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

SRS - GHQ - SCAP
DUTY OFFICER'S LOG

DATE 20 Oct 1947

TIME	BUSINESS	ACTION TAKEN
1700 hrs	Reported for duty	
	Supervised Cleaning Crew	
1800	- Reported for duty	
1930	- Terminated duty.	

(Exec.)

I certify that I have read and understand Administrative Memo #13, dated 27 Sept 47.

1. _____
2. Geraldine Yeman
3. T. H. Battistini

(Adm. #4 - 27 Sept 47)

SRS - GHQ - SCAP
DUTY OFFICER'S LOG

DATE 21 Oct 1945

TIME	BUSINESS	ACTION TAKEN
1155	Reported for duty.	
1300	Secured by Mr. Prewett.	
1700	Reported for Duty	
1800	Secured by Mr. E.	1701 Supervised Cleaning Crew.
1800	Reported for Duty	1720 Cleaning Crew departed
1930	Completed tour of duty	

(Exec.)

I certify that I have read and understand Administrative Memo #13, dated 27 Sept 47.

1. Mary C. Jaworek
2. Curtis J. Brinkman
3. J. A. Prewett

(Adm. #4 - 27 Sept 47)

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

STATISTICAL & REPORTS
SECTION

DUTY OFFICER'S LOG

DATE OFFICER'S NAME

TIME	BUSINESS	ACTION TAKEN

SRS Form No. 1 (Not to be used outside of SRS)

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

SRS - GHQ - SCAP
DUTY OFFICER'S LOG

DATE 19 Oct 47

TIME	BUSINESS	ACTION TAKEN
0800	assumed Duty	PUT STUFF IN 4TH DRAWER.
0900	A G MESSENGER ARRIVED	" " " " "
1045	" " "	
1220	Relieved	
1220	Assumed duty	
1800	Relieved	
1800	assumed duty	
1930	closed office — MGH	Maj Byers (Exec.)

I certify that I have read and understand Administrative Memo #13, dated 27 Sept 47.

1. W W Dwight
2. CA Bruce
3. M E Habel

(Adm. #4 - 27 Sept 47)

SRS - GHQ - SCAP
DUTY OFFICER'S LOG

DATE

TIME	BUSINESS	ACTION TAKEN
		(Exec.)

I certify that I have read and understand Administrative Memo #13, dated 27 Sept 47.

1. _____
2. _____
3. _____

(Adm. #4 - 27 Sept 47)

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

STATISTICAL & REPORTS
SECTION

DUTY OFFICER'S LOG

DATE OFFICER'S NAME

TIME	BUSINESS	ACTION TAKEN

SRS Form No. 1 (Not to be used outside of SRS)

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SRS - GHQ - SCAP
DUTY OFFICER'S LOG

DATE 17 Oct 47

TIME	BUSINESS	ACTION TAKEN
1700	Duty - BPD.	
1800	Relieved - BPD	
1800	Assumed duties 1 & A	
1930	Left duties "	

May O. Byers (Exec.)

I certify that I have read and understand Administrative Memo #13, dated 27 Sept 47.

1. _____
2. B. P. Daniels
3. Kent M. Acomb

(Adm. #4 - 27 Sept 47)

SRS - GHQ - SCAP
DUTY OFFICER'S LOG

DATE 18 Oct 47

TIME	BUSINESS	ACTION TAKEN
1230	Assumed Duty	Frank Meranda
1400	Documents rec'd by messenger	Placed in Drawer 4
1600	Documents " " "	Placed in Drawer 4
1800	Relieved Lt.	
1800	Began Tour	Relieved Mr. Mathews
1930	Left - Jumped by through window -	→ Check floor!

W. C. Cole

May O. Byers (Exec.)

I certify that I have read and understand Administrative Memo #13, dated 27 Sept 47.

1. Frank Meranda
2. William A. Cole
3. _____

(Adm. #4 - 27 Sept 47)

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DUTY OFFICER'S LOG

DATE OFFICER'S NAME

TIME	BUSINESS	ACTION TAKEN

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SRS - GHQ - SCAP
DUTY OFFICER'S LOG

DATE 15 Oct 47

TIME	BUSINESS	ACTION TAKEN
1230	Reported for work Incoming mail placed in drawer #4 Outgoing mail dispatched	
1800	Reported for work	Mary Byers (Exec.)

I certify that I have read and understand Administrative Memo #13, dated 27 Sept 47.

1. Thelma B Myers
2. David J. Thompson
3.

(Adm. #4 - 27 Sept 47)

SRS - GHQ - SCAP
DUTY OFFICER'S LOG

DATE 16 Oct 47

TIME	BUSINESS	ACTION TAKEN
1200 yesterday	Reported for duty	
1230	Relieved	
1800	Assumed duty	
1930	Departed for Finance Bldg.	Mary Byers (Exec.)

I certify that I have read and understand Administrative Memo #13, dated 27 Sept 47.

1.
2. Geraldine G. Green
3. Lowell Magnuson, Cpl.

(Adm. #4 - 27 Sept 47)

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

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DUTY OFFICER'S LOG

DATE OFFICER'S NAME

TIME	BUSINESS	ACTION TAKEN

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SRS - GHQ - SCAP
DUTY OFFICER'S LOG

DATE 13 October 1947

TIME	BUSINESS	ACTION TAKEN
1200-1300	—	
1700-18	Cleaning crew	
1800	Reported for Duty	All lights were very dim.
1810	Closed all windows and doors.	
1845		Lights in building went out
1930	Departed after checking all light switches.	Lights were still out at time of departure.

Maj. Byers (Exec.)

I certify that I have read and understand Administrative Memo #13, dated 27 Sept 47.

