DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

GHQ/SCAP Records (RG 331, National Archives and Records Service)

Description of contents

(1) Box no. 2981

(2) Folder title/number: (9)
Office Memoranda

(3) Date: Feb. 1950 - Mar. 1951

(4) Subject:

Classification	Type of record
9032.2	e

(5) Item description and comment:
Kinki

(6) Reproduction: (Yes) No

(7) Film no. Sheet no.

(Compiled by *National Diet Library*)

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDS NO. [illegible]

HEADQUARTERS
KINKI CIVIL AFFAIRS REGION
APO 15

12 March 1951

MEMO TO: All Section Chiefs

1. Effective 12 March the Occupation Forces Employee Time Card will be superseded by the attached Daily Time and Attendance Report.

2. The report will be submitted to Personnel Section by 1200 hrs each day the day following the day being reported. (e.g. 12 March report will be in by 1200 hrs 13 March)

3. Addition supply will be given upon request.

FOR THE CHIEF:

Sterlin C. Moore

STERLIN C. MOORE
Major Infantry
Deputy Chief

NOTE: Time sheet for period 1 March thru 10 March will be turned in today.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDS No. [illegible]

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Civil Affairs Section
APO 500

524.23 (Feb 1951)CAS-A 5 Feb 1951

SUBJECT: Shipment of Baggage

TO: Chief, Hokkaido Civil Affairs Region, APO 309
Chief, Tohoku Civil Affairs Region, APO 547
Chief, Tokai-Hokuriku Civil AffairsRegion, APO 710
Chief, Kinki Civil Affairs Region, APO 15
Chief, Shikoku Civil Affairs Region, APO 1050
Chief, Chugoku Civil Affairs Region, APO 182
Chief, Kyushu Civil AffairsRegion, APO 1105

1. References:
a. Letter this section 524.23 (17 October 1950)CAS-A, subject: "Shipment of Baggage."

b. Letter this section 524.02 (12 December 1950)CAS-A, subject: "Shipmentof Baggage."

2. Effective this date referenced letters (par 1 above) are rescinded.

3. Requests for return to the ZI on leave or termination of employment agreement will be processed and forwarded to arrive this section not later than sixty (60) days prior to employee's estimated date of departure this command.

4. a. Official travel orders will be mailed from this section in sufficient time to permit the employee to have household and/or hold baggage inspected and crated by the local R and U and consigned direct to the 2D T Major Port, Attn: Baggage Section, APO 503, for trans-shipment to the employee's ZI address in accordance with current Army regulations and Far East Command circulars.

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

524.23 (5 Feb 1951)CAS-A, subj: Shipment of Baggage

b. Customs inspection certificate and other necessary papers will be mailed direct to the 2D T Major Port, Attn: Baggage Section, APO 503, so as to arrive prior to the arrival of household and/or hold baggage.

c. Employee will be required to check with the Outbound Baggage Section, 2D T Major Port, Yokohama, Japan, prior to departure this theater.

5. a. Household goods (authorized on termination of employment agreement only) will be shipped from employee's duty station not later than fifteen (15) days prior to estimated date of departure this theater.

b. Hold baggage will be shipped from employee's duty station not later than seven (7) days prior to estimated date of departure this theater.

6. Only in the case of an emergency leave or termination will it be necessary to cut local travel orders for employees to proceed to this section for return to the ZI.

R. A. ANDERSON
Chief, Personnel Division

DECLASSIFIED E.O. 12065 SECTION 3 NND/NARS NO.

CIE

HEADQUARTERS
KINKI CIVIL AFFAIRS REGION
APO 15 c/c Postmaster, San Francisco

MEMORANDUM

22 January 1951

TO: Section Chiefs

1 Because of the present restrictions on the budget for indigenous labor at this headquarters, it is necessary to exercise every possible economy Section chiefs will take the following action immediately:

a. Survey all indigenous personnel of the section and be prepared to justify the retention of each individual.

b. For overtime hours worked, give the individual compensatory time.

c. To economize in the use of drivers and vehicles, carefully screen all transportation requests. Make sure that all drivers are released at the earliest practicable time. Every unnecessary hour that a driver is kept on duty is a drain on the budget. Trip tickets will be checked on places visited and on time spent.

2. The users of recreation vehicles will pay the drivers at the rate of 100 yen per hour or major fraction thereof. Payment will be made to driver by the user.

