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11 RP-25.1 Weekly Activity Report - Tax Admin. Branch
25.2 " " " - Enforcement Branch
25.3 " " " - Research & Programs Branch
25.4 " " " - Local Government Branch
25.5 " " " - Publicity & Training
(See 13 MO-16.1 for Monopoly Branch)

11 RP-30 Special Reports

11 RP-30.1 Dodge Economic Mission

11 RP-32 ESS Tax Bulletin

11 RP-40 Japanese Special Reports and Comments
(Inc. Status Receipts & Payments Treasury Funds)

11 RP-50 SCAP Monthly Reports

SERIES MI: Miscellaneous

12 MI-10 Reference Material

12 MI-11 TTreasuryDDepartment

12 MI-12 Official Gazette (In Library)

12 MI-13 Miscellaneous Japanese Laws

12 MI-20 Financial Statistics

12 MI-30 Washington Radios and Letters

12 MI-40 Foreign Exchange Data

12 MI-50 Communist Party

12 MI-60 Other Countries Taxation

12 MI-70 General Economic Data

12 MI-80 Staff Memorandum

12 MI-85 Memo to Ministry of Finance

12 MI-90 Okinawa Taxation

12 MI-95 Korean Taxation and Policy

SERIES MO: Monopoly Bureau

13 MO-1 Action Memo - Monopoly

13 MO-10 General Laws and Regulations

13 MO-11 Overall Revenue Estimates

13 MO-12 Organization (Japan Monopoly Public Corporation Law)
12.1 Reorganization
12.2 Amendments to Monopoly Laws

13 MO-13 Labor Activities

13 MO-14 Hold

13 MO-15 Correspondence

13 MO-16 Reports

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13 MO-16.1 Weekly Activity Report

13 MO-17 Publicity
17.1 " - Plans and Programs
17.2 " - Publicity - Periodic Reports
17.3 " - Clippings
17.5 " - Radio

13 MO-18 Budget

13 MO-20 Tobacco - Laws and Regulations

13 MO-21 Revenue Estimates

13 MO-21.1 Sales and Prices

13 MO-21.2 Budget

13 MO-21.3 Cost of Production

13 MO-21.4 1949-50 Budget

13 MO-21.5 Tobacco Law - Revisions

13 MO-22 Investigations

13 MO-22.1 Weekly Report Tobacco Manufacturing Industry

13 MO-22.2 Report Actual Result Sale of Tobacco

13 MO-22.3 Monthly Comparative Report Sales and Receipts

13 MO-22.4 Monthly Report Cases of Violation

13 MO-24 Research

13 MO-25 Hold

13 MO-26 Correspondence

13 MO-26.1 Japanese-American Tobacco Co.

13 MO-27 Leaf Production

13 MO-27.1 Leaf Sales

13 MO-28 Waste Tobacco Insecticide

13 MO-28.1 Released Tobacco

13 MO-29 Manufacturing

13 MO-30 Salt - Laws and Regulations

13 MO-30.1 Salt - Revisions

13 MO-31 Revenue Estimates - Prices

13 MO-32 Hold

13 MO-33 Correspondence

13 MO-34 Budget

13 MO-35 Manufacturing

13 MO-35.1 Elimination and Adjustment

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13 MO-35.2 Salt Distribution

13 MO-36 Financing Production

13 MO-37 Statistics

13 MO-38 Salt Subsidies

13 MO-39 Salt and Research

13 MO-40 Camphor

SERIES LG: Local Government

14 LG-10 Laws and Regulations

14 LG-10.1 Local Autonomy Agency Law - Effective 1 June 49

14 LG-11 Organization

14 LG-12 Special Reports

14 LG-20 Revenues

14 LG-25 Budget

14 LG-25.1 Revision

14 LG-30 Business Tax (Enterprise and Value-Added Taxes)

14 LG-31 Land Tax

14 LG-32 House Tax

14 LG-33 Inhabitants Tax

14 LG-34 Admission Tax

14 LG-35 Miscellaneous Taxes

14 LG-35.1 Acquisition Tax

14 LG-36 Fees and Penalties

14 LG-37 Tax Exemption

14 LG-38 Amusement Tax - Eating, Drinking

14 LG-39 Mining

14 LG 40 Tax Allocation

14 LG-41 Local Distribution Tax

14 LG-50 Tax Administration

14 LG-60 Local Finance Committee & Local Autonomy Agency

14 LG-61 Special Commission to Study Distribution of Functions

14 LG-70 Grants in Aid

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14 LG-82 Borrowings

14 LG-83 Statistics

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BOOKS

ECONOMIC AND SCIENTIFIC SECTION
Internal Revenue Division

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Book No.	Title	Author
1	International Trade	Richard D. Irwin
2	Economic Analysis (Harper)	Kenneth E. Boulding
3	Statistical Methods (holt)	Frederick Cecil Mills
4.	The Elements of Economics (Houghton Mifflin)	Lorie Tarshia (Norton)
5	State and Local Finance in National Economy	Alvin H. Hansen & Harvey S. Perloff
6	State and Local Taxation of Business	National Industrial Conference Board, Inc. NY
7	Public Finance (Selected Reading) (Longmans, Greer & Co.)	Elmer D. Fagan & C. Ward Macy
8	Financing Government (Holt)	Harold M. Groves
9	Postwar Monetary Plans and Other Essays (Knopf)	John H. Williams
10	Principles of National Income Analysis (Houghton Mifflin)	Carl S. Shoup
11	Urban Land Appraisal	National Assn. of Assessing Officers
12	Assessment Principles and Terminology	National Assn. of Assessing Officers
13	Position Classification In the Public Service	Civil Service Assembly
14	Recruting Applicants for the Public Service	Civil Service Assembly
15	Employees Training in the Public Service	Civil Service Assembly
16	Employee Relations in the Public Service	Civil Service Assembly
17	Sales Taxes and Other Excises	Roy G. Blakey & Gladys C. Blakey
18	Viewpoints on Public Finance	Harold M. Groves
19	Public Finance	Alfred G. Buehler
20	Business Organization and Finance	Homer V. Cherrington
21	The Impact of the Undistributed Profits Tax	George E. Lent
22	Governmental Costs and Tax Levels	Lewis H. Kimmel
23	Postwar Fiscal Requirements	Lewis H. Kimmel & Associates
24	Black's Law Dictionary - Third Edition	Henry Campbell Black
25	Elliott Municipal Corporations	Charles B. Elliott
26	Oklahoma Income Taxation	Maxwell Madison Mahany
27	Cases on Taxation	John MacArthur Maguire & Rosewell Magill
28	Accountant's Handbook	W. A. Paton
29	Elementary Statistice & Applications	James G. Smith & Acheson Duncan
30	Sampling Statistics and Applications	James G. Smith & Acheson Duncan
31	Economics and Introductory Analysis	Paul A. Samuelson
32	Economics of Public Finance	Edward D. Allen & O. H. Brownlee
33	The Valuation of Property (Vol. I)	James C. Bonbright
34	Supervision of Governmental Employees	Alfred M. Cooper
35	The Valuation of Property (Vol. II)	James C. Bonbright
36	The National Debt & the New Economics	Seymour E. Harris
37	Postwar Taxation and Economic Progress	Harold M. Groves
38	International Economics	Stephen Enke, Virgil Salira
39	The Municipal Year Book 1948	Clarence E. Ridley & Orin Nolting
40	Tax Systems (Eleventh Edition)	Commerce Clearing House, Inc.
41	The Statistical Method in Economics & Political Science	Sargant Florence
42	The Shifting and Incidence of Taxation	Otto Von Mering
43	A survey of Contemporary Economics	Howard S. Ellis
44	Facing the Tax Problem	The Twentieth Century Fund

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Book No.	Title	Author
45	The Working Principles of Argument	O'Neill and McBurney
46	Reports and Forms and the Relationship of Investigation to Report Writing	U.S. Treasury Dept.
47	Income Tax Rulings	U.S. Treasury Dept.
48	Civil Procedure and Probate Codes	Deering
49	Civil Code	Deering
50	Principles of Accounting II	H. A. Finney, PH. B., CPA
51	Auditing Principles	Robert H. Montogomery CPA
52	Principles of Accounting I	H. A. Finney, Ph., CPA
53	Gauging Manual	U. S. Treasury Dept.
54	Statistical Abstract of the United States 1946	U. S. Dept. of Commerce
55	Annual Report of the Secretary of Treasury on State of the Finances 1945	U. S. Govt. Printing Office
56	Report of the State Tax Commission	State of New York
57	Principles of Accounting Introductory	Finney
58	Principles of Account ng Introductory	Finney
59	Applied General Statistics	Croxton & Cowden
60	Personnel Administration	O. Tead & Henry Metcalf
61	Office Management	C. L. Maze
62	Elements of Public Administration	Morstein Mark
63	Public Personnel Administration	Mosher and Kingsley
64	Job Evaluation	Jay L. Otis & R. Loukart
65	National Tax Association	Denver
66	Tax Exemptions	Tax Policy League
67	Property Taxes	Tax Policy League
68	Tax Barriers to Trade	Tax Institute
69	Curbing Inflation Through Taxation	Tax Institute
70	McKinney's Consolidatee Laws of New York Annotated Book 33 - Local Finance Law	
71	McKinney's Consolidated Laws of New York Annotated Book 59 Part 1 - Tax Law	
72	McKinney's Consolidated Laws of New York Annotated Book 59 Part 1 - Tax Law	
73	New York City Charter and Administrative Code Annotated	
74	New York City Charter and Administrative Code Cumulative Supplement	
75	The Import Tariff of Japan	Japanese Finance Ministry

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Phamphlets

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Internal Revenue Division

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Book No.	Title	Author
1001	Toward Effective Tax Collection	Joseph W. Huston & Thomas Lee Smith
1002	Assessment Principles	National Association of Assessing Officers
1003	Construction and Use of Tax Maps	"
1004	Civil Service Agencies in the U. S.	Civil Service Assembly
1005	A Model State Civil Service Law	"
1006	Municipal Budget Procedure and Budgetary Accounting	Municipal Finance Officers Association of the U.S. and Canada
1007	Internal Revenue Bulletin: Cumulation Bulletin 1947-1	
1008	National Tobacco Tax Association	Federation of Tax Administrators
1009	Readings in Public Personnel Administration	Civil Service Assembly
1010	Assessment Administration	National Association of Assessing Officers
1011	The Use Tax	Maurice Criz Public Administration Service
1012	State Supervision of Local Finance	Wylie Kilpatrick Public Administration Service
1013	The Federal Field Service	Earl Latham Public Administration Service
1014	Shared Taxes	Leo Day Woodworth The American Municipal Assn.
1015	Income Tax Regulations III	Commerce Clearing House, Inc.
1016	Regulations 112	
1017	Internal Revenue Bulletin: Cumulative Bulletin 1944	
1018	Manual of Instruction Investigators 1935	
1019	Manual of Instructions for U. S. Storekeeper-Guagers 1940	
1020	Manual of Instructions for Investigators	
1021	Internal Revenue Manual Part I & III	
1022	Federal Estate and Gift Taxes	
1023	Internal Revenue Bulletin 1946-2	
1024	Internal Revenue Bulletin 1946-1	
1025	Statistics of Income for 1941	
1026	Statistics of Income for 1943	
1027	Internal Revenue Bulletin	
1028	Federal, State, and Local Government Fiscal Relations	
1029	The Tax Magazine (monthly issue)	
1030	The Southwestern Social Science (quarterly issue)	
1031	Civil Affairs Handbook (Japan)	
1032	The Postwar Corporation Tax Structure	
1033	Civil Affairs Handbook (Japan)	
1034	The Administration of Japanese Public and Private Finance	
1035	Civil Affairs Handbook (Japan)	
1036	Revenue Administration 1947	
1037	Oriental Economist (bound copies)	
1038	Internal Revenue Code - Dec 48 (No. 1)	
1039	" " " " " (No. 2)	
1040	" " " " " (No. 3)	
1041	" " " " " (No. 4)	
1042	" " " " " (No. 5)	
1043	" " " " " (No. 6)	
1044	" " " " " (No. 7)	
1045	Commission on Municipal Revenues & Reduction of Real Estate Taxes	Lewis H. Kimmel
1046	Governmental Costs and Tax Levies	
1047	Large-City Finances in 1947	A. M. Hillhouse
1048	Where Cities Get Their Money	
1049	Recent Trends in State Debt 1941-47	

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Book No.	Title	Author
1050	Recent Trends in Local Taxes 1942-47	
1051	Recent Trends in State Expenditures 1942-47	
1052	Recent Trends in Major State Taxes 1942-47	
1053	Annual Report 1948	Frank C. Morre
1054	Internal Revenue Code - Dec 48 (No. 8)	
1055	" " " " " (No. 9)	
1056	" " " " " (No.10)	
1057	" " " " " (No.11)	
1058	" " " " " (No.12)	
1059	Facts and Figures on Government Finance 1948-49	
1060	Journal of the American Statistical Association Vol. 43	
1061	National Municipal Review (issued monthly except August)	
1062	Public Health & Welfare in Japan: Tables	
1063	Public Health & Welfare in Japan: Annex & Charts	
1064	The Quarterly Journal of Economics (issued quarterly)	
1065	The Wisconsin Taxpayer (issued monthly)	
1066	Municipal Finance (issued quarterly)	
1067	National Tax Journal (issued quarterly)	
1068	State of California: Corporation Income Tax Laws Bank & Corporation Franchise Tax Law, Personal Income Tax Law 1947	
1069	The American Political Science Review (issued quarterly)	
1070	Tax Reduction: Revenue Act of 1948	
1071	Public Administration Review Vol. IX No. 1	
1072	Magistrate Courts in St. Louis	
1073	The Postwar Corporation Tax Structure	
1074	Federal Income, Estate & Gift Taxes	
1075	The American Economic Review (issued quarterly)	
1076	United States Master Tax Guide 1945	
1077	United States Master Tax Guide 1946	
1078	Supplement to Manual of Instructions for Investigators	
1079	Alcohol Tax Unit: Raw Materials Manual	
1080	Alcohol Tax Unit: Manual of Procedure for Forfeiture and Disposition of Personal Property Seized by the Alcohol Tax Unit	
1081	The Work and Jurisdiction of the Bureau of Internal Revenue	
1082	The cumulation of Economic Knowledge	Arthur F. Burns
1083	American Perspective November 1948	
1084	Regulations 12: Revenue and Prohibition Officers District Attorneys and Marshals	
1085	The Economic Journal (quarterly issue)	
1086	Digest of State Laws: Net Income Taxes 1938	
1087	Catalogue of Blank Forms, Books, Laws & Regulations	
1088	Civil Affairs Information Guide: Bank Accounting & Operations in Japan	
1089	Explanatory Memorandum of the Budget of the Government of West Bengal 1949-50	
1090	Civil Budget Estimate 1949-50	
1091	19th Report of the commissioners of His Majesty's Inland Revenue	
1092	The Falk Foundation Report for 1947 & 1948	
1093	Contemporary Japan: A Review of East Asiatic Affairs	
1094	Financial & Economic Annual of Japan 1937	
1095	Economic Review	Kyoto University
1096	The Review of Economics & Statistics	(quarterly issue)
1097	Laws & Ordinances Concerning the Local Tax & Finance (In 6 volumes)	
1998	Foreign Trade with Japan	
1099	Joint Tenancies in California	
2000	Journal of Accountancy	
2001	Rules of Practice before the Tax Court of the U.S.	
2002	Report on Japanese Taxation (In 4 volumes)	The Shoup Mission
2003	Kaikei	Japanese Accounting Institution
2004	Instructions for the Preparation of Financial Statements of Manufacturing & Trading Company General Regulation No. 100 1943	

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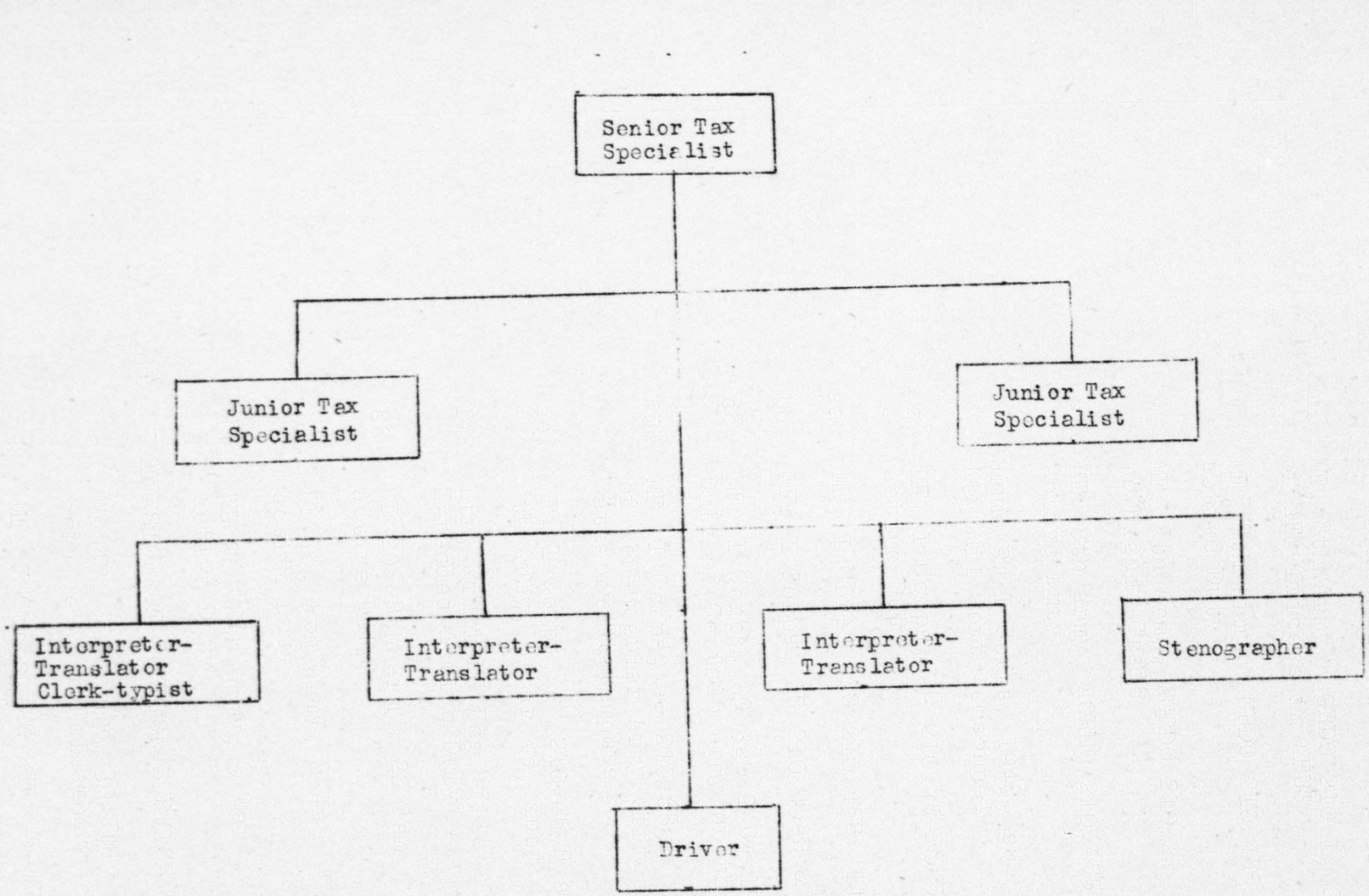


Present operating strength
Kyushu Region
Field Operations Branch
Internal Revenue Division
Economic and Scientific Section
10 December 1949

Inclosure 5

DECLASSIFIED E.O. 12065 SECTION 3-402/NNBS NO.

KYUSHU CIVIL AFFAIRS REGION
HEADQUARTERS AND HEADQUARTERS DETACHMENT
Fukuoka, Kyushu, Japan

A/JM/ky

APO 24 Unit 5
1 January 1950

ANNEX "L"
OPERATIONAL MEMORANDUM :
NUMBER 1/2)

STANDARD OPERATING PROCEDURE

ADMINISTRATION

1. General:

a. AR 210-10 places the responsibility of Administration upon the Unit Commanding Officer to insure that the provisions of Army Regulations and other Department of Army directives or directives from higher authority are strictly observed, and that local instructions are guided by their spirit and intent. When interpretation is necessary, Commanding Officers are expected to interpret the regulations reasonably, intelligently, and with due regard for the interests of the service.

2. Operation:

a. AR 1-5 gives the alphabetical listing of all Army Regulations published by the United States Army. AR 1-15 describes in detail what maintenance is required on the proper posting of AR's in keeping them up-to-date with current changes. All changes to a basic AR should be posted in the base AR as well as posted in AR 1-10. As a temporary expedient, AR's are changed from time to time by DA circulars and changes to the base AR pending publication of a new base regulation. All changes are numerically listed in chronoligical order.

b. The Administrative Section will be charged with the responsibility of carrying out the following functions.

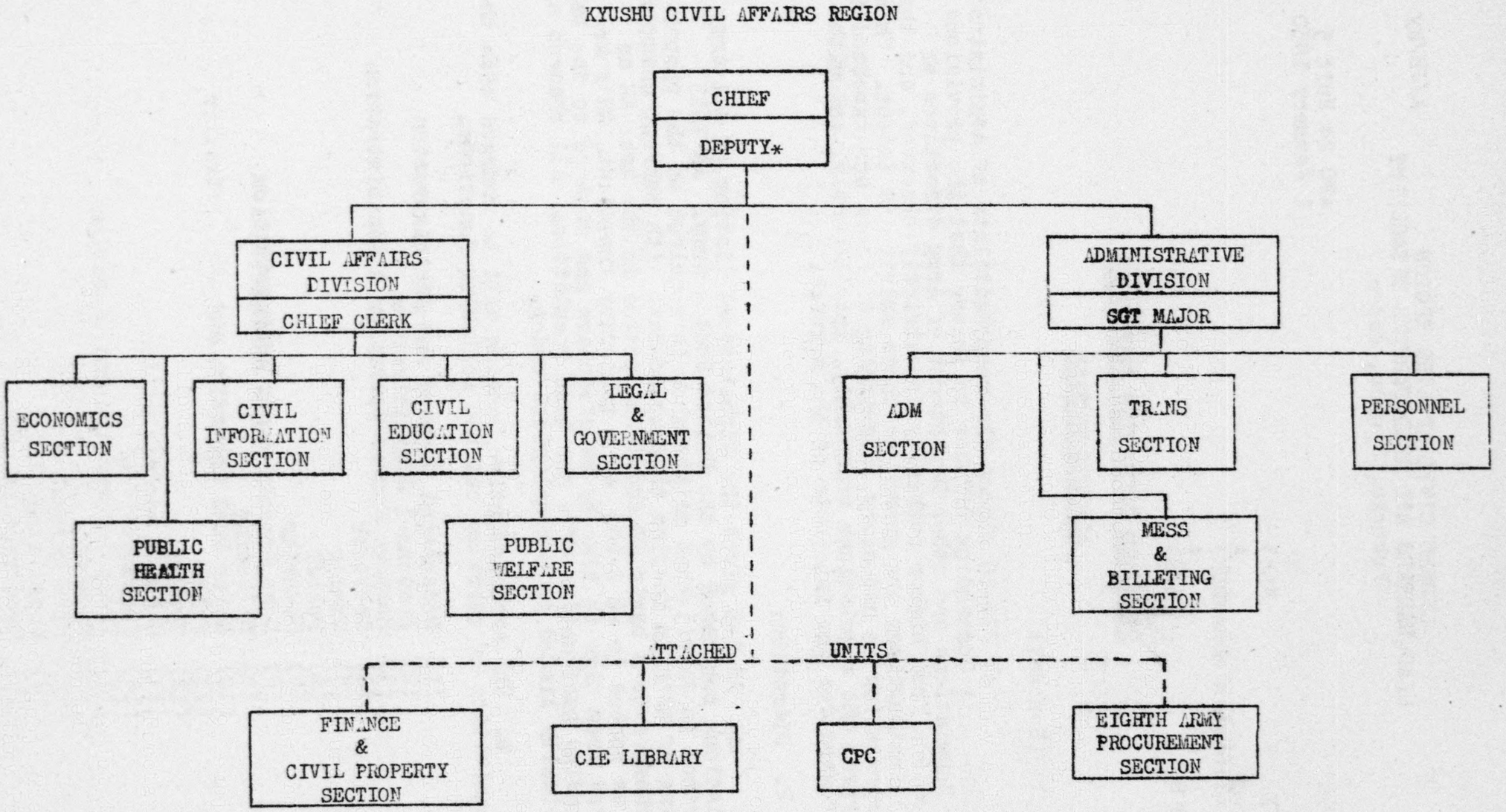
(1) Detachment Command and Administration
(2) Personnel Administration
(3) Message Center Operation & Administration
(4) Couriers
(5) Supply
(6) Postal
(7) Security
(8) Mess Operation and Administration
(9) Billeting
(10) Motor Pool Operation and Administration
(11) Files
(12) Typing
(13) Reports Administration
(14) Communication
(15) Troop Information and Education
(16) Finance
(17) Fire Marshal
(18) Recruiting
(19) Conservation
(20) Labor and Payroll
(21) Mail & Parcel Certification

c. Annex L is a list of references to assist individuals in obtaining any necessary information quickly.

DECLASSIFIED E.O. 12065 SECTION 3-402/NRC

ORGANIZATION CHART

KYUSHU CIVIL AFFAIRS REGION



* Primary Responsibility = Chief Administrative Division Acts as Deputy in Absence of Chief

DECLASSIFIED E.O. 12065 SECTION 3-402/NNSC NO.

