNEY
COL ROGER W. MOORE

G-4 (CONT'D)

COL MAURICE V. PATTON
COL DONALD A. POORMAN
COL STATEN E. RALL
LT COL ALFRED ASHKAN
LT COL JOHN H. CHRISTENSEN, JR.
LT COL FRED D. FARRAR
LT COL MAURICE B. GULLION
LT COL WILLIAM B. HAWTHORNE
LT COL W. BRUCE LOGAN
LT COL JOHN DuV. STEVENS
LT COL MALCOLM G. TROUP
LT COL FRANK S. WARING
MAJ GEORGE T. CHILDERS
MAJ HERBERT M. FISH, JR.
MAJ MATTHEW G. HARPER, JR.
MAJ JAMES W. REED
CAPT GEORGE J. CRUMP
CAPT DOROTHY E. WOLFE (WAC)
CAPT EDWARD C. WOLFERT
1ST LT MATTHEW E. KELLY, JR.
2D LT STANLEY E. GHARH
2D LT RICHARD D. RIVER

ADJUTANT GENERAL'S OFFICE

COL CHARLES J. BARRY, JR.
COL GEORGE R. CONNOR
COL JOHN B. COOLEY
COL JOSEPH S. HARBISON
COL CLEO Z. SHUGART
LT COL BENJAMIN D. CULLETON
LT COL RALPH G. HERSEY
LT COL ELMER L. KOUP
LT COL JOHN H. LOWELL
LT COL JOHN W. MANN
LT COL JOSEPH R. MARTZ
LT COL WILLIE C. McMILLION
LT COL ARTHUR E. O'LEARY
LT COL CLARENCE E. SHEEN
LT COL ROY C. ULMER
MAJ WILLIAM W. ALLEN
MAJ EDMUND BOGALSKI
MAJ GLENN L. CLINEBELL
MAJ FORREST B. JONES
MAJ CLIFFORD R. LUCAS
MAJ WILLIAM Y. McCALCHERN

(SM 7/1)

ADJUTANT GENERAL'S OFFICE (CONT'D)

MAJ MAURICE RADCLIFFE
MAJ AUGUST J. REHE
MAJ JOHN P. RICHARDS
MAJ BONNIE SMITH
MAJ WALTER A. TAYLOR
MAJ GILBERT THOMPSON
CAPT JOHN DALY
CAPT BUFORD T. DOUGHERTY
CAPT JOSEPH M. EBBITT
CAPT HENRY J. GRIFFIN
CAPT RICHARD W. GUTHRIE
CAPT JAMES A. HACKER
CAPT ROBERT L. JOHNS
CAPT B. E. KEISLER
CAPT JOHN D. MORIARTY
CAPT MARIO F. NICOTERA
CAPT BERTRAM B. SMITH
1ST LT VICTOR W. DIEDIKER
1ST LT PAUL G. FLEEMAN
1ST LT CARL W. HAMLIN
1ST LT FREDERICK OBITZ
1ST LT JAMES L. RYBURN
2D LT CHARLES M. BERKEY
2D LT WILLIAM I. FOX
2D LT HARRY M. LEHRBACH
CWO FRANK C. COUCH
CWO JAMES H. DOWDY
CWO EDWIN E. FULK
CWO WILLIAM C. GAER
CWO THOMAS E. PERRY
CWO LEIGH E. SHEA
CWO RORIE W. SMITH
CWO CLYDE WILLIAMS
CWO ROBERT C. ZELLER
WOJG RODNEY M. BERTRAND
WOJG BRUCE W. CORLEY
WOJG FREDERICK V. GOUDY
WOJG LYLES F. LAMPKINS
WOJG SHERMAN M. MOYER
WOJG JOHN T. PARZNICK
WOJG DAVID PRINE

ANTIAIRCRAFT OFFICE

BRIG GEN WILLIAM F. MARQUAT
LT COL RICHARD T. CASSIDY
LT COL ROBERT C. LESLIE

INFORMATION AND EDUCATION SECTION

COL ROBERT G. GARD
LT COL CARROLL F. E. NELSON
LT COL FRANCIS C. MYERS

FISCAL DIRECTOR

COL JAMES B. ROTHNIE
COL HAROLD S. RUTH
LT COL EDWARD J. BERRY
CAPT PETER D. SCRIBNER
WOJG ERVING J. NATHAN
GORDON D. OSBORN (CIV)

CIVILIAN PERSONNEL SECTION

LT COL LAWRENCE G. ALEXANDER
CAPT WILLIAM H. JAMES
1ST LT LEABERT G. WREN
JESSE B. BETTIS (CIV)

CIVIL COMMUNICATIONS SECTION

MAJ GRIFFIN L. DAVIS
CAPT JAMES L. McDONALD

CIVIL PROPERTY CUSTODIAN

BRIG GEN PATRICK H. TANSEY
LT COL PETER W. GARLAND
LT COL CARL L. RICKENBAUGH
LT COL FRANKLIN R. SIBERT
CAPT KINGSLEY H. BRYAN
CAPT JAMES G. PIPER

ECONOMIC AND SCIENTIFIC SECTION

BRIG GEN WILLIAM F. MARQUAT
COL WILLIAM T. RYDER
LT COL HERSCHEL M. COLBERT
SHERWOOD H. FINE (CIV)
MAYER H. HALFF (CIV)
PHILIP LEVIN (CIV)

CHEMICAL SECTION

COL GEOFFREY MARSHALL
MAJ JOHN W. FITZPATRICK

(SH 7/1)

CHEMICAL SECTION (CONT'D)

MAJ OWNE V. KELLER
MAJ RUSSELL M. TEGNELL

TRANSPORTATION SECTION

LT COL DONALD R. CHAUGHON
LT COL HENRY D. LIND
LT COL JOHN R. LONGSHORE

GENERAL ACCOUNTING SECTION

COL HANDY V. BROWN
LT COL EMANUEL FRANKLIN
CAPT WALTER I. KEISEL
1ST LT ROBERT C. NELSON

GENERAL PROCUREMENT AGENT

COL WALTER G. DONALD
MAJ JONATHAN L. JOHNSON

GOVERNMENT SECTION

BRIG GEN COURTNEY WHITNEY
LT COL CARL DARNELL, JR.
CAPT JACK P. NAPIER
OSBORNE HAUGE (CIV)

OFFICE OF THE CHIEF ENGINEER

MAJ GEN HUGH J. CASEY
BRIG GEN HERBERT B. LOPER
COL BRUCE D. RINDLAUB
LT COL JOHN P. BUEHLER
LT COL LOUIS M. ETHERTON
MAJ SAMUEL GRAY IV
CAPT HARRY C. BARNES
1ST LT LUTHER B. JOHNSON

LEGAL SECTION

MAJ THEODORE R. C. KING
CAPT JOHN R. PRITCHARD
ALVA C. CARPENTER (CIV)

INSPECTOR GENERAL

COL HOMER P. DITTEMORE
COL EDWARD J. DUAN
1ST LT ALPHA A. ADAMS

THEATER JUDGE ADVOCATE

COL FRANKLIN P. SHAW
CAPT RICHARD F. BURNETT
CAPT FRANCIS H. SADOWSKI

CHIEF CHAPLAIN

MAJ JOHN C. RADLINSKI

INTERNATIONAL PROSECUTION SECTION

LT COL THEODORE GOULSBY
1ST LT REED LAWTON

CIVIL INFORMATION AND EDUCATION SECTION

LT COL DONALD R. NUGENT
LT COL THOMAS B. SUMMERS
MAJ WILLIAM BAKER
1ST LT GLENNA K. CREW (WAC)

NATURAL RESOURCES SECTION

LT COL HUBERT G. SCHENCK
LT COL HEINZ WEISELMAN
MAJ FREDERICK LEIDEL
MAJ MATILDA PFLAUMER (WAC)
MAJ MAURICE W. ROCHE
CAPT DAVID I. WALSH

OFFICE OF THE CHIEF ORDNANCE OFFICER

COL JOHN W. CAVE
COL JAMES W. FREEMAN
LT COL JEAN E. ENGLER
LT COL OSCAR G. KREISER
LT COL AYRES W. STODDARD

(SII 7/1)

OFFICE OF THE CHIEF QUARTERMASTER

COL WILLIAM F. CAMPBELL
LT COL ARTHUR L. GARNER
LT COL ANDY D. YATES
MAJ HAROLD O. BRUCE
MAJ JAMES V. LOFTUS
MAJ MICHAEL A. RIVISTO
CAPT WALTER A. FISHER
CAPT ROBERT L. HUTTON

PUBLIC RELATIONS OFFICE

LT COL JOHN F. HARVEY
CWO PLEASANT B. WITT

CHIEF PROVOST MARSHAL

COL POLK J. ATKINSON
COL WILLIAM G. PURDY
MAJ WALTER A. LUSZKI
1ST LT JOHN P. PROSNAK

CHIEF OF SPECIAL SERVICES

COL ROGER W. GOLDSMITH
COL WILLIAM S. MORRIS
MAJ HAL P. COSTOLO
CAPT RICHARD E. BOLES

STATISTICAL AND REPORTS SECTION

MAJ LADIMIR S. ADAMSKI
ROLAND A. MULHAUSER (CIV)

HEADQUARTERS COMMANDANT

COL CHARLES A. MAHONEY
COL THOMAS F. TAYLOR
COL ROBERT P. THOMPSON
MAJ WALTER ESTES
CAPT DONALD R. BARBER
1ST LT RICHARD O. BAIRD

GENERAL SECRETARY, INTERNATIONAL MILITARY TRIBUNAL, FAR EAST

COL VERN MALBRIDGE
LT COL GEORGE W. HANLEY
CAPT ROLAND J. SCHWARTZ

OFFICE OF THE CHIEF SIGNAL OFFICER

LT COL JAMES B. BUCHANAN
LT COL ROBERT E. KIMBALL
MAJ RALPH G. BELOH
MAJ MARSHALL A. BERARD
MAJ RICHARD W. COUCH
CAPT CASIMIR J. AKSOMITIS
CAPT CLARENCE A. FLEMING
CAPT JESSE S. HUNTER
CAPT BROOKMAN R. PAINTER
1ST LT THOMAS C. NIBLOCK
2D LT RICHARD B. BAIKY
2D LT ROBERT D. BATLEY
CWO FRANK C. SWOLLEY
CWO CONNIE C. WOOD

DIPLOMATIC SECTION

GLEN ABBEY (CIV)
GEORGE ATCHESON, JR. (CIV)
MAX W. BISHOP (CIV)
GLEN BRUNER (CIV)
JOHN W. BURNETT (CIV)
J. DIXON EDWARDS (CIV)
U. ALEXIS JOHNSON (CIV)
RICHARD A. POOLE (CIV)
WILLIAM J. SEBALD (CIV)

PUBLIC HEALTH AND WELFARE SECTION

COL JOSEPH U. WEAVER
LT COL BERNARD M. RIORDAN
CAPT GEORGE F. POLLOCK

(SH 7/1)

OFFICE OF THE CHIEF SURGEON

COL ALBERT R. DREISBACH
MAJ HILLIS B. BROCKETT
MAJ FREDERICK H. GIBBS

ARMY EXCHANGE CENTRAL PURCHASING OFFICE

MAJ JAMES F. WOOD

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley

JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

GS

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

File

STAFF MEMORANDUM)
:
NO.....7)

APO 500
19 July 1946

(SCAP & AFPAC)

TOP SECRET CONTROL OFFICERS

1. Under the provisions of paragraph 27b, AR 380-5, 6 March 1946, Top Secret Control Officers are appointed for staff sections as indicated below:

OFFICE OF THE COMMANDER-IN-CHIEF

COL LAURENCE E. BUNKER
COL HERBERT B. WHEELER
CWO VIRGIL H. LEWIS

OFFICE OF THE CHIEF OF STAFF
AND
SECRETARY, GENERAL STAFF

COL LeGRANDE A. DILLER
COL SIDNEY L. HUFF
LT COL FRANK J. SACKTON
CWO LIONEL E. MARTIN
WOJG HENRY A. CHRISTOPHER
WOJG GEORGE CREPACK

SECRETARIAT, ALLIED COUNCIL FOR JAPAN

COL JOHN W. HAMMOND

G-1

MAJ GEN EDWARD M. ALMOND
COL RICHARD R. COURSEY
COL CHARLES G. DUNN
COL GEORGE H. FORST
COL ROBERT HACKETT
COL GEORGE W. HICKMAN
LT COL PAUL S. CULLEN
LT COL WALTER E. ELLIS
LT COL SETH F. HUDGINS
LT COL CLARENCE T. MARSH
LT COL ROBERT B. SULLIVAN
MAJ HOWARD C. AYLESWORTH
1ST LT MARK J. MARKSON

G-2

COL PAUL H. BETHUNE
COL GEORGE H. BISHOP, JR.
COL RUFUS S. BRATTON
COL RUSSELL G. DUFF
COL FRANCIS R. HOEHL
COL COLLIN S. MYERS
COL BORIS T. PASH
COL HOWARD E. PULLIAM
COL WALTER B. PUTNAM
COL FREDERICK D. SHARP
COL ARCHIBALD W. STUART
COL WALTER S. WOOD
LT COL LEROY W. AUSTIN
LT COL BAZIL L. BAKER
LT COL FRANK O. BLAKE
LT COL HOMER C. BLAKE
LT COL OMAR D. BROWN
LT COL THOMAS P. DAVIS
LT COL GERALD GRIFFIN
LT COL PAUL A. HURST
LT COL RUSSELL P. MCQUAIL
LT COL GIBSON NILES
LT COL RONALD L. RING
LT COL JAMES W. ROBBINS
LT COL PAUL F. RUSCH
LT COL JOHN B. SCHINDEL
LT COL TODD SLADE
LT COL JOHN A. THOMPSON
LT COL THOMAS F. WALL
LT COL DAVID L. WILLETTS
MAJ JOHN E. ARTHUR, JR.
MAJ HAROLD N. BOWEN
MAJ CHARLES F. GILLIS
MAJ RAY E. PHELPS
MAJ JAMES W. SCHNEIDER

(SM 7)

G-2 (CONT'D)

MAJ THOMAS C. SHEEHAN
CAPT MELVIN C. GREEN
1ST LT FRANCES C. NIELSEN (WAC)
2D LT VICTOR H. GROENING
2D LT HERBERT T. MALIM
2D LT CHARLES L. STEPHEN
2D LT PAUL A. KOHL

G-3

COL FRANK S. HENRY
LT COL EDWARD O'DONOHUE
2D LT JAMES J. MALONEY
WOJG ELTON L. HAASE

G-4

COL ALBIN N. CALDWELL
COL GUNNARD W. CARLSON
COL HAROLD E. EASTWOOD
COL ANDREW E. FORSYTH
COL WILLIAM J. GLASGOW, JR.
COL CHARLES R. HUTCHISON
COL CHARLES A. KENGLA
COL JOSEPH A. MCNERNEY
COL ROGER W. MOORE
COL DONALD A. POORMAN
COL STATEN E. RALL
LT COL ALFRED ASHTAN
LT COL FRED D. FARRER
LT COL MAURICE B. GULLION
LT COL WILLIAM B. HAWTHORNE
LT COL LESLIE R. IRELAND
LT COL HENRY D. LIND
LT COL W. BRUCE LOGAN
LT COL JOHN DUV. STEVENS
LT COL MALCOLM G. TROUP
MAJ MATTHEW G. HARPER, JR.
LT COMDR JAMES G. HOLLOWAY, USN
MAJ JAMES W. REED
CAPT GEORGE T. CHILDERS
CAPT ALBERT E. GRAHAM
CAPT DOROTHY E. WOLFE (WAC)
1ST LT MATTHEW E. KELLY, JR.