1. Jack Powell
2. K. Akamine
3.

(Adm. #4 - 27 Sept 47)

SRS - GHQ - SCAP
DUTY OFFICER'S LOG

DATE 14 Oct 47

TIME	BUSINESS	ACTION TAKEN
1200-1300	—	
1700-	Supervise cleaning crew	- Relieving duty
1800	Assumed Duties	
1930	Several people still working. Left Key with Sgt. E. Flores	

Maj. Byers (Exec.)

I certify that I have read and understand Administrative Memo #13, dated 27 Sept 47.

1. Priscilla K. Fuller
2. E. Flores
3.

(Adm. #4 - 27 Sept 47)

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

STATISTICAL & REPORTS
SECTION

DUTY OFFICER'S LOG

DATE OFFICER'S NAME

TIME	BUSINESS	ACTION TAKEN

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SRS - GHQ - SCAP
DUTY OFFICER'S LOG

DATE 11 Oct 47

TIME	BUSINESS	ACTION TAKEN
1230	Rptd for duty	
1400	AG Courier	Rec'd. + dispatched material
1700	filed incoming material in cabinet	
1830	was informed that Engelson was transferred yesterday —	
1835	locked office	aig (Exec.)

I certify that I have read and understand Administrative Memo #13, dated 27 Sept 47.

1. Audrey A. Johnson
2. _____
3. _____

(Adm. #4 - 27 Sept 47)

SRS - GHQ - SCAP
DUTY OFFICER'S LOG

DATE 12 OCT 47

TIME	BUSINESS	ACTION TAKEN
0800	Rptd for duty	Found window in editorial office open.
0850	Received Rpt from REP	PLACED IN 4TH DRAWER.
0930	REC'D RADIO NUMBER	" ON DUTY BOOK
0940	" RPT FROM E.S	" IN 4TH DRAWER.
1215	RELIEVED BY MRS REESE	
1215	Reported for Duty	
	No Business	see note - no Courier for books.
1800	Relieved by Mr. Acomb	
1800	Reported for duty - Suggest cleaning personnel be instructed to properly replace chairs & tables after cleaning the floors	
1930	No Business - Locked Office	Kent Acomb

I certify that I have read and understand Administrative Memo #13, dated 27 Sept 47.

1. _____
2. Nelle Reese
3. Kent Acomb

(Adm. #4 - 27 Sept 47)

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

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SECTION

DUTY OFFICER'S LOG

DATE OFFICER'S NAME

TIME	BUSINESS	ACTION TAKEN

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SRS - GHQ - SCAP
DUTY OFFICER'S LOG

DATE 9 Oct. 47

TIME	BUSINESS	ACTION TAKEN
1200	Reported for duty	
1300	Relieved from duty	
1700	Reported for duty	
1800	Relieved from duty	
1800	Resumed duty - HBS	
1930	No business HBS	
		(Exec.)

I certify that I have read and understand Administrative Memo #13, dated 27 Sept 47.

1. Esther E Bachofer
2. H B Spurr
3. ~~John M Foster~~

(Adm. #4 - 27 Sept 47)

SRS - GHQ - SCAP
DUTY OFFICER'S LOG

DATE 10 October 1947

TIME	BUSINESS	ACTION TAKEN
1200	Reported for duty	None
1300	Relieved by Mr. Pollitt	
1700	assumed duties - accompanied cleaning crew & closed all windows. Miss J Meyers working late.	
1800	Relieved by Mr. Austin RB	
1800	Reported	
1845	Radio Section called wanting to know what had happened to today's radio. Contacted Miss Lucas, verified the fact that it'll be a semi-weekly affair + informed Radio Section.	
1925	Mr. Mohan reported for work (1930) left key with him. Miss Meyers also stated that she will return Jmw	(Exec.)

I certify that I have read and understand Administrative Memo #13, dated 27 Sept 47.

1. Ruth Gonzales
2. John M Foster
3.

(Adm. #4 - 27 Sept 47)

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DUTY OFFICER'S LOG

DATE OFFICER'S NAME

TIME	BUSINESS	ACTION TAKEN

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SRS - GHQ - SCAP
DUTY OFFICER'S LOG

DATE 8 ~~Sept~~ Oct 1947

TIME	BUSINESS	ACTION TAKEN
12:30	S Greenberg - took up duties.	
1400	AG Courier delivered papers	
	11 sets of transcripts of hearings from War Crimes Trials	locked in bottom of file Cabinet.
1530	Papers for library delivered	"
1600	AG Courier delivered papers	"
1755	Relieved by Mr Webb.	
		(Exec.)

I certify that I have read and understand Administrative Memo #13, dated 27 Sept 47.

1. _____
2. Joshua Greenberg.
3. _____

(Adm. #4 - 27 Sept 47)

SRS - GHQ - SCAP
DUTY OFFICER'S LOG

DATE 8 ~~Sept.~~ Oct 1947

TIME	BUSINESS	ACTION TAKEN
1800	Reported in	
1930	Checked out	
	No business	
	Have orders noted	
		May O. Byers (Exec.)

I certify that I have read and understand Administrative Memo #13, dated 27 Sept 47.

1. _____
2. _____
3. Guy P. Webb

(Adm. #4 - 27 Sept 47)

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

STATISTICAL & REPORTS
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DUTY OFFICER'S LOG

DATE OFFICER'S NAME

TIME	BUSINESS	ACTION TAKEN

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SRS - GHQ - SCAP
DUTY OFFICER'S LOG

DATE Oct. 7 - 1947

TIME	BUSINESS	ACTION TAKEN
1200 1300	Remained in front office	
1700 1800	Supervised cleaning tour. Remained in front office	
		(Exec.)

I certify that I have read and understand Administrative Memo #13, dated 27 Sept 47.

1. Mrs. Louise Sydes
2.
3.

(Adm. #4 - 27 Sept 47)

SRS - GHQ - SCAP
DUTY OFFICER'S LOG

DATE Oct 7 1947

TIME	BUSINESS	ACTION TAKEN
1800	assumed duty no action	
1930	Closed office	
		(Exec.)