3. Requests for recreational vehicles should be submitted forty-eight (48) hours in advance.

JOHN U. AYOTTE
Colonel, Infantry
Chief

DECLASSIFIED E.O. 12065 SECTION 3 NND/NNS NS

Mr. Gibbons

HEADQUARTERS
KINKI CIVIL AFFAIRS REGION
APO 15 c/o Postmaster, San Francisco

20 January 1951

MEMORANDUM

TO: All Military and Civilian Personnel

Accidents involving Region motor vehicles are increasing. It is therefore necessary that every person to whom a vehicle is despatched - either for an official trip or for recreation - take special pains to insure that the driver exercises due caution.

Responsibility for the avoidance of accidents rests with the person to whom the vehicle is despatched. Knowing whether or not the driver is taking due precautions is simply a matter of commonsense, and does not necessitate that the passenger himself (or herself) be an expert driver. Incidentally, the time to caution the driver is before the accident happens and not afterwards.

The basic cause of 90% of automobile accidents is excessive speed. Authorized or posted speed limits merely set a maximum legal limit. Narrow or slippery roads, poor visibility, bad weather, heavy t raffic, congested areas, blind corners, bicycle riders, children playing on the streets are all automatic danger signals which call for reduced speed and special caution, regardless of what the authorized speed limit may be.

The drivers of our vehicles are the best we can hire, but very few of them can be depended on to use 100% good judgment. Therefore, I repeat that it is the responsibility of the person to whom the vehicle is despatched to supervise the operation and to interfere promptly when the driver is manifestly taking unnecessary chances.

Should an accident occur notify this headquarters immediately. Local Japanese police should also be notified. All accidents must be investigated. Obtain all the facts you can at the scene of the accident.

John U. Ayotte

JOHN U. AYOTTE
Colonel, Infantry
Chief

DECLASSIFIED E.O. 12065 SECTION 3 402/NNBS NO: [illegible]

HEADQUARTERS
KINKI CIVIL AFFAIRS REGION
APO 15

16 January 1951

MEMO TO: ALL DACS

The following paragraphs are for your information, from the Daily Bulletin, Hq, Hq & Sv Cmd, GHQ, FEC:

1. "ABSENCE DUE TO ILLNESS - DACS. Department of the Army Civilian employees are reminded that absence from duty for three or more consecutive days which is due to illness must be covered by a certificate from the attending physician. In order for the physician to be able to sign the certificate on the reverse of Form SF71 (Application for Leave) it is necessary that he see the patient each day for which sick leave is verified by him. This notice is published in view of the large number of civilian personnel who are absent for three or more consecutive days due to illness without the formality of visiting a physician, as is required, and who then expect the physicians certificate to cover their absence.

2. "STATEMENT OF INCOME TAX WITHHELD. Forms W-2 (Statement of Income Tax Withheld) will be prepared by the Finance Officer as soon as possible and will be available for distribution on or about 31 Jan 51.
Individuals, leaving this Command will be furnished Form W-2 at the time of their clearance.
Those individuals, who for cogent reasons, must obtain their statements before normal distribution is made will be furnished statements upon request. Such individuals will submit their request through their respective unit commander or section chief.
Form all others, distribution will be automatic and will be made to organization as soon as they have been completed.

DECLASSIFIED E.O. 12065 SECTION 3 NND/NNS NS

d

HEADQUARTERS
KINKI CIVIL AFFAIRS REGION
APO 15

15 January 1951

MEMOR TO ALL SECTION CHIEFS:

SUBJECT: Travel Authorization & Reimbursement Vouchers

1. Request all indigenous personnel in your section be informed to turn in their travel authorization & reimbursement vouchers to Personnel Office the morning after return from efficient field trip. Payment will be made two to three days after vouchers are turned in.

2. If money is not picked up before fourth day after vouchers are turned in, allowance due will be cancelled.

3. Too many are holding their vouchers anywhere from 7 to 14 days after return from official field trip.

4. Anyone cancelling trips are requested to return their travel authorization & reimbursement vouchers to Personnel Office.

FOR THE CHIEF:

S/ Sterlin C. Moore
T/ STERLIN C. MOORE
Major Inf
Deputy Chief

DECLASSIFIED E.O. 12065 SECTION 3 (E)(2)/NNSC NO. _____

C/E
a

HEADQUARTERS
HEADQUARTERS AND SERVICE COMMAND
GENERAL HEADQUARTERS, FAR EAST COMMAND
APO 500

9 January 1951

HC 337 (AG)

MEMORANDUM:

COMPILATION OF INSTRUCTIONS ISSUED DURING STAFF AND COMMANDERS' CONFERENCES

1. Certain instructions given by the Commanding General and other responsible officers during the weekly staff conferences at this headquarters are of a temporary nature; others are of a permanent nature and constitute policy or standing instructions of the Commanding General until duly modified or rescinded.

