DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

THE NATIONAL ARCHIVES OF THE UNITED STATES

GHQ/SCAP Records(RG 331)
Description of contents

(1) Box no. 3278

(2) Folder title/number: (15)
SCAP FEC Staff Memos

(3) Date: Jan. 1947 - Dec. 1947

(4) Subject:

Classification	Type of record
030	e

(5) Item description and comment:
Includes Contents List

(6) Reproduction: (Yes) No

(7) Film no. Sheet no.

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LIST OF PAPERS

File under No. 700.6

SCAP FEC STAFF MEMOS

Serial Number	From	Date	To	Synopsis
71	SCAP FEC	2 Sep 47	Staff	S/Memo #71-Publication of Routine Orders
72	SCAP FEC	3 Sep 47	Staff	S/Memo #72-Honor Guard Co, GHQ
see 91 → 73	SCAP FEC	4 Sep 47	Staff	S/Memo #73-Safeguarding Mil Info
74	SCAP FEC	5 Sep 47	Staff	S/Memo #74-Requests for Air Priorities
75	SCAP FEC	6 Sep 47	Staff	S/Memo #75-Budget Responsibilities
76	SCAP FEC'	7 Sep 47	Staff	S/Memo #76-Procedures for Insurin Enforcement Directives to Jap Gov
77	SCAP FEC	9 Sep 47	Staff	S/Memo #77-Release of Maps and Allied Data
78	SCAP FEC	10 Sep 47	Staff	S/Memo #78-S/Responsibilities for Japanese Industrial Reparations
79	SCAP FEC	22 Sep 47	Staff	S/Memo #79-Official Relations & Contacts w/Foreign Missions
80	SCAP FEC	30 Sep 47	Staff	S/Memo #80-Top Secret Control Off
81	SCAP FEC	1 Oct 47	Staff	S/Memo #81-Curtailment of Scope of Japanese Cabinet Orders
82	SCAP FEC	2 Oct 47	Staff	S/Memo #82-Staff Visits
83	SCAP FEC	17 Oct 47	Staff	S/Memo #83-Reports Control Procedures
84	SCAP FEC	18 Oct 47	Staff	S/Memo #84-Coal Production, Allocation and Distribution
85	SCAP FEC	24 Oct 47	Staff	S/Memo #85-Temporary Promotion of Officers, AUS
86	SCAP FEC	22 Nov 47	Staff	S/Memo #86-Area Petroleum Office
87	SCAP FEC	2 Dec 47	Staff	S/Memo #87-Personnel Clearances to China
88	SCAP FEC	29 Dec 47	Staff	S/Memo #88-Administration of Discipline
89	SCAP FEC	31 Dec 47	Staff	S/Memo #89-Rescission of Staff Memorandums
90	SCAP FEC		Staff	Index of GHQ Staff Memorandums SCAP & FEC, 1947
91	SCAP FEC (SGS	23 May 49	Staff	S/Memo #73-Amend.No.1-Safeguarding Military Information

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LIST OF PAPERS

File under No. 300.6

SCAP FEC STAFF MEMOS

Serial Number	From	Date	To	Synopsis
37	SCAP FEC	23 Apr 47	Staff	S/Memo #37 - Recissions
38	" "	26 Apr 47	"	S/Memo #38-Top Secret Control Officers
39	" "	1 May 47	"	S/Memo #39- Legal Holidays
40	" "	8 May 47	"	S/Memo #40-Jap Industrial Rep
41	" "	12 May 47	"	S/Memo #41-Rulles Governing use Of Adjutant General's Records
42	" "	13 May 47	"	S/Memo #42-Asgmt Dependent House
43	" "	20 May 47	"	S/Memo #43-Designation Jap Govt
44	" "	27 May 47	"	S/Memo #44-Messenger/Courier Ser
45	" "	17 Jun 47	"	S/Memo #45-Motor Vehicle Oper. Permits.
46	" "	20 Jun 47	"	S/Memo #46-Billeting Procedure
47	" "	25 Jun 47	"	S/Memo #47-Strength Status Rpt.
48	" "	9 Jul 47	"	S/Memo #48-Union Catalog of Standard Reference Works
49	" "	10 Jul 47	"	S/Memo #49-Delineation of Staff Responsibilities-Control over International Mail in Japan
50	" "	11 Jul 47	"	S/Memo #50-Processing Monetary Claims against Jap Govt Enemy N
51	" "	15 Jul 47	"	S/Memo #51-Use Scapins for Proc
52	" "	7 Aug 47	"	S/Memo #52-Supple. Ed & Trg Off
53	" "	8 Aug 47	"	S/Memo #53-Sp. Svc Hotels & Rec
54	" "	9 Aug 47	"	Summation Non-Military Activities in Japan
55	" "	11 Aug 47	"	Civil Actions in Japanese Court
56	SCAP FEC	13 Aug 47	"	Funding Operations
57	" "	13 Aug 47	"	Payment of Officers
58	" "	15 Aug 47	"	S/Memo #58-GHQ Shldr Sleeve Ins
59	" "	15 Aug 47	"	S/Memo #59-Transfer convertible Assets to Occupied Japan Export Import Revolving Fund
60	" "	16 Aug 47	"	S/Memo #60-Conduct Intl Trade
61	" "	18 Aug 47	"	S/Memo #61-Legal Assist.&Notaria
62	" "	19 Aug 47	"	S/Memo #62-Conservation of Gas.
63	" "	19 Aug 47	"	S/Memo #63-Relations of Gen. Hdqrs. Agencies W/ Japanese Pol
64	" "	20 Aug 47	"	S/Memo # 64-Eliminating Non-Record Material & Dwngrding Docu.
~~65~~	~~"~~ ~~"~~			
65	SCAP FEC	22 Aug 47	"	S/Memo # 65-Identifying Symbols
66	" "	23 Aug 47	"	S/Memo # 66-Supervision of financial Institutions in Japan
67	" "	25 Aug 47	"	S/Memo # 67-Repatriation
68	" "	26 Aug 47	"	S/Memo # 68-Opns Rpt NonMil Act
69	" "	27 Aug 47	"	S/Memo#69-Enemy Equip.Captured.
70	" "	27 Aug 47	"	S/Memo # 70-Msg.Delivery Intl Radio & Domestic Telegrams

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LIST OF PAPERS

File under No. 300.6

SCAP FEC STAFF MEMOS

Serial Number	From	Date	To	Synopsis
1	SCAP-FEC	1 Jan 47	Staff	S/Memo #1-S/Memos
2	" "	2 Jan 47	"	S/Memo #2-Attendance at Army Education Program Schools
3	" "	2 Jan 47	"	S/Memo #3-Daily Rpt of Change of Officer Personnel
4	" "	2 Jan 47	"	S/Memo #4-Dist of SCAP Rpts
5	" "	6 Jan 47	"	S/Memo #5-Publications
6	" "	6 Jan 47	"	S/Memo #6-Action papers
7	" "	8 Jan 47	"	S/Memo #7-Visitor's Bureau
8	" "	10 Jan 47	"	S/Memo #8- Conservation of Supplies and Equipment
9	" "	10 Jan 47	"	S/Memo #9-War Trophies
10	" "	10 Jan 47	"	S/Memo #10-Supply Policies
11	" "	10 Jan 47	"	S/Memo #11-Remission of Taxes on Souvenir Items
12	" "	10 Jan 47	"	S/Memo #12-Regulations Governing GHQ Personnel Japanese
13	" "	11 Jan 47	"	S/Memo #13-Removal Undersirable
14	" "	13 Jan 47	"	S/Memo #14-Retention of Key Personnel Subsequent/Transfer
15	" "	14 Jan 47	"	S/Memo #15-Top Secret Control Officers
16	" "	15 Jan 47	"	S/Memo #16- Safety Reports
17	" "	16 Jan 47	"	S/Memo #17- Certificate of Achievement
18	" "	21 Jan 47	"	S/Memo #18-Apmt D/Fire Marshal and Asst Fire Marshals
19	" "	30 Jan 47	"	S/Memo #19-GHQ Manpower Board
20	" "	3 Feb 47	"	S/Memo #20-Processing of Claims Against IJG or Enemy Nationals
21	" "	10 Feb 47	"	S/Memo #21-Asgmt Dependent House
22	" "	13 Feb 47	"	S/Memo #22-MG in Korea/Ryukyu Is
23	" "	18 Feb 47	"	S/Memo #23-Staff Responsibilities for Jap Industrial Reparations
24	" "	21 Feb 47	"	S/Memo #24-Signal Communications
25	" "	26 Feb 47	"	S/Memo #25-Service Uniform
26	" "	23 Mar 47	"	S/Memo #26- Rotation of Personnel
27	" "	13 Mar 47	"	S/Memo #27 - Office Hours
28	" "	14 Mar 47	"overtime	S/Memo #28-Mil & WD Civ Personnel
29	" "	20 Mar 47	"	S/Memo #29-Staff Responsibility for Japanese Legislation
30	" "	21 Mar 47	"	S/Memo #30-Promotion EM SCAP
31	" "	22 Mar 47	"	S/Memo #31-Printing Control
32	" "	27 Mar 47	"	S/Memo #32-Use Motor Transportat
33	" "	31 Mar 47	"	S/Memo #33-Correspondence
34	" "	2 Apr 47	" see #65	S/Memo #34-Identifying Symbols
35	" "		"	S/Memo #35- Fire Instr off.Bldg.
36	" "	8 Apr 47	"	S/Memo #36-Theater Clearances

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INDEX OF SCAP & FEC STAFF MEMORANDUMS, 1947

(Only the staff memorandums in effect as of 30 June 1950 are listed)

NUMBER	DATE	SUBJECT
1	1 Jan 47	Staff Memorandums
2	2 Jan 47	Attendance at Army Education Program Schools
3	2 Jan 47	Daily Report of Change of Officer Personnel
8	10 Jan 47	Conservation of Supplies and Equipment
9	10 Jan 47	War Trophies
11	10 Jan 47	Remission of Taxes on Souvenir Items
13	11 Jan 47	Removal and Exclusion of Undesirable Japanese Personnel From Governmental and Influential Private Positions
14	13 Jan 47	Retention of Key Personnel Subsequent to Transfer
29	20 Mar 47	Staff Responsibility for Japanese Legislation
35	8 Apr 47	Fire Instructions for Office Buildings Occupied by General Headquarters
37	23 Apr 47	Rescissions
39	1 May 47	Legal Holidays
43	20 May 47	Designation of Japanese Government
45	17 Jun 47	Motor Vehicle Operators' Permits
49	10 Jul 47	Delineation of Staff Responsibilities Relative to Control Over International Mail in Japan
51	15 Jul 47	Use of SCAPINS for Procurement
56	13 Aug 47	Funding Operations
57	13 Aug 47	Payment of Officers
58	15 Aug 47	General Headquarters Shoulder Sleeve Insignia
59	15 Aug 47	Transfer of Convertible Assets to Occupied Japan Export-Import Revolving Fund
66	23 Aug 47	Supervision of Financial Institutions in Japan

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NUMBER	DATE	SUBJECT
69	27 Aug 47	I Rescission II Requests From Allied Governments for Enemy Equipment Captured in Japan
70	27 Aug 47	Messenger Delivery of International Radio and Domestic Telegrams
71	2 Sep 47	Publication of Routine Orders
76	7 Sep 47	Procedures for Insuring Enforcement of Directives to Japanese Government
77	9 Sep 47	Release of Maps and Allied Data
81	1 Oct 47	Curtailment of Scope of Japanese Cabinet Orders
84	18 Oct 47	Coal Production, Allocation, and Distribution
89	31 Dec 47	Rescission of Staff Memorandums

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INDEX OF GHQ STAFF MEMORANDUMS

SCAP & FEC, 1947

STAFF MEMO	DATE	SCAP	FEC	SUBJECT
1	1 Jan 1947	X	X	Staff Memorandums
2	2 Jan 1947	X	X	Attendance at Army Education Program Schools
3	2 Jan 1947	X	X	Daily Report of Change of Officer Personnel
4	2 Jan 1947	X	X	Distribution of SCAP Reports
*5	6 Jan 1947	X	X	Publications *Rescinded by SCAP & FEC Staff Memo 31, 22 Mar 1947
6	6 Jan 1947	X	X	Action Papers
7	8 Jan 1947	X	X	Visitors Bureau – Rescinded S/m #14 19 Mar 48, GHQ, SCAP & FEC
8	10 Jan 1947	X	X	Conservation of Supplies and Equipment
9	10 Jan 1947	X	X	War Trophies
10	10 Jan 1947	X	X	Supply Policies
11	10 Jan 1947	X	X	Remission of Taxes on Souvenir Items
12	10 Jan 1947	X	X	Regulations Governing General Headquarters Personnel – Rescinded by S/m #25 SCAP & FEC, 19 Jan 48
12/1	10 Feb 1947	X	X	Regulations Governing General Headquarters Personnel – Rescinded by S/m #25, SCAP & FEC, dtd 19 Jan 48
13	11 Jan 1947	X		Removal and Exclusion of Undesirable Japanese Personnel from Governmental and Influential Private Positions
14	13 Jan 1947	X	X	Retention of Key Personnel Subsequent to Transfer
*15	14 Jan 1947	X	X	Top Secret Control Officers *Rescinded by SCAP & FEC Staff Memo 38, 26 Apr 1947
16	15 Jan 1947	X	X	Safety Reports

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STAFF MEMO	DATE	SCAP	FEC	SUBJECT
17	16 Jan 1947	X	X	Certificate of Achievement
18	21 Jan 1947	X	X	Appointment of Deputy Fire Marshal and Assistant Fire Marshals - (Rescinded by S/M #9 SCAP & FEC, 27 Feb 48)
18/1	20 Mar 1947	X	X	Appointment of Deputy Fire Marshal and Assistant Fire Marshals - (Rescinded by S/M #9, SCAP & FEC, 27 Feb 48)
19	30 Jan 1947	X	X	GHQ Manpower Board * (Rescinded by S/M #9 SCAP & FEC, 2 Jan 48)
*20	3 Feb 1947	X		Processing of Claims Against the Imperial Japanese Government or Enemy Nationals *Rescinded by SCAP & FEC Staff Memo 50, 11 Jul 1947
*21	10 Feb 1947	X	X	Assignment of Dependent Housing *Rescinded by SCAP & FEC Staff Memo 42, 13 May 1947
22	13 Feb 1947	X	X	Military Government in Korea and the Ryukyus Islands - (Rescinded by S/M #[illegible], SCAP & FEC, 3 FEB 48)
*23	18 Feb 1947	X		Staff Responsibilities for Japanese Industrial Reparations *Rescinded by SCAP & FEC Staff Memo 40, 8 May 1947
24	21 Feb 1947	X	X	Signal Communications Instructions - (Rescinded by S/M #4, SCAP & FEC, 29 Jan 48)
25	26 Feb 1947	X	X	Service Uniform
26	3 Mar 1947	X	X	Rotation of Personnel
~~27~~	~~13 Mar 1947~~	~~X~~	~~X~~	~~Office Hours~~ Resc. by Memo #15, dtd. 10 Mar 50.
~~28~~	~~14 Mar 1947~~	~~X~~	~~X~~	~~Military and War Department Civilian Personnel~~
Resc. by SCAP & FEC Staff Memo #28 - 10 May 50.				
28/1	11 Apr 1947	X	X	Military and War Department Civilian Personnel
29	20 Mar 1947	X		Staff Responsibility for Japanese Legislation

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STAFF MEMO	DATE	SCAP	FEC	SUBJECT
30	21 Mar 1947	X	X	Promotion of Enlisted Personnel Assigned to Duty with GHQ SCAP, GHQ FEC, and Headquarters and Service Group, GHQ FEC
31	22 Mar 1947	X	X	Printing Control
32	27 Mar 1947	X	X	Use of Motor Transportation
33	31 Mar 1947	X	X	Correspondence - (Rescinded by S/M #22, dtd 15 Jun 48) ng
*34	2 Apr 1947	X	X	Identifying Symbols *Rescinded by SCAP & FEC Staff Memo 65, 22 Aug 1947
35	8 Apr 1947	X	X	Fire Instructions for Office Buildings Occupied by General Headquarters
36	8 Apr 1947	X	X	Theater Clearances - (Rescinded by S/M # 11, SCAP & FEC, 10 Mar 48) ng
37	23 Apr 1947	X	X	Rescissions
*38	26 Apr 1947	X	X	Top Secret Control Officers *Rescinded by SCAP & FEC Staff Memo 80, 30 Sep 1947
39	1 May 1947	X	X	Legal Holidays
✓*40	8 May 1947	X		Staff Responsibilities for Japanese Industrial Reparations *Rescinded by SCAP & FEC Staff Memo 78, 10 Sep 1947
41	12 May 1947	X	X	Rules Governing the Use of Adjutant General's Records
42	13 May 1947	X	X	Assignment of Dependent Housing
42/1	25 Nov 1947	X	X	Assignment of Dependent Housing
43	20 May 1947	X	X	Designation of Japanese Government
44	27 May 1947	X	X	Messenger and Courier Service
45	17 Jun 1947	X	X	Motor Vehicle Operators' Permits
~~46~~	~~20 Jun 1947~~	X	X	~~Billeting Procedure~~ Rescinded by SCAP & FEC Staff Memo # 9, dtd. 25 Feb 50.