I certify that I have read and understand Administrative Memo #13, dated 27 Sept 47.

1. Kate McDonald
2.
3.

(Adm. #4 - 27 Sept 47)

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SECTION

DUTY OFFICER'S LOG

DATE OFFICER'S NAME

TIME	BUSINESS	ACTION TAKEN

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SRS - GHQ - SCAP
DUTY OFFICER'S LOG

DATE 5 Oct

TIME	BUSINESS	ACTION TAKEN
1230	Began tour	Relieved Mr. Johnson
1330	Waxing of floors	Checked doors, lights & files. Supervised two crews.
1610	Courier	Material placed in cabinet
1800	Relieved by Mr. Erickson	
1800	reported for duty	Erickson
1930	completed duty - no business	Erickson
		Max Byers (Exec.)

I certify that I have read and understand Administrative Memo #13, dated 27 Sept 47.

1. B. Cole
2. C S Erickson
3.

(Adm. #4 - 27 Sept 47)

SRS - GHQ - SCAP
DUTY OFFICER'S LOG

DATE 6 Oct

TIME	BUSINESS	ACTION TAKEN
1700	Began duty	
1800	Relieved Mr. Mohan	
1800	Tour began	
1810	Inspected Vacated offices	
1930	Tour ended	
	All routine	Max Byers (Exec.)

I certify that I have read and understand Administrative Memo #13, dated 27 Sept 47.

1. Doris Gleason
2. Alan R. Mohan
3.

(Adm. #4 - 27 Sept 47)

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STATISTICAL & REPORTS
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DUTY OFFICER'S LOG

DATE OFFICER'S NAME

TIME	BUSINESS	ACTION TAKEN

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SRS - GHQ - SCAP
DUTY OFFICER'S LOG

DATE 3 Oct 47

TIME	BUSINESS	ACTION TAKEN
1700	Assumed duty —	Supervised cleaning crews -
	Miss Lucas working	overtime -
1800	Relieved by Mr. Spader	— Miss Lucas departed
1800	Assumed duty	
1930	Completed duty - no business	
		May Byers (Exec.)

I certify that I have read and understand Administrative Memo #13, dated 27 Sept 47.

1. Anita M. Drew
2. William A. Spader
3.

(Adm. #4 - 27 Sept 47)

SRS - GHQ - SCAP
DUTY OFFICER'S LOG

DATE 4 Oct

TIME	BUSINESS	ACTION TAKEN
12:30	Assumed duty	
	Zink	
	supervised cleaning crew	
	locked up:	
	no business	
1800	Relieved by Mr Bastiani 6 pm	
1800	Assumed duty - Battistini	
1930	Completed duty - no business	
	Battistini	May Byers (Exec.)

I certify that I have read and understand Administrative Memo #13, dated 27 Sept 47.

1. Jane Zink
2. Lawrence L. Battistini
3.

(Adm. #4 - 27 Sept 47)

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DUTY OFFICER'S LOG

DATE OFFICER'S NAME

TIME	BUSINESS	ACTION TAKEN

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SRS - GHQ - SCAP
DUTY OFFICER'S LOG

DATE Oct. 1st 1947 (cont'd)

TIME	BUSINESS	ACTION TAKEN
1800 - 1930	None.	

(Exec.)

I certify that I have read and understand Administrative Memo #13, dated 27 Sept 47.

1. Yoshichi Ono.
2.
3.

(Adm. #4 - 27 Sept 47)

SRS - GHQ - SCAP
DUTY OFFICER'S LOG

DATE 2 October 1947

TIME	BUSINESS	ACTION TAKEN
1200-1300	None	None — GLL
1700-	Supervised cleaning crews. Secured and locked doors and windows.	
1800	Relieved by Habel	GLL
1800	Reported for duty	
1930	Closed Office	MEH

(Exec.)

I certify that I have read and understand Administrative Memo #13, dated 27 Sept 47.

1. Grace L. Lloyd
2. Marvin E. Hall
3.

(Adm. #4 - 27 Sept 47)

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

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DUTY OFFICER'S LOG

DATE OFFICER'S NAME

TIME	BUSINESS	ACTION TAKEN

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SRS - GHQ - SCAP
DUTY OFFICER'S LOG

DATE 30 Sep 47

TIME	BUSINESS	ACTION TAKEN
1200-1300 1700-1800 1800-1930	None	Major Byers (Exec.)

I certify that I have read and understand Administrative Memo #13, dated 27 Sept 47.

1. Donna Teale
2. Curtis Brand
3. _____

(Adm. #4 - 27 Sept 47)

SRS - GHQ - SCAP
DUTY OFFICER'S LOG

DATE 1 Oct 47

TIME	BUSINESS	ACTION TAKEN
1230 - 1800	14:30 - Mr. Jackson called Major Byers. Will call again Wednesday	Key to Miss Frear's desk placed in Drawer 4.
1610	Routine Radio received - placed in Drawer 4	
	1545 - Miss Frear reported lock on hotel door - room 401 - delay at work - (Exec.)	

I certify that I have read and understand Administrative Memo #13, dated 27 Sept 47.

1. William F. Soaver
2. _____
3. _____

(Adm. #4 - 27 Sept 47)

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DUTY OFFICER'S LOG

DATE OFFICER'S NAME

TIME	BUSINESS	ACTION TAKEN

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DUTY OFFICER'S LOG

DATE

DUTY PERSONNEL M. C. Janowski
D. G. Thompson

29 Sept '47

TIME	BUSINESS	ACTION TAKEN
1155	Reported for duty	
1300	Secured by Maj Byers	
1455	Reported for duty	
1820	Papers left on top file drawer in Room 202, Historical division - Daily Gazette 27 & 29 Sept '47, stamped "Restricted" Incoming message W86851 stamped "Confidential". Mrs. Myers working in Room 202, file was locked & placed classified papers drawer #4, others were placed on Chief, Historical Divisions Desk.	
1800	Secured by Mr. Thompson	
1800	Assumed duty	
1930	Out	
	Above entries proper	

Maj Byers
(Exec.)