2. The attached compilation of instructions of a permanent nature, given during staff and commanders' conferences from 1 September 1950 to 31 December 1950 inclusive, is published for the information, guidance and compliance of all concerned.

3. It is planned to issue revisions of this compilation of instructions quarterly.

BY COMMAND OF BRIGADIER GENERAL MILBURN:

/s/ M F Noyes
/t/ M.F. NOYES
Colonel, AGC
Adjutant General

1 Incl:
Compilation Of Instructions

DISTRIBUTION:
"A"

DECLASSIFIED E.O. 12065 SECTION 3 NND/NNE NO.

COMPILATION OF INSTRUCTIONS
(From 1 Sep. 1950 to 31 Dec. 1950)

CHECKS: The cashing of bad checks by exchange outlets is becoming a serious problem. Something must be done about it. Drastic action, particularly in the case of officers, will be taken with reference to checks returned for lack of funds in the bank to cover them. Hereafter, bad check cases will be brought to my attention personally. I note some cases in the past have been due to individuals making allotments and then writing checks immediately against the allotment. Some two or three months often elapse before deposits are received from banks indicating allotments have been deposited therein. I want all concerned to be particularly watchful with regard to checking accounts and to see to it that you as officers, and the individuals under your command and jurisdiction, do not write bad checks. (Commanding General, 22 Sept 1950).

CIVILIANS: Courteous treatment of civilians is a very important matter. They may feel that they get the second best in consideration and assistance. Comparable rank with military was established to insure equitable treatment but this is not enough. I want courteous treatment of civilian stressed, and passed down to your soldiers. General MacArthur, to run the occupation smoothly and efficiently, must depend upon thousands of civilians. As the "Big Boss" he is responsible. We must help him. Commercial entrants, under existing instructions, have as much right to be here as we have. Civilians and commercial entrants, like ourselves, are members of this one community. I repeat: get this down to your people. No matter how we feel in the upper echelons, the payoff on courtesy and fair treatment is at the lower level; the private who issues furniture or the worker who repairs a stove. (Commanding General, 17 Nov 1950).

CONSERVATION: A flood of Droppage and Breakage Certificates has been received this week. The amount of such property being dropped is ridiculous showing a lack of care on the part of responsible officers. Commanders and all officers must take care of property and curtail droppage and breakage certificates. (Chief of Staff, 13 Oct 1950).

COURT-MARTIAL: a. Commanders are cautioned to notify my office when court-martial charges have been filed listing witnesses in the Pipeline. Considerable criticism occurs in the handling of these cases by delay in trying to find witnesses. We will take the action to hold Pipeline witnesses here. (Judge Advocate, 29 Sept 1950).

b. The Commanding General has delegated to the Judge Advocate the authority to excuse members from sessions of courts-martial. (Chief of Staff, 20 Oct 1950).

Inclosure to Memo, Hq, Hq & Svc Comd, file HC 337 (AG), Subject, "Compilation of Instructions Issued During Staff and Commanders' Conferences", dtd 9 Jan 51.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

COURT-MARTIAL: (Cont'd)

c. A charge sheet was received indicating that the preparing officer had read it carefully and certified same correct. The record showed the Bronze Star Medal and many other decorations since 1943. The data proved to be false since the enlisted man had never seen war service. Commanders, Section Chiefs and all officers are warned to read what they sign and to which they affix a signature. (Chief of Staff, 1 Dec 1950).

DISCIPLINE: a. A general, a colonel, and many other officers have been killed in action. Many squad and platoon leaders have also been killed. They had to assume problems of combat responsibility with some of our units at a serious time. A great deal of the blame for their deaths lies in the failure of discipline. AWOLs and uniform violations among our troops resulting in mild restrictions and other likely punishment is a contributing cause to many serious results. We must have proper leadership among officers. The North Koreans are experiencing limited success, in my personal opinion, due to Chinese-trained non-commissioned officers. Their discipline and strength have forced action against our troops. Discipline, conduct and leadership among all commanders is very important.

b. Two court cases involving short periods of AWOL have been received: One, a private first class and the other a corporal. The PFC was reduced and the corporal given a fine of two days's pay. This does not make sense! The weekly report of delinquencies indicates many non-commissioned officers being involved. It is the duty of any non-commissioned officer to see that his troops conduct themselves properly at all times. He must therefore set a good example. I stopped a soldier this morning for failure to salute. He informed me he was not wearing a hat! Commanders and all officers present should teach troops that salutes are exchanged regardless of what clothes are being worn.

