

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

Description of contents

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- (2) Folder title/number: (31)
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ISSUE SLIP						PAGE 1 OF 1 PAGES			
FROM	BASE OR STATION ACCOUNTABLE OFFICER SUPPLY ROOM PSD			ISSUE SLIP NO.		PROPERTY QUARTERMASTER			
				TYPE OF ISSUE		PROPERTY CLASS			
TO	ORGANIZATION OR UNIT PRISON BRANCH			INITIAL	REPLACE- MENT	MEMO RECEIPT	ACCOUNT SYMBOL		
						X	WORK ORDER NO.		
ITEM NO.	STOCK OR PART NO.	NOMENCLATURE	AUTH. ALLOW.	ON HAND AND DUE IN	UNIT	QUANTITY REQUESTED	UNIT COST	TOTAL COST	ACTION
1.	26-C-2811	CHAIR, wood s/b w/o arms			ea				3
2.	42-L-14215	LOCK, pad brass w/keys			ea				2
3.	53-P-36000	PERFORATOR, 2 hole h/o			ea				1
4.	35-D-650	DICTIONARY, general work			ea				2
5.	54-S-13000	SHARPENER, pencil, office			ea				2
6.	26-S-3100	SAFE, FIELD w/keys lock			ea				1
7.	26-S-6895	SECTION, furniture wood upright, 4 xl dwrs.			ea				2
8.	26-T-1785	TRAY, desk file			ea				2
9.	54-T-15511	TYPEWRITER, non-portable Remington 11" carriage Serial # J630186			ea				1
10.	54-M-31630	MACHINE, stapling, h/o			ea				1
11.	53-R-4208	RULER, polished brass edged 12"			ea				4
//////////////////////LAST ITEM////////////////////////////////////									
AUTHORITY									
ISSUANCE OF QUANTITY IN "QUANTITY REQUESTED" COLUMN IS AUTHORIZED. ITEMS MARKED "DUE OUT" WILL BE ORDERED AND WHEN RECEIVED ORGANIZATION WILL BE NOTIFIED.					FOR THE COMMANDING OFFICER:				
					14 Oct 49 (DATE) <u>B. G.</u> (ORGANIZATION SUPPLY OFFICER)				
(DATE) _____ (FOR THE BASE OR STATION ACCOUNTABLE OFFICER)					QUANTITIES SHOWN IN "ACTION" COLUMN HAVE BEEN RECEIVED:				
QUANTITIES SHOWN IN "ACTION" COLUMN HAVE BEEN ISSUED:					(DATE) _____ (AUTHORIZED REPRESENTATIVE)				
(DATE) _____ (STOREKEEPER)					VOUCHER NO.				

GENERAL HEADQUARTERS
 SUPREME COMMANDER FOR THE ALLIED POWERS
 Civil Intelligence Section, G-2
 PUBLIC SAFETY DIVISION

APG 500
 21 May 1948

PRISON BRANCH OPERATIONAL MEMORANDUM,
 NUMBER-----1.

TO: All Prison Branch Personnel

References: (1) PBD Memorandum concerning Rules and Regula-
 tions of Japanese Prisons and Reformatories,
 Loose Leaf Ledger, dated 23 April, 1948.

(2) Written assignments of record to members of
 the Prison Branch Staff.

1. Scope of these operations

a. Prison Branch personnel will examine and re-examine Japanese correctional and rehabilitation methods, practices, and procedures in carrying on institutional and agency activities at all levels. The search will comprehend the who, what, where, why and when of all correctional and rehabilitation activities and functions from the lowest echelon to the highest for the purpose of establishing responsibility, discovering possible uniformities of action and procedures, developing possible standardization of techniques in administrative, operational and scientific fields, and the elimination of duplications and conflict in all operational matters on all levels.

2. Goal

a. The purpose is to develop smoother operating and more efficient institutions and agencies for correction and rehabilitation in Japan.

3. Method of approach

a. The initiation of work under this memorandum will consist of taking any named, or related unnamed item in paragraph 3 of reference memorandum of 23 April '48, and ascertain exactly how the task is performed today.

b. Care must be taken to note how an item may be executed at the institutional or agency level, in what different ways it may be performed at the District level, and how it may be carried out at the Central Office Bureau level.

