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NATIONAL ARCHIVES
OF THE
UNITED STATES

**GHQ/SCAP Records(RG 331)**
**Description of contents**

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(2) Folder title/number: (9) (end)
Reports Control Procedures

(3) Date: May 1947 - May 1948

(4) Subject:

| Classification | Type of record |
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(5) Item description and comment:

(6) Reproduction: (Yes) No

(7) Film no. Sheet no.

CHANGES SINCE 15 MAY 1947

NEW REPORTS (GHQ) (9)

| | |
|---|---|
| QGA-11 | Strength Status Report |
| QGA-21 | Strength Status Report |
| QGA-16 | Strength Reports |
| QGD-28 | Estimated Consumption of Aviation Petroleum Products of FEAF Units |
| QCE-11 | Construction Progress Report - Korea |
| QCE-12 | Construction Summary Report - Korea |
| QFD-05 | Daily Report of Yen Sales |
| QSC-01 | Signal Supply Report |
| QESS-10 | Carbon Dioxide Requirements |

NEW REPORTS (WAR DEPARTMENT) (12)

| | |
|---|---|
| WDGPA-89 | VD Control Council Report |
| WDOCP-38 | Report to US Civil Service Commission of a Reduction in Force |
| TREAS-1013 | Report of Lend-Lease Transfers |
| WDGSP-66 | Report of Improper Shipment |
| FIN-29 | Special Monthly Report of Disbursements by Oversea Disbursing Officers |
| FIN-30 | Quarterly Report of Cash on Hand |
| ORD-2 | Report of Condition of Charges in Metal Containers |
| ORD-5 | Report of Annual Surveillance Inspection |
| SSD-24 | Projected Cash Requirements and Remittances for Army Exchanges Overseas |
| SSD-25 | Oversea Exchange Forecast of Quarterly Requisitions and Requirements |
| SSD-32 | Operating Statistics |
| TC-29 | Report of Marine Casualties |

DISCONTINUED REPORTS (GHQ) (8)

| | |
|---|---|
| QGA-06 | Officers Status Report |
| QAG-05 | Semi-Annual Report of Registered Naval Documents or Devices |
| QQM-06 | Report of DDT & Insecticide Dispensing Equipment Issued in Japan |
| QQM-07 | Copies of Menus or Issue Charts |
| QGD-21 | Monthly Comparison of POL Issues With Average Issues July Through December 1946 |
| QTO-09 | Weekly Progress Report-Movement of Surplus Property Japan to Korea |
| QNR-01 | Shipment of Fresh and Processed Marine Products from Hokkaido to Honshu |
| QNR-02 | Weekly Fish Market Report |

DISCONTINUED REPORTS (WAR DEPARTMENT) (5)

| | |
|---|---|
| WDGPA-59 | Report on Non-Regular Volunteers |
| FINAF-1 | Quarterly Report of Foreign Currency Balance |
| FINHW-1 | Weekly Report of Operations of Armed Forces Leave Payments |
| WDSIG-2 | Quarterly Report of Annual General Inspections Not Requiring Action Letters IGD |
| TC-19 | Ocean Shipping Procedures |



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EXTERNAL RECURRING REPORTS, GHQ

G-1

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|---|---|---|---|---|---|
| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CI/N | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| QGA-02 | Report On Personnel Losses | S-Mo | U | 5th 20th | Radio ZX 04625, 24 June 1946 | Major Commands |
| QGA-03 | Monthly Civilian Personnel Progress Report | Mo | U | 8th 10th | FEC Circular 15, 5 February 1947 | MARBO PHILRYCOM (10th) 8TH ARMY USAFIK FEAF (8th) |
| QGA-04 | Table of Distribution of Bulk Allotment | Mo | U | End of fol mo | AG 400.34 (9 Dec 46)GA dtd 9 December 1946 | Major Commands |
| QGA-05 | Unauthorized Visits of GHQ Female Personnel to BCOF Area | As req | U | As req | Par 3, AFPAC Ltr. AG 230.42 (10 Dec 46)GA dtd 10 Dec 46 | CO Chugoku Mil Gov Region, BCOF Area |
| QGA-08 | Authorized Strength Report by Arm or Service, Type of Personnel, MOS and Grade | Mo | R | EOM | Instructions on FEC AGO Form No. 81 (11 Feb 47) | G-1 & Special Staff Sections, GHQ FEC |
| QGA-09 | Regularly Scheduled Overtime | As req | U | As req | Civilian Personnel Reg. 80 Radio ZX 36645, 26 Feb 1947 | Major Commands |
| QGA-10 | Dependents Residing In Tokyo Area Returning to Zone of Interior During Month of_____. | Mo | U | 25th of 4th prec mo | C/N to AG from G-1, 2 April 1947 | AG, Hq Comdt, CPS, PRO GHQ FEC COMNAVFE AACS |
| QGA-11 | Strength Status Report | Mo | R | 4th | Ltr AG 320.2 (19 May 47)GA dtd 19 May 47 | Major Commands FEAF |
| QGA-12 | Strength Status Report | Mo | R | 19th | Same as above | Major Commands |

EXTERNAL RECURRING REPORTS, GHQ

G-1

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|---|---|---|---|---|---|
| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| QGA-13 | Relief of Officers from Active Duty for the Purpose of Availing Themselves of Promotion on Terminal Leave | Mo | U | 5 Jun<br>5 Jul | Radio GHQ ZX 46592, 12 May 1947 | Major Commands |
| QGA-14 | Special Status Report of Enlisted Personnel by Major Command | Mo | R | 23rd | C/N AG to G-1, AG 320.2 (30 Oct 46)AG-AA(R)dtd 30 Oct 1946<br>C/N G-1 to AG, 5 November 1946 | SAB GHQ |
| QGA-15 | Special Status Report of Officers by Major Command | Mo | R | 23rd | Same as above | SAB GHQ |
| QGA-16 | Strength Reports:<br>A. Distribution of Grades by Areas<br>B. Forecast of Gains & Losses by Area<br>C. Strength by Station | Mo | R | 20th | Ltr FEC AG 320.2 (21 May 47)GA dated 21 May 1947 | FEAF |
| | WAR DEPARTMENT REPORTS | | | | | |
| WDCSO-15 | Monthly Report of War Department Civilian Personnel Outside Continental United States | Mo | U | 10th | WD Memorandum 620-10-3 dtd 14 February 1947<br>Radio WCL 23350, dated 7 June 47 | CPS, GHQ FEAF<br>PHILRYCOM MARBO<br>8TH ARMY USAFIK |
| WDGPA-50 | Report of AGCT Standard Scores of Regular Army Enlistees | Mo | U | 15th | WD Memo 600-70-5, 11 Dec 1946<br>FEC Circular 16, 6 February 1947 | Major Commands |
| WDGPA-89 | VD Control Council Report | Mo | U | 10th | WD Memo 600-900-2, dated 31 January 1947 | Major Commands<br>FEAF |
| WDOCP-16 | Preliminary Selections for WD School of Civilian Personnel Administration | Qtr | U | As req | Memo CPD, 2 December 1946 | G-1, GHQ |

EXTERNAL RECURRING REPORTS, GHQ



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|---|---|---|---|---|---|---|
| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| WDOCP-38 | Report to US Civil Service Commission of a Reduction in Force | As req | U | As req | USCSC Federal Personnel Manual<br>WD Civilian Personnel Procedures Manual 61<br>FEC Circular 55, 15 May 1947 | Civilian PO of Major Commands |
| WDSMB-4 | Quarterly Estimates of Civilian Personnel Requirements in Territories & Possessions of the U. S. | Qtr | U | 15 Mar<br>15 Jun<br>15 Sep<br>15 Dec | Ltr. AGAM-PM 230 (22 Aug 46)<br>AO-C-W DSMB, 29 August 1946 | MARBO |

EXTERNAL RECURRING REPORTS, GHQ

G-4

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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| QGD-07 | Excess and Surplus Property Disposal Progress Report | Mo | R | 20th | GHQ Radios CX 59348 29 March 46, CX 60670 6 May 46, CX 60791 9 May 46 | Major Commands less Hq & Sv Group |
| QGD-08 | 5 Day Bulk Petroleum Stock and Issue Report | Each 5 Days | U | Report date + 3 days | Radio ZAX 11324, 20 December 45 | 8TH ARMY OBASCOM USAFIK PHILRYOM China Theater |
| QGD-09 | Bulk Petroleum Slate Radio Report | Mo | U | 7th | Ltr. AG 463.7 dtd 25 October 45 | Same as above |
| QGD-19 | Report of Disposition of Captured or Surrendered Enemy Equipment & Supplies | Mo | R | EOM | Occupation Instructions 4, Annex 2, Par 12-20, September 1946 | 8TH ARMY USAFIK COMNAVFE |
| QGD-20 | Provisions of Private Residences For Families of Allied Personnel | Mo | R | 15th | SCAP Ltr. AG 624 (26 Mar 46)GD dtd 26 March 1946 | 8TH ARMY COMNAVFE |
| QGD-22 | Monthly Status of Service Personnel | Mo | R | 31st | Ltr SCAP AG 230.14 (14 Feb 47)GD dtd 14 February 1947 | 8TH ARMY COMNAVFE Hq & Sv Gp FEAF |
| QGD-23 | Monthly Report of Labor Requisition from IJG | Mo | R | 31st | Ltr SCAP AG 230.14 (14 Feb 47)GD dtd 14 February 1947 | Same as above |
| QGD-24 | Quarterly Forecast of Labor to be Requisitioned from the IJG | Qtr | R | 31 Mar 30 Jun 30 Sep 31 Dec | Same as above | Same as above |
| QGD-25 | Passenger, Mail & Cargo Backlog at Haneda Airport | Da | U | Da | Ltr FEAF, AG 580, AIR (15 Jan 47)GD dtd 15 January 1947 | Traffic Section 1539th AAFBU, ATC |
| QGD-27 | Forecast of Miscellaneous Indigenous Procurement for the Occupation Forces | Qtr | R | 1 Sep | Ltr AG 400.12 (8 May 47)GD, dtd 8 May 1947 | Major Commands FEAF |

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| QGD-28 | Estimated Consumption of Aviation Petroleum Products of FEAF Units | Mo | U | 5th | Radio Z 44499, 26 April 1947 | FEAF |
| | WAR DEPARTMENT REPORTS | | | | | |
| AFO-MD-E4 | Overseas Replacement Consumption and Inventory Report | Mo | R | 20th | WD Ltr AG 400 (25 Oct 44) 30 November 1944 WD Ltr AGAO-S-DAFD8S-M 400 (24 June 46) 16 July 46, 1st Ind to FEAF, 29 July 1946 | FEAF |
| AFO-SC-A19 | Status of Aircraft in the Army Ground Forces in Overseas Theaters | Mo | U | 10th | 1st Ind AFPAC AG 452.03 (18 Jan 46)GD, 20 Feb 1946 to WD AG 452.03 (18 Jan 46)OB-S-AFMSC-M dtd 22 January 1946 | Major Commands less Hq & Sv Group |
| AFO-SC-E4A | Monthly Aircraft Engine Inventory and Status Report | Mo | R | 10th | WDAGO Ltr AGAO-S-AFSSCM 319.1 (2 Apr 46)dtd 8 Apr 46, 1st Ind AFPAC 25 Apr 46. WD Ltr AGAM-PM 319.1 (22 Oct 46)AGBSC-2B, 31 Oct 46, AAF Ltr 65-30, 29 Oct 46 | FEAF |
| AFW-SC-E1 | Status of Jet Aircraft Engines by Flight Hours | Mo | R | 15th | 1st Ind, GHQ AFPAC to WDAGO Ltr AGAM-PM 452.03 (20 Jun 46)AO-C AFSSC-B2, 25 Jun 46, AAF Ltr. 65-27, 26 July 1946 | FEAF |
| AFW-SC-E2 | Monthly Inventory and Status Report of Communications and Electronics Equipment in the AAF | Mo | R | 15th | Ltr. AGAM-PM 400 (16 Sep 46) 7 October 1946 | FEAF |

EXTERNAL RECURRING REPORTS, GHQ

G-4

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CI/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| AFW-SC-E3 | Report of Status and Location of Ground Communications and Electronics Equipment in the AAF | S-Ann | S | 30 Jun<br>31 Dec | Ltr. AGAM-PM 400 (16 Sep 46)<br>7 October 1946 | FEAF |
| JCS-1001 | Enemy Equipment Released to Allied Governments | Qtr | C | 31 Mar<br>30 Jun<br>30 Sep<br>31 Dec | Radio W-99009 dtd 2 March 1946 | G-4, GHQ |
| TREAS-1013 | Report of Lend-Lease Transfers | As req | U | As req | Lend Lease Act of 11 March 41<br>TM 14-705, Chapter 10<br>WD Memo 35-55, 11 December 45<br>WD Memo 35-45, 21 August 45 | Major Commands less Hq & Sv Group |
| WDGSR-46 | Property Disposition in Overseas Commands Other than Real Property | Mo | C | 25th | WD Memo 700-50-12, 21 Oct 1946<br>WCL 39074 dtd 19 April 1947 | Major Commands less Hq & Sv Group<br>USAFIK reports to 8th Army |
| WDGSR-52 | Report of Material Consumed | Qtr | R | 25th fol qtr | FEC Ltr. AG 400 (12 Nov 46)GD dtd 12 November 1946<br>WD Ltr. AGAO-S 400 (27 Feb 47)O-M dtd 13 Marcn 1947<br>ZX 42021 dtd 9 April 1947 | PHILRYCOM<br>MARBO<br>8TH ARMY |
| WDGSR-66 | Report of Improper Shipment | As req | U | As req | WD Circular 305, 1945<br>WD Circular 295, 1946 | Installation Receiving Shipment |

EXTERNAL RECURRING REPORTS, GHQ

G-4

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CI/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| WDGSP-82 | Status of Transfer in China & Philippine Bulk Sales | Mo | S | 15th | WX 8/123 dtd 6 December 1946<br>WX 84595 dtd 2 November 1946<br>WX 86201 dtd 25 November 1946 | MARBO<br>PHILRYCOM<br>FEAF |
| WDGSP-105 | Overseas Command Forecast of Requirements | Qtr | Varies | 15 Feb<br>15 May<br>15 Aug<br>15 Nov | Ltr. AGAM-PM 400 (11 Mar 47)<br>WDGSP/D1 dtd 27 Marcn 1947<br>Ltr AGAM-PM 400 (10 Apr 47)<br>WDGSP/D1 dtd 10 April 1947<br>Ltr FEC AG 400 (19 May 47)GD dtd 19 May 1947 | PHILRYCOM<br>MARBO<br>8TH ARMY |
| WDGSP-109 | Return of Military Property from Overseas | Qtr | R | 15 Feb<br>15 May<br>15 Aug<br>15 Nov | WD Ltr AGAO-S 400 (25 Mar 47)D-M dtd 26 March 1947 | Major Commands<br>FEAF |

EXTERNAL RECURRING REPORTS, GHQ

Adjutant General

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| QAG-07 | Personnel Arrival Reports Air & Water | As req | U | Immed | Ltr. AG 200.31 (27 Feb 47)AG-OP subj: Assignment of Personnel dtd 27 February 1947 | Major Commands less Hq & Sv Group |
| QAG-09 | Inspection of Army Post Office | Qtr | U | Varies | FEC Circular 28, dtd 3 May 1947 | Inspecting Officer |
| QAG-10 | Monthly Report of Money Order Business | Mo | U | EOM | Same as above | Postal Officers |
| QAG-11 | Semi-Montnly Report of Volume of Mail Received and Dispatched | S-Mo | U | 1st 16th | Ltr. AG 311.1 (8 May 46)AG-SD subj: Mail Status | Major Commands Postal Officers |
| QAG-15 | Change in Status of Courier Transfer Officers and Courier Stations | Varies | U | Varies | WD Memo 15-46 dated 14 June 46 Ltr AG 311.4 (20 Dec 46)AG-AM subj: Security Courier Service | 8TH ARMY USAFIK PHILRYCOM |
| QSAB-01 | Personnel Data Sheet | Da | U | Da | GHQ FEC Ltr. AG 330.32 (3 Jun 46) AG-AA dated 21 March 1947 | Replacement Depots JAPAN KOREA MARBO |
| QSAB-02 | Daily Changes to Parent Unit Master Organization File | Da | U | Da | ORMRU Part D, Para 6 | SAB GHQ FEC FEAF PHILRYCOM USAFIK |
| QSAB-05 | Weekly Report of Strength by Command | Wk | U | Wed | ORMRU Part L, Para 4 | SAB GHQ FEC FEAF PHILRYCOM USAFIK |
| QSAB-06 | Weekly Informal Survey of MRU Activities | Wk | U | Wed | ORMRU Part A, Para 13e | XXIV CORPS PHILRYCOM |

EXTERNAL RECURRING REPORTS, GHQ

Adjutant General

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| QSAB-12 | Arrivals and Departures by Air | 4 T Mo | U | 7th 14th 21st Last | Ltr. AFPAC AG 565.2 (23 Spet 45) AG-MF, 23 Sept 45 | Replacement Depots |
| QSAB-13 | Occupation Strength | Mo | U | 10th | GHQ Radio CX 69440, 24 Jan 47 C 51219, 26 Mar 47, Z40321, 26 March 47. GHQ Ltr AG 320.2 AG-AA, dtd 5 February 1947 | MARBO FEAF XXIV CORPS |
| QSAB-40 | Month End Status Card File | Mo | U | 7th | OPMRU, Part C, Para 4 | SAB GHQ FEC USAFIK PHILRYCOM FEAF |
| QSAB-41 | Monthly Status Report | Mo | U | 12th | OPMRU, Part L, Para 2 | SAB GHQ FEC USAFIK PHILYRCOM |
| QSAB-43 | Correspondence Control | Mo | U | 8th | OPMRU, Part L, Para 7 | SAB GHQ FEC USAFIK PHILRYCOM FEAF |
| QSAB-44 | Parent Unit Organization Master Cards | Mo | U | 5th | OPMRU, Part T, Para 26 | PHILRYCOM |
| QSAB-45 | Enlisted Monthly Personnel Roster | Mo | U | 8th | OPMRU, Par H | SAB GHQ FEC USAFIK PHILRYCOM FEAF |

EXTERNAL RECURRING REPORTS, GHQ

Adjutant General

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|---|---|---|---|---|---|
| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CI/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| AG-40 | Morning Report Locator Cards | Da | U | Da | TM 12-305, Part 10, Para 4, Para 7, Sec II, AFPAC Reg. 1-60 dtd 25 September 1945 | SAB GHQ PHILRYCOM |
| AG-41 | Enlistment Cards (RA) | Da | U | Da | WD Ltr AGAS-F-342 dtd 27 Jan 47 WCL 29324, 13 March 1947 TM 12-305, C13, 12 March 47 | SAB GHQ PHILRYCOM |
| AG-42 | Enlisted Separation Cards | Da | U | Da | WCL 44102, 15 January 1947 WD Ltr. AGAS-F, 20 February 1947 TM 12-305, C13, 12 March 1947 | SAB GHQ PHILYRCOM |
| AG-43 | Officers Separation Cards For Otner Than Regular Army | Da | U | Da | WCL 44102, 15 January 1947 TM 12-305, C13, 12 March 1947 | SAB GHQ PHILRYCOM |
| AG-53 | Officers Monthly Personnel Rosters | Mo | U | 16th | TM 12-305, Part 65, November 45 | SAB GHQ PHILRYCOM |
| AG-54 | Recruiting Progress Report | 4 T Mo | U | 7th 14th 21st Last | WD Memo 600-750-5, 20 Dec 1946 GHQ FEC Cir 16, 6 February 1947 | Major Commands |
| AG-62 | Status Cards for Absentees Dropped From Rolls or Returned to Military Control | Mo | U | 24th | WD Ltr AGAS-F 251.21 (2 Dec 46) dated 10 January 1947 | SAB GHQ PHILRYCOM |
| AG-64 | Status Cards for Personnel Dropped From Rolls as General Prisoners or Restored to Duty from General Prisoner Status | Mo | U | 24th | WD Ltr. AGAS-F 253 (15 Jan 47) dated 22 January 1947 | SAB GHQ PHILRYCOM |