c. A marriage application for an officer to marry an enlisted WAC has been received. Prestige and discipline in this command is involved. No officer can command a person one day and play on their level the next. Officers have their place and associations, but not with enlisted personnel. (Chief of Staff, 13 Oct 1950).

d. The Chief of Staff reports my policy exactly. There are certain requirements and responsibilities which cannot be neglected if proper discipline and control are to be maintained. A good officer can be friendly and considerate with troops without being intimate with them. The undesirable practice of officers having drinking, card and other informal parties with enlisted personnel must stop. (Commanding General, 13 Oct 1950).

e. A corporal, absent one day; fined $9.00 and 7 days restriction. The time and trouble drawing up the charges was wasted for he should have been reduced. Two other corporals were in "off limits" places and both are now privates. This emphasizes two important elements of command: discipline and leadership. (Chief of Staff, 10 Nov 1950)

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

DISCIPLINE: (Cont'd)

f. I have observed that very few officers report traffic violations. Reckless driving and excessive speed are serious matters, effecting the safety and well-being of us all. All officers are directed to report these violations to the Provost Marshal, and thus be helping ourselves and him. (Commanding General, 24 Nov 1950).

g. Enlisted men are still on the streets and in "off limits" places after curfew (2400 hours). This violates Circular 20 unless written authority is in their possession. Unit commanders must assure that enlisted men remain off the streets of Tokyo after 2400 hours, including those on pass. (Chief of Staff, 1 Dec 1950).

h. At Guard Mount, recently, three soldiers watching the ceremony deliberately turned their backs and walked through the building upon the sounding of "Retreat." After the last note died away, they returned to watch the show. This may seem a small item in itself, but if multiplied, it becomes dangerous, disloyal and subversive. We must continually watch for this sort of thing. Corrective action should be taken right at the time, and officers and non-commissioned officers should be continually on the lookout for this sort of thing. Soldiers should be proud of the salute, and the privilege of paying their repects during the playing of Retreat or the National Anthem. (Commanding General, 15 Dec 1950).

DISTURBANCES, LOCAL: There is at present a scarcity of troops. Commanders, as a duty, must consider ways and means to carry out measures in case of any local disturbances. Keep abreast to meet local emergencies. Commanders must constantly bear in mind and plan for local disorders and disturbances. (Chief of Staff, 8 Sept 1950).

EMPLOYEES, JAPANESE: a. During the last 5 months, 7500 Japanese Nationals were separated from employment within this command. No substantial reduction during this same period was effected. This turnover is excessive. Money is being wasted in termination bonuses and allowances being due discharged employees. An effort must be made by all employing Japanese Nationals to reduce this excessive turnover. (G-1, 29 Sept 1950).

b. The turnover mentioned shows expenditure of 4 million Yen for which no service whatsoever was realized. We recently received a request for winter overcoats for security guards. The 4 million Yen expended in bonuses and termination allowances would have more than taken care of the winter overcoat requirement. I want to stress that the reduction in turnover, and the curtailment of this useless expenditure, is most important if other requirements are to be met. (Comptroller, 29 Sept 1950).

FIRE LOSSES: The 64th Engineers EM Club was completely destroyed last night. Cause is not known at the moment, but someone was careless.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDS NO. _____

FIRE LOSSES: (Cont'd)

All must be alert for potential fire hazards and all should be warned to follow instructions and designate a person to make a final inspection at the closing of each club to ascertain that all stations and electrical circuits have been disconnected within the facilities.

FUNDS: All correspondence coming into or going out of, this headquarters pertaining to budget matters or expenditures of any sort from U.S.-appropriated or Japanese-appropriated funds, must be routed to and thru the office of the Comptroller. This must be done to keep a complete account and ascertain the exact status and condition of all appropriated funds. (Chief of Staff, 29 Sept 1950).

GLOVES: Enlisted men and officers are being observed with one or both hands in pockets. If cold enough for this practice, gloves should be worn. (Chief of Staff, 1 Dec 1950).

LEADERSHIP: I want to stress that commanders must enter the picture and, by their own example, assert leadership. You as commissioned officers cannot violate instructions when you are supposed to provide leadership to your men. If NCO's violate instructions, they shouldn't be NCO's. Evidence shows NCO's are not discharging responsibilities and not enforcing orders. The fault may lie, in a small measure at least, with the example of leadership which is, or is not, set by commanders and other officers. If instructions and regulations are wrong, we must rescind them. While they are in effect, however, they must be enforced by officers, non-commissioned officers, and all others in authority. (Commanding General, 15 Sept 1950).