KYUSHU CIVIL AFFAIRS REGION
HEADQUARTERS AND HEADQUARTERS DETACHMENT
Fukuoka, Kyushu, Japan

A/JM/ky

APO 24 Unit 5
1 January 1950

ANNEX "L"
OPERATIONAL MEMORANDUM:
NUMBER 1/2

STANDARD OPERATING PROCEDURE

REFERENCES

1. AIR FORCE

   a. Appointment of Army Officers in AFUS

      (1) Messageform, 8th Army, AG 210.1 (RD) 26 May 48
      Subject: Appointment of AF Officers in AFUS

2. AIR TRAVEL

   a. Fifth Air Force Regulation 75-3

   b. 1st Ind, I Corps, AG 580-B, 20 May 48 to Ltr, Kyushu Mil Govt Reg, 5 May 48, subj: Air Transportation for DAC Personnel

3. ALLOTMENTS

   a. AR 35-5520

   b. AR 345-155

   c. Cir 31, DA, 29 Oct 47, Sect II, Allotments of Pay

4. AMATEUR RADIO

   a. Cir 99, 8th Army, 1947, subj: Regulations Governing Amateur Radio Operation by Army Personnel in Japan

   b. Cir 35, 8th Army, 1949, subj: Regulations Governing Amateur Radio Operation by Army Personnel in Japan

   c. Cir 11, 8th Army, 1949, Sect II, subj: Same as (a) above

   d. Ltr, 8th Army, AG 000.73, 29 Jan 46, subj: Security Considerations in Amateur Radio

   e. Memo 105-5-4, DA, 15 Mar 48, subj: Amateur Radio

   f. SR 105-75-1, 26 Nov 48, subj: Military Amateur Radio System

5. ANNUAL PHYSICAL EXAMINATION

   a. WD 10, 8th Army, 13 Nov 48, subj: Annual Physical Examination for 1949.

   b. Cir 375, DA, 1948, subj: Annual Physical Examination of Officers and Warrant Officers

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6. APPOINTMENT AND REDUCTION OF NCO'S AND PFC'S

a. SR 615-5-2, 21 July 49, "Reductions"

b. SR 615-5-1, 21 July 49, "Promotions"

7. APPOINTMENT TO U. S. MILITARY ACADEMY

a. Cir 131, DA, 7 May 48, subj: Appointment to U. S. Military Academy Allotted to EM in the Army and AF

8. APPOINTMENT (REGULAR ARMY OFFICERS)

a. AR 605-15, AR 605-7, AR 605-6, AR 605-8, SR 600-220-1

b. Cir 382, DA, 9 Dec 48, subj: Appointment of 2nd Lt's, RA, of Former Officers of any of the Armed Forces of the U. S.

c. WD 35, 8th Army, 7 May 49, subj: Same as (b) above

d. WD 49, 8th Army, 13 Aug 49, subj: Competive Tour

e. WD 47, 8th Army, 30 Jul 49, subj: Appointment of Lt's, RA from Officers on Extended Active Duty

9. ARMY GENERAL CLASSIFICATION TESTS

a. TM 12-425

b. Cir 202, DA, 7 Jul 48, subj: Implementation of Career Guidance Plan for W. O. and Enlisted Personnel

c. WD 9, 8th Army, 6 Nov 48, subj: Army GCT (Sec VIII)

d. Recruiting Infor Memo 12, I Corps, 13 Dec 48, subj: AGCT

e. WD 42, 8th Army, 25 Jun 49, subj: Mental Qualifications

f. G-2, Memo 600-750-30, DA, 1949, subj: Processing of Applicants for Enlistments

10. ARREST AND CONFINEMENT

a. AR 600-355, 1 Apr 48; AR 600-320, 22 Apr 49; AR 600-375, 6 Jan 48

b. MCM 1948

11. ARREST, ENTRY, SEARCH AND SEIZURE

a. AR 600-355, 1 Apr 48

b. Cir 6, 8th Army, 26 Jan 48, subj: Arrest, Entry Search and Seizure

c. Cir 59, 8th Army, 26 Aug 48, subj: Same as (b) above

12. ASSIGNMENT AND USE OF ENLISTED MEN

a. AR 345-5, 5 Aug 44

b. TM 12-426; TM 12-490

c. Ltr, I Corps, AG 220-BA, 2 Sept 47, subj: Use of Enlisted Personnel

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13. A. W. O. L.

a. AR 600-120 and SR 600-120-1, 21 Oct 49

14. A. W. 104

a. Messageform, 8th Army, AG 250.1 (YWB) 20 Jan 48, subj: Recommendation for Action by CG to Courts Martial Off...

15. BACKGROUND INVESTIGATIONS FOR SAFEGUARDING OF MILITARY INFORMATION

a. Cir 55, 8th Army, 11 Aug 48, subj: Background Investigations for Safeguarding of Military Information

16. BADGES

a. Memo 93, I Corps, 29 Sept 47, subj: Combat and Expert Infantryman's Badge

b. WD Cir 204, 1946, subj: Sect III MI Assignment Holders of Combat Infantryman's Badge

c. AR 600-70, 15 Apr 48

d. WD 46, 8th Army, 23 Jul 49, subj: Authority to Award Glider Badges

17. BAGGAGE ALLOWANCE

a. AR 55-160

b. Cir 38, GHQ FEC, 11 Apr 47, subj: Sect III Personal Baggage Allowances for Personnel on TD and Permanent Change of Station

c. Cir 21, SCAP, 26 Jun 48, subj: Control of Entry & Exit of Property and Cargo into and from Japan

d. SR 55-750-20, DA, 5 Apr 49, subj: Baggage on Aircraft of the Mil Air Transport Service

e. WD 64, Sec II, 8th Army, 26 Nov 49, subj: Lost, Abondoned and Unclaimed Baggage & Cabin and Troop Space Baggage

f. Cir 4, 8th Army, 1949

18. BAGGAGE & FREIGHT, DEPENDENT

a. WD 47, 8th Army, 30 Jul 4..., subj: Shipment of Hold Baggage & Household Goods ... Japan

b. AR 55-160

c. Memo 2..., I Corps, 1949, subj: Handling Procedures for Unaccompanied Baggage & Household Effects to Japan

d. WD Cir 167, 26 Jun 47, subj: Sect III Movement of Dependents & Authorized Baggage

e. Cir 4, 8th Army, 1948, subj: Shipment of Personal Baggage Household, Effects, Privately Owned Automobiles, Pets and Professional Books & Papers to and from Japan

f. Message Form, 8th Army, AG 524-GO, 1 Mar 48, subj: Return of Dependents Under AR 35-4880

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g. Cir 21, GHQ FEC, 28 Jun 48, subj: Customs Duty (Change to FEC Cir 12, 1948)

h. Cir 21, SCAP, 26 Jun 48, subj: Control of Entry & Exit of Property & Cargo to and from Japan

i. Cir 368, DA, 1948, subj: Oversea Shipment of Personal Baggage, Household Effects, Privately Owned Automobile, Pets, & Professional Books & Papers

19. BAGGAGE, PERSONAL, SHIPMENT TO Z/I

a. Cir 324, 8th Army, 16 Dec 46, Sect V, Subj: Procedure for Water Shipment of Unaccompanied Baggage to U. S.

b. Cir 17, CINCFE, 13 Feb 47, subj: Shipment of Personal Baggage to Z/I.

c. Cir 4, 8th Army, 1948 (See (18), (e))

d. Cir 21, GHQ FEC, 28 Jun 48, subj: Customs Duty (Changes to FEC Cir 12, 48)

e. Cir 21, SCAP, 26 Jun 48, subj: Control of Entry & Exit of Property & Cargo to and from Japan

f. WD 48, 8th Army, 6 Aug 49, subj: Processing of Hold Baggage & Household Goods Shipped to Z/I Ports from the FEC

20. BAGGAGE AND FREIGHT, SHIPMENT WITHIN JAPAN

a. WD 24, 8th Army, 19 Feb 49, subj: Shipment of Freight & Express as an Expense of the Occupation

21. BAGGAGE LOST

a. WD 46, 8th Army, 23 Jul 49, subj: Processing of Lost, Abondoned & Unclaimed Baggage

b. Memo 29, 24th Inf Div, 1947, subj: Routing of Unaccompanied Baggage & Household Effects

c. Cir 4, 8th Army, 1948, (See (18), (e))

d. Memo 25, I Corps, 1949, subj: Handling Procedures for Unaccompanied Baggage & Household Effects in Japan

22. BARBERS, BARBER SHOPS AND BEAUTY PARLORS

a. Cir 14, 8th Army, 1949, subj: Barbershops and Beauty Parlors

23. BIRTH REGISTRATION

a. Cir 14, GHQ FEC, 25 Feb 49

b. Cir 79, GHQ FEC, 25 Oct 49

24. BLACK MARKETEERING

a. Memo 73, I Corps, 1947, subj: Unreasonable Detention in Erroneously Construed Black Market Activities

b. Operational Memo 7, I Corps, 1948, subj: Prevention of Blackmarket Activities by Members of the Crews of Merchant

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c. Cir 43, GHQ FEC, 1947, subj: Prevention of Black Market Activities, (Sect V)

d. Cir 89, 8th Army, subj: Bartering

e. Cir 8, GHQ FEC, 1949, subj: Prevention of Black Market Activities

25. BOARD OF OFFICERS

a. SR 605-200-1, DA, 1949, subj: Boards of Inquiry

b. SR 600-500-5, DA, 29 Apr 49, subj: Psychiatric Evaluation Prior to Referral to Boards

c. SR 605-246, DA, 1949, subj: Retiring Boards

d. AR 615-368, 27 Oct 48

e. Memo 29, I Corps, 1949, subj: Authority to Appoint Classification Boards

f. AR 615-369, 27 Oct 48, AR 210-65

g. AR 420-5, 20 May 40

h. AR 35-6920, 17 Mar 47

i. Cir 16, DA, 20 Jan 48, subj: Reports of Proceedings of Boards of Officers

j. Unnumbered Memo, I Corps, 3 Apr 48, subj: Procedure Guide for Boards of Officers Convened Under AR 615-368 or AR 615-369

k. Cir 23, 24th Inf Div, 19 May 47, subj: Line of Duty Investigation

l. Unnumbered Memo, I Corps, 21 Apr 48, subj: Procedure Guide for Boards of Officers Convened Under AR 615-369 or AR 615-369

26. BOARDS OF OFFICERS (Investigations)

a. AR 210-65

b. AR 420-5

c. Cir 177, Sec I, DA, 11 Jun 48, subj: Investigations

d. Cir 22, Par 6, GHQ FEC 1 Jul 49, subj: Rotation of Military Personnel as amended

e. WD 64, Sec XI, 8th Army, 26 Nov 49, subj: Expeditions Processing of Investigations by Boards of Officers

f. Memo 49, Hq I Corps, 1 Dec 49, subj: Investigations by Boards of Officer

27. BONUS

a. Cir 90, DA, 1949, State Veterans

28. BUILDING (Classification)

a. WD Cir 252, 12 Sept 47, subj: Buildings - Classification

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29. CAMPAIGNS, WORLD WAR II

a. WD General Order 24, 4 Mar 47

30. CAREER GUIDANCE

a. WD 60, Sec XIV, 8th Army 29 Oct 49, subj: Career Guidance Plan for WO & EM

31. CASUALTY REPORT

a. Cir 18, 24th Inf Div, 26 Apr 47, subj: Casualty Reports

b. Cir 13, GHQ FEC, 31 Jan 47, subj: Casualty Reports

c. Cir 34, GHQ FEC, 7 Jul 49, subj: Casualty Reports

32. CERTIFICATES AND LETTERS FOR SERVICE

a. DA Memo 600-45-3, 18 Feb 48, subj: Certificates and Letters for Service

b. SR 600-45-3, DA, 1949, subj: Certificates and Letters for Service

33. CHARACTER GUIDANCE

a. Cir 231, DA, 3 Aug 48, subj: Character Guidance

b. Cir 39, 8th Army, 1949, subj: Character Guidance Council

c. Memo 600-900-1, DA, 7 Oct 48, subj: Character Guidance Program

d. Memo 36, I Corps, 13 Nov 48, subj: Character Guidance Councils

34, CIRCULATION AND REGISTRATION OF PERSONNEL

a. Cir 7, 8th Army, 1948, subj: Passenger Transportation by Rail

b. Cir 52, GHQ FEC, 14 May 47, subj: Circulation and Registration of Personnel

c. Cir 129, 8th Army, 1947, subj: Passenger Transportation by Rail

d. Staff Memo 82, GHQ, 2 Oct [illegible], subj: Circulation and Registration of Personnel

e. Unnumbered Memo, I Corps, 29 Oct 47, subj: Transportation for V.I.P'S

f. Ltr, I Corps, AG 230.42-BA, 19 Dec 47, subj: Extract of Instruction to Official Visitors of Hq SCAP

g. Memo 109, I Corps, 1947

h. Memo 101, I Corps, 1947, subj: Registration and Circulation Control of Civilians

i. Cir 3, GHQ SCAP, 1948, subj: Private Commercial Entrants

j. Cir 81, 8th Army, 10 Nov 49, subj: Circulation and Registration of Civilians

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k. SCAPIN 1971/1, 1949, subj: Entry of Personnel into Japan to Visit Relatives

l. SR 600-210-20

35. CIVILIAN PERSONNEL

a. Administration of Civilian Personnel

(1) Cir 38, GHQ FEC, 3 Aug 49,

(2) Cir 31, GHQ FEC, 4 Sept 48

(3) Cir 48, GHQ FEC, 24 Nov 48

b. Allowances:

(1) CPR T-7 - Foreign Area Allowances (Quarters, Temporary Lodging Allowance, Post Allowance, Special Post Allowance Transfer Allowances, Separation Allowances, Representation Allowance)

c. Appeals:

(1) CPR A-5

(2) CPR E-21 - Grievance Procedures (Employee Relations)

(3) FPM ZI-379 - Interim Procedures Governing Fair Employment Practices

(4) Cir 13, DA Civ Personnel, 9 June 48 - Complaints and Appeals Procedure

(5) C.I.B. IV, 8th Army, 1 Aug 48, Grievance Procedure for 8th Army Civilian Employee

d. Appointments:

(1) FPM A-7 - Temporary, Excepted Appointments

(2) FPM S-2 - Status, Competitive, Permanent

(3) CIB XIII, 8th Army, 1 May 49 - Dependent Employed by DA entitled to privilege under CPR 150.6

(4) FPM A6.6101 - Appoint Requirements and Procedures

(5) Memo 23, 8th Army, June 49, Employment of Dependents

(6) Cir 38, GHQ FEC, 3 Aug 49, Appointment of Dependents as Civilian Employees

(7) CIB XI, 8th Army, 1 Mar 49, Dependent can Renew 1 year Temporary Appointment

(8) IPI 18 1 SMG, 11 May 49, Procedure for Employment of Local Hires

e. Automobiles:

(1) CIB II, 8th Army, 1 Jun 48, Service Charges for Shipping

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(2) CIB V, 8th Army, 1 Sept 48, Supplemental Applications for Shipment of Privately Owned Auto

(3) CIB XI, 8th Army, 1 Mar 49, Charge for Off-Loading Vehicles

(4) CIB XIII, 8th Army, 1 May 49, Employees Terminating Who Wish to Have Their Autos Returned to Z/I

(5) CIB XII, 8th Army, Z/I Leave or TDY Personnel May Ship Auto from Z/I to Japan

f. Baggage:

(1) Cir 4, 8th Army, 1948

(2) CIB IV, 8th Army, 1 Aug 48, Baggage Inspection

g. Change to a Lower Grade

(1) Cir 15, GHQ FEC, Par 6, Change to a Lower Grade

h. Civil Information Personnel in MG:

(1) Ltr I Corps, AG 200.3-BA, 8 Jun 48

i. Conduct of Employee

(1) CPR C-2, Political Activity of Federal Employees, Holding State or Local Office, Subversive Activities, Table of Miscellaneous Offenses

j. Customs:

(1) Cir 38, GHQ FEC, 3 Aug 49

(2) CIB V, 8th Army, 1 Sept 48

(3) CIB VII, 8th Army, 1 Nov 48

k. Efficiency Ratings:

(1) CPPM No. 1, Sect II, Feb 49, Good or Better Ratings, Fair or Unsatisfactory Ratings

(2) FPM E-1, Instructions for Rating Graded Civilian Employees

(3) CIB VI, 8th Army, 1 Oct 48, Entrance Efficiency Ratings

(4) CIB XII, 8th Army, 1 Apr 49

(5) Ltr I Corps, AG 200-BA, 16 Apr 49, Report Written Upon Transfer of Section Chief

l. Employees Compensation for Disability and Death:

(1) CPR 90, 3 Sept 43, as amended

(2) WD Cir 266, 4 Sept 46

(3) AR 40-560, 21 Mar 47

(4) AR 600-550, 23 Jun 47

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(5) Cir 6, GHQ FEC, 17 Feb 48

(6) Cir 16, GHQ FEC, 26 Feb 49

m. Foreign Nationals:

(1) Cir 113, 8th Army, 1 July 47, Hiring of United Nationals as Foreign Nationals

(2) Cir 129, 8th Army, 1 Aug 47, Passenger Transportation Rail

(3) Ltr, GHQ SCAP, 13 Aug 47, Administration of Foreign Nationals

(4) Cir 92, GHQ FEC, 29 Aug 47, Compensation Claims

(5) Ltr, AG 230, CIS, GHQ SCAP, 7 Nov 47, Security Clearance and Employment Restrictions of Civilian Personnel

(6) Ltr, GHQ FEC 20 Nov 47, AG 230.44, Holiday Pay for Foreign Nationals

(7) Cir 97, GHQ FEC, 1947, Employment and Payment of FN

(8) Cir 7, 8th Army, 26 Jan 48, Passenger Transportation by Rail

(9) Cir 14, 8th Army, 19 Feb 48, Administration of FN

(10) Memo 40-590-17, DA, 10 Jun 48, Medical Care for Nationals of Foreign Govts in Medical Facilities of DA and D/AF

(11) CIB VI, 8th Army, 1 Oct 48, Subsistence of Foreign Nationals

(12) Ltr, KSMG, 17 Jan 49, Immunization of FN auth to Travel to US

(13) Ltr, I Corps, 19 Jan 49, Final Salary Payments to FN Returning to Z/I

(14) IB 10, KSMG, 16 Mar 49, Applying for FN Employment, amended by KSMG IB 19, 18 May 49

(15) Cir 27, 8th Army, 4 Apr 49, Physical Inspections of Japanese & FN Employed for OF

(16) WD 36, 8th Army, 14 May 49, Messing of FN Employees (New Cards)

(17) CIB XIII, 8th Army, 1 May 49, Periodic Pay Increases

(18) Office Memo, KCAR, 14 Nov 49, Employment transfer or discharge of Indigenous Personnel

n. General:

(1) Aliens

(a) CIB IV, 8th Army, 1 Aug 48

(b) WD 14, 8th Army, 11 Dec 48, Reentry into FEC of Enemy National Wives

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(2) Arrival of Dependents

(a) IB 10, KSMG, 16 Mar 49, Report to be Made Upon Arrival of Dependents of DAC's

(b) IB 25, KCAR, 29 June 49, Submission of Report in Newly Arrived Dependent of DAC

(3) Clothing

(a) Cir 55, GHQ FEC, 27 Dec 48, Clothing Regulations for Civilians

(4) Deductions, Class E & N & War Bonds

(a) Cir 35, 8th Army, 11 Mar 47

(b) CIB II, 8th Army, 1 June 48

(5) Decorations and Awards (DAC's)

(a) CPR 104

(b) Cir 13, GHQ FEC, 24 Mar 48, Civilian Awards

(6) Draft Policy on Overseas Personnel

(a) CIB X, 8th Army, 1 Feb 49

(7) "Key" Personnel

(a) MF 8th Army AG 230(D) 22 Oct 47

(b) Memo 4, I Corps CP, Dec 48, Policy Reclassifying DAC under CAF-12 as CTS

(c) Cir 22, 8th Army, 24 Mar 48, Sect II

(8) Japanese Food

(a) CIB X, 8th Army, 1 Feb 49, Restriction on Consumption

(9) Medical Care by Japanese Physicians

(a) CIB V, 8th Army, 1 Sept 48

(10) Special Payrolls

(a) CIB III, 8th Army, 1 July 48

(11) Visitors

(a) I Corps Ltr, AG 230.42-BA, 19 Dec 47

(12) WD Form 74

(a) CIB XII, 8th Army, 1 Apr 49, (Items 5-11 should be filled in by 8th Army)

o. Grievances (See Appeals):

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p. Hours of Work:

(1) Chap 71, FPM, Scale for Overtime

(2) P-11, CPR, Computation of Pay, Straight and Overtime

(3) Capt H, FPM, Hours of Duty

(4) CIB XIII, 8th Army, 1 May 49, Overtime Work

q. Investigations (Loyalty Checks):

(1) Chap C-2, FPM, Subversive Activities

(2) ST 620-20-1, 9 Nov 49, Loyalty Investigations

(3) Cir 55, 8th Army, 11 Aug 48, Background Investigation

(4) Ltr, I Corps, 17 Aug 48, Form Letter-Background Investigation

(5) Ltr 8th Army, no date (July/Aug 48), Screening of DAC Personnel

(6) CPR I and CPR 12, Federal Employment Loyalty Program

(7) Ltr, DA AGO 201.3 (3 Jan 49) 14 Jan 49, Personal History Statement

r. Job Classification:

(1) CIB X, 8th Army, 1 Feb 49, Job Classification Explained

s. Leave (Annual, Sick, Emergency, Maternity & Leave in Z/I):

(1) CPR 150.6, Foreign Service Leave After Completion of Contract

(2) CPR L-1, Leave

(3) CPR L1-9, Leave Without Pay

(4) Cir 43, GHQ FEC, 18 Apr 47 (Corrected copy)

(5) Cir 136, 8th Army, Sect I, 13 Aug 47, Emergency Leave for DAC

(6) Memo 84, I Corps, 12 Sept 47, Absence Requests

(7) Cir 22, 8th Army, Sect III, 24 Mar 48, Emergency Leave

(8) Ltr, I Corps, 23 June 48, (In Order to take 60 days Leave, must have 60 days Accrued Leave)

(9) CIB III, 8th Army, 1 July 48, Sick Leave

(10) Ltr, I Corps, 3 Aug 48, Leave Policy DAC's, New 2 Year Agreement

(11) CIB VI, 8th Army, 1 Aug 48, Maternity Leave

(12) CIB VII, 8th Army, 1 Nov 48, New Leave Policy

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(13) CIB VII, 8th Army, 1 Dec 48, Excused Absence, Emergency Leave, Leave in Oversea Areas, Leave to Z/I

(14) WD 27, 8th Army, 12 Mar 49, Reentry of Personnel Into Japan

(15) IB 10, KSMG, 16 Mar 49, Annual & Sick Leave

(16) WD 19, 8th Army, 15 Jan 49, Granting & Charging Annual Leave

(17) IB 10, KSMG, 16 Mar 49, Leave Under Provisions of CPR 150.6

(18) CIB XIII, 8th Army, 1 May 49, Stoppage of Ordinary Leave for Indefinite Period - Dependents Employed by DA Entitled to Privileges Under CPR 150.6

t. Marriage of DAC Personnel:

(1) Cir 86, GHQ FEC, 13 Aug 47, Marriage of Mil & DAC Personnel

(2) Ltr, GHQ SCAP, AG 620 (1 Oct 47) - Eligibility for Dep Housing for Personnel Marrying in Japan

(3) Cir 59, 8th Army, 26 Aug 48, Marriage of Mil & DAC Personnel

(4) Cir 84, 8th Army, 1948, Marriage of Mil & DAC Personnel

(5) DA & AF SR 600-240-5, 11 Feb 49, Marriage in Oversea Command

u. Overseas Separation of DAC:

(1) Cir 128, 8th Army, 1947, Separation for Purpose of Employment with US Firms or Foreign Agencies

(2) Cir 25, GHQ FEC, 26 Jul 48, Separation of DAC in FEC to Accept Civilian Employment

(3) Cir 38, GHQ FEC, 6 Oct 48, Separation of Civilian Employees in FEC to accept Private Employment

v. Payment of DAC Personnel:

(1) CPR T-7, Additional Compensation and Allowances in Foreign Areas

(2) DB 93, I Corps, 21 Apr 48

(3) Ltr, Kinki MG Reg, 1 Jun 48, Payment by Check

(4) DB 144, Hq I Corps, 21 Jun 48

(5) CIB IV, 8th Army, 1 Aug 48, New Salary Act of 1948

(6) CIB XI, 8th Army, 1 Mar 49, General Information

(7) Ltr, 8th Army, 18 Mar 49, Explanation of Time & Attendance Reports

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w. Periodic Pay Increases:

(1) P-8, CPR - (Must Have Efficiency Rating of Good or Better)

(2) P-9, CPR - Superior Accomplishments Pay Increases

(3) Cir 13, GHQ FEC, 24 Mar 48 - Civilian Awards

(4) CIB II, 8th Army, 1 Jun 48 - CAF 10 and below, 12 months period

x. Post Exchange:

(1) Cir 37, 8th Army, 7 Jun 48

(2) IB 23, KSMG, 15 June 49 - (DAC's Retain Ration Card Until Reaching CPS, Yokohama)

y. Promotions:

(1) Cir 16, GHQ FEC, 1948

(2) CIB IX, 8th Army, 1 Jan 49 - Significance of Number of Employees Supervised in the Allocation of Position

(3) IB 10, KSMG, 16 Mar 49, Promotion of DAC

z. Recruitment:

(1) Cir 62, GHQ FEC, Sect II, 2 Jun 47 - Linguists

(2) Cir 95, GHQ FEC, 26 Sept 47 - (No Name Request for CAF-6 or below)

(3) Cir 161, 8th Army, 30 Sept 47, Return of Dependents to Z/I, Mil Personnel Remaining in Theater to Accept Civ Position Below CAF-12

(4) Cir 80, 8th Army, 4 Nov 48 - Application Procedure for Mil Personnel for Civilian Employment - Separation of Mil Personnel in Japan

(5) WD 14, 8th Army, 11 Dec 48, Interviewing of Mil & Civ Personnel Seeking Assignment

(6) DB 293, 24th Inf Div, 16 Dec 48, Interviewing of Mil & Civ Personnel Seeking Assignment

(7) IB 13, KSMG, 6 Apr [illegible] - Procedure for Employment of Local Hires

(8) CIB XIII, 8th Army, 1 May 49, Employment Situation in Z/I

(9) IB 18, KSMG, 11 May 49, Amending IB 13

aa. Reduction in Force:

(1) CPR 61, 28 Jan 47

(2) CPR 150.5

(3) CPR T3

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(4) R-3-13, FPM, Determining Retention Preference