G-4 (CONT'D)

1ST LT ALVIN A. MENDONSA
2D LT STANLEY E. CHARM
2D LT RICHARD D. RIVER
2D LT SAM K. VIERSEN
CWO FRANCIS T. JOYCE

ADJUTANT GENERAL'S OFFICE

COL CHARLES J. BARRY, JR.
COL GEORGE R. CONNOR
COL JOHN B. COOLEY
COL CLEO Z. SHUGART
LT COL BENJAMIN D. CULLETON
LT COL RALPH G. HERSEY
LT COL ELMER L. KOUP
LT COL JOHN H. LOWELL
LT COL JOHN W. MANN
LT COL JOSEPH R. MARTZ
LT COL WILLIE C. MCMILLION
LT COL ARTHUR E. O'LEARY
LT COL CLARENCE E. SHEEN
LT COL ROY C. ULMER
MAJ WILLIAM W. ALLEN
MAJ GLENN L. CLINEBELL
MAJ FORREST B. JONES
MAJ BEUFORD C. KIRKHAM
MAJ CLIFFORD R. LUCAS
MAJ MAURICE RADCLIFFE
MAJ AUGUST J. REHE
MAJ JOHN P. RICHARDS
MAJ GEORGE A. RIGELY
MAJ WALTER A. TAYLOR
MAJ GILBERT THOMPSON
CAPT JOHN DALY
CAPT DONALD W. DOOLEY
CAPT ROBERT L. JOHNS
CAPT B. E. KEISLER
CAPT JOHN D. MORIARTY
CAPT GEORGE F. SANFORD
CAPT BERTRAM B. SMITH
CAPT BONNIE SMITH
1ST LT WILMOT H. FITZGERALD
1ST LT CARL W. HANNAH
1ST LT FREDERICK OBITZ

(SM 7)

ADJUTANT GENERAL'S OFFICE (CONT'D)

1ST LT JAMES L. RYBURN
2D LT CHARLES M. BERKEY
2D LT WILLIAM I. FOX
2D LT HARRY M. LEHRBACH
CWO EDWIN E. FULK
CWO THOMAS E. PERRY
CWO LANGAN E. SHEA
CWO RORIE W. SMITH
CWO CLYDE WILLIAMS
CWO ROBERT C. ZELLER
WOJG RODNEY H. BERTRANG
WOJG FREDERICK V. GOWEN
WOJG SHERMAN M. MOYER
WOJG JOHN C. O'DAY

ANTIAIRCRAFT OFFICE

MAJ GEN WILLIAM F. MARQUAT
LT COL ROBERT T. CASSIDY
LT COL RICHARD C. LESLIE
CWO JOHN H. CASSIDY

ALLIED TRANSLATOR AND INTERPRETER SERVICE

LT COL LEROY W. AUSTIN
LT COL THOMAS F. HALL
2D LT PAUL A. KOHL

CHIEF CHAPLAIN

MAJ JOHN C. RADLINSKI

CHEMICAL WARFARE SECTION

COL GEOFFREY MARSHALL
MAJ JOHN W. FITZPATRICK
MAJ OVEN V. KELLER
MAJ LEON A. KIEF
MAJ RUSSELL H. TEGNELL

OFFICE OF CIVILIAN PERSONNEL

CAPT WILLIAM H. JAMES

CIVIL COMMUNICATIONS SECTION

MAJ GARLAND L. DAVIS
1ST LT WILLIS D. LAWSON

CIVIL PROPERTY CUSTODIAN

CAPT ROBERT N. GINSBURGH
1ST LT HOWARD I. STEIN

ECONOMIC AND SCIENTIFIC SECTION

MAJ GEN WILLIAM F. MARQUAT
COL WILLIAM T. RYDER
VALENTINE J. DE SANTA (CIV)
DR. SHERWOOD FINE (CIV)
H. M. HALFF (CIV)

FISCAL DIRECTOR

COL JAMES B. ROTHNIE
COL HAROLD S. RUTH
MAJ JOHN D. HOTZ
CAPT JAMES T. SHIELDS
1ST LT ANTHONY J. TURIANO
WOJG IRVING J. NATHAN

GENERAL ACCOUNTING SECTION

COL HANDY V. BROWN
LT COL EMANUEL FRANKLIN
1ST LT ROBERT C. NELSON

GENERAL PROCUREMENT AGENT

COL WALTER G. DONALD
MAJ JONATHAN L. JOHNSON

GOVERNMENT SECTION

BRIG GEN COURTNEY WHITNEY
COL HENRY E. ROBISON
LT COL TONI Y. HORTON
CAPT CAROLINE STEVENS (WAC)
MR. OSBORNE I. HAUGE (CIV)

(SM 7)

OFFICE OF THE CHIEF ENGINEER

MAJ GEN HUGH J. CASEY
BRIG GEN HERBERT B. LOPER
LT COL JOHN D. BUEHLER
LT COL LOUIS M. ETHERTON
MAJ SAMUEL GRAY IV
CAPT HARRY C. BARNES

INFORMATION AND EDUCATION SECTION

LT COL FRANCIS C. MYERS
LT COL CARROLL F. E. NELSON
CAPT CYRIL M. FROL

LEGAL SECTION

LT COL FRANK E. MEEK
MAJ THEODORE R. C. KING
CAPT JOHN R. PRITCHARD
CAPT AGNES A. MASHIDLAUSKY (WAC)
ALVA C. CARPENTER (CIV)

INSPECTOR GENERAL

COL HOMER P. DITTEMORE
COL EDWARD J. DUAN
CAPT RALPH H. MENGEL

INTERNATIONAL PROSECUTION SECTION

COL THOMAS H. MORROW
LT COL THEODORE GOULSBY
CAPT LUKE LEA, JR.
1ST LT MARION R. LAWTON

THEATER JUDGE ADVOCATE

COL SAMUEL F. COHN
1ST LT STEPHEN H. SIMES
CWO MILTON L. O'DEA

CIVIL INFORMATION AND EDUCATION SECTION

LT COL DONALD R. NUGENT
LT COL THOMAS B. SUMMERS
CAPT THOMAS E. POWELL
1ST LT GLENNA K. CREW (WAC)

NATURAL RESOURCES SECTION

LT COL HUBERT G. SCHENCK
LT COL HEINZ WEISEMANN
MAJ MATILDA PFLAUMER (WAC)
MAJ MAURICE W. ROCHE
CAPT DAVID I WALSH

OFFICE OF THE CHIEF ORDNANCE OFFICER

COL JOHN W. CAVE
COL JAMES W. FREEMAN
LT COL JEAN E. ENGLER
LT COL OSCAR G. KREISER
LT COL AYRES W. STODDARD

OFFICE OF THE CHIEF QUARTERMASTER

COL WILLIAM F. CAMPBELL
LT COL ARTHUR L. GARNER
LT COL CHARLES A. RITCHIE
LT COL ANDY D. YATES
MAJ MICHAEL A. RIVISTO
CAPT WALTER A. FISHER

CHIEF PROVOST MARSHAL

COL WILLIAM G. PURDY
MAJ WALTER A. LUSZKI
1ST LT JOHN P. PROSNAK

PUBLIC HEALTH AND WELFARE SECTION

COL CRAWFORD F. SAMS
COL JOSEPH U. WEAVER
CAPT GEORGE F. POLLOCK

PUBLIC RELATIONS OFFICE

1ST LT CHARLES J. ROBERTS
CWO PLEASANT B. WITT

OFFICE OF THE CHIEF SIGNAL OFFICER

BRIG GEN SPENCER B. AKIN
COL GILBERT HAYDEN
LT COL CHARLES F. FELL
LT COL ROBERT E. KIMBALL

(SM 7)

OFFICE OF THE CHIEF SIGNAL OFFICER (CONT'D)

LT COL JAMES M. KIMBROUGH
MAJ MARSHAL A. BERARD
MAJ RICHARD N. COUCH
CAPT CASIMIR J. AKSOMAITIS
CAPT CLARENCE S. FLEMING
CAPT JESSE S. HUNTER
CAPT STANLEY A. KRETLOW
CAPT ELMER E. LINCOLN
1ST LT JOHN E. METZENTHIN
1ST LT DONALD C. SAVELKOUL
2D LT PAUL F. DAWSON
CWO CHARLES R. CRANK
CWO FRANK C. SWOLLEY

CHIEF OF SPECIAL SERVICES

COL ROGER W. GOLDSMITH
COL WILLIAM S. MORRIS
MAJ HAL P. COSTOLO
CAPT RICHARD E. BOLES

GENERAL SECRETARY, INTERNATIONAL MILITARY TRIBUNAL, FAR EAST

COL VERN WALBRIDGE
LT COL GEORGE W. HANLEY
CAPT ROLAND J. SCHWARTZ

OFFICE OF THE CHIEF SURGEON

COL HOWARD F. CURRIE

OFFICE OF THE CHIEF SURGEON (CONT'D)

MAJ H. B. BROCKETT
MAJ FREDERICK H. GIBBS

STATISTICAL AND REPORTS SECTION

MAJ IADIMIR S. ADAMSKI
ROLAND A. MULHAUSER (CIV)

ARMY EXCHANGE CENTRAL PURCHASING OFFICE

MAJ JAMES F. WOOD

DIPLOMATIC SECTION

GEORGE ATCHESON, JR. (CIV)
MAX W. BISHOP (CIV)
GLEN BRUNER (CIV)
JOHN W. BURNETT (CIV)
J. DIXON EDWARDS (CIV)
BEPPO R. JOHANSEN (CIV)
JOHN S. SERVICE (CIV)

HEADQUARTERS COMMANDANT

COL THOMAS F. TAYLOR
COL ROBERT P. THOMPSON
LT COL WILLIAM L. SCHREIBER
MAJ PHILIP R. SEAVER
CAPT DONALD R. BARBER
1ST LT SIDNEY F. ASCHER

2. AFPAC Staff Memorandum 37, 4 May 1946, is rescinded.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 319.1 (26 Aug 46)GL

APO 500
23 September 1946

STAFF MEMORANDUM)
:
NO.....6/1) (SCAP & AFPAC)

REPORTS CONTROL PROCEDURES

1. Effective this date, Staff Memorandum 6, General Headquarters, Supreme Commander for the Allied Powers, and United States Army Forces, Pacific, 16 July 1946, applies also to sections of General Headquarters, Supreme Commander for the Allied Powers.

2. Paragraph 2a is amended to read:

"All external recurring and non-recurring reports (not exempted by paragraph 4c, Army Regulations 305-15, 11 June 1946) initiated by staff sections of General Headquarters, Supreme Commander for the Allied Powers, and United States Army Forces, Pacific, will be submitted to the Assistant Chief of Staff, G-1 (Reports Control Division), for approval and assignment of a Reports Control Symbol."

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

6(a)

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

APO 500
16 July 1946

AG 319.1 (16 Jul 46)GA

STAFF MEMORANDUM)
:
NO.....6)

(AFPAC)

REPORTS CONTROL PROCEDURES

1. The purpose of this memorandum is to implement the instructions contained in AR 305-15, 11 June 1946.

2. Procedure. a. All external recurring and non-recurring reports initiated by staff sections of General Headquarters, United States Army Forces, Pacific, will be submitted to Assistant Chief of Staff, G-1 (Reports Control Division), for approval and assignment of a Reports Control Symbol.

b. Procedures for initiating reports and the preparation and transmittal of application for approval of reports (WD AGO Form 335) are fully explained by paragraphs 7 and 8, AR 305-15.

c. External recurring reports of General Headquarters, United States Army Forces, Pacific, which were initiated prior to 15 July 1946 are not subject to Reports Control Procedures.

d. War Department reports which have been assigned War Department Reports Control Symbols will not be submitted to Assistant Chief of Staff, G-1 (Reports Control Division), for approval, but will be handled by normal staff procedure. However, a copy of the War Department directive will be brought to the attention of Assistant Chief of Staff, G-1 (Reports Control Division), by the staff section which takes action on the report.

e. War Department reports (recurring and non-recurring) which do not have assigned War Department Reports Control Symbols and are not exempted by paragraph 4d, AR 305-15, will be brought to the attention of Assistant Chief of Staff, G-1 (Reports Control Division), telephone AFPAC 2-5122, by the action staff section.

f. Internal reports (reports requested by one staff section of another) are not subject to Reports Control Procedure, except as listed below:

(1) All reports required to be prepared by the General Headquarters Machine records Unit will be forwarded

to the Adjutant General (Attention: Strength Accounting Branch, Administrative Division), for approval and assignment of a Reports Control Symbol.

(2) Reports requested by one staff section of another which the action section deems unnecessary, or is unable to prepare, will be forwarded to the Assistant Chief of Staff, G-1 (Reports Control Division), by the objecting staff section for decision.

3. References.

a. AR 305-15, 11 June 1946.

b. Circular 59, General Headquarters, United States Army Forces, Pacific, 16 July 1946.

4. Staff Memorandum 52, General Headquarters, United States Army Forces, Pacific, 10 June 1946 is rescinded.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

DECLASSIFIED E.O. 12958 SEC. 3(E) AND 3(D) OR (E) NNDB # 775012

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 312.1 (11 Jul 46)AG-OM

APO 500
11 July 1946

STAFF MEMORANDUM)
:
NO..... 5)

(AFPAC)

RESCISSION OF STAFF MEMORANDUMS

The following staff memorandums, General Headquarters, United States Army Forces, Pacific, having been replaced by other staff memorandums or otherwise no longer applicable, are rescinded:

NUMBER	DATE	SUBJECT OR TITLE
1	8 June 1945	Preparation of Correspondence
4	22 June 1945	Radio Requests for Trans-Pacific Air Priority
5	23 June 1945	Efficiency Reports
6	24 June 1945	WD AGO Forms Nos. 66-1 and 66-2
14	18 July 1945	Publication of AFPAC Regulations
16	25 July 1945	Announcement of Acting President, Pacific Warfare Board
17	1 August 1945	Additional Construction for GHQ
18	3 August 1945	Announcement of Acting General Purchasing Agent
23	11 August 1945	Scientific and Technical Advisory Section
29	15 August 1945	Instructions for 1st Echelon (Air Borne) of GHQ AFPAC
31	17 August 1945	AFPAC Mess Council Number 2
34	30 August 1945	Currency Conversion
35	30 August 1945	Designation of Temporary Officer in Charge, GHQ AFPAC
37	4 September 1945	Award - Bronze Service Arrowhead

DECLASSIFIED E.O. 11652 SEC. 3(E) AND 3(D) OR (E) NNDG # 775012

(SM)

NUMBER	DATE	SUBJECT OR TITLE
38	4 September 1945	Military Censorship
39	8 September 1945	Announcement of Liaison Officer Between U. S. Army and Philippine Army Agencies
41	10 September 1945	Temporary Assignment of Duties in Absence - Deputy Chief of Staff
43	24 September 1945	AFPAC Mess Council Number 2
44	25 September 1945	Evacuation of Real Estate
48	3 October 1945	Officer Evaluation Report
51	5 October 1945	Conservation of Transportation
53	11 October 1945	Temporary Assignment of Duties in Absence - Deputy Chief of Staff
54	12 October 1945	Procedure in Vacating Buildings
55	12 October 1945	AFPAC Mess Council Number 2
62	1 November 1945	Announcement of President, Pacific Warfare Board
63	1 November 1945	Turn-in and Supply of Woolen Clothing - Officers
68	12 November 1945	Discontinuance of Use of Atabrine by General Headquarters Personnel Located in Manila
69	18 November 1945	Clearance for Travel to Occupied Territory
74	26 November 1945	Operation of Motor Transportation Assigned to GHQ AFPAC in the Manila Area
80	10 December 1945	Employment of Discharged WAC Enlisted Personnel in a Civilian Status
81	14 December 1945	Absence of Heads of Staff Sections
84	22 December 1945	Designation of Temporary Officer in Charge, GHQ AFPAC

DECLASSIFIED E.O. 12958 SEC. 3(E) AND 3(D) OR (E) NNDB # 775012

(SM)

NUMBER	DATE	SUBJECT OR TITLE
3	10 January 1946	AFPAC Mess Council Number 2
4	14 January 1946	AFPAC Central Hospital Fund Council
22	26 March 1946	Post Graduate Education

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

DECLASSIFIED E.O. 11652 SEC. 3(E) AND 3(D) OR (E) NNDB # 775012

G5

File 716

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 230.14 (12 Jul 46)GA

APO 500
12 July 1946

STAFF MEMORANDUM)
:
NO..... 4) (SCAP & AFPAC)

ALLOTMENT AND PROCUREMENT OF PERSONNEL
FOR STAFF SECTIONS

1. The allotment of grades and ratings, both military and civilian, to Staff Sections in General Headquarters, Supreme Commander for the Allied Powers and General Headquarters, United States Army Forces, Pacific is a primary function of Assistant Chief of Staff, G-1. All grades and ratings to Staff Sections, in the case of military personnel, must be allocated from the theater overhead authorized by the War Department, and in the case of civilians, must be allocated from existing War Department appropriations. Requests for allocation of military grades and ratings will be processed through Assistant Chief of Staff, G-1. Requests for allocation of civilian grades and ratings will be drawn up in check sheet form and forwarded, together with War Department Forms 72 and 74, Thru Office of Civilian Personnel for position evaluation; Thru Fiscal Director for budgetary comment; and to Assistant Chief of Staff, G-1, for final approval.

2. a. Requests for personnel to be procured under authorized allotments of grades and ratings in the case of military personnel will be processed by the Adjutant General's Section, Procurement and Replacement Branch, and in the case of civilians, will be processed through the Office of Civilian Personnel. In no case should personnel be requisitioned in excess of the authorized allotment.

b. Staff sections should not, in any case, prepare radios for transmission direct to the source of procurement. In cases where special military personnel is desired, AFPAC AGO Form 111, in the case of officers, and AFPAC AGO Form 111-1, in the case of enlisted men, together with all pertinent information, should be submitted to the Adjutant General's Section, Procurement and Replacement Branch. In cases where special civilian personnel is desired, all pertinent information should be submitted to the Office of Civilian Personnel.

DECLASSIFIED AUTH: EO 12958 SEC. 3(A) AND 3(D) OR (E) NNDB # 779012

(SM 4)

3. Staff Memorandum No. 1, General Headquarters, Supreme Commander for the Allied Powers, dated 9 October 1945, is rescinded.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

IF CONTAINS INFO NOT PROPERLY CLASSIFIED OR DOES NOT MEET PROVISIONS OF EXECUTIVE ORDER 12356, SEC. 3(B) AND 3(D) OR (E) MNCR # 719012

LFS

RG 20 BB File

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 230.32 (29 Jun 46)OCP

APO 500
11 July 1946

STAFF MEMORANDUM)
:
NO.....3)

(SCAP & AFPAC)

PROMOTIONS - CIVILIAN PERSONNEL

1. Effective 1 July 1946 all automatic promotions, except within grade, for civilian employees of General Headquarters, Supreme Commander for the Allied Powers and General Headquarters, United States Army Forces, Pacific, staff sections are cancelled.

2. Promotions will be made only at the request of operating officials by submission of War Department Form 72, properly prepared, to Office of Civilian Personnel, provided qualification and length of service requirements established by the Civil Service Commission are met.