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STAFF MEMO	DATE	SCAP	FEC	SUBJECT
47	25 Jun 1947	X	X	Strength Status Reports - (Rescinded by S/M #12, SCAP & FEC, 11 MAR 48)
48	9 Jul 1947	X	X	Union Catalog of Standard Reference Works
✓ 49	10 Jul 1947	X	X	Delineation of Staff Responsibilities Relative to Control Over International Mail in Japan
✓ 50	11 Jul 1947	X		Processing of Monetary Claims Against the Japanese Government or Enemy Nationals (Rescinded S/M #13, SCAP & FEC, 18 MAR 48)
51	15 Jul 1947	X	X	Use of SCAPINS for Procurement
52	7 Aug 1947	X	X	Supplementary Education and Training of Officers
~~53~~	~~8 Aug 1947~~	~~X~~	~~X~~	~~Special Services Hotels and Recreational Areas~~ Resc. by Staff Mems. #55, dtd. 20 Dec 49.
54	9 Aug 1947	X		Summation of Nonmilitary Activities in Japan
✓ 55	11 Aug 1947	X	X	Civil Actions in Japanese Courts (rescinded by SCAP & FEC Staff Memo #48, dtd. 1 Nov 49)
✓ 56	13 Aug 1947	X	X	Funding Operations
57	13 Aug 1947	X	X	Payment of Officers
58	15 Aug 1947	X	X	General Headquarters Shoulder Sleeve Insignia
✓ 59	15 Aug 1947	X		Transfer of Convertible Assets to Occupied Japan Export-Import Revolving Fund
60	16 Aug 1947	X		? Conduct of International Trade by Private Commercial Representatives
61	18 Aug 1947	X	X	Legal Assistance and Notarial Service
62	19 Aug 1947	X	X	Conservation of Gasoline
✓ 63	19 Aug 1947	X	X	Relations of General Headquarters Agencies with the Japanese Police
64	20 Aug 1947	X	X	Eliminating Nonrecord Material and Downgrading Documents

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STAFF MEMO	DATE	SCAP	FEC	SUBJECT
65	22 Aug 1947	X	X	Identifying Symbols
66	23 Aug 1947	X	X	Supervision of Financial Institutions in Japan
67	25 Aug 1947	X	X	Repatriation
68	26 Aug 1947	X		Operations Reports of Nonmilitary Activities
69	27 Aug 1947	X	X	I Rescission II Requests from Allied Governments for Enemy Equipment Captured in Japan
70	27 Aug 1947	X	X	Messenger Delivery of International Radio and Domestic Telegrams
71	2 Sep 1947	X	X	Publication of Routine Orders
72	3 Sep 1947	X	X	The Honor Guard Company, General Headquarters
73	4 Sep 1947	X	X	Safeguarding Military Information
74	5 Sep 1947	X	X	Requests for Air Pricrities
75	6 Sep 1947	X	X	Budget Responsibilities - (Rescinded by S/M # 2, SCAP & FEC, 7 Jan 48)
76	7 Sep 1947	X		Procedures for Insuring Enforcement of Directives to Japanese Government
77	9 Sep 1947	X	X	Release of Maps and Allied Data
78	10 Sep 1947	X		Staff Responsibilities for Japanese Industrial Reparations
79	22 Sep 1947	X	X	Official Relations and Contacts with Foreign Missions - (Rescinded by S/memo # 80, 28 May 48)
80	30 Sep 1947	X	X	Top Secret Control Officers - (Rescinded by S/M # 80, SCAP & FEC, 9 Jul 48)
81	1 Oct 1947	X		Curtailment of Scope of Japanese Cabinet Orders
82	2 Oct 1947	X	X	Staff Visits - (Rescinded by S/memo # 19 dtd 28 May 48 SCAP & FEC) ~~S/Memo # 19 - 2 June 48 GHQ, SCAP & FEC~~

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STAFF MEMO	DATE	SCAP	FEC	SUBJECT
83	17 Oct 1947	X	X	Reports Control Procedures
84	18 Oct 1947	X		Coal Production, Allocation and Distribution
85	24 Oct 1947	X	X	Temporary Promotion of Officers, AUS
86	22 Nov 1947	X	X	Area Petroleum Office
~~87~~	~~2 Dec 1947~~	X	X	~~Personnel Clearances to China~~ Rec'd Ltr Mrg #16-D to D. 11 Mar. 50.
88	29 Dec 1947	X	X	Administration of Discipline - (Rescinded by S/M #24 dtd 3 Jul 48, SCAP FEC)
89	31 Dec 1947	X	X	Rescission of Staff Memorandums

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
FAR EAST COMMAND

AG 300.7 (7 Dec 47)AG — APO 500
31 December 1947

STAFF MEMORANDUM)

NO.....89) (SCAP & FEC)

RESCISSION OF STAFF MEMORANDUMS

1. The following staff memorandums, General Headquarters, Supreme Commander for the Allied Powers and United States Army Forces, Pacific, are rescinded:

NUMBER	DATE	SUBJECT OR TITLE
1	9 July 1946	Staff Memoranda
2	10 July 1946	Instructions for Exchange of Japanese Yen Currencies for Type "A" Military Yen Currency
9	23 July 1946	Tokyo Branch, National City Bank of New York
14	30 July 1946	Private Rental or Lease of Facilities in Japan
25	9 September 1946	Distribution of Publications to Foreign Missions
26	10 September 1946	Sales of Quartermaster Supplies and Services
38	30 October 1946	Japanese Census Data
42	13 November 1946	Volunteer Statements in Connection with Movement of Dependents
46	22 November 1946	Troop Information Program
48	25 November 1946	(Confidential)

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(SM 89)

NUMBER	DATE	SUBJECT OR TITLE
57	20 December 1946	Transfer of Functions and Responsibilities of the Historical Division
58	21 December 1946	Conservation of Electricity and Coal
60	23 December 1946	Conservation of Construction Supplies and Equipment

2. Series 1946 staff memorandums of General Headquarters, Supreme Commander for the Allied Powers and United States Army Forces, Pacific, is terminated.

BY COMMAND OF GENERAL MacARTHUR:

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

OFFICIAL:

R. M. LEVY,
Colonel, AGD,
Adjutant General.

RECEIVED
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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
FAR EAST COMMAND

AG 250 (27 Dec 47)GA

STAFF MEMORANDUM)
:
NO.....88) (SCAP & FEC)

APO 500
29 December 1947

Rescinded by
S/Memo #24, SCAP
FEC, dtd 3 Jul 48

ADMINISTRATION OF DISCIPLINE

1. Rescission. Staff Memorandum 29, General Headquarters, Supreme Commander for the Allied Powers and United States Army Forces, Pacific, 27 September 1946.

2. General. a. The purpose of this staff memorandum is to set forth procedure for the disciplinary control of personnel of the United States who are assigned or attached to, on duty with, or accredited to, any staff section or agency of General Headquarters, Supreme Commander for the Allied Powers and Far East Command.

b. Disciplinary control of military and civilian personnel other than those listed in paragraph 2a, on duty in General Headquarters will be in conformity with the special procedures applicable to the status of the individual, as defined in letter, General Headquarters, Supreme Commander for the Allied Powers, to the Commanding General, Eighth Army, 19 February 1946, as amended, subject: Establishment of Military Occupation Courts.

3. Jurisdiction. a. Nothing stated herein shall be construed to deprive any commanding officer of his existing right to appoint courts-martial or impose disciplinary punishment.

b. Officer and civilian personnel of General Headquarters, Supreme Commander for the Allied Powers and Far East Command, will be attached by appropriate orders, when applicable and deemed necessary, to Headquarters and Service Group, General Headquarters, Far East Command, for disciplinary action under the Articles of War.

c. The Commanding General, 1st Cavalry Division, exercises general court-martial jurisdiction over personnel assigned or attached to Headquarters and Service Group, General Headquarters, Far East Command.

d. The Commander-in-Chief, Far East, has delegated to the Commanding General, Eighth Army, the authority to enforce all orders, regulations, and instructions necessary to maintain order and discipline in the occupied area of Japan.

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(SM 88)

4. Responsibility. a. The responsibility of the chiefs of all staff sections and agencies in General Headquarters, Supreme Commander for the Allied Powers and Far East Command, for insuring proper conduct on the part of officers and civilian personnel assigned, attached, on duty with or accredited to their respective sections and agencies is continuous and applies during "off duty" as well as "duty" hours.

b. The Commanding General, Headquarters and Service Group, General Headquarters, Far East Command, is responsible for discipline at all times of all enlisted men except Naval, Marine and Air Force personnel on duty with staff sections of General Headquarters, except that the section chief is responsible for the conduct of all enlisted personnel when actually on duty in the office or installation under his supervision.

5. Procedure for Recommending Action. a. Provost Marshals of the Eighth Army have been instructed to forward direct to the Commanding General, Headquarters and Service Group, General Headquarters, Far East Command, all delinquency reports concerning personnel referred to in paragraph 2a.

b. The Commanding General, Headquarters and Service Group, has been instructed to:

(1) Take the action deemed necessary on such reports concerning personnel under his command (including Army enlisted men on duty with staff sections).

(2) Refer all other delinquency reports to the Assistant Chief of Staff, G-1, for action.

c. The Assistant Chief of Staff, G-1, will forward:

(1) All cases involving officers and warrant officers assigned to General Headquarters staff sections to the Chief of Staff.

(2) All cases involving civilians or Naval, Marine and Air Force enlisted personnel to the section chief concerned for investigation and recommendation of appropriate action.

d. The Chief of Staff will forward each officer case by covering letter to the section chief concerned for investigation, recommendation, or appropriate action, as deemed necessary.

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(SM 88)

e. Section chiefs receiving delinquency reports from the Chief of Staff (in cases involving officers) or from the Assistant Chief of Staff, G-1 (in cases involving civilians, or Naval, Marine and Air Force enlisted personnel), will make such investigation as is deemed necessary and will return such delinquency reports by indorsement to the Chief of Staff or the Assistant Chief of Staff, G-1, respectively, in compliance with instructions in covering letter.

(1) Where trial by court-martial is recommended, charge sheets, properly prepared and sworn to, with supporting papers, will accompany this reply.

(2) In officer cases where punishment under Article of War 104 is recommended, a draft of a communication as contemplated in the first section of paragraph 107, Manual for Courts-Martial, prepared for the signature of the Commanding General, Headquarters and Service Group, will accompany the reply.

6. Procedure for Action. a. In civilian cases when punishment under Civilian Personnel Regulations is deemed adequate, it will be administered by direction of the Assistant Chief of Staff, G-1.

b. Section chiefs may be utilized to administer action indicated by the Chief of Staff or Assistant Chief of Staff, G-1, except:

(1) In cases involving action under Article of War 104 for officers, warrant officers, and enlisted men, and

(2) In cases involving suspension or removal, for civilians.

c. All cases under paragraph 5e(1) in which charges have been preferred and/or further action thereon is deemed necessary by the Chief of Staff or the Assistant Chief of Staff, G-1, as the case may be (except those involving Naval, Marine or Air Force personnel), will be transmitted to the Commanding General, Headquarters and Service Group, for appropriate action in accordance with paragraph 34, Manual for Courts-Martial, 1928, and letter dated 20 August 1947, from the Secretary of War to the Commander-in-Chief, Far East.

d. The Commanding General, Headquarters and Service Group, has been directed to advise the Chief of Staff and/or the Assistant Chief of Staff, G-1, of the action taken on cases referred to him for action.

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e. In all cases involving Naval, Marine or Air Force personnel in which action in excess of an administrative admonition is recommended, the Office of the Chief of Staff will forward the entire file for necessary action to the Commander, Naval Activities, Far East, or the Commanding General, Far East Air Forces, United States Air Force, as the case may be.

f. In all cases under paragraph 6e, the Assistant Chief of Staff, G-1, will institute administrative action to transfer the individual concerned to the respective command.

g. The Commanding General, Headquarters and Service Group, has been directed to return a copy of all delinquency reports to the originating Provost Marshal with notation of the action taken.

h. The original of each delinquency report with completed action papers will be forwarded to the appropriate agency for file.

7. See inclosure 1 for graphic diagram of procedure.

BY COMMAND OF GENERAL MacARTHUR:

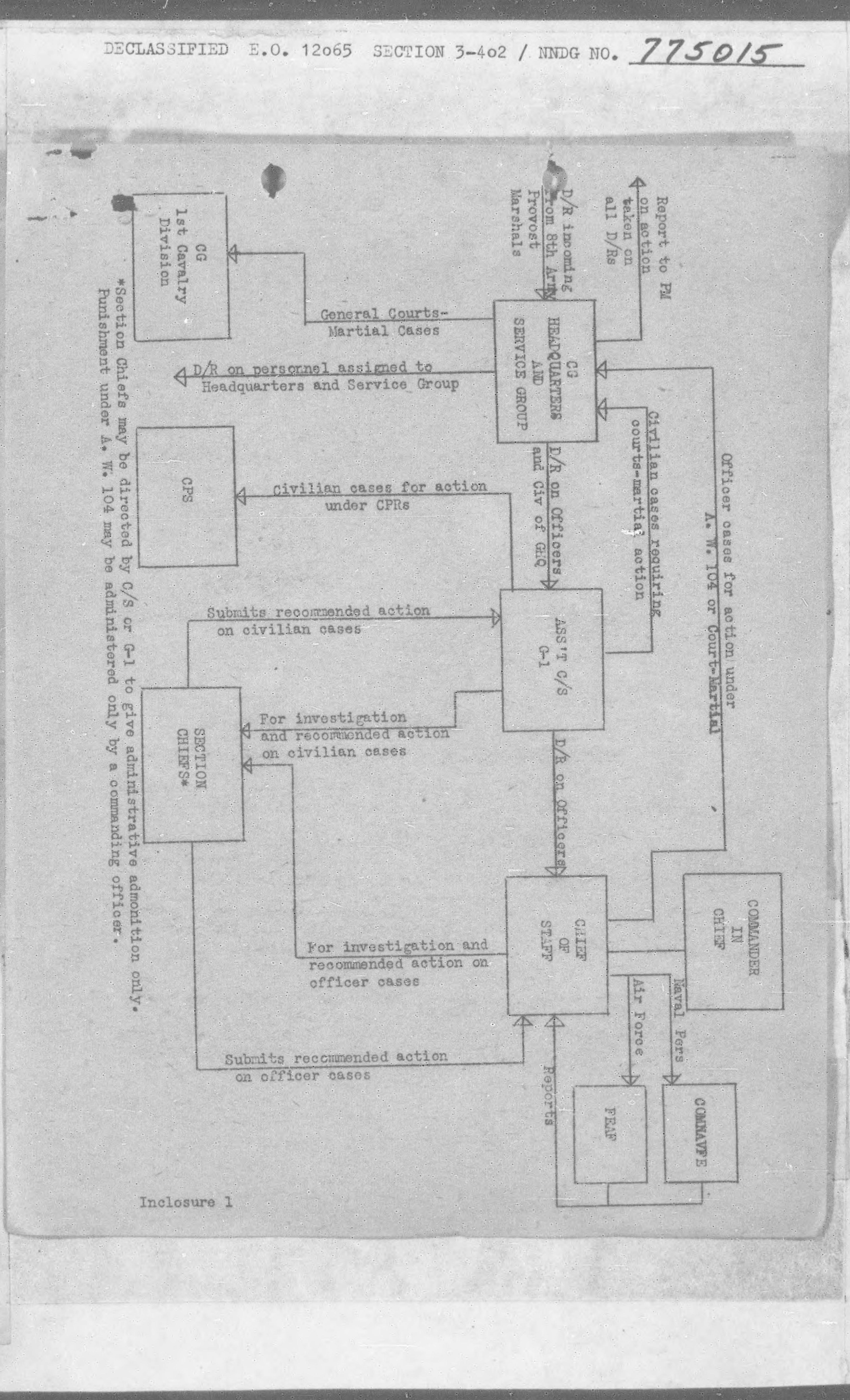
PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

R. M. LEVY,
Colonel, AGD,
Adjutant General.

1 Incl
Graphic Diagram

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015



Inclosure 1

*Section Chiefs may be directed by C/S or G-1 to give administrative admonition only.
Punishment under A. W. 104 may be administered only by a commanding officer.

Inclosure 1

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 77505

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
FAR EAST COMMAND

AG 200.1 (17 Nov 47)GA Rescinded by SCAP+FEC Staff Memo #16 dtd. 11 Mar 50.
APO 500
2 December 1947

STAFF MEMORANDUM)
:
NO.....87) (SCAP & FEC)

PERSONNEL CLEARANCES TO CHINA

1. a. Rescission. Staff Memorandum 51, General Headquarters, Supreme Commander for the Allied Powers and United States Army Forces, Pacific, 29 November 1946.

b. References.

(1) Circular 50, General Headquarters, Far East Command, 8 May 1947.

(2) Circular 20, General Headquarters, Far East Command, 27 February 1947.

(3) Section I, Circular 71, General Headquarters, Far East Command, 19 June 1947.

(4) Staff Memorandum 82, General Headquarters, Supreme Commander for the Allied Powers and Far East Command, 2 October 1947.

2. Definitions. a. Diplomatic clearance consists of a visa issued by a representative of a foreign country giving an individual permission to enter that country. Diplomatic clearance for China is obtained from the Chinese Mission Consular Affairs Office in Tokyo.

b. Military clearance is that clearance obtained from the senior military commander or American Consulate in the area involved. Military clearance for China is obtained by the Commander-in-Chief, Far East, from designated military commanders in various areas in China.

3. Clearances for Temporary Duty. a. Military and civilian personnel on duty with General Headquarters, Supreme Commander for the Allied Powers and Far East Command, who are required to enter China on temporary duty must receive military clearance prior to entry, which, if practicable, will be incorporated in the order authorizing the travel. In

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

addition, the Chinese government requires that both military and civilian personnel, prior to entry, obtain visas to visit China. Military orders authorizing temporary duty may be used in lieu of a passport for the purpose of obtaining diplomatic clearance. It is the responsibility of the individual concerned to take his passport or copy of his military orders to the Chinese Mission Consular Affairs Office in Tokyo and have it stamped with the Chinese visa prior to departure for China.

b. Requests to make staff visits to China will be submitted to the Chief of Staff through the Assistant Chief of Staff, G-1, in accordance with provisions of Staff Memorandum 82, General Headquarters, Supreme Commander for the Allied Powers and Far East Command, 1947. The Assistant Chief of Staff, G-1, will forward requests to the Chief of Staff with a recommendation of approval or disapproval. Upon receipt of approval from the Chief of Staff, the Assistant Chief of Staff, G-1, will request the necessary military clearance from China. Upon receipt of clearance the Assistant Chief of Staff, G-1, will forward the approved request and clearance authority to the Adjutant General or Civilian Personnel Section for issuance of necessary orders.

c. Requests for staff visits to China should reach the Assistant Chief of Staff, G-1, at least 15 days prior to the estimated time of the individual's departure from Tokyo, in order that the visit may be approved and necessary clearances obtained. When it is not possible to comply with this time requirement, the request will indicate the reasons therefor.

d. Requests for staff visits to China will contain the following information:

(1) Names of individuals desiring temporary duty.

(2) Reasons necessitating travel to China.

(3) Length of time to be spent in China.

(4) Place or places to be visited. If more than one place is to be included in the trip, requests should state the complete itinerary, including approximate dates and duration of stay for each area.

(5) Estimated time of arrival in China.

(6) Requirements for billeting facilities.

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

(SM 87)

4. Clearances for Leave Purposes. a. General Information.

(1) All United States personnel within the Far East Command must receive approval from the Commander-in-Chief, Far East, prior to departing from the Far East Command on leave to China.

(2) Limited commercial reservations are available in Shanghai China, at rates of from four to seven dollars a day. A representative in General Headquarters, Far East Command, will obtain commercial reservations for military personnel and dependents of military personnel when such are desired.