I certify that I have read and understand Administrative Memo #3, dtd 21 March 1947.

1. M. C. Janowski
2. D. G. Thompson

(Adm. #4 - 9 May 47)

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

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DUTY OFFICER'S LOG

DATE OFFICER'S NAME

TIME	BUSINESS	ACTION TAKEN

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SRS - GHQ - SCAP

DUTY OFFICER'S LOG

DATE 28 Sept

DUTY PERSONNEL Acomb, Zink, Austen

TIME	BUSINESS	ACTION TAKEN
12:30	Daily radio approved 1:10	
1:40	relieved by Acomb	
	— Zink	
1:40	assumed duty	
18:10	Relieved by Austin K. Acomb	
18:10	Reported	
1930	Departed	

(Exec.)

I certify that I have read and understand Administrative Memo #3, dtd 21 March 1947.

1. Acomb, Robert M.
2. John M Austen

(Adm. #4 - 9 May 47)

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

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DUTY OFFICER'S LOG

DATE OFFICER'S NAME

TIME	BUSINESS	ACTION TAKEN

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SRS - GHQ - SCAP

DUTY OFFICER'S LOG

DATE 26. DUTY PERSONNEL M. Wrin / AKAMINE

TIME	BUSINESS	ACTION TAKEN
12:25	assumed duty	
1:45	courier brought documents	
1:55	Mr. Pruitt called for keys but it was not here	
3:55	Courier brought documents	
1800	Reported for duty	Closed all doors and windows except exec. office.
1930	Departed	No business

K. Akamine

1111

Maj. Boyer (Exec.)

I certify that I have read and understand Administrative Memo #3, dtd 21 March 1947.

1. M. Wrin
2. K. Akamine

(Adm. #4 - 9 May 47)

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

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DUTY OFFICER'S LOG

DATE OFFICER'S NAME

TIME	BUSINESS	ACTION TAKEN

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DUTY OFFICER'S LOG

DATE 26 Sept. 47

DUTY PERSONNEL

B P Daniels
W R Fuller

TIME	BUSINESS	ACTION TAKEN
1200	- BPD - Duty	
1250	- Relieved - BPD	
1700	- Duty - BPD	
1750	- Relieved - BPD	
1750	Assumed duty	
1930	No business	

May Byers
(Exec.)

I certify that I have read and understand Administrative Memo #3, dtd 21 March 1947.

1. William R Fuller
2. B P Daniels

(Adm. #4 - 9 May 47)

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DUTY OFFICER'S LOG

DATE

OFFICER'S NAME

TIME	BUSINESS	ACTION TAKEN

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SRS - GHQ - SCAP

DUTY OFFICER'S LOG

DATE 25 September 1947 DUTY PERSONNEL Adele Kupchik
C. FLORES

TIME	BUSINESS	ACTION TAKEN
1200	Assumed Duty	
1300	Relieved of Duty	
1700	Assumed Duty	
1815	Relieved of Duty	
1815	Assumed Duties	
1845	Mr. Auster Returned to Work.	
1930	Departed. Left Elec. Key with Auster.	

(Exec.)

I certify that I have read and understand Administrative Memo #3, dtd 21 March 1947.

1. Adele Kupchik
2. C. Flores

(Adm. #4 - 9 May 47)

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

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DUTY OFFICER'S LOG

DATE OFFICER'S NAME

TIME	BUSINESS	ACTION TAKEN

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SRS - GHQ - SCAP

DUTY OFFICER'S LOG

DATE 24 Sept 1947 DUTY PERSONNEL J.O. Yatshang. J. Hashisaki

TIME	BUSINESS	ACTION TAKEN
1230	Assumed duty	
1235	Received telephone call from Major Byers to check condition of safe.	Checked safe - Found it locked
1320	Gave Mr. Austin documents to type	
1406	Turned over documents to GHQ courier	Received documents from Courier, and placed them in drawer 4.
		Dispatched jeep on several occasions as noted in jeep log book.
1440-1500		Supervised cleaning crew
1620?		Received documents from Courier placed in drawer 4
1625	Call from Gen. Peabody's office for Col. Unger.	Left message on Col. Unger's desk.
1700	Documents from Mr Austin	Placed in drawer 4
1700-1714		Supervised Cleaning crew
1750	Relieved by Mr Hashisaki	
1750	Checked in	
1930	Checked out.	Nothing happened
	Above entries noted	Maj. Byers (Exec.)

I certify that I have read and understand Administrative Memo #3, dtd 21 March 1947.

1. Jordis O. Yatshang
2. J. Hashisaki

(Adm. #4 - 9 May 47)

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

STATISTICAL & REPORTS
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DUTY OFFICER'S LOG

DATE OFFICER'S NAME

TIME	BUSINESS	ACTION TAKEN

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SRS - GHQ - SCAP

DUTY OFFICER'S LOG

DATE

DUTY PERSONNEL Gisela Sayler / Lehman

TIME	BUSINESS	ACTION TAKEN
12:00	Assumed duty	gs
3:00	Relieved 7 duty	gs
	Mr. Hutchinson will not be in this afternoon.	
1700	Assumed Duty	gs
		supervised cleaning crew gs
1830	Relieved 7 duty	gs
1800	Began tour — Miss Sayler awaiting transportation	Checked door, windows + lights
1930	Ended.	R. Cohen
		Mary Ryers (Exec.)

I certify that I have read and understand Administrative Memo #3, dtd 21 March 1947.

1. Gisela K. Sayler
2. R. Cohen

(Adm. #4 - 9 May 47)

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

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DUTY OFFICER'S LOG

DATE OFFICER'S NAME

TIME	BUSINESS	ACTION TAKEN

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SRS - GHQ - SCAP

DUTY OFFICER'S LOG

DATE 21 Sept 1947 DUTY PERSONNEL F.R. Metcalfe, Gerry Geron

TIME	BUSINESS	ACTION TAKEN
1200	No action taken	
1300	Relieved	
1700		Supervised cleaning crews
1755		
1800	No action	Metcalfe
1930		

Maj. Gen. (Exec.)