3. Civilian Personnel Policy Regulation No. 6(formerly No. 40), "Position Changes for Civilian Personnel Paid at United States Per Annum Civil Service Rates," is being amended accordingly.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

3

CLASSIFICATION CANCELLED PER PUBLIC LAW 703 SEC. 3(E) AND 3(D) OR (E) NNMC # 773012

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

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AG 123.7 (10 Jul 46)/ FD

APO 500
10 July 1946

STAFF MEMORANDUM)
:
NO.....2)

(SCAP & AFPAC)

INSTRUCTIONS FOR EXCHANGE OF JAPANESE YEN CURRENCIES FOR TYPE "A" MILITARY YEN CURRENCY

1. a. These instructions pertain to the exchange of indigenous yen currencies for Type "A" Military Yen Currency upon the effective date of AFPAC Circular 52 by personnel in and under General Headquarters, Supreme Commander for the Allied Powers, and General Headquarters, United States Army Forces, Pacific.

b. The effective date of the circular will be announced later. Hereinafter, it will be referred to as "C" Day.

2. On "C" Day, Bank of Japan and Type "B" Military Yen currency notes will be accepted from authorized personnel in exchange for Type "A" Military Yen Currency on a one for one basis.

3. Enlisted personnel will present their legitimately obtained currencies to organization commander. Organization commander will present such yen currencies for exchange into Type "A" Military Yen Currency to the Finance Officer, 240th Finance Disbursing Section, Dai Ichi Building, accompanied by a roster showing name, serial number and amount of currency to be exchanged by each individual. The organization commander will execute the following certificate at the end of the roster:

"I certify that I have personally inquired into and examined the source of funds herewith presented for exchange into Type "A" Military Yen and have determined that these funds were legitimately obtained by each individual listed hereon as payment of pay and allowances from a disbursing officer of the United States Army or other legitimate sources and were not obtained from sale of property, black market operations or other illicit sources". "Other legitimate sources" are limited to those stated in paragraph 11a, WD Circular 64, 1946.

4. Officers and War Department civilian employees will not make individual exchanges but will effect their exchanges through the chief of their respective staff sections or such representative as the latter may designate. Officer or War Department employee so designated to make the exchanges will present the yen currencies intended for exchange into Type "A" Military Yen to the Finance Officer, 240th Finance Disbursing Section, Dai Ichi Building, accompanied by a roster similar to the one prescribed above for enlisted personnel and bearing the same certificate

(SM 2)

signed by chief of the staff section.

5. Authorized civilians other than War Department civilian employees (for example: news correspondents and accredited representatives of United States business organizations) will not make individual exchanges but will effect their exchanges through an officer designated by the chief of the staff section most directly concerned with their activities. The person designated to make the exchange will present the yen currencies for exchange into Type "A" Military Yen to the Finance Officer, 240th Finance Disbursing Section, Dai Ichi Building, accompanied by a roster showing the name, business organization represented and amount of currency to be exchanged by each individual. The appropriate chief of staff section will execute the following certificate at the end of the roster:

"I certify that I have personally inquired into and examined the source of funds herewith presented for exchange into Type "A" Military Yen and have determined that these funds were legitimately obtained by each individual listed hereon from prior encashment of United States dollars or dollar instruments at an United States Army Disbursing Office or Post Office and were not obtained from sale of property or services, black market currency operations or other illicit sources".

6. Organization Funds. Custodians of organization and other quasi-official funds will present indigenous yen currencies of fund to the Finance Officer, 240th Finance Disbursing Section, Dai Ichi Building, accompanied by a written request for exchange into Type "A" Military Yen. The request will contain the name of the fund and custodian thereof, amount of yen being presented and a certificate stating that:

"I certify that I am the custodian of _____ fund and that the yen currency presented herewith for conversion into Type "A" Military Yen was derived only from authorized sources by normal operations and that no personal funds are included".

7. Officers executing the certificates supporting the yen presented to the disbursing officer for exchange for others under the provisions of paragraphs 3, 4, 5 and 6 above, must be prepared to justify any amounts which may be deemed unusual and should obtain supporting evidence and certificates to supplement their personal investigations.

8. United States Army Disbursing Officers are not authorized to exchange yen for the following:

a. Personnel of other governmental departments such as the State Department or Navy Department, unless such yen currency was received by those individuals from an Army Disbursing Officer. Otherwise, the disbursing facilities of the appropriate department should be used to effect the exchanges.

b. Foreign-national personnel employed by the United States armed forces who are not paid from War Department appropriated funds. These individuals are not authorized personnel.

DECLASSIFIED AUTH: PROJ SEC. 3(E) AND 3(D) OR (E) NNRG # 779012

c. Personnel of foreign allied governments. Those individuals should be referred to disbursing facilities of their own governments.

9. It is requested that each staff section furnish the Finance Officer, 240th Finance Disbursing Section, with the following information by check note not later than 15 July 1946:

a. Name of officer or civilian designated to submit lists and currency of members of the section to the disbursing officer.

b. Name of chief of section who will execute required certificate on lists.

c. In order to avoid congestion at the finance office, the officers designated to present yen currencies to the finance office for exchange are requested to:

(1) Consolidate the currency collected from individuals of the section and present such funds to the cashier as one sum.

(2) Notes will be separated by denominations, unfolded and bundled face up with 100 bills to the bundle.

10. From "C" Day plus one to plus ten, disbursing officers may accept yen currencies for exchange into Type "A" Military Yen Currency from officers designated under paragraphs 3, 4, 5 and 6 above, under same conditions described above, together with a completely satisfactory explanation as the failure of the applicant to effect the exchange on "C" Day. Explanations must leave no doubt as to the inability of the individual to effect the exchange on "C" Day. Exchanges after "C" Day plus ten will be made only after submission of facts and circumstances in each individual case in affidavit form to the Fiscal Director, United States Army Forces, Pacific, and receipt of approval from that office.

11. On "C" Day, all Army post offices, post exchanges, sales stores and similar installations will suspend sales activities. All official funds of these installations will be exchanged for United States Treasury Checks, Type "A" Military Yen or deposited as a collection consistent with normal operating procedure. Class "A" Agent Finance Officers will make a return of unexpended funds and settle their accounts with their principal disbursing officer.

12. Type "A" Military Yen currency is one hundred per cent dollar-backed. Responsibility for its issuance and redemption lies solely with the United States Government. After "C" Day, certificates to the effect that yen was

acquired as pay and allowances will no longer be required when presenting Type "A" yen to Army finance and postal officers for purchase of dollars or dollar instruments.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

G FILE SCAP

R/O File

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 300.6 (9 Jul 46)AG-OD

APO 500
9 July 1946

STAFF MEMORANDUM)
:
NO.............1) (SCAP & AFPAC)

STAFF MEMORANDA

1. This Staff Memorandum initiates a new single series of Staff Memoranda for General Headquarters of both Supreme Commander for the Allied Powers and United States Army Forces, Pacific. Separate memoranda for the two divisions of the General Headquarters will not be issued in the future. However, each memorandum will contain a notation after the number, as above, (SCAP & AFPAC) if it pertains to both divisions of the General Headquarters, (SCAP) if it pertains only to Supreme Commander for the Allied Powers and (AFPAC) if it pertains only to United States Army Forces, Pacific.

2. Supreme Commander for the Allied Powers Staff Memoranda and United States Army Forces, Pacific Staff Memoranda previously issued remain in effect until rescinded in this series of SCAP-AFPAC Staff Memoranda.

3. The combined heading, "General Headquarters, Supreme Commander for the Allied Powers and United States Army Forces, Pacific" will not be used for correspondence and for routine orders other than Staff Memoranda.

4. The last numbered Staff Memorandum in each of the separate series is as follows:

Staff Memorandum 52, General Headquarters, Supreme Commander for the Allied Powers, 6 July 1946.

Staff Memorandum 71, General Headquarters, United States Army Forces, Pacific, 6 July 1946.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

FILE JAN 15 JULY 1946

Staff Memos

AFPAC

1946

INCOMING MESSAGES

File No	Radio No	File No	Radio No	File No	Radio No

5.5

File

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

APO 500
6 July 1946

AG 230.5 (6 Jul 46)OCP

STAFF MEMORANDUM)
:
NO.....71)

PORT CALL INCIDENT TO RETURN TRANSPORTATION
FOR CIVILIAN EMPLOYEES

1. Reference is made to Civilian Personnel Policies and Regulations No. 11, 2 May 1946, subject: Return Transportation, Granting of Leave, and Reemployment of Civilians upon Expiration of Tour of Duty.

2. All employees, except those on temporary duty, being returned to their place of engagement for any cause are required to remain on duty until notification has been received from the port giving a definite date of departure. When such notification is received, employee will bring to the Office of Civilian Personnel a certified time report covering all work performed from last report up to hour and date he entered travel status. He will be considered as entering travel status as of time port call is received. Where port call is received more than three (3) days in advance of actual departure, employee will remain on duty except for such time as is necessary for packing and to obtain necessary clearances.

3. Under no circumstances will an employee be relieved from duty in his section prior to receipt of port call, except with the prior written approval of the Office of Civilian Personnel. Upon receipt of official orders, employee will be notified through his Personnel Coordinator to report to the Office of Civilian Personnel for orders and necessary instructions incident to obtaining transportation. He will be excused from duty a sufficient period of time to allow him to proceed to the Troop Movements Section, Eighth Army, to make transportation arrangements.

4. A two-months' written notice is required for all resignations to allow for recruitment of replacements. Resignations for reasons not acceptable to the employer and discharges for cause require return transportation costs to be borne by the employee.

5. The provisions of this staff memorandum will be brought to the attention of all civilian employees.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

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G. S

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

Restricted

AG 311.24 (1 July 46)SC

APO 500
1 July 1946

STAFF MEMORANDUM)
:
NO.....69)

SIGTOT CONFERENCE SERVICE

1. SIGTOT conference service with adequate security for TOP SECRET communication is available from this headquarters to the following points:

a. War Department, Washington, D. C.

b. San Francisco Port of Embarkation.

c. United States Army Forces, Western Pacific, Manila.

d. United States Army Forces, Middle Pacific, Hawaii.

2. Inquiries regarding conference services available to other points should be addressed to the TELECON Officer, General Headquarters Message Center, Room 337, Dai Ichi Building (Telephone AFPAC 2-2627).

3. The Chief of Staff, Deputy Chief of Staff, the Chief of a General or Special Staff Section or his Executive Officer are authorized to make requests for teletype conferences.

4. Requests from headquarters listed in paragraph 1 for teletype conferences with officers of this headquarters will be referred to the appropriate official (paragraph 3) for concurrence before completing arrangements.

5. The teletype (SIGTOT) conference room is Room 312, Dai Ichi Building.

6. Conferences may be arranged by calling 2-2627 (AFPAC Exchange) at any hour. When possible, requests should be made 24 hours in advance of desired conference time. Each request should include the following information:

a. Subject of conference, including references to pertinent communications, if available; security classification and estimated duration of conference.

b. Date and hour at which conference is desired. Specification of a satisfactory alternate time is desirable.

c. The headquarters and staff section with which conference is desired. Inclusion of names of specific individuals is desirable.

Restricted

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Restricted

(SM 69)

d. Name, staff section, and telephone number of officer requesting the conference, and names of officers from staff section concerned who will attend the conference.

7. If conferees at the called headquarters are not available at the hour requested, a time at which they will be available will be determined and an alternate time will be arranged with the officer requesting the conference.

8. When possible, lists of questions or subjects to be discussed in the conference and preliminary information to be passed between conferees will be delivered to the TELECON Officer, General Headquarters Message Center, Room 337, Dai Ichi Building, at least four hours in advance of the conference. This information then may be prepared for immediate high-speed transmission at the opening of the conference.

9. SIGSALY conference service was discontinued as of 14 June 1946.

10. Staff Memorandum 33 and paragraph 4, Staff Memorandum 64, dated 26 April 1946 and 19 June 1946 respectively, are rescinded.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

AG 200.6 (25 June 46)AG-PA

APO 500
25 June 1946

STAFF MEMORANDUM)
:
NO.....67)

CERTIFICATE OF ACHIEVEMENT

1. The Certificate of Achievement authorized for award to United States military personnel by paragraph 9, section I, Circular 147, War Department, 24 May 1946, may be awarded to personnel of General Headquarters, Supreme Commander for the Allied Powers, and General Headquarters, United States Army Forces, Pacific, under the following provisions:

a. Period of service.

(1) For outstanding service for periods of from 60 days to 6 months where the award of the Army Commendation Ribbon is not appropriate due to the short period of time.
(2) For faithful service of high caliber over periods longer than 6 months, where the character of the service is not such as to warrant another award.
(3) For specific achievement which, although of an outstanding nature, does not meet the requirements for another award.

b. No other award, including the Good Conduct Medal, has been made to recognize the service rendered for the period; however, the certificate may be used for purposes of awarding Good Conduct Medals.

2. a. Who may award.

(1) Chiefs of Staff Sections are authorized to make awards to officers and warrant officers under their jurisdiction.
(2) The Commanding Officers, Headquarters and Service Group, 441st Counter-Intelligence Corps Detachment, and 71st Signal Battalion are authorized to make awards to commissioned and enlisted personnel assigned to their commands.

b. Recommendations for awards for enlisted men assigned to Staff Sections will be submitted by the Chief of Section to the Commanding Officer, Headquarters and Service Group.

3. Certificates.

a. Sample certificates are attached. Commanding Officers referred to in paragraph 2 a (2) above are authorized to use either the General Headquarters certificate or one designed for their own unit.

b. No citation will be placed on the certificate, but the factual statement of principal assignments will be entered following the entry for period of service. Where the certificate is issued in connection with the award of the Good Conduct Medal, the statement of that award will be entered in lieu of the statement of principal assignments.

c. Certificates will be signed by Chiefs or Acting Chiefs of Staff Sections or the Commanding Officers of units indicated in 2 a (2) above. Name, grade and position will be typed on the form.

For example:

JOHN DOE
Brigadier General, GSC,
Acting Asst. Chief of Staff, G-3

JOHN DOE
Colonel, Infantry,
Commanding, Headquarters
and Service Group

d. Original of the Certificate will be presented to the individual concerned. For officers, two copies will be furnished the Adjutant General, General Headquarters, United States Army Forces, Pacific, one for the officer's 201 file and one to be attached to the next efficiency report. For enlisted men, one copy will be filed with the enlisted man's Service Record (WD AGO Form 24 or 24A).

4. Certificates and copies may be obtained from the Publications Branch, Adjutant General's Office, General Headquarters, United States Army Forces, Pacific.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley

JOHN B. COOLEY,
Colonel, AGD,
Adjutant General,

2 Incls:
Sample Certificates.

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

Certificate of Achievement

Presented to

Staff Sergeant JOHN D. DOE, 36894321, Infantry,

in testimony of efficient and faithful service in General Headquarters United States Army Forces, Pacific, during the period 3 September 1945 *to* 30 June 1946

as Clerk Typist, Decorations and Awards Branch, Adjutant General's Section; as Stenographer, Industrial Division, Economic and Scientific Section and (as Chief Clerk, Public Administration Division, Government Section,) General Headquarters Supreme Commander for the Allied Powers.

John Doe
JOHN DOE
Colonel, Infantry,
Commanding, Headquarters
and Service Group

30 June 1946

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

Certificate of Achievement

Presented to

Captain JOHN D. DOE, 0110002, Infantry,

in testimony of efficient and faithful service in General Headquarters United States Army Forces, Pacific, during the period 1 October 1945 *to* 30 June 1946

as a member of the Control and Assignments Branch, Troop Control Division, G-3 Section.

John Doe
JOHN DOE
Brigadier General, GSC,
Assistant Chief of Staff, G-3

30 June 1946

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GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

AG 311.23 (22 Jun 46)AG-OR

APO 500
22 June 1946

STAFF MEMORANDUM)
:
NO.....66)

PROCEDURES FOR PREPARATION AND PROCESSING OF SIGNAL MESSAGES

1. The receipt, processing and preparation of signal messages at General Headquarters, Supreme Commander for the Allied Powers and General Headquarters, United States Army Forces, Pacific will be governed by the provisions of this memorandum.

2. Incoming Messages.- a. Receipt and Distribution. All official messages for General Headquarters, Supreme Commander for the Allied Powers and General Headquarters, United States Army Forces, Pacific will be received at the Radio and Cable Center, Adjutant General's Office, where action responsibility will be determined and assigned and the message reproduced and distributed to interested staff sections.

b. Change of Action Responsibility. In the event that a staff section other than the one to which action was assigned, is to take action on a message, a properly accomplished AFPAC AGO Form 58, "Change of Action Request" (Inclosure 1) will be submitted to the Radio and Cable Center. When a request for change of action is made by telephone, Form 58 should follow. Any reference over the telephone to a classified message will be by cite number or, if a Navy message, by the time of origin, rather than by subject. The staff section originating a request for change of action will, prior thereto, obtain the concurrence of the new action agency.

c. Suspense Procedure.

(1) Radio and Cable Center, Communications Branch, Adjutant General's Office is responsible that:

(a) A suspense file of unanswered messages is maintained.
(b) A report of messages on which action is not completed within a prescribed period is rendered to the Chief of Staff.

(2) Each staff section to which action on a message has been assigned is responsible that:

(a) Reply is made or other final action taken within three (3) days from date of message (shown in upper right hand corner) or
(b) Radio and Cable Center is furnished the estimated date of reply to a message (suspense date) when final reply cannot be made within the prescribed three (3) days.