(3) Requests for such reservations will be included in the requests for leave and must show period for which reservations are desired. The Adjutant General, General Headquarters, Far East Command, will obtain the commercial reservation at the same time that military clearance is obtained. Only reservations obtained or confirmed through General Headquarters, Far East Command, will be honored by the Shanghai Detachment in granting militar clearance to Shanghai. In the event that cancellation or delay in the use of a reservation becomes necessary, the applicant is responsible for notifying the Commanding Officer, Shanghai Detachment, Shanghai, China, prior to the starting date of the reservation. This may be accomplished directly or through the Adjutant General, General Headquarters, Far East Command.

(4) Department of the Army civilians and their dependents are required to make their own commercial reservations, if such are desired, prior to requesting leave with permission to visit China. If travel is to be performed on commercial airlines, hotel reservations may be secured through those agencies. Otherwise, reservations may be secured through the following travel agencies in Shanghai: American Express, China Travel Service, or Thomas Cook and Sons.

(5) A limited number of enlisted personnel can be furnished government billeting facilities for periods not exceeding 8 days in Nanking and Shanghai only. Government facilities are not available to officers, civilians, or dependents.

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

(6) Limited commercial facilities are available in Hong Kong, but inasmuch as no Department of the Army agency exists through which to make reservations prior to requesting leave, individuals are required to make their own reservations through American Express, Thomas Cook, or China Travel Service agencies. British visas are required prior to civilian personnel entering Hong Kong. Military personnel traveling in uniform and with orders (leave or duty) are not required to obtain a British visa.

(7) Clearances to areas in China other than those mentioned above are contingent upon the individual's making necessary arrangements for messing and billeting facilities.

b. Leaves to China for Military Personnel.

(1) Military personnel must obtain military clearance and diplomatic clearance prior to entry into China for leave purposes. Requests from military personnel for leave with permission to visit China will comply with provisions of paragraph 3c, Circular 50, General Headquarters, Far East Command, 1947, and will be submitted to the chief of section concerned for recommendation of approval or disapproval. Upon approval by the chief of section, the request will be forwarded to the Adjutant General. Requests involving commercial reservations in Shanghai will be forwarded so as to reach the Adjutant General not later than 20 days prior to the estimated time of departure from home station. Other requests will be forwarded so as to reach the Adjutant General not later than 10 days prior to estimated time of departure from home station.

(2) Upon receipt of the leave request approved by the chief of section, the Adjutant General will request the necessary military clearance and will publish necessary orders upon receipt of clearance. It is the responsibility of the individual concerned to take a copy of his military orders to the Chinese Mission Consular Affairs Office in Tokyo and have it stamped with a Chinese visa prior to departure from the Far East Comman

(3) Requests for leave to China will contain the following information, in order that clearance can be obtained without undue delay:

(a) Names of individuals concerned.

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

(b) Area or areas to be visited.

(c) Duration of visit.

(d) Estimated time of arrival.

(e) Statement concerning necessity of government or commercial billeting facilities.

(f) Names and complete addresses of personnel who will furnish billeting facilities if government or commercial facilities are not required.

c. Leaves to China for Department of the Army Civilian Personnel.

(1) Civilian personnel must obtain diplomatic clearance prior to entry into China for leave purposes. Military clearance is not required. Requests from individuals for leave with permission to visit China will comply with provisions of paragraph 3b, Circular 20, General Headquarters, Far East Command, 1947, as amended by section I, Circular 71, General Headquarters, Far East Command, 1947, and will be submitted to the chief of section concerned for recommendation of approval or disapproval. Upon approval by the chief of section, the request will be forwarded to the Civilian Personnel Section so as to reach there at least 10 days prior to estimated time of departure from home station.

(2) Requests for leave to China will contain the following information:

(a) Names of individuals concerned.

(b) Area or areas to be visited.

(c) Duration of visit.

(d) Estimated time of arrival.

(e) Mode of travel.

(f) Name of carrier.

(g) Passport number or statement to the effect that when travel orders are issued, passport will be obtained.

(h) Name and address of expected billet or host.

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(3) Upon arrival in Shanghai, China, Department of the Army civilians will report to the Civilian Personnel Office, Shanghai Detachment, Army Advisory Group, located in Broadway Mansions, for orientation on money exchange and health precautions. Prior to departure from China, personnel are required to obtain an exit visa from the Shanghai Municipal police, which requires at least 24 hours and costs approximately three dollars.

d. Leaves to China for Dependents.

(1) Approval of the Commander-in-Chief, Far East, is required prior to dependents departing or reentering the Far East Command. Diplomatic clearance is also required prior to departure for China.

(2) Requests for dependents of military personnel to enter China will be submitted to the Adjutant General, General Headquarters, Far East Command. Requests for dependents of civilian personnel will be submitted to the Civilian Personnel Section, General Headquarters, Far East Comman

(3) Requests for leaves for dependents to enter China will contain information listed in paragraph 4c(2). Provisio of paragraph 4c(3) are also applicable to dependents.

BY COMMAND OF GENERAL MacARTHUR:

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

OFFICIAL:

R. M. LEVY,
Colonel, AGD,
Adjutant General.

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
FAR EAST COMMAND

Staff memo No. 41, 4 Nov. 48 SCAP & FEC

AG 463.7 (20 Nov 47)GD

APO 500
22 November 1947

STAFF MEMORANDUM)
: Rescinded: See
NO.....86) (SCAP & FEC)

AREA PETROLEUM OFFICE

1. Establishment. The Far East Command Area Petroleum Office is established within the Office of the Assistant Chief of Staff, G-4, General Headquarters, Far East Command, with staff jurisdiction over petroleum matters within the Far East Command.

2. Responsibility. The Assistant Chief of Staff, G-4, General Headquarters, Far East Command, is charged with the responsibility for supervising the activities and functions of the Far East Command Area Petroleum Office.

3. Functions. a. The functions of the Far East Command Area Petroleum Office are as follows:

(1) Compile requirements for petroleum products for all agencies within the logistic responsibility of the Commander-in-Chief, Far East, as computed by those agencies in consonance with their approved missions, and in accordance with approved consumption criteria, except those agencies which are otherwise provided for under current agreements.

(2) Coordinate all matters pertaining to petroleum, petroleum products, and containers therefor, including supply, distribution, and quality control, for all activities under the cognizance of the United States forces within the Far East Command.

(3) Serve as liaison office for the Army-Navy Petroleum Board in carrying out its charter responsibilities.

b. The Far East Command Area Petroleum Office is authorized direct communication with the Army-Navy Petroleum Board on technical and administrative petroleum matters.

(8)

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(SM 86)

4. Membership. The Far East Command Area Petroleum Office will include representatives from the Army, Navy, and Air Force. All personnel assigned to the Area Petroleum Office will have such assignment as their exclusive duty.

BY COMMAND OF GENERAL MacARTHUR:

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

OFFICIAL:

R. M. LEVY,
Colonel, AGD,
Adjutant General.

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DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
FAR EAST COMMAND

See SCAP & FEC Staff Memo No. 37, 11 Aug 49

AG 210.2 (17 Oct 47)GA
STAFF MEMORANDUM)
NO.....85)

APO 500
24 October 1947

Rescinded

(SCAP & FEC)

TEMPORARY PROMOTION OF OFFICERS, AUS

1. a. Rescission. Staff Memorandum 41, General Headquarters, Supreme Commander for the Allied Powers and United States Army Forces, Pacific, 4 November 1946.

b. Reference. Section II, Circular 103, General Headquarters, Far East Command, 24 October 1947.

2. Recommendations for promotion of commissioned officers will be submitted in the form prescribed by section II, Circular 103, General Headquarters, Far East Command, 1947. Recommendations will be signed by the section chief and forwarded to the Adjutant General, General Headquarters, Far East Command, Attention: AG-PO.

BY COMMAND OF GENERAL MacARTHUR:

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

OFFICIAL:

R. M. LEVY,
Colonel, AGD,
Adjutant General.

(85)

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
FAR EAST COMMAND

AG 461.3 (9 Sep 47)ESS

APO 500
18 October 1947

STAFF MEMORANDUM)
:
NO.....84) (SCAP)

COAL PRODUCTION, ALLOCATION, AND DISTRIBUTION

1. a. Rescission. Staff Memorandum 19, General Headquarters, Supreme Commander for the Allied Powers and United States Army Forces, Pacific, 12 August 1946.

b. References.

(1) General Orders 3, General Headquarters, Supreme Commander for the Allied Powers, 2 October 1945.

(2) General Orders 6, General Headquarters, Supreme Commander for the Allied Powers, 2 October 1945.

2. To facilitate coordination of effort, the responsibility for supervising the production, allocation, and distribution of coal is assigned to the Chief, Economic and Scientific Section. This responsibility includes procurement of data and the investigation of financial structures, organization, subsidies, and other matters pertaining to coal production, allocation, and distribution.

3. The Chief, Natural Resources Section, will provide information and advice to the Chief, Economic and Scientific Section, with respect to technologic, engineering, and geologic phases of the coal mining industry.

BY COMMAND OF GENERAL MacARTHUR:

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

OFFICIAL:

R. H. LEVY,
Colonel, AGD,
Adjutant General.

(84)

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
FAR EAST COMMAND

AG 319.1 (4 Oct 47)GA

APO 500
17 October 1947

STAFF MEMORANDUM)
:
NO.....83) (SCAP & FEC)

REPORTS CONTROL PROCEDURES

1. a. Rescissions.

(1) Staff Memorandum 6, General Headquarters, Supreme Commander for the Allied Powers and United States Army Forces, Pacific, 16 July 1946.

(2) Staff Memorandum 6/1, General Headquarters, Supreme Commander for the Allied Powers and United States Army Forces, Pacific, 23 September 1946.

b. References.

(1) Army Regulations 305-15, 25 August 1947.

(2) Circular 101, General Headquarters, Far East Command, 17 October 1947.

2. Purpose. The purpose of this memorandum is to implement the instructions contained in Army Regulations 305-15, and Circular 101, General Headquarters, Far East Command, 1947.

3. Procedure. a. All external recurring and nonrecurring reports not exempted by paragraph 4, Army Regulations 305-15, which are initiated by staff sections of General Headquarters, Supreme Commander for the Allied Powers and Far East Command, will be submitted to the Assistant Chief of Staff, G-1, Attention: Reports Control Division, for approval and assignment of a reports control symbol.

b. Procedures for initiating reports and the preparation and transmittal of application for approval of reports (WD AGO Form 335) are explained fully by paragraphs 11 and 12, Army Regulations 305-15.

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c. Feeder reports directed by the Commander-in-Chief, Far East, to obtain information for Department of the Army reports must be approved by the Reports Control Division. A copy of each Department of the Army directive except Department of the Army circulars and Army Regulations, as well as copies of those directives prepared by the staff section concerned for dispatch to reporting agencies, will be forwarded to the Assistant Chief of Staff, G-1, Attention: Reports Control Division.

d. Department of the Army reports, recurring and nonrecurring, which do not have assigned reports control symbols and are not exempted by paragraph 4, Army Regulations 305-15, will be called to the attention of the reports control officer by the chief of the action staff section.

e. Requests for approval of nonrecurring (one-time) reports will be forwarded by check sheet containing the following information and will have a draft of the requiring directive attached as an inclosure:

(1) Title of report.

(2) Classification.

(3) Date due.

(4) Preparing agency (ies).

(5) Reason report is required.

(6) Contents of report.

(7) Name and telephone number of person to whom questions concerning report should be referred.

f. The Adjutant General, General Headquarters, Far East Command, will publish or dispatch communications which contain a directive for the submission of a report only when the directive makes reference to an approved title for the report and a reports control symbol has been assigned or an indication is given that the report has been exempted by the reports control officer.

g. Internal reports (reports requested of one staff section by another) are not subject to reports control procedures except as listed below.

(1) All reports required to be prepared by the General Headquarters Machine Records Unit will be forwarded to the Adjutant General, General Headquarters, Far

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

(SM 83)

East Command, Attention: Strength Accounting Branch, Administrative Section, for approval and assignment of a reports control symbol.

(2) When a staff section deems unnecessary a report requested by another staff section, or is unable to prepare the report, and the differences cannot be resolved, the chief of the objecting staff section will forward the request to the Assistant Chief of Staff, G-1, Attention: Reports Control Division, for decision.

5. a. The chief of each section which receives reports subject to reports control procedures will appoint an officer as section reports control officer (in addition to his other duties) who will be thoroughly familiar with Army Regulations 305-15 and Circular 101, General Headquarters, Far East Command, 1947. The section reports control officer will be responsible for the reports control missions, as pertain to reports of his section, listed in paragraph 7a, b, c, d, and i of Army Regulations 305-15.

b. The name of the officer designated as section reports control officer will be forwarded to the Assistant Chief of Staff, G-1, not later than 15 November 1947.

BY COMMAND OF GENERAL MacARTHUR:

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

OFFICIAL:

R. M. LEVY,
Colonel, AGD,
Adjutant General.

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

BB - 7 Oct 47

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
FAR EAST COMMAND

AG 333.1 (4 Aug 47)GA

APO 500
2 October 1947

STAFF MEMORANDUM)
:
NO.....82)

(SCAP & FEC)
STAFF VISITS

1. Rescission. Staff Memorandum 33, General Headquarters, Supreme Commander for the Allied Powers and United States Army Forces, Pacific, 16 October 1946.

2. General. a. The procedures prescribed herein apply to staff visits by military and civilian personnel of General Headquarters.

b. Funds for temporary duty other than those chargeable to GARIOA have been curtailed and a specific allotment has been appropriated for such travel. Accordingly it is necessary that effective control of such funds be established, and that they be expended only when necessary.

c. All requests for temporary duty will be approved by the Chief of Staff before appropriate orders are issued.

d. Absences from General Headquarters that are to be of 5 days duration or less will be scheduled between Monday and Friday inclusive. Exceptions to the foregoing will be approved only on the basis of justified necessity.

e. All proposed staff visits by chiefs of staff sections will be submitted as separate requests.

f. Absences from the Tokyo-Yokohama area for over 24 hours by chiefs of staff sections will be only by approval of the Chief of Staff.

3. Submission of Requests for Staff Visits. a. Chiefs of staff sections will submit a recommended schedule of desired visits to areas within the Far East Command to the Chief of Staff for approval so as to reach the Chief of Staff not later than the 25th day of the month preceding the month for which the staff visits are proposed.

b. Chiefs of staff sections will submit a recommended schedule of desired visits involving areas outside the Far East

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

Command to the Chief of Staff for approval through the Assistant Chief of Staff, G-1, so as to reach the Chief of Staff not later than the 20th day of the month preceding the month for which the staff visits are proposed.

c. Requests for orders for personnel to make additional visits not covered in the monthly schedule will be submitted in the same manner as the monthly schedule and will contain justification for separate submission.

4. Action by Staff Sections.

a. Initiating Staff Section.

(1) Before requesting approval of temporary duty, chiefs of staff sections will ascertain that the travel is essential and that the mission cannot be accomplished through normal means of communication such as correspondence, telephone, radio, or teleconference.

(2) Requests will contain complete justification, including description of the duty to be performed, the length of time required and planned dates of departure and return, the itinerary, and the mode of travel. Attention will be called to trips which would constitute exceptions to paragraph 2d, and justification for such exceptions will be stated.

(3) Approved requests for visits within the Far East Command will be referred to the appropriate staff section (Adjutant General for military personnel and Civilian Personnel Section for civilian personnel) for issuance of orders. Requests involving Japanese nationals accompanying staff personnel will be referred to the section handling the type of personnel (civilian or military) that they are accompanying.

(4) For visits to areas within the Far East Command, the initiating staff section will notify the major command concerned of the approved staff visit as prescribed in paragraph 5.

(5) In the event that a scheduled trip is cancelled after orders have been issued, the initiating staff section will notify the Fiscal Director of the cancellation.

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

b. Chief of Staff.

(1) Requests for staff visits within the Far East Command will be returned by the Chief of Staff direct to the initiating staff section with indication of approval or disapproval.

(2) Requests for staff visits to areas outside the Far East Command will be returned with indication of approval or disapproval to the Assistant Chief of Staff, G-1, to obtain the necessary clearances.

c. Assistant Chief of Staff, G-1.

(1) The Assistant Chief of Staff, G-1, will receive and forward to the Chief of Staff with a recommendation of approval or disapproval all requests involving visits to areas outside the Far East Command.

(2) Upon receipt from the Chief of Staff of an approved request involving visits to areas outside the Far East Command, the Assistant Chief of Staff, G-1, will obtain the necessary clearances from the commands concerned and will forward the approved requests together with the clearances to the appropriate section for issuance of necessary orders. Coordination with the section initiating the request will be effected by telephone.

d. Section Issuing Orders. Upon issuance of orders involving temporary duty which has been approved by the Chief of Staff, the Adjutant General, for military personnel, and the Civilian Personnel Section, for civilian personnel, will transmit 2 copies of the orders to the Fiscal Director.

e. Fiscal Director.

(1) The Fiscal Director will maintain a ledger of accounts pertaining to temporary duty. Upon receipt of orders involving temporary duty, the Fiscal Director will enter the charge as a definite obligation. In the event a visit is cancelled, the charge will be removed.

(2) The Fiscal Director will forward to the Chief of Staff by the 25th of each month a report on status of travel funds.

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

SRS 376

(SM 82)

5. Coordination with Command to be Visited. a. Prior to departure from General Headquarters, coordination will be effected with the command whose activities or areas are to be visited as prescribed in paragraphs 4a(4) and 4c(2).

b. Visits for the purpose of checking Japanese compliance with directives of General Headquarters or observing Military Government activities will be coordinated with the Commanding General, Eighth Army, Attention: Military Government Section.

c. In effecting this coordination, the command to be visited will be furnished the following information:

(1) Purpose of the visit.

(2) Duration of the visit.

(3) Number of individuals in the party.

(4) Method and time of arrival.

(5) Requirements for accomodations and transportation where such are necessary.

6. After Arrival at Destination. a. Representatives of General Headquarters will observe the customary courtesies when entering the area of local commanders. Upon arrival they will go promptly to the local military headquarters and report to the commander, state the purpose of their visit, exhibit a copy of their orders, and arrange to obtain information required to complete their mission.

b. At the conclusion of the visit the commander of the local military headquarters again will be contacted, informed of the completion of the mission, and advised of the contents of reports to be made as a result of the visit.