(5) Cir 51, GHQ FEC, 4 Dec 48, Policies on Separation of Civilian Employment - Reduction in Force

(6) Cir 29, GHQ FEC, 24 May 49, Policy on Separation of Civilian Employees - Reduction in Force

bb. Reemployment of Former DAC:

(1) DB 6, I Corps, 6 May 48

(2) IB 31, KSMG, 7 Aug 48, Evaluation Questionnaire

cc. Registration & Control of Civilians:

(1) Memo 101, I Corps, 30 Oct 47

(2) Memo 109, I Corps, 1947 series

dd. Releases:

(1) Cir 14, DA Civ Personnel, 1 July 48

ee. Reinstated American Citizen;

(1) Cir 16, GHQ FEC, 1948, Hiring as Foreign Nat'ls or DAC.

ff. Retirement:

(1) R5, FPM, Optional Retirement - Computation of Annuities

(2) R-5, CPR, Retirement, C-1 & C-2

(3) P19, CPR, Maintenance of Retirement Account

(4) CIB I, 8th Army, 1 May 48

(5) CIB V, 8th Army, 1 Sept 48, Application for Service Credit Redeposits

(6) CIB XII, 8th Army, 1 Apr 49, Info for Employees Making Redeposits into Retirement Fund

gg. Salaries:

(1) TM 5-600

(2) R11, CPR, Sept 48, Classification Act - Salary Table

(3) P-11, CPR, Computation of Pay, Overtime & Straight Time

(4) P-12, CPR, Holiday Pay

(5) H-2, CPR, Hours of Work

(6) P-2, CPR, Salary and Wage Administration

(7) CPPM No. 1, Sect 5, Salary and Wage Administration

(8) T-7, CPR, Additional Compensation Allowance in Foreign Area

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(9) Cir 46, GHQ FEC, 23 Apr 47, Sect II, Hours of Work for Civilian Employees

(10) CIB IV, 8th Army, 1 Aug 48, New Salary Act of 1948

(11) CIB VIII, 8th Army, 1 Dec 48, Overtime

(12) CIB X, 8th Army, 1 Feb 49, New Policy in Overseas Post Differential

(13) IB 10, KSMG, 16 Mar 49, Overtime

hh. Separation:

(1) Chap S1-9, FPM, Grounds for Separation

(2) Chap ZI-249, FPM, Separations, Suspension & Demotion

(3) Chap S1-1201, FPM, Advance Notice and Charges Before Separation

(4) Cir 51, GHQ FEC, 4 Dec 48, Policy on Separation of Civ Employees

ii. Subsistence & Quarters:

(1) P-16, CPR, Computing Subsistence & Qtrs, Reduction in Subsistence Charge for Qtrs Computed by Bedrooms

(2) DB 147, I Corps, 23 Jun 48, Laundry & Dry Cleaning Service

(3) Cir 58, 8th Army, 23 Aug 48, Field Ration

(4) CIB VI, 8th Army, 1 Oct 48, Subsistence

(5) Cir 22, 8th Army, 30 Mar 49, Assignment & Retention of Govt Qtrs

(6) Cir 44, 8th Army, 28 May 49, Assignment & Retention of Govt Qtrs (amends 8th Army Cir 22)

jj. Suspensions (See Separations):

kk. Termination of Contract - Return to Z/I

(1) Memo 9, I Corps, 15 May 47, Return to Z/I of DAC w/dep

(2) Cir 101, 8th Army, 14 Jun 47, WDC Who Violate Employment Agreement; Return to US by Routes other than Shortest and most Frequently Traveled

(3) Memo 102, I Corps, 6 Nov 47, Sect XIII, Termination of Civ Employment Agreement

(4) CIB IX, 8th Army, 1 July 48, WDC who Violate Employment Agreement

(5) Ltr, I Corps, 12 June 48: AG 230.8, Termination of Civilian Employment

(6) Ltr, I Corps, 24 June 48, AG 230.8, Dependent DAoC, Termination of Employment

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(7) Cir 63, 8th Army, 22 Sept 48, Return of Dependents to Z/I (Submit in Addition to CIB/HUD Ltr #3 for DAC w/dep)

(8) CIB VII, 8th Army, 1 Nov 48, Return to Actual Residence if that is Different from place of Hire

(9) CIB VII, 8th Army, 1 Nov 48, Return to US by Routes other than Shortest and most Frequently Traveled

(10) Civ Pers Memo, I Corps, 4 Dec 48, Loss of 25% Overseas Differential, Substitution of Post Differential, Breach of Contract

(11) IB 10, KSMG, 16 Mar 49, Return of DAC w/Dep in Theater: Termination of Contract - Req for Lv in Z/I - Extension of Contract

(12) CIB XII, 8th Army, 1 Apr 49, (DAC who completes contract may return dep and HHG to Z/I he remains)

(13) IB 19, KSMG, 18 May 49, Return of DAC with dependents in Theater

11. Time & Attendance Reports:

(1) Cir 99, 8th Army, Sect IV, 12 June 47, Submission of Time Reports

(2) Ltr 8th Army, 13 Apr 48, Time & Attendance Reports

(3) Ltr 8th Army, 1 Aug 48, Explanation of Time & Attendance Reports

(4) WD 38, 8th Army, 28 May 49, Sect XVI, Civilian Time & Attendance Reports - Night Differential

mm. Transfer, Assignment & Reassignment of DAC's:

(1) Cir 12, 8th Army, Sect II, 25 Jan 47

(2) Cir 16, GHQ FEC, 21 Apr 48, Par 7 & 8, Transfer, Reassignment of DAC's

(3) Cir 14, DA Civ Pers, 1 July 48

(4) WD 13, 8th Army, 4 Nov 48, Transfer, Reassignment of DAC's

(5) CIB XIII, 8th Army, 1 May 49, Procedures to be followed in Seeking Transfers

nn. Travel:

(1) TB-1, CPR, Per Diem

(2) 11.5, CPR, Pay While Traveling

(3) DB 94, I Corps, 22 Apr 48, Hawaii Travel

(4) Cir 5, GHQ FEC, 2 Feb 48, Per Diem Travel Allowance

(5) Ltr I Corps, 28 May 48, Distribution of Orders (TDY)

(6) Ltr I Corps, AG 230.5, 23 June 48, Suspension of Leave to Hawaii on Space-Available Basis

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(7) Cir 60, 8th Army, 1949, Return of Dependent to Z/I

(8) CIB V, 8th Army, 1 Sept 48, Pay while Traveling

(9) Cir 72, 8th Army, 16 Oct 48, Passports for Civilian Personnel

(10) CIB VII, 8th Army, 1 Nov 48, Passports for Civ Pers (China Travel) Space Available Transportation Z/I

(11) Cir 46, GHQ FEC, 10 Nov 48, Clearances Necessary

(12) SR 55-765-5, 28 Apr 49, Travel of Dep to from & between Overseas Areas

oo. Withholding Tax:

(1) CPR 210

(2) CPR P-14

(3) CIB IV, 8th Army, 1 Aug 48, Tax Exemption from Withholding

(4) MF, I Corps, 29 Jan 49, AG 012.2-0, Use of Income Tax Form W-2

(5) CIB X, 8th Army, 1 Feb 49, Instructions for Filing US Income Tax Return

** Abbreviations:

FPM - Federal Personnel Manual
CIB - Civilian Information Bulletin
CPR - Civilian Personnel Regulation
CPPR - Civilian Personnel Procedures Manual

36. CLAIMS

a. AW 105

b. Cir 79, DA, 1949, Sect XI, subj: Reporting Accidents & Processing Claims

c. SR 35-225-7, DA, 1949, subj: Fiscal Accounting for Field Installations - Accounting Procedures Covering Claims Forwarded for Settlement

d. JAAFAR 1-11-60, DA, 1949, subj: Transfer of Functions Powers & Duties, Relating to Claims & Litigation

e. AR 25-20, AR 25-25, AR 25-70, AR 25-80, AR 25-90, AR 25-100, AR 25-220, AR 55-160, AR 35-6520

f. Cir 92, GHQ FEC, 29 Aug 47, subj: Claims Service

g. Ltr, 24th Inf Div, AG 150-J, 8 Mar 48, subj: Claims by Dependents as Result of Fire

h. MF, I Corps, AG 150-0, 20 Sept 48, subj: Report of Claims Officer

i. Unit Claims Officers Guide, 8th Army, 1 Dec 46

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j. Cir 54, GHQ FEC, 1948, subj: Fire Prevention, Protection, Fighting and Reports of Fire Damage

k. Cir 3, GHQ FEC, 1948, subj: Audit Agency, FEC

l. Cir 6, GHQ FEC, 1948, Employees Compensation for Disability or Death

m. Cir 249, 8th Army, 1946, subj: Fire Protection

n. Cir 14, 8th Army, 1948, subj: Accounting for Post, Camp and Station Type Property

o. Cir 23, 8th Army, 1948, subj: Accounting for Lost, Damaged and Destroyed Property

p. Cir 51, 8th Army, subj: Claims and Accident Investigation

q. TM 5-600, 6 Nov 45

r. TM 14-904, 16 Apr 45

s. WD Pamphlet 27-2, 15 Mar 44

t. Cir 142, DA, 1948, subj: Procurement and Contracting Outside US

37. CLASSIFICATION OF DOCUMENTS

a. AR 380-5, 15 Aug 46

b. WD Cir 170, 30 June 47, subj: Classified Publications, Sec II

c. Cir 56, 8th Army, 14 Aug 48

d. WD 40, 8th Army, 11 June 49, Registration of Classified Documents

38. CLASSIFICATION TESTING PROCEDURES FOR ENLISTED PERSONNEL

a. SR 615-25-1, SR 615-25-1, SR 615-25-10, SR 615-105-1 SR 615-120-5, SR 615-215-1, SR 615-215-2, SR 615-215-3 SR 615-220-51, SR 650-25-1, TM 12-250, DA Cir 202, 1948

b. AGO PRT 734, DA 1949, Army Classification Battery Manual

c. WD 48, 8th Army, 6 Aug 49, Classification Testing Proceedures for Enlisted Personnel

39. CLUBS, UNIT & ORGANIZATIONAL

a. AR 210-50, AR 210-60

b. Cir 43, 8th Army, 1949, subj: Allowance of Property for Service Clubs, Day Rooms, Billets and Libraries

c. Memo 17, I Corps, 1947, subj: Unit and Similar Non-appropriated Funds

d. Memo 90, I Corps, 1947, subj: Unit and Organization Clubs

e. Cir 28, 8th Army, 1949, subj: Payment for Services Provided by Indigenous Personnel in Japan

f. Cir 194, 8th Army, 1947, subj: Sale of Subsistence to Authorized Clubs and Special Service Hotels, Sect II

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g. Cir 20, 8th Army, 1949, subj: Sale of Subsistence to Authorized Clubs and Special Service Hotel, Sect II

h. Supply & Maintenance Bulletin 25, 24th Inf Div, dtd 31 Aug 48, subj: Purchase of Goods and Servides for Clubs Through the Central Purchasing Office

i. Opnl Memo 10, KSMG, 10 Sept 48, subj: Unit, Club and Other Funds

j. Cir 326, DA, 1948, subj: NCO Clubs

k. WD 15, 8th Army, 18 Dec 48, subj: Monthly Statement and Net Working Capital RCS: QSS-14

40. CLOTHING AND EQUIPMENT (American in the Hands of Japanese)

a. SR 32-230-5, 15 July 49, Clothing and Equipment (Price list for Alterations and Repair of Individual Clothing)

b. Cir 151, 8th Army, 19 Sept 47, subj: American Clothing and Equipment in the Hands of Japanese, Sect II

c. WD #44, 8th Army, 23 July 49, Clothing Monetary Allowance System

d. Cir 56, 8th Army, 14 Aug 48

e. WD 47, 8th Army, 30 July 49, Wearing of Low Quarter Shoes

f. WD 46, 8th Army, 25 June 49, subj: Clothing Monetary Allowances System

g. Cir 62/49 Sec II, 8th Army, Clothing and Individual Equipment

h. SR 32-20-2 (AFR 67-24) 15 July 49

41. COMMENDATIONS

a. AR 600-70, 15 Apr 48

b. Memo 93, I Corps, 1947, Sect XI, subj: Army Commendation Ribbon

c. MF, 8th Army, AG 200.6, 10 Nov 47

d. Memo 600-45-3, DA, 18 Feb 48, subj: Certificates and Letters for Service

e. Cir 13, GHQ FEC, 24 Mar 48, subj: Civilian Awards

42. COMPETENCE OF PERSONNEL ASSIGNED MILITARY GOVERNMENT UNITS

a. Ltr I Corps, AG 220-BA, 2 Sept 47, subj: Use of Enlisted Personnel

43. COMPETITIVE TOUR

a. AR 605-6, AR 605-7, AR 605-8, AR 605-15, AR 600-185, AR 600-220-1

b. WD 3, 8th Army, 25 Sept 48, subj: Competitive Tour

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c. WD #6, 8th Army, 16 Oct 48, subj: Competitive Tour

d. WD #18, 8th Army, 8 Jan 49, subj: Competitive Tour

e. WD #24, 8th Army, 12 Mar 49, subj: Competitive Tour

f. MF, I Corps, AG 210.45, LP, dtd 7 Apr 49, subj: Competitive Tour

h. WD #30, 8th Army, 2 Apr 49, subj: Competitive Tour

i. WD #36, 8th Army, 14 May 49, subj: Competitive Tour - Applications of Non-College Graduates

j. WD #42, 25 June 49, subj: Officers Presently on a Competitive Tour

k. Cir 352, DA, 1948, subj: Volunteering, Selection and Processing for Airborne Training

l. WD #47, 8th Army, 30 July 49, Competitive Tour - Category Commitment

m. MF 24th Inf Div, AG 461-G, 10 June 49, subj: Competitive Tour - Age Provisions

n. Cir 82, 8th Army, 11 Nov 49, Competitive Tour

44. CONDUCT OF OCCUPATIONAL DUTIES

a. AR 600-10

b. OD 96, 8th Army, 31 Dec 46, subj: Conduct of Occupational Duties

c. OD 10, I Corps, 27 May 47, subj: Conduct of Occupational Duties

d. Ltr, 8th Army, AGMGX 300.1, 15 June 48, subj: Priorities of Mil Govt Activities

45. CONFINEMENT OF MILITARY PERSONNEL AWAITING TRIAL

a. AR 600-355, 1 Apr 48; AR 600-320, 1949

b. Cir 176, 8th Army, 1947, subj: Policy Concerning Confinement in Post, Camp and Station Stockades and Guard Houses, Sect I

c. WD 21, 8th Army, 29 Jan [illegible], subj: Confinement of Prisoners

d. Cir 12, 8th Army, 1949, subj: Confinement of Military Personnel Awaiting Trial

46. CONTROL OF ENTRY AND EXIT OF INDIVIDUALS, AIRCRAFT AND SURFACE VESSELS INTO AND FROM JAPAN

a. Cir 8, GHQ SCAP, 30 Aug 46

b. Cir 3, GHQ SCAP, 1948, subj: Private Commercial Entrants

47. CONVERSION OF MIL PAYMENT CERTIFICATES

a. Ltr, GHQ FEC, AG 123.7 (7 Feb 48)FD, 7 Feb 48, subj: Procedure for Conversion of One Series Mil Payment Certificates to Another Series

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48. COURTS MARTIAL

a. MCM 1949

b. MF, 8th Army, AG 250.1 (YWB), 20 Jan 48, subj: Recommendation to CG for Court Martial of Officer

c. Memo 99, 24th Inf Div, 1947

d. MF, 8th Army, AGYWB 250.4, 26 Aug 48, subj: Court Martial Jurisdiction Over Personnel

e. Cir 176, 8th Army, 1947, subj: Policy Concerning Confinement in Post, Camp and Station Stockades and Guard-House

49. CRIMINAL INVESTIGATION PROGRAM

a. Memo 190-15-3, DA, 1948, subj: Criminal Investigation Program

b. FM 19-20, 30 Apr 45

c. Cir 44, GHQ FEC, 30 Oct 48, subj: Criminal Investigation Program

50. CURFEW REGULATIONS

a. Admin Order 25, I Corps, 25 Aug 47

b. Memo 13, I Corps, 17 Mar 49, subj: Off Limits & Curfew Regulations

c. Unnumbered Memo, I Corps, 2 Mar 48, subj: Provost Marshal Plan (Amendment to Adm O 25)

d. Memo 101, 24th Inf Div, 1946

e. Admin Order 7, 24th Inf Div, 1 Nov 48

f. Memo 43, I Corps, 29 Dec 48

g. Memo 7, 24th Inf Div, 2 Feb 49, subj: Off Limits, Curfew Regulations and Pass Privileges

51. CUSTOMS DUTY

a. Cir 12, GHQ FEC, 1948, subj: Customs Duty

b. WD Bulletin 21, Sect VII, 1947

c. Ltr I Corps, 18 Nov 49, subj: Duty Free Mailing Privileges

d. WD 63, Sect VI, 19 Nov 49, Duty Free Entry of Gift Parcels; Pub Law 790 as amended

52. DAMAGE AND INJURY TO JAPANESE LIVES AND PROPERTY

a. AW 105

b. Ltr, I Corps, AG 014-BA, 25 Sept 47, subj: Personal Injury to Japanese or Property Damage to Japanese Property Caused by Occupation Forces

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c. MF, 8th Army, AG 300.2 (4CL) 12 Dec 47, subj: Action by CO under AW 105

d. Ltr, 24th Inf Div, AG 334-J, 23 Dec 47, subj: Action Under AW 105

53. DAC PERSONNEL (See CIVILIAN PERSONNEL)

54. DECEASED PERSONNEL

a. MF, 8th Army, AG 332.3, 30 June 47, subj: Personal Effects of Current Deceased

b. WD Cir 256, 1947: subj Initial Report of Death

c. Cir 147, 8th Army, 1947, subj: Method of Payment for Mortuary Services

d. MF, 8th Army, AG 293 (PAI) 8 Oct 47, subj: Awards Which Deceased is Entitled

e. Cir 96, GHQ FEC, 1947, subj: Certificate of Death, Sect II

f. Cir 175, 8th Army, 1947, subj: Disposition of Current Deceased Occupation Personnel, Sect I

g. Memo 600-45-3, DA, 1948, subj: Certificate and Letters for Service

h. TM 14-506, 1945

i. AR 600-550, AR 30-1820, AR 55-155

j. Cir 1, GHQ FEC, 1948, Mil Payment Certificates

55. DECORATIONS

a. AR 600-65, AR 600-35, AR 600-70, C-1, 12 July 49

b. WD Cir 163, 1947, subj: Issue of World War II Victory Medal & American Defense Service Medal

c. MF, 8th Army, AG 203 (PAI) 8 Oct 47, subj: Awards Deceased is Entitled to

d. Cir 84, DA, 1948

56. DEMOTION OF OFFICERS

a. SR 605-80-1, DA, 1949, subj: Grade Adjustments

b. AR 605-40, 14 Mar 42

57. DEPENDENT HOUSING CLEARANCE

a. MF, 8th Army AG 210(d) 20 June 47, subj: Administrative Requirements of Personnel Returning to Z/I with Dependents

58. DEPENDENCY DISCHARGE

a. AR 615-362, 14 May 47

b. MF, I Corps, AG 220.804-LP, 20 Mar 48

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59. DEPENDENT TRAVEL AND HOUSING

a. Memo 9, I Corps, 1948, subj: Policy for Returning to U. S. or T. H. for Personnel with Dependents, Sect IV

b. WD 27, 8th Army, 12 Mar 49, subj: Reentry of Personnel Into Japan

c. Memo 57, Hq 24th Div, 18 Nov 49, Assignment of Dependent Qtrs

d. WD 37, 8th Army, 21 May 49, subj: Movement of Dependents, Sect XVII

e. WD 42, 8th Army, 25 June 49, subj: Dependent Priority for Sept 1949

f. MF, I Corps, AG 510-LP, 26 Apr 49, subj: Request for Travel of Dependents to Japan

g. Cir 41, GHQ FEC, 12 Aug 49, Air Transportation of Dependents

h. SR 55-765-6, DA, 1949, subj: Forecase of Delay in Oversea Movement of Dependents

i. Cir 293, DA, 1948, subj: Overseas Movement of Dependents

j. Cir 60, 8th Army, 5 Aug 49, Movement and Housing of Dependent, as amended by 82

k. SR 55-765-5, DA, 1949, subj: Travel of Dependents to, From and Between Overseas Areas

l. Memo 43, Hq 24th Div Arty, 5 Dec 49

m. Cir 82, 8th Army, 11 Nov 49, Movement and Housing of Dependent

n. Cir 28, 8th Army, 4 Apr 49, Services of Indigenous Personnel

o. WD 64, Sec VII, 8th Army, 26 Nov 49, Movement and Housing of Dependents

p. DX77343 GA, 8th Army, Establishment of Indigenous Labor Liaison Office

60. DISCHARGE

a. Cir 75, DA, 1949, subj: [illegible]ho Enlisted Prior to 25 June 48

61. DETAINED PERSONNEL

a. Cir 72, DA, 1947, subj: Reporting for Detained Personnel, Sect IX

62. DIRECTIVE LIST

a. SCAPIN Catalog, subj: Catalog of Directives to the Japanese Government

b. Folder, 8th Army, 1 Feb 48, subj: Index to 8th Army Cir 47.

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63. DISPOSITION OF CURRENT DECEASED PERSONNEL

a. Cir 63, 8th Army, 15 Aug 49, Sect I

64. DISCHARGE, EM

a. SR 625-5-5, DA, 1949, subj: Discharge of Officers and Warrant Officers for Marriage and Pregnancy

b. AR 615-360, AR 615-365, AR 615-366, AR 615-368, AR 615-369

c. WD Cir 241, 1946, subj: EM (Discharge of Fathers and Policy Pertaining to AR 615-369)

d. Memo 102, 24th Inf Div, 1947

e. Cir 100, DA, 1948, subj: Discharge in the Interest of Nat'l Security

f. SR 600-450-1, 7 Nov 49, Physical evaluation; Hospitalization; Disposition; Separation for Physical Reasons

g. MF, 8th Army, AG 320.2, 17 Jan 48, subj: Separation from Service in this Theater

h. AR 600-450, 7 Nov 49, Separation for Physical Disability

i. TM 12-235, January 1945

j. Cir 86, Sec III, 8th Army, 1 Dec 49, Amends Par 5 Sec III Cir 80, 4 Nov 49, Separation of Military Personnel in Japan

65. DISCIPLINARY CONTROL OF MERCHANT MARINE PERSONNEL

a. Cir 89, 8th Army, 1948, subj: Procedure for Disciplinary Control of Merchant Marine Personnel

66. DISLOYAL OR SUBVERSIVE MILITARY PERSONNEL

a. SR 600-220-1, DA, 10 Nov 48

67. DISPOSITION (EQUIPMENT)

a. Cir 124, 8th Army, 1947, subj: Disposition of Japanese Procured and/or Surrendered or Captured Property Which has been Accounted for as PC & S Property

b. Cir 63, 8th Army, 1948, subj: Salvage Operations and Disposition of US Army Generated Scrap in Japan

c. OD 25, 8th Army, 9 Apr 48, subj: Disposition of Enemy Supplies, Equipment and Facilities

68. DRIVER LICENSE

a. TM 21-300

b. Cir 36, 24th Inf Div 1947, subj: Operation of Motor Vehicles

c. Memo 73/1, I Corps, 1947, subj: Civilian Motor Vehicles

d. Admin Order 7, 24th Inf Div, 1 Nov 48

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c. Admin Order 26, I Corps, 24 July 48

f. Memo 44, 24th Inf Div, 1948, subj: Operation of Motor Vehicles

g. WD AGO PRT 565

69. DUTY FREE GIFTS

a. Ltr, WDAGO, AGAM-PM 012.41, 11 Mar 47, subj: Free Entry Into US Personal and Public Property

b. Cir 12, GHQ FEC, 1948, subj: Customs Duty

c. MF, 8th Army, AG 012.4 (RI) 22 Oct 47, subj: Customs Duty

d. MG, 8th Army, AG 091.31 (RI) 20 Nov 47, subj: Customs Duty

e. MG, 8th Army, AG 012(D) 19 Jan 48, subj: Customs Duty

f. Ltr, I Corps, AG 012-LM, 6 Mar 48, subj: Customs Duty

g: Cir 12, GHQ FEC, 1948, subj: Customs Duty

h. WD 28, 8th Army, 19 Mar 49, subj: Discontinuance of Duty Free Entry of Gift Parcels

i. Public Law 384, USA

70. EFFICIENCY REPORTS, EM (DA AGO FORM 297)

a. AR 600-180, 17 Sept 48

b. Cir 286, DA, 1948, subj: Enlisted Efficiency Reports

71. EFFICIENCY REPORTS, OFFICERS

a. AR 600-185, dtd 17 Jan 49

b. WD 63, 8th Army dtd 19 Nov 49, Destruction of Tabulations of Annual & General Rating Rpts.

c. WD 32, 8th Army, 16 Apr 49, subj: Preparation of WD AGO Form 67-1

d. Ltr, WD AGPP-LT 201.61 (24 July 46) WDGPA, 1 July 47, subj: Efficiency Report

e. MF I Corps, AG 201.61-LP, 26 Jan 48, subj: New Efficiency Report Regulations

f. SR 600-185-5, DA, dtd 7 Jan 49

g. DB 258, Par 6, Hq I Corps dtd 5 Nov 49

72. EMERGENCY AIR EVACUATION

a. OD 21, 315th Composite Wing, 7 Mar 47, subj: Emergency Air Evacuation

b. 315th Composite Wing Regulation 25-5, 11 May 48

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73. EMERGENCY BILLETS HOTELS

a. Memo 102, I Corps, 1947, Sec XI, subj: Individuals Meeting Dependents in Yokohama

b. Memo 11, I Corps, 1948, subj: Emergency Billets, Hotels

74. ENLISTMENT & REENLISTMENT IN THE REGULAR ARMY

a. AR 600-115, dtd 25 Aug 47, AR 615-365

b. WD 38, 8th Army, 28 May 49, subj: Extension of Foreign Service Tour to permit Reenlistment

c. SR 615-120-5, C-2, 13 July 49, Choice of Service for Men Enlisting or Reenlisting for 3,4,5,6 years

d. WD Cir 34, 1947, subj: Serviceman's Readjustment Act Benefits

e. SR 615-120-51, C-1, 11 July 49, Enlistments and Reenlistments for Training at Army Language School

f. SR 615-120-52, DA, 22 Apr 49, subj: Enlistment & Reenlistment in Army Security Agency

g. WD Cir 196, 1945, WD 50, 20 Aug 49

h. WD,43, 8th Army 2 Jul 49, Sec IX X XV & XVI Recruiting

i. WD 42, 8th Army, 25 June 49, subj: Recruiting EM & Fraudalent Enlistments & Mental Qualifications

j. SR 615-105-1, DA, 15 Apr 49, subj: Recruiting for RA and AF

k. WD 49, 8th Army, 13 Aug 49, Recruiting R

l. WD Mobilization Regulation 1-9, dtd 19 Apr 44

m. SR 25-1, DA, 1949, subj: Initial Classification

n. Recruiting Information Memorandum No. 11, 12 Nov 49, Hq I Corps amendments to SR 615-105-1

o. WD Pamphlet 12-16, 25 June 46

p. AR 615-365, C-3, DA, 1949, subj: Discharge

q. SR 615-130-5, DA, 1949, C-2, subj: One Year Enlistment in Army of U.S. & A.F. of U.S.