EXTERNAL RECURRING REPORTS, GHQ

Adjutant General

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| AG-77 | Status Cards for All Officers | Mo | U | 15th | WD Radio WCL 32484, 26 March 47 | MARBO FEAF XXIV CORPS |
| PO-1005 | Daily Report of Money Order Business | Da | U | Da | Postal Laws and Regulations 1940 and WD Memo 12 Oct 1943 | All APO's |
| WDCSA-6 | Oversea Strengh of Male Commissioned Officers by Component and Grade | Mo | U | 16th | WD Ltr AGAS-F 320.2 (1 Jan 47) dtd 1 January 1947 | SAB GHQ PHILRYCOM |
| WDCSA-11 | Weekly Report of the Strength of the Army | Wk | U | Thurs | AG Ltr AGAS-F 320.2 (1 Nov 46) dated 14 March 1947 | Same as above |
| WDCSO-13 | Oversea Strength in Troop Program, Sequence by Organization and Type of Personnel | Mo | R | 15th | Ltr AGOM-E-F 320.2, 23 Feb 1945<br>Ltr AGAS-F 320.2, 6 November 46<br>Incl to ltr AGAS-F 320.2 (10 Feb 47) 4 April 1947 | Same as above |
| WDCSO-14 | Oversea Strength in Troop Program Sequence by Type of Personnel | Mo | U | 15th | Radio WX 89499 dtd 12 Jan 1947<br>Ltr AGAS-F 320.2, 6 November 46<br>Incl to Ltr AGAS-F 320.2 (10 Feb 47) 4 April 1947 | Same as above |
| WDCSO-17 | Radio Report of Changes in Strength and Organization | 4 T Mo | U | 1st 11th 18th 25th | Ltr AGAS-F 320.2, 6 November 46 | Same as above |
| WDCSO-18 | Decorations and Awards Awarded by the War Department and Overseas Theater Commanders | Mo | U | 20th | Oral Directive of C/S and D C/S Memo WDCSO, 11 Oct 46 and AG Ltr AGOM-F-F 200.6, 14 Oct 44 | Decorations and Awards Board |
| WDCSO-19 | Battle, Non Battle Casualty and Progress Cards | Mo | C | 2d | WD Ltr AG 704 (10 Dec 43)OB-S dtd 11 Jan 1944<br>WD Radio WCL 42615, 9 Jan 1947 | SAB GHQ |

EXTERNAL RECURRING REPORTS, GHQ

Adjutant General

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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL'N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| WDGPA-45 | Inventory and Projection of Army Strength | Mo | R | 18th | WD Ltr AGAS-F 320.2 (24 Jun 46) WDGPA dtd 6 December 1946 Radio W 91106 dtd 1 Feb 1947 Radio WX 98728, dtd 25 May 1947 | SAB GHQ PHILRYCOM |
| WDGPA-47 | Morning Report | Mo | U | 1st | AR 345-400, 3 January 1945 | All MRU's and SCU's |
| WDGPA-83 | Officers Personnel Roster by Duty Branch | Mo | U | 24th | WD Ltr. AGAS-F 330.32 (25 Nov 46)dtd 27 January 1947 | SAB GHQ PHILRYCOM |
| WDGPA-84 | Officers Personnel Roster by Basic Branch | Mo | U | 24th | Same as above | SAB GHQ PHILRYCOM |
| WDGPA-95 | Sailing Report of Officers Returning to ZI for Reassignment | As req | U | As req | WCL 28289 dtd 11 March 1947 FEC Circular 40, 12 April 1947 | Major Commands |
| WDGPA-98 | Personnel Receiving Additional Pay | Qtr | R | 10th | WD Ltr AGAS-F 241.17 (12 Mar 47) dtd 22 April 1947 | SAB GHQ PHILRYCOM |
| WDGPA-101 | Roster of Officers and WO, by Branch, by Organization, Alphabetically within Grade | Mo | U | 18th | WD Ltr AGAS-F 320.32 (25 Nov 46) WDGPA-O dtd 11 April 1947 | SAB GHQ PHILRYCOM |
| WDSCA-6 | Navy Roster Military Government Pacific | Mo | U | 8th | Radio WAR 97427, 15 Feb 1946 Radio AFPAC CX 58118, 21 Feb 46 Radio AFPAC C 59205, 25 Mar 46 | Major Commands less Hq & Sv Group |

EXTERNAL RECURRING REPORTS, GHQ

Engineer

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CI/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| QCE-01-R1 | Construction Progress Report | Mo | R | 18th | Ltr. AFPAC AG 370.2 (22 Mar 46) CE dtd 22 March 1946 Ltr. AFPAC AG 370.2 (1 Nov 46) | MARBO PHILRYCOM |
| QCE-03-R1 | Engineer Unit Technical Report | Mo | R | 3rd | Ltr FEC AG 370.2 (11 Feb 47)CE dated 11 February 1947 | All Engineer Units Far East Command |
| QCE-04 | Monthly Report on Engineer Officers | Mo | R | 5th | Ltr AFPAC AG 210.31 (12 Jun 46) CE dated 12 June 1946 | Major Commands |
| QCE-07 | Monthly Status Report, Troop and Dependent Housing | Mo | R | 5th | Ltr. FEC AG 620 (26 Feb 47)CE dated 26 February 1947 | Major Commands |
| QCE-08 | Construction and Rehabilitation Undertaken by Procurement Demand | Mo | U | 15th | Par 6f of ltr GHQ, AG 600 dtd 11 December 1946 | 8TH ARMY FEAF Hq & Sv Group |
| QCE-09 | Construction Procurement Demand Status Report | Mo | U | 15th | Ltr FEC AG 370.02 (16 Jan 47) dated 16 January 1947 | Receiving Officers for Const. Procurement demands in Japan |
| QCE-10 | Construction Summary Report | Mo | U | 15th | Ltr FEC File AG 600.1 (18 Mar 47) CE dated 18 March 1947 | Hq & Sv Gp I Corps IX Corps 8th Army Kobe Base BCOF |
| QCE-11 | Construction Progress Report-Korea | Mo | U | EOM | Ltr GHQ AG 600.1 (5 June 47)CE dated 5 June 1947, subject: Engineer Technical Reports | USAFIK |
| QCE-12 | Construction Summary Report-Korea | Mo | U | EOM | Same as above | USAFIK |

EXTERNAL RECURRING REPORTS, GHQ

Engineer

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| | **WAR DEPARTMENT REPORTS** | | | | | |
| ENG-7 | Individual Damage Report | As req | Varies | As req | AFPAC Cir 21, TM 5-600 Par 1.73 November 1945 | Post & Unit Commanders |
| ENG-9 | Repairs & Utilities Monthly Cost Report | Mo | U | 7th | TM 5-602, Ch 7, 29 September 45 | As designated by Major Commands |
| ENG-15 | Real Property Record<br>Part A "Interest in Real Property"<br>Part B "Description of Installation"<br>Part C "Quarterly Report of Change"<br>Part D "Report of Excess"<br>Part E "Report of Disposal" | See requiring directive | | | WD Memo No. 35-6520-3, 2 Oct 46<br>TM 5-601, Par 88, April 1946 | As designated by Major Commands |
| ENG-18 | Repairs and Utilities Consolidation Report, Base Data | S-Ann | U | 25 Aug<br>25 Feb | TM 5-600, Para 1.72, November 45<br>WD Circular 360, 1946<br>WD Memo 100-80-3, 9 January 47 | Major Commands |
| ENG-21 | Repairs and Utilities Quarterly Operating Report | Qtr | U | 25th | Same as above | Major Commands |
| ENG-22 | Repairs & Utilities Monthly Operating Report | Mo | U | 25th | Same as above | Major Commands |
| WDGID-1 | Mapping Progress Report (Photo Coverage Summary) | Mo | R | 15th | Ltr. AO-S-B 061 (13 May 46) subj: Revised Post Hostilities Mapping Directive, Pacific & Asiatic Areas | 29th & 30th Engr Base Topo Bns. 64th Engr Base Topo Bn. |

EXTERNAL RECURRING REPORTS, GHQ

Engineer

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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| WDGID-2 | Mapping Progress Report (Letter Form Ground Control Summary) | Bi-Mo | R | 25th | Ltr. AO-S-B 061 (13 May 46) subj: Revised Post Hostilities Mapping Directive, Pacific & Asiatic Areas | 64th Engr. Topo Bn. |
| WDGSP-34 | Periodic Report on Installation Construction Program | S-Ann | Varies | 1 Apr 1 Oct | Par 16, Sec VII, WD Memo 210-20-1 dated 10 September 1946 | Major Commands |
| WDGSP-47 | Supplies Issued to District Engineers By Overseas Commands | Mo | U | 30th | WCL 45633 dtd 21 September 1946 WCL 20402 dtd 10 October 1946 | PHILRYCOM MARBO |

EXTERNAL RECURRING REPORTS, GHQ

Fiscal

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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| QFD-01 | Disbursing Officer's Japanese Yen Currency Report | Mo | U | 15th | Ltr. GHQ AFPAC 6 Dec 45 AG 123.7 (6 Dec 45)FD subj: Control of Yen Currency Issued by Bank of Japan | U. S. Army Disbursing Officers in 8th Army and GHQ |
| QFD-02 | Report of Estimated Obligations | Mo | C | 15th | Ltr. AG 121.2 (1 Apr 43)FD subj: Suballocation of Funds | Major Commands |
| QFD-04 | Forecast of Expenditures for Other Governmental Agencies | Qtr | C | 15 days in adv | GHQ Ltr. dated 19 August 1946 Radio WCL 35891, 15 August 1946 | PHILRYCOM FEAF |
| QFD-05 | Daily Report of Yen Sales | Da | R | Da | Radio CX 52870, 23 May 1947 | 8TH ARMY XXIV CORPS PHILRYCOM |
| | WAR DEPARTMENT REPORTS | | | | | |
| FIN-1 | Report of Actual Cost of Care and Handling Surplus Personal and/or Real Property | Mo | U | 30 days after mo reported | War Department Circular 354,1946 | Major Commands |
| FIN-8 | Schedule of Foreign Payments | Mo | C | 10th | TM 14-704, Chap 18, Nov 1946 | Disbursing Officers |
| FIN-9 | Schedule of Foreign Receipts | Mo | C | 10th | Same as above | Same as above |
| FIN-12 | Monthly Report of Invoices | Mo | U | EOM | Memo 35-1040 dtd 20 December 46 | Same as above |
| FIN-13 | Report of Savings Bond Purchases | Mo | U | 10th | WD Circulars: 375, 1945; 20,1946; 192, 1946; 104, 1947 | MARBO PHILRYCOM |

EXTERNAL RECURRING REPORTS, GHQ

Fiscal

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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CI/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| FIN-19 | Disbursing Officers List of Civilian Payroll Certifying Officers | Ann & Closing of Acct | U | 15th & Time of closing | FIN BUL. 92, Sec I, 1945<br>FIN BUL. 105, Sec II, 1945<br>TB BIN 1, 9 Dec 46 | Disbursing Officers Paying Civilians at Install. Operating under prov CP Reg 120 |
| FIN-20 | Monthly Report of Operations | Mo | Varies | 3rd | TM 14-500, Para 44, May 45 C2, 31 August 1945 | Disbursing Officers |
| FIN-27 | Report of Foreign Currencies | Mo | U | 10th | WD Cir 374 dtd 19 December 1946 | Disbursing Officers |
| FIN-29 | Special Monthly Report of Disbursments by Oversea Disbursing Officers | Mo | U | 10th | TB FIN 7, 27 February 1947 | Disbursing Officers |
| FIN-30 | Quarterly Report of Cash on Hand | Qtr | U | 30 days after qtr | TB 14-500-6 | Disbursing Officers |
| WDGPA-24 | Report of Payment or Non-Payment of Enlisted Personnel | Mo | U | 21st | WD Circular 287, Scc IV, 1946 | Personnel Officers (submitted to CO Post Camp or Station over Sig of CO) |
| WDSBU-2 | Report on Status of Funds Prior Fiscal Years | Mo | C | 30th of fol mo | TM 14-701, Chap 9 & App XI as amended by WD Cir 199, 1946 | Fiscal Director |
| WDSBU-3 | Report on Status of Suballocations Current Fiscal Year | Mo | C | 15th | Chap 9 & App X, TM 14-701 as amended by para 11c WD Cir 199 1946 | Fiscal Director |
| WDSBU-7 | Report on Status of Allotments Consolidated | Mo | C | 15th | TM 14-702, Chap 11, par 124 | Major Commands |

EXTERNAL RECURRING REPORTS, GHQ

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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CI/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| WDSBU-16 | Report of Obligations to Show Breakdown of Amounts Chargeable Against Regular Funding Program and Cost of Care and Handling of Surplus Property | Mo | U | 45 days after mo | WCL 42335 dtd 8 September 1946<br>WCL 41717 dtd 27 April 1947 | Office of Fiscal Director, Budget & Accounts |
| WDSCA-4 | Report of Bank of Chosen Notes Supplemental Mil Yen Currency Type "B" Bank of Japan Notes and Imperial Jap State Notes (Fractional Currency) | Mo | U | 15th | WX 55338 dtd 3 September 1945<br>WC 92701 dtd 31 January 1946 | Funding Officer GHQ FEC |

EXTERNAL RECURRING REPORTS, GHQ

Information & Education

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CI/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| QIE-03 | AEP Evaluation of Civilian Instructors | S-Ann | U | 1 Apr<br>1 Oct | WD Ltr WDSIE-E 200 (5 Feb 47) dated 5 February 1947<br>Ltr GHQ AG 230.3 (17 Mar 47)IE dated 17 March 1947 | I&E, GHQ |
| QIE-04 | Armed Forces Radio Service Quarterly Report | Qtr | U | 20th fol qtr | FEC Circular 49, Para 11 b dtd 3 May 1947 | I&E, Major Commands |
| | WAR DEPARTMENT REPORTS | | | | | |
| WDSIE-3 | United States Armed Forces Institute Monthly Reports | Mo | U | 10th | WD Memo 350-3100-1, 17 Sept 46 Par 12b AFPAC Cir 98, 14 Nov 46 | USAFI Branches Major Commands |
| WDSIE-4 | Army Education Program Education Center Report | Qtr | U | 20th fol qtr | WD Memo 350-110-2 dated 17 March 1947 | Major Commands |
| WDSIE-5 | United States Armed Forces Institute Inventory Report | Qtr | U | 15 Jan<br>15 Apr<br>15 Jul<br>15 Oct | WD Circular 252, Sec I, par 2b(1) 1946 | USAFI Branches Major Commands |

EXTERNAL RECURRING REPORTS, GHQ

Inspector General

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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CI/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| | WAR DEPARTMENT REPORTS | | | | | |
| WDSIG-3 | Report of an Inspection and Statement of the Money Accountability | As req | U | As req | AR 20-10, Par 9c, Sec II, 21 March 1947 | All Accountable Disbursing Officers of the Army |

EXTERNAL RECURRING REPORTS, GHQ

Medical

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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| QMD-01-R1 | Consolidated Weekly Bed Status and Evacuation Report | Wk | U | 2400 Fri | GHQ Radio dated 27 May 1946 | Major Commands less Hq & Sv Group |
| QMD-08 | Report of Surplus Medical Department Officers | Mo | U | 15th | AFPAC Rad 06554, 3 July 1946 | Major Commands Chief Surgeon GHQ |
| QMD-09 | Monthly Roster of Medical Department Officer | Mo | U | 10th | | Med Units & Install. assigned to FEC |
| | WAR DEPARTMENT REPORTS | | | | | |
| MED-1 | Work Performed by Medical Laboratories | | | | AR 40-305, Par 10 | |
| MED-3 | Monthly Sanitary Report | Mo | U | EOM | AR 40-275, 13 Sept 45, WD Cir 24 1946. AR 40-2235, and C2 | Major Commands less Hq & Sv Group |
| MED-4 | Monthly Comprehensive Sanitary Report | Mo | R | 10th | AFPAC Cir 42, par 5, 14 Aug 46<br>WD Cir 24, Sec VII, 1946<br>AR 40-275, par 4, 13 Sept 45<br>AR 40-2235 and C-3 | Major Commands |
| MED-6 | Autopsy Protocol | As req | U | Immed | AR 40-590, par 19d, AR 40-410 par 5, AFPAC Reg. 50-30 | Each Hospital |
| MED-8 | Report of Medical Department Professional Consultants | As req | Varies | As req | WD Cir 101, Sec III, 1946<br>WD Cir 14, Sec IV, 1947 | Professional Consultant Appointed by the SG and Overseas Commands |
| MED-11 | Statistical Health Report | Wk | Varies | 2400 Fri | AR 40-1080 and C1 | Hospitals and Separate Dispensaries |

EXTERNAL RECURRING REPORTS, GHQ

Medical

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|---|---|---|---|---|---|---|
| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CI/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| MED-14 | Hospital Fund Statement of Assets, Liabilities and Net Working Capital | Mo | U | 10th | AR 40-590, Par 18, TM 8-262 Chap VII, Par 3, as modified by WD Cir 182, Sec IV, 1946 (Form WD AGO No. 8-21 pending receipt of prescribed form) FEC Circular 60, 29 May 1947 | Custodian |
| MED-15 | Hospital Fund Statement of Income and Expense | Mo | U | 10th | Same as above | Custodian |
| MED-16 | Special Telegraphic Report of Epidemic Diseases | As req | U | Immed | AR 40-1080, Paras 39 and 40 | Major Commands less Hq & Sv Group |
| MED-18 | Report Sneet of Sick and Wounded | Mo | Varies | Last Sat of month | AR 40-1025, Paras 96 and 111 | Medical Installations |
| MED-19 | Medical Report Card | As req | Varies | As req | AR 40-1025, Paras 35 & 75 C2, Para 144 | Medical Installations |
| MED-23 | Report of Dental Service | Mo | Varies | 20th | AR 40-1010, Para 2 and C2 | Major Commands |
| MED-25 | Report of Veterinary Meat and Dairy Hygiene Inspection | Mo | U | EOM | AR 40-2150, Sec V | Each Station that has Veterinary Office |
| MED-27 | Patients Awaiting Evacuation | Mo | U | | AG 704.11 (3 Jun 44)OB-S-E-SPMOT-M, 8 June 1944. AG 704.11 (30 Sept 44)OB-S-E-SPOPP-M, 14 October 44 | Major Commands less Hq & Sv Group |
| MED-28 | Patients En Route by Water | As req | Varies | Immed | Same as above | Overseas Port of Embarkation |

EXTERNAL RECURRING REPORTS, GHQ

Medical

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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| MED-29 | Report of Hospitalization | Mo | U | 10th | AR 40-560, March 1947 | All Hospitals and Dispensaries |
| MED-30 | Report of Outpatient Treatments | Mo | U | 10th | AR 40-560, March 1947 | Same as above |
| MED-31 | Hospitalization of Personnel of Other Government Services | Mo | U | EOM | WD Circular 37, 1946 | Each Hospital |
| MED-32 | Report of Hospitalization of Veterans Administration Beneficiaries | Mo | U | 10th | WD Memo 40-590-5, 20 Nov 46<br>AFPAC Cir 46, 27 May 1946 | U.S. Army Hospitals |
| MED-33 | Report of Hospitalization or Outpatient Treatment of Authorized Foreign Personnel | Mo | U | EOM | WD Circular 91, 1945<br>WD Circular 207, 1946 | Each Hospital and General Dispensary |
| MED-34 | Report of Medical Department Personnel | Mo | U | 2d | WD Circular 3, Sec 11, 1947 | All Medical Units |
| MED-35 | Essential Technical Medical Data | Mo | Varies | 20th | WD Memo 40-1005-1, 18 December 46 | Major Commands less Hq & Sv Group |
| MED-38 | Telegrapnic Statistical Health Report | As req | U | As req | AR 1080 dated 28 August 1945 | Major Commands |

EXTERNAL RECURRING REPORTS, GHQ

Ordnance

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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CI/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| QOR-01 | Ordnance Technical Report | Mo | C | EOM | GHQ AFPAC Ltr. 350.05 (22 Mar 46)dtd 22 March 1946 | Major Commands less Hq & Sv Group |
| QOR-02 | Report of Explosive Storage | Qtr | Varies | 20th fol qtr | FEC Circular 32, 19 March 1947 | Ammunition Powder and Explosive Safety Engineer |
| | WAR DEPARTMENT REPORTS | | | | | |
| ORD-1 | Ammunition Lot Number Report | | R | | WDSB 9 AMM 4, Par 4c<br>WDSB 9 AMM 8, Par 7 | 8TH ARMY |
| ORD-2 | Report of Condition of Charges in Metal Containers | Ann | Varies | As req | WDSB 9 AMM 7, Sec II para 5-8 | Ordnance Installations Performing Inspections on Metal Containers |
| ORD-3 | Report of Malfunctions and Accidents | As req | Varies | As req | AR 750-10, Sec VII | Unit Ordnance Officer |
| ORD-5 | Report of Annual Surveillance Inspection | Ann | Varies | As req | WDSB 9 AMM8, OFSB 3-20 | Ordnance Installations Performing Inspections on Ammunition |
| ORD-6 | Monthly Report of Surveillance Activities | Mo | Varies | 15th | WDSB 9 AMM 8, par 3a, 4a and 5a OFSB 3-20, par 13a(1), Revision of TM 9-1908 being published | Senior Ammunition Inspector |
| ORD-7 | Report of Accidental Explosions or Fire | As req | Varies | As req | WD Cir 76 dated 22 March 1947 | Installations Where Accidental Explosions or Fires Occur |