I certify that I have read and understand Administrative Memo #3, dtd 21 March 1947.

1. F.R. Metcalfe
2. Gerrit C. Geron

(Adm. #4 - 9 May 47)

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DUTY OFFICER'S LOG

DATE OFFICER'S NAME

TIME	BUSINESS	ACTION TAKEN

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DUTY OFFICER'S LOG

DATE 21 SEPT 47

DUTY PERSONNEL CAPT TMD Hicks
Sophie Greenberg

TIME	BUSINESS	ACTION TAKEN
0800	Assumed duty	
1230	Relieved by Miss Greenberg	
1230	Assumed duty SG	
1400.	Memorandum on Corrected Schedule for Congressional Party and Daily Bulletin from CG, USAFIK, received	Material unclassified, left on Major Byer's desk.
1330	Cleaners came	supervised their work.
1800	Relieved by Mr	Mohan.
1930	Tour ended	Routine

Maj Byers
(Exec.)

I certify that I have read and understand Administrative Memo #3, dtd 21 March 1947.

1. Thos D Hicks Capt
2. A. R. Mohan

(Adm. #4 - 9 May 47)

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DATE OFFICER'S NAME

TIME	BUSINESS	ACTION TAKEN

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DUTY OFFICER'S LOG

DATE 20 Sept. 1947

DUTY PERSONNEL L. H. BATTISTINI
Guy P. Webb

TIME	BUSINESS	ACTION TAKEN
Assumed Duty - 1230.		
Relieved of Duty - 1800		
Assumed duty 1800 —		
Checked out 1930 — GPW		

Wm Byers (Exec.)

I certify that I have read and understand Administrative Memo #3, dtd 21 March 1947.

1. Laurence H. Battistini
2. Guy P. Webb

(Adm. #4 - 9 May 47)

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DATE

OFFICER'S NAME

TIME	BUSINESS	ACTION TAKEN

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DUTY OFFICER'S LOG

DATE 19 Sept. 47 DUTY PERSONNEL P. Mulroy / R. McDonald

TIME	BUSINESS	ACTION TAKEN
1700	Assumed duty. Supervised cleaning crew.	
1800	Secured. Relieved by Mr. MacDonald	
1800	assumed duty	
1930	Departed	

Max Byers (Exec.)

I certify that I have read and understand Administrative Memo #3, dtd 21 March 1947.

1. Pat Mulroy
2. R. McDonald

(Adm. #4 - 9 May 47)

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DUTY OFFICER'S LOG

DATE OFFICER'S NAME

TIME	BUSINESS	ACTION TAKEN

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DUTY OFFICER'S LOG

DATE 18 Sept. 1947 DUTY PERSONNEL Pickett / Colton

TIME	BUSINESS	ACTION TAKEN
1700	Began tour	Supervised cleaning —
1800	Relieved	Charles M. Pickett
1800	Began tour	Checked door, windows + files
1820	Lights went out	Checked with custodian — Broken power cable
1900	Location of key to exec. office	Finally discovered key behind large package on table near safe Should be watched more carefully —
1930	~~Proc~~ Negative	Locked offices C. Colton
	Above entries noted.	Max Byers (Exec.)

I certify that I have read and understand Administrative Memo #3, dtd 21 March 1947.

1. Chas. Pickett
2. C. Colton

(Adm. #4 - 9 May 47)

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DUTY OFFICER'S LOG

DATE

OFFICER'S NAME

TIME	BUSINESS	ACTION TAKEN

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DUTY OFFICER'S LOG

DATE September 17 DUTY PERSONNEL Rosalie Stanek

TIME	BUSINESS	ACTION TAKEN
1230	Assumed duty	
1345	Received papers from courier and signed for them. Put these in cabinet # 4 and locked.	
1430	Call from Office of Chief of Staff regarding paper on allocation of division of responsibilities under FEC. Referred to Mr. Hutchinson who told Sgt. to call back in the morning.	
1645	Call for Colonel Unger from General Fox. Tried to reach Colonel Unger at Imperial but not in. Returned General Fox's call and he requested Colonel Unger phone him at 9 at 26-6066.	
1800	Relieved by Mr. Habel	
1800	assumed duty	
1930	Closed Office	
	Above entries noted	May Ryan (Exec.)

I certify that I have read and understand Administrative Memo #3, dtd 21 March 1947.

1. Rosalie Stanek
2. M. E. Habel

(Adm. #4 - 9 May 47)

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DUTY OFFICER'S LOG

DATE OFFICER'S NAME

TIME	BUSINESS	ACTION TAKEN

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DUTY OFFICER'S LOG

DATE

DUTY PERSONNEL J. Powell
K. Acomb

TIME	BUSINESS	ACTION TAKEN
1700	Assumed duty	
1805	Relieved by McAtee	
1800	assumed duties,	checked doors, turned
	out lights.	
1930	Ended duties	
		K Acomb
		Max Byer (Exec.)

I certify that I have read and understand Administrative Memo #3, dtd 21 March 1947.

1. _____

2. K. Acomb

(Adm. #4 - 9 May 47)

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DUTY OFFICER'S LOG

DATE OFFICER'S NAME

TIME	BUSINESS	ACTION TAKEN

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DUTY OFFICER'S LOG

DATE 15 Sept 47

DUTY PERSONNEL Gonzales
Ono

TIME	BUSINESS	ACTION TAKEN
1200	Assumed duty	
1245	Relieved by Major Byers.	None
1700	Assumed duties. accompanied cleaning crews. Ono relieved me after I called him.	
1800	Duty terminated	No business.
1800	Assumed duty	
1930	Duty terminated	No business.