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(3) The executive, or designated representative of each staff section, will maintain a list showing current status of messages charged to the section, and, by daily visits to Radio and Cable Center, will furnish the information required by sub-paragraphs (2) (a) or (b) above.

3. Outgoing Messages.- a. Preparation.

(1) Form. Outgoing messages will be prepared on AFPAC AGO Form 36, Outgoing Message (See Inclosure 2 for unclassified message and Inclosure 3 for classified message).

(2) Number of Copies. Messages submitted for transmission will include, in addition to the original copy, one (1) copy for each addressee of the message, not to exceed a total of six (6); three (3) copies for the Adjutant General's records; and such information copies, properly marked, as may be required for distribution to other sections, including one (1) or more return copies if required by originating staff section. Care will be exercised that all copies are legible.

(3) Heading and Precedence. Precedence will be determined in accordance with AR 105-25. Classified messages of identical or substantially similar text intended for more than one addressee will be prepared in multiple-address form. The originating office will indicate on the message the precedence of transmission, which will be the lowest consistent with the contents of the message. In assigning precedence to multiple address messages, the originating staff section will consider carefully the urgency of delivery of the message to each addressee and will indicate opposite each addressee, the lowest adequate precedence. The order of precedence groups is as follows:

(a) Urgent. Reserved for reports of initial enemy contact, initial amplifying reports, and other messages which might materially affect plans or course of action and must therefore be brought to the attention of the addressee at the earliest possible moment. Urgent messages are given right-of-way over all messages of lower precedence.

(b) Operational Priority. Reserved for important messages pertaining directly to operations, except ordinary movement reports, which cannot be classified as URGENT but which nevertheless must be delivered as rapidly as possible for prompt action. This precedence will be given only to operational traffic.

(c) Priority. Reserved for messages which cannot be designated as URGENT or OPERATIONAL PRIORITY but which nevertheless are pressing and require the addressee's immediate attention upon receipt. This is the highest precedence that can be given administrative traffic.

(d) Routine. Reserved for messages requiring prompt delivery to the addressees but no special precedence.
(e) Deferred. Reserved for messages requiring no special precedence, and the delivery of which to the addressee may be delayed until the beginning of office hours following the day on which filed.

(4) Classification. The security classification of messages will conform to the definitions set forth in AR 380-5 and will be marked prominently or stamped, not typed, at the top and bottom of each copy by the originating agency. The originator will insure that the message is classified properly. The Adjutant General is authorized to alter classifications which are obviously incorrect, indicating such change on copy returned to office of origin. Messages referring to a prior message by subject or serial number ordinarily will bear the same classification as the message referred to. (See Par 51d, AR 380-5) However, if the message referred to was underclassified, or if the contents of the subsequent message require a higher classification, the higher classification will be assigned. Any message containing code names will carry the highest classification of any of the code names contained therein, "TOP SECRET", "SECRET", etc.

(5) Designation of Originator. Enter "FROM SCAP" or "FROM CINCAFPAC" as appropriate.

(6) Address. Outgoing messages will be addressed to conform to command channels. Messages, except those to the War Department, will be addressed to the commanding general, commanding officer, or officer in charge of the military organizations or agencies for which they are intended and not to a particular office or section thereof. Messages to the War Department will be addressed in accordance with paragraph 34, Circular 138, War Department, 1946. The following are authorized abbreviations for addresses indicated:

(a) WARCOS for Chief of Staff, United States Army.
(b) WARTAG for The Adjutant General.
(c) COMGENAAIR for Commanding General, Army Air Forces.
(d) COMGENGROUND for Commanding General, Army Ground Forces

Subordinate addressees, when necessary, will be indicated within the text. In general, the following will govern the addressing of messages.

(a) Type the address in capital letters without punctuation, on one line if possible.
(b) Do not use cable address, APO, or code name.
(c) List multiple addresses in a column, grouping by "TO" and "INFORMATION", and showing precedence for each addressee. (See Inclosure 2)

(7) Body of Message.

(a) The body of the message will be typed in capital letters and double-spaced throughout. The message will be written continuously from left to right without paragraphing or similar indentation.

(b) The preparing office will reserve a blank space of at least twenty (20) spaces at the beginning of a message enclosed by parens for insertion of the headquarters serial number.

(c) To facilitate identification, replies to signal messages will make reference to the number of the message to which reply is being made, and will also cite any letter symbols contained in the original message. For example: "REURAD WILLIAM THREE THREE ONE THREE FIVE SUGAR PETER LOVE LOVE ABLE".

(d) Punctuation will be confined to a minimum consistent with clarity and, where necessary, will be spelled in standard abbreviated form, thus: CMA; PD; QUERY; CLN; PARA; and PAREN.

(e) Numbers will be spelled as words, thus (1) ONE; (12) ONE TWO; (157) ONE FIVE SEVEN; (500) FIVE ZERO ZERO.

(f) Approved military abbreviations (AR 850-150) may be used.

(g) To avoid misunderstanding or to add emphasis, a word may be written twice, separated by an abbreviation of the word "Repeat" (RPT). This is particularly desirable where a transmission error of a single word will result in changed meaning. For example: ADDITIONAL TROOPS ARE NOT RPT NOT DESIRED.

(h) When it is necessary to include isolated letters, other than standard abbreviations, in messages which are to be cryptographed, the standard phonetic alphabet prescribed by TM 12-253, "Correspondence", will be employed. (See Inclosure 4).

(i) The words "this headquarters" will not be used to refer to General Headquarters, Supreme Commander for the Allied Powers, or to General Headquarters, United States Army Forces, Pacific.

(j) The Commander-in-Chief reserves for himself the use of the personal pronoun "I" in messages. Such message will normally be the only ones signed "MACARTHUR"; all others are unsigned.

b. Dispatch. All official messages originating in General Headquarters, Supreme Commander for the Allied Powers and General Headquarters, United States Army Forces, Pacific will be delivered to the Radio and Cable Center where they will be authenticated and processed for transmission. After processing by Radio and Cable Center, attached information copies will be distributed as indicated by originating section.

(1) Coordination. It will be the responsibility of the officer who approves an outgoing message to insure that necessary staff coordination has been accomplished prior to submission of the message for authentication and dispatch. For record purposes, the staff coordination accomplished will be indicated on the Adjutant General Records copy in a "Memo for Record".

(2) Approval. Approval of an outgoing message will be indicated by the signature of a duly authorized officer. Staff sections will furnish the Adjutant General the names and written initials of officers authorized to approve messages prepared in the section, and attach an executed WD Form 35, War Department Signature Card. Staff sections will notify the Adjutant General of all subsequent changes.

(3) Authentication. Outgoing messages, except such operational messages as may be authenticated in the office of the Assistant Chief of Staff, G-3, will be authenticated by the Adjutant General. The word "OFFICIAL" will be typed on the face of the form, near the left-hand edge, below the message proper and above the space intended for the signature of the Adjutant General. (See Inclosure 2)

4. Record Service.- Requests for records on signal messages will be made to the Records Branch, Adjutant General's Office, and not to the Radio and Cable Center.

5. Staff Memorandum 20, 5 August 1945 is rescinded.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

4 Incls:
1. Change of Action Request Form.
2. Outgoing Message (In the Clear).
3. Outgoing Message (Classified)
4. Phonetic Alphabet.

GENERAL HEADQUARTERS
SCAP and AFPAC

(Office of Origin)

_____ 1946

Memorandum For Radio and Cable Center (Suspense Section), AGO.

SUBJECT: Change of Action on Radiogram.

CITE NUMBER	CONTROL NO.	ORIGINATOR	MSG DATE

Request that action on above radiogram be changed as follows:

FROM: _____ (Staff Section) TO: _____ (Staff Section)

REQUESTED BY: _____
(Signature) (Telephone)

Space below this line for use of Radio and Cable Center

_____
(Action changed - date and initials) (Posted by)

Incl 1

AFPAC AGO
Form No. 58
(Revised 10 March 1946)

S A M P L E

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

OUTGOING MESSAGE Date: 8 June 1946

IN THE CLEAR

FROM : CINCAFPAC

TO : WARTAG . . . . . PRIORITY

INFO : AFWESPAC . . . . . ROUTINE
HAMPAC . . . . . PRIORITY
HICPAC . . . . . ROUTINE

PAREN PAREN AT BEGINNING OF TEXT LEAVE APPROPRIATE PLACE FOR INSERTION OF INTERNAL REFERENCE NUMBER PD TYPE SIGNAL MESSAGES IN CAPITAL LETTERS DOUBLE SPACED PD ENTER SECURITY CLASSIFICATION AT TOP AND BOTTOM OF MESSAGE AND SHOW PRECEDENCE OPPOSITE EACH ADDRESSEE PD SHOW SIGNATURE AND STAFF SECTION OF OFFICER APPROVING THE MESSAGE FOR DISPATCH PD SHOW DESIRED DISTRIBUTION WITHIN GHQ SCAP OR GHQ AFPAC AS INDICATED BELOW PD

OFFICIAL:

APPROVED BY:

JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

JOHN A. DOE,
Major, GSC,
G-4.

Copies to:

G-1
G-4 (Return)
IG

AFPAC AGO FORM NO. 36 IN THE CLEAR

Incl 2 S A M P L E

S A M P L E

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

OUTGOING MESSAGE

Date: 8 June 1946

Secret

FROM : CINCAFPAC

TO : WARCOS . . . . . PRIORITY

INFO : AFMESPAC . . . . . ROUTINE
HAMPAC . . . . . ROUTINE
HICPAC . . . . . ROUTINE

PAREN PAREN AT BEGINNING OF TEXT LEAVE APPROPRIATE PLACE FOR INSERTION OF INTERNAL REFERENCE NUMBER PD TYPE SIGNAL MESSAGES IN CAPITAL LETTERS DOUBLE SPACED PD ENTER SECURITY CLASSIFICATION AT TOP AND BOTTOM OF MESSAGE AND SHOW PRECEDENCE OPPOSITE EACH ADDRESSEE PD SHOW SIGNATURE AND STAFF SECTION OF OFFICER APPROVING THE MESSAGE FOR DISPATCH PD SHOW DESIRED DISTRIBUTION WITHIN GHQ SCAP OR GHQ AFPAC AS INDICATED BELOW PD

OFFICIAL:

JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

APPROVED BY:

JOHN A DOE;
Major, Inf,
G-4.

Copies to:

G-1
G-4 (Return)
IG

AFPAC AGO FORM NO. 36 Secret (Stamped or Marked, Not Typed)

Incl 3

S A M P L E

PHONETIC ALPHABET

Paragraph 63 c, TM 12-253, "Correspondence" is quoted as follows for the information of all concerned:

"c. Phonetics. When it is necessary to include isolated letters, other than standard abbreviations, in messages which are to be cryptographed, employ the standard phonetic alphabet as follows:

ABLE	NAN
BAKER	OBOE
CHARLIE	PETER
DOG	QUEEN
EASY	ROGER
FOX	SUGAR
GEORGE	TARE
HOW	UNCLE
ITEM	VICTOR
JIG	WILLIAM
KING	XRAY
LOVE	YOKE
MIKE	ZEBRA "

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

STAFF MEMORANDUM)
:
NO.....52)

APO 500
10 June 1946

REPORTS CONTROL PROCEDURES

1. Staff Memorandum 13, United States Army Forces, Pacific, 6 March 1946 is rescinded.

2. All current instructions to staff sections on reports control procedures are contained in this memorandum.

3. In accordance with the reports control procedures prescribed by Circular 303, War Department, 4 October 1945, a Reports Control Section has been established in the Office of the Assistant Chief of Staff, G-1. The Reports Control Section will exercise staff supervision over all matters relating to reports required or prepared by agencies of this command and will take necessary action to:

a. Eliminate or prevent unnecessary or duplicate reporting.

b. Insure that instructions, forms, and procedures for reporting are clear and complete.

c. Insure that reports required by this headquarters provide data adequate for the purposes intended.

d. Insure that all necessary reporting is done by the simplest and most direct methods.

4. Application.- The reports control procedures prescribed in Circular 303, War Department, 4 October 1945, are mandatory so far as they relate to:

a. Recurring reports required by General Headquarters, United States Army Forces, Pacific, prepared by an agency outside this headquarters, including reports used in preparing reports required by the War Department or other agencies.

b. Nonrecurring reports initiated by General Headquarters, United States Army Forces, Pacific and prepared by an agency external to this command.

c. Machine records reports and major revisions of machine records reports including rosters, punch card records and tabulations, or information copies thereof furnished by the Strength Accounting Branch, Administrative Division, Adjutant General's Office, General Headquarters, United States Army Forces, Pacific.

(SM 52)

5. Procedure.- a. Reports control symbols have been assigned and a list of approved recurring reports will be published from time to time.

b. Each staff section initiating a new report in any of the categories listed in paragraph 3 above will submit to the Reports Control Section two copies of Application for Approval of Report (WD AGO Form 335) completed so far as applicable (except paragraphs 28 and 29), together with one copy of the report form to be used and a draft of the proposed directive requiring the report. (Requests for approval of machine records reports, reference paragraph 4 c above, will be submitted through the Strength Accounting Branch, Administrative Division, Adjutant General's Office, General Headquarters, United States Army Forces, Pacific.)

c. Requests for cancellations, revisions and other changes to reports will be submitted to the Reports Control Section by check sheet.

6. Specific Exemptions.- In addition to the exemptions listed in paragraph 4, Circular 303, War Department, 4 October 1945, the following reports are specifically excluded from the provisions of this memorandum:

a. Reports required by General Headquarters, Supreme Commander for the Allied Powers.

b. Punched card documents and transmittal tabulations thereof prepared by machine records units and statistical control units under the provisions of "Operational Procedures for Machine Records Units (Short title OPMRU)."

By command of General MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

1-15B Rec'd File

AG 324 (21 June 46)GA

APO 500
21 June 1946

STAFF MEMORANDUM)
:
NO.....65)

SPECIAL CATEGORY VOLUNTEERS

1. The War Department has authorized volunteering in connection with travel of dependents of military personnel to be considered as a Special Category.

2. a. Such volunteers may sign a statement in lieu of Category I or II as follows: "I elect to continue on active duty at least 1 year subsequent to date of arrival of my dependents in this theater, i.e., until (date to be entered when date of arrival of dependents can be determined)".

b. This statement will be signed and forwarded to G-1 with application for movement of dependents.

3. a. Those officers who signed Category I or II statements for purpose of movement of dependents may change to Special Category. Those officers who changed to Category I for reasons other than movement of dependents or who signed Category I as of 31 January or before may not change to Special Category.

b. Officers desiring to change statement already signed or agreed upon in application for movement of dependents will submit signed Special Category Statement to G-1, indicating from what category the change is made. Changes will reach G-1 not later than 5 July 1946.

4. Special Category statements will be held in G-1 until arrival of dependents, at which time the proper date will be entered and the statement filed with the Adjutant General.

5. This information will be disseminated immediately to all military personnel.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

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GS

File

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

APO 500
19 June 1946

STAFF MEMORANDUM)
:
NO.....64)

COMMUNICATIONS INSTRUCTIONS

1. Use of Radiograms.- a. Messages will be transmitted by electrical means only when the subject is of such urgency or importance that communication by ordinary or air mail is impractical.

b. Assignment of precedence indicators will be according to definitions as published in AR 105-25. The purpose of precedence indicators is to indicate to signal center personnel the relative priority of messages with respect to transmission and delivery. When promptness of action by the addressee is required, such fact should be noted in the contents of the message. The use of high precedence indicators as an attempt to induce a prompt reply defeats the purpose for which precedence classification has been established by endangering the rapid transmission of justifiably high priority messages.

c. All classified traffic is enciphered. Unnecessary security classification of messages delays transmission and delivery and seriously strains the facilities of signal centers which are operating with minimum personnel.

d. War Department regulations permit reference in the clear to classified messages by date time group only, followed by one or more of the following capitalized words:

(1) AFFIRMATIVE, means "yes", "permission granted", "authorized", "concur", "approved", "recommend approval", "action completed", and equivalent expressions.
(2) NEGATIVE, means "no", "permission not granted", "not granted", "not authorized", "do not concur", "not approved", "do not recommend approval", "recommend disapproval", "action not completed", and similar expressions.
(3) INTERROGATORY, means "question", "I do not understand", "need more information", "meaning not clear", and similar expressions.
(4) COMPLY, means "will comply", "have complied", or "you are to comply", according to the contents of the message to which it refers.
(5) LETTER, includes the meaning "letter follows", "replying by letter", "by letter", and "reply by letter".
(6) ACKNOWLEDGED, means "message received".

e. Classified communications will be marked or stamped, NOT TYPED, with the appropriate classification at the top and bottom of each page.