EXTERNAL RECURRING REPORTS, GHQ

Provost Marshal

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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| QPM-01-R1 | Provost Marshal's Report | Mo | C | 15th | FEC Circular 51, 14 May 1947 | Major Commands less Hq & Sv Group |
| QPM-04 | Report of Crimes (By Prefecture in Japan) | Mo | C | EOM | Ltr. AG 250.1 (26 Jun 46)PM | 8TH ARMY Provost Marshal |
| QPM-05 | Report of United States Prisoners | Mo | R | 15th | Par 14c (2) AR 600-375 FEC Circular 51, 14 May 47 | Major Commands |
| QPM-07 | Roster of Individuals Absent Without Authority | As req | U | As req | AFPAC Regulation 80-15, Para 7b 7 August 1946 | Major Commands |
| | WAR DEPARTMENT REPORTS | | | | | |
| AG-8 | Return of General Prisoners | Mo | R | EOM | AR 600-375, Par 14c(1) | Each Confinement Facility w/General Prisoners |
| PMG-2 | Criminal Investigation Statistics Report | Mo | | 15th | AFPAC Reg. 80-35, 6 Dec 46 | Major Commands |

EXTERNAL RECURRING REPORTS, GHQ

Quartermaster

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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| QQM-09 | Weekly Graves Registration Activity Report | Wk | R | Wed | Ltr AC 293 PAM dated 5 Oct 46 | USAFIK<br>Reports to 8TH ARMY |
| QQM-10 | Report on Fixed Laundries & Dry Cleaning Plants | As req | U | As req | Ltr GHQ AG 331.5 (14 Jan 47)QMS dtd 14 January 1947 | Major Commands |
| QQM-11 | Recommended Changes to X Ration Scale | Qtr | U | 10th fol qtr | Ltr GHQ AG 430.2 (28 Mar 47)QMS dtd 28 March 1947 | Major Commands less Hq & Sv Group |
| QQM-12 | Sale of Gasoline | Mo | U | 15th | Ltr AG 463.7 (21 Mar 47)QMS-GD | 8TH ARMY |
| | WAR DEPARTMENT REPORTS | | | | | |
| QMG-2 | Report of Laundry and Dry Cleaning Operations | Qtr | U | 31 Mar<br>30 Jun<br>30 Sep<br>31 Dec | Radio WARX 83466, 5 April 46<br>AR 30-2135, Par 5, 12 Jan 45 | Each fixed or mobile laundry or dry cleaning plant |
| QMG-7 | Report of Graves Registration and Disposition of Remains Activities | Mo | R | 15th | Ltr AGAM-PM 293 (13 Nov 46)QMGM-1 dtd 19 November 1946 | Major Commands furnish to PHILRYCOM on or before 5th. PHILRYCOM to GHQ |
| WDCSO-28 | Uniform Strength Report (Ration) | Mo | S | 20th | WD Memo 345-50-1, dtd 24 Jan 47 | PHILRYCOM<br>MARBO<br>8TH ARMY |

EXTERNAL RECURRING REPORTS, GHQ

Signal

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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| QSC-01 | Signal Supply Report | Mo | R | 8th | | Major Commands |
| | WAR DEPARTMENT REPORTS | | | | | |
| SIG-12 | Film Library Report | Qtr | R | | WD Circular 78, 1946 | Each Film Library |
| SIG-61 | Consolidated Report of Excess Release Prints | S-Ann | Varies | 1 May<br>1 Nov | WD Circular 233, 1945 | Each Film Library |
| WDGAS-1 | Insecure Cryptographic Procedures | As req | Varies | As req | SIGMAP 1, July 1945 | Hq Cryptographic Security Officer |
| WDGAS-3 | Cryptographed Traffic Volume Report | Mo | S | EOM | Ltr. AGAM-PM 311.5 (5 Sept 45)<br>WDGID 12 September 1946 | Major Commands<br>Less Hq & Sv Group<br>71st Sig Sv Bn |
| WDGAS-5 | Consolidated Report of Possession of Registered Cryptomaterial | S-Ann | U | 30 Jun<br>31 Dec | AR 380-5, par 45e | Custodians of Cryptographic Equipment |

EXTERNAL RECURRING REPORTS, GHQ

Special Services

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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| SSD-12 | Report on Oversea Entertainment Units | Mo | U | 5th | AFPAC Cir 12, 27 February 1946<br>WD Cir 359, 4 December 1946 | Major Commands Less Hq & Sv Group |
| SSD-18 | Balance Sheet | Mo | U | 20th | AFPAC Reg. 75-5, Par 21 (d) | Major Commands |
| SSD-19 | Profit & Loss Statement | Mo | U | 20th | Same as above | Major Commands |
| SSD-20 | Department Sales and Inventory | Mo | U | 23rd | WD Memo 210-65-3, 16 Jan 1947 | All PX Officers |
| SSD-21 | Statement of Availability of Funds | Mo | U | 20th | AFPAC Reg. 75-5, Par 21 (d)<br>WD Memo 210-65-3, 16 Jan 1947<br>WD Memo 210-65-5, 27 Jan 1947 | Major Commands |
| SSD-22 | Sales Accountability | Mo | U | 20th | Same as above | Major Commands |
| SSD-24 | Projected Cash Requirements and Remittances for Army Exchanges Overseas | Qtr | U | 30 Sep<br>31 Dec<br>31 Mar<br>30 Jun | WD Memo 210-45, 27 August 45 | Major Commands |
| SSD-25 | Oversea Exchange Forecast of Quarterly Requisitions and Requirements | Qtr | U | 90 days prior to qtr | WD Memo 210-65-8, 7 February 47 | Major Commands |
| SSD-26 | Semi-Annual Library Report | S-Ann | U | 30 Jun<br>31 Dec | WD Memo 80-50-1, dtd 12 Feb 1947 | Major Commands |
| SSD-32 | Operating Statistics | Mo | U | 23rd | WD Memo 210-65-10, 17 April 47 | Major Commands |

EXTERNAL RECURRING REPORTS, GHQ

Transportation

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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CI/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| QTO-02-R1 | Status of Vessels Under 1,000 Tons and Floating Equipment | Qtr | R | 15 days after qtr | Ltr AG 560 (30 Apr 47)TO-O 28 April 1947 | Major Commands less Hq & Sv Group |
| QTO-05 | Daily Port Operations Report | Da | U | Immed | Ltr AG 540 (23 Apr 46)GD Ltr AG 567 (8 Nov 46)TC | Same as above |
| QTO-06 | Daily Ships Position Schedule | Da | U | Immed | Ltr AG 540(23 Apr 46)GD | Same as above |
| QTO-07 | Alphabetical List of Vessels and Local Numbers (Required only from areas using a local number system) | Qtr | U | Jan Apr Jul Oct | Same as above | Same as above |
| QTO-08 | Theater Dry Cargo Tonnage Projections | Mo | U | 20th | Radio FEC 31064 dtd 13 Jan 47 | Major Commands |
| QTO-10 | SCAJAP Shipping Requirements | Mo | C | 10th | Radio FEC CX 51546 dtd 5 Apr 47 | 8TH ARMY PHILRYCOM MARBO |
| | WAR DEPARTMENT REPORTS | | | | | |
| TC-1 | Harbor Boat Data Sheets | When Boat is Received | U | As req | AR 55-510 | Home Port of Vessel |
| TC-2 | Report of Operating Cost and Utilization of Harbor Boat | Qtr | U | | AR 55-510 | Major Commands Less Hq & Sv Group |
| TC-3 | Final Cost Report of Vessel Repairs | As req | U | As req | WD Memo 55-305-2, 15 July 1946 | Home Port of Vessel |

EXTERNAL RECURRING REPORTS, GHQ

Transportation

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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| TC-4 | Army Transport Voyage Report | As req | U | As req | WD Memo 55-305-2, 15 July 1946 | Home Port of Vessel |
| TC-5 | Army Transport Data Sheet | As req | U | As req | WD Memo 55-305-1, 2 July 1946 | Home Port of Vessel |
| TC-6 | Report of Cost of Shore Establishment | Qtr | U | | WD Memo 55-305-2, 15 July 1946 | Shore Establishment |
| TC-20 | Ship Activity Report | Every 6 days | U | | Radio WX 78668, December 1944 | PHILRYCOM MARBO<br>8TH ARMY USAFIK |
| TC-21 | Ship Activity Summary | Wk | U | | WD Memo 55-305-3, 28 Oct 46 | Ports |
| TC-24 | Inspection Report of Boiler or Pressure Vessel | Ann | U | As req | AR 850-300, 5 August 1944<br>AR 55-505, Para 8, 5 Feb 47 | Using Agencies |
| TC-26 | Report of Painting and Condition of Bottom | As req | U | As req | AR 55-505, Par 5, 5 Feb 47 | Using Agencies |
| TC-29 | Report of Marine Casualties | As req | Varies | As req | AR 55-500, Sec II & IV, 8 July 43<br>C1, 4 September 1944 | Master Senior Survivor or Responsible Officer |
| TC-30 | Disposition of Vessels Coming Under Provisions of Public Law 305 | Mo | R | | WARX 91122, 31 January 1947<br>WX 97149 dtd 30 April 1947 | Major Commands less Hq & Sv Group |
| WDGSR-29-R1 | Space Requirements for Overseas Movement of Personnel | Mo | R | 10th | WD Cir 255 dtd 2 August 1946<br>WCL 44679 (WDGSP/C1)1/ Jan 47<br>WD Cir 15, 17 Jan 1947<br>ZX 32412, dtd 23 January 1947 | Major Commands Less Hq & Sv Group |

EXTERNAL RECURRING REPORTS, GHQ

Economic & Scientific

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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| QESS-01 | Troop and Dependent Housing Textile Report | Mo | U | | Ltr SCAP AG 423 (14 Dec 46) ESS/TD dtd 14 December 1946 | 8TH ARMY |
| QESS-02 | Labor Surveillance Report | S-Mo | U | 16th | Ltr GHQ AG 350.05 (19 Nov 46)GA dtd 19 Nov 46 subj: Report on Non-Military Activities | 8TH ARMY |
| QESS-03 | Shipment of Coal to Pusan, Korea | Da | U | Da | Ltr AFPAC AG 463.3 dtd 7 Mar 46 | 8TH ARMY |
| QESS-04 | Coal Unloaded at Pusan, Ex-Japanese Sources | Mo | U | 5th | Ltr AFPAC AG 463.3 (7 Dec 45)GD dtd 7 December 1945 | USAFIK |
| QESS-05 | Report of Labor Furnished to Occupation Forces by the Japanese Government | Mo | U | 15th | Ltr GHQ SCAP AG 319.1 (26 Mar 46)ESS/LS dtd 26 March 1946 Ltr GHQ SCAP AG 319.1 (12 Jun 46)ESS/LA dtd 12 June 1946 | Mil Gov Units |
| QESS-06 | Release and Sale of Pearls, Natural and Cultured, and Articles Containing Pearls | Mo | U | 15th | Ltr GHQ SCAP AG 386.7 (30 Dec 46)ESS/FT dtd 30 December 1946 Memo for Japanese Government (SCAPIN 1428) AG 386.7 (30 Dec 46)ESS/FT dtd 30 December 1946 | 8TH ARMY |
| QESS-07 | Coal Deliveries to Thermal Power Plants | Bi-Mo | U | 1st 15th | Ltr GHQ SCAP, AG 463.3 (27 Feb 47)ESS/IN, dtd 27 February 1947 | 8TH ARMY |
| QESS-08 | Military Government Report on Designated Plants and Expediters | Mo | U | 12th | Ltr GHQ SCAP, AG 004.03 (5 May 47)ESS/IN dtd 5 May 1947 | 8TH ARMY Mil Gov Units |

EXTERNAL RECURRING REPORTS, GHQ

Economic & Scientific

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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| QESS-09 | Quantative Report of Imports and Exports - Japan | Mo | U | 20th | Ltr GHQ SCAP AG 091.31 (23 May 47)ESS/FT dated 23 May 1947 | 8TH ARMY |
| QESS-10 | Carbon Dioxide Requirements | Mo | U | 1st | Radio GHQ ZX 46192, to FEAF 9 May 1947 | FEAF |
| | WAR DEPARTMENT REPORTS | | | | | |
| WDSCA-10 | Manufacture of Textile in Occupied Areas Japan | Qtr | R | 30 days fol qtr | Radio WAR 88261, dtd 26 December 1946 | ESS, SCAP |
| WDSCA-11 | Financial Statement - Export-Import Program | Mo | R | EOM | WARX WX 90081, 19 Jan 1947 | ESS, SCAP |

EXTERNAL RECURRING REPORTS, GHQ

Natural Resources

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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| QNR-03 | Report on Japanese Land Reform Program | Mo | U | 30th | Ltr. SCAP AG 601.1 (8 Jan 47)NR dated 8 January 1947 | Prefectural Military Gov Teams |
| QNR-04 | Report on Japanese Food Collection Program | As req | U | As req | SCAP Ltr AG 433 (5 Mar 47)NR dtd 5 March 47 subj: Rice Collections | Prefectural Military Gov Teams |

EXTERNAL RECURRING REPORTS, GHQ

General Accounting

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|---|---|---|---|---|---|
| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| QOGA-01 | Pay and Allowances Paid War Department Civilians | Mo | R | 15th | Ltr AG 248 Par 1 & 2 (17 Oct 46) OGA dtd 17 Oct 46 Messageform 9 Apr 47 CPD-GA | FEAF |
| QOGA-02 | Pay and Allowances Paid United States Military Personnel | Mo | R | 5th | Radios GHQ C-64772, 29 Aug 46; C-63800, 5 Aug 46; C-63801, 5 Aug 46; C-63738, 2 Aug 46; C-65760, 2 October 46 | Army Finance Center St. Louis, Mo Bureau of Supplies & Accts Washington |
| QOGA-03 | Value of Subsistence, Maintenance and Materiel to be included in Cost of Occupation of Japan | Qtr | R | 15th fol qtr | Ltr SCAP AG 121.6 (7 Nov 46) OGA dtd 7 November 1946 | 8TH ARMY |
| QOGA-04 | Dollar Expenditures and Reimbursements Relative to Cost of Occupation other than Pay and Allowances | Mo | R | 15th | SCAP Radios CX 67207, C 67208 C 67209, dtd 25 October 1946 | Army Finance Center St. Louis, Mo. Bureau of Supplies & Accts. Wash D.C. Acct. Div. US Marine Corps Wash D. C. |
| QOGA-05 | Civilian Supplies-Imported and Exported | Mo | R | 5th | C/N OGA 319.1 (25 May 46) Ltr AG 319.1 (18 Jun 46) | USAMIK KOREA ESS JAPAN |
| QOGA-06 | Returned Captured Installations | Mo | R | 5th | Par 3. Operational Directive Number 28/12 for 1945 Hq 8th Army dtd 8 July 1946 | 8TH ARMY Mil Gov |
| QOGA-07 | Expenditures by Projcct for Japan, Korea and Ryukyus | Mo | R | 15th | Radio C-67809 dtd 3 December 1946 | Chief of Finance Washington |

5 Dec

GENERAL HEADQUARTERS
FAR EAST COMMAND

AG 319.1 (2 Aug' 47)GA

APO 500
2 August 1947

SUBJECT: Changes to 15 January 1947 List of External Recurring Reports.

TO: Commanding General, Eighth Army, APO 343
Commanding General, United States Army Forces in Korea, APO 235
Commanding General, Philippines-Ryukyus Command, APO 707
Commanding General, Marianas-Bonins Command, APO 246
Commanding General, Far East Air Forces, United States Army, APO 925
Commanding General, Headquarters and Service Group, General Headquarters, Far East Command, APO 500

1. Inclosed are those pages of the List of External Recurring Reports, General Headquarters, Supreme Commander For The Allied Powers and Far East Command, 15 January 1947, on which changes have occured. These pages should be substituted for the corresponding numbered pages of the 15 January list.

2. Attention is invited to War Department Radio WCL 31498 dated 5 July 1947 listing reports to be cancelled and consolidated which changes have been effected in the inclosed pages.

3. All errors noted in this publication should be brought to the attention of the Reports Control Division, Office of the Assistant Chief of Staff, G-1

BY COMMAND OF GENERAL MacARTHUR:

George R Connor

GEORGE R. CONNOR,
Colonel, A. G. D.,
Asst. Adjutant General.

Incls
38 pages

Copies furnished:
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COMGAVFE
All Staff Section GHQ, SCAP & FEC

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

## CHANGES SINCE 15 JUNE 1947

NEW REPORTS (GHQ) (16)

| | |
|---|---|
| QGA-17 | Employment by Appropriation by Command |
| QGA-18 | Report of Medical Officer Changes in T's O and E |
| QGA-19 | Rotation of General Officers |
| QGB-02 | Report of Military Linguists |
| QGD-26 | Status of Domestic Servants for Dependent Housing |
| QGD-29 | Estimate of Petroleum Product Requirements for Occupation Forces |
| QGD-30 | Inventory of Facilities Obtained from Japanese Government |
| QTIE-05 | Budget Control Report |
| QOR-04 | Status of Base Automotive Maintenance (Fifth Echelon) Support of FEC |
| QSC-02 | Traffic Charts for Far East Communications Directory |
| QSS-10 | Unit Fund-Monthly Financial Statement |
| QSS-11 | Trust Fund Detailed Receipt and Distribution Statement |
| QSS-12 | Consolidated Monthly Statement of Operations and Net Working Capital of Headquarters Funds |
| QSS-13 | Special Welfare Funds-Monthly Statement of Operations and Net Working Capital |
| QSS-14 | Sundry Funds-Monthly Statement of Operations and Net Working Capital |
| QESS-11 | Monthly Report of Receipts of USAMGIK Purchase from Foreign Liquidation Commission |

NEW REPORTS (WAR DEPARTMENT) (2)

| | |
|---|---|
| AG-65 | Army Nurse Corps and Women's Medical Specialist Corps Regular Army Integration Status Report |
| ENG-14 (R 1) | Daily Report of Truck Trips for Refuse and Salvage Collection and Daily Log of Refuse and Salvage Collection |

DISCONTINUED REPORTS (GHQ) (2)

| | |
|---|---|
| QQM-09 | Weekly Graves Registration Activity Report |
| QGD-20 | Provision of Private Residences for Families of Allied Personnel |

DISCONTINUED REPORTS (WAR DEPARTMENT) (14)

| | |
|---|---|
| WDCSO-37 | Report of Discrepancies Contained in the War Department Troop List |
| AG-1 | Projected Requirements for Machine Records Personnel |
| AG-12 | Monthly Report of Postal Finance Officer |
| AG-36 | Special Status Cards for all Machine Records Units Officers in FEC |
| WDCSO-21 | Oversea Strength by Base, Station, Unit and Type of Personnel |
| WDGPA-8 | Regular Army EM Voluntarily Extending Term of Enlistment to 3 Years |
| FIN-8 | Schedule of Foreign Payments |
| FIN-9 | Schedule of Foreign Receipts |
| WDGPA-24 | Report of Payment or Non-Payment of Enlisted Personnel |
| MED-1 | Work Performed by Medical Laboratories |
| SIG-61 | Consolidated Report of Excess Release Prints |
| TC-6 | Report of Cost of Shore Establishment |
| TC-21 | Ship Activity Summary |
| TC-30 | Disposition of Vessels Coming Under Provisions of Public Law 305 |

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

## CHANGES SINCE 15 JUNE 1947 (Continued)

### CHANGES IN REPORTS CONTROL SYMBOLS (GHQ) (2)

| | | |
|---|---|---|
| QIE-03 | changed to | QTIE-03 |
| QIE-04 | changed to | QTIE-04 |

### CHANGES IN REPORTS CONTROL SYMBOLS (WAR DEPARTMENT) (6)

| | | |
|---|---|---|
| AG-54 | changed to | AG-54 (R 1) |
| WDGPA-101 | changed to | WDGPA-100 (R 1) |
| WDOBA-03 | changed to | WDOBA-03 (R 1) |
| ENG-18 | changed to | ENG-25 (R 1) |
| WDCSA-6 | changed to | WDCSO-6 |
| WDGPA-50 | changed to | AG-61 (R 1) |