BY COMMAND OF GENERAL MacARTHUR:

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

OFFICIAL:

R. M. LEVY,
Colonel, AGD,
Adjutant General.

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
FAR EAST COMMAND

AG 091.1 (25 Sep 47)GS

APO 500
1 October 1947

STAFF MEMORANDUM)
:
NO.....81) (SCAP)

CURTAILMENT OF SCOPE OF JAPANESE CABINET ORDERS

1. Article 41 of the new Japanese Constitution establishes the Diet as the sole law-making authority of the Japanese State. The practice of the Japanese Government of issuing cabinet orders dealing with matters of substantive right is irreconcilable with this basic principle and with other constitutional safeguards for the protection of the people.

2. Accordingly, staff sections should not encourage or approve any cabinet order unless it:

a. Is specifically authorized by statute which defines the scope and standards to be applied to such order, or

b. Deals with matters which are purely administrative in nature and do not impair, alter, or abridge the liberty or the property of individuals.

3. The Chief, Government Section, General Headquarters, Supreme Commander for the Allied Powers, is responsible for determining whether a proposed measure should be adopted as a cabinet order or should be handled as a bill in the Diet.

BY COMMAND OF GENERAL MacARTHUR:

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

OFFICIAL:

R. M. LEVY,
Colonel, AGD,
Adjutant General.

(81)

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
FAR EAST COMMAND

Staff Memo No. 6, 9 Feb 48

AG 380.01 (19 Sep 47)AG-OM

APO 500
30 September 1947

STAFF MEMORANDUM)
NO.....80) Rescinded: See SCAP & FEC (SCAP & FEC)

TOP SECRET CONTROL OFFICERS

1. a. Rescission. Staff Memorandum 38, General Headquarters, Supreme Commander for the Allied Powers and Far East Command, 26 April 1947.

b. Reference. Army Regulations 380-5, 15 August 1946.

2. Under the provisions of paragraph 27b, Army Regulations 380-5, top secret control officers are appointed for staff sections as indicated below:

COMMANDER-IN-CHIEF

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

SECRETARIAT, ALLIED COUNCIL FOR JAPAN

COL JOHN W. HAMMOND

GENERAL SECRETARY; INTERNATIONAL MILITARY TRIBUNAL, FAR EAST

COL VERN WALBRIDGE
LT COL GEORGE W. HANLEY
MAJ MARVIN A. ROSS
CAPT ROLAND J. SCHWARTZ
1ST LT ANDY POPA, JR.

CHIEF OF STAFF AND SECRETARY, GENERAL STAFF

COL MAXIMILIAN CLAY
COL SIDNEY L. HUFF
LT COL MARK F. BRENNAN
LT COL FRANK J. SACKTON
CAPT WILFRED L. HARRELSON, JR.
1ST LT RAYMOND D. BARRETT
CWO LIONEL E. MARTIN
CWO WALTER L. HICKIE
WOJG GEORGE CREPACK

(80)

DEPUTY CHIEF OF STAFF, SCAP (KORYU)

MAJ CHARLES E. TREMPER
CAPT JOSEPH A. MARTAUS
CARL G. BURNESS (CIV)
WILLIAM H. FIELDING (CIV)

JOINT FACILITIES BOARD, FEC

CAPT WILLIAM B. McHUGH (USN)
COL C. J. BONDLEY
CAPT ALEXANDER L. JONES

JOINT STRATEGIC PLANS AND OPERATIONS GROUP

BRIG GEN WARD H. MARIS
CAPT ALLEN P. CALVERT (USN)
CAPT JOSEPH A. CONNOLLY (USN)
COL C. STANTON BABCOCK
COL WILLIAM J. GLASGOW, JR.
COL HARVEY F. HUGLIN
COL RICHARD M. MONTGOMERY
COL FREDERICK D. SHARP
COL EDWARD W. SUAREZ
CDR CHARLES W. FIELDER (USN)
LT CDR CHARLES R. CHANDLER (USN)
MAJ ROBERT P. PLEITZ

Rescinded by S/Memo #6, SCAP & FEC, Dated 9 Feb 48

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

(SM 80)

ASSISTANT CHIEF OF STAFF, G-1

BRIG GEN WILLIAM A. BEIDERLINDEN
COL WILLIAM R. BLAKELY
COL RICHARD R. COURSEY
COL GEORGE H. FORST
COL ROBERT J. KIRK, JR.
LT COL ASHLEY A. BLINN
LT COL HAROLD H. CAPERS
LT COL FREDRIC C. COOK
LT COL PAUL S. CULLEN
LT COL WALTER F. ELLIS
LT COL RALPH W. GONTRUM
LT COL WILLIAM J. HENRY
LT COL SETH F. HUDGINS
LT COL MAURICE E. KAISER
LT COL REAVUS C. MAYS
LT COL CHARLES R. MURRAY
LT COL ROBERT B. SULLIVAN
MAJ DALE E. BUCHANAN
MAJ ALEXANDER G. EAGLE
MAJ THEODORE M. ECKAUS
MAJ BETHELL EDRINGTON, JR.
MAJ RICHARD FARR
MAJ ARTHUR A. GOTTLIEB
MAJ WILLIAM M. HART
MAJ JAMES N. STUDER
MAJ JORDAN J. WILDERMAN
CAPT FREDERICK F. LASH
CWO FRANK MURRAY

ASSISTANT CHIEF OF STAFF, G-2

COL RUFUS S. BRATTON
COL FREDERICK B. DODGE
COL RUSSELL G. DUFF
COL COLLIN S. MYERS
COL HOWARD E. PULLIAM
COL WALTER B. PUTNAM
COL RONALD L. RING
COL ERIC H. F. SVENSSON
LT COL LEROY W. AUSTIN
LT COL BOYD L. BAKER
LT COL JOHN A. BENTON
LT COL PHILIP H. BETHUNE
LT COL HOMER C. BLAKE
LT COL OMAR D. BROWN
LT COL WILLIAM H. BROWN

ASSISTANT CHIEF OF STAFF, G-2 (CONT'D)

LT COL ALFRED K. DuMOULIN
LT COL RALPH L. FOSTER
LT COL NED W. GLENN
LT COL CALVIN H. GODDARD
LT COL WAYNE E. HOMAN
LT COL SAMUEL W. KOSTER
LT COL LAWRENCE L. MARTIN
LT COL CHARLES F. McNAIR
LT COL JOHN A. THOMPSON
LT COL DAVID L. WILLETTS
LT COL LANDON A. WITT
LT COL RICHARD C. ZALESKY
MAJ AMOS B. CHURCHILL
MAJ WILLIAM D. DRAKE
MAJ OSWALD K. FURTICK
MAJ CHARLES F. GILLIS
MAJ EDWARD E. MAYER
MAJ JAMES M. ROBERTS
MAJ HARRY B. SEWELL
MAJ DONALD E. TWYON
MAJ STUART C. WILLIAMS
CAPT ROBERT M. BATHURST, JR.
CAPT BERNARD B. BECK
CAPT ROBERT F. BLUME
CAPT DANIEL B. CULLINANE, JR.
CAPT WILLIAM C. GLOVER
CAPT MARY J. GUYETTE
CAPT JOHN H. MURPHY
CAPT FRANK W. SCHUERLEIN
1ST LT JAMES A. BUNDY
1ST LT HULDAH S. DORAN
1ST LT CHESTER ITO
1ST LT KEHAN JAMKOCHIAN
1ST LT LILLIAN J. LARKIN
1ST LT CECIL M. McLEAN
1ST LT FRANCES C. NEILSON
1ST LT GEORGIA C. ROOSEVELT
CWO CECIL W. DENHAM
CWO MAYNARD LEE
CWO JAMES G. SNOWDEN
JAMES W. SCHNEIDER (CIV)

ASSISTANT CHIEF OF STAFF, G-3

COL PHILIP D. GINDER

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(SM 80)

ASSISTANT CHIEF OF STAFF, G-3
(CONT'D)

LT COL EDWARD O'DONOHUE
MAJ CHARLES S. CUMINGS, JR.
1ST LT JAMES J. MALONEY
WOJG ELTON L. HAASE

ASSISTANT CHIEF OF STAFF, G-4

COL EDWARD H. BARR
COL J. PAUL BREDEN
COL RALPH E. CRUSE
COL HAROLD E. EASTWOOD
COL CHARLES R. HUTCHISON
COL ROGER W. HORE
COL MAURICE V. PATTON
COL STATEN B. RALL
LT COL ALFRED ASHMAN
LT COL JOHN M. CHRISTENSEN, JR.
LT COL DAVE J. COOK
LT COL IVAN J. DYEKMAN
LT COL MAURICE B. GULLION
LT COL WILLIAM B. HAWTHORNE
CDR FREDERICK W. HINRICHS (USN)
LT COL HARRY A. HUNCILMAN
LT COL JOHN B. RICHARDSON, JR.
LT COL JAMES A. SMITH
LT COL JOHN D. STEVENS
LT COL EDWARD J. WILTRAKIS
MAJ GEORGE T. CHILDERS
MAJ HERBERT M. FISH, JR.
MAJ MATTHEW G. HARPER, JR.
MAJ LEON S. LAWRENCE
MAJ ALEX N. NELSON
MAJ CLARENCE H. THOMPSON
MAJ MATTHEW J. TOIA
CAPT OLIVER A. KUSSEROW
CAPT EDGAR S. MAUGH
CAPT EDWARD C. WOLFERT
1ST LT STANLEY W. DAVIS
1ST LT LEE W. SOMERS
1ST LT FRANCIS L. WATSON, JR.
CWO GEORGE B. GROVER
JAMES S. PATTERSON (CIV)

ADJUTANT GENERAL'S SECTION

COL GEORGE R. CONNOR
COL JOSEPH S. HARBISON
COL RICHARD H. LEVY
COL CLEO Z. SHUGART
LT COL CHARLES J. BARRY, JR.
LT COL BENJAMIN D. CULLETON
LT COL GEORGE A. GOULD
LT COL JOHN W. MANN
LT COL WILLIE C. McMILLION
LT COL MELVILLE F. NOYES
LT COL ARTHUR E. O'LEARY
LT COL CLARENCE E. SIFFEN
LT COL ROY C. ULMER
MAJ FRED O. CHRISWELL
MAJ GLENN L. CLINEBELL
MAJ MASON F. GOODLOE
MAJ JOHN D. MACK
MAJ WILLIAM Y. McCACHERN
MAJ GODFREY B. NEMEC
MAJ MAURICE M. RADCLIFFE
MAJ AUGUST J. REHE
MAJ WALTER A. TAYLOR
MAJ GILBERT THOMPSON
CAPT VICTOR W. DIEDIKER
CAPT BUFORD T. DOUGHERTY
CAPT JOSEPH M. EBBITT
CAPT HENRY J. GRIFFIN
CAPT CARL W. HANNAH
CAPT ROBERT L. JOHNS
CAPT ROLAND A. LeMAY
CAPT JAMES L. RYBURN
CAPT WILLIAM F. SCHMIDT
CAPT LESTER F. SCHUTT
CAPT CHARLES H. SMITH
1ST LT EVERETT E. DAVIS
1ST LT WARREN L. HYDER
1ST LT JASPER R. SUTHERLAND
CWO JAMES H. DOWDY
CWO EDWIN E. FULK
CWO WILLIAM C. GAER
CWO THOMAS E. PERRY
CWO LANGAN E. SHEA
CWO CLYDE W. WILLIAMS

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

ADJUTANT GENERAL'S SECTION
(CONT'D)

CWO ROBERT C. ZELLER
WOJG FREDERICK V. GOWEN
WOJG LEROY J. GREGORY
WOJG SHERMAN M. MOYER
WOJG JOHN T. PARZNIK
WOJG IRA H. WALKER
WOJG ELDON R. WILSON

ANTIAIRCRAFT SECTION

BRIG GEN WILLIAM F. MARQUAT
CWO ROBERT P. GILMORE

CENTRAL PURCHASING OFFICER

JAMES F. WOOD (CIV)

CHAPLAIN'S SECTION

COL FRANK P. MacKENZIE
MAJ JAMES J. McGOOHAN

CHEMICAL SECTION

COL GEOFFREY MARSHALL
MAJ JOHN W. FITZPATRICK
MAJ RUSSELL M. TEGHELL

CIVIL COMMUNICATIONS SECTION

LT COL JAMES M. KIMBROUGH
MAJ BRUCE W. CARON
MAJ HALBERT J. SLAGLE
1ST LT DONALD A. McCALL

CIVIL INFORMATION AND EDUCATION
SECTION

LT COL THEODORE S. HATZFELD
LT COL DONALD R. NUGENT
CAPT GLENNA K. CREWS
CAPT JACK W. HEMINGWAY

CIVILIAN PERSONNEL SECTION

COL EMMETT M. CONNOR
LT COL DAVID W. HAYES
CAPT EDWARD S. PAVLOCK

DIPLOMATIC SECTION

WOJG HUBERT L. STONE
DAVID C. BERGER (CIV)
BERNARD D. FREW (CIV)
DUNCAN J. LAING (CIV)
WILLIAM J. SEBALD (CIV)

ECONOMIC AND SCIENTIFIC SECTION

BRIG GEN WILLIAM F. MARQUAT
LT COL PERCY BOUCK
LT COL WILLIAM T. RYDER
MAJ ROGER W. KEMP
VALENTINE J. DeSANTO, JR. (CIV)
SHERWOOD M. FINE (CIV)
MAYER H. HALFF (CIV)

ENGINEER SECTION

MAJ GEN HUGH J. CASEY
BRIG GEN HERBERT B. LOPER
COL BRUCE D. RINDLAUB
COL HORACE F. SYKES
LT COL LOUIS M. ETHERTON
LT COL DAVID G. HAMMOND
LT COL MARTIN G. TIEMAN
LT COL HERBERT N. TURNER
MAJ SAMUEL GRAY, IV
1ST LT LUTHER B. JOHNSON
H. D. BAKER (CIV)

FISCAL SECTION

COL JAMES B. ROTHNIE
COL HAROLD S. RUTH
LT COL EDWARD J. BERRY
CAPT GEORGE A. SEAMANDS
1ST LT JOE F. CHANDLER

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

(SM 80)

FISCAL SECTION
(CONT'D)

GORDON D. OSBORN (CIV)

GENERAL ACCOUNTING SECTION

COL HANLY V. BROWN
LT COL EMMANUEL FRANKLIN
CAPT WALTER I. KEISEL
WOJG HARVEY P. McCRARY

GOVERNMENT SECTION

BRIG GEN COURTNEY WHITNEY
LT COL CARL DARNELL, JR.
LT COL FRANK R. HARRISON
CAPT ROBERT E. MELVIN
OSBORNE I. HAUGE (CIV)
SHEILAH HAYES (CIV)

INTERNATIONAL PROSECUTION SECTION

LT COL THEODORE GOULSBY
CAPT TURNER D. WHITE

INSPECTOR GENERAL'S SECTION

BRIG GEN RICHARD G. TINDALL
COL HOMER P. DITTEMORE
MAJ HARRY G. CORBY

JUDGE ADVOCATE SECTION

COL FRANKLIN P. SHAW
LT COL THOSS B. HECK
LT COL EDWIN J. CARPENTER
LT COL ARNOLD J. VAN BORKUM
MAJ ROBERT O. HILLIS
MAJ EDGAR R. HINNICH
MAJ WALTER T. TSUKAMOTO
CAPT JAMES H. WILKINS, JR.
STEPHEN H. SIMES (CIV)
JAMES B. SMITH (CIV)

LEGAL SECTION

MAJ THEODORE R. C. KING
CAPT JOHN R. PRITCHARD
JULIUS BASSIN (CIV)
ALVA C. CARPENTER (CIV)
ERNALD K. LORENTZEN (CIV)

MEDICAL SECTION

BRIG GEN JAMES A. ENTHOVEN
COL JOHN C. FITZPATRICK
COL GEORGE M. SCHUMANN
LT COL WILFRED A. HOUD
MAJ FREDERICK M. GIBBS
MAJ JOHN V. PAINTER
MAJ SAM A. PLEMMONS
CAPT VINCENT I. HACK
CAPT FELIX G. RAJECKI
CAPT ROBERT E. WATSON
2ND LT EDWIN M. PAYNE

NATURAL RESOURCES SECTION

LT COL JOSEPH J. A. PROULX
LT COL HUBERT G. SCHENCK
MAJ DAVID I. WALSH
CAPT WILLIAM C. MURPHY
CAPT NICHOLAS P. PALEDES
CAPT FRANK F. RATIBUN
HENRY F. CLIPPINGER, JR. (CIV)

OFFICE OF CIVIL PROPERTY CUSTODIAN

BRIG GEN PATRICK H. TANSEY
COL EDWARD C. MILLER, JR.
LT COL PETER W. GARLAND
LT COL CARL L. RICKENBAUGH
CAPT JAMES G. PIPER
CWO KENNETH S. VICK

OFFICE OF GENERAL PROCUREMENT AGENT

COL KELLY H. LEWIS

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

(SM 80)

OFFICE OF GENERAL PROCUREMENT AGENT (CONT'D)

MAJ JONATHAN L. JOHNSON
1ST LT HARRY A. LIEBERMAN

OFFICE OF HEADQUARTERS COMMANDANT

MAJ MILO L. HEEN
CAPT QUINTUS C. ATKINSON
CAPT WARREN P. DAVIS

ORDNANCE SECTION

LT COL OSCAR G. KREISER
CAPT J. RICHARD BROWDER

PROVOST MARSHAL'S SECTION

COL POLK J. ATKINSON
COL WILLIAM G. PURDY
LT COL JOHN E. MURRAY
MAJ JOSEPH O. C. DUCHARME
CAPT JOHN P. PROSNAK

PUBLIC HEALTH AND WELFARE SECTION

COL CRAWFORD F. SAMS
GORDON E. DeVILLE (CIV)

PUBLIC INFORMATION SECTION

LT COL JOHN F. HARVEY
CWO PLEASANT B. WITT

QUARTERMASTER SECTION

BRIG GEN ANDREW D. HOPPING
LT COL ARTHUR L. GARNER
LT COL JOHN B. SOULE
LT COL ANDY D. YATES
MAJ JAMES V. LOFTUS
MAJ MICHAEL A. RIVISTO
CAPT WALTER A. FISHER
CAPT ROBERT L. HUTTON
CAPT HARRIET E. KILDUFF
CAPT HUNG E. TAM

REPARATIONS SECTION

MAJ RICHARD R. ENTWHISTLE
CAPT ELIZABETH S. HAZEN

SIGNAL SECTION

BRIG GEN GEORGE I. BACK
COL JAY D. B. LATTIN
LT COL CHARLES F. FELL
LT COL ANDREW P. FOSTER
LT COL NORBERT C. MILLER
MAJ MARSHALL A. HERARD
MAJ RICHARD W. COUCH
MAJ JOSEPH F. CROSBY
MAJ GRIFFIN L. DAVIS
CAPT CASMIR J. AKSOMAITIS
CAPT ALAN C. FORBES
CAPT ROBERT E. LINDSEY
CAPT BLAINE O. VOGT
1ST LT EARL J. COBEY
1ST LT WILLIAM A. ELLIS
1ST LT WILLIAM H. MORRIS, JR.
2ND LT WALTER D. O'NEAL
CWO CHARLES R. CRANK
WOJG HAROLD E. JOHNSON
BENJAMIN E. TENNYSON (CIV)

SPECIAL SERVICES SECTION

COL WILLIAM S. MORRIS
LT COL JUSTIN G. DOYLE
LT COL MARTIN H. STEFFEN
MAJ HAL P. COSTOLO
CAPT RICHARD E. BOLES
1ST LT AVIS H. FERRIS
LAWRENCE E. ADY (CIV)
MANSLEY J. POWELL (CIV)

STATISTICS AND REPORTS SECTION

COL CHARLES H. UNGER
MAJ CARL F. BYERS
CAPT THOMAS M. B. HICKS

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(SM 80)

TRANSPORTATION SECTION

CAPT CHESTER E. CANINE

TROOP INFORMATION AND EDUCATION SECTION

COL WILLIAM J. HIEDERPRUEM
LT COL FRANCIS C. MYERS
LT COL CARROLL F. E. NELSON

COMMANDER, UNITED STATES NAVAL FORCES, FAR EAST

CAPT R. G. LOCKHART (USN)
CAPT WILLIAM B. McHUGH (USN)
CAPT MERVIN R. STONE (USN)

BY COMMAND OF GENERAL MacARTHUR:

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

OFFICIAL:

R. M. LEVY,
Colonel, AGD,
Adjutant General.

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

SRS

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
FAR EAST COMMAND

AG 334 (25 Jul 47)GB

APO 500
22 September 1947

STAFF MEMORANDUM)
:
NO.....79) (SCAP & FEC)

Rescinded by Memo #30/48. hg 28 May

OFFICIAL RELATIONS AND CONTACTS
WITH FOREIGN MISSIONS

1. a. Rescission. Staff Memorandum #1, General Headquarters, Supreme Commander for the Allied Powers and United States Army Forces, Pacific, 23 December 1946.

b. Reference. Circular 13, General Headquarters, Supreme Commander for the Allied Powers, 5 December 1946.