Maj Byers
(Exec.)

I certify that I have read and understand Administrative Memo #3, dtd 21 March 1947.

1. Jack Gonzales
2. _____

(Adm. #4 - 9 May 47)

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DUTY OFFICER'S LOG

DATE OFFICER'S NAME

TIME	BUSINESS	ACTION TAKEN

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DUTY OFFICER'S LOG

DATE

DUTY PERSONNEL C A Bush
M. D. Lingel

TIME	BUSINESS	ACTION TAKEN
0935	Restricted radio rec'd. A-G.	Placed in 4th drawer with other documents
1030	Removed Historical Monograph (Restricted) from A-G. bar in Adm. to permit Jap. cleaning.	Placed in 4th drawer.
1230	assumed duty MDL	
1345	Rec'd material from A-G courier	Placed in fourth drawer with other documents
1900	Relieved of duty by Mr Bush MDL	
1800	Came on duty	
1930	departed — negative report	

C A Bush

Above entries noted

(Exec.)

I certify that I have read and understand Administrative Memo #3, dtd 21 March 1947.

1. Margaret D Lingel
2. C A Bush

(Adm. #4 - 9 May 47)

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DUTY OFFICER'S LOG

DATE OFFICER'S NAME

TIME	BUSINESS	ACTION TAKEN

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DUTY OFFICER'S LOG

DATE

13 Sept 47

DUTY PERSONNEL C S Erickson
Darell G Thompson

TIME	BUSINESS	ACTION TAKEN
1230	Reported for duty	
1800	Relieved	C S Erickson
1800	Began hour of duty	
1930	Completed tour.	D. G. Thompson
		Maj. Byers (Exec.)

I certify that I have read and understand Administrative Memo #3, dtd 21 March 1947.

1. C S Erickson
2. Darell G Thompson

(Adm. #4 - 9 May 47)

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DUTY OFFICER'S LOG

DATE OFFICER'S NAME

TIME	BUSINESS	ACTION TAKEN

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SRS - GHQ - SCAP

DUTY OFFICER'S LOG

DATE 12 September 1947 DUTY PERSONNEL Susan Tsuyuki / Eddie S. Okizaki

TIME	BUSINESS	ACTION TAKEN
1700	Clean-up crew	Kempei-tai
1800	Rel'nd of duty	
		Su-san Tsuyuki
1800	Begin duty	
	No business	
1930	Checked-doors windows locked-up	
		Eddie S. Okizaki
		(Exec.)

I certify that I have read and understand Administrative Memo #3, dtd 21 March 1947.

1. Su-san Tsuyuki
2. Eddie S. Okizaki

(Adm. #4 - 9 May 47)

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DUTY OFFICER'S LOG

DATE OFFICER'S NAME

TIME	BUSINESS	ACTION TAKEN

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SRS - GHQ - SCAP

DUTY OFFICER'S LOG

DATE 11 Sept. 47 DUTY PERSONNEL Esther E Bachofer
WR Spur

TIME	BUSINESS	ACTION TAKEN
1200	Assumed duty.	
1300	Relieved of duty	
1700	Assumed duty	
1800	Relieved of duty	
1800	Assumed duty	
1930	Went off duty. No higher calls or other business	WRS
		(Exec.)

I certify that I have read and understand Administrative Memo #3, dtd 21 March 1947.

1. Esther E Bachofer
2. William R Spur

(Adm. #4 - 9 May 47)

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DUTY OFFICER'S LOG

DATE OFFICER'S NAME

TIME	BUSINESS	ACTION TAKEN

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DUTY OFFICER'S LOG

DATE 10 Sept. 1947 DUTY PERSONNEL Thelma B Myers
E. Flores

TIME	BUSINESS	ACTION TAKEN
1300	Relieved D.C. Johnson, Section jeep Sgt Ford at 1440 official business to Dai Iti - 30 minutes.	
1800	Relieved by Mr. Flores	
1800	Assumed Duties	
1930	Departed E. Flores	

Mai Byers (Exec.)

I certify that I have read and understand Administrative Memo #3, dtd 21 March 1947.

1. Thelma B Myers
2. E. Flores

(Adm. #4 - 9 May 47)

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DATE OFFICER'S NAME

TIME	BUSINESS	ACTION TAKEN

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DUTY OFFICER'S LOG

DATE 9 Sept - 1947 DUTY PERSONNEL DORIS GLAZIER
KENT ACOMB

TIME	BUSINESS	ACTION TAKEN
1700-1800		
1800	assumed duties, checked doors & windows.	
1930	Left duties.	
		Kent.
		(Exec.)

I certify that I have read and understand Administrative Memo #3, dtd 21 March 1947.

1. Doris Glazier
2. Kent Acomb

(Adm. #4 - 9 May 47)

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DATE OFFICER'S NAME

TIME	BUSINESS	ACTION TAKEN

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DUTY OFFICERS LOG TEMPORARY

Frear
Akamine

8 Sept 1947

Time		Action Taken
1200	Assumed duty	No action
1300	Releived by Maj. Byers	
1700	Assumed duty	No unusual action
1800	Releived by Mr. Akamine	Lucas & Pruett & Kesler working
1800	Reported for duty	
1810	Checked all doors + windows.	
1845	Lucas, Pruett + Kesler left office.	No business
1930	Diepartted	

K. Akamine

Barry Frear.
K. Akamine

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MISS LOIS P. ASHE

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

Date 22 April 1947

On termination of my present agreement, which is 25 August 1946 I desire to:

✓ *1. Return to the United States permanently.

*2. Take vacation leave and return for one year if my services are needed by this Section.

*3. Remain indefinitely if my services are needed and agree to notify my Section Chief by the 10th, 4 months in advance of the month I would like to leave.

* Check one of the above.

Lois P. Ashe
Signature

12 Aug 47

Terminate as soon as possible after 25 Aug 47.

