

No. 3365

Annexed Table No. 1

Matters entrusted to the Vice-Minister of War

1. Matters concerning the establishment, revision, and abolition of non-essential regulations.
2. Matters concerning the official tour by officials in and below the rank of SONIN in the Ministry to Japan proper, Korea, Formosa, and Saghalien.
3. Matters concerning the giving of permission to establish juridical persons, Articles of Incorporation and Articles of endowment and concerning changes in these provisions.
4. Matters concerning the ordinary budgets of the YASUKUNI Shrine and the Military Museum.
5. Matters concerning the dispatching of members of the Imperial family to the graduation exercises of the various schools of the Army.
6. Matter concerning the giving of permission to use the war relief funds. (excepting routine matters).
7. Matter concerning trips to and from various quarters in the name of the Minister with regard to personnel affairs. (excepting routine matters)
8. Matters concerning decision on the number of officer candidates in the gendarmarie and 2nd Lieutenants candidates. (including all departments) to be appointed.
9. Matters concerning the recruitment of students for various Army schools.
10. Matters concerning the assignment of officer candidate students to various units.
11. Matters concerning the determination of schools qualified for the deferment of the draft.
12. Matters concerning the request that officers be attached to schools.
13. Matters concerning special rewards to civil and military officials in and below the rank of HANNIN.

14. Matters concerning the dispatching of audit students to Imperial Universities and decisions on the subject and period of the audit.
15. Matters concerning decisions on students whose education is entrusted to the Foreign Languages School and students studying abroad.
16. Routine matters among those matters concerning conferences on the area, time, and the units participating in the maneuvers under the jurisdiction of the War Minister, Chief of the General Staff, and Inspector-General of Military Training.
17. Matters concerning decisions on the convoking of the Chiefs of Staff conference and on the scheduled daily program.
18. Routine matters pertaining to organization.
19. Routine matters among those matters concerning MANCHURIA and CHINA.
20. Matters concerning instructions to members residing abroad, students studying abroad, and persons dispatched abroad.
21. Routine matters among those matters concerning air defence.
22. Routine matters among those matters concerning safeguarding of military secrets and counter-intelligence.
23. Routine matter among those matters concerning military discipline, public morals, administrative affairs, gendarmes, and military police.
24. Routine matter among those matters concerning martial law and guard and garrison duty.
25. Routine matter among those matters concerning municipal planning.
26. Matters concerning the calling of personnel for annual reservists' training and education.
27. Matter concerning the requisitioning and maintenance of automobiles.
28. Matters concerning automobiles to be subsidized for military use. (excepting matters concerning requisitioning, use, and matters entrusted to the Chief of the Bureau of Ordnance).
29. Matters concerning entrainment.
30. Matters concerning construction work of fortresses.
31. Matters concerning the Alien Land Law.

32. Matters concerning unimportant items relating to acquisition, management, and abolition of use of State-owned property. (excepting matters entrusted to the Chief of the Bureau).
33. Matters concerning trainees in the Training Schools of the Land Survey Department.
34. Matters concerning the Fortified Zone Law and the Military Control Law UJINA Fort Area.
35. Matters concerning the Removal of Defense Works.
36. Matters concerning Requisitioning of Ships.
37. Matters concerning all duties of the War Ministry Horse Committee.
38. Matters concerning the Control and Utilization of MANCHURIAN Resources.
39. Matters concerning General Mobilization in Korea, Formosa, and colonies.
40. Matters concerning peace-time facilities relative to the General Mobilization Program.
41. Matters concerning volume of wartime requirements in connection with the General Mobilization Program.
42. Matters concerning Utilization of Foreign Resources.
43. Matters concerning Designation of Factories exempted from investigation in connection with the enforcement of the Resource Investigation Ordinance.
44. Matters concerning Enquiries re Investigation of Productive Capacity of the Army Munitions to be designated by the Premier.
45. Matters concerning Organization, Equipment, Business and Management, based on orders and laws of the Japan Steel Manufacturing Co., Ltd.
46. Matters concerning Permission, Abolition, Suspension and Transfer of enterprises in conformity with the Petroleum Industry Law.
47. Matters concerning sale and giving of weapons.
48. Matters concerning newly-making of important weapons.
49. Matters concerning applications for the adoption of weapons. (those requiring testing).
50. Matters concerning unimportant items relative to Export Permits for Weapons.