2. The following instructions were issued by the Supreme Commander for the Allied Powers to the chiefs of foreign missions in Japan by a memorandum, AG 334 (9 Jun 46)GB, dated 9 June 1946:

"1. All official business with the ..... Japanese Government, with Staff Sections of GHQ, and with United States Occupational Forces will henceforth be conducted through either the Diplomatic Section or the Foreign Liaison Sub-section, G-2 Section, of this headquarters.

"a. The Diplomatic Section has responsibility in diplomatic matters connected with SCAP and in Japanese Foreign Office relations with foreign governments.

"b. The Foreign Liaison Sub-section, G-2 Section, has responsibility in all other matters.

"2. Official business, whenever practicable, will be transacted in writing.

"3. Members of the Allied Council for Japan will continue to submit their requests for information through the Secretary General thereof, who will use either the facilities of the Diplomatic Section or of the Foreign Liaison Sub-section, G-2 Section, as indicated."

3. The Diplomatic Section or G-2 Section will take appropriate action on all communications received from foreign missions.

4. No representative of a foreign mission will be received in a staff section of General Headquarters unless prior arrangements have been made by the Diplomatic Section or G-2 Section.

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(SM 79)

5. No member of a group operating in Japan from a government other than the United States will be assigned, attached to, or authorized to be employed in any staff section of General Headquarters, except the International Prosecution Section, without the approval of the Chief of Staff in each case.

6. No magazines, books, motion pictures, news and photograph releases or other instruments of mass information received from a foreign agency will be disseminated in Japan, except under the provisions of Circular 12, General Headquarters, Supreme Commander for the Allied Powers, 5 December 1946.

7. Information given to foreign missions will be only that which is unclassified, has received complete staff action where appropriate, and has the concurrence for such release of all interested staff sections.

BY COMMAND OF GENERAL MacARTHUR:

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

OFFICIAL:

R. M. LEVY,
Colonel, AGD,
Adjutant General.

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3 SEP 1945
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DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

0820. 16 Sept 47.

SRS

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
FAR EAST COMMAND

AG 387.6 (9 Sep 47)CPC

STAFF MEMORANDUM)
NO.....78)

Rescinded: See SCAP - FEC Staff Memo 44, 14 Dec 48

APO 500
10 September 1947

(SCAP)

STAFF RESPONSIBILITIES FOR JAPANESE INDUSTRIAL REPARATIONS

1. Rescission. Staff Memorandum 40, General Headquarters, Supreme Commander for the Allied Powers and Far East Command, 8 May 1947.

2. The Chief, Reparations Section, is charged with staff responsibility under approved policies and decisions for the following listed matters pertaining to Japanese industrial assets designated for reparations:

a. Custodial control.

b. Preservation, maintenance, and repair.

c. Facilities evaluation.

d. Preparation and distribution of inventory and evaluation catalogs.

e. Processing of claims and allocations.

f. Dismantling, packaging, and transfer of facilities.

g. Maintenance of records.

h. Liaison with claimant nations.

i. Providing a statistical analysis and detailed tabulation of data contained in evaluation reports submitted to the Reparations Section.

j. Maintaining a record of the number and value of each category of equipment to be taken from arsenals, and aircraft and private munitions plants. Equipment will be allocated as individual items and is usually referred to as the "pooled items." The record will include a posting of number and value obtained from machine tabulation records prepared by the Research and Statistics Division, Economic and Scientific Section; the number allocated within each category; and the number and value of the items shipped from each category.

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(SM 78)

k. Providing accounting and bookkeeping services necessary for maintaining current Summary Reparations Account.

3. The Chief, Economic and Scientific Section, is charged with the following responsibilities relative to industrial properties and industrial materials located in Japan which are declared surplus to the economic needs of Japan and earmarked as available to be used as reparations:

a. Designation of industrial items subject to reparations.

b. Preparation of custody lists for dispatch to the Japanese Government and Commanding General, Eighth Army in coordination with the Reparations Section.

c. Furnishing to the Reparations Section technical advice, information, and assistance, including:

(1) Technical and statistical information necessary for the preparation of catalogs and engineering data sheets descriptive of industrial plants taken into custody.

(2) Use of International Business Machines' equipment and personnel for the tabulation and presentation of data necessary to the recording and cataloging of industrial reparations items.

4. The Table of Allotment, currently alloted the Civil Property Custodian for performance of the functions indicated in the above rescinded memorandum, will be reallocated to the Reparations Section at the earliest practicable date.

BY COMMAND OF GENERAL MacARTHUR:

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

OFFICIAL:

R. M. LEVY,
Colonel, AGD,
Adjutant General.

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11 SEP 1947
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DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
FAR EAST COMMAND

AG 061.05 (8 Sep 47)GB

APO 500
9 September 1947

STAFF MEMORANDUM)
:
NO.....77) (SCAP & FEC)

RELEASE OF MAPS AND ALLIED DATA

1. Rescission. Staff Memorandum 18, General Headquarters, Supreme Commander for the Allied Powers and United States Army Forces, Pacific, 9 August 1946.

2. Except for existing agreements with foreign powers in connection with the Post Hostilities Mapping Program, all releases of maps and allied data to foreign powers by staff sections of General Headquarters, Supreme Commander for the Allied Powers and Far East Command, will be cleared through the Assistant Chief of Staff, G-2, for approval.

3. All requests for maps and allied data received by staff sections of General Headquarters, Supreme Commander for the Allied Powers and Far East Command, from Allied missions in Japan will be forwarded to the Assistant Chief of Staff, G-2, for approval.

BY COMMAND OF GENERAL MacARTHUR:

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

OFFICIAL:

R. M. LEVY,
Colonel, AGD,
Adjutant General.

(7)

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

10.

SRS

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
FAR EAST COMMAND

AG 010.5 (30 Aug 47)GC-O
STAFF MEMORANDUM) Rescinded by SCAP & FEC Staff Memo #39, dated 13 July 50.
NO.....76) (SCAP)

APO 500
7 September 1947

PROCEDURES FOR INSURING ENFORCEMENT OF
DIRECTIVES TO JAPANESE GOVERNMENT

1. Rescission. Staff Memorandum 56, General Headquarters, Supreme Commander for the Allied Powers and United States Army Forces, Pacific, 10 December 1946.

2. This memorandum is published to clarify procedures for insuring the enforcement of directives issued by the Supreme Commander for the Allied Powers to the Japanese Government.

3. Staff sections initiating staff actions in matters charged to them by general orders and staff memorandums are responsible for continuing staff action to insure the enforcement of the Supreme Commander's directives and instructions to the Japanese Government.

4. Current Occupation Instructions, General Headquarters, Supreme Commander for the Allied Powers, charge the commanders of the occupation forces with the general responsibility for surveillance of Japanese compliance with directives of the Supreme Commander for the Allied Powers; for reporting the results of such surveillance to the Supreme Commander; and for the execution of such enforcement as may be directed.

5. Staff sections initiating actions which result in the formulation of directives to the Japanese Government which are identified by a SCAP index number will:

a. Determine the degree of surveillance that will be necessary, which will be one or a combination of the following:

(1) Surveillance by agencies of the occupation forces.

(2) Field inspections by representatives of the section, coordinated with military government echelons of the occupation forces, as deemed necessary by the section chief concerned.

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(3) None required, in the case of reports called for or other direct actions, the accomplishment of which will be self-evident to the section.

b. Prepare command instructions to the occupation forces concurrently with each directive hereafter issued to the Japanese Government, specifying the manner in which surveillance of Japanese compliance with the directive will be accomplished, as determined in accordance with paragraph 5d. Command instructions will make reference to the Supreme Commander for the Allied Powers index number of the directive to which they are related. In case surveillance is to be performed by the occupation forces, command instructions will indicate clearly the type desired:

(1) Routine - To be accomplished in the course of normal occupation operations.

(2) Special - Indicating particular actions or reports required.

c. When considered desirable by the section chief, prepare an accompanying memorandum, "Information of General Application Pertaining to Directive SCAPIN ____," to give the occupation forces a more comprehensive background for the accomplishment of proper surveillance. It will be in the nature of a memorandum for record for the directive to which it applies and will be distributed with the directive to the occupation forces.

d. Pass to the occupation forces information subsequently received from the Japanese Government on plans or actions being taken by them to implement the directives of the Supreme Commander when such information will contribute to more effective surveillance.

e. Process surveillance reports received from the occupation forces and be responsible for initiating resultant actions directing enforcement by occupation forces or further action by the Japanese Government or both.

6. Field inspections in Japan by representatives of staff sections for surveillance of Japanese compliance with the directives of this headquarters will be coordinated with the Military Government Section of the Eighth Army. Field inspections for the purpose of observing the military government activities of occupation forces will be coordinated through command channels.

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(SM 76)

7. Certain operational functions pertaining to Japan as a whole, which are or may be charged specifically to staff sections of this headquarters in general orders from time to time, will continue to be carried out under direct control of this headquarters. Direct communication in technical matters not involving command relations is authorized.

BY COMMAND OF GENERAL MacARTHUR:

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

OFFICIAL:

R. M. LEVY,
Colonel, AGD,
Adjutant General.

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

SR Sec

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
FAR EAST COMMAND

AG 111 (27 Aug 47)GD
STAFF MEMORANDUM)
NO.....75)

Rescinded:

APO 500
6 September 1947

(SCAP & FEC)

BUDGET RESPONSIBILITIES

1. Rescission. Staff Memorandum 15, General Headquarters, Supreme Commander for the Allied Powers and United States Army Forces, Pacific, 2 August 1946.

2. The Assistant Chief of Staff, G-4, exercises general staff supervision over the preparation, review, and submission to the War Department of all budget estimates.

3. The Fiscal Director, Far East Command, is responsible for the preparation and submission to the War Department of all Far East Command budget estimates under the general staff supervision of the Assistant Chief of Staff, G-4.

4. Chiefs of General Headquarters staff sections are responsible for the preparation of their respective General Headquarters budget estimates and for screening and reviewing all estimates submitted by the major commands which pertain to their normal staff responsibilities, and will make recommendations as to appropriate estimates to be included in the overall Far East Command budget.

5. The Assistant Chief of Staff, G-4, is authorized to require the assistance of staff sections as may be necessary to review and consolidate budget estimates.

BY COMMAND OF GENERAL MacARTHUR:

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

OFFICIAL:

R. M. LEVY,
Colonel, AGD,
Adjutant General.

Rescinded by SCAP
AFEC, S/Memo # 1 dated
7 January 1948. ig

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

SRS

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
FAR EAST COMMAND

AG 581.1 (31 Aug 47)GD Received by SCAP + FEC APO 500
Staff Memo #32, dtd 24 May 1950
5 September 1947

STAFF MEMORANDUM)
)
NO.....74) (SCAP & FEC)

REQUESTS FOR AIR PRIORITIES

1. a. Rescission. Staff Memorandum 45, General Headquarters, Supreme Commander for the Allied Powers and United States Army Forces, Pacific, 21 November 1946.

b. References.

(1) Circular 8, General Headquarters, Supreme Commander for the Allied Powers, 30 August 1946.

(2) Staff Memorandum 36, General Headquarters, Supreme Commander for the Allied Powers and Far East Command, 8 April 1947.

2. Purpose. This memorandum prescribes the procedures to be used in establishing priorities for the travel of personnel and the transportation of cargo by military aircraft.

3. Responsibility. Prior to the submission of requests for priorities for air travel, the staff section or agency concerned is responsible for obtaining proper clearances of individuals in accordance with provisions of Staff Memorandum 36, General Headquarters, Supreme Commander for the Allied Powers and Far East Command, 8 April 1947.

4. Personnel Travel Originating in Tokyo. a. Requests for air priorities for personnel travel originating in Tokyo will be submitted, as prescribed in paragraph 4b and c, to the Air Liaison Station, G-4 Section, General Headquarters, Far East Command, located in the lobby of the Air Transport Command, City Ticket Office, Taisho Insurance Building, Tokyo.

b. An air priority assignment will be requested by the Adjutant General prior to the publication of orders authorizing travel by air. The priority granted will be included in the travel orders which the individual will present to the air carrier for the purpose of making the air reservation.

(4)

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

c. When competent orders authorizing air travel are in the possession of the individual but do not include an air priority, the individual concerned may present one copy of his orders authorizing air transportation to the Air Liaison Station, where the air priority will be established. The priority will be entered on GHQ Form TPA-1 (Priority Certificate, inclosure 1), and the individual concerned will be given 2 copies. The original GHQ Form TPA-1 will be presented to the air carrier for the purpose of making the air reservation, and the duplicate will be retained by the individual.

5. Cargo Shipments Originating in Tokyo. Requests for air priorities for cargo shipments originating in Tokyo will be submitted to the Air Liaison Station, G-4 Section, General Headquarters, Far East Command, in triplicate, on GHQ Form TPA-2 (inclosure 2) by staff sections or agencies concerned. The necessity for air priority will be established by the Assistant Chief of Staff, G-4, and if air shipment is authorized, 2 copies of completed GHQ Form TPA-2 indicating the air priority assigned will be returned to the staff section or agency. Cargo, accompanied by completed forms in duplicate, will be delivered by the staff section or agency to the air carrier at the appropriate airport for shipment.

6. Personnel and Cargo Originating in the United States. Air priorities for personnel or cargo originating in the United States and destined for Japan and Korea will be established by the Air Branch, Transportation Division, G-4 Section, General Headquarters, Far East Command (Room 532, Dai Ichi Building), upon request by staff sections or agencies concerned. Fairfield-Suisun Army Air Base (Traffic Movement Control) will be included as an information addressee on outgoing radios containing assignments of air priorities.

7. Personnel and Cargo Originating in Other Areas or in the United States for Those Areas. Air priorities for personnel or cargo originating in the Philippines-Ryukyus Command; Marianas-Bonins Command; Army Ground Forces, Pacific; or China, or originating in the United States for those areas, will be established by the air priority boards in those areas.

8. Revenue Traffic. Revenue traffic will not be carried on military aircraft if it can be handled by a United States civil air carrier. Request for such shipments will be submitted to the Assistant Chief of Staff, G-4. When it is decided that revenue traffic is to be carried on military aircraft, the following procedure will govern:

a. Air priorities for personnel will be established by Air Liaison Station on ATC Form PT 42-A (inclosure 3) after parts I and II have been completed by the Adjutant General's Section or the Diplomatic Section. The name of the individual authorizing clearance will be noted in paragraph "F," part II, of ATC Form PT 42-A.

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

(SM 74)

b. Air priorities for cargo will be established by Air Liaison Station on ATC Form PT 42-A after part I has been completed by the interested staff section or agency. Cargo, accompanied by completed forms in duplicate, will be delivered by the agency concerned to the air carrier at the appropriate airport for shipment.

9. Forms. Forms listed as inclosures 1 and 2 may be reproduced by interested agencies. The form listed as inclosure 3 may be obtained from the Adjutant General's Section, Room 228, Dai Ichi Building.

BY COMMAND OF GENERAL MacARTHUR:

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

OFFICIAL:

R. M. LEVY,
Colonel, AGD,
Adjutant General.

3 Incls
1. GHQ Form TPA-1
2. GHQ Form TPA-2
3. ATC Form PT 42-A

RECEIVED 8 SEP 1947 SRS SD

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

GHQ Form TPA-1 (7 Aug 47)

FAR EAST COMMAND
PERSONNEL AIR SHIPMENT REQUEST

Date _____

1. _____
(Surname) (First Name) (MI) (ASN) (Rank and Branch of Service)

2. Weight: Personal _____ Baggage _____ Total _____

3. For travel from _____ to _____

4. Full particulars justifying priority _____

_____

5. Class _____ priority is requested for air travel.

_____

FAR EAST COMMAND
GHQ PRIORITY CERTIFICATE

Date _____

Priority number _____ is cleared for air transportation.

_____
(Signature)

_____
(Rank and Title)

Inclosure 1

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

GHQ Form TPA-2 (6 Aug 47)

FAR EAST COMMAND
CARGO AIR SHIPMENT REQUEST

_____
(Date)

1. _____ _____
(Weight) (Description of Cargo)

_____

2. Shipment - From: _____ To: _____

3. Full particulars justifying need of priority _____

_____

4. Cargo will be ready for shipment by: _____

5. Consignee: _____

6. Consignor: _____

7. Class _____ priority requested.

_____
(Signature)

_____
(Rank and Org)

FAR EAST COMMAND
GHQ PRIORITY CERTIFICATE

_____
(Date)

Priority number _____ is cleared for air transportation.