(Rf.

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

SRS - GHQ - SCAP

DUTY OFFICER'S LOG

DATE 8 Sep. 47

DUTY PERSONNEL FREAR
AKAMINE

TIME	BUSINESS	ACTION TAKEN
1200	Assumed duty	
1300	Relieved by Maj Byers.	no action

Maj. Byers
(Exec.)

I certify that I have read and understand Administrative Memo #3, dtd 21 March 1947.

1. B. Frear.
2.

(Adm. #4 - 9 May 47)

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DUTY OFFICER'S LOG

DATE OFFICER'S NAME

TIME	BUSINESS	ACTION TAKEN

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DUTY OFFICER'S LOG

DATE 7 Sep 47 DUTY PERSONNEL A.I. Johnson

TIME	BUSINESS	ACTION TAKEN
1230	Duty	
1400	AG MSGR	Received material
1620	AG MSGR	Signed for 2 radios
1730		Locked incoming material in Adm. File Cabinet
1800	end of duty	A. I. Johnson
1800	DUTY	
1930	END OF DUTY	G. Cleo.

(Exec.)

I certify that I have read and understand Administrative Memo #3, dtd 21 March 1947.

1. A. I. Johnson

2. _____

(Adm. #4 - 9 May 47)

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DATE OFFICER'S NAME

TIME	BUSINESS	ACTION TAKEN

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DUTY OFFICER'S LOG

DATE 6 SEP 1947

DUTY PERSONNEL _____
Irene Cook
F.R. Metzund

TIME	BUSINESS	ACTION TAKEN
1230 1345	DUTY AG MSGR	DISPATCHED + REC'D. MATERIAL
1625	CIC OFFICER CALLED FOR INFORMATION ABOUT MR. SHATTUCK. PREFERRED TO TALK WITH MAJ BYERS OR J. PRUEH	GAVE CIC OFFICER TEL #'s. 46 - 3015 - 255 A - MAJ. BYERS 26 - 8187 - 211 J. PRUETT
1625	AG MSGR	SIGNED FOR 3 RADIOS REC'D OTHER MATERIAL
1800	END OF DUTY Irene J. Cook	
1930	End of Duty	F.R. Metzund

May Byers
(Exec.)

I certify that I have read and understand Administrative Memo #3, dtd 21 March 1947.

1. _____
2. Irene Cook
F.R. Metzund

(Adm. #4 - 9 May 47)

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DATE OFFICER'S NAME

TIME	BUSINESS	ACTION TAKEN

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DUTY OFFICER'S LOG

DATE 5 Sept. 1947 DUTY PERSONNEL Eddie S. Okizaki

TIME	BUSINESS	ACTION TAKEN
1700-1800	None	G. Rolker
1800	Begin Duty Administrative Office Capt. Hicks & Miss Gonzales working No other business	
1930	Closed up	Eddie S. Okizaki
		Mai Byers (Exec.)

I certify that I have read and understand Administrative Memo #3, dtd 21 March 1947.

1. G. Rolker
2. Eddie S. Okizaki

(Adm. #4 - 9 May 47)

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DATE OFFICER'S NAME

TIME	BUSINESS	ACTION TAKEN

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DUTY OFFICER'S LOG

DATE 4 September 47. DUTY PERSONNEL M E Habel
Betty Williams

TIME	BUSINESS	ACTION TAKEN
1200		
1300		
1700	Assumed duty. Supervised cleaning chems. Locked doors & windows.	
1800	Relieved by Mr. Habel.	Betty Williams.
1800	Assumed duty.	M E Habel
1930	Locked Doors	

(Exec.)

I certify that I have read and understand Administrative Memo #3, dtd 21 March 1947.

1. M E Habel.
2. Betty Williams.

(Adm. #4 - 9 May 47)

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DATE OFFICER'S NAME

TIME	BUSINESS	ACTION TAKEN

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DUTY OFFICER'S LOG

DATE 3 September 47 DUTY PERSONNEL McDonald / C S Brucker

TIME	BUSINESS	ACTION TAKEN
1200 - 1800	None	
1800 - 1930	None	C S Brucker
		Maj Byers (Exec.)

I certify that I have read and understand Administrative Memo #3, dtd 21 March 1947.

1. McDonald
2. C S Brucker

(Adm. #4 - 9 May 47)

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DUTY OFFICER'S LOG

DATE OFFICER'S NAME

TIME	BUSINESS	ACTION TAKEN

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DUTY OFFICER'S LOG

DATE Sept. 2, 1947 DUTY PERSONNEL Louise Sydes
F. H. Battistini

TIME	BUSINESS	ACTION TAKEN
1200		
1300	Louise Sydes	
1700	Was on duty while the cleaning was being done and waited in the main office for any phone calls which might have come thru.	
1800	Louise Sydes	
Assumed duty		
1800 -		
Relieved of duty		
1930		
	F. H. Battistini	

(Exed.)

I certify that I have read and understand Administrative Memo #3, dtd 21 March 1947.

1. Louise Sydes
2. F. H. Battistini

(Adm. #4 - 9 May 47)

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DUTY OFFICER'S LOG

DATE OFFICER'S NAME

TIME	BUSINESS	ACTION TAKEN

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DUTY OFFICER'S LOG

DATE

1 Sept 47

DUTY PERSONNEL Capt Tom Hicks

Sgt. James A. Ford

TIME	BUSINESS	ACTION TAKEN
0755	Assumed duty	
1110	Phone call, Col Otto, SGS to Capt Hicks. Message for Maj Byers concerning directive.	Capt Hicks will transmit notes to Maj Byers, personally.
1230	Relieved by Mr. Webb TMH	
1230	Assumed duty	
1800	Relieved - Sgt Ford	
1800	Stayed overtime to work. Left 2115. Locked up, every thing and turned out the lights	none
2115	none	

JAF (Exec.)

I certify that I have read and understand Administrative Memo #3, dtd 21 March 1947.