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(SM 64)

2. Long Distance Telephone Service.- a. General.- Pursuant to instructions contained in Memorandum for the Imperial Japanese Government (SCAPIN-773), file AG 311.3 (25 Feb 46) CCS, the Japanese Board of Communications has arranged to furnish long distance telephone service for occupation forces throughout Japan. The general plan for establishment, rendition and use of the service is outlined herein.

b. Purpose.- The long distance service rendered by the Japanese Board of Communications is being provided to augment Signal facilities currently employed by the occupation forces, and to further extend telephone service to units which have not been served adequately heretofore by other means of communication.

c. Service for Official Use.- Use of the Japanese long distance service will be limited to official business of occupation forces and accredited personnel, within the general provisions of paragraph 5, AR 105-30 pertaining to commercial telephone service. The service will not be used for personal long distance calls.

d. Operating Practices.- Service rendered over the domestic long distance facilities is ordinarily handled by Japanese speaking switchboard operators. Inasmuch as it is necessary that occupation forces calls be handled in English wherever possible, appropriate changes in operating procedures are being effected and uniform practices are being adopted. At certain of the smaller telephone exchanges it will not be practicable for the Japanese Board of Communications to provide English speaking operators, and when long distance calls are placed from these locations use should be made of interpreters. Detailed arrangements made with the Board include the following:

(1) Occupation forces toll calls will be handled as special urgent, and will be given priority over domestic calls.
(2) The term "AF Call" has been selected to designate Allied Forces Calls and to distinguish them from local or other long distance calls. Japanese operating personnel are being familiarized with this term, and use of it when placing calls, as well as in connection with directory and information services, will facilitate and expedite the handling of the messages.
(3) Toll control office equipment is being modified and code numbers are being assigned to provide centralization of long distance calls at switchboard positions operated to the extent practicable by English-speaking operators. In placing an AF call in Tokyo, telephone number 249 should be dialed (0-249 from 5-digit numbers). In Osaka the appropriate number is 109. In all other dial exchanges AF calls will be handled at positions reached by dialing number 9. In manual exchanges no special number should be called. In both dial and manual offices, upon reaching the operator, the calling party should identify the call as an AF call, and furnish the operator with his local telephone number, the name of the distant point, and the called number.

(4) All calls will be handled on a station-to-station basis and will be completed while the calling party remains on the line whenever connection to the called telephone can be made promptly. In the event an undue delay is involved, the calling party will be asked to hang up and will be called by the operator as soon as the connection can be established.

e. Long Distance Directory.- The Commanding General, Eighth Army, has been designated to prepare, maintain, and distribute a toll telephone directory to facilitate use of the long distance service. The directory will include all necessary detailed instructions for placement of calls, as well as the name and telephone number of each occupation forces unit having access to the service.

f. Establishment of the Service.- Present plans provide for establishment of the long distance service at Tokyo and Yokohama immediately, and extension of the service to make it available from all other exchanges serving occupation forces units by 1 July 1946. The Japanese Board of Communications has been directed to instruct its field representatives to promptly inform local signal offices when the service becomes available at a particular telephone exchange. Accordingly, local signal officers should maintain close liaison with the Japanese representatives in order to coordinate establishment of the service in their areas.

g. Statements of Service Rendered.- Accounting for the long distance calls placed over the Japanese telephone facilities will be in accordance with current procurement directives. The Japanese Board of Communications has been instructed to retain the individual toll tickets at the exchanges where the calls originate and to furnish monthly itemized toll statements to designated military government units through local Japanese Government liaison offices.

3. Handling of Classified Messages.- a. Certain classified messages, including copies of messages dispatched by this headquarters, will be delivered bearing the following notation:

> "Handling and transmission of the literal plain text of this message as correspondence of the same classification has been authorized by the War Department in accordance with the provisions of paragraphs 16 c, 18 e, 53 a, 53 d (1)(2)(3), and 60 a (1)(2)(3)(4) of AR 380-5, 6 March 1946."

b. Litoral copies of such messages may be made by any recipient, providing each copy is marked in accordance with subparagraph a, above.

c. Messages marked as above may be transmitted by any means, such as official mail, courier, etc., providing regulations governing the handling and transmission of classified correspondence are observed. They may also be reenciphered by any authorized War Department, joint, combined or Allied

cryptographic system without necessity of paraphrasing.

d. If the information in such message becomes unclassified, it may be released to nonmilitary agencies, allied governments or the general public without paraphrasing. The plain text which is released, however, must not contain information or references that would associate it with the plain or cryptographed text of any message not marked as indicated above.

e. All security regulations, including paraphrasing instructions, of AR 380-5 continue to apply to all classified messages not specifically marked as indicated in subparagraph a, above.

4. SIGSALY and SIGTOT Conference Service.- Reference Staff Memorandum 33, General Headquarters, United States Army Forces, Pacific, 26 April 1946, subject: "SIGSALY and SIGTOT Conference Service."

5. Staff Memorandums-3, 11 (ADVON), 22, 33, 36, 56, 82, 6 and 31 dated 15 June 1945, 25 October 1945, 12 August 1945, 29 August 1945, 30 August 1945, 18 October 1945, 18 December 1945, 15 January 1946 and 23 April 1946 respectively, are rescinded except so far as they rescind previous Staff Memorandums.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley

JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

STAFF MEMORANDUM)
:
NO.....63)

APO 500
19 June 1946

USE OF MOTOR TRANSPORTATION

1. Purpose.- In order to facilitate efficient utilization of motor transportation for General Headquarters, Supreme Commander for the Allied Powers and General Headquarters, United States Army Forces, Pacific, the control of assignment, dispatch and use of all motor vehicles which are available to General Headquarters is essential.

2. Assignment of Vehicles.- a. No vehicle assigned to the Headquarters and Service Group will be considered "organic equipment" of a staff section, irrespective of the nature of its use or assignment.

b. One sedan will be assigned to the office of each general officer.

c. One sedan may be assigned on daily dispatch to the office of each chief of a staff section who is not a general officer upon submission of written request justifying such assignment to the Headquarters Commandant through the Assistant Chief of Staff, G-4.

d. Other than as provided in paragraphs 2 b and c above, no vehicle will be assigned to or placed on permanent daily dispatch for the exclusive and continuous use of an individual or staff section except as may be approved by the Chief of Staff. Applications for approval of assignment of vehicles except as provided in paragraph 2 b above, will be forwarded through the Assistant Chief of Staff, G-4, to Headquarters Commandant.

3. Unscheduled Transportation for Official Use.- a. Transportation will be furnished for official use by the Headquarters Commandant to individuals assigned to staff sections from 0730 to 1730 hours daily, Saturday afternoon, Sundays and holidays excepted, upon telephoned request to the motor dispatcher by certain designated officers in each staff section, not to exceed two in number. Officers authorized to make requests in accordance with the foregoing will be designated by the chiefs of sections and their names will be communicated in writing to the Headquarters Commandant. When making requests for transportation the dispatcher will be given the following information:

(1) Officer placing the request.
(2) Office to which assigned.
(3) Individual to whom transportation is to report.
(4) Place and time transportation is to report.
(5) Trip destination (specific).
(6) Probable length of time transportation required.

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b. Requests for transportation for official use during other than regular office hours, Saturday afternoons, Sundays and holidays, may be made by any officer or authorized civilian employee by telephoning the motor dispatcher directly.

4. Transportation for Recreational Purposes.- a. Vehicles may be dispatched for recreational purposes when they are excess to requirements for official business. Requests for vehicles for recreation will be made to Operations Officer, Motor Battalion, Headquarters and Service Group (Telephone AFPAC 2-3051) between the hours 0800 to 1700 daily except Saturday afternoons, Sundays and holidays. Requests for transportation for recreational purposes within the Tokyo Area may be made direct to the motor dispatcher between the hours of 1700 to 0730 daily except Saturday afternoons, Sundays and holidays; Saturdays from 1200 to 2400 hours; Sundays and holidays from 0001 to 2400 hours. Such vehicles will be dispatched subject to the following regulations:

(1) Sedans may be dispatched to field grade officers or authorized civilians of equivalent rank. A truck, $\frac{1}{4}$ ton 4 x 4, may be dispatched to any officer, enlisted man, or authorized civilian.
(2) When making a request for a vehicle for recreational use, the destination and length of time will be stated. The information required in paragraphs 3 a (1) to (6) inclusive, above, will be stated.
(3) Unless prior arrangements have been made with the Operations Officer, Motor Battalion, Headquarters and Service Group, the individual will return the vehicle to the Motor Pool on the same day it is dispatched.
(4) Requests for truck or bus transportation for group recreational use must be made to the Operations Officer, Motor Battalion, Headquarters and Service Group, at least twenty-four (24) hours before scheduled departure time.
(5) When a vehicle is assigned without a driver, the individual concerned will assume full responsibility for the proper use, maintenance, and security of the vehicle. In the event of its loss or damage while thus dispatched, the individual to whom the vehicle is assigned will make out required reports and take necessary steps to initiate a report of survey covering the loss or damage.
(6) The individual using a vehicle without a driver will return the vehicle to the Motor Pool upon completion of the purpose for which it was dispatched.
(7) In no case will a recreational vehicle be retained overnight at a billet.

b. Personnel requesting transportation for recreation will, when making the request, advise the Operations Officer, Motor Battalion, or Motor Dispatcher receiving the request, that the transportation is for recreation.

(SM 63)

5. Release of vehicles.- a. Passengers will release a vehicle as soon as practicable. Within a radius of five (5) miles of central Tokyo, a dispatched vehicle will not be required to wait except as follows:

(1) At place of reporting initially: Not to exceed fifteen (15) minutes.
(2) At trip destination: Not to exceed one (1) hour.
(3) At intermediate stops: Not to exceed thirty (30) minutes.

If a passenger expects to be at trip destination for more than one (1) hour, he will release the vehicle and indicate on the dispatch slip the time and place a vehicle will again be required. The waiting period at more distant destinations will be as determined by the passenger, the criterion being the economical use of transportation.

b. When a vehicle is released the responsible passenger will fill in the trip ticket, indicating the time of release, and legibly sign his full signature, rank, and staff section assignment.

6. General.- a. Vehicles assigned or on permanent daily dispatch in accordance with paragraphs 2 b, c, and d above, will report as directed by the chief of the staff section to which assigned.

b. In the event it is necessary that a vehicle be used overnight, advance arrangements will be made with the Operations Officer, Motor Battalion, Headquarters and Service Group.

c. The chief of each staff section to which vehicles are assigned, or are on permanent daily dispatch, is responsible that vehicles are released to the Motor Officer, Headquarters and Service Group, as required for periodic maintenance.

d. No vehicle dispatched by the Motor Pool with an assigned driver will be driven by anyone other than the assigned driver whose name is listed on the trip ticket.

e. The chief of any staff section holding motor vehicles on memorandum receipt is responsible for:

(1) Adequate first echelon and preventive maintenance of vehicles so assigned (See AR 850-15).
(2) Maintenance of driver's trip ticket and preventive maintenance service record (See AR 850-15).
(3) Safekeeping of such vehicles.
(4) Preparation of new driver's trip ticket, daily, for each vehicle.
(5) Forwarding of previous day's drivers' trip tickets to the Headquarters Commandant.

f. The senior military or civilian passenger in any vehicle is responsible for the conduct of the driver and other passengers, for the

observance of traffic regulations, and for the proper use and care of the vehicle. When the driver is unable to return to his organization in time for regular mess, the senior passenger will arrange for his meals and, if necessary, for his billet.

g. Vehicles dispatched for official business purposes will not be used for recreation. Attention of all personnel, both military and civilian, is directed to the fact that using transportation obtained for official business for recreation makes the personnel concerned subject to disciplinary action under the 95th or 96th Article of War.

7. Reports.- The Headquarters Commandant will submit to the Assistant Chief of Staff, G-4, on the 15th and on the last day of each month a vehicle status report covering all vehicles assigned to his command as of the day submitted, showing by type:

a. Total vehicles on hand.

b. Vehicles deadlined.

c. Vehicles on memorandum receipt, by offices and individuals.

d. Vehicles on permanent daily dispatch by offices and individuals.

e. Vehicles available for taxi dispatch service.

8. This memorandum supersedes and rescinds the following staff memoranda:

a. Staff Memorandum 23, General Headquarters, United States Army Forces, Pacific, 1 April 1946, subject: "Operation of Motor Transportation Assigned to General Headquarters, United States Army Forces, Pacific."

b. Staff Memorandum 39, General Headquarters, United States Army Forces, Pacific, 6 May 1946, subject: "Use of Motor Transportation."

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

AG 300.6 (18 Jun 46) AG-OM

APO 500
18 June 1946

STAFF MEMORANDUM)
:
NO.....62)

PREPARATION OF CORRESPONDENCE

1. TM 12-253, "Correspondence", prescribes the methods to be followed in the preparation of correspondence. The following supplemental procedures will be followed by all staff sections of this headquarters.

2. Abbreviations and Short Titles.- Abbreviations and short titles (i.e., AFWESPAC, AFMIDPAC) will not be used in letters, indorsements, or publications except in listing inclosures, identifying the basic communication on second and subsequent pages of multiple-page communications, and in citing publications (i.e., AFPAC Circulars, AFPAC Regulations, etc.).

3. AG File Number.- a. The decimal file number will be preceded by the prefix "AG" and followed by the file date of the basic communication. The office symbol of the originating office will follow immediately after the file date. Example:

"AG 323.3 (20 May 46)SC"

b. A "201-file" number will include the individual's name, following the decimal file number. No indication of status (i.e., officer, enlisted, civilian) need be shown. Example:

"AG 201-DOE, John E
(20 May 46)AG-PE"

c. The decimal file number cited should be that assigned on Adjutant General Records stamp in upper right-hand corner of the correspondence. Decimal file numbers for correspondence not previously processed by Adjutant General Records Branch may be obtained by telephone from File Number Service, Records Branch.

4. Addresses.- a. Letters and indorsements will be addressed to the commanding officer or officer-in-charge of an organization rather than to the headquarters or office. Example:

"The Provost Marshal General, War Department,
Washington 25, D. C."

b. Multiple-address Letters.- Addresses of major subordinate commands in multiple-address letters will be listed in the following order:

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"Commanding General, Eighth Army, APO 343
Commanding General, Pacific Air Command, United States Army, APO 925
Commanding General, XXIV Corps, APO 235
Commanding General, United States Army Forces, Western Pacific, APO 707
Commanding General, United States Army Forces, Middle Pacific, APO 958
Commanding Officer, Headquarters and Service Group, General Headquarters, United States Army Forces, Pacific, APO 500
Commanding Officer, 441st Counter Intelligence Corps Detachment, APO 500
Commanding Officer, 71st Signal Service Battalion, APO 500",

c. "THRU" Addressees.- When addressing correspondence to one headquarters through an intermediate headquarters, the "THRU" addressee will precede the final addressee. Example:

"THRU: Commanding General, United States Army Forces, Western Pacific, APO 707

TO: Commanding General, Okinawa Base Command, APO 331"

d. Use of "ATTENTION".- To address correspondence for the attention of a certain section or division of a headquarters, the following form will be used:

"TO: Commanding General, United States Army Forces, Western Pacific, APO 707
(ATTENTION: Special Services Officer)"

e. Proper addresses and Army Post Office numbers of organizations may be obtained from Postal Branch, Adjutant General's Office.

5. Authentication of Official Correspondence.- a. Official communications, with the exception of those intended for the signature of the Commander-in-Chief or the Chief of Staff or those which pertain to tactical operations or military intelligence, will be forwarded to the Adjutant General for signature. The originating staff section will <u>not</u> type the name, rank, or title of the Adjutant General on such correspondence. This correspondence will be checked for accuracy by the Adjutant General and if correction by the originating office is considered necessary, it will be returned by informal memorandum outlining corrections to be made.

b. Command Line.- The command line (i.e., BY COMMAND OF GENERAL MacARTHUR or FOR THE COMMANDER-IN-CHIEF) will be typed two spaces below the body of the letter or indorsement beginning on the tenth space from the left margin.

(1) The command line "BY COMMAND OF GENERAL MacARTHUR" in upper case letters will be used on all correspondence, except check indorsements, prepared for authentication by the

(2) Adjutant General and addressed to a subordinate headquarters. The command line "FOR THE COMMANDER-IN-CHIEF" in upper case letters will be used on all correspondence, except check indorsements, prepared for authentication by the Adjutant General and addressed to Allied commands, the War Department, the Navy, commonwealth or civilian agencies or any headquarters not under the jurisdiction of this command.

6. Check and Wrapper Indorsements.- a. Check Indorsements. Check (initial) indorsements transmit, forward, or return correspondence without indicating action and will be prepared without a command line.

b. Wrapper Indorsements.- Wrapper indorsements may be used in place of a letter of transmittal when certain headquarters are asked to supply remarks or information pertaining to a communication when such remarks or information are not to appear as a part of the communication itself. The first wrapper indorsement must always begin on a separate page and is labeled "Wrapper Indorsement". Wrapper indorsements do not cite a basic communication at the top of the page; however, papers being transmitted are listed as inclosures. All other details for the preparation of wrapper indorsements are the same as for other indorsements. The second and succeeding wrapper indorsements are labeled "2d Wrapper Ind", "3d Wrapper Ind", etc., and follow in numerical sequence.

7. Inclosures.- Inclosures will be briefly and accurately described, beginning at the left margin normally six spaces below the command line (see Specimen Letter and Specimen Indorsements attached). The inclosure number will be penciled in the lower left corner of each inclosure, using arabic numerals. Additional copies of inclosures will be penciled as follows: Incl 1^2, Incl 1^3, etc. Inclosures to inclosures will be properly penciled as follows: Incl 1 to Incl 2, Incl 2 to Incl 2, etc. Inclosures will be carefully checked to see that all are attached to the correspondence prior to its dispatch from the staff section.