_____
(Signature)

_____
(Rank)

_____
(Title)

Inclosure 2

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

ATC-PT-42A
APPROVED 1 JAN. 1945

U.S. AAF AIR TRANSPORT COMMAND
U.S. NAVAL AIR TRANSPORT SERVICE
PRIORITY CERTIFICATE

PART I

A- PASSENGER INFORMATION

NAME _____ DATE AVAILABLE FOR MOVEMENT _____

LOCAL ADDRESS _____ TELEPHONE _____

PERMANENT ADDRESS _____ TELEPHONE _____

PERSON TO BE NOTIFIED IN EMERGENCY _____

ADDRESS _____ TELEPHONE _____

B- CARGO INFORMATION

DESCRIPTION OF CARGO (Name of Commodity, Type, etc.) _____

_____ EST. WT. FOR SHIPMENT _____ LBS.

IDENTIFYING MARKS OR NUMBERS _____

SHIPPER _____

ADDRESS _____ TELEPHONE _____

AVAILABLE ON _____ (Date) AT _____ (Location)

ADDRESS _____ TELEPHONE _____

CONSIGNEE _____

ADDRESS _____

PART II CERTIFICATE OF U.S. STATE [OR ARMY OR NAVY WHEN ACTING FOR STATE] [TO BE FILLED IN BY U.S. STATE, OR ARMY, OR NAVY]

A- DATE _____

B- STATEMENT OF URGENCY (Including date required at destination) _____

C- THE TRANSPORTATION REQUESTED IS OF SUCH IMPORTANCE AS TO JUSTIFY TRAVEL BY AIR, AND

D- THE TRANSPORTATION REQUESTED IS IN THE NATIONAL INTEREST OF THE UNITED STATES BECAUSE SUCH TRANSPORTATION WILL CONTRIBUTE

(X) CHECK ONE BOX ONLY

(x) ☐ Directly or indirectly to the war effort; or

(x) ☐ To relief or rehabilitation activities in areas affected by the war; or

(x) ☐ To the resumption of economic or other activities disrupted by the war that are necessary for the prompt re-establishment of peacetime conditions.

E- TRANSPORTATION IN TIME TO ACCOMPLISH THE MISSION FOR NON WAR EFFORT TRAFFIC IS NOT AVAILABLE BY U.S. CIVIL AIR CARRIER.

F- MAKE CONTACT THROUGH _____

THE UNDERSIGNED CERTIFIES THE ABOVE STATEMENTS ARE CORRECT WITH RESPECT TO THE TRAFFIC DESCRIBED IN PART I HEREOF

_____ NAME AND SIGNATURE

_____ TITLE

U.S. STATE
U.S. ARMY
U.S. NAVY [CROSS OUT TWO]

PART III CERTIFICATION FOR NON MILITARY LEND LEASE TRAFFIC (TO BE FILLED IN BY U.S. STATE)

The charges for the transportation described in Part I hereof are certified under the authority of the Foreign Economic Administration to be chargeable to cash reimburseable - non military credit (cross out phrase not applicable) Lend Lease for the account of _____ (name of Lend Lease Government), which has applied for Lend Lease Aid, and this transportation will contribute directly or indirectly to the war effort.

_____ NAME AND SIGNATURE

_____ TITLE

U. S. STATE

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

ATC PT 42A (PAGE 2)

PART IV PRIORITY APPROVAL (TO BE FILLED IN BY OFFICER ASSIGNING PRIORITY)

A—PRIORITY IDENTIFICATION _____ DATE _____

CONFIRMED TO _____ OF _____ AND COORDINATED WITH _____

AUTHORIZED BAGGAGE OR CARGO WEIGHT _____ NUMBER OF PIECES (For Cargo) _____

FROM _____ TO _____

WITH STOPOVERS AT _____, _____, _____

B—AUTHORITY FOR THE TRANSPORTATION OF TRAFFIC DESCRIBED IN PART I HEREOF, CERTIFIED FOR PRIORITY, HAS BEEN AUTHORIZED BY A COMPETENT U.S. OR ALLIED MILITARY AUTHORITY, AND SUCH AUTHORIZATION (DOES DOES-NOT)(x) REQUIRE THAT PAYMENT OF CHARGES FOR SUCH TRANSPORTATION BE MADE(xx)

(x) CROSS OUT PHRASE NOT APPLICABLE.
(xx) CROSS THIS PARAGRAPH OUT IF THE TRAFFIC IS NOT BEING TRANSPORTED UNDER ORDERS ISSUED BY A COMPETENT U.S. OR ALLIED MILITARY AUTHORITY.

NAME & SIGNATURE _____ RANK _____ TITLE _____

ORGANIZATION _____ LOCATION _____

FOR USE BY OFFICER ISSUING TICKET, AIRWAYBILL, OR G.B.L.

CHECK ONE

U.S. ARMY, NAVY, OR O.S.E.	U.S. GOV'T. AGENCY	CASH	LEND-LEASE

DATE RECEIVED	DATE MOVED	WEIGHT	NUMBER PIECES	TICKET, AIRWAYBILL (For A.T.C.) OR G.B.L. (For N.A.T.S.)

☆ U. S. GOVERNMENT PRINTING OFFICE: 1944—O-622882

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
FAR EAST COMMAND

AG 380.01 (13 Aug 47)SGS

APO 500
23 May 1949

STAFF MEMORANDUM)
NO.....73)
AMENDMENT NO...1)

RESCINDED See SCAP-FEC Staff memo #20. 12 apr. 50

(SCAP & FEC)

SAFEGUARDING MILITARY INFORMATION

Staff Memorandum 73, General Headquarters, Supreme Commander for the Allied Powers and Far East Command, 4 September 1947, is amended by adding the following:

6. Because of increasing number of security violations and attempts to penetrate physical security of American missions and offices abroad, it is necessary to emphasize the safeguarding of military information against interception, listening devices, burglary, and all other methods of espionage. In this connection the following check list will be used by all staff sections of this headquarters in order to strengthen existing security practices:

a. Have all personnel received instruction in the provisions of Army Regulations 380-5?

b. Have all personnel received discretion and integrity clearance prior to assuming sensitive duties?

c. Have undesirable or untrustworthy personnel been eliminated through discharge or reassignment?

d. Has a section security officer been appointed to supervise and check on such matters as:

(1) Proper handling of classified material during duty hours and proper security at night

(2) Proper disposal of classified waste?

e. Has the integrity, discretion, and trustworthiness of all assigned personnel been established?

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

(SM 73)

f. Are all persons who are removed from a position of trust because of actual or suspected lack of discretion and integrity reported to the Assistant Chief of Staff, G-2 (CIS), with the facts in the case so that the information may be included in the individual's intelligence file for further reference?

g. Is a definite program for security of premises presently in force?

h. Is supervision of Japanese nationals, while performing janitor duty, being provided?

i. Has a security check been performed on all Japanese, foreign and stateless nationals employed?

j. Is responsibility for supervision of security within sections specifically delegated?

k. Do building custodians possess a definite security plan?

l. Is a sound security plan in effect for guard patrol?

m. Are periodic security checks accomplished within the section?

n. Is all classified material handled in accordance with Army Regulations 380-5?

BY COMMAND OF GENERAL MacARTHUR:

EDWARD M. ALMOND,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

R M Levy

R. M. LEVY,
Colonel, AGD,
Adjutant General.

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

SRS

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
FAR EAST COMMAND

AG 380.01 (13 Aug 47)SGS Rescinded by SCAP #20, Ltd & FEC Staff Memo
STAFF MEMORANDUM) ; 12 April 1950.
NO.....73) (SCAP & FEC)

APO 500
4 September 1947

SAFEGUARDING MILITARY INFORMATION

1. a. Rescission. Staff Memorandum 37, General Headquarters, Supreme Commander for the Allied Powers and United States Army Forces, Pacific, 29 October 1946.

b. References.

(1) Army Regulations 380-5, 15 August 1946.

(2) Section V, War Department Circular 62, 6 March 1947.

2. The chief of each staff section will:

a. Insure that all personnel of his section are thoroughly conversant with the provisions of Army Regulations 380-5. Personnel reporting for duty in a section will be given an orientation on the subject as part of their processing in the section.

b. Insure that sensitive duties are not assigned to civilian or military personnel until they have been instructed properly and have received security and loyalty clearance.

c. Eliminate undesirable or untrustworthy personnel by discharge or reassignment.

d. Appoint a security officer and sufficient assistant security officers to supervise and check on such matters as:

(1) Proper handling and storage of classified material during duty hours and proper physical security at night.

(2) Proper disposal of classified waste.

e. Determine the integrity and trustworthiness of military and civilian personnel by:

(1) Requesting a check of current intelligence files by the Civil Intelligence Section.

(2) Requesting investigations when necessary.

(13)

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

(SM 73)

3. It is the general policy of the United States Government, as a matter of long-established international custom and courtesy, to treat as confidential all correspondence and negotiations being carried on between an agency of the United States Government and the representative of a foreign government. The premature announcement or disclosure of such matters, even though not specifically classified, is not authorized. To avoid disclosures, all matters in this category will be treated as classified while they are in process of correspondence or negotiation.

4. All discussion pertaining to the subject of a classified communication or document will have the same classification and must be treated accordingly. When classified matters are to be discussed in a conference, the indiyidual convening the conference will limit the attendance to the minimum number essential for the purpose and will be responsible that all persons attending are authorized representatives of sections. The individual in charge will announce the classification of the material being discussed and remind the members that any notes made must be treated as classified matter. The names of the persons attending will be recorded and filed with the minutes of the conference.

5. No person solely by virtue of his grade or position is entitled to knowledge or possession of classified matter. Discussion of classified matters will be confined to official channels and to persons entitled by virtue of official duties to such knowledge. Either public or private discussion of classified information with or in the presence or hearing of any person not authorized to have knowledge thereof is strictly forbidden.

BY COMMAND OF GENERAL MacARTHUR:

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

OFFICIAL:

R. M. LEVY,
Colonel, AGD,
Adjutant General.

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5 SEP 1947
SRS
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DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

SPS - GHQ - SCAP

ROUTING SLIP

Date SEP 5 1947

M/C Log No. 50

TO		Initials	For	
Chief			Action	
Executive	1		Comment or Concur	
Personnel	2		Note-Return	
Radio			Dispatch	
Editorial			Info	
Statistical			File	3
Admin.	3		Initials	
Historical			Signature	
Library Reg.			Suspense Slip to Library	

Remarks: Security officer.
Recommended action?

Recd 1420, 8 Sept 47. TWM

TWM 20 Sept 47 Recommendations & decision of Chief, SPS are in Exec Office. TWM

(Adm #2 - 9 May 47)

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

SRS

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
FAR EAST COMMAND

AG 322 (13 Aug 47)DCS Rescinded by SCAP + FEC
STAFF MEMORANDUM) Staff Memo #42 dtd. 14 Nov 49
NO.....72) (SCAP & FEC)

APO 500
3 September 1947

THE HONOR GUARD COMPANY, GENERAL HEADQUARTERS

1. Rescission. Staff Memorandum 12, General Headquarters, Supreme Commander for the Allied Powers and United States Army Forces, Pacific, 27 July 1946.

2. The Honor Guard Company, General Headquarters, is a part of Headquarters and Service Group, General Headquarters, Far East Command. It has as its function the safeguarding of the Commander-in-Chief and the guarding of such installations as may be directed by the Chief of Staff, General Headquarters.

3. The Chief of Staff, General Headquarters, controls the general policies of the Honor Guard Company.

4. The Commanding General, Headquarters and Service Group, General Headquarters, Far East Command, is responsible for the administration of the company.

5. The Commanding Officer, Honor Guard Company, receives his orders from the Commanding General, Headquarters and Service Group, General Headquarters, Far East Command, except as indicated in paragraph 6.

6. The Commander-in-Chief's Aide-de-Camp on duty at the Commander-in-Chief's residence (American Embassy) will convey to the Chief of Staff such special instructions as may be communicated to him by the Commander-in-Chief relative to administration and duties of the Honor Guard. In cases of emergency requiring prompt and immediate action, the Aide-de-Camp may issue instructions direct to the Commanding Officer, Honor Guard Company, covering the employment of the Honor Guard at the Commander-in-Chief's residence.

7. The Honor Guard Company will be composed of specially selected officers and enlisted men who possess the following qualifications:

a. Officers will have a minimum of two years' commissioned service and have efficiency ratings of "Excellent" or higher.

17.

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

(SM 72)

b. Enlisted men will be of excellent character and will present an outstanding, soldierly appearance. Each man will have an AGCT score of 110 or higher and will be required to pass a security examination prior to assignment. Men selected will be not less than 5 feet 10 inches and not more than 6 feet 2 inches in height. Preference will be given to men with combat records and to Regular Army reenlistees, and selection will be limited to those men who desire the assignment. Insofar as practicable, replacements will be obtained from combat divisions within the Far East Command.

8. a. Members of the company will not be used to perform routine guard duty at places other than as indicated by the Chief of Staff.

b. The guards on duty in the Dai Ichi Building, in addition to furnishing security for the Commander-in-Chief, will be responsible for the security of the building, insuring that no unauthorized personnel enter at any time. While on post, they will perform such military police duties as may be required to maintain proper order, decorum, and military courtesy within the building.

BY COMMAND OF GENERAL MacARTHUR:

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

OFFICIAL:

R. M. LEVY,
Colonel, AGD,
Adjutant General.

RECEIVED 8 SEP 1947 S.R.S.

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

SRS

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
FAR EAST COMMAND

AG 300.8 (25 Aug 47)AG-OM

APO 500
2 September 1947

STAFF MEMORANDUM)
: (SCAP & FEC)
NO.....71)

PUBLICATION OF ROUTINE ORDERS

1. a. Rescission. Staff Memorandum 8, General Headquarters, Supreme Commander for the Allied Powers and United States Army Forces, Pacific, 15 July 1946.

b. References.

(1) Army Regulations 310-50, 1 December 1944.

(2) Technical Manual 12-256, November 1944.

(3) Staff Memorandum 6, General Headquarters, Supreme Commander for the Allied Powers and Far East Command, 6 January 1947.

2. Purpose. Information contained in this staff memorandum is published to assist staff sections in attaining uniformity in the preparation of routine orders and regulations to subordinate commands and in disseminating information within General Headquarters, Supreme Commander for the Allied Powers and Far East Command.

3. Definition of Routine Orders. Routine orders are the usual means by which a commander transmits his instructions to units or individuals of his command.

4. Types of Routine Orders. Routine orders published by General Headquarters, Supreme Commander for the Allied Powers and Far East Command, include:

a. Supreme Commander for the Allied Powers General Orders.

b. Far East Command General Orders.

c. Far East Command Special Orders.

d. Supreme Commander for the Allied Powers Circulars.

e. Far East Command Circulars.

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f. Supreme Commander for the Allied Powers and Far East Command Staff Memorandums.

g. Daily Bulletin.

5. Preparation Responsibility. a. Any staff section may initiate a routine order of any type.

b. The originating staff section will insure that the text is clear, that necessary concurrences from other staff sections are obtained and noted, and that the order is written properly.

c. The Adjutant General is responsible that the order is placed in proper format, edited, authenticated, published, and distributed.

6. Format. a. Margins will be observed for all orders as prescribed in paragraph 11, Technical Manual 12-256.

b. The heading consists of the letterhead, date, and designation. Format for the heading, including proper spacing, is shown in the attached models.

c. The body of the order includes the title and all written instructions following. Paragraphing and use of titles and other matter are the same as for correspondence.

d. The authentication contains the command line, signature, and "OFFICIAL" section.

e. Inclosures will be described briefly and accurately, beginning at the left margin two line spaces below the last line of the typed authentication.

f. The first paragraph will contain rescissions and references, in that order, each in a separate subparagraph. References normally will include publications, letters, and radios referred to within the text, plus other pertinent references as desired. References will be listed in the following order, within each echelon of command in order of precedence.

(1) Regulations.

. . . . . .

(2) General Orders.

(3) Bulletins.

(4) Circulars.

(5) Memorandums.

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(6) Special Orders.

(7) Letters.

(8) Field Manuals.

(9) Technical Manuals.

(10) Radios.

References to military publications will include the paragraph number, section number, title, number, and date. No reference will be made to a publication or document not available to all distributees.

g. If the body of a routine order is completed so near the bottom of the page that there is insufficient space for the signature, at least two lines, or the complete final paragraph, will be carried over to the next page.

7. Distribution. Routine orders are given the standard distribution for that type of publication by the Adjutant General. (See inclosure 1.) Special distribution will be made at the request of the originating staff section.

8. Reproduction. Routine orders will be mimeographed, except Far East Command circulars, which are printed.

9. General Orders. a. General orders are directives applying to all or a large part of the command. Generally they are of permanent duration.

b. They are used normally by General Headquarters to:

(1) Announce assumption of command.

(2) Announce appointment of Chief of Staff, Deputy Chiefs of Staff, and Assistant Chiefs of Staff.

(3) Activate, designate, redesignate, inactivate, or disband a unit under the direct control of the Commander-in-Chief, Far East.

(4) Announce awards and decorations.

(5) Announce the naming of a camp or cantonment.

c. General orders are numbered in sequence for each calendar year.

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

d. General orders require approval of the Chief of Staff, except those in category 9b(4).

e. The body of a general order may be subdivided into sections. All paragraphs pertaining to a particular type of announcement are placed in the same section. Each section is given a title, written in capital letters, and sections are numbered consecutively, using Roman numerals.

f. Format of general orders will be as prescribed in section III, Technical Manual 12-256. (See inclosures 4 and 5.)

10. Special Orders. a. Special orders are directives pertaining to individuals.

b. They are used normally by General Headquarters to:

(1) Appoint heads of special staff sections.

(2) Promulgate assignments, reassignments, details, transfers, and other changes of status of military personnel.

c. Special orders are prepared as prescribed in section IV, Technical Manual 12-256.

11. Letter Orders. a. Letter orders are directives and authorizations pertaining to individuals.

b. They are used normally by General Headquarters to promulgate leaves of absence, temporary duty, detached service, and authorization for travel of individuals.

c. Letter orders are numbered to provide for ready reference.

d. Letter orders are prepared as prescribed in section V, Technical Manual 12-256.

12. Circulars. a. Circulars are used to announce instructions of a permanent or semipermanent nature and are of general application.

b. Circulars must be approved by the Chief of Staff prior to publication. A double-spaced draft of a proposed circular will be prepared and forwarded to appropriate staff sections for concurrences. After necessary concurrences are obtained, draft will be sent to the Adjutant General for editing and checking of format. The Adjutant General will return drafts to the originating section for submission to the Chief of Staff as prescribed in reference 1b(3).

c. Circulars are numbered in sequence for each calendar year.