### CONSOLIDATIONS OF REPORTS (WAR DEPARTMENT)

| | | |
|---|---|---|
| AG-41)<br>AG-42)<br>AG-43) | consolidated to | AG-43 (R 1) |
| AG-62)<br>AG-64) | consolidated to | PMG-6 (R 1) |
| ENG-9 )<br>ENG-22) | consolidated to | ENG-22 (R 1) |
| MED-14)<br>MED-15) | consolidated to | MED-15 (R 1) |
| MED-29)<br>MED-30)<br>MED-31)<br>MED-32)<br>MED-33) | consolidated to | MED-33 (R 1) |
| SSD-3)<br>SSD-4) | consolidated to | SSD-4 (R 1) |
| SSD-18)<br>SSD-19)<br>SSD-20)<br>SSD-21)<br>SSD-22)<br>SSD-32) | consolidated to | SSD-23 (R 1) |

EXTERNAL RECURRING REPORTS, GHQ

G-1

| 1<br>REPORTS CONTROL SYMBOLS | 2<br>TITLE OF REPORT | 3<br>FREQ. | 4<br>CL/N. | 5<br>DUE DATE | 6<br>REQUIRING DIRECTIVE | 7<br>PREPARING AGENCY |
|---|---|---|---|---|---|---|
| QGA-02 | Report on Personnel Losses | S-Mo | U | 5th 20th | Radio ZX 04625, 24 June 1946 | Major Commands |
| QGA-03 | Monthly Civilian Personnel Progress Report | Mo | U | 8th 10th | FEC Circular 74, 26 June 1947 | MARBO PHILRYCOM (10th) 8TH ARMY USAFIK FEAF (8th) |
| QGA-04 | Table of Distribution of Bulk Allotment | Mo | R | End of fol mo | AG 400.34 (9 Dec 46)GA dtd 9 December 1946 | Major Commands |
| QGA-05 | Unauthorized Visits of GHQ Female Personnel to BCOF Area | As req | U | As req | Par 3, AFPAC Ltr AG 230.42 (10 Dec 46)GA dtd 10 Dec 46 | CO Chugoku Mil Gov Region, BCOF Area |
| QGA-08 | Authorized Strength Report by Arm or Service, Type of Personnel, MOS and Grade | Mo | R | EOM | Instructions on FEC AGO Form No. 81 (11 Feb 47) | G-1 & Special Staff Sections, GHQ FEC |
| QGA-09 | Regularly Scheduled Overtime | As req | U | As req | Civilian Personnel Reg. 80 Radio ZX 36645, 26 Feb 1947 | Major Commands |
| QGA-10 | Dependents Residing in Tokyo Area Returning to Zone of Interior During Month of _____. | Mo | U | 25th of 4th prec mo | C/N to AG from G-1, 2 April 1947 | AG, Hq Comdt, CPS, PRO GHQ FEC COMNAVFE AACS |
| QGA-11 | Strength Status Report | Mo | R | 4th | Ltr AG 320.2 (19 May 47)GA dtd 19 May 47 | Major Commands |
| QGA-12 | Strength Status Report | Mo | R | 19th | Same as above | Major Commands |

EXTERNAL RECURRING REPORTS, GHQ

G-1

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|---|---|---|---|---|---|
| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | C/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| QGA-13 | Relief of Officers from Active Duty for the Purpose of Availing Themselves of Promotion on Terminal Leave | Mo | U | 5 Jun<br>5 Jul | Radio GHQ ZX 46592, 12 May 1947 | Major Commands |
| QGA-14 | Special Status Report of Enlisted Personnel by Major Command | Mo | R | 23rd | C/N AG to G-1, AG 320.2 (30 Oct 46)AG-AA(R) dtd 30 Oct 1946<br>C/N G-1 to AG, 5 November 1946 | SAB GHQ |
| QGA-15 | Special Status Report of Officers by Major Command | Mo | R | 23rd | Same as above | SAB GHQ |
| QGA-16 | Strength Reports:<br>A. Distribution of Grades by Areas<br>B. Forecast of Gains & Losses by Area<br>C. Strength by Station | Mo | R | 20th | Ltr FEC AG 320.2 (21 May 47)GA dated 21 May 1947 | FEAF |
| QGA-17 | Employment by Appropriation by Command | Mo | U | 15th | FEC Rad ZX 12587 dtd 28 June 47 | 8TH ARMY, XXIV CORPS PHILRYCOM, MARBO |
| QGA-18 | Report of Medical Officer Changes in T's O & E | As req | U | As req | FEC Rad CX 53846 dtd 5 July 47 | Major Commands |
| QGA-19 | Rotation of General Officers | Mo | R | 1st | WX 98852, 26 May 47, Rad FEC CX 53917 dtd 9 July 47 | Major Commands less Hq & Sv Gp |
| | WAR DEPARTMENT REPORTS | | | | | |
| WDCSO-15 | Monthly Report of War Department Civilian Personnel Outside Continental United States | Mo | U | 10th | WD Memorandum 620-10-3 dtd 14 Feb 47, Rad WCL 23350, dtd 7 June 47, FEC Cir 74, 26 Jun 47 | CPS, GHQ FEAF PHILRYCOM MARBO 8TH ARMY USAFIK |

EXTERNAL RECURRING REPORTS, GHQ



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|---|---|---|---|---|---|---|
| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| | **WAR DEPARTMENT REPORTS (Contd)** | | | | | |
| WDGPA-89 | VD Control Council Report | Mo | U | 10th | WD Memo 600-900-2, dated 31 January 1947 | Major Commands FEAF |
| WDOCR-16 | Preliminary Selections for WD School of Civilian Personnel Administration | Qtr | U | As req | Memo CPD, 2 December 1946 | G-1, GHQ |
| WDOCR-38 | Report to US Civil Service Commission of a Reduction in Force | As req | U | As req | USCSC Federal Personnel Manual<br>WD Civilian Personnel Procedures Manual 61<br>FEC Circular 55, 15 May 1947 | Civilian PO of Major Commands |
| WDSMB-4 | Quarterly Estimates of Civilian Personnel Requirements in Territories & Possessions of the U. S. | Qtr | U | 15 Mar<br>15 Jun<br>15 Sep<br>15 Dec | Ltr AGAM-PM 230 (22 Aug 46)<br>AO-C-W DSMB, 29 August 1946 | MARBO |

EXTERNAL RECURRING REPORTS, GHQ



| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| QGB-01-R1 | Monthly Status Report, Linguist Personnel | Mo | R | 15th | AFPAC Cir 64, 1946, Par 3<br>30 July 1946<br>Ltr GHQ, 20 January 1947 | Major Commands<br>SCAP and FEC<br>Sections GHQ |
| QGB-02 | Report of Military Linguists | As req | U | As req | FEC Cir 62, par 6, 2 Jun 47 | Receiving Replacement Installations |
| | WAR DEPARTMENT REPORTS | | | | | |
| WDSHD-1 | Progress and Personnel Report War Department Historical Program | Bi-Mo | U | 5th | WD Memo 345-105-2, 2 August 46 | Major Commands less Hq & Sv Group |
| WDSHD-2 | Histories of Organizations | As req | R | As req | WD Circular 38, 8 February 47<br>AR 345-105, 18 Nov 29 and C5, 1 May 1946 | Major Commands Less Hq & Sv Group |
| WDOCI-2 | Weekly Operational Letter | Wk | Varies | | Verbal request | ATIS |

EXTERNAL RECURRING REPORTS, GHQ



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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| | **WAR DEPARTMENT REPORTS** | | | | | |
| AFW-MD-H2 | Army Air Forces Installation Activity and Status Report | Mo | | 31st | WD Memo 95-205-1 dtd 4 Dec 46 Ltr GHQ AG 319.1 (20 Dec 46)GC dtd 20 December 1946 | FEAF |
| WDGPO-6 | Report on Disposition, Strength and Combat Capabilities of Major Air and Ground Forces in Oversea Commands | Qtr | S | 15th fol qtr | Radio WX 89734 dtd 16 January 1947 | G-3 GHQ |

EXTERNAL RECURRING REPORTS, GHQ



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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| QGD-07 | Excess and Surplus Property Disposal Progress Report | Mo | R | 20th | GHQ Radios CX 59348 29 March 46, CX 60670, 6 May 46, CX 60791, 9 May 46 | Major Commands less Hq & Sv Group |
| QGD-08 | 5 Day Bulk Petroleum Stock and Issue Report | Each 5 Days | U | Report date + 3 days | Radio ZAX 11324, 20 December 45 | 8TH ARMY OBASCOM USAFIK PHILRYCOM China Theater |
| QGD-09 | Bulk Petroleum Slate Radio Report | Mo | U | 7th | Ltr AG 463.7 dtd 25 October 45 | Same as above |
| QGD-19 | Report of Disposition of Captured or Surrendered Enemy Equipment & Supplies | Mo | R | EOM | Occupation Instructions 4, Annex 2, Par 12-20, September 1946 | 8TH ARMY USAFIK COMNAVFE |
| QGD-22 | Monthly Status of Service Personnel | Mo | R | 31st | Ltr SCAP AG 230.14 (14 Feb 47)GD dtd 14 February 1947 | 8TH ARMY COMNAVFE Hq & Sv Gp FEAF |
| QGD-23 | Monthly Report of Labor Requisition from IJG | Mo | R | 31st | Ltr SCAP AG 230.14 (14 Feb 47)GD dtd 14 February 1947 | Same as above |
| QGD-24 | Quarterly Forecast of Labor to be Requisitioned from the IJG | Qtr | R | 31 Mar 30 Jun 30 Sep 31 Dec | Same as above | Same as above |
| QGD-25 | Passenger, Mail & Cargo Backlog at Haneda Airport | Da | U | Da | Ltr FEAF, AG 580, AIR (15 Jan 47)GD dtd 15 January 1947 | Traffic Section 1539th AAFBU, ATC |
| QGD-26 | Status of Domestic Servants for Dependent Housing | Mo | R | EOM | Par 3 Ltr GHQ SCAP AG 230.14 (10 Apr 47)GD dtd 10 Apr 47 | Major Commands |

EXTERNAL RECURRING REPORTS, GHQ

G-4

| 1<br>REPORTS CONTROL SYMBOLS | 2<br>TITLE OF REPORT | 3<br>FREQ. | 4<br>CI/N. | 5<br>DUE DATE | 6<br>REQUIRING DIRECTIVE | 7<br>PREPARING AGENCY |
|---|---|---|---|---|---|---|
| QGD-27 | Forecast of Miscellaneous Indigenous Procurement for the Occupation Forces | Qtr | R | 1 Sep | Ltr AG 400.12 (8 May 47)GD, 8 May 1947 | Major Commands FEAF |
| QGD-28 | Estimated Consumption of Aviation Petroleum Products of FEAF Units | Mo | U | 5th | Radio Z 44499, 26 April 1947 | FEAF |
| QGD-29 | Estimate of Petroleum Product Requirements for Occupation Forces | Mo | R | 5th of prec mo | Ltr FEC AG 463.7 (29 Oct 46)GD dtd 29 Oct 1946, Cir 325, Eighth Army, Ltr FEC AG 463.7 (3 Jul 47) GD dtd 3 Jul 47 | 8TH ARMY |
| QGD-30 | Inventory of Facilities Obtained from Japanese Government | Ann | R | 1st | | 8TH ARMY, HQ & SV GP FEAF |
| | WAR DEPARTMENT REPORTS | | | | | |
| AFO-MD-E4 | Overseas Replacement Consumption and Inventory Report | Mo | R | 20th | WD Ltr AG 400 (25 Oct 44) 30 Nov 44, WD Ltr AGAO-S-DAFDBS-M 400 (24 June 46) 16 July 46, 1st Ind to FEAF, 29 July 1946 | FEAF |
| AFO-SC-A19 | Status of Aircraft in the Army Ground Forces in Overseas Theaters | Mo | U | 10th | 1st Ind AFPAC AG 452.03 (18 Jan 46)GD, 20 Feb 1946 to WD AG 452.03 (18 Jan 46)OB-S-AFMSC-M dtd 22 January 1946 | Major Commands less Hq & Sv Group |

EXTERNAL RECURRING REPORTS, GHQ



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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| AFO-SC-E4A | Monthly Aircraft Engine Inventory and Status Report | Mo | R | 10th | WDAGO Ltr AGAO-S-AFSSCM 319.1 (2 Apr 46) dtd 8 Apr 46, 1st Ind AFPAC 25 Apr 46. WD Ltr AGAM-PM 319.1 (22 Oct 46)AGBSC-2B, 31 Oct 46, AAF Ltr 65-30, 29 Oct 46 | FEAF |
| AFW-SC-E1 | Status of Jet Aircraft Engines by Flight Hours | Mo | R | 15th | 1st Ind, GHQ AFPAC to WDAGO Ltr AGAM-PM 452.03 (20 Jun 46)AO-C AFSSC-B2, 25 Jun 46, AAF Ltr 65-27, 26 July 1946 | FEAF |
| AFW-SC-E2 | Monthly Inventory and Status Report of Communications and Electronics Equipment in the AAF | Mo | R | 15th | Ltr AGAM-PM (16 Sep 46) 400 7 October 1946 | FEAF |
| AFW-SC-E3 | Report of Status and Location of Ground Communications and Electronics Equipment in the AAF | S-Ann | S | 30 Jun<br>31 Dec | Ltr AGAM-PM (16 Sep 46) 400 7 October 1946 | FEAF |
| JCS-1001 | Enemy Equipment Released to Allied Governments | Qtr | C | 31 Mar<br>30 Jun<br>30 Sep<br>31 Dec | Radio W-99009 dtd 2 March 1946 | G-4, GHQ |
| TREAS-1013 | Report of Lend-Lease Transfers | As req | U | As req | Lend Lease Act of 11 March 41<br>TM 14-705, Chapter 10<br>WD Memo 35-55, 11 December 45<br>WD Memo 35-45, 21 August 45 | Major Commands less Hq & Sv Group |

EXTERNAL RECURRING REPORTS, GHQ

G-4

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| WDGSP-46 | Property Disposition in Overseas Commands Other than Real Property | Mo | C | 25th | WD Memo 700-50-12, 21 Oct 1946<br>WCL 39074 dtd 19 April 1947 | Major Commands less Hq & Sv Group USAFIK reports to 8th Army |
| WDGSP-52 | Report of Material Consumed | Qtr | R | 25th fol qtr | FEC Ltr AG 400 (12 Nov 46)GD dtd 12 November 1946<br>WD Ltr AGAO-S 400 (27 Feb 47) O-M dtd 13 March 1947<br>ZX 42021 9 April 47 | PHILRYCOM<br>MARBO<br>8TH ARMY |
| WDGSP-66 | Report of Improper Shipment | As req | U | As req | WD Circular 305, 1945<br>WD Circular 295, 1946 | Installation Receiving Shipment |
| WDGSP-82 | Status of Transfer in China & Philippine Bulk Sales | Mo | S | 15th | WX 81123 dtd 6 December 1946<br>WX 84595 dtd 2 November 1946<br>WX 86201 dtd 25 November 1946 | MARBO<br>PHILRYCOM<br>FEAF |
| WDGSP-105 | Overseas Command Forecast of Requirements | Qtr | Varies | 15 Feb<br>15 May<br>15 Aug<br>15 Nov | WD Ltrs AGAM-PM 400 WDGSP/D1 (11 Mar 47) dtd 27 Mar 47 (10 Apr 47) dtd 10 Apr 47 (18 Jun 47) dtd 25 Jun 47 GHQ FEC Ltrs AG 400 GD (19 May 47)GD dtd 19 May 47 (8 Jul 47)GD dtd 8 Jul 47 | PHILRYCOM<br>MARBO<br>FEAF<br>8TH ARMY |
| WDGSP-109 | Return of Military Property from Overseas | Qtr | R | 15 Feb<br>15 May<br>15 Aug<br>15 Nov | Wd Ltr AGAO-S 400 (25 Mar 47)D-M dtd 26 Marcn 1947 | Major Commands<br>FEAF |

EXTERNAL RECURRING REPORTS, GHQ

Adjutant General

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| | WAR DEPARTMENT REPORTS | | | | | |
| AG-13 | Report of Records Depots Operations | Qtr | Varies | 10th fol qtr | WD Memo 345-45, 13 July 1945<br>Ltr AGCM-M (29 Aug 46) dtd 29 August 1946 | Major Commands less Hq & Sv Group |
| AG-16 | Air Backlog Report | | | | Ltr AGAZ (27 Feb 46) 1 March 46<br>Ltr AGAA OT 311.1 (1 Apr 46) 1 April 1946; Ltr AGAA OT 311.1 (27 Feb 46) 29 August 1946 | Major Commands less Hq & Sv Group |
| AG-24 | Distribution of Composite Scores of Processed OCS Applicants | As req | U | As req | WDAGO ltr AGAM-PM 352 (3 Jan 47) AGAO-R, 9 Jan 47 | AG-PO GHQ |
| AG-38 | Initial, Special and Final Rosters | As req | Varies | As req | AR 345-900, Sec II pars 11, 12, 13, 15, ASF Cir 281, 1945<br>WD Circular 382, 1946 | Organization Hqs and Establishments |
| AG-40 | Morning Report Locator Cards | Da | U | Da | TM 12-305, Part 10, Para 4, Para 7, Sec II, AFPAC Reg 1-60 dtd 25 September 1945 | SAB GHQ PHILRYCOM |

EXTERNAL RECURRING REPORTS, GHQ

Adjutant General

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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| AG-43 (R 1) | Part A-Enlistment Cards (RA) | Da | U | Da | WD Ltr AGAS-F-342 dtd 27 Jan 47<br>WCL 29324, 13 March 1947<br>TM 12-305, C13, 12 March 47 | SAB GHQ PHILRYCOM |
| | Part B-Enlisted Separation Cards | Da | U | Da | WCL 44102, 15 January 1947<br>WD Ltr AGAS-F, 20 February 1947<br>TM 12-305, C13, 12 March 1947 | SAB GHQ PHILRYCOM |
| | Part C-Officers Separation Cards for Other than Regular Army | Da | U | Da | WCL 44102, 15 January 1947<br>TM 12-305, C13, 12 March 1947 | SAB GHQ PHILHYCOM |
| AG-53 | Officers Monthly Personnel Rosters | Mo | U | 16th | TM 12-305, Part 65, November 45 | SAB GHQ PHILRYCOM |
| AG-54 (R 1) | Part B-Recruiting Progress Report | 4 T Mo | U | 7th<br>14th<br>21st<br>Last | WD Memo 600-750-6, 20 Dec 1946<br>WD Cir 6, par 9a, 1947; WD Memo 600-750-14, 8 May 47 | Major Commands |
| AG-61 (R 1) | Part A-Report of AGCT Standard Scores of Regular Army Enlistees | Mo | U | 15th | WD Memo 600-70-5, 11 Dec 1946<br>FEC Circular 16, 6 February 1947 | Major Commands |
| AG-77 | Status Cards for All Officers | Mo | U | 15th | WD Radio WCL 32484, 26 March 47 | MARBO FEAF XXIV CORPS |
| AG-85 | Army Nurse Corps and Women's Medical Specialist Corps Regular Army Integration Status Report | Da | U | Da | WD Cir 113, par 11a, 1947<br>SOP for Screening Centers for processing ANC and UMSC, RA | Screening Centers |

EXTERNAL RECURRING REPORTS, GHQ

Adjutant General

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|---|---|---|---|---|---|
| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| PMG-6 (R 1) | Part A-Status Cards for Absentees Dropped from Rolls or Returned to Military Control | Mo | U | 24th | WD Ltr AGAS-F 251.21 (2 Dec 46) dated 10 January 1947 | SAB GHQ PHILRYCOM |
| | Part B-Status Cards for Personnel Dropped from Rolls as General Prisoners or Restored to Duty from General Prisoner Status | Mo | U | 24th | WD Ltr AGAS-F 253 (15 Jan 47) dated 22 January 1947 | SAB GHQ PHILRYCOM |
| PO-1005 | Daily Report of Money Order Business | Da | U | Da | Postal Laws and Regulations 1940 and WD Memo 12 Oct 1943 | All APO's |
| WDCSA-11 | Weekly Strength of the Army | Wk | U | Thurs | AG Ltr AGAS-F 320.2 (1 Nov 46) dated 14 March 1947 and Incl 1; WARX 98014, 13 May 47 | SAB GHQ PHILRYCOM |
| WDCSO-6 | Strength of Male Commissioned Officers by Component and Grade | Mo | U | 16th | WD Memo 345-50-6, 21 May 47 | SAB GHQ PHILRYCOM |
| WDCSO-13 | Strength in Troop Program, Sequence by Organization and Type of Personnel | Mo | R | 15th | WD Memo 345-50-2, 14 May 47; DF WDCSO 29 May 47 to AGO | SAB GHQ PHILRYCOM |
| WDCSO-14 | Strength in Troop Program Sequence by Type of Personnel | Mo | U | 15th | WD Memo 345-50-4, 14 May 47 | SAB GHQ PHILRYCOM |
| WDCSO-17 | Radio Report of Changes in Strength and Organization | 4 T Mo | U | 1st 11th 18th 25th | Ltr AGAS-F 320.2, 6 November 46 | SAB GHQ PHILRYCOM |

