

Translated by  
Defense Language Branch

Note: The present Regulations were revised in 1943 but it remains substantially the same except for the provisions concerning the supply matters.

Excerpt from the Regulations governing the duties of the officers of the War-time Superior Headquarters.

PART I.

General Rules

Art. 1. The present regulations shall govern the outlines of the duties of the officers of the war-time superior headquarters, who will be responsible for their practical and smooth application.

The war-time duties of the superior headquarters in home defense shall be governed by the present regulations with the exception of the matters which are provided for otherwise.

Art. 2. Omitted

Art. 3. The duties of the officers in the CHOSEN (TAIWAN and MANCHUNG) Army Headquarters or the TAIWAN Garrison shall be governed mutatis mutandis by the regulations for the Army or Divisional Headquarters and the duties of the officers in the Cavalry Group Headquarters by the regulations for the Divisional Headquarters, unless provided for otherwise.

Art. 4. The duties in the Area Army Headquarters as well as in the Headquarters of the Armies which are subordinate thereto, shall be governed by this regulations mutatis mutandis, unless specially provided for otherwise.



Art. 5. In cases where a division becomes independent from an Army, the duties and responsibilities of its commander, staff officers and chiefs of various departments shall be governed mutatis mutandis by the regulations provided for the Army.

Art. 6. The enforcement of these regulations shall begin on the day when mobilization is completed and shall cease on the day when repatriation is finished.

## PART II

### Army Headquarters

#### Chapter I

##### Army Commander

Art. 7. The Army Commander is under the direct command of the Emperor and commands an Army.

Art. 8. In cases where forts or fortified zones are located in his army's operational area, he is entitled to issue pertinent orders to secure their collaboration. He shall not, however, interfere with their internal and intendance matters.

Art. 9. The Army Commander controls the administration of his army's operational area and exercises jurisdiction over courts-martial.

#### Chapter II

##### Army Chief of Staff

Art. 10. The Army Chief of Staff has as his major duty to assist the Army Commander. For this sake he shall at all times be fully acquainted



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with the Commander's intentions and render assistance in his making decisions on matters concerning the Command of the Army and shall be held responsible for the execution of his plans.

The Army Chief of Staff shall from time to time submit to the Army Commander plans of operations and draft-measures about the Command of the Army.

Art. 11. The Army Chief of staff shall direct and supervise the works of the Staff officers and, in accordance with the intention of the Army Commander, shall exercise a general control over all business of the Headquarters.

Art. 12. The Army Chief of Staff shall apportion the work of the Staff Office adequately among the Staff Officers in various sections according to their respective ability.

### Chapter III

#### Army Staff Officers

##### 1. Army Staff Office

Art. 13. The Army vice-Chief of Staff shall, as his major duty, assist the Army Chief of Staff and endeavor to replete the fighting strength of the Army. For this purpose he shall maintain a close contact with other Departments in the Headquarters (as well as with the Army Supply Department) and make arrangements on necessary matters so as to ensure a smooth execution of all business.



Art. 14. The Army Staff officers shall under directions of the Chief of Staff perform their respective duties as stipulated in Art. 15.

Beside the duties mentioned in the aforesaid paragraph the Army vice-Chief of Staff and Staff Officers shall engage in various duties of research and liaison, as the occasion may arise.

Art. 15. The Army Staff Office shall be sub-divided into three Departments whose duties shall be approximately as follows:--

First Section:

1. Making of plans pertaining to operations (excluding matters belonging to other Sections) as well as drafting of orders, communications and reports.
2. Forwarding and receiving of orders, communications and reports pertaining to the operations of the Army.
3. Matters pertaining to the education and discipline of the troops.
4. Making of entries in the Secret Operations Diary as well as in the Staff Diary which belongs to the First Section.

Second Section:

1. Making of Plans for the collection of information (excluding matters concerning the disposition of the units). Classification, scrutiny, interpretation and forwarding of information.
2. Matters pertaining to intelligence and propaganda.
3. Revision and drawing up of maps as well as investigation of the traffic condition and natural resources in the region which may become a zone of operations.



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4. Supervision of foreign officers and war-correspondents accompanying the troops and censorship of their correspondence as well as other matters pertaining to the preservation of the secrets.
5. Making of entries in the Staff-diary of the Second Section.

Third Section:

1. Making of Plans for the recruiting of men and horses and replenishment of munitions.
2. Making of Plans concerning the supplies and drafting of orders, notifications and reports pertaining thereto.
3. Making of plans on transportation and communication and drafting of special orders, notifications and reports pertaining thereto.
4. Matters pertaining to food and clothing and sanitation.
5. Matters pertaining to the civil administration in the zones of operations.
6. Making of entries in the staff diary of the Third Section.