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

d. A circular may have more than one section, each section dealing with a different subject. Related subjects will be included in one circular, where practicable. An index of the subject of the various sections is placed at the beginning of the circular. Paragraphs will be numbered within the sections, the first paragraph of each section beginning with the Arabic numeral "1." (See inclosure 2.)

e. The AG file number, including file date and symbol of the originating office, will be placed on the next line space below the last line of the body of the section concerned, indented two spaces from the left margin.

f. Number of line spaces to be left between elements of a circular are:

(1) One line space between heading and designation.

(2) One line space between designation and title.

(3) One line space between title and body.

(4) One line space between paragraphs and subparagraphs.

(5) One line space between AG file number and succeeding sections.

(6) One line space between body and command line.

(7) Three line spaces between command line and typed signature of Chief of Staff. Typed signature should extend to the right margin.

(8) The word "OFFICIAL" is placed on the same line as the last line of typed signature, beginning at the left margin.

(9) The typed signature of authenticating officer is placed on the fourth line space below the word "OFFICIAL" and is indented ten spaces from the left margin.

13. Staff Memorandums. a. Staff memorandums are the announcement of instructions of a commander to his staff. As used by General Headquarters, they are directive in nature and applicable to the entire headquarters, and each memorandum deals with one subject only.

b. A single series of staff memorandums is published for General Headquarters of both Supreme Commander for the Allied Powers and Far East Command. However, each memorandum will contain a notation after the number

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

as shown in model (inclosure 1): "(SCAP & FEC)" if it pertains to both divisions of General Headquarters; "(SCAP)" if it pertains only to General Headquarters, Supreme Commander for the Allied Powers; and "(FEC)" if it pertains only to General Headquarters, Far East Command. (See inclosure 3.)

c. Staff memorandums must be approved by the Chief of Staff prior to publication. A double-spaced draft of a proposed staff memorandum will be prepared and forwarded for approval in the manner prescribed for circulars in paragraph 12b.

d. Staff memorandums are numbered serially for the calendar year. Subsequent changes to a basic staff memorandum will be published under the same serial number, with the additional identification of an amendment number inserted two line spaces below basic serial number.

e. Staff memorandums normally concern one subject and are written in a clear and direct style, couched in plain language. The following standard sequence is used:

(1) Paragraph 1 contains rescissions and references, as prescribed in paragraph 6f. Paragraph 2 states the objective or general purpose of the memorandum, giving a brief outline of the action desired, without details.

(2) Subsequent paragraphs prescribe the administrative details for carrying out the action desired. The steps to be taken are presented in a logical or chronological sequence.

f. Number of line spaces to be left between elements of a staff memorandum are:

(1) One line space between heading and file number.

(2) One line space between heading and APO number.

(3) One line space between file number and designation.

(4) One line space between designation and title.

(5) One line space between title and body.

(6) One line space between paragraphs and subparagraphs.

(7) One line space between body and command line.

(8) Three line spaces between command line and typed signature. Signature should extend to the right margin.

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

(9) The word "OFFICIAL" is placed on the same line as the last line of typed signature, beginning at the left margin.

(10) Authentication is placed to begin on the fourth line space below the word "OFFICIAL" and is indented ten spaces from the left margin.

14. Daily Bulletin. a. The Daily Bulletin, General Headquarters, Supreme Commander for the Allied Powers and Far East Command, is published daily except Sundays and holidays for the information and guidance of officers and civilians of General Headquarters. Daily bulletins are divided into two sections, OFFICIAL and INFORMATION. The official section of the General Headquarters Daily Bulletin has the force of an order and contains directives of a temporary nature, such as announcements of conferences, holidays, and official activities. The information section contains information of general nature, such as information from official publications, arrival and departure of officers, arrival of dependents, information concerning important persons who are guests of the command, social events, movie schedules, and athletic programs.

b. The General Headquarters Daily Bulletin is published on 8" X 13" mimeograph paper. A special printed heading is used for the first page.

c. Daily Bulletins are numbered serially for the calendar year.

d. Daily Bulletins will be rescinded periodically as determined by the Adjutant General, who will ascertain from Staff Sections concerned whether any paragraphs in these Bulletins to be rescinded require republication.

e. The number of line spaces to be left between elements of the General Headquarters Daily Bulletin are:

(1) One line space between the heading and APO number.

(2) Two line spaces between heading and the number.

(3) One line space between number and word "OFFICIAL" or "INFORMATION."

(4) One line space between word "OFFICIAL" or "INFORMATION" and title of the first item.

(5) One line space between title and first line.

(6) One line space between paragraphs and subparagraphs.

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

(7) Four line spaces between body and the typed signature of Chief of Staff. Typed signature extends to the right margin.

f. Section titles in the official section and paragraph titles in the information section are typed in upper case letters.

BY COMMAND OF GENERAL MacARTHUR:

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

OFFICIAL:

R. M. LEVY,
Colonel, AGD,
Adjutant General.

5 Incls
1. Distribution Schedule
2. Model of Circular
3. Model of Staff Memorandum
4. Model of General Orders
5. Model of General Orders

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

DISTRIBUTION OF ROUTINE ORDERS

PUBLICATION	QUANTITY REPRODUCED OR PRINTED	DISTRIBUTION
General Orders (SCAP)	250	Staff sections, GHQ, SCAP & FEC; Eighth Army; JAMA; 1539th AFFBU, etc.
General Orders (FEC)	550	Staff sections, GHQ, SCAP & FEC; individuals and units concerned; major subordinate commands; divisions upon request.
Special Orders	Special	Individuals and units concerned.
Circulars (SCAP)	600	Staff sections, GHQ, SCAP & FEC; Eighth Army; FEAF; XXIV Corps; COMNAVFE.
Circulars (FEC)	4,000	Staff sections, GHQ, SCAP & FEC; all units in command down to and including separate companies and detachments.
Staff Memorandums	350	Staff sections, GHQ, SCAP & FEC; Hq & Sv Gp, GHQ; 441st CIC Det; 71st Sig Sv Bn; and miscellaneous units and agencies such as 240th Finance Disb. Section, American Red Cross, and APO 500.
Daily Bulletin	1,100	Same as staff memorandums.

Inclosure 1

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

GENERAL HEADQUARTERS
FAR EAST COMMAND
APO 500

CIRCULAR)
:
NO...)

September 1947

FORMAT OF DIRECTIVES

1. a. Rescission. Circular 346, General Headquarters, United States Army Forces, Pacific, 12 December 1945.

b. Reference. Technical Manual 12-256, November 1946.

2. The following instructions are applicable:

a. Abbreviations should not be used except in those directives for which telegraphic English is authorized.

b. Margins will be observed as follows:

(1) 1 inch from top of page to first line of letterhead.

(2) 1½ inches on left side.

(3) 3/4 inch on right side.

(4) 1½ inches at bottom.

(5) 1½ inches at top of second and succeeding pages.

AG 300.5 (Sep 47)AG-GM

BY COMMAND OF GENERAL MacARTHUR:

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

OFFICIAL:

R. M. LEVY,
Colonel, AGD,
Adjutant General.

Inclosure 2

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
FAR EAST COMMAND

AG 312.1 (Sep 47)AG-OM

APO 500
September 1947

STAFF MEMORANDUM)
:
NO.....) (SCAP & FEC)

PARAGRAPHING USED IN STAFF MEMORANDUMS

1. a. Rescission. Staff Memorandum 8, General Headquarters, Supreme Commander for the Allied Powers and United States Army Forces, Pacific, 15 July 1946.

b. References.

(1) Technical Manual 12-256, November 1946.

(2) Staff Memorandum 33, General Headquarters, Supreme Commander for the Allied Powers and Far East Command, 31 March 1947.

2. a. Paragraphs, if more than one, are numbered consecutively. Subparagraphs or primary divisions of each paragraph are designated by the letters a, b, c, d, etc.

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

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

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

2. Subparagraphing to this extent is avoided as far as practicable.

(b) The first line of subdivisions of subdivisions is indented as shown here. The second and succeeding lines are margined in block style with the first line leaving the designation offset at the left as in this case.

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

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

(SM)

b. The first letter of a subparagraph is indented so that the designating letter appears directly under the first letter of the first word in the main paragraph. Second and succeeding lines of subparagraphs begin at the regular left margin.

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

BY COMMAND OF GENERAL MacARTHUR:

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

OFFICIAL:

R. M. LEVY,
Colonel, AGD,
Adjutant General.

Inclosure 3

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

GENERAL HEADQUARTERS
FAR EAST COMMAND

GENERAL ORDERS)
:
NO.....)

APO 500
September 1947

ANNOUNCEMENT OF STAFF

Major General JOHN A DOE, 02345, General Staff Corps, is announced as Deputy Chief of Staff, vice Major General RICHARD R. ROE, 02134, General Staff Corps, relieved.
AG 323.36 (Sep 47)CC

BY COMMAND OF GENERAL MacARTHUR:

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

OFFICIAL:

R. M. LEVY,
Colonel, AGD,
Adjutant General.

Inclosure 4

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

GENERAL HEADQUARTERS
FAR EAST COMMAND

GENERAL ORDERS)
NO.....)

APO 500
September 1947

LEGION OF MERIT--Award

By direction of the President, under the provisions of the Act of Congress approved 20 July 1942 (section III, Bulletin 40, War Department, 1942) and Executive Order 9260, 29 October 1942 (section I, Bulletin 54, War Department, 1942), the Legion of Merit is awarded by the Commander-in-Chief, Far East, to the following-named officer:

Lieutenant Colonel JOHN A. DOE, 02334, Signal Corps. For exceptionally meritorious conduct in the performance of outstanding services in the Southwest Pacific Area and Japan, from July 1945 to June 1946. Address: 602 Elmhurst Park, Mineral Wells, Texas.
AG-PD 201

BY COMMAND OF GENERAL MacARTHUR:

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

OFFICIAL:

R. M. LEVY,
Colonel, AGD,
Adjutant General.

Inclosure 5

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

SRS

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
FAR EAST COMMAND

AG 311 (5 Aug 47)CCS

STAFF MEMORANDUM)
:
NO.....70)

APO 500
27 August 1947

Rescinded by Staff Memo #152, GHQ FEC (SCAP & FEC)

MESSENGER DELIVERY OF INTERNATIONAL RADIO
AND DOMESTIC TELEGRAMS

1. Messenger delivery of commercial telegrams, international and domestic, addressed to military and accredited civilian personnel of staff sections of General Headquarters, Supreme Commander for the Allied Powers and Far East Command, will be instituted at 0001 on 1 October 1947.

2. Messenger delivery of telegrams will be made to staff sections. The successful functioning of messenger delivery will depend largely upon the exactness and promptness with which the staff sections furnish the telegraph delivery information, as specified on the form attached hereto as inclosure 1, to the Director of the Tokyo Central Telegraph Office.

3. Chiefs of staff sections are responsible for action as follows:

a. Complete the form, Telegraph Delivery Information, and make distribution in accordance with the instructions on the reverse side on or before 10 September 1947.

b. Complete and distribute a new form, Telegraph Delivery Information, immediately upon any change in designation or location.

c. Cooperate in every way practicable with the Tokyo Central Telegraph Office in effecting delivery of telegrams by:

(1) Keeping the Director of the Tokyo Central Telegraph Office informed as specified in paragraphs 3a and b as to unit designation and location, and any future changes therein.

(2) Arranging with the information desk of the guarded buildings in which the staff section is located to furnish a Temporary Visitor's Pass, or a pass of similar significance and authority, to arriving telegram delivery messengers authorizing admittance to the staff section.

(3) Indicating receipt and time of receipt of telegrams delivered to the staff section by noting this information on the messenger's Record of Delivery in the proper spaces provided.

10.

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

(4) Effecting prompt delivery of telegrams within the staff section.

d. Immediately direct any telegrams which cannot be delivered within the staff section to the appropriate Army Post Office through Army postal channels for processing.

4. As a safety measure, a confirmation copy of each incoming international telegram received at the Central Telegraph Offices at Tokyo, Osaka, and Fukuoka for United States Occupation Forces personnel, and which includes an Army Post Office designation in the address, will be sent to the addressee through Army postal channels. The words "Confirmation Copy" will be inserted in the remarks space of the message form. Confirmation copies will not be supplied nor required for domestic telegrams.

BY COMMAND OF GENERAL MacARTHUR:

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

OFFICIAL:

R. M. LEVY,
Colonel, AGD,
Adjutant General.

1 Incl
Telegraph Delivery Information

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

TELEGRAPH DELIVERY INFORMATION

(For instructions relating to preparation and distribution of this form, see reverse side.)

a. _____
(In the above space show the designation (name) in full of the military unit or staff section.)

b. _____
(In the above space show the designation (name) in proper abbreviation thereof of the military unit or staff section.)

c. _____
(In the above space show name of city and prefecture in which the military unit or staff section is located.)

d. _____
(In the above space show the complete local address of the headquarters office of the military unit or of the administrative division of a staff section within the city listed on line "c." Include, where applicable, the commonly accepted name or names identifying the particular building (or grounds) as known to the Occupation Forces and as known by the Japanese, and include room number.)

e. _____
(In the above space show the Army Post Office number of the military unit or staff section and the name of the city and prefecutre in which the Army Post Office is located.)

f. _____
(In the above space show the name of the Japanese Telegraph Office and/or branch office and the city and prefecture thereof to which it is desired by the military unit (or staff section) that its international telegrams (incoming to Japan at Tokyo, Osaka, or Fukuoka) be relayed by telegraph.)

g. _____
(In above space show date entries made.)

h. _____
(Signature of OIC of military unit or staff section.)

Inclosure 1

(over)

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

INSTRUCTIONS COVERING PREPARATION AND DISTRIBUTION
OF THE FORM, TELEGRAPH DELIVERY INFORMATION

1. General. This form is for the purpose of enabling the Japanese Ministry of Communications to deliver by messenger (beginning 1 October 1947) a maximum number of telegrams (international and domestic) addressed to United States Occupation Force military and accredited civilian personnel directly to the headquarters office of a military unit, and to the administrative division of a staff section from the nearest telegraph office. For the purpose of telegraph delivery, the term "military unit" will be construed as covering a detachment, group, or organization of any size whose headquarters or station is located in a different city from its immediate superior headquarters, or if located in the same city as its immediate superior headquarters, the headquarters is located at a different street address and/or in a different building from that of its immediate superior headquarters. The term "staff section" shall embrace regular or special staff sections at General, Army, corps and division levels.

2. Preparation. This form will be prepared and signed by the officer in charge of each military unit or staff section, and care will be excercised that complete and exact information is entered on the form. Entries will be made in typed or printed capital letters (preferably typed) in the English language. For uniformity use only white, regular letter-sized 8" X 10 1/2" paper.

3. Distribution. a. Four copies of the completed form shall be furnished by the officer in charge to the Director of the local telegraph office of the Japanese Ministry of Communications, who will keep one copy and who will mail one copy each to the Director of the Central Telegraph Offices of Tokyo, Osaka, and Fukuoka. (Exception: In Tokyo, Osaka, and Fukuoka, the four copies will be delivered to the Director of the Central Telegraph offices instead of to any branch office thereof.)

b. One copy will be furnished by the officer in charge to Headquarters, Eighth Army, Signal Section, Communications Division, APO 343.

4. Completion Date. The form covering each military unit and staff section will be completed and distributed on or before 10 September 1947.

5. Regarding Future Changes in Unit Designations and Locations. Any changes made in the information contained on the form as previously prepared and supplied to the Public Office Manager of the local telegraph office will require preparation and distribution of revised information in the same manner as specified in paragraphs 2 and 3 above.

RECEIVED
28 AUG 1947
SRS
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DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
FAR EAST COMMAND

AG 386.3 (19 Aug 47)GD

APO 500
27 August 1947

STAFF MEMORANDUM)
NO.....69) (SCAP & FEC)

Section

Rescission..... I
Requests From Allied Governments for
Enemy Equipment Captured in Japan..... II

I. RESCISSION. Staff Memorandum 11, General Headquarters, Supreme Commander for the Allied Powers and United States Army Forces, Pacific, 26 July 1946, is rescinded.

II. REQUESTS FROM ALLIED GOVERNMENTS FOR ENEMY EQUIPMENT CAPTURED IN JAPAN. 1. Rescission. Staff Memorandum 53, General Headquarters, Supreme Commander for the Allied Powers and United States Army Forces, Pacific, 2 December 1946.

2. Requests received from Allied governments for enemy equipment captured in Japan will be referred to the Assistant Chief of Staff, G-4.

3. In processing requests, the Assistant Chief of Staff, G-4, will cause investigations to be made as necessary to establish the validity of the requirement and will authorize deliveries in accordance with announced policies of the State, War, and Navy Coordinating Committee and the Joint Chiefs of Staff.

4. The Assistant Chief of Staff, G-4, will forward quarterly reports of authorizations for deliveries of equipment to other nations to the Joint Chiefs of Staff.

BY COMMAND OF GENERAL MacARTHUR:

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

OFFICIAL:

R. M. LEVY,
Colonel, AGD,
Adjutant General.

69.

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

COPY

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
FAR EAST COMMAND

AG 350.09 (15 Aug 47)SRS

APO 500
26 August 1947

STAFF MEMORANDUM)
: Rescinded by SCAP Staff Mems. #4, dtd. 17 January 1950.
NO.....68)
(SCAP)

OPERATIONS REPORTS OF NONMILITARY ACTIVITIES

1. Rescission. Staff Memorandum 24, General Headquarters, Supreme Commander for the Allied Powers and United States Army Forces, Pacific, 27 August 1946.

2. A daily and semimonthly radio Operations Report covering current significant developments on the progress of the nonmilitary activities of the occupation of Japan and of the administration of Military Government in the Ryukyu Islands, respectively, will be prepared by the Chief, Statistics and Reports Section, and dispatched to the War Department. The Operations Reports will include the following:

PART I: Government and Administration, Public Safety and Intelligence, and Legal and War Crimes.

PART II: Agriculture and Fisheries, Forestry and Mining, Heavy Industries, Manufacturing, Textile Industries, Transportation and Public Utilities, Communications, Labor, Imports and Exports, Rationing and Price Control, Finance, Property Control, and Reparations.

PART III: Public Health and Welfare; and Education, Religion, and Media of Expression.

PART IV: Information in clarification or amplification of Summation or Operations Report material as requested from time to time by the War Department when appropriate for inclusion in the Daily Operations Report. Reference will be made to the War Department radio requesting the subject information.