8. Identifying Multiple-page Communications.- Letters and indorsements of more than one page will contain brief identification data at the top of the second and subsequent pages beginning 15 spaces from the left side. On the second and subsequent pages of a basic letter, only the decimal file number, file date, and office symbol are required. Example:

"AG 319.1 (20 May 46)GA"

On the second and subsequent pages of indorsements more complete identification data is necessary. Example:

"BASIC: Ltr, Hq Eighth Army, AG 230.42 A, dated 20 May 46,
subj: Travel Orders"

9. Initials.- Officers who are authorized by staff sections to forward correspondence to the Adjutant General for signature will initial the Adjutant General Records copy on the right margin. The initials of the officer

originating the action, together with those of the typist, will be typed on the right margin of the Adjutant General Records copy. Typed or written initials will not be placed on the original or courtesy copies.

10. Number of Copies.- Preparation of unnecessary copies of correspondence will be avoided. Letters and indorsements delivered to the Adjutant General for authentication will consist of the following:

1 - original (bond paper)
1 - white tissue (courtesy copy)
1 - tissue (Adjutant General Records copy)

Additional copies, as required (carbon copies optional):

2 - copies for each additional addressee
1 - copy for each information distributee
1 - copy marked "come-back" for return to staff section

A letter or indorsement on which multiple addressees are listed on the original and all copies, will be prepared so that each addressee listed will receive two copies of the letter or indorsement. If identical letters are dispatched to different addressees although not prepared as a multiple-address letter, one records copy will be sufficient provided all addressees are listed thereon. A letter routed "THRU" one command "TO" another will have one copy for the command through which the correspondence is being routed.

11. Records Copies.- The staff section assigned action on any correspondence which has not been processed by Adjutant General Records Branch will prepare a copy of previous indorsements and basic letter for Adjutant General Records when such copies do not accompany correspondence. The Adjutant General Records stamp in the upper right-hand corner indicates that copies of that and all preceding pages are on file.

12. Information Copies of Indorsements.- When an information copy of an indorsement is prepared for a distributee within or outside this headquarters, it will be accompanied by such copies of the basic letter and previous indorsements as may be necessary to provide all pertinent information. Distribution of information copies will be noted on the original and all copies at the left margin two spaces below the inclosure listing. Example:

"Copies furnished:
AFWESPAC
XXIV Corps
G-2
IG"

13. Numbering of Pages.- The first page of a communication will not be numbered. Subsequent pages will be numbered consecutively, beginning with page 2. Arabic numerals will be used and will be centered one-half inch above the bottom of the page. Page numbers will not be set off by dashes, parentheses or other punctuation.

(SI 62)

14. Arrangement of Completed Correspondence.- All papers essential to the handling of a single item of outgoing correspondence will be securely fastened together at the top and arranged as follows:

a. Originals, copies and inclosures for dispatch to the addressee will be placed in one set in normal sequence except that the last indorsement and copy thereof will be placed on top of the basic communication.

b. Copies to be furnished to other headquarters or sections of this headquarters (including "come-back" copies) will be properly marked along the right margin and secured separately. The copy for each distributee will be set off an additional one-half inch to the right.

c. Copies and other papers for Adjutant General Records will be placed at the bottom of all other correspondence and will be set off an additional one-half inch to the right.

15. Stencils.- Stencils forwarded to the Adjutant General for authentication will have a "reading copy" attached. "Reading copies" may be prepared by inserting a carbon and tissue sheet behind the stencil before it is cut.

16. Messageforms.- a. Outgoing Messageforms initiated by general and special staff sections of this headquarters will be forwarded to the Adjutant General for signature, and the originating agency will type the name, rank, and title of the Adjutant General on the Messageform. Approval of the appropriate office of the originating staff section will be indicated by the initials of the authenticating officer of such office on the Adjutant General Records copy.

b. "CINCAFPAC, APO 500" will be typed in the space marked "FROM (originator)" and the office symbol of the originating agency will be typed in the space provided in the lower left-hand corner of the Messageform. The word "MESSAGEFORM" will be typed or stamped at the top and bottom of each carbon copy.

c. Indorsements to Messageforms will be prepared in the same manner as indorsements to other correspondence.

d. The Messageform will not be used for the preparation of outgoing signal messages.

17. Memorandum for Record.- In order to expedite the processing of papers through this headquarters by eliminating the necessity for conference and research, all radios, messageforms, and other correspondence forwarded for concurrence or approval and dispatch will be accompanied by an appropriate memorandum for record. This memorandum should state briefly the background and circumstances relating to the problem, and contain sufficient information relating to the subject to permit retracing the action at a later date if necessary.

(SM 62)

18. The term "This Headquarters" will not be used in radios, and its use should be restricted to the minimum in other correspondence. Such communications represent the official position of the Commander-in-Chief and should be couched in appropriate language.

19. For the preparation and processing of Signal Messages, see Staff Memorandum 66, 22 June 1946.

20. Staff Memorandums 46, 75 and 8, dated 1 October 1945, 28 November 1945 and 24 February 1946 respectively, are rescinded.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

1 Incl:
Specimen Letter w/2 Inds.

SPECIMEN LETTER

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

AG 312.4 (18 Jun 46)AG-OM

APO 500
18 June 1946

SUBJECT: Standard Format for Military Letter.

TO : Commanding General, Eighth Army. APO 343
Commanding General, Pacific Air Command, United States Army, APO 925
Commanding General, XXIV Corps, APO 235
Commanding General, United States Army Forces, Western Pacific, APO 707
Commanding General, United States Army Forces, Middle Pacific, APO 958
Commanding Officer, Headquarters and Service Group, General Headquarters, United States Army Forces, Pacific, APO 500
Commanding Officer, 441st Counter Intelligence Corps Detachment, APO 500
Commanding Officer, 71st Signal Service Battalion, APO 500

1. The margins of a military letter are 1¼ inches (15 letter spaces, elite type) on the left side and 3/4 inch (9 letter spaces) on the right side. The right margin is kept as even as possible. On the first page, the top margin is governed by the letterhead, and on the second and succeeding pages the top margin is 1¼ inches (7 line spaces). At the bottom the margin is not less than 1¼ inches (7 line spaces) exclusive of page numbering.

2. a. Paragraphs, if more than one, are numbered consecutively. Primary divisions of paragraphs are designated by lower case letters a, b, c, d, etc.

(1) Subdivisions of primary divisions are designated by numbers in parentheses: (1), (2), (3), etc.

(a) Subdivisions of subdivisions are designated by letters in parentheses: (a), (b), (c), etc.

1. Additional subdivisions are indicated by underscored arabic numerals: 1, 2, 3, etc.

2. Subparagraphing to this extent will be avoided as far as practicable.

(b) The first line of subdivisions of subdivisions is indented as shown here.

SPECIMEN LETTER

Inclosure 1 to AFPAC Staff Memo No. 62, 1946.

AG 312.4 (18 Jun 46)AG-OM

(2) Subdivisions are indented and margined in block style in the same manner as their subdivisions.

b. The second and succeeding lines of primary divisions begin at the regular left margin.

BY COMMAND OF GENERAL MacARTHUR:

(Signature)

1 Incl:
TM 12-253

Copies furnished:
TAG, Washington, DC
G-1

GSXE 312.4 1st Ind

HEADQUARTERS, UNITED STATES ARMY FORCES, WESTERN PACIFIC, APO 707,
18 June 1946.

TO: Commander-in-Chief, United States Army Forces, Pacific, APO 500.

Normally, when sufficient space is available, an indorsement will begin on the last page of the basic communication or last indorsement. The first line of the indorsement will begin one-half inch (3 line spaces) below the last line of correspondence.

FOR THE COMMANDING GENERAL:

(Signature)

Incl withdrawn

BASIC: Ltr, GHQ, AFPAC, AG 312.4 (18 Jun 46)AG-OM, dated 18 June 1946,
subject: Standard Format for Military Letter.

AG 312.4 (18 Jun 46)AG-OM 2d Ind

GENERAL HEADQUARTERS, UNITED STATES ARMY FORCES, PACIFIC, APO 500,
18 June 1946.

TO: Commanding General, United States Army Forces, Western Pacific,
APO 707.

Line spacing in a military letter is as follows: single spacing with a double space between paragraphs and subparagraphs. If the letter is eight lines or less, it may be double spaced.

BY COMMAND OF GENERAL MacARTHUR:

(Signature)

2 Incls:
Added 2 incls
2. WD AGO Form 301.
3. AFWESPAC Staff Memo 189,
18 June 1946.

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

AG 200.6 (18 Jun 46) AG-OM (GA)

APO 500
18 June 1946

STAFF MEMORANDUM)
:
NO.....61)

PROCEDURE FOR PROCESSING RECOMMENDATIONS
FOR AWARD OF THE ARMY COMMENDATION RIBBON

1. The Army Commendation Ribbon will be awarded to personnel of General Headquarters, Supreme Commander for the Allied Powers, and General Headquarters, United States Army Forces, Pacific, in compliance with requirements of War Department Circular 377, 18 December 1945, and Circular 26, United States Army Forces, Pacific, 2 April 1946.

2. The Army Commendation Ribbon is a non-operational equivalent of the Bronze Star Medal. The term "non-operational" signifies service not in sustained operational activities against an enemy nor in direct support of such operation. The required standard of service for the Bronze Star Medal and Army Commendation Ribbon is the same. While the award of the Bronze Star Medal is made with decreasing frequency for operational services performed after 2 September 1945 and cannot be awarded for services performed after 2 March 1946, the Army Commendation Ribbon may be awarded for non-operational meritorious service in the Pacific area performed after 2 September 1945. There is no connection between the Army and Navy Commendation Ribbons.

3. Chiefs of Sections may initiate recommendations for award of the Army Commendation Ribbon for personnel under their control in substantially the same manner as specified for the Bronze Star Medal in AFPAC Regulations 10-50. A draft of the proposed citation will be attached to each recommendation. Officers in the grade of Major General or higher may make the award over their own signature. In order to insure uniformity of criteria in making these awards, however, such officers should, except in very unusual circumstances, waive their prerogatives under War Department Circular 377, 1945 and submit their recommendations for normal processing by the Adjutant General.

4. The Army Commendation Ribbon is intended to reward outstanding, meritorious, specific personal accomplishments and periods of service where the individual's performance was beyond that to be expected under normal circumstances. While six (6) months is regarded normally as a minimum length of time in regard to the period of service for which an award can be made, it is not considered that the mere fact of serving six (6) months and performing duties in a superior manner constitutes a basis for the award unless the services were unusually meritorious and outstanding. Superior performance of duty should be recognized by appropriate efficiency ratings of the individuals concerned.

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(SM 61)

5. There appears to be a tendency to use this award upon departure as recognition of faithful service. The award should be made liberally but with considered regard of the merits in each case in order not to cheapen it.

6. Each officer through whom a recommendation passes is responsible for appropriate recommendation.

7. Staff Memorandum 21, 25 March 1946 is rescinded.

By command of General MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley

JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

STAFF MEMORANDUM)
:
NO.....60)

APO 500
17 June 1946

ENLISTED PERSONNEL REQUISITIONS

1. a. Routine requisitions based on minimum actual needs may be submitted on the 5th and 20th of each month on AFPAC AGO FORM NO. 111-1. Requisitions will show the job specifications in the lowest skill necessary for the proper performance of assigned duties.

b. Requests for the assignment of personnel by name will be submitted only in the cases of men possessing exceptional qualifications who cannot be obtained through normal requisitions. Such requests will state the special skills of the individual and the type of duties to which he will be assigned if transfer is effected.

c. Individuals surplus to the operating needs of any section will be reported to the Adjutant General, attention AG-OP, by name, grade, serial number, and primary and secondary MOS, as soon as it is determined that a surplus exists.

2. Copies of AFPAC AGO FORM NO. 111-1 may be obtained from the Publications Branch of the Adjutant General's Office.

3. Staff Memorandum 7, 23 February 1946, is rescinded.

By command of General MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

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Restricted

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

File

AG 400.8 (15 Jun 46)GD

APO 500
15 June 1946

STAFF MEMORANDUM)
:
NO.....59)

CONSERVATION OF SUPPLIES AND EQUIPMENT

1. References:

a. Section III, WD Circular 264, 1 September 1945.

b. Section II, WD Circular 311, 10 October 1945.

c. Section II, WD Circular 346, 16 November 1945.

d. Section I, WD Circular 380, 20 December 1945.

e. Section IV, WD Circular 24, 24 January 1946.

f. Section III, WD Circular 57, 27 February 1946.

g. Section II, WD Circular 92, 28 March 1946.

h. Section II, WD Circular 120, 25 April 1946.

i. Section III, WD Circular 150, 28 May 1946.

2. Theater Program on Conservation.- In furtherance of the War Department conservation policy, restated in reference 1a above, a program for conservation of supplies and equipment is instituted within the Pacific Theater. The responsibility for the promotion, development and execution of this program is that of the Assistant Chief of Staff, G-4, who is hereby appointed Director of Conservation for coordinating such activities within the theater.

3. Staff Memorandum 60 dated 26 October 1945 is rescinded.

By command of General MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

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Restricted

Gov't Section

2-1-BB

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

AG 720.3 (15 Jun 46) MD

APO 500
15 June 1946

STAFF MEMORANDUM)
:
NO.....58)

IMMUNIZATION REQUIREMENTS FOR
PERSONNEL ON DUTY WITH GENERAL HEADQUARTERS,
UNITED STATES ARMY FORCES, PACIFIC.

1. All military and civilian personnel on duty with this headquarters will comply with the following immunization requirements:

a. Smallpox. Revaccination every six (6) months. Successful revaccination within sixty (60) days prior to departure for the United States mainland or any of its possessions.

b. Typhoid.

(1) Original series.
(2) Stimulating dose every twelve (12) months thereafter.

c. Typhus.

(1) Original series.
(2) During the period 1 November to 31 May of any year, stimulating doses will be given at intervals not less than three (3) months apart.

d. Cholera.

(1) Original series.
(2) Stimulating dose every four (4) months thereafter.

e. Tetanus Toxoid.

(1) Initial series.
(2) Stimulating dose after one (1) year. Additional doses only in presence of injury upon order of medical officer.

f. Special Immunizations.

(1) These will be covered in separate memoranda when they are required.
(2) Influenza is no longer required (Section II, War Department Circular No. 113 dated 18 April 1946).

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(SM 58)

(3) Personnel proceeding to China Theater must have completed plague immunization within six (6) months and cholera within ninety (90) days prior to arrival in that theater.

2. Officers and civilians will be responsible for personal compliance with above criteria for immunization. The immediate commanding officer will be responsible for enlisted personnel.

3. Staff Memorandum No. 1 dated 4 January 1946 is rescinded.

By command of General MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

APO 500
14 June 1946

AG 400.321 (14 Jun 46)GD

STAFF MEMORANDUM)
:
NO.....57)

SUPPLY PROCEDURE

	Section
General.....	I
General and Special Staff Sections and Troop Units Organized under Theater Overhead Bulk Allotment.....	II
Troop Units Assigned or Attached to GHQ, AFPAC, organized under T/O&E, SLOE or T/E.....	III
Procurement from Japanese Sources.....	IV
Rescission.....	V

I. GENERAL.- 1. All supplies and equipment, with the exception of Class I (subsistence) and Class III, required by General and Special Staff Sections, General Headquarters, Supreme Commander for the Allied Powers and United States Army Forces, Pacific and troop units, detachments, and organizations assigned or attached to General Headquarters, United States Army Forces, Pacific will be requisitioned through the Headquarters Commandant, General Headquarters, United States Army Forces, Pacific.

2. The procedure to be followed by staff sections and troop units in requisitioning supplies will be as follows:

a. All requests will be submitted in triplicate on War Department AGO Form No. 446 which will be complete and will indicate in detail basis for the issue. The necessity for increase over present quantity of items, for new items, or for changes in type of item will be indicated.

b. Expendable and non-expendable supplies will be requisitioned separately.

c. Staff Sections and troop units will submit requisitions in accordance with and on the schedule indicated in Memorandum 4, Headquarters and Service Group, General Headquarters, United States Army Forces, Pacific, 7 June 1946.

d. Requisitions; which the requisitioning agency desires to be processed as an emergency, will indicate the date delivery is required, the building and telephone number of the originating officer, and the basis for requesting special processing.

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II. GENERAL AND SPECIAL STAFF SECTIONS AND TROOP UNITS ORGANIZED UNDER THEATER OVERHEAD BULK ALLOTMENT.- 1. Requisitions for equipment from General and Special Staff Sections, General Headquarters, Supreme Commander for the Allied Powers and United States Army Forces, Pacific and troop units, detachments and organizations organized under Theater Overhead Bulk Allotment which are assigned or attached to General Headquarters, United States Army Forces, Pacific will include a statement that the items requested are included in the proposed T/A for the Section or troop unit, or in amendments thereto, as submitted to G-3. In this connection reference is made to General Headquarters, United States Army Forces, Pacific, letter AG 400.34 (1 Apr 46)GD, 1 April 1946, subject: "Issues Over and Above Authorized Allowances" (Inclosure 1) and General Headquarters, United States Army Forces, Pacific, radio ZX 34649 dated 3 May 1946 (Inclosure 2). Pending approval by the War Department of Theater Overhead Table of Allowances all requisitions require command approval.

a. Requisitions for equipment required for a period of less than ninety (90) days (temporary issue) will be approved or disapproved by the Headquarters Commandant after coordination with the General or Special Staff Sections concerned, and if approved, will be forwarded to the Adjutant General for signature and return to Headquarters Commandant.

b. Requisitions for equipment required for a period greater than ninety (90) days (permanent issue) will be forwarded by the Headquarters Commandant, General Headquarters, United States Army Forces, Pacific to the Chief of the Technical Service (Special Staff Section) concerned with an appropriate recommendation.