51. Matters concerning unimportant items relative to the Transfer to Foreign Countries of Weapons.
52. Matters concerning Orders at the beginning of Fiscal Years with regard to expenditure and revenue budgets.
53. Matters concerning Expenses Carried Forward.
54. Matters concerning Expenditure Statements of Accounts and Statements re Increase and Decrease of Annual Revenue.
55. Matters concerning Classifications of Expense Accounts and Disbursements.
56. Matters concerning Written Orders for Defrayed from the First Reserve Fund.
57. Matters concerning Items of Expenditure that can be filled up by the First Reserve Fund.
58. Matters concerning Accounts Supplemented by the First Reserve Fund.
59. Matters concerning General Statements of the items disbursed from the Second Reserve Fund.
60. Matters concerning sanctioning of Increases or Decreases in the Fixed Amounts for Travelling Expenses.
61. Matters concerning notifying re Authorization of Contracts to be defrayed from the National Treasury, not provided for in the Budget.
62. Matters concerning action re Suspension of Eligibility for Public Tenders.
63. Matters concerning Purchase of Home Products and Foreign Articles in conformity with the Regulations dealing with the Use of Home Products.
64. Matters concerning Loss of Cash Money in the custody of Cashiers.
65. Matters concerning Testing of Clothing, Provisions, and Tools for Subsistence.
66. Matters concerning Inspection by Commission.
67. Matters concerning Management of unimportant Land and Buildings.
68. Matters concerning Testing of Medical Supplies.
69. Matters concerning Testing and Study of Veterinary Stores and Horse-shoes.

In addition to the above, where there are fixed rules and precedents, expedient measures shall be taken

Annexed Table No. 2

Matters entrusted to the Chief of the Personnel Bureau

1. Matters concerning the appointment, dismissal (with the exception of disciplinary dismissal), and the course of action of civil, military, and nonin-rank officials and those accorded the same treatment.
2. Matters concerning the appointment, dismissal and the course of action of non-regular members of the staff and employees.
3. Matters concerning official trips of officials under nonin-rank to MANCHOUKUO and the Republic of CHINA (excluding those of special nature).
4. Matters concerning the appointment and dismissal of members of the court-martial, members of every committee of the department, commissioners and dispatched officers under nonin-rank.
5. Matters concerning the appointment and dismissal of training inspectors.
6. Matters concerning the extension of the term of service of special volunteer officers and short-term medical officers.
7. Matters concerning the promotion of field officers, company officers, and Higher Civil Service officials.
8. Matters concerning continuation of military service of reserve officers (excluding general officers).
9. Matters concerning the exemption /from military service/ of cadets, intendance cadets, and scholarship students.
10. Matters concerning the lawyers appointed by the court-martial.
11. Matters concerning officials in office holding other offices.
12. Matters concerning reservists' travelling abroad.
13. Matters concerning regular conferment of court ranks and decorations to civil and military officials.
14. Matters concerning pensions for civil and military officials.
15. Matters concerning deprivation of decorations and resignation of court ranks.

16. Matters concerning the marriage of servicemen on active duty (excluding those requiring a report to the Throne).
17. Matters concerning grant of lump sums, special money grants, allowances to arsenal workers, and allowances for death and injury to students and employees.
18. Matters concerning rewards to contributors of money and other articles.
19. Matters concerning the customary bonus to those of Higher Civil Service rank and under.
20. Matters concerning leaves of absence of soldiers and civilian employees (excluding those requiring a report to the Throne).
21. Matters concerning medals for wounded servicemen and medals for the bereaved.
22. Matters concerning the provisions for assistance to workers in the Army Arsenal.

Besides the above, routine matters of notification, replies, and inquiries concerning the execution of administrative work.

Annexed Table No. 3

Matters Entrusted to the Chief of the Military Affairs Bureau

1. Matters concerning the change of assignments, replacements, etc., of non-essential men and horses.
2. Matters concerning students whose education was entrusted to Foreign Language Schools (except matters entrusted to the Vice Minister).
3. Matters concerning audit students at the Imperial Universities (except matters entrusted to the Vice-Minister).
4. Matters concerning those present at each conference such as Division Commanders, Chiefs of Staffs, etc.,
5. Matters concerning conferences and orders for the participation in maneuvers, of units and personnels under different commands.
6. Matters concerning conferences for joint maneuvers of each unit and air force units.