3. The Chief, Statistics and Reports Section, is responsible for the preparation of the Daily Operations Report radio.

4. The chief of each special staff section will submit appropriate source material for the Operations Report to the Chief, Statistics and Reports Section, by 0945 daily, and will retain complete information on items reported to permit rendition of detailed reports upon request. The Deputy Chief of Staff, Supreme Commander for the Allied Powers, Korean-Ryukyuan Division, will submit source data for the semimonthly Ryukyuan

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

(SM 68)

Operations Report for the periods 1st through 15th, and 16th through last day of each month, to the Chief, Statistics and Reports Section, within six days of the end of the period reported upon.

5. Source material submitted by chiefs of special staff sections will be written in telegraphic form and will be complete, accurate, and timely. Correlation between previous and current reports is essential. Negative reports are required. Classified reports will be marked appropriately and submitted separately.

BY COMMAND OF GENERAL MacARTHUR:

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

OFFICIAL:

R. M. LEVY,
Colonel, AGD,
Adjutant General.

RECEIVED
26 AUG
SRS
57

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

SR Sec

Rescinded
Ltr SCAP FEC

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
FAR EAST COMMAND

AG 014.33 (22 Aug 47)GC-O

APO 500
25 August 1947

STAFF MEMORANDUM)
NO.....67)

Staff memo
No. 198 March 49

(SCAP & FEC)

REPATRIATION

1. a. Rescission. Staff Memorandum 47, General Headquarters, Supreme Commander for the Allied Powers and United States Army Forces, Pacific, 22 November 1946.

b. Reference. Memorandum to the Japanese Government, AG 370.05 (7 May 46)GC, SCAPIN 927, subject, "Repatriation," 7 May 1946, as amended.

2. Primary staff responsibility for the supervision of repatriation is established as follows:

a. The Assistant Chief of Staff, G-3, for mass repatriation from Southeast Asia, Soviet and Soviet-controlled areas, and China (including Manchuria).

b. The Assistant Chief of Staff, G-1, for repatriation of individuals and groups of stragglers.

c. The Assistant Chief of Staff, G-4, for transportation used in repatriation, other than that under the control of other nations or other commands.

3. Memorandum to the Japanese Government, AG 370.05 (7 May 46)GC, SCAPIN 927, subject, "Repatriation," 7 May 1946, as amended, is the directive to the Japanese Government governing repatriation of Chinese, Formosans Koreans, and Ryukyuans in Japan to their homelands, and Japanese from the Western Pacific (that portion of the Asiatic-Pacific Theater west of the 180th meridian) to Japan. Policy or procedure directives to the Japanese Government concerning repatriation listed in paragraph 2 will be published as amendments or additions to the above cited memorandum.

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DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

(SM 67)

4. Directives which would amend or rescind portions of the above mentioned memorandum will be submitted to the Assistant Chief of Staff, G-3, who is charged with integration of policy revisions.

BY COMMAND OF GENERAL MacARTHUR:

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

OFFICIAL:

R. M. LEVY,
Colonel, AGD,
Adjutant General.

RECEIVED
26 AUG 1947
SRS 52

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

SR Sec

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
FAR EAST COMMAND

AG 004.2 (21 Aug 47)DCS

APO 500
23 August 1947

STAFF MEMORANDUM)
:
NO.....66) (SCAP & FEC)

SUPERVISION OF FINANCIAL INSTITUTIONS IN JAPAN

1. a. Rescission. Memorandum from the Chief of Staff, General Headquarters, Supreme Commander for the Allied Powers, to the Fiscal Director, the Adjutant General, and the Chief, Economic and Scientific Section, 2 June 1946, subject, "Reopening of National City Bank in Japan."

b. Reference. Circular 3, General Headquarters, Far East Command, 10 January 1947.

2. Effective immediately the Chief, Economic and Scientific Section, General Headquarters, Supreme Commander for the Allied Powers, is charged with the supervision of the operations of the Tokyo Branch, National City Bank of New York, and all other financial institutions in Japan now or hereafter licensed by the Supreme Commander for the Allied Powers.

3. The Fiscal Director, Far East Command, will continue to exercise the necessary technical supervision of United States banks in Japan to insure compliance with Circular 3, General Headquarters, Far East Command, 1947, with respect to currency control and use of military payment certificates.

BY COMMAND OF GENERAL MacARTHUR:

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

OFFICIAL:

R. H. LEVY,
Colonel, AGD,
Adjutant General.

66.

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

SR

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
FAR EAST COMMAND

See SCAP & FEC Staff Memo No. 39 18 Oct. 48

AG 312.4 (19 Aug 47)AG-GM

APO 500
22 August 1947

STAFF MEMORANDUM)
NO.....65) Rescinded (SCAP & FEC)

IDENTIFYING SYMBOLS

1. Rescission. Staff Memorandum 34, General Headquarters, Supreme Commander for the Allied Powers and Far East Command, 2 April 1947.

2. The following office symbols are published for the information of all concerned.

a. General Headquarters, Supreme Commander for the Allied Powers:

Supreme Commander	CC	Civil Property Custodian	CPC
Aides-de-Camp	ADC	Civil Transportation Section	CTS
Chief of Staff	CS	Diplomatic Section	DS
Deputy Chief of Staff	DCS	Economic and Scientific Section	ESS
Korean-Ryukyuan Division, Office of Deputy Chief of Staff	KORYU	General Accounting Section	GAA
		General Procurement Agent	GPA
Secretary, General Staff	SGS	Government Section	GS
Assistant Chief of Staff, G-1	GA	International Prosecution Section	IPS
Assistant Chief of Staff, G-2	GB	Legal Section	LS
Assistant Chief of Staff, G-3	GC	Natural Resources Section	NR
Assistant Chief of Staff, G-4	GD	Public Health and Welfare Section	PH
Adjutant General's Section	AG	Public Information Section	PI
Civil Communications Section	CCS	Reparations Section	REP
Civil Information and Education Section	CIE	Statistics and Reports Section	SRS
Civil Intelligence Section	CIS		

b. General Headquarters, Far East Command:

Commander-in-Chief	CC	Assistant Chief of Staff, G-4	GD
Aide-de-Camp	ADC	Adjutant General's Section	AG
Chief of Staff	CS	Antiaircraft Section	AA
Deputy Chief of Staff	DCS	Central Purchasing Office	PO
Secretary, General Staff	SGS	Chaplain's Section	CH
Assistant Chief of Staff, G-1	GA	Chemical Section	CW
Assistant Chief of Staff, G-2	GB	Civilian Personnel Section	CP
Assistant Chief of Staff, G-3	GC	Engineer Section	CE

65.

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

Fiscal Section	FD	Provost Marshal's Section	PM
Inspector General's Section	IG	Public Information Office	PI
Judge Advocate Section	JA	Quartermaster Section	QM
Medical Section	MD	Signal Section	SC
Office of Headquarters Commandant	HC	Special Services Section	SS
Ordnance Section	OR	Transportation Section	TO
		Troop Information and Education Section	TIE

c. Joint Strategic Plans and Operations Group (JPO):

Chief of Group	CJP	Navy Division	NJP
Secretariat	SJP	Air Division	AJP
Ground Division	GJP		

d. Headquarters, Eighth Army:

Commanding General	AA	Historical Section	Q
Chief of Staff	AB	Inspector General's Section	W
Deputy Chief of Staff	AC	Judge Advocate Section	Y
Assistant Chief of Staff, G-1	D	Medical Section	M
Assistant Chief of Staff, G-2	E	Military Government Section	MG
Assistant Chief of Staff, G-3	F	Ordnance Section	O
Assistant Chief of Staff, G-4	G	Provost Marshal	K
Adjutant General's Section	R	Public Information Section	V
Army Exchange Service	ES	Quartermaster Section	P
Chaplain's Section	S	Safety Section	SD
Civilian Personnel Section	CP	Signal Section	C
Engineer Section	L	Special Services	H
Fiscal Section	U	Transportation Section	J
Headquarters Commandant	B	Troop Information and Education	TIE

e. Headquarters, United States Army Forces in Korea:

Commanding General	TFGCG	Claims	TFYCS
Deputy Commander	TFGDG	Dependent Housing	TFYDH
Chief of Staff	TFACS	Engineer	TFENG
Deputy Chief of Staff	TFDCS	Fiscal	TFFIS
Assistant Chief of Staff, G-1	TFGAP	Headquarters Commandant	TFCOM
Assistant Chief of Staff, G-2	TFGBI	Inspector General	TFYIG
Assistant Chief of Staff, G-3	TFGCT	Joint US-Soviet Commission	TFURC
Assistant Chief of Staff, G-4	TFGDS	Judge Advocate General	TFYJA
Adjutant General	TFXAG	Machine Records	TFMRU
Air	TFAIR	Ordnance Officer	TFYDO
Army Exchange Service	TFAES	Postal Officer	TFAPO
Chaplain	TFYCH	Provost Marshal	TFYMP
Chemical	TFCML	Public Information	TFPIO
Civilian Personnel	TFCPS	Quartermaster	TFYQM

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(SM 65)

Recruiting	TFRCT	State Department	TFPOL
Red Cross Representative	TFARC	Surgeon	TFYSG
Seoul Billeting	TFBIL	Transportation	TFYTC
Signal	TFSIG	Troop Information and Education	TFOIE
Special Services	TFREC		

f. Headquarters, Philippines-Ryukyus Command:

Commanding General	GSCG	Enemy Property Custodian	GSEPC
Deputy Commander and Chief of Staff	GSCS	Engineer	GSCE
Assistant Chief of Staff, G-1	GSA	Fiscal Director	GSF
Assistant Chief of Staff, G-2	GSB	Headquarters Commandant	GSHC
Assistant Chief of Staff, G-3	GSC	Troop Information and Education Division	GSCI
Assistant Chief of Staff, G-4	GSD	Inspector General	GSIG
Adjutant General	GSX	Judge Advocate	GSJA
Chaplain	GSAC	Ordnance Officer	GSO
Chemical Officer	GSCC	Provost Marshal	GSPM
Chief of Claims Service	GSCL	Public Information Officer	GSPIO
Civilian Personnel Officer	GSKCP	Quartermaster	GSQMC
Director of Plans and Statistics	GSPS	Signal Officer	GSSC
		Surgeon	GSMD
		Transportation Officer	GSTC

g. Headquarters, Marianas-Bonins Command:

Commanding General	MBACG	Inspector General	MBYIG
Chief of Staff	MBACS	Judge Advocate	MBYJA
Assistant Chief of Staff, G-1	MBGAP	Office of Civilian Personnel	MBOCP
Assistant Chief of Staff, G-2	MBGBI	Ordnance Officer	MBYDO
Assistant Chief of Staff, G-3	MBGCT	Provost Marshal	MBYMP
Assistant Chief of Staff, G-4	MBGDS	Public Information Officer	MBPRO
Assistant Chief of Staff, G-5	MBGEO	Quartermaster	MBYQM
Adjutant General	MBXEX	Recruiting Officer	MBYRS
Chaplain	MBYCH	Replacement Depot	MBYRD
Chemical Officer	MBCML	Safety Director	MBSAF
Director of Conservation	MBCON	Signal Officer	MBSIG
Engineer	MBENG	Special Services Officer	MBREC
Exchange Officer	MBPEX	Surgeon	MBYSG
Fiscal Officer	MBFIS	Transportation Officer	MBYTR
Graves Registration Service	MBGRS	Troop Information and Education	MBYIE
Headquarters Commandant	MBYHC		

h. Headquarters, Far East Air Forces, United States Army:

Commanding General	CG	Headquarters Commandant	Hq Comdt
Chief of Staff	C/S	A-1	A-1
Air Inspector-Inspector General	IG	Miscellaneous	Misc-1

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Surgeon	Surg-1	Troop Control	Tr Con-3
Judge Advocate	JA-1	Air Defense	Def-3
Personnel	Pers-1	Photo Reconnaissance	Photo-3
Chaplain	Chap-1	A-4	A-4
Personal Service	PS-1	Engineer	Engr-4
Provost Marshal	PM-1	Maintenance	Maint-4
Adjutant General	AG-1	Budget & Fiscal	BFO-4
A-2	A-2	Plans & Requirements	Plans-4
Intelligence	Intel-2	Supply	Sup-4
Public Information	PRO-2	A-5	A-5
A-3	A-3	Statistical Control	Stat-5
Operations	Opns-3	Historical	Hist-5
Flight Control	Flt Con-3	Strategic Planning	Plans-5
Training	Trng-3	Policy and Special Projects	Pol-5
Communications	Comm-3	Manpower Control	MPC-5

i. Headquarters, Headquarters and Service Group, General Headquarters, Far East Command:

Headquarters Commandant	HC	Judge Advocate	HJA
Deputy Headquarters Commandant	HDC	Mess Section	HMS
Deputy Commander of Troops	HDCC	Motor Battalion	HBM
S-1	HSA	Post Exchange Section	HPX
S-2 & S-3	HSC	Provost Marshal	HPM
S-4	HSD	Public Information Office	HPI
Adjutant	HX	Repairs & Utilities	HRU
Billeting Section	HBH	Special Services	HSS
Chaplain	HCH	Staff Battalion	HBS
Inspector General	HIG	Surgeon	HMD
		Transportation Section	HTS
		Troop Information & Education	HIE

j. United States Military Advisory Group to the Republic of the Philippines:

Chief	MAGC	Adjutant General	MAGX

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

BY COMMAND OF GENERAL MacARTHUR

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

OFFICIAL:

R. M. LEVY,
Colonel, AGD,
Adjutant General.

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Statistics and Reports Section

23 August 1947

MEMORANDUM TO: Division Chiefs, SRS

For compliance with and extraction of pertinent symbols.

Editorial Division
Statistical Division
Historical Division
Administrative Division

C.F.BYERS

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775015

5R Sec

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
FAR EAST COMMAND

Staff Memo No. 35, 5 Aug 49

AG 312.1 (16 Aug 47)AG

APO 500
20 August 1947

STAFF MEMORANDUM)
: Rescinded: See SCAP & FEC
NO.....64) (SCAP & FEC)

ELIMINATING NONRECORD MATERIAL AND DOWNGRADING DOCUMENTS

1. a. Rescission. Staff Memorandum 30, General Headquarters, Supreme Commander for the Allied Powers and United States Army Forces, Pacific, 2 October 1946.

b. References.

(1) Army Regulations 15-15, 20 September 1945.

(2) Army Regulations 380-5, 15 August 1946, as amended.

2. A continuous program will be maintained by all staff sections of General Headquarters to destroy obsolete, duplicate, and unnecessary documents of nonrecord nature; to downgrade the security classification of documents where the context permits a lower classification; and to remove the security classification of documents no longer required to be classified.

3. Each staff section is responsible for eliminating surplus nonrecord material in its own files and downgrading all documents originated by it. The elimination and downgrading will be accomplished by an inspection of each document.

4. Particular attention will be paid to documents which were originated on or before 2 September 1945, documents originated by subordinate commands which are no longer in existence, those relating solely to United States Army troops, and technical reports dealing solely with United States Army or enemy equipment. Documents containing information of joint or combined interest and those originated by higher authority will be examined with a view to requesting authority for their downgrading from the office of origin. The provisions of Army Regulations 380-5 and other instructions on the subject as may be published by the War Department from time to time will govern.

5. A central board known as "General Headquarters Document Downgrading Board" has been established to provide an over-all advisory agency for the downgrading program. Clerical assistance for the board is provided by the Adjutant General. The composition of the board is as follows:

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a. One field grade officer from G-2 Section (president).

b. One field grade officer from the Adjutant General's Section (member).

c. One officer from Signal Section (cryptographic security specialist).

d. One company grade officer from the Adjutant General's Section (recorder).

6. The board will advise staff sections on the over-all principles of downgrading and destruction of documents and will make final decision on documents referred to it for that purpose by staff sections. The board will prepare lists of downgraded documents for dissemination to the War Department, major commands, and other agencies concerned, and, upon request of staff sections, will initiate requests for authority to downgrade documents when authority must be obtained from the office of origin or from the War Department. Upon receipt of the lists of downgraded documents, custodians of records will take the action prescribed in paragraph 16a, Army Regulations 380-5.

7. Staff sections will render to the board on the 10th of each month a report of work accomplished during the preceding month. The report will be in memorandum form and will include a statement of the number of unclassified documents examined, number of classified documents examined, number of documents downgraded, number of documents recommended for downgrading, and number of nonrecord documents destroyed. Lists of documents that have been downgraded or recommended for downgrading will be attached as inclosures to the report. These lists will be in the form and in such detail as prescribed by the board. The board will utilize the inclosures for preparation of the lists for dissemination as prescribed in paragraph 6, and after consolidation of staff section reports will submit a monthly report to the Chief of Staff showing progress of the program in General Headquarters. When no longer needed by the board, reports and lists submitted by staff sections will be transmitted to the Adjutant General for file.

BY COMMAND OF GENERAL MacARTHUR:

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

OFFICIAL:

R. M. LEVY,
Colonel, AGD,
Adjutant General.

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JR Sec

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
FAR EAST COMMAND

Rescinded: See SCAP & FEC Staff memo No. 7, 4 Feb 49

AG 300.6 (19 Aug 47)SGS

APO 500
19 August 1947

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

(SCAP & FEC)

RELATIONS OF GENERAL HEADQUARTERS
AGENCIES WITH THE JAPANESE POLICE

1. Rescission. Staff Memorandum 21, General Headquarters, Supreme Commander for the Allied Powers and United States Army Forces, Pacific, 16 August 1946.

2. The delineation of responsibilities and the channels of communication to be used for those authorized to exercise direct or indirect control of the Japanese Police are summarized as follows:

a. The Assistant Chief of Staff, G-2 (Civil Intelligence Section), has the following missions:

(1) Advises the Japanese Government on policies and matters concerning the organization, training, and functioning of the Japanese Police.

(2) Determines the effectiveness of the functioning of the Japanese Police by surveillance and observation of their operations. This mission does not include the issuance of operational instructions.

(3) Is the normal contact for General Headquarters, Supreme Commander for the Allied Powers and Far East Command agencies and subordinate commands concerning policy matters affecting the Japanese Police.

b. The operation of the Japanese Police has been assigned as the responsibility of the Commanding General, Eighth Army. The Provost Marshal, Eighth Army, has primary interest. Operational instructions to the Japanese Police are issued only by the Commanding General, Eighth Army, or his representative.

c. The Provost Marshal, General Headquarters, Far East Command, is the normal contact for General Headquarters, Supreme Commander for the Allied Powers and Far East Command agencies concerning matters affecting the operation of the Japanese Police.

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