Art. 16. Though the work of the Staff Office are sub-divided as shown in the preceding article, a close liaison shall be maintained among the Sections and, if need be, assistance shall be extended mutually so as to ensure the speeding up of their work.

Art. 17. Deleted.

Art. 18. Air Corps officers attached to the Staff Office and officer in charge of gas attached to the Staff Office shall act under directions of the senior Staff officer of the First Section, assist staff officers in



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charge in technical matters and render aid to other Staff Officers of other Sections. Code Officers attached to the Staff Office shall prepare code under directions of the senior officer of the First and Third Sections.

Signal officers attached to the Staff Office and water supply officers attached to the Staff Office shall act under the direction of the Senior Staff Officer of the Third Section.

Officers attached to the Staff Office who hold other offices concurrently shall assist the senior Staff Officer of the Third Section and Staff Officers in charge of various branches and keeping a close liaison with the Ordnance Department shall endeavor for the replenishment of ordnance.

Art. 19. The senior Staff Officers of various Sections shall be held responsible for the works in their respective Sections.

## 2. Adjutant's Office

The adjutant's office is in charge of general affairs not directly concerned with operations, the major items being:

1. The war-time register of the personnel attached to Army Headquarters and the register of horses;
2. Drafting of orders of the day as well as making of the list of personnel and horses as well as the casualty list;
3. Personnel affairs of service men and attached civilians.
4. Recruiting of men and horses;



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5. Repairs, replacement and replenishment of materials excluding those handled by the Ordnance Department, Intendance Department, Medical Department and Veterinary Department;
6. Treatment of prisoners of war, disposal of war trophies and matters pertaining to criminals.
7. Safe-keeping, receiving or removing of banks.
8. Making entries in the staff-diary.

Beside the aforesaid matters the Army adjutants shall serve as liaison officers and when occasion may arise, conduct investigations etc.

Art. 21. The Army senior adjutant shall under the direction of the Army Chief of Staff be held responsible in keeping the work of his office in good order.

Art. 22. Omitted

#### Chapter IV

##### Army Administration Department.

Art. 23. The Chief of Army Administration Department shall, under the direction of the Army Chief of Staff take charge of the installations of the Army Headquarters as well as the guarding, quartering, feeding and other matters pertaining to accounting and intendance. He shall also be in charge of maintaining the general discipline of the Army Headquarters.

Art. 24. The Chief of Army Administration Department shall be given disciplinary power over non-commissioned officers and men of the Army Headquarters



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(excepting non-combatant Departments).

Art. 25. Omitted

Art. 26. The Chief of Gendarmerie shall under the directing of the Chief of Army Administration Department take charge of the work of maintaining discipline and order, at the place where of the Army Headquarters is situated as well as in the zone under the direct jurisdiction of the Army. He shall also be in charge of convicts and those under custody and detention.

Art. 27. Guard commanders shall be in charge of guarding and of the orderly duty of the guards.

Gas officers shall take charge of all matters pertaining to gas within the Army Headquarters.

Art. 28. Transportation Company officers.

Art. 29. Quartermasters (officers of the Intendance Department)

## Chapter V

### Army Ordnance Department

Art. 30. The Chief of Army Ordnance Department is subordinate to the Army Commander and shall be in charge of all business pertaining to the Army ordnance and shall supervise general ordnance business.

He shall receive directions from the Chief Field Ordnance Officer concerning his work.

Art. 31. The Chief of Army Ordnance Department shall, upon receipt of necessary notifications for operations from the Chief of Army Staff, take



on the basis thereof appropriate actions for ensuring required supplies of arms, especially of ammunitions and submit to the Army Commander plans for the replenishment of arms, including, particularly, repairing, replacing and transporting of the same and for the acquisition of vehicle fuel and other articles necessary for ordnance as well as plans for the collection and utilization of arms found abandoned or seized in the battle-grounds.

Art. 32. The Chief of Army Ordnance Department shall under the orders of the Army Commander make necessary rules regarding the utilization and collection of installations, materials and motive powers that can be used for the making and repairing of arms in the zone of operations.

Art. 33. The Chief of Army Ordnance Department shall always have a thorough knowledge of ordnance and do all possible efforts for the preservation of ordnance and especially for its improvement, replenishment and manifestation of its maximum power, taking into consideration the character of fighting, the condition of the zone of operations and the actual experiences of various units and he shall submit his own views thereon to the Army Commander whenever necessary.

Art. 34. Other matters than those provided for in the above articles shall be governed by the Wartime Ordnance Service Regulations.

#### Chapter VI

##### Army Intendance Department

Art. 35. The Chief of Army Intendance Department is subordinate to the Army Commander and shall take charge of clothing and provisions, goods



(excepting those provided for otherwise) and payments and receipts of cash. He shall also supervise the accounts and supplies of the Army in general.