7. Matters concerning the order for special arms (special) maneuver and the memorandum of the outline of the special air force maneuver plan.
8. Matters concerning the notification of participants in the instructional tour of the general staff and the staff exercise and the dispatching of horses.
9. Matters concerning orders for the mobilization of necessary personnel for the mobilization staff (communication, line of communications and railway), necessary personnel for railway headquarters, code personnels, etc.
10. Matters concerning the granting of permission to officers serving in government offices and schools to participate in maneuvers held by the Army.
11. Matters concerning the permission of air navigation training between JAPAN and MANCHUKUO.
12. Routine matters among those concerning the execution of maneuvers outside of the territory of Japan.
13. Matters concerning the application of all maneuver expenditures. (Except matters entrusted to the Vice-Minister)
14. Matters concerning ordinary expenditures of resident officers in foreign countries.
15. Matters concerning the frequenting of Army or Naval Forces, government offices, schools, arsenals and private munition factories by foreigners.
16. Matters concerning students sent abroad who are connected with the Army.
17. Routine matters among those concerning Manchuria and China.
18. Routine matters among those concerning peace time facilities in relation to the general mobilization plan.
19. Routine matters among those concerning the amount of war-time demands from the standpoint of the general mobilization plan.
20. Routine matters concerning the guidance of public opinion at home and abroad.
21. Matters concerning the popularization of the idea of national defence and routine business.
22. Matters concerning the control of newspapers, communications, etc.



23. Matters concerning the editing and publishing of newspapers.

Besides the above, routine matters of notifications, replies, and inquiries concerning the execution of administrative business.

Annexed Table No. 4.

Matters Entrusted to the Chief of the Military Service Bureau

1. Routine matters among the items concerning military discipline, public morals, and administrative duty.
2. Matters concerning the detaching and return of non-commissioned officers and soldiers attached to Army Indoctrination Units.
3. Matters concerning enrollment in Army Indoctrination Units and returning to former units.
4. Matters concerning the detaching of non-commissioned officers, and soldiers, and non-commissioned officer trainees and trainees to Service Schools (flying schools excepted), Instruction Units, and Training Units; concerning admission and extraordinary withdrawal of "C" class trainees to and from the Gendarmerie School; concerning extraordinary withdrawal of trainees and students from Army Engineering Schools.
5. Matters concerning the detaching of trainees to various schools (flying schools and non-combatant branches excepted) according to ordinances.
6. Matters concerning the detaching of non-commissioned officer candidates.
7. Matters concerning allotment of trainees expected to become non-commissioned officers to each unit, and determination of their Engineering specialty.
8. Matters concerning transfer of duties for officers attached to schools.
9. Routine matters among partial changes of replacements of officer rank and under.
10. Matters concerning routine changes and cancellation of dispositions on conscription.
11. Matters concerning transfer of non-commissioned officers.

12. Routine matters among regular items concerning the Military Mobilization Plan and the Gendarmerie Increase Plan.
13. Matters of investigation and directives concerning those whose conscription has been deferred.
14. Routine matters among regular items concerning calling up reservists for specialty and general training and for yearly inspection muster.
15. Matters concerning estimated number of reservists called up for training.
16. Matters concerning conscription of those who have finished the regular periods of conscripted service.
17. Less important matters concerning replacement of personnel and horses.
18. Detailed matters concerning the commandeering of automobiles.
19. Routine matters among the items concerning protection of the secrets of military resources.
20. Routine matters among the items concerning protection of the secrets of general mobilization.
21. Routine matters among the items concerning military security and counter-intelligence.
22. Routine matters among the items concerning the Gendarmerie and the Military Police.
23. Routine matters among the items concerning martial law, guard and garrison duty.
24. Matters concerning inspection of forts and batteries.
25. Routine matters concerning construction of fortresses.
26. Matters concerning the acquisition of state properties of low value. (Except those under the jurisdiction of other bureaus).
27. Routine matters among the items concerning city planning.
28. Matters concerning quasi-lending of state properties (except those under jurisdiction of other bureaus) with a term of less than 3 years (including those slightly over 3 years).
29. Routine matters based upon the fortified zone law and the military control law in UJINA port area.