Projects

4. What to do with fact finding results

a. Forward factual studies completed to Chief, Prison Branch (Chief Prison Administrator) for approval.

b. When so approved it will be returned to the person in charge of the matter in question in the Prison Branch for action.

c. After proper preparations the person in question will take up the matter with the appropriate concerned Japanese officials.

d. If so approved for such action the discussion with Japanese will include the preparation of proper directives for the use of the Japanese institutions and agencies to which the same may apply.

e. When it is desirable to implement further any present manner of performing any function, or changing any one item or adding anything to any item of task performance any member of the staff will request the Chief Prison Administrator to make a recommendation for the changing of any rule, regulation or law. For this purpose the member will present a plan of such a recommendation effective. When approved by the Chief Prison Administrator the member will proceed to carry on with the Japanese through the conference method, showing them how such a matter may best be handled, whether by rule, regulation, or law, or merely by letter. In all cases, it will be the procedure to ask the Japanese to re-draft any item in question embodying the method and manner of implementation, which they will then submit for advisory approval. Finally, when the Japanese text is considered by the Chief Prison Administrator to be suitable for final action, it will, wherever desirable, be routed back to the member of the staff handling the matter for action by the Japanese.

5. Present and future assignments to work

a. Assignments to responsibility for pilot plant like demonstrations will be separate from other operational or work assignments. Where present assignments cover both fields of work, the double assignments will be continued until superseded in writing.

b. New assignments of any items on the reference memorandum of 23 April '48 will differentiate the two different types of assignment, e.g. in one prison or for one demonstration, and a more general assignment. Where the conducting staff member believes that new practices or methods have had sufficient testing, he will at once prepare a proposed operational rule, regulation, or order for possible use of the Japanese, when properly approved

first by the Chief Prison Administrator, and finally by the Chief of PSD. For the method to be followed, consult paragraphs 4 and 5 above.

6. Manner of entries of items in Loose Leaf Ledger

a. One English copy of each item will be entered in the Prison Branch Loose Leaf Ledger or notebook, under proper section, heading, and sub-heading. On each item in the notebook entry will

show where the Japanese text is filed in the Cargab, Arcab or Jucarb Bureaus of subdivisions thereof.

7. Manner of getting action

a. Recommendations, and, if necessary, pressure will be applied to the Japanese to take proper action. This procedure on their part should include appropriate action instead of unnecessary delays. Frequently some action is better than no action. Where the ideal cannot be attained the next best must be considered. The texts of operational rules, regulations and of law must be supplied by the Japanese to their various units. Adequate material must be supplied for orienting new employees and for refresher courses for existing employees.

8. Daily Activity Reports

a. All members will be expected to show a full accounting of their stewardship under their assignments.

BURDETT G. LEWIS
Chief Prison Administrator

File

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Civil Intelligence Section, G-2
PUBLIC SAFETY DIVISION

APD 500
4 April 1947

OFFICE BULLETIN
NUMBER.....50

DAILY ACTIVITY REPORT

1. The CIS and G-2 Executive Groups are attaching increasing importance to routine reports such as the Daily Report of Activities, Monthly Reports of Activities, and Periodical Summary. In order to expedite preparation of the Daily Report and to insure that its contents will be as complete and accurate as possible, daily Branch reports will be submitted to the Chief of the Division through the Statistics and Analysis Branch on the standard report form, suitably modified according to the directions given below. Blank forms may be obtained from supply.

2. Form of report.

a. Date report is submitted is placed in upper right hand space provided. The date of the day's activities being covered should appear in the blank below.

b. Address the report to the "Chief of Public Safety Division." Delete the line "Assistant Chief of Staff, G-2" which is printed on the forms.

c. Delete "Civil Intelligence Section" at the end of the first paragraph and substitute the name of the Branch.

d. The initials of the Branch Chief or Acting Chief Administrator will be typed or printed at the end and the report will be initialed by him. In his absence the person designated to take his place will initial "for" him.

e. Paragraphing and numbering should follow the form on the attached sample.

f. The report should be typewritten if practicable, otherwise written neatly and legibly.

3. Style of report.

a. Chronological continuity between separate entries is not required. Each report and each item should appear as an independent unit. Standard phraseology may be employed.

b. Write as concisely as is possible without sacrificing important facts and the rules of good composition.