r. SR 615-120-50, DA, 1949, subj: Enlistments & Reenlistments in CIC

s. Cir 23, DA, 1947, subj: Leave of Absence

t. WD 63, 19 Nov 49, Recruiting ~~Crogn t of Resv Pers~~

u. Cir 72, DA, 1949, subj: Appointment of Enlistment of Mil Personnel in ORC

v. AR 615-365, 26 Oct 49, Discharge Convenience of the Govt

w. Cir 66, DA, 1948, subj: Recruiting for RA and AF

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ANNEX "L", Operational Memorandum, No. 1/2, KCAR, 1 January 1950

x. Memo 600-750-30, DA, 30 Mar 48, subj: Processing of Applications for Enlistment

y. AR 615-366, 26 Oct 49, Discharge Misconduct in CRC
z. Cir 28, DA, 49 Subj Appointment or enlistment of Mil Pers
aa. Cir 95, GHQ FEC, 1947, subj: Recruitment of Civilian Personnel

bb. WD 56, 1 Oct 49 & WD 58, 15 Oct 48

cc. SR 160-10-1, Recruiting Service

dd. WD 40, 8th Army, 11 June 49, subj: Recruiting for RA and AF

ee. WD 55, Sec XVII, 24 Sept 48, Eighth Army Reenlistment Drive

ff. Cir 20, GHQ FEC, 1948, subj: Enlistments and Reenlistments in RA and USAF

gg. Cir 44, 8th Army, 1948, subj: Enlistments, Reenlistments and Extension of Enlistments in RA

hh. MF 8th Army, AGRE 340, 4 June 48, subj: Recruiting for the Regular Army and Air Force

ii. MF, 8th Army, AG 340, 17 Mar 48, subj: Relief from Active Duty of Officers and Warrant Officers for Purpose of Reenlisting in Grade I

jj. MF, 8th Army, AGRE 340, 28 July 48

kk. MF, 8th Army, AGRE 340, 27 July 48, subj: Enlistment and Reenlistment in the RA and AF

ll. Memo 26, I Corps, 1947, subj: Recruiting Policy

mm. Memo 27, I Corps, 1948

nn. MF, I Corps, AG 340-B, 4 Mar 48, subj: Relief from Active Duty for the Purpose of Reenlisting in Grade I

oo. WD 2, 8th Army, 18 Sept 48, Sect VI, subj: Recruiting

pp. Cir 324, DA 1948, subj: Recruiting for RA and AF

qq. Memo 12, Recruiting Info, I Corps, 13 Dec 48, subj: Reenlistments for Unspecified Periods on a Career Basis

rr. WD 15, 8th Army, 18 Dec 48, subj: Recruiting Standard Form 88 (Report of Medical Examination)

ss. MF, 8th Army, AGDK 220.711, dtd 10 Sept 48, subj: Reenlistment Leave

tt. SR 615-90-1, 26 Oct 49, Processing of Enlisted Overseas Returnees

uu. SR 615-120-22, C-1, 11 Jul 49, subj: Enlistment and Reenlistment for Initial Assignment to a United States Disciplinary Barracks

vv. WD 49, 13 Aug 49, WD 60, 29 Oct 49, WD 40, 11 June 49

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ww. WD 41, 18 June 49, WD 56, 1 Oct 49, D 59, 22 Oct 49

xx. SR 615-25-10, DA, 24 June 49, subj: Classification

yy. SR 615-120-52, C-1, 19 July 49, Enlistment and Reenlistment in Army Security Agency

zz. WD 18, 8th Army, 8 Jan 49, subj: Enlistment in RA of Persons Retired Under the Provisions of Public Law 190 79th Congress

aaa. SR 615-120-50, C-2, 11 July 49, subj: Enlistments and Reenlistments in Counter Intelligence Corps

bbb. WD 64, 8th Army, 26 Nov 49, Sec III, IV, XII, subj: Recruiting

ccc. WD 66, 8th Army, 10 Dec 49, Enlistment in the RA

ddd. WD 66, 8th Army, 10 Dec 49, Expiration Term of Service of Enlisted Personnel

75. ENLISTED RESERVE CORPS

a. WD 40, 8th Army, 10 June 49, subj: Recruiting Enlisted Reserve Corps

b. AR 150-5, 13 Feb 46

c. SR 615-363-5, DA, 1949, subj: Release from Active Duty

d. Cir 106, DA, 1948, subj: Enlisted Reserve Corps

e. SR 140-90-1, DA, 1949, subj: Obligation of Enlisted Reservists Under the Selective Service Act of 1948

f. SR 615-5-2, 21 July 49, Reductions

76. ENTERTAINMENT

a. Cir 41, 8th Army, 1947, subj: Entertainment Services Furnished by Japanese Government

b. Cir 113, 8th Army, 1947, subj: Entertainment Services Furnished by Japanese Government

c. Cir 24, 8th Army, 1949, subj: Entertainment Procured or Produced Locally

d. Cir 36, 8th Army, 1948, subj: Projector for 16MM Entertainment Motion Picture Film

e. Cir 2, GHQ FEC, 1948, subj: Motion Picture Service

f. Memo 96, and 96/1, I Corps, 1947, subj: Procurement of Japanese Entertainment and 16 MM Entertainment Films

g. WD 66, 8th Army, 10 Dec 49, Entertainment Services Furnished by the Japanese Govermnent

77. ENTRANTS (PRIVATE AND COMMERCIAL)

a. OD 16, 1949, 8th Army, subj: Entry of Personnel Into Japan to Visit Relatives

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b. Cir 3, GHQ SCAP, 1948, subj: Private Commercial Entrants

c. See CIRCULATION AND REGISTRATION OF CIVILIAN PERSONNEL

d. See CONTROL OF ENTRY AND EXIT OF INDIVIDUALS

78. EQUIPMENT

a. Cir 4, GHQ FEC, 1948, subj: Equipment Issues Over and Above Authorized Allowances

b. See CLOTHING & EQUIPMENT (American in the Hands of Japanese)

c. See Annex "E" SUPPLY

d. SR 715-280-1, 1 July 49, subj: Procurement of Supplies and Equipment - Procurement of Books

e. SR 725-10-2, 8 June 49, subj: Issue of Supplies and Equipment Processing Requisitions

79. EXPENSES, REIMBURSEMENT FOR

a. AR 35-4820, 30 Jan 48

80. EXTENDED ACTIVE DUTY

a. Cir 27, DA, 1948, subj: Extended Active Duty

b. WD 43, 8th Army, 1949, 2 July, subj: Call to Extended Active Duty

c. Cir 157, DA, 1948, subj: Extended Active Duty

d. Cir 150, DA, 1948, subj: Extended Active Duty

e. Cir 162, DA, 1948, subj: Officer Procurement

f. Cir 163, DA, 1948, subj: Extended Active Duty

g. Cir 207, DA, 1948, subj: Extended Active Duty

h. AF Regulation 35-8, 9 Apr 48

i. AF Regulation 36-5, 16 June 48

j. MF, 8th Army, AG 210.45(DC) 8 Mar 48, subj: Category Statement

k. MF, 8th Army, AG 340(DC) and AG 210.45(DC) 29 Mar 48, subj: Category Statement

l. MF, 8th Army, AG 210.45(DC) 30 Mar 48, subj: Category Statement

m. MF, 8th Army, AG 210.45(DC) and AG 350(DC) 10 Apr 48, subj: Category Statement

n. MF, 8th Army, AG 210.455(DC) 20 May 48, subj: Extended Active Duty

o. MF, 8th Army, AG 210.1(RD) 26 May 48, subj: Appointments of AF Officers in AFUS

p. MF, 8th Army, AG 210.1, 25 June 48, subj: Extended Active Duty for AF Officers

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q. MF, 8th Army, AGRDO 210.1, 25 June 48, subj: Appointment of Officers in the Army of the US

r. WD 43, 8th Army, 2 July 49, subj: Call to Extended Active Duty

s. MF, 8th Army, AGRDO 210.455, 29 June 48, subj: Extended Active Duty

t. MF, 8th Army, AGRDO 210.85, 26 July 48, subj: Extension on or Recall to Active Duty of Retired RA Officers

u. MF, 8th Army, AGRDO 210.1, 27 July 48, subj: Appointment of AF Officers in AFUS

v. MF, 8th Army, AGRDO 210.455, 12 Aug 48, subj: Extended Active Duty

w. MF, 8th Army, AGRDO 210.2, 1 Sept 48, subj: Restoration to Higher Grade

x. MF, 8th Army, AGRDO 210.455, 7 Sept 48, subj: Extended Active Duty

y. Memo 9, I Corps, 1948, subj: Extension of Overseas Tour Key Mil Govt Personnel

z. MF, I Corps, AG 210.45-B, 5 Mar 48, subj: Extended Active Duty

aa. MF, I Corps, AG 210.45B, 11 Mar 48

bb. MF, I Corps, AG 210.45-B,& AG 340-B, 14 Apr 48

cc. MF, I Corps, AG 320.2-B, 19 May 48, subj: Relief from Duty of Certain Army of the US Officers

dd. MF, I Corps, AG 210.68-B, 24 May 48, subj: Retention of Non-Regular Army Officers Until Completion of Their Category Statements

ee. MF, I Corps, AG 210.45-B and AG 340-B, 24 May 48, WD 26, 8th Army, 5 Mar 49, subj: Call to Extended Active Duty

ff. Ltr, Kinki MG Reg, file 200, 24 [illegible] 48, subj: Calls to Extended Active Duty

gg. WD 20, 8th Army, 22 Jan 49, subj: Recall to Extended Active Duty

hh. WD 18, 8th Army, 8 Jan 49, subj: Recall to Extended Active Duty

ii. WD 26, 8th Army, 5 Mar 49, subj: Call to Extended Active Duty

81. EXTENSION OF FOREIGN SERVICE TOUR

a. WD 47, 8th Army, 30 July 49, subj: Extension of Foreign Service Tour-Enlisted Men

b. MF, I Corps, AG 210.45-LP, dtd 24 Mar 49, subj: Extension of Overseas Tour

c. SR 600-175-1, 21 June 49

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d. Cir 27, DA, 1948, subj: Extended Active Duty

e. Cir 82, 8th Army, 1948, subj: Rotation of Officer and EM Personnel

f. WD 33, 8th Army, 23 Apr 49, subj: Rotation of Officer Personnel

g. Memo 9, I Corps, 1948, subj: Extension of Overseas tour Key Mil Govt Personnel

h. WD 35, 8th Army, 7 May 49, subj: Extension of Overseas Tour

i. Ltr, I Corps, AG 210.45-BA, 27 Oct 48, subj: Foreign Service Tour

j. WD 38, 8th Army, 28 May 49, subj: Extension of Foreign Service Tour to Permit Reenlistment

k. MF, 8th Army, AG 210.68, 25 Aug 47, subj: Changes in Rotation Policy

l. MF, 8th Army, AGRDO 210.31, 2 June 48, subj: Extension of Overseas Tour of Category V Officers who are Overage in Grade

m. MF, 8th Army, AG 210.45(DC) and AG 340(DC) 10 Apr 48, subj: Separation Under D/A Cir 27, 1948

n. DB 242, I Corps, 16 Oct 48

o. Cir 55, 8th Army, 1949, subj: Distribution of Accounting for Field Rations

p. Cir 22, GHQ FEC, 1948, subj: Rotation of Mil Personnel

q. Recruiting Info Memo 12, I Corps, 13 Dec 48, subj: Extension of Overseas Tour

82. EVACUATION OF DEPENDENTS FOR MEDICAL REASONS

a. DB 159, I Corps, 9 July 48

83. FINANCE & FISCAL

a. AR 35-4820, 1948, C-3, subj: Per Diem Allowances for Duty Performed Within U. S.

b. SR 35-711-3, DA, 1949, C-1, subj: Finance & Fiscal

c. TM 14-501 (Officers)

d. SR 35-3075-1, 1949, subj: Travel Allowances for Escorts of WW II Dead

e. TM 14-502 (EM)

f. Ltr, 24th Inf Div (Finance Officer) AG 132.2, 22 Apr 48 subj: Soldier Deposits

g. Ltr, I Corps, AG 352-D, 19 Aug 47, subj: Army Finance Center

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h. SR 35-3420-1, C-1, 1948, subj: Preparation of Payrolls for Reserves

i. SR 35-400-1, 1949, subj: Negotiable Instruments (Treasury Checks, Military Certificates, etc)

j. SR 600-625-35, DA, 1949, subj: Report of Personnel Receiving Additional Pay

k. AR 35-3080, DA, 1949, subj: Per Diem Allowances Payable to Mil Pers Outside the Continental Limits of U. S.

l. SR 35-3200-1, C-1, DA, 1949, subj: Numbering of Contractual Documents

m. AR 35-1330, DA, 1949, subj: Pay of Commissioned Officers & Others who Certify their Own Pay Vouchers in Connection with Separation

n. Cir 87, DA, 1949, subj: Family Allowances - Enlisted Personnel AWOL

o. SR 35-3080-1, DA, 1949, C-1, subj: Travel & Station Per Diem Allowances Payable to Military Personnel Outside the Continental Limits of the U. S.

p. WD 43, 8th Army, 2 July 49, Sect XII, subj: Military Pay Accounts for AWOL Personnel

q. AR 35-210, C-1, DA, 1949, subj: General & Special Appropriate Fiscal Year 1949

r. AR 35-120, C-1, DA, 1949, subj: Disbursing Officers & Disbursement of Public Funds

s. AR 35-1520, DA, 6 July 49, subj: Enlistment Allowance

t. AR 35-1350, DA, 19 May 49, subj: Pay of Ratire

u. SR 35-3540, DA, 1949, subj: Settlement of Accounts between Departments and Technical Service

v. SR 35-685-1, DA, 1949, subj: Settlement of Claims of Released Prisoners of War & Civilian Internees During WW II

w. SR 35-225-17, DA, 1949, subj: Fiscal Accounting for Field Installations, Filing Procedures

x. SR 35-210-15, DA, 1949, subj: Army Fiscal Code: Working Funds Continuing

y. WD 42, 8th Army, 25 June 49, subj: Clothing Monetary Allowances System

z. SR 510-1, DA, 1949, subj: Foreign Financial Operations

aa. WD 43, Sec XII, 8th Army, 2 Jul 49, subj: Military Pay Accounts for AWOL Personnel

bb. SR 35-3080-1, DA, 1949, subj: Travel & Station Per Diem Allowances Payable to Military Personnel Outside the Continental Limits of the U. S.

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cc. AR 35-4810, DA, 1949, C-1, subj: Travel Allowances of Enlisted Personnel

dd. SR 35-1465-1, DA, 1949, subj: Increased Allowances for Dependent Father, Mother or Husband

ee. AR 35-1375, DA, 1949, subj: Settlement of Arrears of Pay Upon Death

84. FIRE REGULATIONS

a. Opnl Memo 4, KSMG, 19 Mar 48, subj: Fire Plan

b. Memo 7, I Corps, 10 May 48, subj: Fire Protection

c. Cir 54, GHQ FEC, 1948, subj: Fire Prevention, Protection, Fighting and Reports of Fire Damage

d. Memo 151, 24th Inf Div, 25 Nov 47

e. Cir 249, 8th Army, 17 Aug 46, subj: Fire Protection

f. MF, 8th Army, AG 729.3, 14 Oct 47, subj: Fire Hazards of Heaters

85. FIRE, REPORT OF

a. Cir 18, 8th Army, 1949, subj: Fire Protection

b. Opnl Memo 4, KSMG, 19 Mar 48, subj: Fire Plan

c. Memo 7, I Corps, 10 May 48, subj: Fire Protection

d. Memo 94/1, I Corps, 1947, subj: Report of Accidental Explosions and Resultant Fires

e. Cir 54, GHQ FEC, 1948, subj: Fire Prevention, Fire Protection and Reports of Fire Damage

f. Cir 36, GHQ FEC, 1949, subject as above adds Par 7 TO GHQ CIE 54/48

g. WD 21, 8th Army, 29 Jan 49, subj: Fire Reports

86. FOOD

WD 66, 8th Army, 10 Dec 49, Approved Source for Indigenous Food Products

87. FOOD SERVICE

a. Cir 8, DA, 1948, subj: Food Service Program

b. SR 30-30-10, 1949, subj: Food Service, Commutation Value of Ration

c. MF, 24th Inf Div, AG 220.2, dtd 1 June 49, subj: Second Round Food Service Promotion in Food Service Career Field

d. Memo 46, I Corps, 1947, subj: Quartermaster Activities

e. Memo 60, I Corps, 1947, subj: Food Service (Rendering of Fat)

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f. Memo 99, I Corps, 1947, subj: Food Service (Extra 1/4 Ration Allowance) Sect II

g. WD 22, 8th Army, 25 June 49, subj: Food Service Profiency Examinations

h. Cir 139, 8th Army, 1947, subj: Food Service Program

i. Pamphlet 20-26, DA, Oct 1948

j. Cir 5, 8th Army, 1949, subj: Food Service Program

88. FOREIGN NATIONALS

(See CIVILIAN PERSONNEL)

89. FOREIGN SERVICE

a. WD 32, 8th Army, 16 Apr 49, subj: Computation of ETD, FEC

b. Cir 23, 8th Army, 30 Mar 49, subj: Return of Personnel to Z/I to Prevent Ill Health from Continued Overseas Service

c. WD Cir 249, 1947, as amended by DA Cir 11, 1947, subj: Foreign Service

d. Cir 62, DA, 1948, subj: Stabilization of Officer Personnel

e. Cir 82, 8th Army, 1948, subj: Rotation of Enlisted Personnel

f. MF, 8th Army, AG 210.68 (RD), 4 Oct 47, subj: Policy for Normal Foreign Service Tour

g. WD 30, 8th Army, 2 Apr 49, subj: Foreign Service

h. MF, 8th Army, AG 210.68, 25 Aug 47, subj: Changes in Current Rotation Policy

i. MF, 8th Army, AG 210.31, 25 Aug 47, subj: Foreign Service

j. Cir 389, DA, 1948, subj: Foreign Service

k. WD 25, 8th Army, Feb 49, subj: Foreign Service

90. FORM WD AGO 66

a. WD 26, 8th Army, 5 Mar 49, subj: "O, WO & FO Qualification Record WD AGO Form 66"

b. TM 12-425 A, dtd July 1947

c. WD 28, 8th Army, 19 Mar 49, subj: "O, WO & FO Qualification Record WD AGO Form 66"

d. WD Cir 162, 1947, subj: WD AGO Form 66-1 Officers, WO and FO

e. WD 30, 8th Army, 2 Apr 49, subj: Educational Qualification of Officers

f. WD Cir 209, 1947, subj: Qualification Record

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g. WD 33, 8th Army, 23 Apr 49, subj: "O, WO & FO Qualification Record WD AGO Form 66

h. WD 34, 8th Army, 30 Apr 49, subj: Officers Qualification Card, WD AGO Form 66

i. WD Cir 240, 1947, subj: Preparation of WD AGO Form 66

j. Cir 28, DA, 1947, subj: Preparation of WD AGO Form 66

k. SR 605-115-10, DA, 19 Apr 49, subj: Preparation of WD AGO Form 66 for Individuals Appointed or Selected to RA Career Warrants

l. MF, 8th Army, AG 210.01-RJ, 12 Sept 47, subj: Form WD AGO 66

m. WD 37, 8th Army, 21 May 49, subj: "O, WO & FO Qualification Record WD AGO Form 66

n. MF, 8th Army, AG 201.39(RD) 28 Apr 48, subj: Form WD AGO 66

o. WD 40, 8th Army, 11 June 49, subj: "O, WO & FO Qualification Record

p. Cir 334, DA, 1948, subj: WD AGO Form 66

q. WD 16, 8th Army, 24 Dec 48, subj: Officers' Qualification Car WD AGO 66

r. SR 140-25-1, DA, 1949, subj: Qualification Records Plan

91. FUNDS

a. AR 210-55, AR 210-50, AR 210-60

b. SR 210-100-1, DA, 1949, subj: Non-Appropriated Funds for Civilians

c. SR 35-210-11, 5 Apr 49, subj: Fiscal Code - Trust Fund Appropriations

d. SR 35-210-49, DA, 1949, subj: General and Special Appropriations Fiscal Year 1949

e. AR 35-210-6, DA, 1949, subj: Fiscal Code - Receipt Accounts and Titles

f. TM 20-220 (1945), TM 20-221 (1945), TM 14-1008 (1946)

g. Cir 68, DA, 1947, subj: Non-Appropriated Funds

h. WD Memo 210-50-3, 1947, subj: Non-Appropriated Funds

i. Cir 1, GHQ FEC, 1949, subj: Non-Appropriated Funds

j. Cir 76, GHQ FEC, 1947, subj: Non-Appropriated Funds

k. Opnl Memo 10, KSMG, 10 Sept 48, subj: Unit Club and Other Funds

l. Cir 15, 8th Army, 1948, subj: Audit Responsibility Non-Appropriated Funds

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m. Cir 82, 8th Army, 11 Nov 49, subj: Purchase of Cigarettes from Unit Funds

n. Cir 43, 8th Army, 1948, subj: Audit Responsibility Non-Appropriated Funds

o. Cir 60, 8th Army, 1948, subj: Eighth Army Locker Funds

p. Cir 17, 8th Army, 1949, subj: Report of Amounts of Non-Appropriated Funds on Deposit in Banks (RCS: QFD-10)

q. Cir 20, 8th Army, 1949, subj: Audit Responsibility Non-Appropriated Funds

r. JAFAR 1-11-18, DA, 1948, subj: Organization of Army Central Welfare Fund

s. Memo 17, I Corps, 1947, subj: Unit and Similar Non-Appropriated Funds

t. Memo 77, I Corps, 1947, subj: Unit and Headquarters Funds

u. Memo 90, I Corps, 1947, subj: Unit and Organization Clubs

v. Memo 25, I Corps, 1948, subj: Unit Property Accounting

w. Memo 14, I Corps, 1949, subj: Non-Appropriated Funds

x. Memo 2, I Corps, 1949, subj: Non-Appropriated Funds

y. Memo 4, I Corps, 1948

z. MF, 8th Army, AG 123 (HF) dtd 21 Jan 48, subj: Report of Headquarters Funds, RCS: QSS-12

aa. MF, 8th Army, AGHF 123, dtd 7 July 48

bb. WD 15, 8th Army, dtd 18 Dec 48

cc. WD 12, 8th Army, dtd 27 Nov 48, Sect X, subj: Monthly Statement of Operations and Net Working Capital (RCS:QSS-14)

dd. WD 25, 8th Army, 26 Feb 49, subj: Monthly Statement of Operations and Net Working Capital (RCS:QSS-14)

ee. WD 27, 8th Army, 12 Mar 49, subj: Administration of Non-Appropriated Funds

ff. MF, 8th Army, AG 123(H), dtd 11 Mar 47, subj: Distribution of Welfare Funds

92. GARBAGE COLLECTION

a. TM 5-634

b. WD Cir 373, 1945, subj: Garbage Collection

c. Cir 66, 8th Army, 1948, subj: Garbage and Waste Disposal

93. GASOLINE FOR PRIVATE CARS

a. Cir 34, 8th Army, 1949, subj: Sale of Petroleum Products

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b. Cir 82, GHQ FEC, 1947, subj: Sale of QM Supplies & Services

c. Cir 42, 8th Army, 18 May 49, subj: Sale of Petroleum Products

d. Supply & Maintenance Bulletin 25, 24th Inf Div, 31 Aug 48, subj: Allowance of Gasoline for Private Vehicles

e. Memo 38, I Corps, 24 Nov 48, subj: Sale of Recreation Gasoline by Unit Motor Pools

f. Cir 86, 8th Army, 1948, subj: Consumption of Petroleum Products

g. MG, I Corps, AG 463 (P-GEN)-N, 14 Dec 48, subj: POL Products

h. WD 16, 8th Army, 24 Dec 48, subj: Gasoline

94. GIFTS OF SUPERIORS

a. WD 63, Sec III, 8th Army

b. AR 600-10, Par 2e (6)

95. G.I. BILL OF RIGHTS

a. Memo 102, I Corps, 1947, subj: Veterans' Benefits Under So called GI Bill of Rights