LINE OF DUTY: a. An opinion from the Judge Advocate General of the Army held the death and injury of several military personnel not in line of duty as a result of an automobile accident, in that the corporal driving the vehicle (who was killed) was grossly exceeding the speed limit and was thus violating a military or civil law at the time. Important benefits to his next of kin were thereby nullified. Veterans benefits are also deprived persons injured not in line of duty.

b. All commanders are directed to talk to their menpersonnally on the possibilities that injury or death may be held "not in the line of duty" if the individual involved was violating a military or civil law at the time of injury or death. A very serious matter with most important consequence to the families of individuals concerned. A talk to your men would have more effect than publishing such information and posting on bulletin boards. (Commanding General, 29 Sept 1950).

MARRIAGE: a. Many applications for marriage to Japanese women have been received. I am disturbed by the indorsements of unit commanders thereon. You and I as commanders must protect these men. We must look forward 10 or more years to ascertain if both parties will be happy in

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

MARRIAGE: a. (Cont'd)

their community. As a general policy, marriages to Japanese Nationals should be discouraged. (Commanding General, 3 Nov 1950).

b. My previous remarks on marriages to Japanese girls were not intended to apply to Nisei soldiers. Much more chance for success in their marriage exists because of similar social and religious background. I have an application from a DAC who desires to marry a Japanese girl: Divorced, but has 2 sons living. I must consider may things before I approve this request. Will his proposed marriage interfere with the support and welfare of the two children? This man has a moral responsibility which must not be taken lightly. We commanders must take all elements into consideration before approving such applications. (Commanding General, 10 Nov 1950).

MISSION OF THE COMMAND: a. We have an important mission, that of serving this Command, serving individuals therein, and serving units assigned and attached thereto. In addition to this, we have an equally important mission of serving the "community." If we must give personnel and equipment to combat organizations, that naturally comes first. I want you to do the best you can with what you have. Our particular job is to serve.

b. A very important operation is now taking place in Korea in which part of this command is participating. At the present time, combat operation is all important. Everything else we do is incidental and support of combat operations are priority No. 1.

c. Sometime ago I mentioned the matter of service, and the manner in which it is given. I wrote and distributed a memorandum "Service with a Smile." The results have been most gratifying. I hear from many different and varied sources that members of this command have gone out of their way to do what they can for people within this community. Kondo Warehouse is a good example. There are many more examples all over the area. I wish to repeat: the response is gratifying. I wish you all a Happy New Year. I hope the New Year will bring each of you a realization of your hopes, good health, happiness and of course, peace of mind. (Commanding General, 29 Dec 1950).

ORDERS: A great many orders and instructions are being incorporated in many publications throughout the Army, the FEC, and within this command. They are being published for one purpose: i.e., to be adequately enforced. There are two things to remember: (1) Issuance and distribution of instructions. This is not the end but the beginning; (2) Execution and enforcement of orders. That is the important thing and should be continually followed up. (Commanding General, 29 Sept 1950).

DECLASSIFIED E.O. 12065 SECTION 3 NND/MMS NO.

PERMITS, OPERATORS: Suspension of motor vehicle operators permits is a prerogative of the Commanding General. Some unit commanders have been suspending permits as a disciplinary measure. This is not authorized. (Judge Advocate, 29 Sept 1950).

PERSONNEL: a. Section Chiefs have been contacted by sources outside this headquarters requesting officers by name. Policy requires such requests be submitted through channels to this headquarters which should merely state the MOS desired, and not names. (G-1, 1 Sept 1950).

b. Recently an officer of this command went all the way to Korea and back without any one having knowledge of his journey, at least in this headquarters. Officers are cautioned to clear with G-1 and the Adjutant General before they leave this command for any purpose. We must have a record, or the officer may be carried as AWOL. (Chief of Staff, 29 Dec 1950).

POLICE: Policing in and around building areas is not being properly performed. Residents of dependent housing must police their own areas. Orders and instructions are useless unless carried out. More attention must be given to policing buildings and areas within the command. (Commanding General, 29 Sept 1950).

PREPAREDNESS: These are serious times. There is no need of undue excitement or fear. We must, however, be fully prepared for any emergency. We must know what to do and how we are to do it. Keep in the best physical condition. Every member of this command is potentially a combat soldier. This is not a place of rest and ease, and all should be cautioned to be ready. Keep alert, alive, and prepared. (Commanding General, 8 Dec 1950).