The Chief of Army Intendance Department shall so far as his work is concerned receive directions from the Chief Field Intendance Officer.

Art. 36. The Chief of Army Intendance Department shall, upon receipt of notifications necessary for operations from the Chief of Army Staff, prepare accordingly plans for acquisition, transportation and custody as well as food supplies, etc. and submit the same to the Army Commander, and he shall, when necessary, take charge of part of the aforesaid work for the sake of a unit or units under direct command of the Army or for the purpose of maintaining liaison with field lines of communications units, thus constantly endeavoring to fulfill the needs of the troops.

Art. 37. The Chief of Army Intendance Department shall under orders of the Army Commander make necessary rules for the purpose of properly utilizing local products and transport facilities in the zone of operations.

Art. 38. The Chief of Army Intendance Department shall select members of his department to let them take charge of payments and receipts of cash, food supplies and clothing.

Art. 39. Other matters than those provided for in the above articles shall be governed by the Wartime Intendance Service Regulations.

#### Chapter VII

#### Army Medical Department

Art. 40. The Chief of Army Medical Department is subordinate to the Army Commander and shall take charge of the work pertaining to sanitation, and being liaison with field lines of communications units, thus constantly



prevention of epidemics, treatment of patients, their evacuation and replenishment of medical supplies and shall supervise general medical service for the Army

The Chief of Army Medical Department shall receive directions of the Chief Field Medical Officer regarding his work.

Art. 41. The Chief of Army Medical Department shall, upon receipt of notifications necessary for operations from Army Chief of Staff, make plans accordingly, while maintaining liaison with the Field Medical services and line of communications medical services for the treatment and evacuation of patients, the replenishment of medical supplies, etc. and submit the same to the Army Commander. He shall perform these services for the benefit of various units under direct command of the Army.

Art. 42. The Chief of Army Medical Department shall consult the Army Chief of Staff and the Chief of Army Intendance Department and shall endeavour to procure personnel, animals and materials needed for the transportation of patients and the establishment of medical services.

Art. 43. The Chief of Army Medical Department shall pay attention to the local hygienic condition for the protection of general health of the Army, make plans for that purpose and submit the same to the Army Commander.

Art. 44. Other matters than those provided for in the above Articles shall be governed <sup>ei g</sup> by the Wartime Medical Service Regulations.

#### Chapter VIII

##### Army Veterinary Department

Art. 45. The Chief of Army Veterinary Department is subordinate to the



Army Commander and shall take charge of the health preservation and epidemic prevention for horses, treatment and evacuation of wounded and sick horses, the supply of veterinary materials and horse-shoes as well as the inspection of edible meat. He shall also supervise general hygienic conditions of the horses of the Army.

The Chief of Army Veterinary Department shall receive directions from the Chief of Military Service Bureau of the War Ministry on matters concerning his work.

Art. 46. The Chief of Army Veterinary Department shall, on receipt of necessary notifications for operations from the Army Chief of Staff, make plans accordingly as to liaison with the field horse hygiene services and the Line of communications horse hygiene services, the treatment and evacuation of wounded and sick horses and the supply of veterinary material, as well as horse-shoes, and submit the same to the Army Commander. He shall also take charge of all these services for all units under direct command of the Army.

Art. 47. The Chief of Army Veterinary Department shall take due care of the sanitation of local cattle for the purpose of safe-guarding the general health of the Army.

Art. 48. Other matters than those provided for in the above Articles shall be governed by the Wartime Veterinary Service Regulations.



Chapter IX

Army Legal Department

Art. 49. The Chief of Army Legal Department is subordinate to the Army Commander and shall take charge of military judicial matters. He shall also answer to inquiries of the Army Commander on legal matters.

Art. 50. Omitted

Art. 51. The Chief of Army Legal Department and its staff shall perform the Court-Martial duties as provided by law.

Chapter X

Signal Section of the Army

Headquarters

Art. 52. The Chief of Signal Section is subordinate to the Army Commander and shall under direction of the Army Chief of Staff take charge of the signal service in the Army Headquarters.

Chapter XI

Other attached services

Art. 53. In cases where surveyance personnels are attached to the Army Headquarters, they shall usually be made to form an Army Survey Section.



The Chief of Army Survey Section is subordinate to the Army Commander and shall under directions of the Army Chief of Staff make surveys directly necessary for operations.

Art. 54. Other Personnels attached to the Army Headquarters shall be assigned to appropriate departments in accordance with the orders of the Army Commander or shall perform their duties as special organizations.

### PART III.

#### Division Headquarters

##### Chapter I

##### Division Commander

Art. 55. The Division Commander is subordinate to the Army Commander and shall command his division.

Art. 56. The Division Commander shall leave nothing undone to see his division adequately supplied and maintained.