96. GRADE READJUSTMENT

a. SR 605-80-1, DA, 12 Apr 49, subj: Grade Readjustment

97. HOTELS, ON LIMITS AND OFF LIMITS

a. WD 48, 8th Army, 6 Aug 49, subj: Emergency Billets Hotels

b. Memo 11, I Corps, 3 June 48, subj: Emergency Billets Hotels

c. Memo 102, I Corps, 6 Nov 47, subj: Hotel Placed "Off Limits"

d. Cir 81, 8th Army, 5 Nov 48, subj: Hotels

e. Memo 40, I Corps, 1948, subj: On Limits Hotels - Emergency Billets Hotel

f. Cir 11, 8th Army, 1949, subj: Eighth Army Special Service Hotels

98. HOUSEHOLD EFFECTS (See BAGGAGE)

99. HUNTING REGULATIONS AND LICENSES

a. AR 45-20, C 4, 29 June 44

b. Cir 51, GHQ FEC, 1947, subj: Hunting (Par 13)

c. Cir 65, 8th Army, 1948, subj: Hunting Regulations

d. Ltr, I Corps, AG 680.2-BA, 29 Jan 48, subj: Hunting Regulations

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e. MF, 8th Army, AG 353.8, 21 Jan 48, subj: Hunting Season Extended

f. Memo 113, 24th Inf Div, 1947, subj: Hunting Regulations and Licenses

g. Cir 65, 8th Army, 27 Sept 49

100. IDENTIFICATION CARD

a. Officers
SR 600-210-20, DA, 30 Mar 49, subj: Identification Card

b. EM (Passes)
Cir 33, 8th Army, 18 Apr 49, subj: Authorized Absences

101. IMMUNIZATION

a. WD 33, 8th Army, 23 Apr 49, subj: Reimmunization for Smallpox and Typhoid Paratyphoid

b. WD Cir 4, 1947, subj: Normal Serium Albumin

c. Cir 8, GHQ FEC, 1948, subj: Immunization

102. INCOME TAX

a. Cir 3, DA, 1947, subj: Income Taxes

b. Cir 10, GHQ FEC, 1948, subj: Federal Income Taxes Information

c. MF, 8th Army, AG 012 (YW) 30 Dec 47, subj: Procedure for Filing Before Deadline Date

d. MF, 8th Army, AGYWA 021, 27 May 48, subj: Payment of Income Tax

e. Cir 347, DA, 1948, subj: Withholding Income Tax from Pay of Military Personnel

f. Cir 52, GHQ FEC, 1948, subj: Withholding Income Tax from Pay of Mil Personnel

g. Cir 400, DA, 1948, subj: Withholding of Income Tax from Wages of Employees of Non-appropriated Fund Activities

103. INJURY TO JAPANESE

a. AW 105

b. MF, AG 300.2 (4CL) 12 Dec 47, subj: Action by CO Under AW 105

c. Ltr, I Corps, AG 014-BA, 25 Sept 47, subj: Personal Injury to Japanese or Property Damage to Japanese Property Caused by Occupation Forces

d. Ltr, 24th Inf Div, AG 334-J, 23 Dec 47, subj: Action Under the 105th Article of War

104. INSIGNIA

a. AR 600-35, dtd 31 Mar 1944

b. AR 600-40, dtd 31 Mar 1944

c. Memo 93, I Corps, 47, subj: Indignia, Shoulder Sleeve

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105. INSPECTOR GENERAL AND I.G. INSPECTIONS

a. AR 20-5, AR 20-10, AR 20-30, AR 600-10

b. WD Cir 74, 1946, subj: Complaint

c. Cir 30, GHQ FEC, 1948, subj: Inspector General Activities

d. Memo 3, I Corps, 1948, subj: Redress of Individual Grievances

106. INTERNATIONAL MAIL SERVICE

a. SCAPINS 1673 and 1900 thru 1900/9

b. Cir 121, 8th Army, 1947, subj: Postal Finance Operations

c. Cir 143, 8th Army, 1947, subj: Dispatch and Movement (Sect I) Sect II Inspections by APO

d. Cir 156, 8th Army, 1947, subj: Inspection of Unit Mail Rooms

e. Cir 164, 8th Army, 1947, subj: Mailing of Official Matter

107. INVENTIONS

a. AR 850-50, dtd 17 July 1942

b. WD Cir 170, 1947, subj: Invention (Procedure for Handling)

108. INVESTIGATIONS

a. AR 25-20, AR 420-5, AR 345-415, AR 210-65

b. Cir 51, 8th Army, 1948, subj: Claims and Accident Investigation

c. AW 107

d. TM 80-218 (Revised)(Par 83)

e. WD Cir 259, 1947, subj: Background Investigations

f. MF, 8th Army, AG 220.46 (YWA) 5 Feb 48, subj: Investigations

g. Ltr, 8th Army, AG 220.46 (YWA) 5 Feb 48, subj: Investigations

h. Ltr, I Corps, AG 311.5-C, undated, subj: Form Ltr for Background Investigations

i. CPR 150, 4 Sept 47, subj: Investigations

j. Cir 55, 8th Army, 1948, subj: Background Investigation for Safeguarding Mil Information

k. Operations Memo 1, I Corps, 3 Feb 49, subj: Mil Police Investigations

l. Cir 177, Sec I, DA, 11 June 49, Investigations

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m. WD 64, 8th Army, 26 Nov 49, Expediting processing of Investigation by Boards of Officer

n. WD 66, 8th Army, 10 Dec 49, Report of Cancellation, Background Investigations

109. LAUNDRY AND DRY CLEANING SERVICE

a. Cir 56, GHQ FEC, 8 Nov 49, subj: Laundry & Dry Cleaning Service

b. AR 25-25, AR 25-90, AR 25-100, AR 30-2135, AR 35-6520 AR 35-6660, AR 40-590, AR 210-10, AR 310-200, TM 10-354 TM 10-355

c. Supply Bulletin 10-185, DA Supply Catalog QM 5-1-J

d. Cir 3, GHQ FEC, 1948, subj: Audit Agency FEC

e. OD 33, 8th Army, Procurement of Jap Supplies, Facilities & Services

f. Cir 7, 8th Army, 1949, subj: Laundry & Dry Cleaning Service

g. Cir 45, 8th Army, 1949, subj: Laundry & Dry Cleaning Service

110.

110. LEAVE

a. AR 600-115, dtd 25 Aug 47

b. Cir 43, 8th Army, 1949, subj: Authorized Absences

c. Cir 33, 8th Army, 1948

d. Cir 26, GHQ FEC, 1948, subj: Authorized Absence Military Personnel

e. WD 50, 8th Army, 20 Aug 49, Recruiting - Reenlistment Leave

f. Cir 33, 8th Army, 1949, subj: Authorized Absences

g. Cir 253, DA, 1948, subj: Return of Mil Personnel to the US for Emergency Reasons

h. Cir 46, GHQ FEC, 10 Nov 48, subj: Leave Policies for Civilians Paid from Appropriated Funds

i. WD 30, 8th Army, 4 June 49, subj: Morale and Emergency Leave

j. MF, 8th Army, AG 300.4-B, 22 Jan 48, subj: Leave

k. MF, 8th Army, AG RDR 220.3 and AG 220.711, 12 Aug 48, subj: Preparation of Orders Directing Travel to P.I.

l. WD 62, Sec II, 12 Nov 49, Leave to Philippine Islands

m. Sec II WD 63, 19 Nov 49, Leave to Philippine Islands amend 62

n. MF, 8th Army, AG 210.711, 13 Aug 47, subj: Leave of Absence to China

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o. MF, 8th Army, AG 014-311 (D) 1 Dec 47, subj: Travel Outside Japan

p. MF, 8th Army, AG 210.711 and AG 220.711, 22 May 48, subj: Orientation of Personnel Visiting China

q. MF, 8th Army, AG 300-4-BA, 22 Jan 48, subj: Leave

r. MF, I Corps, AG 300.4-B, 13 Apr 48, subj: Procedure for Clearance into China on Leave or T.D. Status

s. MF, I Corps, AG 210.711-LP, 12 July 48, subj: Leave to Peiping China

t. WD 13, 8th Army, 4 Dec 48, subj: Leave of Absence to Complete Education

u. For "Leave" pertaining to Civilian Personnel, See Civilian Personnel Section this Annex

111. LOCKER FUND

a. Cir 60, 8th Army, 1948, subj: Intoxicating Liquor

b. MF, 8th Army, AG 435, 26 May 48, subj: Limit to Sale of Bulk Liquor

112. MAIL & CORRESPONDENCE

a. FM 30-28, dtd Dec 46

b. TM 12-275, dtd Apr 47

c. SR 340-15-20, DA, 49, subj: Addresses

d. AR 310-110-DA, 26 May 49, subj: Military Publications

113. MAINTENANCE OF PRIVATELY OWNED VEHICLES

a. Cir 3, 8th Army, 13 Jan 48, subj: Eighth Army Central Exchange Maintenance and Supply Service for Privately Owned Vehicles

114. MARRIAGE

a. Cir 86, GHQ FEC, 13 Aug 47, subj: Marriage of Mil & WDC Personnel

b. Cir 20, 8th Army, 1948, subj: Marriage of Mil & DAC Personnel

c. Cir 59, 8th Army, 1948, subj: Marriage of Mil and DA Civilian Personnel

d. Cir 84, 8th Army, 1948, subj: Marriage of Mil & DAC Personnel

e. MF, 8th Army, AG 291.1-DA, 24 Sept 47, subj: Policy of Privileges for O.F. Personnel who Marry while on Duty in Japan

f. MF, 8th Army, AG 510(GEN) 24 Feb 48, subj: Alien Spouse at Port of Entry Before 27 Dec 48

g. Memo 2, 24th Inf Div, 9 Jan 48, subj: Marriage of Mil & DAC Personnel

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h. Cir 84, 8th Army, 1948, subj: Marriage of Mil & DAC Personnel

i. SR 600-240-5, 11 Feb 49, subj: Marriage in Overseas Commands

115. MESSAGES

a. SR 105-25-2, 2 June 49, Assignment of Precedence of Messages

116. MESSES

a. Cir 194, 8th Army, 1947, subj. Supplementary Feeding

117. MEDICAL SERVICE

a. SR 40-10-5, DA, 16 June 49, subj: Utilization of Personnel and Treatment Facilities

b. AR 40-705, DA, 16 June 49, subj: Physical Medicine

118. MILITARY JUSTICE ADMINISTRATION

a. MCM 1949

b. WD 42, Sect VIII, 25 June 49, Training in Administration & Military Justice Administration

c. Cir 115, DA, 1948, subj: General Court Martial

d. Pamphlet 27-6, DA, July 49, Mil Justice Handbook

e. Memo 99, 24th Inf Div, 1947, subj: Mil Justice Administration

f. MF, 8th Army, AG 250.1 (YB) 20 Jan 48, subj: Court Martial (Officer)

119. MILITARY OCCUPATION SPECIALTY

a. ~~WD 37, 8th Army, 21 May 49, subj:~~

b. WD Cir 153, 1947, subj: MOS Specialty Classification of EM

c. MF, I Corps, AG 220.01-LP, 27 May 49, subj: Primary MOS Designation and Reporting of Unskilled or Basic MOS

d. WD Cir 211, 1947, subj: Designation of Primary MOS Specialty for EM

e. SR 615-215-1, DA, subj: Selection of Enlisted Personnel for Attendance at Z/I Service Schools

f. Cir 27, DA, 1947, subj: Designation of Primary MOS Specialty for EM

g. MF, 8th Army, AG 220.45 (RJ) 12 Sept 47, subj: Military Occupational Specialty

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120. MILITARY PAYMENT CERTIFICATES

a. Cir 19, GHQ FEC, 1949, subj: Military Payment Certificates

b. WD Cir 247, 1947, subj: Mil Payment Certificates, Payment in Foreign Countries, Cashing of Certain Negotiable Instruments and Disposition Thereof by Army Disbursing Officers

c. Cir 274, DA, 1948, subj: Military Payment Certificates

d. Ltr, GHQ FEC AG 123.7 (7 Feb 48)FD, 7 Feb 48, subj: Procedure for Conversion of One Series Mil Payment Certificates to Another Series

121. MISSIONARIES

a. OD 65, 8th Army, 1947, subj: Extension of Aid to Missionaries

b. MF, 8th Army, AG 000.3(GS), 30 Sept 47, subj: List of Representative Missionaries Accredited by FEC

122. MORNING REPORTS AND STRENGTH ACCOUNTING

a. Par 25a (3) TM 12-325, Feb 48

b. AR 345-400, 12 Oct 49

c. Par 12c (2)(a), Par 18a (1), SR 615-105-1, 15 Apr 49

d. Cir 53, GHQ FEC, 1948, subj: Personnel Reporting and Accounting

e. SR 345-400-2, 21 Nov 49, Morning Reports

f. SR 345-400-1, 12 Oct 49, Morning Reports

g. WD 64, Sec XIV, 26 Nov 49, Instructions in Preparation and Submission of M/R

h. MF, 8th Army, AG 319.1 (MR)(RD) 4 May 48, subj: Strength Accountability

i. MF, 8th Army, AGRDC 330.33, 16 June 48, subj: Strength Accountability

j. MF, I Corps, AG 319.1-[illegible] 48, subj: Strength Status Report

k. MF, I Corps, AG 320.2-LP, 10 Feb 48, subj: Assignment of EM from 4th Replacement Depot to Divisions (EDCMR)

l. MF, I Corps, AG 330.33-LP, 30 Mar 48, subj: Morning Reports

m MF, I Corps, AG 220.712-LP, 23 Apr 48, subj: Selection Board for Promotion of Regular USAF Officers

n. WD 64, Sec XV, 8th Army

123. MOTION PICTURE SERVICE

a. Cir 2, GHQ FEC, 1948, subj: Motion Picture Service

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b. AFPAC Manual for Operation of Motion Picture Installations

c. Cir 36, 8th Army, 1949, subj: Projectors for 16MM Entertainment Motion Picture Film

d. MF, 8th Army, AG 331.7(HA) 20 May 48, subj: Weekly Financial Statement, RCS QSS-05

e. WD 45, 8th Army, 23 July 49, Purchase of Movie and Slide Projectors from Unit Funds

124. NATIONAL GUARD

a. SR 130-460-10, 13 Apr 49, subj: Supply of Uniforms for NG Personnel Attending Service Schools

b. AR 130-10, dtd 17 Feb 48, AR 130-5, dtd 12 Apr 49

c. WD Cir 178, 1947, subj: National Guard

d. SR 615-363-5, DA, 1949, subj: Release from Active Duty

e. Cir 64, DA, 1948, subj: Organization of D/A

f. Cir 308, DA, 1948, subj: National Guard Funds

125. NATIONAL SERVICE LIFE INSURANCE

a. SR 600-100-2, DA, 21 Apr 49, subj: Govt Life Insurance AR 600-100, dtd 17 Feb 48

b. MF, 8th Army, AGOD 019.1, 29 June 48, subj: National Service Life Insurance

c. MF, 8th Army, AGDH.019, 16 July 48, subj: National Service Life Insurance

d. Unnumbered Memo; I Corps, 11 Aug 48, subj: National Service Life Insurance

e. Unnumbered Memo, I Corps, 27 Aug 48, subj: What about Your Insurance

f. Cir 359, DA, 1948, subj: Administration of Govt Life Insurance

g. WD 63, Sec XV, 19 Nov 49, "NSLI"

126. OFFICERS CANDIDATE SCHOOL

a. WD Cir 339, 1946, subj: Officer Candidate School

b. Cir 136, DA, 1948, subj: Officers Candidate School

c. Cir 263, DA, 1948, subj: Officers Candidate School

d. Cir 150, 8th Army, 1947, subj: Screening Applicants for Attendance at OCS and for Commission in ORC

e. MF, 8th Army, AG 352 (OCS)(GEN) 24 Apr 47, subj: Application for OCS

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f. MF, 8th Army, AGRDF 352 (OCS) 1 July 48, subj: Officers Candidate School

g. WD 9, 8th army, 6 Nov 48, subj: Officers Candidate School (Sect V)

h. WD 14, 8th Army, 11 Dec 48, subj: Officers Candidate School

i. Recruiting Info Memo 12, I Corps, 13 Dec 48, subj: Officers candidate School

j. Cir 10, DA, 1949, subj: Officer Candidate School

127. OFF LIMITS AREAS

a. Cir 11, SCAP, 1948, subj: Off Limits Area

b. Cir 87, 8th Army, 1948, subj: Off Limits Area

c. Cir 34, 24th Inf Div, 1947, subj: Off Limits Areas

d. Memo 23 and 23/1, 24th Inf Div, 1948, subj: Off Limits and Pass Privileges in Kokura Area

e. Cir 87, 8th Army, 1948, subj: Off Limits Areas

f. Memo 39, Hq 24th Div Arty, 29 Oct 49, Off Limits

g. Memo 40, I Corps, 1948, subj: Off Limits Hotels and Emergency Billet Hotels

h. Memo 43, I Corps, 1948, subj: Off Limits and Curfew Regulation

128. OFFICER REENLISTMENT IN GRADE I

a. Unnumbered Memo I Corps, 19 Sept 1949

b. Cir 50, GHQ FEC, 1949

c. SR 605-225-1, 7 June 49

d. WD Pamphlet 12-16

e. WD 49, 8th Army, 13 Aug 49

f. SR 135-215-5, 27 May 49

g. SR 605-25-15, 2 Nov 49, Appointment in JAG Corps RA

h. AR 605-25, 2 Nov 49, Appointment in RA

i. C-1, AR 35-4880, 2 Nov 49, Reimbursement for Transp of Dependents

129. OFFICERS SEPARATION

a. Cir 36, DA, 1948, subj: Military Records; Officers Separation Certificates

b. WD 66, 8th Army, 10 Dec 49, Separation of RA Officers for Medical Reasons

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130. OPERATION OF MOTOR VEHICLES

a. AR 700-105, dtd 30 June 48

b. FM 5-25, FM 23-10

c. TM 37-2810, TM 9-1900, TM 31-300

d. WD AGO PAM 565

e. Admin Order 26, I Corps, 24 July 48, subj: Operation of Motor Vehicles

f. Admin Order 7, 24th Inf Div, subj: Operation of Motor Vehicles 1 Nov 48

g. Memo 28, I Corps, 1949, subj: Traffic Control

h. Memo 88, 24th Inf Div, 1947, subj: Painting of Ordnance Automotive

i. Memo 119, 24th Inf Div, 1947, subj: Operation of Motor Vehicles

j. Memo 44, 24th Inf Div, 1948, subj: Operation of Motor Vehicles

k. Cir 7, GHQ FEC, 1949, subj: Motor Vehicle Operation & Control

l. MF, I Corps, 15 June 48, subj: Reduction of Administrative Vehicles

m Memo 27 & 27/1, 24th Inf Div, 1948, subj: Recreational Driving

n. TM 21-305 (Drivers Manual)

o: Cir 57, 8th Army, 18 Aug 48

p. Ltr I Corps, 22 Nov 49, subj: Motor Vehicles Fatalities

131. ORGANIZATION OF DEPARTMENT OF ARMY

a. Cir 1-11-62, DA, 1949, subj: Transfer from DA to DAF of Certain Functions Relating to Medical Department USA

b. JAMFR 1-11-61, DA, 1949, subj: Organizational

c. Cir 64, DA, 1948, subj: Organization of D/A

d. Cir 1-11-68, DA, 1948, subj: Transfer of Responsibilities Pertaining to Army and AF Exchange Service

e. JAMFAR 1-11-60, DA, 1949, subj: Organization

132. ORGANIZATION OF GHQ, FEC AND MAJOR COMMANDS

a. Cir 26, GHQ FEC, 1949, subj: Organization of GHQ FEC and Major Commands

133. ORGANIZED RESERVE CORPS

a. MF, I Corps, 29 Nov 49, subj: Promotion in ORC (Army of Officers on Extended Active Duty)

b.

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b. SR 140-15-1, 15 Dec 48 and 18 Oct 49

c. WD 64, 8th Army, 26 Nov 49

d. SR 140-107-1, DA, 20 Oct 49, Enlistment & Reenlistment ERC

e. SR 140-175-1, DA, 24 Oct 49, Officer Separation

f. AR 350-3000, dtd 30 Mar 46

g. AR 600-10, dtd 8OJuly 1944

h. Cir 50, DA, 1949, subj: Organized Reserve Corps

i. AR 145-30, dtd 21 Apr 1948

j. WD Training Cir 5, 1947, subj: Organized Reserve Corps

k. Cir 52, DA, 1949, subj: Appointment of Enlistment of Mil Personnel in the CRC

l. JAFAR 1-11-66, DA, 1949, subj: Transfer of Functions Pertaining to Preparation of USAF Troop List and Troop Program

m. WD Cir 356, 1946, subj: ORC Except General Officers

n. AR 140-5, 27 Oct 49, Organized Reserve Corps-General

o. SR 140-5-1, DA, 5 Apr 49, subj: Organized Reserve Corps

p. SR 140-1, C-4, DA, 1949, subj: General Provisions

q. WD Cir 173, 1946, subj: Policy for Preparation and Approval of Organization Tables

r. SR 140-103-5, DA, 1949, subj: Change of Reserve Status Between Reserve Components of the Armed Forces

s. SR 140-25-1, DA, 12 Apr 49, subj: Qualifications Records Plan

t. SR 135-215-5, DA, 1949, subj: Officer's Volunteer Category Statements for Retention of Extended Active Duty

u. Cir 79, DA, 1947, subj: Status of AUS Officers

v. Cir 28, DA, 1948, subj: Appointment of Enlistment of Mil Personnel in ORC

w. Cir 18, GHQ FEC, 8 May 1948, ORC

x. ~~Cir 60, DA, 1949, subj: Short Tours of Active Duty Training for Members of ORC~~

y. Cir 65, DA, 1949, subj: Organized Reserve Corps

z. Cir 93, DA, 1948, subj: ORC Except General Officers

aa. MF, I Corps, AG 353-D (TI&E) 25 May 49, subj: Officers Reserve Corps

bb.

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bb. Cir 103, DA, 1948, subj: AF Reserve and AF Honorary Reserve

cc. Cir 201, DA, 7 July 1948, subj: ORC

dd. Cir 210, DA, 1948, subj: Appointment of Professional and Technical Experts or Specialist in ORC

ee. Cir 84, Sec I, 8th Army, 16 Nov 49, ORC

ff. SR 140-420-20, DA, 1949, subj: T/A for ORC Units

gg. Cir 246, DA, 1948, subj: ORC Except General Officers

hh. Cir 263, DA, 1948, subj: Officers Candidate School

ii. ~~Cir 823, DA, 16 Sept 1948, subj: Short Tours of Active Duty Training for Members of the ORC~~

jj. Cir 306, DA, 1948, subj: Appointment in ORC of WO and Enlisted Personnel of the Army of the US

kk. Bulletin 9, DA, 5 Apr 48, subj: ORC Inactive Training Pay

ll. Memo 9, I Corps, 1948, subj: Screening of Applicants for Attendance at OCS for Commission in ORC

mm. MF, 8th Army, AG 210.1, 26 Jan 48, subj: Appointment in ORC (Age Limit)

nn. MF, 8th Army, AGRDO 210.1, 20 July 48, subj: Organized Reserve Corps

oo. MF, 8th Army, AGRDO 210.1, 30 July 48, subj: Appointment of Medical Department Officers in RA

pp. MF, 8th Army, AGRDO 210.1, 28 Aug 48, subj: Screening of Applicants for ORC

qq. MF, 8th Army, AGRDO 352 (OCS) 1 July 48, subj: Officer Candidate School

rr. Cir 44, 8th Army, 1948, subj: ORC

ss. Cir 361, DA, 1948, subj: ORC

tt. Cir 394, DA, 1948, subj: Appointment in ORC of WO and EM of the AUS

uu. Cir 394, DA, 1948, subj: Appointment of Professional and Technical Experts or Specialists in ORC

vv. SR 140-60-1, DA, 28 Dec 48, subj: ORC - Retirement Credits for ORC Personnel

ww. Cir 389, DA, 1948, subj: Appointment in ORC of WO and EM of AUS (Also Sect VI, subj: ORC)

xx. SR 140-310-25, DA, 31 Jan 49, subj: Organized Reserved Corps

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yy. Cir 45, DA, 29 Mar 49, subj: Appointment in ORC of WO and EM of the AUS

zz. WD 25, 8th Army, 26 Mar 49, Appointment of Professional & Tech Experts or Specialists in ORC

aaa. JAFAR 1-11-64, DA, 1949, subj: Transfer of Responsibilities Pertaining to Army & Air Force Motion Picture

bbb. JAFAR 1-11-65, DA, 1949, subj: Air Force Representation in Joint Oversea Command Headquarters and Other Activities

ccc. JA FAR 1-11-67, DA, 1949, subj: Transfer of Function Powers and Duties Regarding Matters Authorized to be Considered & Disposed of by the Army Board of Contract Appeals

ddd. WD 66, 8th Army, 10 Dec 49, "Promotion"

eee. WD 66, 8th Army, 10 Dec 49, "AW 107"

134. PASSPORTS

a. WD 66, 8th Army, 10 Dec 49, subj: Renewal of American Reentry Permits

135. PASSES

a. AR 600-115, dtd 25 Aug 47

b. Memo 24, I Corps, 4 May 49, subj: Passes

c. Cir 185, 8th Army, 1947, subj: Passes

d. Memo 109, I Corps, 1947, subj: Passes

e. Cir 3, 8th Army, 1949, subj: Authorized Absence

136. PAY

a. WD 66, 8th Army, 10 Dec 49, subj: Payment of Military Personnel Arriving Without Pay Records

137. PER DIEM

a. AR 35-4520, dtd 3 Dec 46

b. Cir 5, GHQ FEC, 1948, subj: Travel and Station Allowances

138. PERSONNEL REGULATIONS (General)

a. Memo 56, Hq 24th Div, 5 Nov 49, subj: General Personnel Regulation

b. Cir 23, GHQ FEC, 13 Sept 49, subj: General Personnel Regulations

c. Cir 23, GHQ SCAP, 13 Sept 49, subj: Personnel Regulations (General)

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139. PHYSICAL EXAMINATION FOR EM (DISCHARGE, ENLISTMENT, REENLISTMENT)

a. AR 40-105, dtd 29 Oct 46

b. Cir 82, 8th Army, 11 Nov 49, subj: Physical Inspections

140. PHYSICAL EXAMINATION FOR OFFICERS

a. AR 40-105, dtd 29 Oct 46 (See 5b)

141. PORT QUARANTINE, CUSTOMS AND IMMIGRATIONS

a. Ltr, 24th Inf Div, AG 200.3-G, 30 Sept 47, subj: Personnel to Operate Customs, Immigration & Quarantine Services for Ports of Entry for Japan

b. Ltr, I Corps, AG 200-3, B, 3 Sept 47, subj: Personnel to Operate Customs, Immigration and Quarantine Services

c. Ltr, 8th Army, AG 321 (REORG)(FB) 23 Jan 48, subj: Letter Order 1-8 (Reorganization of Mil Govt in Japan

d. Ltr, 8th Army, AG 300.1 (MG-X), 28 Jan 48, subj: Letter of Instructions - Mil Govt Units in Japan