1. Tom Hicks Capt
2. Guy P. Webb
Sgt. James A. Ford

(Adm. #4 - 9 May 47)

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DUTY OFFICER'S LOG

DATE OFFICER'S NAME

TIME	BUSINESS	ACTION TAKEN

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DUTY OFFICER'S LOG

DATE 31 August 1947 DUTY PERSONNEL Emmie M. Lucas
James A. Ford, Sgt.

TIME	BUSINESS	ACTION TAKEN
1230	Draft of Korean Summation received 1430 (Confidential)	Placed in safe in Executive Office. E.M.L.
1800-1950	None Locked the safe at 1950 Turned lites out and locked up.	None
		(Exec.)

I certify that I have read and understand Administrative Memo #3, dtd 21 March 1947.

1. Emmie M. Lucas
2. Sgt. James A. Ford

(Adm. #4 - 9 May 47)

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DUTY OFFICER'S LOG

DATE OFFICER'S NAME

TIME	BUSINESS	ACTION TAKEN

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DUTY OFFICER'S LOG

30 August 1947
DATE

DUTY PERSONNEL James A. Ford, Sgt.

TIME	BUSINESS	ACTION TAKEN
1800	None	none
	Mr. Martin M. Daugherty remained after 1930 and I kept the doors to the statistical and executive officer unlocked as he said he would lock them and turn off all the lights remaining lit.	
1930		

(Exec.)

I certify that I have read and understand Administrative Memo #3, dtd 21 March 1947.

1. _____
2. Sgt. James A. Ford

(Adm. #4 - 9 May 47)

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DUTY OFFICER'S LOG

DATE OFFICER'S NAME

TIME	BUSINESS	ACTION TAKEN

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DUTY OFFICER'S LOG

DATE 29 Aug. 47

DUTY PERSONNEL Anita McGrew
A Bush

TIME	BUSINESS	ACTION TAKEN
1700	Assumed duty - Supervised cleaning crew - locked offices + windows. Miss Myers, Miss Sydes, Miss Kesler working in their offices.	
1800	Relieved by Mr. Bush, departed	
1800	Resumed duty	
1930	Left — Mr Daugherty remained.	
	A Bush	
		Mai Byers (Exec.)

I certify that I have read and understand Administrative Memo #3, dtd 21 March 1947.

1. Anita McGrew
2. A Bush

(Adm. #4 - 9 May 47)

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DUTY OFFICER'S LOG

DATE OFFICER'S NAME

TIME	BUSINESS	ACTION TAKEN

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SRS - GHQ - SCAP

DUTY OFFICER'S LOG

DATE 28 August 1947 DUTY PERSONNEL Lloyd
W R Speer

TIME	BUSINESS	ACTION TAKEN
1200	Assumed duty	
1300	Relieved by Major Byers	None — G.L.L.
1700	Assumed duty — Supervised cleaning Mess —	
1800	Relieved by W. R. Speer	None — G.L.L.
1800	Assumed duty.	
1930	Took off - Radio trouble	W.R.S.

Maj. Byers
(Exec.)

I certify that I have read and understand Administrative Memo #3, dtd 21 March 1947.

1. Grace L. Lloyd
2. William R. Speer

(Adm. #4 - 9 May 47)

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

STATISTICAL & REPORTS
SECTION

DUTY OFFICER'S LOG

DATE OFFICER'S NAME

TIME	BUSINESS	ACTION TAKEN

SRS Form No. 1 (Not to be used outside of SRS)

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DUTY OFFICER'S LOG

DATE 27 August

DUTY PERSONNEL Alan Mohan
Joseph Hashisaki

TIME	BUSINESS	ACTION TAKEN
1230	Tour begun.	
1330	Major Hobson called for Colonel Unger.	
1345	AG courier.	
1600	AG courier	
1700	Supervised cleaning.	
1800	Relieved by Mr. Hashisaki	
		Alan Mohan
1800	Reported for duty	
1900	Light went out. locked up.	

(Exec.)

I certify that I have read and understand Administrative Memo #3, dtd 21 March 1947.

1. Joseph Hashisaki
2.

(Adm. #4 - 9 May 47)

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STATISTICAL & REPORTS
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DUTY OFFICER'S LOG

DATE 26 August 1947 DUTY PERSONNEL Donna Fiske / Harold G. Thompson

TIME	BUSINESS	ACTION TAKEN
1200-1300	—	—
1700-1800	—	—
1800	Began tour of Duty	
		No action
1930	Finished tour	
		D.G.D.

(Exec.)

I certify that I have read and understand Administrative Memo #3, dtd 21 March 1947.

1. Donna Fiske
2. Harold G. Thompson

(Adm. #4 - 9 May 47)

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STATISTICAL & REPORTS
SECTION

DUTY OFFICER'S LOG

DATE OFFICER'S NAME

TIME	BUSINESS	ACTION TAKEN

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DUTY OFFICER'S LOG

DATE

DUTY PERSONNEL M. C. Jaurrab
C. FLORES

25 August 1947

TIME	BUSINESS	ACTION TAKEN
1155	Reported for duty	None
1250	Secured by Maj Byers	
1655	Reported for duty	
1700	Cleaning Crew reported	
1710	Miss Lucas of Ed. Div working	
1710	Miss Myers Room 402 working	
1725	Cleaning crew departed	
1800	Miss Myers & Miss Lucas departed	
1800	Secured by Mr. C. Flores	
1800	Assumed Duties	
1810	Locked Doors & Windows	
1930	Departed C. Flores	

(Exec.) Maj Byers

I certify that I have read and understand Administrative Memo #3, dtd 21 March 1947.

1. _____

2. C. Flores

(Adm. #4 - 9 May 47)

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STATISTICAL & REPORTS
SECTION

DUTY OFFICER'S LOG

DATE

OFFICER'S NAME

TIME	BUSINESS	ACTION TAKEN

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