For this purpose it is specially necessary that he should maintain a close liaison with the Commander of the Home Division and be fully aware of the situation as to its replenishing capacity of men and horses and their training.

##### Chapter II

##### Division Chief of Staff

Art. 57. The principal duty of the Division Chief of Staff is to give advice to the Division Commander.

For this purpose the Division Chief of Staff shall always be well conversant with the intentions of the Commander



and accelerate decisions of the Commander in time of need, and he shall be responsible for the execution of the intention of the Commander.

The Division Chief of Staff shall at any time submit to the Division Commander plans of operation, and plans of the supreme Command of the Division.

Art. 58. The Division Chief of Staff shall be well versed as to the general condition of the Division, and he shall attend to reinforcement of men and horses, rations, sanitation Ordnance and the supply of materials, etc. and must at all times keep the fighting strength of the Division in perfection.

Art. 59. The Division Chief of Staff shall appropriately allocate the principal duties of his office, among the Staff Officers according to their qualification and let each of them be in charge of their work.

Art. 60. The Division Chief of Staff shall direct and supervise the works of the Staff Officers and control, as in accordance to the intentions of the Division Commander, all the duties of the Division Headquarters.

### Chapter III

#### Division Staff Officers

##### 1. Division Staff Office

Art. 61. Division Staff Officers shall, under directions of the Division Chief of Staff in general, take charge of the



following duties.

1. a) Drafting of plans and orders, notifications, and reports pertaining to operations;  
b) Collecting, sorting and assaying information;  
c) Matter pertaining to the education and the training of the troops.
2. a) Plans for the replenishment of men, horses and ammunitions as well as matters pertaining to food rations and the management of medical and transport services;  
b) Revision and making of maps as well as investigation of topography and communications.  
c) Supervision of foreign officers and newspaper correspondents accompanying the troops and censorship of their correspondence as well as other matters pertaining to the preservation of secrets.
3. a) Forwarding and receiving of orders notifications and reports pertaining to the operations;  
b) Plans for communications as well as matters pertaining to the employment of signal units.  
c) Making entries in the Secret Operations Diary and the Staff Diary.

Division Staff Officers shall also perform, whenever necessary, the duties of search and liaison.

Art. 62. While fulfilling their respective duties allotted to them, Division Staff officers shall help each other



mutually so as not to let the work of any one be left undone even when he is absent.

Art. 63. Signal officers attached to the Staff Office shall, under the direction of the Chief Staff officer, assist the Staff officers in technical matters of Communications and supervise the signal service of the Division Headquarters.

Gas officers attached to the Staff Office shall, under the direction of the Chief Staff officer, assist the Staff officers with respect to gas warfare and shall take charge of the gas warfare duties in the Division Headquarters.

Code officers attached to the Staff Office shall, under the direction of the Chief Staff Officer, perform the work of making codes and of preparing and translating coded telegrams which are sent by or received at the Division Headquarters. He shall also direct the code services of the various units of the Division.

2. Division Adjutant's Office.

Art. 64. The Division Adjutant's Office shall take charge of the duties other than those directly concerned with operations. Its principal duties are as follows:

1. Matters pertaining to the war-time register of the personnel and that of horses under the jurisdiction of the Headquarters.



2. Drafting of orders of the day and preparation of the up-to-date rolls of men and horses and the casualties list, etc.;
3. Personnel affairs, of officers, men and attached civilians;
4. The work concerning the recruiting of men and horses;
5. Repairs, replacement and replenishment of articles (excluding the items under the charge of the Department);
6. Omitted
7. Matters pertaining to the treatment of prisoners of war, the disposal of war trophies and criminals offenders;
8. Matters pertaining custody, issuance and receipt of books;
9. Making entries in the Staff Directory.

The Adjutant shall also perform the duties of liaison and search.

Art. 65. The senior adjutant shall, under the orders of the Chief of Staff, be held responsible for the execution of the work of his Office.

Art. 66. (Omitted)



Chapter IV

Division Administrative Department

Art. 67. The duties of the Division Administrative Department shall be similar to those of the Army Administrative Department.

Transport company officers shall, under the orders of the division commander, direct baggage service of the Division and shall, whenever necessary, receive directions from the chief staff officer in charge.

Chapter V

Division Ordnance Department

Art. 68. The Chief of Division Ordnance Department is subordinate to the Division Commander and shall perform the duties pertaining to the ordnance of the Division. He shall also supervise the ordnance of the Division in general. He shall receive instructions from the Chief of the Army Ordnance Department with respect to his duties.