PROCEEDINGS OF BOARDS: A recent proceeding was received containing 130 pages of testimony; 100 pages at least had no bearing whatsoever on the case. Presidents of Boards and officers here are warned to cut out all unnecessary testimony and irrelevant material in proceedings. The time spent by officers on the Board who are required to hear the testimony, the labor spent transcribing same, stationery and office supplies to complete the record, and the time of staff officers who must read the record, is wasted when material not necessary to the issue is included. (Judge Advocate, 22 Sept 1950).

PROCUREMENT RECEIPTS: Considerable difficulty is being experienced in the processing of procurement receipts, due to carelessness in preparation. Receiving officers should check for accuracies and initial all corrections. Payment will be expedited by proper accomplishment of these receipts. (Comptroller, 3 Nov 1950).

DECLASSIFIED E.O. 12065 SECTION 3 (E)/NNSC NO. _____

PROMOTION POLICY: Many promotion recommendations are being received for enlisted men on whose records appear venereal disease cases, willful disobedience of orders, "off limits" violations, and many other derelictions of duty. If these black marks on records appear, and a reasonable time has not elapsed since commission of offenses, recommendations will be turned down. Commanders and section chiefs should check the conduct of the soldiers. If these men are to be promoted to leadership position, they must have clearly demonstrated leadership in the past. (Chief of Staff, 22 Sept 1950).

PROPERTY RESPONSIBILITY: The Commanding General has shown me an article in the Army Times on Efficiency Reports reference to property responsibilities. This remark is long overdue. The attitude has long needed correction. Officers were formerly required to buy equipment; this no longer is true. Officers are too prone to be utterly oblivious to the phrase "property conscious." They must take care of property and be personally equipped to take the field at any time. (G-4, 8 Dec 1950).

POST EXCHANGE: I am a member of the Japan Central Exchange Council. If there are problems or suggestions on the operations of the Japan Central Exchange within this area, please bring them to my attention and I will be glad to discuss them with the Exchange Council. (Commanding General, 22 Sept 1950).

SECURITY: a. I wish to comment briefly on security. In general, too many people know too many things that do not concern them. When we are involved in, and planning for, combat operations, make it a rule to mention names, places and dates only when necessary. (Commanding General, 1 Sept 1950).

b. An extremely serious case this week on security violations. So serious that an officer was confined until a decision as to disciplinary action. Leakage in this case could have caused considerable disaster. I have talked about security about three months, and I want to pass this on. It is not confined to military personnel; but applies to dependents and civilians as well.

c. I would like to mention a few items: Safe combinations must be changed every 6 months or when reassignment is consummated. There must be a definite limit on the number of people who know safe combinations. Another point is the prompt disposal of stenographic notes taken from classified material. The responsibility for destruction by burning rests with the control officer of each section and applies to destruction of stenographic notes, carbon paper used in duplicating processes and many other items of classified material not required for files. (Commanding General, 8 Sept 1950).

d. Stories on decorations for home town papers must be cleared through the PI Office. Home town papers have published such stories after the next of kin had been notified that the soldier was missing in action. All publicity must be cleared through my office. (PIO, 6 Oct 1950).

DECLASSIFIED E.O. 12065 SECTION 3 NND NO.

SECURITY: (Cont'd)

e. We have several buildings currently not in use. Doors are left open and personnel enter, read papers, smoke and drink. This sets up an ideal fire hazard. Keep vacant building securely locked. (Commanding General, 24 Nov 1950).

f. Rumors are rife in the area indicating definitely that some officer talked loosely at home with his wife or his children. The international situation, and operations incident thereto, are invariably of a highly classified nature and must never be mentioned at home or to outsiders. This is a dangerous practice and may involve the loss of life in combat. (Chief of Staff, 8 Dec 1950).

g. Serious results have obtained from the practice of giving advanced information to contractors. The contractors have a complete set of data on potential contracts when same not even completed in this headquarters. All details, specifications, and the amount of funds down to the last yen! This is a dangerous practice and can lead to disciplinary action for direct violation of procurement regulations and SCAP directives. Officers, up to and including the grade of general officer, have gotten into grave trouble giving out advanced information on contracts. (Comptroller, 22 Dec 1950).

SICK AND WOUNDED IN HOSPITAL: Many soldiers, formerly with this organization, are now hospitalized. Plenty is being done for them but the duty of former commanders, and more specifically the immediate commanders, is clear: to visit those soldiers and ascertain if further assistance is needed.

SIGNS: We have too many signs. Like orders they are useless unless enforced. Section Chiefs and commanders are directed continually to observe their respective areas for useless signs. My point is: if the sign (like an order) can't be enforced, let's pull it down. If not necessary, get rid of it. (Commanding General, 10 Nov 1950).