30. Routine matters among the items concerning air defense.
31. Matters concerning purchase, supply, custody, etc., for normal veterinary materials, equipments for shoeing and brushing horses.
32. Matters concerning supply and return of veterinary materials and horseshoes for units abroad.
33. Matters concerning supply, breeding, management, lending, presentation, official commendation, change of duties, inspection of horses in the regions, custody of the sold, custody and transportation of military horses and dogs.
34. Matters concerning the assignments of trainees to the Army Veterinary School and admission and withdrawal of non-commissioned officer candidates to and from the school according to ordinances.
35. Matter concerning inspection visits and traffic in the Army Veterinary School and the Army Medical Materials Depot (in respect to veterinary).
36. Matters concerning partial revision of types of veterinary materials and of equipments, for shoeing and brushing horses.
37. Matters concerning the providing of veterinary materials over the fixed amount.
38. Matters concerning revision of training course for military horses and dogs.
39. Matters concerning medical examination of military horses and other military animals.

Simple matters among the notifications, answers and inquiries concerning the execution of administrative business besides the above.

Annexed Table No. 5

Matters Entrusted to the Chief of the Mobilization Plans Bureau

1. Matters concerning various investigations on the Army Munitions Mobilization Plan and its execution.
2. Matters concerning various regular reports on the Army Munitions Mobilization Plan and its execution.
3. Routine matters among items concerning the mobilization of goods and material.

4. Matters concerning regular reports in accordance with the Munitions Investigation Ordinance.
5. Matters concerning decisions on "A" class allowances granted for accidents and death, in accordance with the Rules relative to the application of the Army Fraternal Association Regulations.
6. Matters concerning the distribution to each office of a part of the assets in the custody of the Chief of the Mobilization Plans Bureau in accordance with the Rules relative to the application of the Army Fraternal Association Regulations.
7. Matters concerning committeemen to operate the Army Fraternal Association's property.
8. Matters concerning the operation of the Army Engineering Works Regulations.
9. Matters concerning invoices of resources investigation.
10. Matters concerning various investigations on guidance, support, and supervision of the munitions industry.
11. Matters concerning the granting of bounties for the investigation of the munitions industry.
12. Matters concerning the carrying-out of the construction of private railways.
13. Matters concerning use of railway passes.
14. Matters concerning requests for investigation of the prospects of steamship service.
15. Matters concerning taking passage in Army liners and concerning transportation by Army liners.
16. Matters concerning permission to take passage aboard ships engaged in special duty.
17. Matters concerning calls of foreign vessels at our country.
18. Matters concerning disposition of steamships under control of the Transportation Department.
19. Matters concerning details of the authorized quantity list of auxiliary materials for transportation of troops.
20. Matters concerning custody, manufacture, purchase, repair, disposition of salvaged material, change of custody, loaning, and partial revision (amendment) of the regulations, pertaining to materials for transportation of troops and facilities for marine transportation (excepting those under the control of other bureaus).

21. Matters concerning liaison between the Ministry of Commerce and industry and the War Ministry as regards application of the Automobile Manufacturing Law.
22. Matters concerning the delegated command for communications by fixed radics.
23. Matters concerning permission to install wireless equipment for private and official use.
24. Matters concerning officials of the Communications Ministry.
25. Matters concerning supply, breeding, custody, donation, and transportation, of carrier-pigeons.

Besides the above, routine matters of notification, replies, and inquiries concerning the execution of administrative work.

Annexed Table No. 6

Matters Entrusted to the Chief of the Intendance Bureau

1. Matters concerning the approval of the disbursement made either before or after the fiscal year.
2. Matters concerning the refund of over paid revenues.
3. Matters concerning the establishment of Revenue and Expenditure Items.
4. Matters concerning the reestablishment of the Disbursement Budget and the Detailed Disbursement Budget.
5. Routine matters among the matters concerning the increase, decrease and diversion of appropriations in the Budget.
6. Matters concerning the payment in cash for unsettled cheques.
7. Matters concerning the approval of contracts which extend to the next fiscal year.
8. Matters concerning the establishment of the amount to be given as outfit allowances to those sent abroad on official trips, and the payment of the travel expenses or outfit allowances to employees leaving for new posts.