142. POSTAL SERVICE (Army)

a. Cir 10, GHQ FEC, 17 Feb 49, subj: Army Postal & Security Courier Service

b. Cir 28, GHQ FEC, 1948, subj: Customs Duty

c. Cir 143, 8th Army, 1947, subj: Mail Dispatch and Movement and Mail Inspection of APO

d. Cir 156, 8th Army, 1947, subj: Mail Inspection of Unit Mail Rooms

e. Cir 164, 8th Army, 1947, subj: Mailing of Officers Matters

f. WD MF, AG 211.13-B, 6 Mar 47, subj: Postal

g. Memo 61, I Corps, 1947, subj: Appointment of Class B Finance Agent to the Army Postal Finance Officer

h. TM 12-205, May 1946

i. Ltr I Corps, 18 Nov 49, subj: Duty Free Mailing Privileges

j. Ltr I Corps, 7 Nov 49, subj: Postal Service

143. PROMOTION OF EM

a. Memo 29, I Corps, 1949, subj: Promotion of EM Classified into Career Fields

b. AR 615-5, dtd 23 Sept 46

c. MF, 24th Inf Div, AG 220.2, dtd 1 June 49, subj: Second Round Food Service Promotion in Food Service Career Field

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d. WD Cir 217, 1947, subj: Reappointment in 1st Grade

e. Cir 202, DA, 1948, subj: Career Plan

f. Cir 23, GHQ FEC, 1947, subj: Promotion of Enlisted Men

g. Cir 5, 8th Army, 1949, subj: Promotion of EM not Classified into Any Career Field

h. Memo 29, I Corps, 1947, subj: Promotion of Enlisted Men

i. Memo, Kinki MG Reg, 25 June 48, subj: Promotion of EM

j. IF, 8th Army, AG 220.2(RD) 1 Aug 47, subj: Promotion of EM

k. IF, 8th Army, AG 230.2(RD), 27 Mar 48, subj: Temporary Promotions Discontinued

l. WD 10, 8th Army, 13 Nov 48, subj: Promotion of Enlisted Men in RA

m. Recruiting Info Memo 12, I Corps, 13 Dec 48, subj: Promotion of EM in the RA

n. Cir 33, GHQ FEC, 1949, subj: Promotion of EM

o. WD 57, 1949

144. PROMOTION OF OFFICERS

a. AR 140-5, AR 350-3000, AR 40-100, AR 605-8

b. Cir 37, DA, 1948, subj: Annual Physical Examination of Army Officers

c. Cir 76, DA, 1947, subj: Interim Promotion Policy

d. Cir 106, GHQ FEC, 1946, subj: Promotion of Officers

e. Cir 103, GHQ FEC, 1947, subj: Temporary Promotion of Officers AUS

f. Cir 21, GHQ FEC, 1948, subj: Temporary Promotion of Officers AUS

g. IF, I Corps, AG 210.2-LP, 3 May 48, subj: Temporary Promotions of Air Force Officers

h. IF, 8th Army, AGRDO 210.2, 28 Aug 48, subj: Temporary Promotions of Officers in AF of US

i. IF, 8th Army, AGRDO 210.2, 29 Sept 48, subj: Temporary Promotion of Officers in AF of US

j. IF, 8th Army, AGDA 210.2, 22 Nov 48, subj: Promotion of Deserving Lieutenants

k. WD 13, 8th Army, 4 Dec 48, subj: Temporary Promotion of Medical Dept Officers to Captain AUS

l. WD 32, 8th Army, 16 Apr 49, subj: Temporary Promotion in the AUS

m. IF, I Corps, AG 210.2-G, 17 Dec 48, subj: Dissemination Temporary Promotion of Officers

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n. Unnumbered Memo, I Corps, 20 Dec 48, subj: Temporary Promotion of Officers

o. MF, I Corps, AG 210.2-L, 29 Dec 48, subj: Temporary Promotion of Officers

p. MF, 8th Army, AGRC 210.2, 5 Jan 49, subj: Promotion of Permanent and Temporary Grade of Major General and Brigadier General

q. Cir 82, 8th Army, 11 Nov 49, subj: Temporary Promotions in the A of US from Second to First Lieutenants

r. AR 605-12, 28 Oct 49, C-1, subj: Temporary Promotion in AUS

s. Cir 31, GHQ FEC, 24 June 1949, subj: Temporary Promotion of Second Lieutenants

t. Cir 83, DA, June 1949, subj: Medical Dept Officers Promotion Upon Relief from Active Duty

145. PROPERTY

a. TM 904, Accty for Lost, damaged and destroyed property

b. AR 35-6640, Accty for Lost, Damaged and Destroyed Property

c. AR 35-6680, dtd 19 Aug 44 and AR 35-6700

d. SR 135-275-10, DA, 1949, subj: Property Accountability

e. TM 14-904, dtd April 19

f. MF I Corps, 21 Nov 49, Disposition of CA Property

g. Cir 152, 8th Army, 1947, subj: Accounting for PC&S Type Property

h. Cir 23, 8th Army, 1948, subj: Accounting for Lost, Damaged & Destroyed Property

i. JAMFAR 4-31-1, DA, 1949, subj: Personal Property

146. PUBLICATIONS, MILITARY

a. SR 310-110-1, 26 May 49, Orders, Bulletins, Circulars and Memo issued from Headquarters of Field Commands

147. RAIL TRANSPORTATION, FREIGHT & EXPRESS

a. Cir 164, 8th Army, 1947, subj: Procedure for Shipping Freight by Rail

b. Cir 1, Sec I, 8th Army, 3 Jan 49 & Sec IV, WD 48, 8th Army, 6 Jan 49

148. RAIL TRANSPORTATION, PASSENGER

a. Cir 185, 8th Army, 1947, subj: Rail Transportation-Passenger

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b. RAD Msg DX84007, 8th Army, 10 Oct 49, Passenger Transportation by Rail - Changes in Procedure

c. WD 62, 8th Army, 12 November 1949, Amends Sec VII.

d. Cir 7, 8th Army, 1948, as amended by 8th Army Cir 15, 1948, subj: Passenger Transportation by Rail

e. Cir 21, 8th Army, 1948, subj: Orders Sending Personnel to Replacement Depot

f. Memo 109, I Corps, 1947, subj: Rail Transportation-Passenger

g. Memo 9, I Corps, 1948, subj: Travel of Civilian Employees

h. Ltr, KSMG, 10 June 49, subj: Travel Orders

i. TWX, KSMG, Cite 892, 9 June 49

149. RATION SEPARATELY

a. Cir 194, 8th Army, 1947, subj: Sales of Quartermaster Subsistence Supplies to Authorized Clubs and Hotels

b. Cir 62, 24th Inf Div, 1946, subj: Authority to Mess Separately

c. Memo 9, I Corps, 1948, subj: Authority to Ration Separately

d. Cir 90, DA, 1949, Combat Type.

150. REAPPOINTMENT IN THE FIRST GRADE

a. WD Cir 217, 1947, subj: Reappointment in 1st Pay Grade

b. Cir 54, DA, 1947, subj: Officers

c. Cir 76, DA, 1947, subj: Reappointment in 1st Pay Grade

151. RECORDS

a. AR 345-620, 12 July 49, Military Records-Correspondence and Pub Files

b. Central Records Depot #4, Bocki Bldg #5, 121-1, APO 343

c. DB, 131, I Corps, 7 June 49, Sect VII, subj: Records Administration

d. AR 330-5, AR 15-15, AR 345-105

e. SR 345-105-1

f. Cir 99, DA, 1948, subj: Records Administration

g. SR 345-902-1, DA, 15 Mar 1949

h. Cir 39, GHQ FEC, 1949, subj: Records Administration

i. Cir 68, 8th Army, 1948, subj: Records Administration

j. Memo 10, I Corps, 1949, subj: Records Administration

k. SR 320-50-1, 28 Oct 49, Auth Abbreviations

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152. RECREATION VEHICLES

a. Cir 86, 8th Army, 1948, subj: Consumption of Petroleum Products

b. Cir 193, 8th Army, 1947, subj: Reduction in Consumption of POL Products

153. RECRUITING (See ENLISTMENT AND REENLISTMENT IN RA)

154. REDRESS OF INDIVIDUAL GRIEVANCES

a. AR 20-5, AR 600-10

b. AW 121, MCM 1949

c. Memo 3, I Corps, 1948, subj: Redress of Individual Grievances

155. REENLISTMENT IN FIRST GRADE

a. MF, 8th Army, AG 340(RE), 10 Feb 48, subj: Enlistment in Grade One

b. MF, 8th Army, AG 340 (RD), 17 Feb 48, subj: Enlistment in Grade One

c. MF, 8th Army, AG 340(DC) & AG 210.(DC) subj: Category Statement

d. MF, 8th Army, AG 340, 17 Mar 48, subj: Relief from Active Duty of Officers and WO for Purpose of Enlistment in Grade One

e. MF, I Corps, AG 340-B, 16 Feb 48, subj: Rescinding of authority Granting Former Officers and WO to Enlist in 1st Grade Effective 1 Oct 1948

f. MF, I Corps, AG 340-B, 4 Mar 48, subj: Relief from Active Duty for Purpose of Reenlisting in Grade One

156. REGISTRATION AND CIRCULATION CONTROL OF CIVILIANS

a. Cir 12, SCAP, 1947, subj: Registration and Circulation Control of Civilians

b. Cir 14, GHQ FEC, 1949, subj: Birth Certificates and Registration of Birth

c. Cir 52, GHQ FEC, 1947, subj: Registration & Circulation Control of Civilians

d. Memo 438, 24th Inf Div, 1947

e. Memo 401, I Corps, 1947, subj: Registration and Circulation Control of Civilians

157. REGISTRATION OF DEPENDENTS AND CIVILIANS

a. Memo 418, 24th Inf Div, 1947, subj: Registration of Birth

b. See CIVILIAN PERSONNEL - REGISTRATION & CONTROL OF CIVILIAN

158. REGISTRATION, SAFETY INSPECTION AND OPERATION OF PRIVATELY OWNED VEHICLES

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a. Cir 34, 8th Army, 1949, subj: Registration, marking and Operation of Motor Vehicles

b. Cir 15, 24th Inf Div, 1947, subj: Registration, Safety, Inspection and Operation of Privately Owned Vehicles

c. Cir 96, GHQ FEC, 1947, subj: Motor Vehicle Operation and Control

d. Memo 105, 24th Inf Div, 1947, subj: Registration, Safety Inspection and Operation of Privately Owned Vehicles

e. Memo 108, 24th Inf Div, 1947, subj: Operation of Privately Owned Vehicles in Japan

f. Admin Order 7, 24th Inf Div, 1 Nov 48

g. Admin Order 26, I Corps, 24 July 48

h. Cir 341, DA, 1948, subj: Overseas Shipment of Privately Owned Automobiles

i. WD 63, Sec II, 19 Nov 49, Certificate of Registration of Privately Owned Motor Vehicles

156.

159. RELEASE OF UNSUITABLE PERSONNEL

a. Ltr, I Corps (Office of the CG) 19 Mar 49, subj: Separation of Sub-Standard Enlisted Personnel

b. AR 615-368, AR 615-369

c. WD 35, 8th Army, 7 May 49, subj: Elimination of Officers

d. WD Cir 241, 1946, subj: Enlisted Personnel (Discharge of Fathers)

e. Ltr, DA, AGAO-S 210.8(26 Apr 49) dtd 2 May 49, subj: Elimination of RA Officers

f. WD Cir 93, 1947, subj: Consolidated Separation Criteria Applicable to Enlisted Personnel

g. Cir 100, DA, 1948, subj: Discharge in Interest of National Security

h. Cir 130, 8th Army, 1947, subj: Relief from Active Duty of Certain Personnel

i. Ltr, I Corps, MG Sect, File 200, undated, subj: Competence of Personnel Assigned Mil Govt Units

j. Memo 37, I Corps, 1948, subj: Relief of Unsuitable Mil and Civilian Personnel from Mil Govt

k. Cir 181, 8th Army, 1947, subj: Revocation of Commission of Probationary Officers

l. WD Cir 72, 1947, subj: Relief of Officers, WO and Flight Officers from Active Duty

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160. RELIEF OF OFFICERS AND WARRANT OFFICERS FROM ACTIVE DUTY

a. Cir 19, DA, 1948, subj: Regular Army Officer

b. WD Cir 104, 1947, subj: Relief of Officers, WO & FO from Active Duty

c. WD Cir 258, 1947, subj: Relief of Officers, WO & FO From Active Duty

d. Cir 27, DA, 1948, subj: Extended Active Duty

e. MF, I Corps, AG 210.8-LP, 8 Apr 49, subj: Relief from Active Duty of Non-Regular Officers and Warrant Officers

f. Memo 93, I Corps, subj: Procedure for Removal from the Active List of RA Officers whose Retention on Active Duty is not in the best Interest of the Service

g. MF, 8th Army, AGDC 210.456, 24 Aug 48, subj: Relief from Active Duty

h. WD Cir 72, 1947, subj: Relief of Officers, WO & FO From Active Duty

i. Memo 37, I Corps, 15 Nov 48, subj: Relief of Unsuitable Mil and Civilian Personnel from Mil Govt

j. Ltr, DA, AGAO-S(26 Apr 49), subj: Elimination of RA Officers dtd 2 May 49

k. WD 36, 8th Army, 14 May 49, subj: Elimination of RA Officers and Elimination of Officers

l. MF, I Corps, AG 210.456-B, 9 June 48, subj: Release of Sub-Standard Officers

m. WD 22, 8th Army, 5 Feb 49, subj: Elimination of Surplus Officer Personnel

161. REMOVAL OF CONTRACTORS FOR CAUSE

a. MF, 8th Army, AGPD 600.1, 31 Aug 48, subj: Removal of Contractors for Cause

162. RENTAL ALLOWANCE

a. Cir 86, Sec I, 8th Army, 1 Dec 49, Rental Allowance

b. MF, 24th Inf Div, AG Sect, 4 July 48, subj: Rental Allowance

c. AR 35-4220, dtd 17 Nov 44

163. REORGANIZATION OF MILITARY GOVERNMENT IN JAPAN

a. General Order 52, 8th Army, 5 May 1949

b. General Order 95, 8th Army, 17 Nov 48

c. T/D 301-1225, 8th Army, 30 June 48 as changed 30 Sept 48

d. T/A 301-1225, 8th Army, 9 June 48

e. General Order 3, I Corps, 26 Jan 1949

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164. REPORTS CONTROL PROCEDURE

a. AR 305-15, dated 25 Aug 47

b. Cir 101, GHQ FEC, 1947, subj: Reports Control Procedure

c. Cir 1, 8th Army, 1948, subj: Reports Control Procedure

d. Ltr, Hq 8th Army, 1 Nov 48, AGRC 319.1 subj: Reports Control Procedure

165. REPORTS OF SURVEY

a. AF 35-6640, AR 35-6620

b. TM 14-904, 16 Apr 1945

c. Memo 15, I Corps, 1947, subj: Reports of Survey

d. R/S Check List, I Corps, dtd 19 Aug 46

166. RETURN OF PERSONNEL TO THE Z/I

a. WD 36, 8th Army, 14 May 49, subj: Rotation

b. Cir 43, GHQ FEC, 1947, subj: Return of Personnel to Z/I

c. Cir 63, 8th Army, 1948, subj: Procedure for Return of Dependents from Japan

d. Memo 9, I Corps, 1948, subj: Policy for Return to U.S. or T.H. for Military and Civilian Personnel

e. MF, 8th Army, AG 210.85(D) 2 Feb 48, subj: Return for Retirement

f. WD 43, 8th Army, 2 July 49, subj: Sect VIII, Processing of Unaccompanied O, WO & EM Returning to Z/I

g. MF, 8th Army, AG 370.5-B, 16 Oct 47, subj: Return of Personnel to the Z/I

h. WD 47, 8th Army, 30 July 49, Sec III, Processing of Unaccompanied Off, WO & Enlisted Women Returning to Z/I

i. WD 11, 8th Army, 20 Nov 48, subj: Report of Enlisted Personnel Returning to Z/I for Reassignment

167. RETIREMENT

a. AR 605-245, AR 615-395, AR 135-260

b. WD Cir 217, 1947, subj: Retirement of Officers by Reason of Physical Disability while Serving under a Temporary Appointment in a Higher Grade

c. Cir 4, DA, 1947, subj: Processing Applications of EM

d. MF, 8th Army, AG 210.85(D), 2 Feb 48, subj: Retirement

e. MF, 8th Army, AGRDO 210.85, 12 Aug 48, subj: Retirement

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f. Recruiting Info Memo 12, I Corps, 13 Dec 48, subj: Retirement Benefit Credits

g. SR 140-60-1, DA, 28 Dec 48, subj: ORC - Retirement Credits for ORC Personnel

h. AR 605-245, DA, 1949, subj: Retirement

i. SR 615-395-5, 1949, subj: Retirement (Enlisted)

j. SR 605-240-1, 1949, DA, subj: Officers, Physical Evaluation, Hospitalization Disposition

k. AR 605-255, DA, 1949, subj: Officer's Honorary Retired List

168. RETURN OF WAR TROPHIES TO THE U. S.

a. Cir 12, GHQ FEC, 1948, subj: Customs Duty

b. Cir 62, GHQ FEC, 1947, subj: Return of War Trophies, Sec V

c. Cir 70, 8th Army, 1946, Sect VI, subj: War Trophies

d. Cir 80, 8th Army, 1946, subj: War Trophies, Sect V

e. SR 550-25-1, DA, 6 Dec 48

f. Cir 8, 8th Army, 1949, subj: War Trophies

169. ROSTERS

a. AR 345-900, dtd 22 Oct 47, subj: Initial - final Rosters

b. Ltr I Corps, AG 200-BA, 30 Jan 48, subj: Rosters

170. ROTATION OF PERSONNEL

a. WD 36, 8th Army, 14 May 49, subj: Rotation of Officer Personnel

b. Cir 22, GHQ FEC, 1 July 48, subj: Rotation of Mil Personnel

c. Cir 249, WD, 1947, subj: Foreign Service

d. Cir 82, 8th Army, 1948, subj: Rotation of Officers and Enlisted Personnel

e. Cir 22, GHQ FEC, 1948, subj: Rotation of Mil Personnel

f. Cir 14, 8th Army, 3 Mar 49, Advance Estimate of Enlisted Personnel being returned to ZI for Reassignment

g. WD 48, 8th Army, 6 Aug 49, Computation of Estimated Time of Departure Far East Command

171. ROTC

a. Cir 43, DA, 25 Mar 49, subj: Implementation of Selective Service Act of 1948, in Relation to ROTC

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b. AR 145-30 dtd 21 Apr 48, AR 145-10, AR 145-20 (C-2) 23 Mar 49

c. Cir 64, DA, 1948, subj: Par 19, Pg 7 Office of the Executive for Reserve and ROTC Affairs

d. SR 600-145-1, DA, 1949, subj: Guide for Assignment of Personnel to ROTC Duty

e. AR 145-10, C-13, DA, 17 June 49, subj: Administration and Training

f. AR 145-30, C-3, 20 June 49, subj; Supply and Equipment

g. AR 145-30, DA, 1949, C-4, subj: Training Camps

h. AR 145-10, 14 Nov 49, C-5, Admin & Training

172. SAFETY

a. Cir 25, GHQ FEC, 5 May 49, subj: United States Army Safety Program

b. WD Cir 234, 1947, subj: Army Safety Program Reporting Procedure

c. SR 385-310-1, DA, 4 Mar 49, subj: Regulations for Firing Ammunition for Training, Target Practice and Combat

d. Cir 218, DA, 1948, subj: Army Safety Program-Accident Reporting Procedure

e. Cir 25, GHQ FEC, 1949, subj: Safety Program

f. Cir 158, 8th Army, 1947, subj: Safety Inspections of Motor Vehicles, Sect II

g. SR 385-10-41, DA, 1949, subj: Reports of Accidents (Other than Motor Vehicles and Flying Accidents)

h. Ltr, GHQ FEC, AG 729.3, 1 May 48, subj: Safety Reporting Procedure

i. SR 385-10-44, DA, 1949, subj: Definitions and Interpretation of Terms used in connection with Accident Reporting Procedures

j. Cir 326, DA, 1948, subj: Army Safety Program

k. Cir 33, GHQ FEC, 2 July 49, subj U.S. Army Safety Program

l. SR 385-10-46, 25 Oct 49, Reports of Explosions and Fires Involving Ammunition or other Explosives

m. SR 385-10-42, DA, 1949, subj: Reports of Motor Vehicle Accidents

n. Memo 50 & 50/1 Hq 24th Inf Div, 17 Nov 49, Safety Program

o. Memo 45, Hq 24th Div Arty, 17 Dec 49, Motor Vehicle Safety Program

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170. SALES TAX EXEMPTION

a. SCAPIN 491, 24 Dec 45

b. Ltr, GHQ SCAP, AG 012 (24 Dec 45)GD, 24 Dec 45, subj: Sales Tax Exemption

c. Ltr I Corps, AG 012-BA, 28 Jan 47, subj: Surveillance of Japanese Tax Administration

173. SALVAGE

a. WD 39, 8th Army, 4 June 49, subj: Salvage Operations and Disposition of Army and Air Force Scrap and Salvage Generated in Japan

174. SCHOOLS

a. Cir 63, 8th Army, 15 Aug 49, Sec VII, amends Cir 57 in part

b. Cir 57/49, 8th Army, Rescinds these Circulars and States New Policy

c. Cir 75, DA, 1949, subj: Applications for RA JAG Corps to Attend Civ Law School

d. WD Cir 257, 1947, subj: Training of Mil Personnel at Civilian Institutions

e. Cir 73, DA, 1949, subj: Appointments to USMA Allotted to EM in the Army and AF

f. WD Cir 133, 1947, subj: Medical Department Officers

g. AR 350-1010, C-1, DA, 1949, subj: Military Education

h. Cir 146, DA, 1948, subj: Program for Raising Educational Qualifications in RA Officer

i. WD 43, 8th Army, 2 July 49, subj: Food Service Profiency Examinations

j. Cir 164, DA, 1948, subj: Armed Forces Info School, Carlisle Barracks, Pa

k. SR 615-215-3, DA, 1949, subj: Classification & Transfer in Army Schools (EM)

l. AR 40-100, C-6, DA, 194[illegible] subj: Miscellaneous Physical Examination, Physical [illegible]nation for Admission to West Point

m. Cir 207, DA, 1948, subj: Army Language School, Sect I

n. SR 350-230-1, DA, 30 Mar 49, subj: Training of Mil Personnel at Civilian Institutions

o. ATP 22-1, C-1, 1949, subj: Basic Leadership Course "The Leader's Course"

p. Cir 216, DA, 1948, subj: Officers Candidate School, Sect IX

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ANNEX "L", Operational Memorandum, No. 1/2, KCAR, 1 January 195-

(q) SR 610-215-5, DA, 18 Apr 49, subj: Enrollment of O in Service Schools

(r) AR 355-30, DA, 1949, subj: TI&E, Army Education Program

(s) Cir 243, DA 1948, subj: Civil Schooling for FA, Inf, CAC and Cavalry Officers

(t) SR 615-220-52, DA 1949, subj: Volunteers for Assignment as Instructor as rmy Language School

(u) SR 605-60-40, DA, 1949, subj: Officers MSC, Allied Scientist Procurement - Senior Psychology Student Program

(v) AF Ltr 53-25, DA, 1949, subj: Special Services School Schedule - Fiscal Year 1950

(w) Cir 316, DA 1948, subj: Appointment of Professional and Technical Experts or Specialist in ORC, Sect IV

(x) SR 350-185-1, DA, 1949, subj: rmed Forces Information School

(y) Cir 131, 8th Army, 1947, subj: Completion of USAFI School

(z) SR 350-300-1, 27 Oct 49, C1, Army Ext Courses

(aa) Cir 10, 8th rmy, 1949, subj: Standard Operating Procedure for American Dependent School

(bb) AR 350-300, 1 July 49, Education and Training - Army Extension Courses

(cc) Cir 159, 8th Army, 1947, subj: Civil Schooling for RA Officers 1948-1949

(dd) SR 615-215-1, DA, 1949, subj: Selection of Enlisted Personnel for Attendance at Z/I Service Schools

(ee) MF, 8th Army, AG 353 (OCS)(GEN) 24 Apr 47, subj: Application for OCS

(ff) SR 350-110-10, 1 July 49, Education and Training - Common Subjects, Branch dvance Courses School Year 1949 - 1950

(gg) MF, 8th rmy, AGRDE 353 (OCS) 1 July 48, subj: Officer Candidate School

(hh) WD 48, 8th Army, 6 Aug 49, Text Books and Supplies for Dependent chools

(ii) MF, 8th Army, AGRDE 362 (OCS) 6 July 48, subj: OCS

(jj) MF, 8th Army, AGTIMF 353, 30 Aug 48, subj: Program for Raising Educational Qualifications for RA Officers

(kk) WD 1, 8th Army, 11 Sept 48, subj: ect III, "OCS"

(ll) WD 9, 8th Army, 6 Nov 48, subj: "OCS" (Sect V) and Sect IX subj: Adj Gen Candidate School, Sect XIII, Women's Army Corps Officers Candidate School

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ANNEX "L", Operational Memorandum No. 1/2, KCAR, 1 January 1950.

(mm) Ltr, I Corps, AG 352-D, 19 Aug 47, subj: Army Extension Courses

(nn) Ltr, I Corps, AG 352-D, 23 Apr 47, subj: Automotive School.

(oo) Cir 328, DA subj: Army Security Agency Officer Course 1948.

(pp) Cir 10, DA 1949, subj: OCS

(qq) SR 615-120-51, C1, 11 July 49, Enlistments and Reenlistments for Training at Army Language School.

(rr) Cir 89, 8th Army, 12 Dec 49, SOP for American Dependent Schools.