STAFF ACTION: a. Many papers and problems appear, prepared in such a hurry that the solution is not clear when perused by the Commanding General. Regulations not complied with, coordination with staff officers missing, the idea is half-baked and incomplete. In some cases, the basic paper was never apparently read; the grammar was atrocious and the mild approach to a solution was not workable, nor practicable. Get the entire picture, and come up with the entire solution. (Chief of Staff, 8 Dec 1950).

b. The Chief of Staff has given you some very timely tips on adequate staff procedure. We don't require a "staff study", as such, in the normal case, but the fundamental principles of a staff study should be presented in every paper. What is the problem, what are the facts or circumstances which effect the problem, what are the conclusions and the recommendations? Keep all statements brief and to the point, and be sure that the paper has been coordinated with all staff sections, or agencies involved. A brief statement at end of paper,

DECLASSIFIED E.O. 12065 SECTION 3 402/NNDS NO.

STAFF ACTION: b. (Cont'd)

indicating this coordination, is advisable. Coordinate with staff sections concerned, get a complete picture of the facts, make them, and the solution, brief and to the point. (Commanding General, 8 Dec 1950).

STAFF MEETINGS: These Staff conferences are held at 1100 hours every Friday. Several instances have arisen when officers were late or absent from these meetings. Chiefs of Sections and Unit Commanders will be present at each meeting. A representative or a substitute for you to be designated only in case of emergency.

TRAINING: a. Now that Korean operations are beginning to level off, more time should be devoted to training. Commanders must assure that subordinate officers and men are being trained in their combat duties. We may be required to take the field at any time and we must all be combat-prepared. Training is the only answer. The number excused from training has been excessive of late, and must be reduced to an absolute minimum. (Chief of Staff, 22 Sept 1950).

b. I want to stress the importance of training. It is a serious problem; 4 hours training each week is compulsory and many are not receiving it. We must make a special effort to get all personnel out for training. A new training order and schedule is being published shortly and it must be complied with. (Commanding General, 22 Sept 1950).

c. There is too much blind repetition in our training procedure. We must eliminate fundamental errors, such as position of soldier, saluting and marching. The first requirement of a good soldier is to look like one and act like one. A new training manual has just been published; commanders are directed to read this carefully. As additional material in training, staff officers are encouraged to read the new FM-101-5 on "Staff Organization and Procedure." (Commanding General, 29 Sept 1950).

d. 200 men excused from training; We cannot afford to have this many men not receiving prescribed training, which is now more important than ever, in spite of increased work loads. We must send troops out weekly. Unit commanders and section chiefs must take action to assure this. (Commanding General, 6 Oct 1950).

DECLASSIFIED E.O. 12065 SECTION 3 102, NARS NO.

C/E

OFFICE OF THE POSTAL OFFICER
APO 15

8 January 1951

Pursuant to instructions contained in Postal Memo No.1, GHQ, FEC, APO 500, dated 4 January 1951, the following is quoted for the information of all concerned. The following is effective as of this date.

Packing.--- 1. Every parcel shall be securely and substantially packed, regard being had to the nature of the contents and climatic conditions, the length of the journey, and the numerous handlings and risks of concussion to which parcels for foreign destinations are unavoidably subjected en route. Packages must be packed in canvas or similar material, double-faced corrugated cardboard boxes, solid diber boxes or cases, thick cardboard boxes, or strong wooden boxes made of lumber at least a half-inch thick or plywood of at least three plies. Ordinary pasteboard containers are wholly inadequate. While it is permissible to use heavy wrapping paper or waterproof paper as the outside covering, for instance, of a carton, it shall not be used as the only covering of the contents. Boxes with lids screwed or nailed on and bags closed by means of sewing may be used provided they conform to other conditions prescribed. (See country items appearing on pages 77 to 386 regarding special packing requirements to certain countries.)

2. ARTICLES OF CHINA, CROCKERY, OR GLASS, AND HATS, RADIOS, OR OTHER ARTICLES OF A FRAGILE OR EASILY BREAKABLE NATURE shall be packed in a strong (preferably wooden) box, strong double-faced corrugated cardboard boxes enclosed in strong wooden crates are also preferred, especially in the case of overseas destinations. There shall be a space of at least 1½ inches between the article and the top, bottom, and sides of the box. This space may be utilized with excelsior or other effective cushioning material, or, with air-cushioned corrugated riders.

3. UMBRELLAS, CANES, GOLF CLUBS, FISHING RODS OR SECTIONS THEREOF, AND SIMILAR ARTICLES shall be packed in strong boxes made of wood at least three-eighths of an inch thick and a liberal supply of cushioning material used if the handle of the article is brittle or fragile.