9. Matters concerning the uses of office expenses and of expenses for necessary goods.
10. In accordance with ordinances, matters concerning the dispatch of students and pupils to the Army Intendance School and their entrance to and withdrawal from the school.
11. Matters concerning the reports on the collection of revenues and those on disbursements.
12. Matters concerning the entrance of revenues besides those from taxes into the Loan Account.
13. Matters concerning the revision of the Army Mileage Table.
14. Matters concerning the tenders by specified bidders, and free contracts.
15. Matters concerning the delivery, return, etc., of provisions, clothings and their accessories, performed in accordance with ordinances concerning reorganization etc., or established customs.
16. Matters concerning the extraordinary delivery of provisions, clothings and their accessories.
17. Matters concerning the loan of clothings and accessories.
18. Matters concerning the renewal of wartime provisions.
19. Matters concerning the establishment of routine system for provisions and clothing, and the partial revision thereof.
20. Matters concerning the inspection of Army Clothing Depot, Army Provision Depot, and the SENJU Clothing Mill.
21. Matters concerning the acquisition of land approved in accordance with the stipulation provided by Article 6 of the Regulation concerning the Handling of State-Properties under the Jurisdiction of the War Ministry.
22. Matters concerning the transfer of administration of minor state-properties.
23. Matters concerning the quasi-loans of state-properties for terms shorter than three years (including minor ones) (1) Work of an estimated cost of less than 100,000 yen; (2) in cases, where, in consideration of the conditions of the budget, a portion of a work scheduled to be carried out as a unit is carried out in advance.
28. Matters concerning the instruction on the change of plans.

Doc. No. 3218

In addition to the above, routine cases among matters concerning the notifications, answers and inquiries in connection with the execution of administrative work.

Annexed Table No. 7.

Matters Entrusted to the Chief of the Medical Bureau

1. Matters concerning the purchase, supply custody, and lease of medical materials in common use.
2. Matters concerning the supplying of medical materials to troops abroad.
3. Matters concerning supernumerary instrument fittings.
4. Matters concerning the receiving and treatment of convalescent patients.
5. Matters concerning the revision of text-books on hygiene.
6. Matters concerning the detachment of students of the Army Medical College in conformity with regulations.
7. Matters concerning the inspection or frequenting of the Army Medical College, army medical supply depots (in connection with health) and military hospitals.

In addition to the above, routine matters of notifications, replies, and inquiries concerning the execution of administrative business.

Annexed Table No. 8.

Matters Entrusted to the Chief of the Bureau of Judicial Affairs.

1. Matters concerning release on parole.
2. Matters concerning the entrusting of summons and the sending of interrogation documents by the Court.
3. Matters concerning the execution of examination to test the mastery of practical matters by probationary army judge advocates.
4. Matters concerning the giving of appointment examinations to court clerks of the Army.
5. Matters concerning the giving of examinations for the special appointment of wardens for military prisons.

Besides the above, routine matters of notification, replies, and inquiries concerning the execution of administrative business.

Annexed Table No. 9

Matters entrusted to the Senior Adjutant

1. Matters concerning the management of the Army's reports.
2. Matters concerning translation and printing.
3. Matters concerning the employment, transference, and dismissal of civilian clerks and laborers.
4. Matters concerning the memorandum of corrections of errors on Orders.
5. Matters concerning the request for passports to foreign countries and their return.
6. Matters concerning the attendance of representatives at the customary ceremonies at the Imperial Court.
7. Matters concerning the customary audience with His Majesty and visit to the sanctuary in the Imperial Palace.
8. Matters concerning visits to the Imperial Court, the Imperial Household, and the Imperial Gardens.
9. Matters concerning the management of routine matters concerning the YASUKUNI Shrine and the Military Museum.
10. Matters concerning notices of publications and registrations of copyrights.
11. Matters concerning the granting of permissions to reprint military training books and the issuance of censorship certificates.
12. Matters concerning the making, distributing, safekeeping, and approving of secret and top secret documents.
13. Matters concerning the authorization and permission of reproducing and mimeographing of, and taking excerpts from, secret and top secret documents.
14. Matters concerning the dispatching of a military aide-de-camp to His Majesty to the annual graduation exercises of various Army schools.



15. Matters concerning the Emperor's granting of prizes to honor graduates at the annual graduation exercises of various army schools.
16. Routine matters among those matters concerning the giving of permission to use the war relief funds.
17. Matters concerning donations to encourage science and technology in the army.