EXTERNAL RECURRING REPORTS, GHQ

Adjutant General

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| WDCSO-18 | Decorations and Awards Awarded by the War Department and Oversea Theater Commanders | Mo | U | 20th | Ltr AGOM-F-F 200.6, 14 Oct 44; Memo WDGPA to TAG, 25 Sep 46; Memo WDCSO to TAG, 11 Oct 46; Ltr AGAS-F, 11 Oct 46 and Memo WDCSO to TAG, 28 Apr 47 | Decorations and Awards Board |
| WDCSO-19 | Battle, Non Battle Casualty and Progress Cards | Mo | C | 2d | WD Ltr AG 704 (10 Dec 43)OB-S dtd 11 Jan 1944<br>WD Radio WCL 42615, 9 Jan 1947 | SAB GHQ |
| WDCSO-25 | Strength by Branch and Grade | Mo | U | 16th | WD Memo 345-50-3, 14 May 47 | SAB GHQ<br>PHILRYCOM |
| WDCSO-26 | Strength by Base and Type of Personnel | Mo | U | 16th | WD Memo 345-50-5, 20 May 47 | SAB GHQ<br>PHILRYCOM |
| WDCSO-27 | Strength of Non-effective Personnel | Mo | U | 16th | WD Memo 345-50-7, 23 May 47 | SAB GHQ<br>PHILRYCOM |
| WDGAS-4 | Semi-Annual Report of Registered Documents or Devices | S-Ann | Varies | 30 Jun<br>31 Dec | Pars 43 and 45, AR 380-5, 15 March 1944 | All Army Officers who Possess Registered Crypotographic Material |
| WDGPA-31 | Officers Returning to ZI for Reassignment | Mo | R | 25th | WCL 48817, 31 January 1947<br>WCL 46459, 23 January 1947<br>FEC Circular 21, dtd 3 March 47<br>SCAP & FEC Memo 26, 3 March 47<br>FEC Circular 40, 12 April 1947<br>WCL 25897 dtd 17 June 47 | Major Commands |

EXTERNAL RECURRING REPORTS, GHQ

Adjutant General

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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| WDGPA-35 | Personnel Survey of the Army | Qtr | U | Apr<br>Jul<br>Oct<br>Jan | DF, WDGPA 320.2 (30 Jul 46) 9 Aug 46; Ltr AGAS-F 201.3 (5 Sep 45) 22 May 47; TM 12-305, C13, 12 Mar 47 | SAB GHQ<br>PHILRYCOM |
| WDGPA-45 | Inventory and Projection of Army Strength | Mo | R | 18th | WD Memo 345-50-8, 18 June 1947<br>Radio W 91106 dtd 1 Feb 1947<br>Radio WX 98728, dtd 25 May 1947 | SAB GHQ<br>PHILRYCOM |
| WDGPA-47 | Morning Report | Mo | U | 1st | AR 345-400, 3 January 1945 | All MRU's and SCU's |
| WDGPA-83 | Officers Personnel Roster by Duty Branch | Mo | U | 24th | WD Ltr AGAS-F 330.32 (25 Nov 46) dtd 27 January 1947 | SAB GHQ<br>PHILRYCOM |
| WDGPA-84 | Officers Personnel Roster by Basic Branch | Mo | U | 24th | Same as above | SAB GHQ<br>PHILRYCOM |
| WDGPA-95 | Sailing Report of Officers Returning to ZI for Reassignment | As req | U | As req | WCL 28289 dtd 11 March 1947<br>FEC Circular 40, 12 April 1947 | Major Commands |
| WDGPA-98 | Personnel Receiving Additional Pay | Qtr | R | 10th | WD Memo 345-50-9 dtd 23 June 47 | SAB GHQ<br>PHILRYCOM |
| WDGPA-100 (R 1) | Part B-Roster of Officers and WO, by Branch Alphabetically within Grade | Mo | U | 18th | WD Ltr AGAS-F 320.32 (25 Nov 46) WDGPA-O dtd 11 April 1947 | SAB GHQ<br>PHILRYCOM |
| WDSCA-6 | Navy Roster Military Government Pacific | Mo | U | 8th | Radio WAR 97427, 15 Feb 1946<br>Radio AFPAC CX 58118, 21 Feb 46<br>Radio AFPAC C 59205, 25 Mar 46 | Major Commands less Hq & Sv Group |

EXTERNAL RECURRING REPORTS, GHQ

Engineer

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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| | WAR DEPARTMENT REPORTS | | | | | |
| ENG-7 | Individual Damage Report | As req | Varies | As req | AFPAC Cir 21, TM 5-600 Par 1.73 November 1945 | Post & Unit Commanders |
| ENG-14 (R 1) | Part A-Daily Report of Truck Trips for Refuse and Salvage Collection and Daily Log of Refuse and Salvage Collection | Da & Mo | U | Da & 1st | Par 15, TM 5-634 | Each Post Engineer |
| ENG-15 | Real Property Record<br>Part A "Interest in Real Property"<br>Part B "Description of Installation"<br>Part C "Quarterly Report of Change"<br>Part D "Report of Excess"<br>Part E "Report of Disposal" | See requiring directive | | | WD Memo No 35-6520-3, 2 Oct 46<br>TM 5-601, Par 88, April 1946 | As designated by Major Commands |
| ENG-21 | Repairs and Utilities Quarterly Operating Report | Qtr | U | 25th | TM 5-600, Para 1.72, November 45<br>WD Circular 360, 1946<br>WD Memo 100-80-3, 9 January 47 | Major Commands |
| ENG-22 (R 1) | Part A-Repairs & Utilities Monthly Cost Report | Mo | U | 7th | TM 5-602, Ch 7, 29 September 45 | As designated by Major Commands |
| | Part B-Repairs & Utilities Monthly Operating Report | Mo | U | 25th | TM 5-600, Para 1.72, November 45<br>WD Circular 360, 1946<br>WD Memo 100-80-3, 9 January 47 | Major Commands |

EXTERNAL RECURRING REPORTS, GHQ

Engineer

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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| ENG-25 (R 1) | Part A-Repairs and Utilities Consolidation Report, Base Data | S-Ann | U | 25 Aug<br>25 Feb | TM 5-600, Para 1.72, November 45<br>WD Circular 360, 1946<br>WD Memo 100-80-3, 9 January 47 | Major Commands |
| WDGID-1 | Mapping Progress Report (Photo Coverage Summary) | Mo | R | 15th | Ltr AO-S-B 061 (13 May 46) subj: Revised Post Hostilities Mapping Directive, Pacific & Asiatic Areas | 29th & 30th Engr Base Topo Bns.<br>64th Engr Base Topo Bn. |
| WDGID-2 | Mapping Progress Report (Letter Form Ground Control Summary) | Bi-Mo | R | 25th | Ltr AO-S-B 061 (13 May 46) subj: Revised Post Hostilities Mapping Directive, Pacific & Asiatic Areas | 64th Engr. Topo Bn. |
| WDGSR-34 | Periodic Report on Installation Construction Program | S-Ann | Varies | 1 Apr<br>1 Oct | Par 16, Sec VII, WD Memo 210-20-1 dated 10 September 1946 | Major Commands |
| WDGSR-47 | Supplies Issued to District Engineers by Overseas Commands | Mo | U | 30th | WCL 45633 dtd 21 September 1946<br>WCL 20402 dtd 10 October 1946 | PHILRYCOM<br>MARBO |

EXTERNAL RECURRING REPORTS, GHQ

Civilian Personnel

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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CI/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| | WAR DEPARTMENT REPORTS | | | | | |
| WDOBA-03 (R 1) | Part B-Statistics on Meritorious Civilian Service Emblems | Qtr | U | 1 Jan<br>1 Apr<br>1 Jul<br>1 Oct | Ltr Secretary of War dated 9 April 1946 | CPS GHQ PHILRYCOM |
| WDSCA-3 | Quarterly Strength Report of Civilians in Overseas Commands Employed in Civilian Affairs & Military Government | Qtr | U | 31 Mar<br>30 Jun<br>30 Sep<br>31 Dec | WD Radio WCL 47093 dated 27 September 1946 | SCAP 8TH ARMY USAFIK PHILRYCOM |

EXTERNAL RECURRING REPORTS, GHQ

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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| QFD-01 | Disbursing Officer's Japanese Yen Currency Report | Mo | U | 15th | Ltr GHQ AFPAC 6 Dec 45 AG 123.7 (6 Dec 45)FD subj: Control of Yen Currency Issued by Bank of Japan | U. S. Army Disbursing Officers in 8th Army and GHQ |
| QFD-02 | Report of Estimated Obligations | Mo | C | 15th | Ltr AG 121.2 (1 Apr 43)FD subj: Suballocation of Funds | Major Commands |
| QFD-04 | Forecast of Expenditures for Other Governmental Agencies | Qtr | C | 15 days in adv | GHQ Ltr dated 19 August 1946<br>Radio WCL 35891, 15 August 1946 | PHILRYCOM<br>FEAF |
| QFD-05 | Daily Report of Yen Sales | Da | R | Da | Radio CX 52870, 23 May 1947 | 8TH ARMY XXIV CORPS<br>PHILRYCOM |
| | WAR DEPARTMENT REPORTS | | | | | |
| FIN-1 | Report of Actual Cost of Care and Handling Surplus Personal and/or Real Property | Mo | U | 30 days after mo reported | War Department Circular 354,1946 | Major Commands |
| FIN-12 | Monthly Report of Invoices | Mo | U | EOM | Memo 35-1040 dtd 20 December 46 | Disbursing Officers |
| FIN-13 | Report of Savings Bond Purchases | Mo | U | 10th | WD Circulars: 375, 1945; 20,1946; 192, 1946; 104, 1947 | MARBO<br>PHILRYCOM |
| FIN-19 | Disbursing Officers List of Civilian Payroll Certifying Officers | Ann & Closing of Acct | U | 15th & Time of Closing | FIN BUL. 92, Sec 1, 1945<br>FIN BUL. 105, Sec II, 1945<br>TB BIN 1, 9 Dec 46 | Disbursing Officers Paying Civilians at Install. Operating under prov CP Reg 120 |

EXTERNAL RECURRING REPORTS, GHQ

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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| FIN-20 | Monthly Report of Operations | Mo | Varies | 3rd | TM 14-500, Para 44, May 45 C2, 31 August 1945 | Disbursing Officers |
| FIN-27 | Report of Foreign Currencies | Mo | U | 10th | WD Cir 374 dtd 19 December 1946 as amended by WD Cir 121, 47 | Disbursing Officers |
| FIN-29 | Special Monthly Report of Disbursements by Oversea Disbursing Officers | Mo | U | 10th | TB Fin 7, 27 February 1947 | Disbursing Officers |
| FIN-30 | Quarterly Report of Cash on Hand | Qtr | U | 30 days after qtr | TB 14-500-6 | Disbursing Officers |
| WDSBU-2 | Report on Status of Funds Prior Fiscal Years | Mo | C | 30th of fol mo | TM 14-701, Chap 9 & App XI as amended by WD Cir 199, 1946 | Fiscal Director |
| WDSBU-3 | Report on Status of Suballocations Current Fiscal Year | Mo | C | 15th | Chap 9 & App X, TM 14-701 as amended by para 11c WD Cir 199 1946, WCL 43078, 10 Jan 47 | Fiscal Director |
| WDSBU-7 | Part B-Report on Status of Allotments Consolidated | Mo | C | 15th | TM 14-702, Chap 11, par 124 | Major Commands |
| WDSBU-16 | Report of Obligations to Show Breakdown of Amounts Chargeable Against Regular Funding Program and Cost of Care and Handling of Surplus Property | Mo | U | 45 days after mo | WCL 42335 dtd 8 September 1946 WCL 41717 dtd 27 April 1947 | Office of Fiscal Director, Budget & Accounts |

EXTERNAL RECURRING REPORTS, GHQ

Fiscal

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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| WDSCA-4 | Report of Bank of Chosen Notes Supplemental Mil Yen Currency Type "B" Bank of Japan Notes and Imperial Jap State Notes (Fractional Currency) | Mo | U | 15th | WX 55338 dtd 3 September 1945<br>WC 92701 dtd 31 January 1946 | Funding Officer GHQ FEC |

EXTERNAL RECURRING REPORTS, GHQ

Troop Information & Education

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CI/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| QTIE-03 | AEP Evaluation of Civilian Instructors | S-Ann | U | 1 Apr<br>1 Oct | WD Ltr WDSIE-E 200 (5 Feb 47) dated 5 February 1947<br>Ltr GHQ AG 230.3 (17 Mar 47)IE dated 17 March 1947 | I&E, GHQ |
| QTIE-04 | Armed Forces Radio Service Quarterly Report | Qtr | U | 20 Jan<br>20 Apr<br>20 Jul<br>20 Oct | FEC Circular 49, Para 11 b dtd 3 May 1947 Sec IV FEC Cir 67, 11 Jun 47 | I&E, Major Commands |
| QTIE-05 | Budget Control Report | Mo | U | 1st | | Major Commands<br>FEAF |
| | WAR DEPARTMENT REPORTS | | | | | |
| WDSIE-3 | United States Armed Forces Institute Monthly Reports | Mo | U | 10th | WD Memo 350-3100-1, 17 Sept 46<br>Sec IV FEC Cir 67, 11 Jun 47 | USAFI Branches<br>Major Commands |
| WDSIE-4 | Army Education Program Education Center Report | Qtr | U | 20 Jan<br>20 Apr<br>20 Jul<br>20 Oct | WD Memo 350-110-2 dtd 23 Jun 47<br>Sec IV FEC Cir 67, 11 Jun 47 | Major Commands |
| WDSIE-5 | United States Armed Forces Institute Inventory Report | Qtr | U | 15 Jan<br>15 Apr<br>15 Jul<br>15 Oct | WD Circular 252, Sec I, par 2b(1) 1946; Sec IV FEC Cir 67,11 Jun 47 | USAFI Branches<br>Major Commands |

EXTERNAL RECURRING REPORTS, GHQ

Judge Advocate

| 1<br>REPORTS CONTROL SYMBOLS | 2<br>TITLE OF REPORT | 3<br>FREQ. | 4<br>CL/N. | 5<br>DUE DATE | 6<br>REQUIRING DIRECTIVE | 7<br>PREPARING AGENCY |
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| | WAR DEPARTMENT REPORTS | | | | | |
| JAG-2 | Annual Report of Staff Judge Advocate | Ann | R | 30 Jun | AR 25-5, par 3c, 13 Feb 47 | JA of Div and above |
| JAG-5 | Monthly Report of Foreign Claims | | U | | Ltr TJAG 21 May 1946<br>Ltr AGAM-TM 319.1, 10 Dec 46 | Major Commands |
| JAG-6 | Monthly Report of Cases | Mo | U | | Same as above | Major Commands |
| JAG-7 | Report of Legal Assistance Officer | S-Ann | U | 10 Jan<br>10 Jul | AR 25-250 Par 8 | All Legal Assistance Officers |
| WDGPA-66 | General Courts Martial Cases | Mo | R | 10th | WX 84300 dtd 30 October 1946<br>CX 66790 dtd 31 October 1946<br>CX 66899 dtd 4 November 1946 | Major Commands |

EXTERNAL RECURRING REPORTS, GHQ

Medical

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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| QMD-01-R1 | Consolidated Weekly Bed Status and Evacuation Report | Wk | U | 2400 Fri | GHQ Radio dated 27 May 1946 | Major Commands less Hq & Sv Group |
| QMD-08 | Report of Surplus Medical Department Officers | Mo | U | 15th | AFPAC Rad 06554, 3 July 1946 | Major Commands Chief Surgeon GHQ |
| QMD-09 | Monthly Roster of Medical Department Officer | Mo | U | 10th | FEC Circular 66, 7 June 47 | Med Units & Install assigned to FEC |
| | WAR DEPARTMENT REPORTS | | | | | |
| MED-3 | Monthly Sanitary Report | Mo | U | EOM | AR 40-275, 13 Sept 45, WD Cir 24 1946, AR 40-2235, and C2 | Major Commands less Hq & Sv Group |
| MED-4 | Monthly Comprehensive Sanitary Report | Mo | R | 10th | AFPAC Cir 42, par 5, 14 Aug 46<br>WD Cir 24, Sec VII, 1946<br>AR 40-275, par 4, 13 Sept 45<br>AR 40-2235 and C-3 | Major Commands |
| MED-6 | Autopsy Protocol | As req | U | Immed | AR 40-590, par 19d, AR 40-410 par 5, AFPAC Reg 50-30 | Each Hospital |
| MED-8 | Report of Medical Department Professional Consultants | As req | Varies | As req | WD Cir 101, Sec III, 1946<br>WD Cir 14, Sec IV, 1947 | Professional Consultant Appointed by the SG and Overseas Commands |

EXTERNAL RECURRING REPORTS, GHQ

Medical

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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| MED-11 | Statistical Health Report | Wk | Varies | 36 hrs after report period | AR 40-1080 and C1; FEC Cir 64, 3 June 47 | Hospitals and Separate Dispensaries |
| MED-15 (R 1) | Part A-Hospital Fund Statement of Assets, Liabilities and Net Working Capital | Mo | U | 10th | AR 40-590, Par 18, TM 8-262 Chap VII, Par 3, as modified by WD Cir 182, Sec IV, 1946 (Form WD AGO No. 8-21 pending receipt of prescribed form) FEC Circular 60, 29 May 1947 | Custodian |
| | Part B-Hospital Fund Statement of Income and Expense | Mo | U | 10th | Same as above | Custodian |
| MED-16 | Special Telegraphic Report of Epidemic Diseases | As req | U | Immed | AR 40-1080, Paras 39 and 40 FEC Cir 64, 3 June 47 | Major Commands less Hq & Sv Group |
| MED-18 | Report Sheet of Sick and Wounded | Mo | Varies | 5 days after rptg pd | AR 40-1025, Paras 96 and 111 FEC Cir 64, 3 June 47 | Medical Installations |
| MED-19 | Medical Report Card | As req | Varies | As req | AR 40-1025, Paras 35 & 75 C2, Para 144 | Medical Installations |
| MED-23 | Report of Dental Service | Mo | Varies | 20th | AR 40-1010, Para 2 and C2 | Major Commands |
| MED-25 | Report of Veterinary Meat and Dairy Hygiene Inspection | Mo | U | EOM | AR 40-2150, Sec V | Each Station that has Veterinary Office |

EXTERNAL RECURRING REPORTS, GHQ

Medical

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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| MED-27 | Patients Awaiting Evacuation | Mo | U | | AG 704.11 (3 Jun 44)OB-S-E-SPMOT-M, 8 June 1944. AG 704.11 (30 Sep 44) OB-S-E-SPOPP-M; 14 Oct 44 | Major Commands less Hq & Sv Group |
| MED-28 | Patients En Route by Water | As req | Varies | Immed | Same as above | Overseas Port of Embarkation |
| MED-33 (R 1) | Part A-Report of Hospitalization | Mo | U | 10th | AR 40-560, March 1947 | All Hospitals and Dispensaries |
| | Part B-Report of Outpatient Treatments | Mo | U | 10th | AR 40-560, March 1947 | Same as above |
| | Part C-Hospitalization of Personnel of Other Government Services | Mo | U | EOM | WD Circular 370, Sec IV, 1946 | Each Hospital |
| | Part D-Report of Hospitalization of Veterans Administration Beneficiaries | Mo | U | 10th | WD Memo 40-590-5, 20 Nov 46<br>FEC Cir 64, 3 June 47 | U. S. Army Hospitals |
| | Part E-Report of Hospitalization or Outpatient Treatment of Authorized Foreign Personnel | Mo | U | EOM | WD Circular 91, 1945<br>WD Circular 207, 1946 | Each Hospital and General Dispensary |
| MED-34 | Report of Medical Department Personnel | Mo | U | 2d | FEC Cir 66, 7 June 47<br>WD Circular 3, Sec II, 1947 | All Medical Units |
| MED-35 | Essential Technical Medical Data | Mo | Varies | 20th | WD Memo 40-1005-1, 18 Dec 46<br>FEC Cir 66, 7 June 47 | Major Commands less Hq & Sv Group |
| MED-38 | Telegraphic Statistical Health Report | Wk | U | Fri 2400 | AR 1080 dated 28 August 1945<br>FEC Cir 64, 3 June 47 | Major Commands |