(1) The Chief of the Technical Service (Special Staff Section) will, after ascertaining availability of the item requisitioned, either recommend approval of the requisition and forward to the Adjutant General through the Assistant Chief of Staff, G-4 or recommend disapproval with reasons therefor and forward to the Assistant Chief of Staff, G-4.
(2) Final action on above requisitions will be taken by the Assistant Chief of Staff, G-4 in coordination with the Assistant Chief of Staff, G-3.
(3) Approved requisitions will be forwarded to the Adjutant General for signature and return to Headquarters Commandant. Requisitions which are not approved will be returned to Headquarters Commandant by the Assistant Chief of Staff, G-4.

III. TROOP UNITS ASSIGNED OR ATTACHED TO GENERAL HEADQUARTERS, UNITED STATES ARMY FORCES, PACIFIC, ORGANIZED UNDER T/O&E, SLOE OR T/E.- 1. Requisitions for supplies and equipment, required by troop units, detachments and organizations assigned or attached to General Headquarters, United States Army Forces, Pacific, which are within allowances authorized by a War Department approved T/O&E, SLOE, or T/E, will be submitted by such troops to appropriate Eighth Army supply agencies.

AUTHORITY NND 773012 SEC. 3(E) AND 3(D) OR (E) NNDG # 773012

2. Requisitions for equipment in excess of authorized allowances require command approval. Such requisitions for equipment required for a period of less than ninety (90) days (temporary issue) will be submitted to the Headquarters Commandant, General Headquarters, United States Army Forces, Pacific, who will approve or disapprove, after coordination with the General or Special Staff Section concerned, and forward to the Adjutant General, if approved, for signature and return to the Headquarters Commandant.

3. Requisitions for equipment in excess of authorized allowances required for a period greater than ninety (90) days (permanent issue) will be submitted to the Headquarters Commandant, General Headquarters, United States Army Forces, Pacific as indicated in paragraph 2a, letter AG 400.34 (1 Apr 46)GD, 1 April 1946, subject: "Issues Over and Above Authorized Allowances." Requisitions will be forwarded by Headquarters Commandant to the Chief of Technical Service (Special Staff Section) concerned and processed as indicated in paragraph 1b, Section II above.

IV. PROCUREMENT FROM JAPANESE SOURCES.- Supplies and equipment to be obtained from Japanese Sources which are required by General and Special Staff Sections, General Headquarters, Supreme Commander for the Allied Powers and United States Army Forces, Pacific and troop units, detachments and organizations, assigned or attached to General Headquarters, United States Army Forces, Pacific will be requisitioned as provided in General Headquarters, Supreme Commander for the Allied Powers, Circular 2, 15 May 1946, subject: "Procurement Regulations within Japan".

V. RESCISSION.- Staff Memorandum 49, General Headquarters, United States Army Forces, Pacific, 3 October 1945, is rescinded.

By command of General MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

2 Incls:
Incl 1 - Ltr AG 400.34 (1 Apr 46)GD
Incl 2 - Rad ZX 34649, 2 May 46

DECLASSIFIED E.O. 11652 SEC. 3(E) AND 3(D) OR (E) NNDB # 773012

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

AG 400.34 (1 Apr 46)GD

APO 500
1 April 1946

SUBJECT: Issues Over and Above Authorized Allowances.

TO : Commanding General, Eighth Army, APO 343
Commanding General, Pacific Air Command, United States Army, APO 925.
Commanding General, United States Army Forces, Middle Pacific, APO 958.
Commanding General, United States Army Forces, Western Pacific, APO 707.
Commanding General, XXIV Corps, APO 235.

1. This letter supersedes letter, General Headquarters, United States Army Forces, Pacific, file AG 400.34 (24 Nov 45)GD, dated 31 December 1945, subject: "Issues Over and Above Authorized Allowances".

2. Complete responsibility and authority is delegated to the Commanding Generals, Eight Army; United States Army Forces, Middle Pacifid; United States Army Forces, Western Pacific; and XXIV Corps, for the following:

a. Issue of supplies and equipment (except Air Corps technical items) to meet temporary requirements, over and above authorized allowances, for a period not to exceed ninety (90) days to troops within their areas of logistic responsibility. At the expiration of this time, if the continued need for the equipment is clearly justified, an extension not to exceed ninety (90) days may be granted. No extensions for retention of equipment will be made after this second period, unless a request has been initiated and forwarded to this headquarters to obtain War Department authorization of such equipment by a Unit Special List of Equipment, or change thereto, in accordance with procedures of letter, General Headquarters, United States Army Forces, Pacific, file AG 475 (1 Apr 46)GC, dated 1 April 1946, subject: "Unit Special Lists of Equipment". When the need for items issued under above procedure no longer exists, they will be turned in to the appropriate supply depot.

b. Transfer of all supplies and equipment, subject to availability, to components of the United States Navy, United States Marine Corps, and United States Coast Guard, within the areas of their logistic responsibility, in accordance with War Department letter, file AG 400.225 (12 Feb 45)OB-S-D-SPOPP-M, subject: "Transfer of Supplies and Equipment between Army and Navy in Overseas Theaters", dated 1 March 1945.

3. The Commanding General, Pacific Air Command, United States Army is delegated complete responsibility and authority, for the issue of Air Corps technical supplies, as is outlined in paragraph 2a above. Air commands will submit requests for issues over and above authorized allowances, for other than Air Coprs technical supplies, to the Commanding General of the major command having logistic responsibility for the area in which the Air Corps unit initiating the request is located.

DECLASSIFIED E.O. 11652 SEC. 3(E) AND 5(D) OR (E) NND 7 773012

Ltr, GHQ, AFPAC, file AG 400.34 (1 Apr 46)GD, dtd 1 Apr 46, subj: "Issues Over and Above Authorized Allowances." Cont'd:

4. Requests will not be made for temporary issues over and above authorized allowances where the need clearly indicated that a Unit Special List of Equipment is appropriate unless a statement is included therein that such a list has been submitted to obtain War Department approval.

5. The issues over and above authorized allowances will be made under the provisions of Army Regulations 310-60 and only from theater reserve stocks. It is desired that major commands continually study and review the need for any special issues made with a view to discontinuing such issues.

By command of General MacARTHUR:

/s/ B. M. Fitch,
/t/ B. M. FITCH,
Brigadier General, AGD,
Adjutant General.

DISTRIBUTION:
C-in-C Pacific Ocean Areas
Commander Naval Activities Japan
CG, Air Transport Command, Pac Div
CG, Air Transport Command, SWP Wing
CG, 43d Weather Wing
CG, 7th Army Airways Communications System Wing
CO, Hq & Sv Gp

DECLASSIFIED E.O. 12958 SEC. 3(E) AND 3(D) OR (E) NND 7 775012

READING COPY

IN THE CLEAR OPERATIONAL PRIORITY 2 May 1946

FROM: CINCAFPAC

GD SP-HHC/AA/rja

TO: : COMGEN EIGHTH ARMY (COURIER)
COMGEN PACUSA (ADMIN)
COMGEN AFMIDPAC
COMGEN AFWESPAC
COMGEN XXIV CORPS

INFO: CINCPAC/POA
COMNAVJAP
COMGEN ATC PAC
COMGEN ATC SWPW
COMGEN 43d WEATHER WING
COMGEN 7 AACS WING
COMGEN PACUSA (TOKYO)

Reference letter GHQ, AG 400.34 (1 Apr 46)GD,,subject: "Issues Over and above Authorized Allow ances." (ZX 34649) Authority granted to use proposed T/A for theater overhead bulk allotment personnel only, as submitted to CINCAFPAC, as basis of issue from theater stocks ponding WD approval of the T/A. Provisions of paragraph 2 a, reference letter, apply to such personnel for temporary issues over and above proposed subject T/A. No extensions for retention of equipment will be made beyond 180 days unless a request has been initiated and forwarded to CINCAFPAC to obtain approval of a change to above proposed T/A. To CG AFWESPAC, this answers urad G 27168 GSDRR of 27 April 46. To CG Eighth Army this confirms telephone conversation of 27 April 46.

OFFICIAL:

B. M. FITCH,
Brigadier General, A. G. D,,
Adjutant General.

Approved by:

R. C. L. GRAHAM,
Brigadier General, G.S.C.,
Asst C/S, G-4

OPERATIONAL PRIORITY

IN THE CLEAR

(Incl 2)

DECLASSIFIED AUTH: PROJ SEC. 3(E) AND 3(D) OR (E) NNDB # 779012

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

AG 210.455 (12 Jun 46)GA
STAFF MEMORANDUM)
:
NO.....56)

APO 500
12 June 1946

RETENTION OF KEY PERSONNEL SUBSEQUENT TO TRANSFER

1. Numerous requests have been made to the Fourth Replacement Depot to permit personnel to return to General Headquarters, United States Army Forces, Pacific, for further duty while awaiting transportation to the United States on readjustment. It is considered that the services of personnel who have been ordered to the Replacement Depot are no longer available to this headquarters. However, when an appreciable delay exists between time of reporting and Estimated Time of Departure (ETD) for the United States, it may be necessary to have the services of a limited number of key men in their former positions.

2. a. Requests for permission for officers to return to General Headquarters, United States Army Forces, Pacific for duty will be prepared by the section concerned on a check note to the office of the Assistant Chief of Staff, G-1, for approval, and will contain the following information:

(1) Name, rank and serial number of the officer concerned.
(2) Position occupied and duties performed.
(3) Reasons necessitating the return to duty.

b. Approval will be granted only in exceptional cases.

3. No requests will be made for the return of enlisted men.

By command of General MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

3-6

DECLASSIFIED AR 380-5 Sec. 3(E) and 3(D) or (E) NNCC # 779012

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

File

AG 620 (11 Jun 46)GD

APO 500
11 June 1946

STAFF MEMORANDUM)
:
NO. . . . . 55)

ASSIGNMENT OF BILLETS AND DEPENDENT HOUSING

1. Effective immediately, the assignment of billets and dependent housing will be made to authorized personnel in the Tokyo Area as follows:

a. Military personnel (including Red Cross personnel) will be assigned billets or dependent housing by seniority.

b. Civilian personnel (both War Department employees and others), will be assigned billets or dependent housing according to amount of annual base pay and date of arrival overseas.

2. For assignment purposes, separate bidding lists will be maintained by the Headquarters Commandant for military and civilian personnel.

3. A proportionate share of billets and housing for dependents will be applied to the requirements of each list on the following basis:

a. Field grade officers; civilians annual base pay over $5,100.

b. Company grade officers; civilians annual base pay over $2,900.

c. Enlisted men; all other civilians.

By command of General MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY
Colonel, AGD
Adjutant General

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AUTHORITY NND 741052 SEC. 3(E) AND 3(D) OR (E) NNDB

AG 200.6
(11 Jun 46)AG-PA

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

STAFF MEMORANDUM)
:
NO.....54)

APO 500
11 June 1946

AWARDS OF DECORATIONS TO BRITISH SUBJECTS

The War Department has advised that in connection with recommendations for awards to British subjects, it is contrary to British policy to accept decorations for services rendered since the cessation of hostilities.

By command of General MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

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DECLASSIFIED PER NAVY PUBLIC LAW SEC. 3(E) AND 3(D) OR (E) NNDB # 775012

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

AG 312.4 (10 Jun 46) AG

APO 500
10 June 1946

STAFF MEMORANDUM)
:
NO.....53)

ASSIGNMENT OF IDENTIFYING SYMBOLS

1. All publications, correspondence and messages will include an identifying office symbol of two or more letters.

2. Basic symbols are assigned as follows:

Commander-in-Chief	CC
Military Secretary	MS
Aide-de-Camp	ADC
Chief of Staff	CS
Deputy Chief of Staff	DCS
Secretary, General Staff	SGS
Assistant Chief of Staff, G-1	GA
Assistant Chief of Staff, G-2	GB
Assistant Chief of Staff, G-3	GC
Assistant Chief of Staff, G-4	GD
Adjutant General	AG
Public Relations Officer	PR
Inspector General	IG
Judge Advocate	JA
Chief Provost Marshal	PM
Fiscal Director	FD
Antiaircraft Officer	AA
Chief of Special Services	SS
Chief Chaplain	CH
Army Exchange Central Purchasing Office	EPO
Chief of Information & Education Services	IE
Chief Engineer	CE
Chief Signal Officer	SC
Chief Ordnance Officer	OR
Chief Quartermaster	QM
Chief Surgeon	MD
Chief Chemical Officer	CW
Headquarters Commandant	HC

3. A staff section may assign additional letters to identify its subdivisions.

4. The appropriate office symbol of the originating office will be placed on:

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(SH 53)

a. Publications and basic correspondence: In the upper left-hand corner immediately after the file reference.

Example:

"GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

APO 500
AG 210.31 (1 May 46)GA 1 May 1946"

b. Indorsements: Immediately after the file reference.

Example:

"AG 210.31 (10 May 46)GA 1st Ind.

GENERAL HEADQUARTERS, UNITED STATES ARMY FORCES, PACIFIC, APO 500
15 May 1946.

TO: Commanding General, Pacific Air Command, United States Army, APO 925."

c. Outgoing signal messages (AFPAC AGO Form No 36): In the upper right-hand corner above the date. The office symbol will be separated by at least five (5) spaces from the initials of the officer originating the message in order to avoid confusing the two groups of letters. Example:

"GC WEC/rc."

d. Messageforms (WD AGO Form 11-168): In the box marked "Symbol" in the lower left-hand corner of the Messageform.

5. Staff Memorandum 18 dated 20 March 1946 is rescinded.

By command of General MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

~~Reo~~ File

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

STAFF MEMORANDUM)
NO............52)

APO 500
10 June 1946

REPORTS CONTROL PROCEDURES

1. Staff Memorandum 13, United States Army Forces, Pacific, 6 March 1946 is rescinded.

2. All current instructions to staff sections on reports control procedures are contained in this memorandum.

3. In accordance with the reports control procedures prescribed by Circular 303, War Department, 4 October 1945, a Reports Control Section has been established in the Office of the Assistant Chief of Staff, G-1. The Reports Control Section will exercise staff supervision over all matters relating to reports required or prepared by agencies of this command and will take necessary action to:

a. Eliminate or prevent unnecessary or duplicate reporting.

b. Insure that instructions, forms, and procedures for reporting are clear and complete.

c. Insure that reports required by this headquarters provide data adequate for the purposes intended.

d. Insure that all necessary reporting is done by the simplest and most direct methods.

4. Application.- The reports control procedures prescribed in Circular 303, War Department, 4 October 1945, are mandatory so far as they relate to:

a. Recurring reports required by General Headquarters, United States Army Forces, Pacific, prepared by an agency outside this headquarters, including reports used in preparing reports required by the War Department or other agencies.

b. Nonrecurring reports initiated by General Headquarters, United States Army Forces, Pacific and prepared by an agency external to this command.

c. Machine records reports and major revisions of machine records reports including rosters, punch card records and tabulations, or information copies thereof furnished by the Strength Accounting Branch, Administrative Division, Adjutant General's Office, General Headquarters, United States Army Forces, Pacific.

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(SM 52)

5. Procedure.- a. Reports control symbols have been assigned and a list of approved recurring reports will be published from time to time.

b. Each staff section initiating a new report in any of the categories listed in paragraph 3 above will submit to the Reports Control Section two copies of Application for Approval of Report (WD AGO Form 335) completed so far as applicable (except paragraphs 28 and 29), together with one copy of the report form to be used and a draft of the proposed directive requiring the report. (Requests for approval of machine records reports, reference paragraph 4 c above, will be submitted through the Strength Accounting Branch, Administrative Division, Adjutant General's Office, General Headquarters, United States Army Forces, Pacific.)

c. Requests for cancellations, revisions and other changes to reports will be submitted to the Reports Control Section by check sheet.

6. Specific Exemptions.- In addition to the exemptions listed in paragraph 4, Circular 303, War Department, 4 October 1945, the following reports are specifically excluded from the provisions of this memorandum:

a. Reports required by General Headquarters, Supreme Commander for the Allied Powers.

b. Punched card documents and transmittal tabulations thereof prepared by machine records units and statistical control units under the provisions of "Operational Procedures for Machine Records Units (Short title OPMRU)."

By command of General MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

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GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

File

AG 230.01 (10 Jun 46)OCP

APO 500
10 June 1946

STAFF MEMORANDUM)
:
NO.....51)

CIVILIAN PERSONNEL

1. Establishment of Positions:

a. Letter to staff sections, subject: "Civilian Personnel Standard Operating Procedure for General Headquarters, Supreme Commander for the Allied Powers", file AG 230 (20 Dec 45)OCP, 20 December 1945 outlines the procedure for authorization and establishment of civilian positions within General Headquarters, Supreme Commander for the Allied Powers, (and General Headquarters, United States Army Forces, Pacific.)

b. Assistant Chief of Staff, G-1, has allotted positions to the various staff sections based on estimated needs. Grades of positions authorized were for the purpose of estimating the budget for General Headquarters, (United States Army Forces, Pacific,) and did not authorize employment of personnel at these grades.

c. Positions can be established only as to grade and salary by submitting job descriptions to Office of Civilian Personnel for evaluation.

d. Offers of employment as to grade and salary will not be made until the proposed position has been established and grade and salary have been set by the Office of Civilian Personnel.