175. SELECTIVE SERVICE

(a) Bulletin 22, DA, 29 June 48, subj: Selective Service

176. SECURITY

(a) AR 380-10, Sect, I, June 49, DA, subj: Esponiage

177. SEPARATION OF MILITARY PERSONNEL

(a) AR 35-2490, dtd 20 Feb 46

(b) AR 35-4880, dtd 13 May 47

(c) WDRR, RR 1-2, dtd 11 Apr 45

(d) TM 12-222, dtd 20 Sept 45

(e) EM 12-230, dtd 18 Oct 44

(f) EM 12-230A, dtd 1 June 47

(g) TM 12-235, dtd 25 Feb 48

(h) TM 14-503, dtd 1 Dec 45

(i) Cir 27, DA, 1948, subj: Extended Active Duty

(j) Cir 38, GHQ FEC, 1947, subj: Personal Baggage Allowance for Personnel on Temporary and Permanent Change of Station

(k) Cir 43, GHQ FEC, 1947, subj: Return of Personnel to Z/I

(l) WD 47, 8th Army, 30 July 49, Separation of Officers - For Appointment or Reappointment as Warrant Officers or Enlistment or Reenlistment in the RA

178. SERVICE CLUBS

(a) Cir 165, 8th Army, 1947, subj: Army Hostesses and Service Clubs

179. SUBSISTENCE & QUARTERS

(a) AR 210-10, dtd 6 May 47

(b) Cir 194, 8th Army, 1947, subj: Sales of QM Supplies & Services Sales of Sub to Auth. Clubs & Spec Service Hotels

(c) MF, 8th Army, AGCPH 248.6, 5 June 48, subj: Payroll Deduction for Subsistence & Qtrs

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ANNEX "L", Operational Memorandum, No. 1/2, KCAR, 1 January 1950

(d) See Subsistence & Quarters - CIVILIAN PERSONNEL

(e) AR 35-4520, C1, 20 July 49, MAQ For Enlisted Personnel in a Non Travel Status, and Qtrs for Dependent of Enlisted Personnel of First, Second or Third Grade.

180. SUBVERSIVE ORGANIZATIONS AND ACTIVITIES

(a) Ltr, 8th Army, AGEA 250.1 (19 May 49) dtd 24 May 49, subj: Detection and Investigation of Subversive and Disaffected Personnel

(b) Cir 69, DA, 1947, subj: Subversive Organizations

(c) SR 600-220-1, DA, 10 Nov 48

181. SUMMARY COURTS (CIVILIAN PERSONNEL)

(a) MCM 1949

(b) OD 2 and OD 2/1, 8th Army 1946, subj: Regulations Traffic, Summary Courts, Pass, Mil Courtesy, Uniform, Carrying Arms, Recovery of Missing Property

(c) See Civilian Personnel

182. SUMMARY COURTS (MILITARY PERSONNEL)

(a) MCM 1949

(b) Memo 99, 24th Inf Div, 1947, subj: Summary Courts (Military Personnel)

183. TRANSPORTATION OF PRIVATELY OWNED VEHICLES

(a) Cir 120, DA, 1948, subj: Overseas Shipment of Privately Owned Automobiles

(b) Cir 242, DA, 1948, subj: Overseas Shipment of Privately Owned Automobiles

(c) Cir 288, 8th Army, 1946, subj: Transportation of Privately Owned Automobiles and Household Goods

(d) Cir 4, 8th Army, 1948, subj: Shipment of Automobiles and Household Effects to Japan (Sect II)

184. T/A (MILITARY GOVERNMENT)

(a) Cir 47, 8th Army, 1948, subj: Equipment Allowances

(b) T/O 301-1225, 8th Army 9 June 48

(c) General Order 95, 8th Army, 17 Nov 48

185. TELEPHONE CALLS TO KOREA

(a) Cir 187, 8th Army, 1947, subj: Telephone Calls to Korea

186. TI&E

(a) SR 350-230-1, DA, 30 Mar 49, subj: Training of Mil Personnel at Civilian Institutions

(b) Cir 24, GHQ FEC, 4 May 49, subj: Training Film Libraries

(c) Memo 26, I Corps, 1949 subj: Officer's Information Program

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(d) SR 355-20-1, TI&E, 17 Oct 49

(e) WD 64, Sec XVI, TI&E, 8th Army 26 Nov 49

(f) SR 355-70-5, DA 31 Mar 49, subj: TI&E - Requisitioning Procedure for Army-Air Force, TI&E Supplies

(g) AR 355-5

(h) Cir 48, DA, 1949, subj: Information & Education

(i) Cir 3, GHQ, FEC, 1949, Troop Info & Education

(j) WD 63, Sect VII, 19 Nov 49, Troop Info Hours

(k) SR 355-20-5, DA 25 Jan 49, subj: TI&E (Officers Information Program)

(l) WD 26, 8th Army, 5 Mar 49, subj: TI&E Supply

187. T/O (MILITARY GOVERNMENT)

(a) General Order 95, 8th Army, 17 Nov 48

(b) T/O 301-1225, 8th Army, 30 June 48 as changed 30 Sep 48

(c) T/A 301-1225, 8th Army, 20 Apr 1949

188. TRAFFIC RULES, SPEED AND VEHICLE REGULATIONS

(a) AR 850-5

(b) Cir 4, GHQ, SCAP, 1948, subj: Traffic Rules, Speed and Vehicle Regulations

(c) Cir 217, DA, 1948, subj: Motor Vehicle

(d) Cir 6, GHQ, SCAP, 1948, subj: Traffic Rules, Speed and Vehicle Regulations

(e) Cir 81, 8th Army, 1948, subj: Painting and Marking of Vehicles

(f) Cir 158, 8th Army 1947, subj: Operation of Privately Owned Vehicles in Japan

(g) Cir 34, 8th Army, 1949, subj: Vehicle

(h) Cir 189, 8th Army, 1947, subj: Operation of Privately Owned Motor Vehicles in Japan

(i) Cir 76, 8th Army, 1948, Sect V, VI, VII (Road Testing) (Removal of Tools) (Storage of Winterization Kits)

(j) Cir 8, 8th Army, 1948, subj: Operation of Privately Owned Motor Vehicles in Japan

(k) WD 40, 8th Army, 11 June 49, subj: Traffic Regulations for Ambulances

(l) Cir 57, 8th Army, 1948, subj: Traffic & Vehicle Regulations

(m) Cir 64, 8th Army, 1948, Traffic and Vehicle Regulations, Section I

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ANNEX "L", Operational Memorandum No. 1/2 KCAR, 1 January 1950

(n) Memo 51, 24th Inf Div, 1 6, subj: Traffic Rules, Speed and Vehicle Regulations

(o) Admin Order 7, 24th Inf Div, 1 Nov 48

(p) Admin Order 26, I Corps, 24 July 48

(q) FM 19-5, FM 19-10

189. TRAINING

(a) Training Directive #1, I Corps, 1 May 47

(b) Ltr, Kinki MG Region, file 353, 17 June 48, subj: Refresher Firing

(c) Ltr, Kinki MG Region, file 353, 19 July 48, subj: Training

(d) Operational Memo #11, this Hq dtd 29 Sept 48, subj: Training Schedules

(e) AR 145-30, DA, 1949, C4, subj: Training Camps (ROTC)

(f) Cir 193, DA Air Borne Training, 1948 and DA Cir 90, 1949

190. TRANSFER OF PERSONNEL (MILITARY)

(a) AR 615-200, 16 Aug 46, Request for Transfer

(b) SR 615-363-5, DA, subj: Release from Active Duty

(c) SR 55-115-1, DA 1949, subj: Transportation & Travel-Meal Tickets

(d) SR 55-115-1, DA, C1, 13 July 49

(e) DB 246, Par 10, Hq 24th Inf Div 49

(f) AR 605-145, 28 Oct 49, C2, Commissioned Officers - Transfer, Details and Assignments

(g) DB 246, Par 10, Hq 24th Div Arty, Request for Transfer

(h) Memo 93, I Corps, 1947, subj: Procedure for the Removal from Active List of RA Officers Whose Retention of Active Duty is Not in the Best Interests of the Service (Section XIV)

(i) MF, 8th Army, AGRDC 330.33, 16 [illegible] 48, subj: Strength Accountability

(j) Cir 72, DA, 1947, subj: Transfers (Sect X)

191. TRAVEL ORDERS

(a) Cir 43, GHQ, FEC, 1947, Return of Personnel to Z/I

(b) Cir 33, Sec I, 8th Army 1949, Auth Absences

(c) GHQ, SCAP, 1949, General Personnel Regulations

(d) MF DX 84007JM, 8th Army, 1949 as amended by DX87079JM

(e) Ltr, I Corps, dtd 22 Dec 49, Auth to Issue Travel Orders Involving Travel Within Japan, File AG 300.4 L

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(f) WD 62, Sec VII, 8th Army 12 Nov 49

(g) Cir 57, GHQ, FEC, 14 Nov 49, Auth to Issue Orders Involving Travel

(h) Memo #47, I Corps, 29 Nov 49, Travel

(i) AR 310.25, 28 June 1949

(j) SR 55-100-10, 13 July 49, Transportation and Travel - Travel Orders for Military Personnel

(k) Cir 185, 8th Army, 1947, subj: Travel Orders

(l) Cir 7, 8th Army, 1948 as amended by 8th Army Cir 15, 48 subj: Passenger Transportation by Rail

(m) Cir 21, 8th Army, 1948, subj: Orders Sending Personnel to Replacement Depots, (Sect IV)

(n) Cir 15, 8th Army, 1948, Sect II, subj: Authority to Issue Orders Involving Travel

(o) Ltr, I Corps, AG 000.3-BA, 10 Mar 48, subj: Travel of Missionaries

(p) MF, 8th Army AGRDO 330.33, 16 June 48, subj: Strength Accountability

(q) WD 43, 8th Army, 1949, subj: Travel on Allied Trains (Sec XI)

(r) Ltr, KSMG, 10 June 49, subj: Travel Orders

(s) TWX, KSMG, Cite 892, 9 June 49

(t) Memo 47, I Corps, 29 Nov 49, Travel

190. TRAVEL TO SHANGHAI, HONG KONG AND MANILLA

(a) Memo 102, I Corps, 1947, subj: Commercial Cruises to Shanghai, Hong Kong and Manilla, Sect XII

(b) WD 34, 8th Army, 30 Apr 49, subj: Leaves to Visit Phillipine Command

(c) MF, 8th Army AG 210.711, 6 Dec 47, subj: Ordinary Leave to China for FEC Personnel

(d) MF, I Corps, AG 300.4-B, 6 Dec 48, subj: China Travel, 22 Jan 1948

193. TRANSPORTATION & TRAVEL

(a) SR 55-160-1, DA, 1949, subj: Transportation of Personnel Baggage & Household Goods to & from Overseas

(b) SR 55-120-20, DA 17 June 49, subj: Footlockers & Duffle Bags of EM Under Orders with Leave of Absence En Route Auth

194. TYPHOON WARNING ORDERS

(a) Annex 7, Operational Memo 10, 24th Inf Div, 25 Aug 47

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(b) Staff Memo 13, 24th Inf Div, 3 July 47

(c) Staff Memo, 5, 24th Inf Div, 14 Sept 48

195. UNAUTHORIZED CREDENTIALS

(a) Ltr, I Corps, AG 312.1-A, 22 Nov 46, subj: Unauthorized Credentials

196. UNIFORM REGULATIONS

(a) WD 31, 8th Army, 1949, Sect XIII, Subj: Wearing of the Uniform

(b) SR 600-40-1, DA, 1949, subj: Personnel - Uniforms

(c) AR 600-36, AR 600-35, AR 245-5, AR 615-40, AR 850-126, AR 600-40

(d) WD 37, 8th Army, 21 May 49, subj: Prescribed Uniform

(e) Cir 89, DA subj: Uniforms

(f) Memo 27, I Corps, 1949, subj: Prescribed Summer Uniform

(g) WD Cir 202, 1947, subj: Reception Processing of EM

(h) Cir 24, DA, 1947, subj: Tables of Organization & Equipment

(i) SR 32-20-1, DA 1949, subj: Clothing Monetary Allowance System

(j) Cir 34, DA, 1947, subj: Jackets, Wool, Olive-Drab

(k) Cir 47, 8th Army, 1949, subj: Class X Clothing & Equipage

(l) Cir 32, 8th Army, 1948, subj: Prescribed Summers Uniform

(o) Memo 86, I Corps, 19 Sept 47, subj: Violation of Uniform Regulations

(n) Memo 6/1, I Corps, 1948, subj: Wearing of the Summer Uniform

(o) MF, 8th Army, AG 420 (GEN) - N, 3 Sept 48, subj: Fitting of Uniforms

(p) MF, 8th Army, AGROS 421.1, 24 Aug 48, subj: Fitting of Uniforms

(q) SR 600-38-1, DA, 10 Dec 48, subj: Evening Dress Uniform

197. UNIT AND CLUB FUNDS

(a) Memo 25, I Corps, 1948, subj: Unit Property Accounting

(b) See Item (88) FUNDS

198. VEHICLES

(a) Cir 34, 8th Army, 22 Apr 49, subj: Sale or Resale of Motor Vehicles

(b) TM 47-2810 & Sec VI, 8th Army Cir 63, 15 Aug 49

(c) Memo 30, I Corps, 1949, subj: Ordnance Maintenance and Supply Procedures

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(d) Cir 96, GHQ FEC, 1947, subj: Motor Vehicle Operation and Control Certificate of Death

(e) WD 46, 8th Army, 23 July 49, Request for Additional Vehicles

(f) AR 700-05

(g) Cir 86, 8th Army, 1948, subj: Consumption of Petroleum Product

(h) WD 30, 8th Army, 2 Apr 49, subj: Shipment of Privately Owned Autos to Japan

(i) Cir 72, DA 1949, subj: Official Passenger Vehicles

(j) Cir 47, 8th Army, 1949, subj: Transportation for Visiting Inspecting Personnel

(k) Cir 162, 8th Army, 1947, subj: Status Report of Sedans and Buses

(l) MF, 8th Army, AG 400.32 (POF) 19 May 48, subj: Reduction in Consumption of Petroleum Products

(m) Training Directive 3, 8th Army, 15 Feb 47, subj: Vehicles

(n) WD 66, 10 Dec 49, "Use of Official Passenger Vehicles"

199. VENEREAL DISEASE

(a) MCM 1949

(b) AR 40-210 (Par 23F, AR (c/s par 15a and 17c)

(c) AW 96

(d) WD Cir 227, 1947, subj: Venereal Disease, Sect IV

(e) Cir 33, DA, 1947, subj: Venereal Disease Sect V

(f) Cir 72, 8th Army, 1948, subj: Statistical Health Reports

(g) Cir 13, 8th Army, 1949, subj: Statistical Health Reports (RCS: N-07)

(h) Cir 43, 8th Army, 1949, subj: Responsibility for Venereal Disease

(i) Cir 75, 8th Army, 1949, subj: Venereal Disease Contact Report Sect III

(j) WD 42 8th Army, 25 June 49, subj: Venereal Disease Control & Contact Tracing

(k) Cir 105, 8th Army, subj: Control of Venereal Disease

(l) Memo 23 & 23/1, 24th Inf Div, 1948

(m) WD 27, 8th Army, 12 Mar 49, subj: Venereal Disease Contact Tracing

(n) Ltr, 24th Inf Div, AG 726.1-G, 23 June 48, subj: Reduction, Separation from the Service and Punishment Related to Venereal Disease

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ANNEX "L", Operational Memorandum, No. 1/2, KCA[illegible] 1 January 195[illegible]

(o) Cir 39, 8th Army, 1949, subj: VD Control & Contact Tracing

(p) Ltr, 24th Inf Div, AG 726.1-J, 27 Aug 48, subj: Control of Prostitutes and VD

(q) Cir 164, GHQ FEC, 1947, subj: Venereal Disease

(r) Cir 56, GHQ FEC, subj: Venereal Disease Control

200. VOTING

(a) SR 600-725-1, DA, 21 Apr 49, subj: Voting by Personnel of the Armed Forces of the US

(b) VD Cir 256, 1947, subj: Voting Sect V

(c) Cir 63, DA, 1948, subj: Voting

(d) Cir 79, DA, 1948, subj: Voting

(e) Cir 77, DA, 1949, subj: Voting

(f) Cir 85, DA, 1948, subj: Voting

(g) Cir 118, DA, 1948, subj: Voting

(h) Cir 152, DA, 1948, subj: Voting

(i) Cir 208, DA, 1948, subj: Voting

201. WARRANT OFFICER (RA CAREER)

(a) SR 610-5, DA, 18 Apr 49, subj: Enrollment of WO in Service Schools

(b) Cir 1, DA, 1948, subj: Career Guidance Plan for WO and Enlisted Personnel

(c) SR 605-115-10, DA, 19 Apr 49, subj: Preparation of WDAGO Form 66 for Individuals Appointed or Selected to RA Career Warrants

(d) Cir 30, DA, 1948, subj; Career Guidance Appointment of Warrant Officers to the RA and USAF

(e) AR 610-5

(f) Cir 80, DA, 1948, subj: Career Guidance, Appointment of Warrant Officers to the RA and USAF

(g) Cir 54, DA, 1947, subj: Career Guidance, Appointment of Officers to the RA and USAF

(h) Cir 104, DA, 1948, subj: Career Guidance, Appointment of Warrant Officers to the RA and USAF

(i) Cir 248, DA, subj: Implementation of Career Guidance Plan for WO and Enlisted Personnel, Sect III

(j) SR 60[illegible]-225-1, DA, 1949, subj: Separation - For Appointment & Reappointment as WO & Enlistment of Reenlistment in RA

(k) Cir 37, DA, 1949, subj: Implementation of Career Guidance Plan for Warrant O and EM

(l) JAGFAR 1-1-1, C-5, DA, 1949, subj: Determination of Dept (Male WO & EM) Status

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(m) Cir 298, DA, 1948, subj: Conversion of Position for Warrant Officers

(n) Cir 315, DA, 1948, subj: Implementation of Career Guidance Plan for WO and Enlisted Personnel, Sect III

(o) Cir 25, DA 1949, subj: Appointment of WO (JG) for the Unit Administrator Career Warrant

(p) Pamphlet 20-25, DA, 1948, subj: WO, (RA Career)

(q) Cir 41, 8th Army, 1948, Appointment of WO's for CIC Duty

(r) MF, I Corps, AG 210.1-LP, 27 Mar 48, subj: Processing of Applications for Appointment as WO, RA

(s) MF, 8th Army, AG 210.01(RD) 27 Apr 48, subj: Indorsements on DA AGO Form 61, Application for Appointment as WO's in the Regular Service

(t) MF, I Corps, AG 210.1-LP, 3 May 48, subj: Processing of Applicants for Appointment as WO of RA and USAF

(u) MF, I Corps, AG 210.1-LP, 12 May 48, subj: Appointment of WO's in RA and USAF

(v) MF, 8th Army, AGRD 210.1, 28 June 48, subj: WO Integration Program

(w) MF, 8th Army, AGRDE 220.2, 10 Sept 48, subj: Career Guidance Plan for Warrant Officers and Enlisted Men Personnel

(x) MR, I Corps, AG 220.2-LP, 17 Sept 48, subj: Career Guidance Plan for WO's and Enlisted Men Personnel

(y) MF, I Corps, AG 210.1-LP, 22 Nov 48, subj: Completed Screening for Appointment as WO's

(z) Cir 336, DA, 1948, subj: Career Guidance Appointment of WO's to the RA and USAF

(aa) WD 13, 8th Army 4 Dec 48, subj: Procedure for Processing WO Appointments

(bb) Cir 358, DA, 1948, subj: Implementation of Career Guidance plan for WO and Enlisted Personnel

(cc) WD 23, 8th Army, 12 Feb 49, subj: Procedure for Processing WO Appointments

(dd) Cir 19, DA, 1949, subj: Conversion of Position for WO's

(ee) WD 26, 8th Army, 5 Mar 49, subj: Career Guidance - Appointment of WO in the RA and USAF

(ff) Cir 25, DA, 1949, Selection for Appointment - Unit Administrator WO

(gg) WD 28, 8th Army, 19 Mar 49; subj: Appointment of WOJG for the Unit Administrator Career Warrant

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ANNEX "L", Operational Memorandum No. 1/2, KCAP, 1 January 1950

202. WEAPONS, POSSESSION OF

(a) Cir 70, 8th Army, 1948, subj: Possession of Individual Weapons

(b) Cir 5, 8th Army, 1949, subj: Possession of Individual Weapons

203. WORK ORDER REQUEST

(a) P6 DB 191, Hq 24th Inf Div, 17 Aug 49

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KYUSHU CIVIL AFFAIRS REGION
HEADQUARTERS AND HEADQUARTERS DETACHMENT
Fukuoka, Kyushu, Japan

M/MW/kn

APO 24 Unit 5
1 January 1950

ANNEX "M")
:
OPERATIONAL MEMORANDUM)
:
NUMBER 1/2)

STANDARD OPERATING PROCEDURE

MOTOR POOL

1. GENERAL:

a. An NCO in charge of motor pool operations will be appointed by the Chief, Kyushu Civil Affairs Region, and will be charged with carrying out all functions of the motor pool that are laid down by existing directives.

b. The motor pool is a command function and is under the direct supervision of the NCO in charge of motor pool operations. The mission of the motor pool will be to provide adequate transportation to insure the performance of the duties of all personnel assigned to Kyushu Civil Affairs Region. In addition to transportation used for business purposes there will be Taxi and Recreation vehicles available where possible.

2. DUTIES OF PERSONNEL:

a. NCO in charge of motor pool operations:

(1) Supervises operation, inspection, and maintenance of motor vehicles.

(2) Supervises training in operation and minor maintenance.

(3) Makes inspections to determine condition of vehicles and insure proper preventive maintenance.

(4) Anticipate maintenance repuirements and keeps informed of location of facilities for major repair and parts supply.

(5) Assigns tasks and dispatches vehicles.

(6) Advises Chief, KCAR on motor transportation problems.

(7) Keeps records on equipment and supplies and performs other administrative duties.

(8) Is responsible for prompt and safe delivery of passengers and cargo.

(9) Will be familiar with fuel and parts supply, operation and driver maintenance of passenger vehicles, cargo trucks, and trailers.

(10) Inspects first and second echelon maintenance, service and repairs.

(11) Inspects vehicle for mechanical defects by visual inspection or road test.

(12) Be responsible for control and coordination of maintenance crews and drivers.

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(13) Will conduct periodic schools on operation and maintenance of vehicles and changes in traffic regulations.

b. Dispatcher:

(1) Will dispatch all vehicles that are to be used during the day.

(2) Performs a variety of clerical tasks in connection with the operation of a motor pool.

(3) Compiles and files trip tickets.

(4) Takes telephone messages and gives information to callers.

c. Casoline Clerk:

(1) Makes all sales of POL products.

(2) Issues sales slips and compiles statistics for reports.

d. Drivers:

(1) Will be licehsed drivers and periodically instructed and examined on knowledge of traffic regulations and mechanics of operating vehicles.

(2) Checks operation of lights, brakes, steering mechanism, and other operating parts.

(3) Services and cleans vehicle.

(4) Accomplishes standard vehicle report forms.

(5) Must know civilian and military traffic regulations.

(6) Must know how to read maps and be able to drive at night over all types of terrain.

(7) Will devote idle time to maintenance and cleaning of vehicles.

e. Parts Clerk:

(1) Receives, stores, and issues automobile equipment accessories, spare parts, and tools.

(2) Receives incoming parts and prepares stock record card or enters data on previously prepared record cards.

(3) Check parts received to insure accuracy of numbers.

(4) Stores parts in bins or racks, arranging items in such a manner as will facilitate issue and taking of inventories.

(5) Issues parts to personnel noting each withdrawal on the appropriate locater card.

(6) Periodically take inventory of stock on hand and prepares requests for such items as will adequately maintain a balanced stock.

f. Mechanics:

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(1) Performs all second echelon maintenances.

3. OPERATION:

a. Vehicles available in the motor pool are as follow:*

30 Trucks, 1/4 Ton 4x4
2 Trucks, 1/2 Ton Carryall
2 Trucks, 3/4 Ton 4x4
3 Trucks, 2½ Ton 6x6
5 Carrier, Personnel, light

b. Breakdown of the above vehicles will be as follows:

(1) Trucks, 1/4 Ton 4x4 - 30

3 - Permanently assigned to Eighth Army 4th Procurement Section.
8 - Permanently assigned to Taxi Duty.
2 - Permanently assigned to Recreation Duty.
1 - Permanently assigned to Tax Section of SCAP.
1 - Permanently retained in the compound for the use of the Duty Officer.
1 - Permanently assigned as bus for school children.
1 - Permanently assigned to Region Message Center.
13 - Available daily for official purposes.

* Of the 42 vehicles available in the motor pool a minimum of three will be retained in the motor pool daily for second echelon maintenance. In addition, from time to time vehicles may require maintenance that the motor pool is not authorized to perform, in which case it will be sent to higher headquarters.

(2) Trucks, 1/2 Ton Carryall - 2

2 - Permanently assigned as bus for school children but will be available between the hours of 0900 to 1500**

(3) Trucks, 3/4 Ton 4x4 - 2

1 - Permanently assigned to the mess hall and supply room.
1 - Used as a bus for Foreign Nationals but will be available between the hours of 0800-1130 and 1300-1600.**

(4) Trucks, 2½ ton 6x6 - 3.

3 - Available for official business for heavy work.

(5) Carrier, Personnel, light - 5

5 - Assigned to Region Headquarters to be dispatched at the discretion of Sergeant Major.

c. Vehicles required for official purposes for a period longer than 4 hours will be requested in writing 24 hours in advance by the individual in charge of the various sections.

d. Vehicles required for official purposes for a period less than 4 hours will be requested by phone to the motor pool by the individuals in charge of the various section. In the case of the economics section the vehicle may be requested by the building manager.