EXTERNAL RECURRING REPORTS, GHQ

Ordnance

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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| QOR-01 | Ordnance Technical Report | Mo | C | EOM | GHQ AFPAC Ltr 350.05 (22 Mar 46) dtd 22 March 1946 | Major Commands less Hq & Sv Group |
| QOR-02 | Report of Explosive Storage | Qtr | Varies | 20th fol qtr | FEC Circular 32, 19 March 1947 | Ammunition Powder and Explosive Safety Engineer |
| QOR-04 | Status of Base Automotive Maintenance (Fifth Echelon) Support of FEC | Mo | R | EOM | Ltr FEC AG 486 (10 Jun 47)OR, 10 Jun 47 | Eighth Army |
| | WAR DEPARTMENT REPORTS | | | | | |
| ORD-1 | Ammunition Lot Number Report | | R | | WDSB 9 AMM 4, Par 4c<br>WDSB 9 AMM 8, Par 7 | Eighth Army |
| ORD-2 | Report of Condition of Charges in Metal Containers | Ann | Varies | As req | WDSB 9 AMM 7, Sec II para 5-8 | Ordnance Installations Performing Inspections on Metal Containers |
| ORD-3 | Report of Malfunctions and Accidents | As req | Varies | As req | AR 750-10, Sec VII | Unit Ordnance Officer |
| ORD-5 | Report of Annual Surveillance Inspection | Ann | Varies | As req | WDSB 9 AMM8, OFSB 3-20 | Ordnance Installations Performing Inspections on Ammunition |
| ORD-6 | Monthly Report of Surveillance Activities | Mo | Varies | 15th | WDSB 9 AMM 8, par 3a, 4a and 5a OFSb 3-20, par 13a(1), Revision of TM 9-1908 being published | Senior Ammunition Inspector |

EXTERNAL RECURRING REPORTS, GHQ

Ordnance

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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| QOR-01 | Ordnance Technical Report | Mo | C | EOM | GHQ AFPAC Ltr 350.05 (22 Mar 46) dtd 22 March 1946 | Major Commands less Hq & Sv Group |
| QOR-02 | Report of Explosive Storage | Qtr | Varies | 20th fol qtr | FEC Circular 32, 19 March 1947 | Ammunition Powder and Explosive Safety Engineer |
| QOR-04 | Status of Base Automotive Maintenance (Fifth Echelon) Support of FEC | Mo | R | EOM | Ltr FEC AG 486 (10 Jun 47)OR, 10 Jun 47 | Eighth Army |
| | WAR DEPARTMENT REPORTS | | | | | |
| ORD-1 | Ammunition Lot Number Report | | R | | WDSB 9 AMM 4, Par 4c<br>WDSB 9 AMM 8, Par 7 | Eighth Army |
| ORD-2 | Report of Condition of Charges in Metal Containers | Ann | Varies | As req | WDSB 9 AMM 7, Sec II para 5-8 | Ordnance Installations Performing Inspections on Metal Containers |
| ORD-3 | Report of Malfunctions and Accidents | As req | Varies | As req | AR 750-10, Sec VII | Unit Ordnance Officer |
| ORD-5 | Report of Annual Surveillance Inspection | Ann | Varies | As req | WDSB 9 AMM8, OFSB 3-20 | Ordnance Installations Performing Inspections on Ammunition |
| ORD-6 | Monthly Report of Surveillance Activities | Mo | Varies | 15th | WDSB 9 AMM 8, par 3a, 4a and 5a OFSB 3-20, par 13a(1), Revision of TM 9-1908 being published | Senior Ammunition Inspector |

EXTERNAL RECURRING REPORTS, GHQ

Ordnance

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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| ORD-7 | Report of Accidental Explosions or Fire | As req | Varies | As req | WD Cir 76 dated 22 March 1947 | Installations where Accidental Explosions or Fires Occur |

EXTERNAL RECURRING REPORTS, GHQ

Provost Marshal

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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| WDCSO-22 | Report of Injury | As req | R | As req | WD Cir 123, 1946 as amended by WD Cir 191, 1946 | Surgeon and Safety Officer to next higher hq. |
| WDCSO-23 | Injuries Summary Report | Mo | U | 15th | FEC Circular 75, 27 June 1947<br>WD Cir 299, Sec I, 1946<br>WD Cir 212, Sec II, 1946<br>WD Cir 123, Par 6, 1946<br>WD Cir 191, Sec I, 1946 | Major Commands |
| WDCSO-24 | Motor Vehicle Accident Summary Report | Mo | U | 15th | FEC Circular 75, 27 June 1947<br>WD Cir 123, Par 6,8,9 & 12 1946<br>WD Cir 212, Sec II, 1946<br>WD Cir 299, Sec I, 1946 | Major Commands |

EXTERNAL RECURRING REPORTS, GHQ

Quartermaster

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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE. | REQUIRING DIRECTIVE | PREPARING AGENCY |
| QQM-10 | Report on Fixed Laundries & Dry Cleaning Plants | As req | U | As req | Ltr GHQ AG 331.5 (14 Jan 47)QMS dtd 14 January 1947 | Major Commands |
| QQM-11 | Recommended Changes to X Ration Scale | Qtr | U | 10th fol qtr | Ltr GHQ AG 430.2 (28 Mar 47)QMS dtd 28 March 1947 | Major Commands less Hq & Sv Group |
| QQM-12 | Sale of Gasoline | Mo | U | 15th | Ltr AG 463.7 (21 Mar 47)QMS-GD | 8TH ARMY |
| | WAR DEPARTMENT REPORTS | | | | | |
| QMG-2 | Report of Laundry and Dry Cleaning Operations | Qtr | U | 31 Mar<br>30 Jun<br>30 Sep<br>31 Dec | Radio WARX 83466, 5 April 46<br>AR 30-2135, Par 5, 12 Jan 45 | Each fixed or mobile laundry or dry cleaning plant |
| QMG-7 | Report of Graves Registration and Disposition of Remains Activities | Mo | R | 15th | Ltr AGAM-PM 293 (13 Nov 46)QMGM-1 dtd 19 November 1946 | Major Commands furnish to PHILRYCOM on or before 5th. PHILRYCOM to GHQ |
| WDCSO-28 | Uniform Strength Report (Ration) | Mo | S | 20th | WD Memo 345-50-1, dtd 24 Jan 47 | PHILRYCOM<br>MARBO<br>8TH ARMY |

EXTERNAL RECURRING REPORTS, GHQ

| 1 | 2 | 3 | 4 | 5 | 6 | Signal 7 |
|---|---|---|---|---|---|---|
| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| QSC-01 | Signal Supply Report | Mo | R | 8th | Ltr GHQ FEC AG 475 (17 Jun 47)SC dtd 17 Jun 47 | Major Commands |
| QSC-02 | Traffic Charts for Far East Communications Directory | Mo | R | 17th | GHQ Ltr subj, Far East Communications Directory, AG 461 (9 May 47) SC dtd 9 May 47 GHQ Ltr AG 461 (7 Jul 47)SC dtd 7 Jul 47 | Major Commands less Hq & Sv Gp FEAF |
| | WAR DEPARTMENT REPORTS | | | | | |
| SIG-12 | Film Library Report | Qtr | R | | WD Circular 78, 1946 | Each Film Library |
| WDGAS-1 | Insecure Cryptographic Procedures | As req | Varies | As req | SIGMAP 1, July 1945 | Hq Cryptographic Security Officer |
| WDGAS-3 | Cryptographed Traffic Volume Report | Mo | S | EOM | Ltr AGAM-PM 311.5 (5 Sept 45) WDGID 12 September 1946 | Major Commands less Hq & Sv Group 71st Sig Sv Bn |
| WDGAS-5 | Consolidated Report of Possession of Registered Cryptomaterial | S-Ann | U | 30 Jun 31 Dec | AR 380-5, par 45e | Custodians of Cryptographic Equipment |

EXTERNAL RECURRING REPORTS, GHQ

Special Services

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|---|---|---|---|---|---|
| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| QSS-01 | Athletic and Recreational Stock Status Report | Mo | U | 15th | Par 6, Sec IV, AFPAC Cir 123 dtd 6 Dec 1945 | PHILRYCOM MARBO<br>8TH ARMY USAFIK |
| QSS-05 | Weekly Financial Statement | Wk | U | Sat | Manual for Operation of Army Theaters AFPAC Motion Picture Service. WD July 1946, Ltr GHQ AFPAC AG 062.2 (24 Oct 46)SS 24 Oct 1946 | Same as above |
| QSS-06 | Station Notification | Da | U | Da | Same as above | Same as above |
| QSS-07 | Assistant Managers and Cashiers Daily Report | Da | U | Da | Same as above | Same as above |
| QSS-08 | Report of Entertainment Services Furnished by IJG | Mo | R | 31st to begin 31 May | Par 6, Ltr GHQ SCAP AG 353.8 (14 Feb 47)SS-GD, dtd 14 Feb 47 | 8TH ARMY FEAF<br>Hq & Sv Gp COMNAVFE |
| QSS-09 | Quarterly Forecast of Entertainment Services to be furnished by IJG | Qtr | R | 31 Mar<br>30 Jun<br>30 Sep<br>31 Dec | Same as above | Same as above |
| QSS-10 | Unit Fund-Monthly Financial Statement | Mo | U | 10th | | Custodians of Unit Funds |
| QSS-11 | Trust Fund Detailed Receipt and Distribution Statement | Mo | U | 25th | | Custodian of Trust Funds (PHILRYCOM, MARBO, 8TH ARMY, USAFIK) |

EXTERNAL RECURRING REPORTS, GHQ

Special Services

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|---|---|---|---|---|---|
| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| QSS-12 | Consolidated Monthly Statement of Operations and Net Working Capital of Headquarters Funds | Mo | U | 15th | | Custodian Headquarters Funds of Highest Echelon |
| QSS-13 | Special Welfare Funds-Monthly Statement of Operations and Net Working Capital | Mo | U | 15th | | Custodians of Special Welfare Funds |
| QSS-14 | Sundry Funds-Monthly Statement of Operations and Net Working Capital | As req | U | As req | | Custodians of Sundry Funds |
| | WAR DEPARTMENT REPORTS | | | | | |
| SSD-4 (R 1) | Part A-Monthly Report 16mm Entertainment Motion Picture Service | Mo | U | 20th | WD Cir 264, 30 Aug 1946 | Special Services GHQ |
| | Part B-Monthly Report 35mm Entertainment Motion Picture Service | Mo | U | 20th | Same as above | Same as above |
| SSD-12 | Report on Oversea Entertainment Units | Mo | U | 5th | FEC Circular 71, 19 June 1947<br>WD Cir 359, 4 December 1946 | Major Commands less Hq & Sv Group |

EXTERNAL RECURRING REPORTS, GHQ

Special Services

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|---|---|---|---|---|---|
| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CI/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| SSD-23 (R 1) | Part A-Balance Sheet | Mo | U | 20th | AFPAC Reg 75-5, Par 21 (d) WD Memos 210-65-3, 16 Jan 47 and 210-65-5, 17 Apr 47 | Major Commands |
| | Part B-Profit & Loss Statement | Mo | U | 20th | Same as above | Major Commands |
| | Part C-Department Sales and Inventory | Mo | U | 23rd | WD Memo 210-65-3, 16 Jan 1947 | All PX Officers |
| | Part D-Statement of Availability of Funds | Mo | U | 20th | AFPAC Reg 75-5, Par 21 (d) WD Memo 210-65-3, 16 Jan 1947 WD Memo 210-65-5, 17 Apr 47 | Major Commands |
| | Part E-Sales Accountability | Mo | U | 20th | Same as above | Major Commands |
| | Part G-Operating Statistics | Mo | U | 23rd | WD Memo 210-65-5, 17 April 47 | Major Commands |
| SSD-24 | Projected Cash Requirements and Remittances for Army Exchanges Overseas | Qtr | U | 30 Sep 31 Dec 31 Mar 30 Jun | WD Memo 210-45, 27 August 45 | Major Commands |
| SSD-25 | Oversea Exchange Forecast of Quarterly Requisitions and Requirements | Qtr | U | 90 days prior to qtr | WD Memo 210-65-8, 7 February 47 | Major Commands |
| SSD-26 | Semi-Annual Library Report | S-Ann | U | 30 Jun 31 Dec | WD Memo 80-50-1, dtd 12 Feb 47 | Major Commands |

EXTERNAL RECURRING REPORTS, GHQ

Transportation

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|---|---|---|---|---|---|
| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CI/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| TC-4 | Army Transport Voyage Report | As req | U | As req | WD Memo 55-305-2, 15 July 1946 | Home Port of Vessel |
| TC-5 | Army Transport Data Sheet | As req | U | As req | WD Memo 55-305-1, 2 July 1946 | Home Port of Vessel |
| TC-20 | Ship Activity Report | Every 6 days | U | | Radio WX 78668, December 1944 | PHILRYCOM MARBO<br>8TH ARMY USAFIK |
| TC-24 | Inspection Report of Boiler or Pressure Vessel | Ann | U | As req | AR 850-300, 5 August 1944<br>AR 55-505, Para 8, 5 Feb 47 | Using Agencies |
| TC-26 | Report of Painting and Condition of Bottom | As req | U | As req | AR 55-505, Par 5, 5 Feb 47 | Using Agencies |
| TC-29 | Report of Marine Casualties | As req | Varies | As req | AR 55-500, Sec II & IV, 8 July 43 C1, Par 3 and 4, 4 Sep 44; WD Cir 123, Sec I, 15 May 47 | Master Senior Survivor or Responsible Officer |
| WDGSP-29 R1 | Space Requirements for Overseas Movement of Personnel | Mo | R | 10th | WD Cir 255 dtd 2 August 1946<br>WCL 44679 (WDGSP/C1)17 Jan 47<br>WD Cir 15, 17 Jan 1947<br>ZX 32412, dtd 23 January 1947 | Major Commands less Hq & Sv Group |

EXTERNAL RECURRING REPORTS, GHQ

Civil Communications

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|---|---|---|---|---|---|
| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| QCCS-01 | Progress of Rehabilitation of Postal Savings Branch | Mo & Qtr | U | 10th | Memo for Imperial Japanese Govt AG 091.1 (14 Oct 46)CCS (SCAPIN-1268) dtd 14 Oct 46 Ltr SCAP AG 091.1 (24 June 47)CCS dtd 24 June 47 | Mil Govt Echelons of 8th Army |
| QCCS-02 | Statement of Services Rendered Communications Services | Mo | U | | Memo AG 400.12 (29 Oct 46)CCS (SCAPIN 1299) Memo AG 400.12 (4 Dec 46)CCS (SCAPIN 1299/1) | Civil Comm Sec Tel & Tel Div |

EXTERNAL RECURRING REPORTS, GHQ

Economic & Scientific

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|---|---|---|---|---|---|
| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| QESS-09 | Quantitative Report of Imports and Exports - Japan | Mo | U | 20th | Ltr GHQ SCAP AG 091.31 (23 May 47)ESS/FT dated 23 May 1947 | 8TH ARMY |
| QESS-10 | Carbon Dioxide Requirements | Mo | U | 1st | Radio GHQ ZX 46192, to FEAF 9 May 1947 | FEAF |
| QESS-11 | Monthly Report of Receipts of USAMGIK Purchase from Foreign Liquidation Commission | Mo | U | 15th | Ltr GHQ FEC AG 091.31 (12 Mar 47) ESS/FT 14 Mar 47 Rad GHQ SCAP ZX 13202 dtd 7 Jul 47 | USAMGIK |
| | WAR DEPARTMENT REPORTS | | | | | |
| WDSCA-10 | Manufacture of Textile in Occupied Areas Japan | Qtr | R | 30 days fol qtr | Radio WAR 88261, dtd 26 Dec 46 | ESS, SCAP |
| WDSCA-11 | Financial Statement - Export-Import Program | Mo | R | EOM | WARX WX 90081, 19 Jan 1947 | ESS, SCAP |



5828 - 21 - 7 - 47 - 64 ENGR - 350

RESTRICTED

GENERAL HEADQUARTERS
FAR EAST COMMAND

APO 500
27 September 1947

AG 319.1 (27 Sep 47)GA

SUBJECT: Changes to 15 January 1947 List of External Recurring Reports

TO: Commanding General, Eighth Army, APO 343
Commanding General, United States Army Forces in Korea, APO 235
Commanding General, Philippines-Ryukyus Command, APO 707
Commanding General, Marianas-Bonins Command, APO 246
Commanding General, Far East Air Forces, United States Army, APO 925
Commanding General, Headquarters and Service Group, General Headquarters, Far East Command, APO 500

1. Inclosed are those pages of the List of External Recurring Reports, General Headquarters, Supreme Commander for the Allied Powers and Far East Command, 15 January 1947, reflecting changes which have occurred up to 15 September 1947. These pages should be substituted for the corresponding numbered pages of the 15 January list in order that your list of reports will be kept current.

2. All errors noted in this publication should be brought to the attention of the Reports Control Division, Office of the Assistant Chief of Staff, G-1.

BY COMMAND OF GENERAL MacARTHUR:

George R. Connor

GEORGE R. CONNOR,
Colonel, A. G. D.,
Assistant Adjutant General.

Incls:
56 pages

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WD Statistical Office OCS
COMNAVFE
All Staff Sections GHQ, SCAP & FEC

RESTRICTED

# I N D E X


| | Page |
|---|---|
| Assignment of Symbols & Abbreviations | 1 |
| Changes (Monthly) | 2 |
| Staff Section Having Primary Interest: | |
| Assistant Chief of Staff, G-1 | 3 |
| Assistant Chief of Staff, G-2 | 5 |
| Assistant Chief of Staff, G-3 | 6 |
| Assistant Chief of Staff, G-4 | 7 |
| Adjutant General Section | 11 |
| Engineer Section | 18 |
| Chaplain Section | 20 |
| Civilian Personnel Section | 21 |
| Fiscal Section | 22 |
| Troop Information & Education Section | 24 |
| Inspector General Section | 25 |
| Judge Advocate Section | 26 |
| Medical Section | 27 |
| Ordnance Section | 30 |
| Provost Marshal Section | 31 |
| Quartermaster Section | 33 |
| Signal Section | 34 |
| Special Services Section | 35 |
| Transportation Section | 36 |
| Civil Communications Section | 38 |
| Civil Property Custodian | 39 |
| Economic & Scientific Section | 40 |
| Civil Information & Education Section | 41 |
| General Procurement Agent | 42 |
| Government Section | 43 |
| Legal Section | 44 |
| Natural Resources Section | 45 |
| General Accounting Section | 46 |
| Public Health & Welfare Section | 47 |
| Statistical and Reports Section | 48 |
| Civil Transportation Section | 49 |




6114-18-9-47-64ENGR-1500

1. Assignment of Symbols: Symbols assigned by the Reports Control Division, this headquarters, identify the initiating agency. Example: QAG-01; "Q" indicated the report is required by General Headquarters, Supreme Commander for the Allied Powers and the Far East Command; "AG" indicated that the Adjutant General has primary interest; "01" indicated that this was the first report assigned a Reports Control Symbol under this particular classification; "R1" would indicate first revision of a report.