2. Proselyting of Employees:

a. Members of staff sections will not proselyte employees of other staff sections.

b. Offers for transfers or commitments to employ civilian personnel will not be made to any employee until employee has been referred to the staff section by Office of Civilian Personnel accompanied by a referral slip, WD Form 78, properly executed.

3. Qualification Requirements:

a. War Department Civilian Personnel Regulations No. 40 establishes qualification standards as to education and experience necessary for appointment or promotion to positions of the various grades and salaries.

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(SM 51)

b. The qualification standards will be observed carefully so that positions will be filled by employees who are qualified and capable of performing the required duties and responsibilities.

c. Exceptions to the qualification standards will be approved by the Director, Office of Civilian Personnel only when completely justified by the employee's entire work experience, training and his demonstrated capacity to carry on effectively the duties and responsibilities of the position in question.

d. Promotions will be made in accordance with Civilian Personnel Policies and Regulations No. 6, General Headquarters, Supreme Commander for the Allied Powers, 12 March 1946.

4. In order to reduce turnover to the absolute minimum chiefs of sections will interview personally all civilian employees who submit resignations or requests for transfers from their sections. This interview will be used as a basis to determine cause and possible correction. Civilian personnel reporting to Office of Civilian Personnel for transfer or resignation without this interview will be returned for clearance.

By command of General MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

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GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

STAFF MEMORANDUM)
:
NO.....50)

APO 500
5 June 1946

WEARING OF THE SERVICE UNIFORM

Paragraph 4, Staff Memorandum 36, dated 3 May 1946, is amended to add:

"Female civilian employees may wear either the summer or winter service uniform pending the availability of an adequate supply of female summer uniforms."

By command of General MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

B. M. FITCH,
Brigadier General, AGD,
Adjutant General.

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Government Sec. (2)

Adjutant File

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

AG 330.32 AG-PO

APO 500
4 June 1946

STAFF MEMORANDUM)
:
NO.....49)

DAILY REPORT OF CHANGE OF OFFICER PERSONNEL

1. Each staff section will furnish to the Officers' Branch, Personnel Division, AGO, not later than 1000 each day, a Daily Report of Change (AFPAC AGO Form No. 48) of all changes affecting the military status of officer personnel for the twenty-four hour period beginning 0001 and ending with 2400 of the preceding day, showing name, grade, serial number, arm or service, and appropriate remarks pertaining to assignment, relief, temporary duty, detached service, sick in hospital or quarters, leave, change in duty or grade.

2. Officer personnel will include: Officers of the United States Army, Navy, Marine Corps, Coast Guard, Public Health Service, and Coast and Geodetic Survey, and Allied officer personnel assigned or attached for duty with the staff sections.

3. Negative reports will be furnished, if applicable.

4. Staff Memorandum 7, dated 26 June 1945 is rescinded.

By command of General MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

B. M. FITCH,
Brigadier General, AGD,
Adjutant General.

1 Incl:
AFPAC AGO Form No. 48.

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R E S T R I C T E D

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

ENDING 2400 _____ 1946

DAILY REPORT OF CHANGE (Commissioned and Warrant Officers.)

TO: Officers Branch, Personnel Division, AGO.

NAME	ARMY SERIAL NO.	GRADE	ARM OR SERVICE	REMARKS

(Signature) (Staff Section)

NOTE: Reports will be submitted daily before 1000. Negative reports required.

AFPAC AGO Form No. 48
(21 June 1945)

R E S T R I C T E D

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

File

STAFF MEMORANDUM)
:
NO.....48)

APO 500
31 May 1946

SMALLPOX VACCINATION

1. Extracts of War Department Circular, 1946 are quoted for the information and guidance of all concerned:

"3. Effective 17 April 1946 the U. S. Public Health Service has declared all aerial and marine ports in China, Korea, Indo-China, India, and Japan to be smallpox-infected areas. Hereafter all passengers arriving in the United States from these areas by air or sea will be subject to close scrutiny with regard to recent successful smallpox immunization. Inadequately immunized individuals will be subject to detention upon recommendation of the U. S. Public Health Service Quarantine Officer at the port of arrival. When a case occurs on a vessel or aircraft, the Public Health Service will require that all personnel aboard be detained until immunity is demonstrated by revaccination or until 14 days have elapsed since last exposure.

4. To prevent additional introduction and dissemination of smallpox in the United States and to avoid detention of troops for prolonged periods at U. S. ports of arrival, the following measures will be carried out until further notice.

a. Successful vaccination every 6 months of all military personnel and civilians under military jurisdiction in the areas mentioned in paragraph 3 and any other areas where civilian epidemics of smallpox exist, and successful vaccination within 60 days prior to departure of such individuals from these areas for intertheater travel or travel to the United States, its territories or possessions."

2. a. It is the responsibility of each individual to comply with paragraph 4 a quoted above.

b. Personnel expecting to leave Japan for any reason must be certain that they have complied with the established 60-day limit for successful vaccination.

c. Generally at least from 3 to 5 days are required to determine the success of a vaccination.

By command of General MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

B. M. FITCH,
Brigadier General, AGD,
Adjutant General.

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GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

AG 006 (20 May 46) AG
STAFF MEMORANDUM)
:
NO.....46)

APO 500
20 May 1946

LEGAL HOLIDAYS

1. The below-listed days will be considered legal holidays for military and War Department civilian personnel of this headquarters:

a. New Year's Day, 1 January.

b. Washington's Birthday, 22 February.

c. Memorial Day, 30 May.

d. Independence Day, 4 July.

e. Labor Day, first Monday in September.

f. Armistice Anniversary, 11 November.

g. Thanksgiving Day, fourth Thursday in November.

h. Christmas Day, 25 December.

2. The provisions of Staff Memorandum 27, General Headquarters, United States Army Forces, Pacific, 3 April 1946, apply.

3. In accordance with paragraph 1, War Department Civilian Personnel Circular 100, 28 August 1945, subject: "Observance of and Payment for Legal Holidays", and Executive Order 9636 contained in Section II, War Department Bulletin 18, 9 October 1945, War Department Civilian employees will not, except in unusual circumstances, be required to work on the above-named days. However, such work as is performed will be paid for on an overtime basis.

By command of General MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

B. M. FITCH,
Brigadier General, AGD,
Adjutant General.

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GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

STAFF MEMORANDUM)
:
NO.....45)

APO 500
18 May 1946

BILLETING PROCEDURE

1. Effective this date, the assignment of billets to officers and civilians assigned or attached for duty with General Headquarters, Supreme Commander for the Allied Powers and the United States Army Forces, Pacific, will be in accordance with the procedure outlined below.

2. Registration and assignment.

a. Officers.- Each officer, male or female, except General officers, who arrives between the hours of 0800-2100 will report to Room 17, Dai Ichi Building and will sign the Officers' Register. After an officer has signed in, he will report to the Central Billeting Office, Room 100, Forestry Building, for his quarters assignment. An officer arriving after 2100 hours will go directly to the Central Billeting Office for assignment of quarters and will sign the Officers' Register the following morning.

b. Civilians.- Each civilian, male or female, except visiting dignitaries, will present himself to the Central Billeting Office, Room 100, Forestry Building, for registration and assignment of quarters.

3. Change in billet assignment.

a. No individual will change his room assignment without the authority of the Billeting Officer.

b. A mutual exchange of room assignments may be made provided the exchange is made within the same rank or Civil Service Classification and is approved by the Billeting Officer.

c. Requests for changes in billet assignments will be submitted to the Billeting Officer, Room 252, Finance Building, telephone 2-2663. When authority for a change of assignment has been granted, the individual concerned will obtain a change of quarters slip from the desk clerk when he checks out of his original billet and will present this slip to the desk clerk at the newly assigned billet. The change of quarters will be completed within the time prescribed on the change of quarters slip.

4. Bidding System.- In order to establish a fair basis for filling existing vacancies in all billets the following procedure will be used:

a. Existing vacancies will be filled with permanently assigned officers or civilians, and officers or civilians on temporary duty with General Headquarters for thirty (30) days or more from date of bid. Vacancies will be assigned in accordance with seniority; in the case of

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officers by date of rank and in the case of civilians by Civil Service Classification and length of overseas service in this theater.

b. Notice of existing vacancies will be posted twice weekly at each billet - 1200 Monday and 1200 Thursday. Vacancies posted Monday will be closed to applicants at 2400 Tuesday, and assigned by seniority at 1200 Wednesday. Vacancies posted at 1200 hours Thursday will be closed to applicants at 2400 Friday and assigned by seniority at 1200 Saturday.

c. If sufficient vacancies exist in single rooms, rank or Civil Service Classification, requirements may be lowered, on direction of the Headquarters Commandant.

d. Those desiring to bid on advertised vacancies will submit written requests to the desk clerk of their current billets.

e. Individuals who are assigned vacancies will obtain written authorization from the desk clerk of their current billets, and will accomplish move by checking out of current quarters and moving into new quarters in accordance with time stated on change of quarters slip.

5. Change of status.

Personnel who have been billeted on a temporary duty status and have been changed to permanent duty status with General Headquarters, will obtain a permanent assignment of quarters slip from the Central Billeting Office, Room 100, Forestry Building, and will accomplish change of billet as prescribed in paragraph 3c.

6. Departure.

a. All personnel will check out at the desk of the billet to which assigned as follows:

(1) When departing for an absence in excess of two (2) consecutive days.
(2) Upon completion of duty and assignment with General Headquarters.

b. Assignment to a billet will terminate when the absence from the Tokyo area is in excess of twenty (20) days.

By command of General MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

B. M. FITCH,
Brigadier General, AGD,
Adjutant General.

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GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

APO 500
16 May 1946

STAFF MEMORANDUM)
:
NO. . . . . 44)

COPIES OF RADIOGRAMS TO THE COMMANDER-IN-CHIEF

A staff section responsible for taking action on an incoming radiogram which has indicated on it that an information copy has been furnished the Commander-in-Chief will insure that an information copy of all outgoing radiograms referring to it are furnished the Commander-in-Chief.

By command of General MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

B. M. FITCH,
Brigadier General, AGD,
Adjutant General.

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GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

APO 500
16 May 1946

STAFF MEMORANDUM)
:
NO.....43)

TROOP INFORMATION PROGRAM

1. As stated in Section IX, War Department Circular 100, 1946, subject: "Troop Information Program", the mission of the Troop Information Program, short title TIP, is to inform the soldier on matters of significance to him in connection with his military duties, to afford a source of general information in order that he may understand and evaluate his responsibilities as a soldier and a citizen, and to provide an opportunity for free discussion with his fellows on these topics.

2. Military personnel will be given a minimum of one (1) undivided hour per week, during normal duty hours, of training under the Troop Information Program. The Information and Education Section of Headquarters and Service Group, General Headquarters, United States Army Forces, Pacific has inaugurated the Troop Information Program for this headquarters with three one-hour Troop Information Programs scheduled each week on Monday, Wednesday and Friday from 1300 to 1400 at Hibiya Hall. (Reference: Memorandum, Headquarters and Service Group, General Headquarters, United States Army Forces, Pacific, dated 26 April 1946).

3. Chiefs of staff sections will require attendance at one TIP each week. They will be responsible for designating a suitable company grade officer, warrant officer or non-commissioned officer to be in charge of groups scheduled for each of these sessions to insure maximum attendance and maintain records of absentees in order that they may attend subsequent sessions. Attendance of personnel will be scheduled so as to effect minimum interference with normal operations.

By command of General MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

B. M. FITCH,
Brigadier General, AGD,
Adjutant General.

DISTRIBUTION
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GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

STAFF MEMORANDUM)
:
NO.....42)

APO 500
12 May 1946

WEARING OF THE SERVICE UNIFORM

Paragraph 3 a, Staff Memorandum 36, 3 May 1946, is rescinded and the following substituted therefor:

"3a. Either the cap, garrison, or the cap, service, will be worn."

By command of General MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

B. M. FITCH,
Brigadier General, AGD,
Adjutant General.

Correction made on BB

42

1-55

By file

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

APO 500
8 May 1946

STAFF MEMORANDUM)
:
NO. . . . . 41)

TEMPORARY DUTY OF
REPRESENTATIVE OF CIVIL AFFAIRS DIVISION,
WAR DEPARTMENT

1. Lieutenant Colonel Edward W. Hendrick, Civil Affairs Division, War Department, is assigned for a period of temporary duty to the Office of the Chief of Staff. He has served with the Far East Committee of the State-War-Navy Coordinating Committee and is available for any consultation that may be desired by members of the staff in connection with War Department views on the control of Japan and Korea.

2. Mutual understanding between members of this staff and of the Civil Affairs Division, War Department of the problems here and in Washington will facilitate their solution. All possible courtesies will be extended to this officer in order that he may carry back a first-hand understanding of what is being done. Colonel Hendrick will also contact Headquarters, Eighth Army in Japan and XXIV Corps in Korea for the purposes outlined above.

3. While in Tokyo, Colonel Hendrick may be contacted at the following places: Office, Room 615, Dai Ichi Building (Telephone 2-2517); Quarters, Sui Ko Sha (Telephone 43-0350).

By command of General MacARTHUR:

PAUL J. MUELLER
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

B. M. FITCH,
Brigadier General, AGD,
Adjutant General.

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File

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

STAFF MEMORANDUM)
:
NO.....40)

APO 500
7 May 1946

RESTRICTION ON OLD STYLE STAMPED ONE HUNDRED YEN NOTES

1. Effective 10 May 1946, old style notes of one hundred yen denomination bearing validating stamp are not authorized for exchange for dollar instruments or for payment of obligations to the War Department in areas under the jurisdiction of this headquarters.

2. This restriction is necessary as a Black Market currency control measure due to the large amounts of old style stamped one hundred yen notes which have been circulating in military channels. Inasmuch as old style stamped one hundred yen notes have not been used to pay troops and since a note of this size could not be received as change from a purchase, it is evident that such notes are being acquired by military personnel from unauthorized sources.

3. In order to ensure that old style stamped one hundred yen notes are removed from circulation by 10 May 1946, the following steps will be taken:

a. All notes of this description will be exchanged at the earliest practicable date for new issue Bank of Japan notes or for Type "B" Supplemental yen notes.

b. All finance officers, postal officers, post exchange officers, and others receiving such notes will immediately remove them from circulation.

c. Appropriate administrative steps should be taken to investigate source where large amounts of old style stamped one hundred yen notes are received from military personnel.

4. These instructions will not be interpreted as limiting negotiability in military channels of old style stamped notes of less than one hundred yen denomination or as affecting the negotiability of old style stamped one hundred yen notes for circulation outside of military channels.

By command of General MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

B. M. FITCH,
Brigadier General, AGD,
Adjutant General.

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Government Section

BB

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

STAFF MEMORANDUM)
:
NO . . . . . 39)

APO 500
6 May 1946

USE OF MOTOR TRANSPORTATION

1. Reference is made to Staff Memorandum Number 23 dated 1 April 1946, subject: "Operation of Motor Transportation Assigned to General Headquarters, United States Army Forces, Pacific".

2. Paragraphs 2 and 5 of the reference Staff Memorandum indicate the methods for requesting motor transportation and the purposes for which such transportation may be used.

3. Recent information obtained from records indicates that motor transportation has been requested for official business by certain individuals and then used for recreational purposes, also that the trip tickets have been signed certifying official business. Vehicles dispatched on official business will not be used for recreation.

4. Attention of all concerned, both military and civilian personnel, is directed to the fact that any conduct as stated in the preceding paragraph makes such personnel subject to disciplinary action under definite Articles of War, namely: the 95th and 96th. Appropriate disciplinary action will be taken in each case upon receipt of the required evidence.

5. Signatures on the trip tickets will be complete and legible.

6. This Staff Memorandum will be read by all personnel, both military and civilian, who are authorized to request motor transportation and a statement will be signed to the effect that it has been read and is understood. A file of statements will be maintained by each staff section and agency of General Headquarters, Supreme Commander for the Allied Powers and United States Army Forces, Pacific.

By command of General MacARTHUR:

PAUL J. MUELLER
Major General, General Staff Corps
Chief of Staff

OFFICIAL:

B. M. FITCH,
Brigadier General, AGD,
Adjutant General.

ALL PERSONNEL WILL SIGN ATTACHED SHEET.

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

7 May 1946

I have read AFPAC Staff Memo 23, 1946 and understand its provisions:

T/5 J. A. Phillips.
Margaret J. Haverty
T/4 Bruno Kocki
J E Hays, Lt Col Cav.
A R Hussey, Comdr USNR
T/4 Jm Hoyt
Ruth C Ellerman
Robert L Hershey
Cyrus H. Peake
J. Williams
G.A. Nelson
A. J. Grajdanzev
A. C. Oppler
J Wonnacott
Ernest P. Manasse
J M Maki
Joe Gordon
H E Wildes
Edna Ferguson
P K Roest

Milton J Esman
Osborne Hauge
Gertrude Norman
John C. Jennings
Guy J. Swope
M. W. Stalheim
Major, Inf.
W. H. Weeding
Capt Sig C
J. Larsen
Merlin Roth
Chas L Kades Col Inf.
G. J. Swope, Comdr USNR
Jesse C Boly Lt Col
Cornelius C. Cheney
Harold ... Hussey
Arthur H. Stoner
Cecil G. Tilton
George Hayden
John G. Maxwell
Edw. F. Costlow

E M Hadley
R Bierberg
Frank Rizzo
H E Stevens
C. Stevens
Kenneth Colegrove
Fred V Cahill, Jr.
C D Marsh