Art. 69. The Chief of Ordnance Department shall, in accordance with the notifications of operations received from the Chief of Staff take necessary measures for ensuring the adequate replenishment of ordnance and especially of ammunitions. He shall submit to the Division Commander plans for the maintenance, the repairs, the replenishment, the testing and the delivery of ordnance



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and for the procurement of the articles required for the ordnance as well as for the utilization and the collection of the weapons abandoned on the Battle field, in order to replenish the ordnance of the Division.

Art. 70. The Chief of Ordnance Department shall be aware at all times with the actual condition of ordnance and do every possible effort for its preservation and, particularly for the manifestation of its fighting power. He shall submit his views to the Division Commander as occasion may arise.

Art. 71. His other duties shall be governed by the War-time Ordnance Service Regulations.

#### Chapter V

##### Division Intendance Department

Art. 72. The Chief of Division Intendance Department is subordinate to the Division Commander and shall take charge of the work pertaining to clothing, food supplies, material and cash. He shall also supervise the accounts of the Division in general.

As regards his work, he shall receive directions from the chief of Army Intendance Department.

Art. 73. The Chief of Division Intendance Department shall, in accordance with the notifications necessary for operations



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from the Chief of Staff, prepare plans for the procurement of the military supplies, particularly of provision and fodder as well as for transport, custody and food issues and submit the same to the Division Commander. He shall, whenever necessary, take charge of a part of the said work and shall endeavour to satisfy the needs of the troops at all times.

Art. 74. Omitted

Art. 75. His other duties shall be governed by the Wartime Intendance Service Regulations.

#### Chapter IV

##### Division Medical Department

Art. 76. The Chief of Medical Department is subordinate to the Division Commander and shall take charge of the work pertaining to sanitation, the prevention of epidemics, the treatment and evacuation of patients and the replenishment of medical supplies. He shall also supervise the medical services of the Division in general.

The Chief of Medical Department shall receive directions from the Chief of Army Medical Department regarding his work.

Art. 73. The Chief of Medical Department shall, in accordance with the notifications necessary for operations from the Chief of Staff, prepare plans for the use of medical units and field hospitals and submit the same to the Commander.



Art. 74. The Chief of Medical Department shall consult with the Chief of Staff and the Chief of Intendance Department on matters concerning the equipments of field hospitals as well as the personnel, horses and materials necessary for the transportation of patients in order to procure the same.

Art. 75. The Chief of Medical Department shall keep watch over the local hygienic conditions in order to guard the health of the troops of the Division in general, make plans required there for and submit the same to the Commander.

Art. 76. The work of Medical Department shall be governed by the Wartime Field Medical Service Regulations.

#### Chapter 7

#### Division Veterinary Department

Art. 77. The Chief of Veterinary Department is subordinate to the Division Commander and shall make plans for the maintenance of the health and prevention of epidemics of horses, the treatment of wounded and sick horses and their evacuation. He shall be in charge of the matters concerning the replenishment of veterinary supplies as well as the inspection of the meat of the slaughtered animals. He shall also participate in the work of securing fodder and shall supervise the horse sanitation services of the Division in general.

He shall also receive directions from the Chief of Army Veterinary Department about his work.



- Art. 78 The Chief of Veterinary Department shall, in accordance with the notifications necessary for operations received from the Chief of Staff, prepare plans for the establishment of sick-horses collecting stations and its use and submit the same to the Commander.
- Art. 79 The Chief of Veterinary Department shall pay attention to the sanitation of local cattle in order to guard the health of the military horses, make necessary plans therefor and submit the same to the Commander.
- Art. 80 The work of the Veterinary Department shall be governed by the War time Veterinary Service Regulations.

PART IV

Brigade Headquarters

(Omitted)

PART V

Depot Division Headquarters

- Art. 88 The authority and responsibility as well as the routine work of each of the officers of the depot Division Headquarters shall be governed by various peace-time regulations excepting matters specially provided for.
- Art. 89 The depot Division Headquarters shall take charge of the replacement of men and horses and the replenishment of materials for the troops in the field.



Art. 90 The authority and responsibility of the depot Division Commander commences on the day of departure of the standing Division Commander and ceases on the day of his return. In order, however, to ensure the continuity of the work of the Headquarters, the member of the depot Division Headquarters shall assume their respective duties side by side with the men of the standing Division Headquarters immediately after the receipt of the mobilization order.

Art. 91 The depot Division Commander may make appropriate rules for the maintenance of discipline and public morals of the troops billeted in or passing through the area under his jurisdiction.

PART VI

Field Service

Chapter I

General Rules

Art. 92 The Wartime Superior Headquarters is the kernel center of the commands of troops and the issue of a battle depends on whether or not the work of this Headquarters is being carried on satisfactorily. Therefore, the commanding officers and various organizations in the Headquarters shall be in mind the importance of their respective duties, be all one-minded, trust each other and shall endeavour to carry out their duties smoothly.