2. Abbreviations:

a. Staff Sections:

| | |
|---|---|
| Supreme Commander | CC |
| Chief of Staff | CS |
| Deputy Chief of Staff | DCS |
| Assistant Chief of Staff, G-1 | GA |
| Assistant Chief of Staff, G-2 | GB |
| Assistant Chief of Staff, G-3 | GC |
| Assistant Chief of Staff, G-4 | GD |
| Adjutant General Section | AG |
| Antiaircraft Section | AA |
| Chaplain Section | CH |
| Chemical Section | CW |
| Civilian Personnel Section | CP |
| Engineer Section | CE |
| Fiscal Section | FD |
| Troop Information & Education Section | TIE |
| Inspector General Section | IG |
| Judge Advocate Section | JA |
| Medical Section | MD |
| Ordnance Section | OR |
| Provost Marshal Section | PM |
| Quartermaster Section | QM |
| Signal Section | SC |
| Special Services Section | SS |
| Transportation Section | TO |
| Civil Communications Section | CCS |
| Civil Information & Education Section | CIE |
| Civil Property Custodian | CPC |
| Diplomatic Section | DS |
| Economic & Scientific Section | ESS |
| General Procurement Agent | GPA |
| Government Section | GS |
| International Prosecution Section | IPS |
| Legal Section | LS |
| Natural Resources Section | NR |
| General Accounting Section | OGA |
| Public Health and Welfare Section | PH |
| Public Information Office | PI |
| Statistical and Reports Section | SRS |
| Civil Transportation Section | CTS |

b. Frequency

| | | | |
|---|---|---|---|
| Da | Daily | Mo | Monthly |
| S-Wk | Semi-Weekly | Bi-Mo | Every Other Month |
| Wk | Weekly | Qtr | Quarterly |
| 4 T Mo | 4 Times Monthly | S-Ann | Semi-Annually |
| Bi-Wk | Every Other Week | Ann | Annually |
| S-Mo | Semi-Monthly | As req | As required |

c. Classification

| | | |
|---|---|---|
| U ..... Unclassified | R ..... Restricted | C ..... Confidential |
| S ..... Secret | V ..... Varies | TS..... Top Secret |

CHANGES SINCE 15 JULY 1947

NEW REPORTS (GHQ) (16)

| | |
|---|---|
| QGA-20 | Report on Special Services Hotels |
| QGA-21 | Monthly Report on Foreign Nationals |
| QGC-12 | Weekly Summary of Activities |
| QGD-31 | Quarterly Petroleum Tankage Report |
| QAG-16 | Reports of Lost or Stolen Money Orders or Blank Forms |
| QFD-06 | Report of Yen Currency Holdings |
| QFD-07 | Utilization of Yen Currency |
| QTIE-06 | Monthly Educational Report |
| QOR-05 | PHILRYCOM Ordnance Budget |
| QTO-11 | Transportation Work Load |
| QCIE-02 | Informational Media Guidance |
| QNR-05 | Quarterly Spot-Check on Status of Supplies for Japanese Fishing and Landings of Marine Products |
| QNR-06 | Statistics of Hunting |
| QOGA-08 | Japanese Repatriation Costs |
| QOGA-09 | Payments Made to JOSCO under Contract W216-004-qm-2 |
| QCTS-01 | Weekly Operations Report |

NEW REPORTS (WAR DEPARTMENT) (4)

| | |
|---|---|
| AFO-CR-A2 | Aircraft Used for Staff Purposes |
| ENG-11 | Monthly Report of Insect and Rodent Control Activities |
| MED-39 | Adverse Reactions of Parenteral Solutions |
| WDGSP-124 | Inventory of IBM Equipment Overseas |

DISCONTINUED REPORTS (GHQ) (2)

| | |
|---|---|
| QGA-13 | Relief of Officers from Active Duty for the Purpose of Availing Themselves of Promotion on Terminal Leave |
| QQM-11 | Recommended Changes to X Ration Scale |

DISCONTINUED REPORTS (WAR DEPARTMENT) (4)

| | |
|---|---|
| WDCSO-19 | Battle, Non Battle Casualty and Progress Cards |
| WDGPA-83 | Officers Personnel Roster by Duty Branch |
| WDGPA-84 | Officers Personnel Roster by Basic Branch |
| WDSCA-6 | Navy Roster Military Government Pacific |

CHANGES IN NAME OF REPORTS (GHQ)

QGB-01
From: Monthly Status Report, Linguist Personnel
To: Monthly Status Report, Linguist Personnel
a. Roster of War Department Civilian Linguists
b. Roster of Military Linguists

QGD-23
From: Monthly Report of Labor Requisition from IJG
To: Monthly Report of Labor Requisition from the Japanese Government

QCD-24
From: Quarterly Forecast of Labor to be Requisitioned from the IJG
To: Quarterly Forecast of Labor to be Requisitioned from the Japanese Government

QSS-01
From: Athletic and Recreational Stock Status Report
To: Stock Status Report Recreational Supplies and Equipment

CHANGES IN NAME OF REPORTS (WD)

AG-53
From: Officers Monthly Personnel Rosters
To: Monthly Roster of Officers

AG-77
From: Status Cards for All Officers
To: Complete File of Status Cards for All Officer Personnel

WDGPA-95
From: Sailing Report of Officers Returning to ZI for Reassignment
To: Officer Personnel Returning from Overseas for Assignment

WDSIE-3
From: United States Armed Forces Institute Monthly Reports
To: Branch Report United States Armed Forces Institute

WDSIG-3
From: Report of an Inspection and Statement of the Money Accountability
To: Statement of the Money Accountability

WDGPA-66
From: General Courts Martial Cases
To: Reports on Pretrial Confinement and Court-Martial Cases Tried and Awaiting Action by Reviewing Authority

ORD-7
From: Report of Accidental Explosions or Fire
To: Report of Accidental Explosion of Ammunition or Other Explosives

WDCSO-24
From: Motor Vehicle Accident Summary Report
To: Monthly Motor Vehicle Summary Report

CHANGES IN REPORTS CONTROL SYMBOLS (GHQ)

| From: | | To: | |
|---|---|---|---|
| QGB-01-R1 | | QGB-01 | |

CHANGES IN REPORTS CONTROL SYMBOLS (WD)

| From: | | To: | | |
|---|---|---|---|---|
| AFO-MD-E4 | | AFO-MD-E4A | | (Correction) |
| WDCSA-5 | | WDSCA-5 | | (Correction) |
| WDCSA-1 | | WDSCA-1 | | (Correction) |
| WDCSA-2 | | WDSCA-2 | | (Correction) |

EXTERNAL RECURRING REPORTS, GHQ

G-1

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|---|---|---|---|---|---|
| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CI/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| QGA-02 | Report on Personnel Losses | S-Mo | U | 5th 20th | Radio ZX 04625, 24 June 1946 | Major Commands Less Hq & Service Gp |
| QGA-03 | Monthly Civilian Personnel Progress Report | Mo | U | 8th 10th | FEC Circular 74, 26 June 1947 | MARBO PHILRYCOM (10th) 8TH ARMY USAFIK FEAF (8th) |
| QGA-04 | Table of Distribution of Bulk Allotment | Mo | R | End of fol mo | AG 400.34 (9 Dec 46)GA dtd 9 December 1946 | Major Commands |
| QGA-05 | Unauthorized Visits of GHQ Female Personnel to BCOF Area | As req | U | As req | Par 3, AFPAC Ltr AG 230.42 (10 Dec 46)GA dtd 10 Dec 46 | CO Chugoku Mil Gov Region, BCOF Area |
| QGA-08 | Authorized Strength Report by Arm or Service, Type of Personnel, MOS and Grade | Mo | R | EOM | Instructions on FEC AGO Form No. 81 (11 Feb 47) | G-1 & Special Staff Sections, GHQ FEC |
| QGA-09 | Regularly Scheduled Overtime | As req | U | As req | Civilian Personnel Reg 80 Radio ZX 36645, 26 Feb 1947 | Major Commands |
| QGA-10 | Dependents Residing in Tokyo Area Returning to Zone of Interior During Month of _____, | Mo | U | 25th of 4th prec mo | FEC Ltr AG 510 (2 Apr 47)GA dtd 2 Apr 47 | AG, Hq Comdt, CPS, PIO, GHQ FEC: 8th Army, FEAF, AACS, ATC |
| QGA-11 | Strength Status Report | Mo | R | 4th | FEC Ltr AG 320.2 (19 May 47)GA dtd 19 May 47 | Major Commands |
| QGA-12 | Strength Status Report | Mo | R | 19th | Same as above | Major Commands |

EXTERNAL RECURRING REPORTS, GHQ

G-1

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|---|---|---|---|---|---|
| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| QGA-14 | Special Status Report of Enlisted Personnel by Major Command | Mo | R | 23rd | C/N AG to G-1, AG 320.2 (30 Oct 46) AG-AA(R) dtd 30 Oct 1946 C/N G-1 to AG, 5 November 1946 | SAB GHQ |
| QGA-15 | Special Status Report of Officers by Major Command | Mo | R | 23rd | Same as above | SAB GHQ |
| QGA-16 | Strength Reports: A. Distribution of Grades by Area B. Forecast of Gains & Losses by Area C. Strength by Station | Mo | R | 20th | Ltr FEC AG 320.2 (21 May 47)GA dated 21 May 1947 | FEAF |
| QGA-17 | Employment by Appropriation by Command | Mo | U | 15th | FEC Rad ZX 12587 dtd 28 June 47 | 8th Army, XXIV Corps PHILRYCOM, MARBO |
| QGA-18 | Report of Medical Officer Changes in T's O & E | As req | U | As req | FEC Rad CX 53846 dtd 5 July 47 | Major Commands |
| QGA-19 | Rotation of General Officers | Mo | R | 1st | WX 98852, 26 May 47, Rad FEC CX 53917 dtd 9 July 47 | Major Commands less Hq & Sv Gp |
| QGA-20 | Report on Special Services Hotels | Bi-Mo | U | 1st & 15th | GHQ FEC Ltr AG 620 (23 Jul 47) GA dtd 23 Jul 47 | 8th Army |
| QGA-21 | Monthly Report on Foreign Nationals | Mo | U | 10th | SCAP Ltr AG 230 (13 Aug 47)GA dtd 13 Aug 47 | 8th Army FEAF COMNAVFE Hq & Sv Gp |

EXTERNAL RECURRING REPORTS, GHQ

G-1

| 1<br>REPORTS CONTROL SYMBOLS | 2<br>TITLE OF REPORT | 3<br>FREQ. | 4<br>CL/N. | 5<br>DUE DATE | 6<br>REQUIRING DIRECTIVE | 7<br>PREPARING AGENCY |
|---|---|---|---|---|---|---|
| | WAR DEPARTMENT REPORTS | | | | | |
| WDCSO-15 | Monthly Report of War Department Civilian Personnel Outside Continental United States | Mo | U | 10th | WD Memorandum 620-10-3 dtd 14 Feb 47, Rad WCL 23350, dtd 6 Jun 47, WCL 26955, 19 Jun 47; FEC Cir 74, 26 Jun 47 | CPS, GHQ FEAF<br>PHILRYCOM MARBO<br>8th Army USAFIK |
| WDGPA-89 | WD Control Council Report | Mo | U | 10th | WD Memo 600-900-2, dtd 12 Jun 47 | Major Commands FEAF |
| WDOCP-16 | Preliminary Selections for WD School of Civilian Personnel Administration | Qtr | U | As req | Memo CPD, OSW 2 December 1946 | G-1, GHQ |
| WDOCP-38 | Report to US Civil Service Commission of a Reduction in Force | As req | U | As req | USCSC Federal Personnel Manual<br>WD Civilian Personnel Procedures Manual 61 and C1, 12 May 47<br>FEC Cir 55, 15 May 47 | Civilian PO of Major Commands |
| WDSMB-4 | Quarterly Estimates of Civilian Personnel Requirements in Territories & Possessions of the U. S. | Qtr | U | 15 Mar<br>15 Jun<br>15 Sep<br>15 Dec | Ltr AGAM-PM 230 (22 Aug 46)<br>AO-C-W DSMB, 29 Aug 46 | MARBO |

EXTERNAL RECURRING REPORTS, GHQ



| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|---|---|---|---|---|---|
| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| QGB-01 | Monthly Status Report, Linguist Personnel<br>a. Roster of War Department Civilian Linguists<br>b. Roster of Military Linguists | Mo | U | 15th | GHQ FEC Cir No. 62, 2 Jun 47 | Major Commands SCAP and FEC Sections GHQ |
| QGB-02 | Report of Military Linguists | Mo | U | 15th | FEC Cir 62, par 6, 2 Jun 47 | Receiving Replacement Installations |
| | WAR DEPARTMENT REPORTS | | | | | |
| WDOCI-2 | Weekly Operational Letter | Wk | Varies | | Verbal request | ATIS |
| WDSHD-1 | Progress and Personnel Report, War Department Historical Program | Quar | U | 5th | WD Memo 345-105-2, 2 Aug 46 | Major Commands less Hq & Sv Gp |
| WDSHD-2 | Histories of Organizations | Ann | R | | WD Cir 38, 8 Feb 47; AR 345-105, 18 Nov 29 and C5, 1 May 46 | Major Commands less Hq & Sv Gp |

EXTERNAL RECURRING REPORTS, GHQ

G-3

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|---|---|---|---|---|---|
| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| QGC-03 | Report of Movement of Units | As req | U | Disp within 24 hrs | Par 2, Ltr GHQ AFPAC AG 370.5 (24 Apr 45)GC, dtd 3 Feb 46 | Major Commands |
| QGC-04 | G-3 Operations Report | Wk | U | As of 1800 Fri, due Sat | AFPAC Radio CAX 58032, dtd 19 Feb 46 | Major Commands less Hq & Sv Gp |
| QGC-06 | Far East Command Troop List Unit Program | Qtr | S | 20 Mar<br>20 Jun<br>20 Sep<br>20 Dec | AFPAC Ltr AG 320.2 (2 Nov 45)GC dtd 5 Nov 45, subj: Preparation of Forms GHQ AFPAC G-3 T/C 76 and T/C 77 | Major Commands less Hq & Sv Gp |
| QGC-08 | Repatriation Shipping | Da | U | 1500 | SCAP Radio ZAX 8138, Nov 1945 | U. S. Military Authorities charged with supervision of repatriation ports |
| QGC-09 | Summary of Combat Effectiveness (Ground Forces) | Qtr | S | 20 Jan<br>20 Apr<br>20 Jul<br>20 Oct | Ltr, GHQ, FEC, AG 381 (5 Feb 47) GC, dtd 5 Feb 47 | Major Commands less FEAF |
| QGC-10 | Summary of Combat Effectiveness (Air Forces) | Qtr | S | 20 Jan<br>20 Apr<br>20 Jul<br>20 Oct | Ltr GHQ FEC AG 381 (6 Feb 47) GC, dated 6 Feb 47 | FEAF |

EXTERNAL RECURRING REPORTS, GHQ

G-3

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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| QGC-12 | Weekly Summary of Activities | Wkly | S | Within 10 days of pd covered | GHQ FEC Rad CX 55182 dtd 30 Aug 47 | USMAG (MANILA) |
| | WAR DEPARTMENT REPORTS | | | | | |
| AFW-MD-H2 | Army Air Forces Installation Activity and Status Report | Mo | | 31st | AAF Reg 85-9, 14 May 47<br>WD Memo 95-205-1 dtd 4 Dec 46<br>Ltr GHQ AG 319.1 (20 Dec 46)GC dtd 20 Dec 46 | FEAF |
| WDGPO-6 | Report on Disposition, Strength and Combat Capabilities of Major Air and Ground Forces in Oversea Commands | Qtr | S | 15th fol qtr | Radio WARX 89734 dtd 13 Jan 47 | G-3 GHQ |

EXTERNAL RECURRING REPORTS, GHQ

G-4

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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CI/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| QGD-07 | Excess and Surplus Property Disposal Progress Report | Mo | R | 20th | GHQ Radios CX 59348, 28 Mar 46, CX 60670, 6 May 46, CX 60791, 9 May 46 | Major Commands less Hq & Sv Gp |
| QGD-08 | 5 Day Bulk Petroleum Stock and Issue Report | Each 5 days | U | Report date + 3 days | Radio ZAX 11324, 20 Dec 45 | 8th Army OBASCOM USAFIK PHILRYCOM China Theater |
| QGD-09 | Bulk Petroleum Slate Radio Report | Mo | U | 7th | Ltr AG 463.7 dtd 25 Oct 45 | Same as above |
| QGD-19 | Report of Disposition of Captured or Surrendered Enemy Equipment & Supplies | Mo | R | EOM | Occupation Instructions 4, Annex 2, Par 12-20, September 1946 | 8th Army USAFIK COMNAVFE |
| QGD-22 | Monthly Status of Service Personnel | Mo | R | 15th | Ltr SCAP AG 230.14 (14 Feb 47)GD dtd 14 Feb 47 | 8th Army COMNAVFE Hq & Sv Gp FEAF |
| QGD-23 | Monthly Report of Labor Requisition from the Japanese Government | Mo | R | 15th | Ltr SCAP AG 230.14 (14 Feb 47)GD dtd 14 Feb 47 | Same as above |
| QGD-24 | Quarterly Forecast of Labor to be Requisitioned from the Japanese Government | Qtr | R | 31 Mar 30 Jun 30 Sep 31 Dec | Same as above | Same as above |
| QGD-25 | Passenger, Mail & Cargo Backlog at Haneda Airport | Da | U | Da | Ltr FEAF, AG 580, AIR (15 Jan 47)GD dtd 15 Jan 47 | Traffic Section 1539th AAFBU, ATC |
| QGD-26 | Status of Domestic Servants for Dependent Housing | Mo | R | EOM | Par 3 Ltr GHQ SCAP AG 230.14 (10 Apr 47)GD dtd 10 Apr 47 | 8th Army FEAF COMNAVFE Hq & Sv Gp |

EXTERNAL RECURRING REPORTS, GHQ

G-4

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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| QGD-27 | Forecast of Miscellaneous Indigenous Procurement for the Occupation Forces | Qtr | R | 1 Sep | Ltr AG 400.12 (8 May 47)GD, 8 May 47 | 8th Army FEAF USAFIK COMNAVFE Hq & Sv Gp |
| QGD-28 | Estimated Consumption of Aviation Petroleum Products of FEAF Units | Mo | U | 5th | Radio Z 44499, 26 Apr 47 | FEAF |
| QGD-29 | Estimate of Petroleum Product Requirements for Occupation Forces | Mo | R | 5th of 2nd prec mo | Ltr FEC AG 463.7 (29 Oct 46)GD dtd 29 Oct 46, Cir 325, 8th Army, Ltr FEC AG 463.7 (3 Jul 47) GD dtd 3 Jul 47 | 8th Army |
| QGD-30 | Inventory of Facilities Obtained from Japanese Government | Ann | R | 1st July | GHQ FEC Ltr AG 142.1 (23 May 47) GD dtd 23 May 47 | 8th Army Hq & Sv Gp FEAF |
| QGD-31 | Quarterly Petroleum Tankage Report | Qtr | C | 10th | Ltr ANPB Ser 440-71 dtd 28 Jun 47 & 1st Ind AG 463.7 (28 Jun 47) GD dtd 25 Aug 47 | Major Commands |
| | WAR DEPARTMENT REPORTS | | | | | |
| AFO-CR-A2 | Aircraft Used for Staff Purposes | Qtr | U | 15 Apr 15 Jul 15 Oct 15 Jan | WD AG Ltr 452.1 (21 Nov 45) dtd 27 Nov 45 | FEAF |
| AFO-MD-E4 A | Overseas Replacement, Consumption and Inventory Report | Mo | R | 20th | WD Ltr AG 400 (26 Oct 44) 30 Nov 44, 16 July 46 | FEAF |

EXTERNAL RECURRING REPORTS, GHQ

G-4

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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| AFO-SC-A19 | Status of Aircraft in the Army Ground Forces in Overseas Theaters | Mo | R | 15th | 1st Ind AFPAC AG 452.03 (18 Jan 46)GD, 28 Feb 46 to WD AG 452.03 (18 Jan 46)OB-S-AFMSC-M dtd 22 Jan 46 | Major Commands less Hq & Sv Gp and FEAF |
| AFO-SC-E4A | Monthly Aircraft Engine Inventory and Status Report | Mo | R | 10th | WDAGO Ltr AGAO-S-AFSSCM 319.1 (2 Apr 46) dtd 8 Apr 46, 1st Ind AFPAC 25 Apr 46, WD Ltr AGAM-PM 319.1 (22 Oct 46)AGBSC-2B, 31 Oct 46, AFBSC-2B 31 Oct 46, AAF Ltr 65-30, 29 Oct 46 | FEAF |
| AFW-SC-E1 | Status of Jet Aircraft Engines by Flight Hours | Mo | R | 15th | 1st Ind, GHQ AFPAC to WDAGO Ltr AGAM-PM 452.03 (25 Jan 46), AAF Ltr 65-27, 26 Jul 46 | FEAF |
| AFW-SC-E2 | Monthly Inventory and Status Report of Communications and Electronics Equipment in the AAF | Mo | R | 15th | Ltr AGAM-PM 400 (16 Sep 46), AFBSC-2B Ltr Hq AAF 31 Dec 46 to AMC | FEAF |
| AFW-SC-E3 | Report of Status and Location of Ground Communications Equipment and Electronics Equipment in the AAF | Mo | S | 15th | Ltr AGAM-PM 452.03 (16 Sep 46) AFBSC-2B Ltr Hq AAF 31 Dec 46 to AMC | FEAF |
| JCS-1001 | Enemy Equipment Released to Allied Governments | Qtr | C | 31 Mar<br>30 Jun<br>30 Sep<br>31 Dec | Radio WCL 99009 dtd 2 Mar 46 JCS to CINCAFPAC | G-4 GHQ |
| TREAS-1013 | Report of Lend-Lease Transfers | Bi-Mo | U | | Lend Lease Act of 11 Mar 41, TM 14-705, Jul 45, Chap 10, WD Memo 35-45, 21 Aug 45 & 11 Dec 45 | Major Commands less Hq & Sv Gp |