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3. Style of report. (contd)

c. Do not use abbreviations for agencies outside GHQ unless easily identifiable. The use of standard abbreviations for Division and GHQ Sections (ESS, C I & E, etc.) is permissible.

d. Under "Activity", accurately identify the individuals involved. Give the complete official title and official status where pertinent. If this is impractical, persons may be referred to as "representatives" or "officials" of a certain agency or organization.

4. Policy.

a. Avoid the use of language which implies that we "order", "direct", "lecture" or otherwise directly influence the activities of the Japanese. PSD representatives give "technical advice", "make suggestions", "speak informally", "give short talks", etc.

b. Survey trips, lengthy investigations, grading of cities for fire protection, and similar projects extending over a period of time should be reported under "Activity" column on the first day. Such details as purpose of the project, number of persons involved, and estimated length of time for completion should be included. On subsequent days this item can be referred to by a short title. No entry under "Action" is necessary until completion of the project. At this time a brief reference to it can be made under "Activity" and a summary of results entered under "Action".

c. Under "Action" give definite information. If a conference is reported, give the conclusions reached, recommendations or policies decided upon, type of plans or program outlined. Commitments made by any parties involved should be mentioned.

d. The report of a day's activities must be submitted to Statistics and Analysis Branch not later than 1000 of the next working day.

5. Preparation of this daily report is not intended to supersede or preclude the preparation of reports deemed necessary for internal record purposes of any Branch. Necessity for supplementary reports for Branch purposes is a matter for each Branch Chief Administrator to decide.

For the Chief of Division:

R. F. Holton

R. F. HOLTON
Captain FA

Administrative Officer

1 Incl
Sample, Branch Rpt
of Daily Activities

GENERAL HEADQUARTERS
 FAR EAST COMMAND
 MILITARY INTELLIGENCE SECTION, GENERAL STAFF
 CIVIL INTELLIGENCE SECTION

MEMORANDUM: Chief of Public Safety Division
 TO : ~~Assistant Chief of Staff, G-2~~

Sample only

4 April 1947

1. Herewith submitted report for 3 April 1947 on daily activities of the ~~Civil Intelligence Section~~ Prison Branch.

ACTIVITY (Who, what, where, when, why and how?)	ACTION (Full account of action, briefly stated.)
1. Drs. Lewis and Fitzgibbon and Capt. Newton conferred at PSD with representatives of the Tokyo Juvenile Correction Institution (Tokyo Gakuen) and Ministries of Welfare, Justice, and Education reference the development of constructive measures to overcome deficiencies noticed during recent inspections of juvenile institutions.	Three methods on the national level for correcting existing problems were discussed: (1) closer cooperation between present agencies of the Ministries; (2) establishment of a committee composed of representatives of the Ministries; (3) establishment of an independent committee. A mixed system, involving elements of the three methods, was generally favored.
2. Telephone call was received from Major Kimmel, on survey in Iwate Prefecture, requesting a week's extension of his TDY because his progress had been delayed by bad weather and by the fact that he is working alone.	Approval was obtained by the Administrative Branch, and Major Kimmel notified that his TDY was extended to end 12 April.
3. Mr. Cranor and Lt. Foist departed for Hokkaido. Mr. Cranor will actively assist in the administration of Sapporo Prison in an attempt to establish a model prison administration for the country; Lt. Foist will gather data relative to the proposed plan to use prisoners for reclaiming and settling undeveloped land.	(Initial entry for survey trip. No entry necessary on this side.)
4. Mr. Cranor and Lt. Foist: Hokkaido survey.	(Subsequent survey entry. Use short title only.)
5. Mr. Cranor and Lt. Foist TDY Hokkaido to duty.	(Summarize highlights of survey; indicate types of report to be submitted; mention miscellaneous information of immediate importance to Chief of Division.
6. Dr. Lewis and Mr. Engle discussed a staff study on the organization of present and proposed Prison Branch personnel.	Reviewed specifications of Prison Branch organization charts and discussed personnel problems.
7. Dr. Fitzgibbon and Mr. Mc Corkle visited the Tokyo Central Guard Training School at Imperial Park No. 1.	Mr. Mc Corkle gave a talk on "The Role of the Guard in the Rehabilitation Process" to the fifty students of the current class.

Incl #1

Sample only

B.G.L.

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