Art. 93 Experiences gained from actual fighting are highly important for formulating strategy as well as for the execution of the duties of the Headquarters. Therefore, the members of the Wartime Superior Headquarters shall promptly make studies, in their respective fields, of the experiences gained from actual combat and endeavour to make good use of it.

Art. 94 To preserve the secret of the work of the Headquarters is the most important requisite for the execution of the plans of commanding officers. Especially this is true for those who participate in the formulation of operations plans and various duties in the rear. Therefore, those who are on duty at the Headquarters shall be strictly preserve secrets and, especially, in cases where a Headquarter has been newly set up or removed, strict vigilance and caution shall be exercised against enemies as well as against spies and local civilians.

Art. 95 Omitted

## Chapter II

### Movements of Headquarters

Art. 96 The movements of the Headquarters while troops are operating shall be carried out either in one single formation or in several echelons.

The Army Commander or the Division Commander shall march along with the columns together with the Headquarters or go ahead



by vehicles accompanied by the necessary services.

Other services shall usually proceed the positions assigned to them but may, if necessary, proceed in advance.

Art. 97 In deciding the position of the Headquarters among the marching columns convenience for receiving informations and reports, transmitting orders as well as letting the commanding officer and his staff officers attend to their duties undisturbed must be taken into consideration. The guards and a party of men who receive reports shall march ahead at some distance in the rear of the commanding officer and his staff mounted orderlies, Chiefs of Various Departments, receivers of orders and others required by the staff officers and, if necessary, the guards shall follow.

Art. 98 The movements of the location of the Headquarters during an engagement shall be avoided as much as possible, as it may cause a temporary interruption of liaison. In case the War situation makes it necessary, however, it shall be carried out after necessary measures have been taken to minimize the disadvantage liable to ensue therefrom.

Art. 99 In the case of the movement of the Headquarters the communications net work shall be set up as quickly as possible. For this reason it may be advantageous for the Army Headquarters or, in certain cases, for the Division Headquarters to stay and keep on working at the original location until the communications



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installations at the new location are completed.

Art. 100 The direct guard and air defense of the Headquarters during its movement shall usually be ensured by the general disposition of the troops, but, if necessary, shall let sentinels of the Headquarters assume those duties.



### Chapter III

#### Installations of the Headquarters

Art. 101. The approximate location of the Headquarters shall be determined by the requirement of military operations, but in fixing the locations of its various branch services care shall be taken as to how convenient the locations of those services are for communications and transportations purposes how spacious the areas or the buildings are, how well they are sheltered and how convenient they are for guarding, etc.

Art. 102. In setting up a Headquarters care shall be taken so as to let each service occupy one room or one building with easy access to each other.

The Army Commander's or the Division Commander's quarters must be selected at a quiet spot in the Headquarters with easy access from the Staff Office.

It is advisable to establish the Various Sections of the Army Staff Office (Division Chief of Staff) at the places with easy access to the Army Commander (Division Commander) and various Departments as well as with the outside and where secrecy may be most easily preserved.

Other services, shall be disposed adequately, but consideration shall be given to the convenience of the communications among the Staff Office and various other Departments.



Art. 103. One or several communications points shall be established at the Headquarters, the location or the locations of which shall be determined by the technical requirements as well as by the convenience of access to various other services and especially in consideration of the preservation of military secrets. For this purpose, necessary installations shall be established or sentry-lines shall be drawn, if required.

If circumstances permit, it is advisable to install telephones in all the important departments and sections with a central switchboard set up within the Headquarters.

Art. 104. The Headquarters shall be so located as to ensure easy communication with the outside and also to be easily found by orderlies. For this purpose prescribed emblems should be used and, if need be, parking yards for vehicles and horses shall also be put in good order for ensuring traffic facilities.

It is particularly important to take measures for defilement against the enemy and especially against enemy airplanes.

Art. 105. The Headquarters, while exercising direct vigilance against air-raids as circumstances may require, shall by no means relax its close watch against spies and so forth. Especially office-rooms of the Staff Office should be vigilantly guarded against outside persons, allowing no one without business to enter. For this sake pickets shall be placed, if necessary.

Art. 106. When its location has been fixed, the Headquarters, shall endeavor to defile itself against the enemy and,



specially, against air-raids and, if necessary to regulate the traffic conditions around its site and set up anti-air camouflages.

Anti-aircraft machine-guns belonging to the Headquarters shall usually be used by the orders of the Chief of the Administration Department for the direct defence of the Headquarters.

Art. 107. In cases where a command post is set up for the sake of observing the general situation and particularly the progress of a battle facilities of communications and transportation with the Headquarters shall most adequately established, with all necessary constructions effected and field-glasses other necessaries as well as sketches and intelligence charts, etc. shall be if possible kept for use.