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e. All vehicles with the exception of one 1/4 ton 4x4 and five sedans will be pooled at the Kyushu Civil Affairs Motor Pool.

f. Recreation jeeps will be available on Wednesday and Saturday afternoons and all holidays. On Wednesdays and Saturdays the recreation jeeps will be available between the hours of 1300 to 2330. On all holidays recreation jeeps will be available between the hours of 0800 to 2330. Requests for recreation jeeps will be submitted in writing to the motor officer 24 hours in advance. Charges for recreation jeeps will be computed in accordance with existing directives. Due to the fact that there are only 2 recreation jeeps available the NCO in charge of the motor pool will keep a roster of personnel using the vehicles. When more requests are submitted than there are jeeps, then the person who has the least number of recreation jeeps to his credit will be awarded the transportation. In special instances sedans will be authorized for recreation. Recreation vehicles will stay within a 25 mile radius of the motor pool. In the case of organized recreation a larger truck will be authorized.

g. There will be a maximum of 4 taxi jeeps available at the compound daily. On Wednesdays and Saturdays the taxi's will be available between the hours of 120 -2330 and on holidays between the hours of 0800-2330. On normal duty days the taxi's will be available between the hours of 1630-2330. Taxi jeeps are designed for the purpose of one trip not to exceed one hour. The NCO in charge of the motor pool will keep a roster of persons who keep a taxi over one hour and warn the person on the first and second violation. On the third violation the taxi priviliges will be taken away for a period of one week and on the fourth violation, taxi priviliges will be suspended indefinitely. Taxi jeeps are to be used by persons assigned to Kyushu Civil Affairs Region and visitors who are in Fukuoka on business with Kyushu Civil Affairs Region only. Charges for Taxi jeeps will be computed in accordance with existing regulations. The 8 taxi's jeeps will be divided into two groups of 4 to be called the A and B group. When one group is on duty, the other group will have a day off so as not to exceed 48 hours of work in any one week.

h. Paragraph 2b of Memorandum Number 44, Hq 24th Infantry Division, dated 23 August 1949 specifically states that the senior person in a vehicle is responsible that the existing traffic regulations are complied with.

i. Hours for gasoline and oil sales to private vehicles owned by personnel of Kyushu Civil Affairs Region are as follows:

Monday	0800 - 1200	and	1300 - 1730
Tuesday	0800 - 1200	and	1300 - 1730
Wednesday	0800 - 1200	and	1300 - 1400
Thursday	0800 - 1200	and	1300 - 1730
Friday	0800 - 1200	and	1300 - 1730
Saturday	0800 - 1200	and	1300 - 1400

Sunday and Holiday - Closed.

J. Civilian vehicles will not be allowed in the motor pool except for the purpose of purchasing POL products. Motor Pool mechanics are not authorized to work on civilian vehicles at anytime.

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k. Vehicles will not be permitted to leave the compound without a validated trip ticket stamped by the Motor Sergeant or in the case of taxi jeeps by the Charge of Quarters.

** On Wednesdays and Saturdays, these vehicles will be available until 1130.

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KYUSHU CIVIL AFFAIRS REGION
HEADQUARTERS AND HEADQUARTERS DETACHMENT
Fukuoka, Kyushu, Japan

GWS/ky

APO 24 Unit 5
1 January 1950

ANNEX "N")
:
OPERATIONAL MEMORANDUM)
:
NUMBER 1/2)

STANDARD OPERATING PROCEDURE

SUPPLY SECTION

1. General

The primary function of this office is to assist in administrative supply problems of the Region, and to process and take action, if applicable on correspondence routed through this headquarters to higher headquarters.

2. Supply Agencies: Civil Affairs Region is attached to the 24th Infantry Division Artillery for all logistic support including:

a. Post, Camp and Station Property.
b. Table of Allowances for Civil Affairs Region in Japan.

3. Location and designation of distribution points.

Kyushu Civil Affairs Region - 24th Div Arty

4. Stationary and office supplies:

a. Authority for requisition:

(1) WD T/A 10-100 26 July 1948
(2) Sec VI 8th Army Weekly Directive #7, 23 Oct 1948

5. Cleaning and Preserving Materials

WD T/A 10-100 26 July 1948

6. Clothing and Equipment

a. Reference:

(1) Cir 97, Hqs 8th Army, 9 June 1947
(2) Cir 99, Hqs 8th Army, 12 June 1947
(3) Cir 116, Hqs 8th Army, 10 July 1947
(4) Cir 91, Hqs 8th Army, 21 Dec 1948
(5) Cir 20, Hqs 8th Army, 16 May 1948
(6) Cir 24, Hqs 8th Army, 8 April 1948
(7) Cir 44, Hqs 8th Army, 5 July 1948

7. Requisitioning Procedure for Class II and IV Supplies:

a. WD-TM-38-403, 1 Aug 1944, Station Supply Procedure.
b. WD-TM-38-205, 15 May 1944, Army Supply Procedure.
c. Cir 97, Hqs 8th Army, 9 June 1947.

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ANNEX "N", Operational Memorandum No. 1/2, KCAR, 1 January 1950

8. Stock Level Class I Supplies:

a. Annex 2, 9 and 12 Administrative Order 26, Hqs I Corps, 24 July 48.

9. Property Responsibility

a. AR 35-6520, C3

10. Conservation of Supplies:

a. There is a critical shortage of office supplies. Conservation of all supplies is imperative.
b. Reference: Annex 10, Administrative Order 26, Hqs I Corps, dtd 24 July 1948.

11. Marking of Clothing and Equipment:

a. AR 850-5, 15 Feb 1945, as amended by Change 2, 4 and 5.

12. Shoe Repair:

a. Shoes must be clean.
b. Shoes must be tagged, showing name, organization and size.
c. Coordinate with supplying agency as to date of turn-in and pick up.

13. Disposition of Japanese procured and surrendered or captured property which has been accounted for as PC&S Property:

a. OD 33, Hqs 8th Army 26 May 1946, as amended by 33/1, 33/2, 33/3 and 33/4.
b. Sec II, Cir 200, Hqs 8th Army, 27 Jun 1946.
c. Cir 124, Hqs 8th Army 24 July 1947.
d. Cir 152, Hqs 8th Army 20 Sept 1947.
e. Cir 36, Hqs 8th Army, 4 June 1948.

14. Flags and Guidons:

a. AR 260-10, as amended by Ch 6 & 7.
b. Unserviceable flags or standards will be turned in for salvage when replacements are requisitioned.

15. Gas Masks:

a. Reference: Cir 50, Hqs 8th Army, 30 July 1948.
b. Care, Maintenance and Storage of gas masks as per above reference.

16. Food Service:

a. Reference:

(1) TM 10-205
(2) Cir 139, Hqs 8th Army, 31 Aug 1947.

17. Publications:

a. Reference: Memo 21, Hqs I Corps, 15 Sept 1948.
b. Requisition:

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(1) WD AGO Form 17 will be used for WD Publication and blank forms. Instructions for preparation are shown on back side of form.
(2) Regular monthly requisitions will be submitted so as to reach this headquarters not later than the 5th of each month by each section. Items will be forwarded as soon as they are received from higher headquarters.
(3) Unit stock levels should be based on an estimated 30 day supply.

c. Requests for publications issued by GHQ, FEC, 8th Army and I Corps, will not be included on Form WD AGO 17, but will be submitted in letter form and forwarded through command channels to headquarters concerned. Request must carry full justification, since above publications normally receive automatic distribution.

d. Requisitions received by this headquarters which indicate waste, excess of authorized allowances or failure to properly maintain files, will be returned for explanation by the section chiefs.

18. Signal Equipment:

a. Reference: Supply and Maintenance Bulletin #19, Hqs 24th Division, dtd 24 May 1948.

b. Units will submit requisition for batteries authorized for signal equipment on hand. Basic for requisition will list number and type of equipment for which batteries are required.

19. Special Service Equipment:

a. Reference: Memo, Hqs 24th Division, 28 June 1948. Supply and Maintenance Bulletin #20, Hqs 24th Div, 1 June 1948.

b. Civil Affairs Region will continue to submit requisition to their local S-4 office for supply of this equipment.

20. Laundry and Dry Cleaning:

a. All personnel using the Quartermaster Laundry and Dry Cleaning service will deposit their dry cleaning in the supply room not later than Tuesday morning of each week. Dry cleaning will be taken to Itazuke Quartermaster Laundry every Tuesday morning. They will be back on the following Friday.

b. Department of the Army Civilians will make cash payments for dry cleaning services taken to the Quartermaster Laundry.

c. Enlisted Personnel:

(1) Monthly Flat rate: Enlisted personnel are offered laundry service at a monthly flat rate of $1.00 per month. Payment will be made by payroll deduction.

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(2) Single bundle rate: Enlisted personnel who join a unit during the month, will be charged $.35 for each bundle sent during the month.

21. Property Responsibility:

a. Attention of Unit Commander and personnel exercising supervisory responsibility for property is directed to AR 35-6520 dtd 20 Aug 1946.

22. Unit Property Accounting:

a. Reference, Memo No. 25, Hqs I Corps, 22 Sept 1948.

23. Repair and Utilities:

a. Reference:

(1) Cir 222, Department of the Army, dtd 27 July 1948.
(2) Letter, subj: "Work Order Requests", 24th Inf Div Arty, dtd 29 Oct 1949.

b. All minor repairs of office furnitures and other utilities will be prepared on R & U Work Order Request (WD AGO Form 5-27) in accordance with instructions printed on reverse of the form. It must first have the approval of the Region Chief before submission to higher headquarters.

c. Work order requests will not be accepted by the Civil Affairs Compound without the approval of the Region Chief.

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STANDARD OPERATING PROCEDURE

KYUSHU CIVIL AFFAIRS REGION
APO 1105

GHQ SCAP
KCAR

OPERATIONAL MEMORANDUM

NO. 1

1 JAN. 1951

DECLASSIFIED E.O. 12065 SECTION 3-402/NNBS NO.

KYUSHU CIVIL AFFAIRS REGION
GHQ SCAP
Fukuoka, Kyushu, Japan

APO 1105
1 January 1951

OPERATIONAL MEMORANDUM)
:
NUMBER 1)

STANDARD OPERATING PROCEDURE FOR CIVIL AFFAIRS

1. RESCISSION

Operational Memorandum 1/2, this headquarters, dated 1 January 1950.

2. GENERAL

a. The Standard Operating Procedure as set forth in this directive has been devised to standardize the operating phases of Civil Affairs as far as practicable along conventional lines and in accordance with current directives. It is recognized that a pattern cannot be followed in all cases. However, its adoption will be adhered to as closely as possible in all instances.

b. Each phase of Civil Affairs operation is presented herewith as a separate annex, so that as time passes and changes occur in certain operating functions, individual sections can make additions to or deletions from its annex, thereby keeping it up-to-date and abreast of current reforms and current operating procedure.

c. Annex attached herewith are as follows:

(1) Annex "A" - Legal and Government

(2) Annex "B" - Public Welfare

(3) Annex "C" - Civil Education

(4) Annex "D" - Civil Information

(5) Annex "E" - Economics, General

(6) Annex "F" - Public Health

(7) Annex "G" - Nursing Affairs

(8) Annex "H" - Public Health Engineering

(9) Annex "I" - Veterinary Affairs

(10) Annex "J" - Administration

(11) Annex "K" - Motor Pool

(12) Annex "L" - Supply

(13) Annex "M" - References

3. MISSION

a. In accordance with directives promulgated by higher headquarters, to carry out the following functions within the geographical area administered by the Prefectural Governments located on the island of Kyushu:

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3. a. (1) Render essential advice and assist all Japanese Governmental authorities in the execution of their duties.

(2) Strengthen, encourage and support all constituted authorities in the maintenance of effective autonomous administrations.

(3) Maintain general surveillance of political, economic and sociological developments.

(4) Foster all activities influencing the attainment of a democratic ideology.

(5) Stimulate initiative, self-reliance, integrity, responsibility and fearless leadership on the part of all public servants.

(6) Collect, maintain and submit to higher headquarters vital statistics on the financial, economic, legal welfare and educational status, and the effectiveness of the judicial, executive, and legislative branches of the Prefectural and subordinate echelon governments.

(7) Inform civil affairs sections of higher headquarters of current developments and progress in the execution of SCAP directives to the Japanese government, by local authorities.

4. ORGANIZATION

a. The Kyushu Civil Affairs Region is a detached unit of the Civil Affairs Section GHQ SCAP and maintains surveillance over the following Prefectures:

Fukuoka	Miyazaki
Saga	Kagoshima
Nagasaki	Kumamoto
Oita	

b. The Headquarters compromises the Chief Civil Affairs Officer, the Deputy Civil Affairs Officer, the Administrative, the Supply Section, and six staff sections.

c. The Chief Civil Affairs Officer is the Commanding Officer and is responsible for operations, administration, discipline and the accomplishment of the assigned mission. All decisions and orders of a command function or nature will be made by the Chief Civil Affairs Officer. He will determine and announce the policies or the guidance of subordinate chiefs and the conduct of the Region's operations. He will establish and maintain a close professional and personal Liaison with the governor of each Prefecture within the Regional area of responsibility, to assure the development of a mutual relationship of confidence, whole-hearted co-operation, and sympathetic understanding, to the end that any reluctance to seek needed assistance from civil affairs personnel will be overcome and that prompt and accurate reports may be assured of any and all circumstances prejudicial to the maintenance of law and order, health and security.

d. The Deputy Civil Affairs Officer is the executive officer and will be responsible for the supervision and conduct of all administrative activities. He will act for the Chief Civil Affairs Officer in his absence.

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5. GENERAL POLICIES

a. Support and deal through Prefectural executives and members of their staffs wherever possible.

b. Limit routine reports to bare essentials and hold to an absolute minimum. Include more data and less narrative.

c. Organize sectional activities so as to permit the chief of the section the maximum freedom for over-all supervision and personal field observation.

d. Chiefs of functional divisions to be permitted the maximum latitude and initiative in the organization and direction of the activities for which they are responsible. They will be held responsible for compliance with directives from higher headquarters pertaining to their functions, the efficient conduct of the activities under their jurisdiction, meeting of all deadlines on reports and correspondence, keeping the Chief Civil Affairs Officer constantly informed of the current status of critical matters and the gist of directives from higher headquarters including changes or modifications, the observance of sound staff procedures in the conduct of business and the editing of all drafts of correspondence or publications originating within their activities to insure breivity, clarity, correct composition and form.

e. Problems involving two or more sub-divisions of the Regional Organization will be supervised by the section having paramount interest, which section will be responsible for coordination and final action.

f. Maximum use to be made of visual aids and graphs in maintaining statistical data.

g. Each subordinate office or section will maintain a daily journal for the logging of important telephone conversations, conferences and historical data.

h. To conserve travel appropriations and insure the efficient utilization of automotive transportation and interpreters, field trips will be coordinated to effect joint conferences whenever possible. Special Rail Cars will be made available to the maximum.

i. Periodic staff conferences will be conducted for round table discussion of matters of general interest and for general briefing on activities of the several sub-divisions.

j. Up-to-date policy files will be maintained in each office for the guidance of subordinates and successors.

k. Whenever the solution to a problem involves two or more sub-divisions, the agency of paramount interest will obtain evidence of concurrence by securing the initials of all agencies concerned on the official file copy of the publication or correspondence prior to transmission or publication.

l. To conserve personnel, equipment and space, a central filing system will be maintained. Duplicate files of correspondence will not be maintained.

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m. Each sub-division will prepare and maintain up-to-date organization charts, detailed descriptions of mission and functions by sub-section, and an SOP for each job position which will become a part of the organization and functional manual of the Region. Currently existing directives and regulations in-so-far as they are not inconsistent with the foregoing policies and the newly assigned mission on the Region will be generally continued in force and included in this manual.

n. The manual to be prepared in appropriate sections, properly indexed and will conclude with a general bibliography of pertinent regulations and directives arranged for ready reference.

o. Chiefs of functional division will be responsible for efficient utilization of subordinate personnel including compliance with all existing laws and regulations relating to hours of employment, sick and annual leave, and investigation of unauthorized absence from duty. Daily time sheets will be maintained and a weekly report certified to the Chief clerk, (on forms to be provided) for use in the preparation of payrolls.

p. Correspondence intended for higher or comparable level headquarters and to governors of prefectures will be prepared for the signature of the Chief Civil Affairs Officer or his Deputy in his absence. Recurring reports and routine reports, as distinguished from matters of policy or directives may be signed, "For the Chief CA Officer", by the chief of the interested functional division, or in his absence, by his immediate assistant. Such signature will include the official status of the individual under his signature. All TWX messages will be prepared for the signature of the Chief Civil Affairs Officer or the Deputy in his absence.

q. The Japanese Central Liaison and Coordination Section will provide a two-way channel of communication and liaison between all elements of the Region and the several Prefectural governments, their subordinate governmental echelons, and the special agencies of the National Government situated within the Regional Geographical area of responsibility. The functions of this section will not be construed to prohibit or interfere with direct communication between the Civil Affairs Regional Headquarters and Japanese Governmental executives, nor between subordinate parallel staff sections as circumstances indicate to be necessary or adviseable. It's primary purpose is to provide the governors and their staffs with a rapid and effective means of contact with Chief Civil Affairs Officer and the members of the Regional Staff.

BY ORDER OF COLONEL BURGHEIM:

OFFICIAL:

THOMAS J. COCKRELL
Major ARMOR
Deputy

THOMAS J. COCKRELL
Major ARMOR
Deputy

DISTRIBUTION:
3 - Circulation and File
1 - Ea Section

INFO:
1 - GHQ SCAP Civ Aff
1 - CO, Camp Hakata, APO 45
1 - CG, Southwestern Cmd, APO 15
1 - CO, 1st CIC Dist, APO 3

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDB NO.

KYUSHU CIVIL AFFAIRS REGION
GHQ SCAP
Fukuoka, Kyushu, Japan

APO 1105
1 January 1951

ANNEX "A")
:
OPERATIONAL MEMORANDUM)
:
NUMBER 1)

STANDARD OPERATING PROCEDURE

LEGAL AND GOVERNMENT

1. GENERAL

a. The primary purpose of the Legal and Government Section is to assist in the establishment and maintenance of a democratic form of government. To accomplish this, the responsibilities of this section are threefold.

(1) To act as legal advisor to the Chief of Kyushu Civil Affairs Region on all matters of law and government, and to keep him informed of all current developments within that field.

(2) To report through channels to higher headquarters all developments in the field of government, together with information and recommendations which may have bearing on changes in current or future programs, and to report degree of compliance with the directives of higher headquarters.

(3) To act in an advisory and consultative capacity to all governmental units and agencies, and to maintain surveillance over them to insure compliance with directives.

2. MISSION

a. Maintain surveillance over the Japanese Government to extend but not limited to those governmental functions discussed in succeeding paragraphs.

(1) To maintain surveillance over the administration of justice, Legal and Government Section will:

(a) Observe the propriety of the administration of justice in the Japanese Courts without interference in individual cases.

(b) Bring to the attention of higher headquarters, cases of injustice or miscarriage of justice.

(c) Observe the functioning of national and local laws and suggest revisions to higher headquarters.

(d) Aid and advise judges and procurators in order to further the just, speedy and efficient operation of the court system. This aid and advice will be general in nature and will not be extended to individual cases except where prosecution of such individual cases may require the procurement of witnesses and/or evidence from non-Japanese individuals or agencies, or where advice is required to insure compliance with occupation force directives to and restrictions on the Japanese Courts.

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(e) Assist in the education of the general public concerning legal and judicial reforms.

(2) Maintain surveillance over police and prisons within the zone of responsibility. This surveillance will include:

(a) Visits to jails, police stations, prisons, and other places of confinement operated by the Japanese Government. By personal observation and questioning of inmates, inspectors will determine whether individuals have been confined for excessive periods of time without trial, have been mistreated, denied counsel, or otherwise deprived of civil rights. When these conditions are discovered, the delinquency will be called to the attention of the Japanese authorities concerned. When these conditions exist due to the deprivation of civil rights of Japanese and other nationals by occupation forces, corrective action will be taken with the unit concerned. In both instances, report will be made to higher headquarters.

(b) Visits and close personal liaison with police and public safety officials throughout entire zone.

(c) Observation and report to higher headquarters of general efficiency of police system to include investigation and report of incidents which indicate corruption, malfeasance in official matters, or inefficiency. Close attention will be directed to the complete decentralization of police as required by the Police Law.

(d) Liaison and contact between Japanese police and occupation force units.

(3) Maintain surveillance over local political parties to include analysis of local political personalities, organizations, and societies to determine the true aim of such persons and organizations and means whereby objectives are achieved. Such information will be evaluated in terms of trends and developments in the field of local politics. Report will be made to higher headquarters showing important political trends or significant strategy pursued by local political parties and organizations.

(4) Maintain surveillance over activities of officials and local governmental bodies within their zone of responsibility. This surveillance will include but will not be restricted to:

(a) Aid, advice, and encouragement of Japanese officials in their efforts to establish an orderly, democratic, and decentralized governmental administration at all governmental levels. Special emphasis will be placed on the development of a sense of responsibility of government to the people.

(b) Frequent conferences with officials to determine the organization and degree of efficiency which

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is displayed in the functioning of all municipal, prefectural, and national governmental bodies within the zone. When indicated, conferences on specific problems will be held to consider problems of public administration.

(c) Attendance at prefectural, city, town, and village assembly meetings and such meetings of independent boards and commissions as is necessary to determine the degree of governmental proficiency displayed by those bodies, and general nature and kinds of laws and administrative regulations under consideration. Close attention will be directed to the passage of by-laws providing for local taxation as authorized or required by national legislation.

(d) Maintenance of continuous review over activities of assemblies and chief executives of prefectures, cities, towns, and villages to ascertain laws, orders, regulations, or acts which establish, maintain, or represent restrictions on political and civil liberties or which retard the development of local self government. Such laws, orders, regulations, or acts will be reported by letter to higher headquarters without delay.

(e) Preparation and submittal through channels with supporting evidence, for transmission to Supreme Commander for the Allied Powers, recommendations for the removal of corrupt or incompetent officials. Recommendations for removal of Japanese officials will be carefully considered prior to submitting, and supporting evidence must be sufficient to establish beyond a reasonable doubt that the retention in office of the official concerned would be detrimental to the objectives of the occupation. When removal from office is indicated the Supreme Commander for the Allied Powers will be informed so that necessary action may be taken.

(f) Acceptance and careful review of all petitions addressed to the Supreme Commander for the Allied Powers. When practicable, the veracity of statements made in petitions will be checked prior to transmittal, using local agencies, and appropriate recommendation will be included in the forwarding indorsement to higher headquarters.

(5) It is imperative that Japanese elections be free and representative expression of the will of the Japanese people. General participation by the electorate and faithful observance of the applicable laws and ordinances will achieve this. To insure complete freedom of election activity during elections, Legal and Government Section will exercise close and continuing surveillance over all national and important local elections. Routine surveillance will be maintained over all other elections.

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(a) A policy of impartiality will be observed and enforced by occupation force personnel throughout this command in all elections.

(b) To implement surveillance Civil Affairs Region will:

1. Inform local election administration Committees, Chief Executives, Candidates, law enforcement agencies, and the public in general that Civil Affairs personnel will observe the elections.

2. Refer to the proper Japanese authorities all violations or delinquencies in the administration of the elections which come to notice.

3. Encourage efforts by information media to publicize the elections and to encourage free discussion of election issues.

4. Observe election procedures followed generally throughout the zone. In the case of important elections, this observation should include visits to and conferences with election officials and party leaders prior to the announcement of election and the election day, visits to polling places and ballot counting stations during the actual election period, and post election surveillance to include close examination of any claims of fraud, mismanagement or illegal acts.

5. Report serious violations of election regulations or any unusual incidents immediately to higher headquarters.

6. Initial reports will be followed by a letter of confirmation giving complete details and circumstances surrounding the violation or incident.

(c) Election reports will be submitted monthly. These reports will include a short narrative and will contain an analysis of political trends as shown by election results.

3. ORGANIZATION

a. Under the overall supervision of the Legal and Government Analyst as Section Chief, Kyushu Region is divided into two areas for the purpose of carrying out the Legal and Government program. One area consists of the prefectures of Kumamoto, Kagoshima, Miyazaki and Oita under the surveillance of a General Investigator (Translator-Interpreter), who shall also act as assistant Section Chief. The second area consists of the prefectures of Fukuoka, Saga and Nagasaki under the surveillance of a General Investigator (Translator-Interpreter). Office administration, including general surveillance of Japanese National Translators and Japanese Professionals is the responsibility of a General Investigator. A Clerk-Stenographer is responsible for general stenographic duties within the section.

b. To assist the DAC personnel mentioned in the preceding paragraph seven Japanese Nationals are utilized: two Professionals in the capacity of legal advisors, two Translators, two interpreters and one Typist.

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ANNEX "A", Operational Memorandum, No. 1, KCAR, 1 January 1951

c. Organization Chart (Inclosure No. 1)

4. DUTIES

a. Legal and Government Analyst (Supervisor)

JOB CONTROLS

(1) As Chief of the Legal and Government Section is responsible for the planning, direction and accomplishment of program objectives established by higher authority.

(2) Conducts operational work independently subject to approval by the Region Civil Affairs Chief. Discusses matters of a policy or controversial nature with the Region Chief, acting in capacity as staff advisor on legal and government functions.

(3) Within the confines of policy and program directives emanating from appropriate SCAP Sections implemented by the Civil Affairs Section and policy or procedural instructions of the Region Chief, makes final decision recommendations which are generally accepted without change.

MAJOR DUTIES

(1) Directs the work of assistant attorneys or personally performs required activities necessary to conduct the total mission of surveillance, reporting, advice and guidance to the Japanese for all legal and government functions within a large and complex geographic area. Programs included are broad in scope, diversified in nature and encompass a wide range of governing legislation. Typical programs are administration of justice (observance of court procedures and systems, functioning of national and local laws, education of the public regarding judicial reform, etc.); public safety (police and prison) systems and practices; political personalities and organizations; evaluation of election procedures, violation and indications; activities of official and local government bodies.

(2) Determines overall work planning, priorities, emphasis and general methods of operation as necessary to coordinate and integrate all phases of work and to meet special requests from higher authority. Advises and assists members of the section regarding situations, and developments, the evaluation thereof and the manner of treatment. Evaluates the effectiveness of operations and makes such changes as are necessary.

(3) Analyzes operational directives and informational material from Civil Affairs Section concerning new legislation, instructions to the Japanese Government, pending Japanese national legislation or other material such as requests for particular information, etc. Interprets such material in the light of conditions, situations and other peculiarities of the various geographic areas, the status of programs, etc. A thorough knowledge of the Japanese Government organizational structure, current legislation and the responsibility at