Besides the above, routine matters of notifications, replies, and inquiries concerning the execution of administrative business.

Annexed Table No. 10.

Matters Entrusted to the Chief of Army Ordnance Administration Headquarters.

1. Matters concerning the new manufacture, supply, exchange, lending and return of routine weapons.
2. Matters concerning the repair and salvage of weapons.
3. Unimportant items in matters concerning the investigation, study, and examination regarding weapons, ordnance materials and automobile fuel.
4. Unimportant items among matters concerning the investigation and study of military technique (except those concerning aeronautics) and science.
5. Matters concerning ammunition for use in maneuvers.
6. Matters concerning the transfer of custody of obsolete weapons, converting it into ordinary material.
7. Matters concerning materials for manufacturing weapons.
8. Matters concerning the detailed nomenclature table of weapons and classification table of weapons.
9. Matters concerning the application for adoption of weapons.
10. Matters concerning the reports on weapons.
11. Routine matters concerning the manufacture and repair of weapons and concerning automobile fuel (except items under the charge of the Fuel Section).
12. Matters concerning the establishment of routine ordnance system.

13. Matters concerning the partial revision (correction) of ordnance system.
  14. Matters concerning the purchase and new manufacture routine of weapons to be used for research (except weapons purchased from foreign countries).
  15. Routine items among matters concerning the work for equipping fortress with weapons, establishment, repair, etc., of permanent wireless /TW radio/ stations.
  16. Routine items among matters concerning the use, grant and sale of weapons (except matters concerning transfer to foreign countries or matters regarding incidents).
  17. Matters concerning the firing table, rules for the handling of weapons, explanations of weapons, and the handbook for the care of weapons.
  18. Matters concerning the price-list of weapons.
  19. Detailed matters concerning the requisition and maintenance of automobiles.
  20. Matters concerning the examination for granting the subsidies (except the examination of funds) and the admission after partial amendment, according to the Detailed Regulations Relative to the Application of the Military Automobiles Subsidization Law.
  21. Matters concerning the details of the examination of military automobiles.
  22. Routine items among matters concerning the guidance, assistance and supervision of the ordnance and automobile industries.
  23. Matters concerning visits to and traffic in the Army Technical Research Laboratory, Army Arsenal, Army Ordnance Supply Depot and civilian munitions factories connected with ordnance.
  24. Matters concerning patents and utility models.
  25. Routine items among matters concerning the enactment, revision and abrogation of regulations regarding ordnance.
  26. Matters concernin the mustering of Technical Department Military students and cadets (except Air Technical Department).
  27. Matters concerning the detachment of Technical Departments officers and men to the Schools, according to the regulations.
- In addition to the above, routine matters concerning the notifications, answers and inquiries related to the execution of administrative business.

C E R T I F I C A T E

W.D.C. NO. \_\_\_\_\_  
Defence No. 2229

Statement of Source and Authenticity

I, KOBAYASHI, Shinaji hereby certify that I am officially connected with the Japanese Government in the following capacity: member of the Archives Section, the 1st Demobilization Bureau, and that as such official I have custody of the document hereto attached consisting of 29 pages, dated May 20, 1937, and described as follows: Annex Nos. 1-10 in accordance with War Ministry Routine Duty Regulation, Article 27. I further certify that the attached record and document is an official document of the Japanese Government, and that it is part of the official archives and files of the following named ministry or department (specifying also the file number or citation, if any, or any other official designation of the regular location of the document in the archives or files): \_\_\_\_\_

Signed at TOKYO on this  
24th day of October 1947

/s/ Shinaji KOBAYASHI  
Signature of Official

Member of the Archives Sec.,  
1st Demobilization Bureau  
Official capacity.

SEAL

Witness: /s/ Haruo UMEZAWA  
/SEAL/

Statement of Official Procurement

I, Henry A. Dolan hereby certify that I am associated with the General Headquarters of the Supreme Commander for the Allied Powers, and that the above described document was obtained by me from the above signed official of the Japanese Government in the conduct of my official business.

Signed at TOKYO on this  
24th day of October 1947

/s/ Henry A. Dolan  
Name  
Investigator, Investigation  
Section, IIS.  
Official Capacity

Witness: Henry SHIMOJIMA