#### Chapter IV

##### Gist of Routine duties at the Headquarters

Art. 108. In cases where a Department Chief at the Headquarters needs to make a direct report either to the Army Commander or the Division Commander, he shall seek the presence of the Chief of Staff or secure the latter's approval beforehand.

Art. 109. While matters which concern several Departments require mutual consultations, the Chief of Staff shall be aware of all such matters and keep them under his control.



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Art. 110. During an engagement orders, informations and reports shall be received at the First Section of the Army Staff Office or at the Division Staff Office, and these orders, informations and reports shall be transmitted to the various Departments concerned.

On other occasions the same shall be received at the Adjutant's Office which shall immediately transmit them to the various Departments concerned. When the same has been delivered to the Staff Office, the First Section shall classify them and transmit them to the other Sections concerned.

Art. 111. The transmission of all the orders shall be done under the direction of the Chief of Staff.

In cases where an important operations order is transmitted by calling together all recipients of orders, various Department Chiefs shall also be present.

In case no urgency is required, as during the time of halt, the Chief of Staff shall fix the time for the daily transmission of orders and have those in charge of the various services and order-recipients of various units gathered at his office-room where he himself shall transmit the same personally or let those in charge of the various services perform that duty.

On such occasions he shall, if necessary, let various units report on the situation and of other necessary matters or let those in charge of the various services notify the matters required for their respective duties.



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Art. 112. The work of putting in good order and of safe-keeping of all the documents shall be done as prescribed by the Chief of Staff (or the Chief of the Department), so that they may be utilized or used as evidence in the future.

Art. 113. The work of forwarding orders, informations and reports that had been jotted down during an engagement shall be placed under control of the First Section of the Army Staff Office or of the Division Staff Office.

On other occasions the Adjutant's office shall take charge of this work, taking into consideration the instructions with respect to the order of priority.

Art. 114. The recipients of orders as well as liaison orderlies who have been gathered at the Headquarters shall be made to stand by at a fixed place. For this purpose, the Chief of the Administration Department shall make necessary rules and, if necessary, shall make arrangements for their billeting and accommodation as well as for their horses.

Art. 115. If the progress of a war situation calls for, all services of the Headquarters shall appoint necessary officers who will take turns in carrying on the duties.

Art. 116. The Details of the duties at the Headquarters shall be determined by the Chief of Staff.



Chapter V

Treatment of Foreign Military Officers and Journalists

Art. 117. The foreign Military officers and Newspaper correspondents attached to the field army to observe a battle, unless instructed otherwise, be governed by the rules made by the Chief of Staff and shall be strictly supervised by the guiding officers.

Art. 118. Correspondence to be allowed to the same foreign military officers and newspaper correspondents shall be limited to the incidents that have already occurred. However, if there is any passage in their correspondence which makes it possible to conjecture the numerical strength of our troops, name-numbers of units their present dispositions and their movements in the future, the same passage shall be deleted. The mention of the whereabouts of the writer himself as well as of the place of dispatch shall also be strictly banned.

Art. 119. The use of codes or key-words in their correspondence by foreign military officers and correspondents attached to the field army shall be prohibited and their transmission shall be handled by the Headquarters or by the cable offices designated by our Army. Special vigilance shall be exercised lest they should directly approach the third country's cable authorities for filing their correspondence.



The correspondence of the same foreign military officers and newspaper correspondents shall usually be made by mail but cable dispatches are permissible depending on the circumstances.

The text sheet of the correspondence as well as the envelope which have been censored and passed shall be affixed with a stamp marked "Censored".

Art. 120. The foreign military officers attached to the field army shall be treated as foreign guests. However, their correspondence and their conducts shall, be watched and every care shall be taken for the preservation of the military secret.

The foregoing rule shall apply correspondingly to the foreign newspaper correspondents.

Art. 121. The treatment of the officers of an allied army who have been sent to our Headquarters in case of concerted operations, shall be governed by the regulations to be specially made to meet the need of such occasion.

### Chapter III

#### Reports and Notifications

The Army Commander or the Division Commander shall promptly make reports telegraphically to the Imperial Grand Headquarters or the Army Headquarters on the following matters:

1. The enemy situation and the developments of the battle:
2. Report shall be made twice a day, once in the morning and



once in the afternoon ever in case no change has taken place  
in the situation:

3. When a great change has occurred in the situation of our side.
4. Plans of operations intended for the future.
5. The brief account of the battle situation.

Art. 123. Of the items enumerated in the foregoing article, the summaries of important matters are required to be simultaneously reported to various Armies or Divisions concerned.