EXTERNAL RECURRING REPORTS, GHQ

G-4

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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| WDGSP-46 | Property Disposition in Overseas Commands (Other than Real Property) | Mo | C | 25th | WD Memo 700-50-12, 21 Oct 46 WCL 26383 dtd 3 Mar 47 to CDC | Major Commands less Hq & Sv Group USAFIK reports to 8th Army |
| WDGSP-52 | Report of Materiel Consumed | Qtr | R | 20th | WD Cir 315, 1946, Sec IV; FEC Ltr AG 400 (12 Nov 46)GD dtd 12 Nov 46; WD Ltr AGAO-S 400 (27 Feb 47) D-M dtd 13 Mar 47 & Incl 1 and 2 | PHILRYCOM MARBO 8th Army |
| WDGSP-66 | Report of Improper Shipment | As req | U | As req | WD Cir 305, 1945; WD Cir 295, 1946; WD Cir 84, 1947 | Installation Receiving Shipment |
| WDGSP-82 | Status of Transfer in China & Philippine Bulk Sales | Mo | S | 15th | WARX 87123 dtd 6 Dec 46; WARX 84595 dtd 1 Nov 46 | MARBO PHILRYCOM FEAF |
| WDGSP-105 | Oversea Command Forecast of Requirements | Qtr | Varies | 15 Feb<br>15 May<br>15 Aug<br>15 Nov | WD Ltrs AGAM-PM 400 WDGSP/D1 (11 Mar 47) dtd 27 Mar 47 (10 Apr 47) dtd 10 Apr 47 (18 Jun 47) dtd 25 Jun 47 GHQ FEC Ltrs AG 400 GD (19 May 47)GD dtd 19 May 47 (8 Jul 47)GD dtd 8 Jul 47 WD Ltr AGAM-PM 400 (27 Jun 47) WDGSP/D1 dtd 20 Aug 47 | PHILRYCOM MARBO FEAF 8th Army |
| WDGSP-109 | Return of Military Property from Overseas | Qtr | R | 15 Feb<br>15 May<br>15 Aug<br>15 Nov | WD Ltr AGAO-S 400 (25 Mar 47) D-M dtd 26 Mar 47 | Major Commands FEAF |

EXTERNAL RECURRING REPORTS, GHQ

Adjutant General

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| QAG-07 | Personnel Arrival Reports (Air & Water) | As req | U | Immed | Ltr AG 200.31 (27 Feb 47)AG-OP subj: Assignment of Personnel dtd 27 Feb 47 | Major Commands less Hq & Sv Gp |
| QAG-09 | Inspection of Army Post Office | Qtr | U | Varies | FEC Cir 28, dtd 3 May 47 | Inspecting Officer |
| QAG-10 | Monthly Report of Money Order Business | Mo | U | EOM | Same as above | Postal Officers |
| QAG-11 | Semi-Monthly Report of Volume of Mail Received and Dispatched | S-Mo | U | 1st 16th | Ltr AG 311.1 (8 May 46)AG-SD subj: Mail Status, 8 May 46 | Major Commands Postal Officers |
| QAG-15 | Change in Status of Courier Transfer Officers and Courier Stations | Varies | U | Varies | WD Memo 15-40 dtd 14 Jun 46; Ltr AG 311.4 (20 Dec 46)AG-AM subj: Security Courier Service, 20 Dec46 | 8th Army USAFIK PHILRYCOM MARBO |
| QAG-16 | Reports of Lost or Stolen Money Orders or Blank Forms | As req | U | Varies | Ltr WD, TAG AGAA-OP 122.1 (28 May 47) dtd 13 Jun 47, FEC Ltr AG 122.1 (14 Jul 47)AG-AM dtd 14 Jul 47, FEC Ltr AG 122.1 (22 Jul 47) AG-AM dtd 22 Jul 47 | Postal Officers of 8th Army, XXIV Corps PHILRYCOM, MARBO FEAF |
| QSAB-01 | Personnel Data Sheet | Da | U | Da | GHQ FEC Ltr AG 330.32 (3 Jun 46) AG-AA dtd 21 Mar 47 | Replacement Depots Japan, Korea, MARBO |
| QSAB-02 | Daily Changes to Parent Unit Master Organization File | Da | U | Da | OPMRU Part D, Par 6 | SAB GHQ FEC FEAF PHILRYCOM USAFIK |
| QSAB-05 | Weekly Report of Strength by Command | Wk | U | Wed | OPMRU Part L, Par 4 | SAB GHQ FEC FEAF PHILRYCOM USAFIK |

EXTERNAL RECURRING REPORTS, GHQ

Adjutant General

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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| QAG-07 | Personnel Arrival Reports (Air & Water) | As req | U | Immed | Ltr AG 200.31 (27 Feb 47)AG-OP subj: Assignment of Personnel dtd 27 Feb 47 | Major Commands less Hq & Sv Gp |
| QAG-09 | Inspection of Army Post Office | Qtr | U | Varies | FEC Cir 28, dtd 3 May 47 | Inspecting Officer |
| QAG-10 | Monthly Report of Money Order Business | Mo | U | EOM | Same as above | Postal Officers |
| QAG-11 | Semi-Monthly Report of Volume of Mail Received and Dispatched | S-Mo | U | 1st 16th | Ltr AG 311.1 (8 May 46)AG-SD subj: Mail Status, 8 May 46 | Major Commands Postal Officers |
| QAG-15 | Change in Status of Courier Transfer Officers and Courier Stations | Varies | U | Varies | WD Memo 15-40 dtd 14 Jun 46; Ltr AG 311.4 (20 Dec 46)AG-AM subj: Security Courier Service, 20 Dec46 | 8th Army USAFIK PHILRYCOM MARBO |
| QAG-16 | Reports of Lost or Stolen Money Orders or Blank Forms | As req | U | Varies | Ltr WD, TAG AGAA-OP 122.1 (28 May 47) dtd 13 Jun 47, FEC Ltr AG 122.1 (14 Jul 47)AG-AM dtd 14 Jul 47, FEC Ltr AG 122.1 (22 Jul 47) AG-AM dtd 22 Jul 47 | Postal Officers of 8th Army, XXIV Corps PHILRYCOM, MARBO FEAF |
| QSAB-01 | Personnel Data Sheet | Da | U | Da | GHQ FEC Ltr AG 330.32 (3 Jun 46) AG-AA dtd 21 Mar 47 | Replacement Depots Japan, Korea, MARBO |
| QSAB-02 | Daily Changes to Parent Unit Master Organization File | Da | U | Da | OPMRU Part D, Par 6 | SAB GHQ FEC FEAF PHILRYCOM USAFIK |
| QSAB-05 | Weekly Report of Strength by Command | Wk | U | Wed | OPMRU Part L, Par 4 | SAB GHQ FEC FEAF PHILRYCOM USAFIK |

EXTERNAL RECURRING REPORTS, GHQ

Adjutant General

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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| QSAB-06 | Weekly Informal Survey of MHU Activities | Wk | U | Wed | OPMRU Part A, Par 13e | XXIV Corps<br>PHILRYCOM |
| QSAB-12 | Arrivals and Departures by Air | 4 T Mo | U | 7th<br>14th<br>21st<br>Last | Ltr AFPAC AG 565.2 (23 Sep 45) AG-MF, 23 Sep 45 | Replacement Depots |
| QSAB-13 | Occupation Strength | Mo | U | 10th | GHQ Rad CX 69440, 24 Jan 47<br>C 51217, 26 Mar 47, Z 40321, 26 Mar 47; GHQ Ltr AG 320.2 AG-AA, dtd 5 Feb 47 | MARBO<br>FEAF<br>XXIV Corps |
| QSAB-40 | Month End Status Card File | Mo | U | 7th | OPMRU, Part C, Par 4 | SAB GHQ FEC USAFIK<br>PHILRYCOM FEAF |
| QSAB-41 | Monthly Status Report | Mo | U | 12th | OPMRU, Part L, Par 2 | SAB GHQ FEC USAFIK<br>PHILRYCOM |
| QSAB-43 | Correspondence Control | Mo | U | 8th | OPMRU, Part L, Par 7 | SAB GHQ FEC USAFIK<br>PHILRYCOM FEAF |
| QSAB-44 | Parent Unit Organization Master Cards | Mo | U | 5th | OPMRU, Part T, Par 26 | PHILRYCOM |
| QSAB-45 | Enlisted Monthly Personnel Roster | Mo | U | 8th | OPMRU, Par H | SAB GHQ FEC USAFIK<br>PHILRYCOM FEAF |

EXTERNAL RECURRING REPORTS, GHQ

Adjutant General

| 1<br>REPORTS CONTROL SYMBOLS | 2<br>TITLE OF REPORT | 3<br>FREQ. | 4<br>CL/N. | 5<br>DUE DATE | 6<br>REQUIRING DIRECTIVE | 7<br>PREPARING AGENCY |
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| | WAR DEPARTMENT REPORTS | | | | | |
| AG-13 | Report of Records Depot Operations | Qtr | Varies | 10th fol qtr | WD Memo 345-45, 13 Jul 45; Ltr AGOM-M (29 Aug 46) dtd 29 Aug 46 | Major Commands less Hq & Sv Gp |
| AG-16 | Air Mail Backlog Report | Da | U | Da | Ltr AGAZ (27 Feb 46) 1 Mar 46; Ltr AGAA-OT 311.1 (1 Apr 46) 1 Apr 46; Ltr AGAA-OT 311.1 (27 Feb 46) 29 Aug 46 | Major Commands less Hq & Sv Gp |
| AG-24 | Distribution of Composite Scores of Processed OCS Applicants | Mo | U | | WD Cir 101, 1947, Par 33; Ltr AGAM-PM 352 (29 Apr 47)AO-R, 6 May 47 | AG-PO GHQ |
| AG-38 | Initial, Special and Final Rosters | As req | Varies | As req | AR 345-900, Sec II, 22 May 42 and C4, 22 Jun 44; WD Cir 382, 1946, Sec II | Organization Hqs and Establishments |
| AG-40 | Morning Report Locator Cards | Da | U | Da | TM 12-305, C11, 15 Nov 46; C12, 15 Jan 47; C13, 12 Mar 47; TM 12-310 | SAB GHQ PHILRYCOM |

EXTERNAL RECURRING REPORTS, GHQ

Adjutant General

| 1<br>REPORTS CONTROL SYMBOLS | 2<br>TITLE OF REPORT | 3<br>FREQ. | 4<br>CL/N. | 5<br>DUE DATE | 6<br>REQUIRING DIRECTIVE | 7<br>PREPARING AGENCY |
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| AG-43 (R 1) | Part A-Enlistment Cards (RA) | Da | U | Da | TM 12-305, C13, 12 Mar 47, Part 10, Par 8; Part 30, Par 5; Part 45, Par 9; Part 80, Pars 3f & 5g | SAB GHQ PHILRYCOM |
| | Part B-Enlisted Separation Cards | Da | U | Da | TM 12-305, C13, 12 Mar 47, Part 10, Par 10; Part 30, Par 6; Part 45, Par 8; Part 80, Pars 3f & 5e | SAB GHQ PHILRYCOM |
| | Part C-Officers Separation Cards for Other than Regular Army | Da | U | Da | TM 12-305, C13, 12 Mar 47, Part 10, Par 11; Part 30, Par 7; Part 45, Par 10; Part 80, Pars 3g & 5f | SAB GHQ PHILRYCOM |
| AG-53 | Monthly Roster of Officers | Mo | U | 16th | AR 345-900, Par 4 and C1, 7 Sep 42; TM 12-305, C13, 12 Mar 47, Part 65, Pars 1, 2 & 3; Part 80, Pars 4f and 6b | SAB GHQ PHILRYCOM |
| AG-54 (R 1) | Part B-Recruiting Progress Report | 4 T Mo | U | 7th<br>14th<br>21st<br>Last | WD Memo 600-750-6, 20 Dec 46, WD Cir 6, Par 9a, 47; WD Memo 600-750-14, 8 May 47; WD Memo 600-750-16, 28 May 47 | Major Commands |
| AG-61 (R 1) | Part A-Report of AGCT Standard Scores of Regular Army Enlistees | Mo | U | 15th | DF, WDGPA 342.06, 29 Jan 46 and 8 Oct 46; WD Memo 600-750-5, 11 Dec 46; FEC Cir 16, 6 Feb 47 | Major Commands |
| AG-77 | Complete File of Status Cards for All Officer Personnel | Mo | U | 15th | WD Radio WCL 32484, 25 Mar 47 | MARBO FEAF XXIV Corps |
| AG-85 | Army Nurse Corps and Women's Medical Specialist Corps Regular Army Integration Status Report | Wk | U | Wk | WD Cir 113, Par 11a, 1947<br>SOP for Screening Centers for processing ANC and WMSC, RA | Screening Centers |

EXTERNAL RECURRING REPORTS, GHQ

Adjutant General

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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| PMG-6 (R 1) | Part A-Status Cards for Absentees Dropped from Rolls as AWOL and Absentees Returned to Military Control | Mo | U | 24th | TM 12-305, C12, 15 Jan 47, Part 10, Par 2b; Part 30, Par 1c(3); Part 80, Par 5a | SAB GHQ PHILRYCOM |
| | Part B-Status Cards for Personnel Dropped from Rolls as General or Restored to Duty from General Prisoner Status | Mo | U | 24th | TM 12-305, C13, 12 Mar 47, Part 10, Par 2b; Part 30, Par 1c(4); Part 45, Par 3f; Part 80, Pars 3a(6) and 5a(5) | |
| PO-1005 | Daily Report of Money Order Business | Da | U | Da | Postal Laws and Regulations 1940 and WD Memo 12 Oct 1943 | All APO's |
| WDCSA-11 | Weekly Strength of the Army | Wk | U | Thurs | AG Ltr AGAS-F 320.2 (1 Nov 46) dtd 14 Mar 47 and Incl 1; WARX 98014, 13 May 47 | SAB GHQ PHILRYCOM |
| WDCSO-6 | Strength of Male Commissioned Officers by Component and Grade | Mo | U | 16th | WD Memo 345-50-6, 21 May 47 | SAB GHQ PHILRYCOM |
| WDCSO-13 | Strength in Troop Program Sequence by Organization and Type of Personnel | Mo | R | 15th | WD Memo 345-50-2, 14 May 47; DF, WDCSO, 29 May 47 to AGO | SAB GHQ PHILRYCOM |
| WDCSO-14 | Strength in Troop Program Sequence by Type of Personnel | Mo | U | 15th | WD Memo 345-50-4, 14 May 47 | SAB GHQ PHILRYCOM |
| WDCSO-17 | Radio Report of Changes in Strength and Organization | Bi-Mo | U | | Incl 1 to Ltr AGAS-F 320.2, (6 Nov 46) 6 Nov 46 | SAB GHQ PHILRYCOM |

EXTERNAL RECURRING REPORTS, GHQ

Adjutant General

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| WDCSO-18 | Decorations and Awards Awarded by the War Department and Overseas Theater Commanders | Mo | U | 20th | Ltr AGOM-F-F 200.6, 14 Oct 44; Memo WDGPA to TAG, 25 Sep 46; Memo WDCSO to TAG, 11 Oct 46; Ltr AGAS-F, 11 Oct 46 and Memo WDCSO to TAG, 28 Apr 47 | AG GHQ |
| WDCSO-25 | Strength by Branch and Grade | Mo | U | 16th | WD Memo 345-50-3, 14 May 47 | SAB GHQ PHILRYCOM |
| WDCSO-26 | Strength by Base and Type of Personnel | Mo | U | 16th | WD Memo 345-50-5, 20 May 47 | SAB GHQ PHILRYCOM |
| WDCSO-27 | Strength of Non-effective Personnel | Mo | U | 16th | WD Memo 345-50-7, 23 May 47 | SAB GHQ PHILRYCOM |
| WDGAS-4 | Semi-Annual Report of Registered Documents or Devices | S-Ann | Varies | 30 Jun 31 Dec | AR 380-5, 15 Aug 46, par 43 and 45d | All Army Officers Who Possess Registered Crypotographic Material |
| WDGPA-31 | Report of Officers Returning to ZI for Reassignment | Mo | R | 25th | DF, WDGPA 210.31, 25 Sep 46; WCL 47569, 7 Jun 46 and WCL 21409, 21 Jun 46; FEC Cir 21, dtd 3 Mar 47; SCAP & FEC Memo 26, 3 Mar 47; FEC Cir 40, 12 Apr 47 | Major Commands |
| WDGPA-35 | Personnel Survey of the Army | Qtr | U | Apr Jul Oct Jan | DF, WDGPA 320.2 (30 Jul 46) 9 Aug 46; Ltr AGAS-F 201.3 (5 Sep 45) 22 May 47; TM 12-305, C13, 12 Mar 47, Part 30, Par 8; Part 45, Par 14; Part 80, Par 3i and 5c | SAB GHQ PHILRYCOM |

EXTERNAL RECURRING REPORTS, GHQ

Adjutant General

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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ. | CI/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| WDGPA-45 | Inventory and Projection of Army Strength | Mo | R | 18th | WD Memo 345-50-8, 18 Jun 47; WD Memo 345-5-10, 15 May 47; TM 12-305, 12 Mar 47, C13, Part 80, Par 3c(4), 5d and 6d | SAB GHQ PHILRYCOM |
| WDGPA-47 | Morning Reports | Da | U | Da | AR 345-400, 18 Apr 47; WD Cir 149, 1947, Sec I | All MRU's and SCU's |
| WDGPA-95 | Officer Personnel Returning from Overseas for Assignment | As req | U | As req | DF to TAG, WDGPA 210.31 (13 Jan 46) 3 Mar 47 and WCL 28289 dtd 10 Mar 47; FEC Cir 40, 12 Apr 47 | Major Commands |
| WDGPA-98 | Personnel Receiving Additional Pay (Other than AAF) | Qtr | R | 10th | DF, WDGPA/240, 12 Mar 47, to TAG WD Gp Cir No 25-6, 12 May 47 to all WD Gp Agencies; WD Memo 345-50-9 dtd 23 Jun 47 | SAB GHQ PHILRYCOM |
| WDGPA-100 (R 1) | Part B-Special Roster of Officers and WO's, by Branch, Alphabetically within Grade | Mo | U | 18th | DF, WDCSO 330.32 (21 Nov 46), 26 Mar 47; WD Ltr AGAS-F 330.32 (25 Nov 46) WDGPA-C dtd 11 Apr 47 and 18 Apr 47 | SAB GHQ PHILRYCOM |

EXTERNAL RECURRING REPORTS, GHQ

Engineer

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| REPORTS CONTROL SYMBOLS | TITLE OF REPORT | FREQ | CL/N. | DUE DATE | REQUIRING DIRECTIVE | PREPARING AGENCY |
| | WAR DEPARTMENT REPORTS | | | | | |
| ENG-7 | Individual Damage Report | As req | Varies | As req | TM 5-600, Par 1.73, Nov 1945; WD Cir 360, 1946, Sec V; AR 210-10, 6 May 47, Sec II, Par 18 | Post & Unit Commanders |
| ENG-11 | Monthly Report of Insect and Rodent Control Activities | Mo | U | 25th | FEC Cir 80, 30 Jul 47; WD Cir 14, 1947, Sec II | Post and Unit Engineers |
| ENG-14 (R 1) | Part A-Daily Report of Truck Trips for Refuse and Salvage Collection and Daily Log of Refuse and Salvage Collection | Da & Mo | U | Da & 1st | WD Cir 320, 1946, Sec VI; TM 5-634, Oct 46, Par 15 | Each Post Engineer |
| ENG-15 | Real Property Record<br>Part A "Interest in Real Property"<br>Part B "Description of Installation"<br>Part C "Quarterly Report of Change"<br>Part D "Report of Excess"<br>Part E "Report of Disposal" | See Requiring Directive | R | See Requiring Directive | WD Memo No 35-6520-3, 2 Oct 46 | As designated by Major Commands |
| ENC-21 | Repairs and Utilities Quarterly Operating Report | Qtr | U | 25th | TM 5-600, Par 1.72, Nov 45; WD Cir 360, 1946, Sec V; WD Memo 100-80-3, 9 Jan 47 | Major Commands |
| ENG-22 (R 1) | Part A-Repairs & Utilities Monthly Cost Report<br><br>Part B (see page 19.5) | Mo | U | 7th | TM 5-602, 29 Sep 45, Par 46; WD Cir 214, 1946, Sec VIII; WD Cir 360, 1946, Sec V; WD Cir 73, 1947, Sec IV; WD Memo 100-80-3, 9 Jan 47 and C1, 22 Apr 47 | As designated by Major Commands |