Art. 124. The Army Commander or the Division Commander shall submit the following documents to the General Headquarters or the Army Headquarters on the 10th, 20th and the last day of every month:

1. The war-time 10 day bulletin;
2. Comprehensive chart of the operations; and
3. The Table list of the personnel and horse;

Art. 125. The war-time 10 day bulletin shall record the summaries of the conditions of the two opposing army in the past 10 days together with the reports from those in charge of the various Departments concerning the supplies, medical matters, etc.

Art. 126. The "Comprehensive Chart of the Operations" shall usually be prepared by the Army or Division for the convenience of those in charge of directing operations and also for the purpose of collecting data for compiling the histories of war. The same chart shall contain entries as to the routes of advance



of the units under the direct command of the same Army or Division as well as the locations of their encampments, and shall also carry a brief account of their movements and their relations with friendly forces in the vicinity.

The "Comprehensive chart of the operations" to be submitted once in every 10 days shall be either drawn every day or drawn at once at the end of every ten days. In the latter event, the charts drawn day after day shall be submitted to the General Staff Office upon repatriation.

Art. 127. The Army Commander may, if he deems it necessary, send officers to the Imperial General Headquarters and have him verbally explain the actual situation in order to supplement what correspondence could not convey.

## Chapter VII

### Secret Operations Diary

Art. 128. The Secret Operations Diary shall be kept usually at the Army Staff Office or the Division Staff Office for the convenience of those directing operations and partly for furnishing basic data for the histories of war.

Art. 129. The items to be entered in the Secret Operations Diary shall be generally as follows;

1. Judgements on the situation in prevalence and brief accounts of the plans of operations and the reasons therefore or the causes thereof.



2. Appropriateness or otherwise of the plans and the executions of the same, the differences between plans and the executions of the same and the causes thereof.
3. Relations with neighboring units which have given a serious effect upon the execution of operations.
4. Political strategy important from the operations viewpoint, merits and faults of individuals misunderstanding among the principal makers of plans and other secret matters that cannot be written in the staff diary.

Art. 130. The Secret Operations Diary shall be kept by a Staff-Officer named by the Chief of Staff, who shall be held responsible for its handling and safe-keeping.

Art. 131. To make entries in the Secret Operations Diary promptly and without delay shall be the responsibility of the Staff-Officer in charge. For this purpose, the Commander and the Chief of Staff shall from time to time notify him of all the secrets pertaining to operations and other important matters so that nothing important be kept unrecorded in the Diary.

Art. 132. The Secret Operations Diary shall be submitted to the General Staff Headquarters upon repatriation.

Art. 133. The mode of entries in the Secret Operations Diary shall follow the example of that of the Staff Diary and the examples of entries shall be given in the front page of the Diary.



Appendix (1)

Notabilia for Preparing the List of Army List  
of Personnel and Horses in Actual Service.

1. The present list shall be prepared on the basis of the list of Military Personnel and Horses in Actual Service presented by various Division Headquarters and various units under their direct command.
2. Those who are in charge of field desks and horses as well as transport corps, medical corps and the personnel of the field-hospitals are to be entered in the non-combatant list.
3. Those who have been detailed temporarily are to be included on the side of those in actual work making a note of it in the remarks columns.
4. Patients in the hospitals are to be excluded from the Actual Service Personnel List.
5. Light cases who are cared in the hospitals for a short time a mark shall be put on their names in the Actual Service Personnel Column and due remarks shall be jotted down in the remarks column.
6. Horses (excluding those in the reserve list) belonging to the field desks and horses of Division signal corps, transportation corps, medical corps and field, hospitals are to be entered in the columns of the field desks, transportation and horses.



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7. Sick horses fit for service shall be entered in the list of the horses in actual service.
8. Excess numbers shall be written in black ink and the shortage in red.

Appendix (2)

Notabilia for Preparing the Division List of  
Personnel and Horses in Actual Service

1. Item 2 in the Appendix No. 1
2. Item 3 in the Appendix No. 1
3. Item 4 in the Appendix No. 1
4. Item 5 in the Appendix No. 1
5. The field-hospitals which are already operating shall enter the total of in-patients in the remarks column.
6. Item 6 in the Appendix No. 1
7. Item 7 in the Appendix No. 1
8. Item 8 in the Appendix No. 1



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CERTIFICATE OF AUTHENTICITY

I, who occupy the post of Chief of Archives Section First Repatriation Bureau, hereby certify that the document hereto attached, printed in Japanese consisting of 38 pages and entitled "Wartime Service Regulations for High Commanding Offices" is a document compiled and issued by the Japanese Government (General Staff Headquarters).

Certified at Tokyo,  
on this 25 day of March, 1947.

/s/ Yozo, MIYAMA (seal)

I hereby certify that the above signature and seal were affixed hereto in the presence of the Witness.

At the same place,  
on the same date.

Witness: /s/ Junkichi, BANNO (seal)