4. (a) ALL MAILABLE LIQUIDS AND SUBSTANCES WHICH EASILY LIQUEFY must be packed in TWO RECEPTACLES. Between the first (bottle, flask, etc.) and the second (box of metal, strong wood, strong corrugated cardboard strong fiberboard, or receptacle of equal strength) there shall be left a space to be filled with sawdust, bran, or other absorbent material in sufficient quantity to absorb all the liquid contents in the case of breakage. It is not considered that excelsior possesses the necessary absorbent quality to meet the special requirements cited for internal packing. In the case of Great Britain and Northern Ireland, Ireland, Leeward Islands, Malaya, and Windward Islands, the outer receptacle shall be of strong wood or metal.

(b) Metal containers closed with a screw-top cover must have sufficient screw threads to require at least one and one-half complete turns before the cover will come off and be provided with a washer so as to prevent possible leakage of the contents. Compression or friction top metal containers must be soldered in four different places, equally spaced.

E. FM[illegible]RLING
1st Lt., AGC
Postal Officer

DECLASSIFIED E.O. 12065 SECTION 3 102/MMB 87

C/E

DIRECTORY OF CIVIL AFFAIRS REGION COMMANDERS AND EXECUTIVE OFFICERS

20 December 1950

Hokkaido APO 309	Chief	Col John B. Switzer	Sapporo 2300
	Deputy	Lt Col John C. Wilkerson	Sapporo 2337
		Sgt Hess	Sapporo 2300
Tohoku APO 547	Chief	Col Leslie E. Toole	Sendai 2529
	Deputy	Lt Col James N. Foreman	Sendai 2731
		Sgt Fisher	Sendai 2730
Kanto APO 500	Chief	Col Julain Dayton	Tokyo 26-7157
	Deputy	Lt Col George B. Niblock	Tokyo 26-7506
		Sgt Whaley	Tokyo 26-8376
Tokai-Hokuriku APO 710	Chief	Col Carleton Coulter	Nagoya 4-6307
	Deputy	Lt Col Wilbur E. Stephenson	Nagoya 4-6313
		Mr. Hirai	Nagoya 4-6318
Kinki APO 15	Chief	Col John U. Ayotte	Lightning 776-779
	Deputy	Maj Sterlin C. Moore	Lightning
		Sgt Gordon	Lightning 776
Chugoku APO 182	Chief	Col Clark N. Bailey	Kure 22633
	Deputy	Lt Col William M. Keene	Kure 22642
		Sgt Smitherman	Kure 22576
Shikoku APO 1050	Chief	Lt Col Ernest Schechinger	Takamatsu 4100
	Deputy	Lt Col W. D. Johnston	Takamatsu 4105
		Sgt Trainor	Takamatsu 4101
Kyushu APO 1105	Chief	Col Joseph B. Burgheim	Fukuoka 36039
	Deputy	Maj T. J. Cockrell	Fukuoka 36041
		Sgt Tolman	Fukuoka 36091

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

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Civil Affairs Section
APO 500

Interviewing Japanese

1. Some time ago an officer on one of the Civil Affairs Teams made an appointment for a conference with a juvenile court judge in a certain large city. On his return from the conference, it was obvious that he was somewhat upset and when asked what had happened said something as follows: "You know, I spoke as slowly and as clearly as I could, but the judge still couldn't understand what I was saying." It was a surprise to know that this officer had sufficient knowledge of Japanese to interview an official on a fairly technical matter, but it was discovered on further discussion that he had been using not Japanese but English!

2. It is obvious that this is an occupation of interpreters. Whatever success the Occupation may have depends entirely upon the knowledge of English of the interpreters available. It must be admitted that since the beginning of the Occupation the quality of interpreters has seriously deteriorated. Because of openings with foreign firms and Japanese firms dealing with foreign clientele, many of the best interpreters formerly available to Occupation units have departed. It must also be admitted that they left not only because of possible future security but simply because Occupation units have been unable to pay attractive salaries.

3. The real function of the interpreter is to translate orally what is said in one language to another language. He has no other function. It is not a part of his job to give interpretations of what is said but merely to act as an agent for transmitting a thought as it is said. A good way to think of your interpreter is to think of him as merely your shadow and not as an active participant in the discussion which you are conducting.

4. It is probable that the average interpreter assigned to your section will be without any special knowledge in your field. It is your duty to train him. Let him spend some time reading the published materials which you have in your office. Make up a list of terms for him to learn so that he can become familiar not only with the English but the Japanese equivalents as well. If you are going to make a brief speech it is advisable to give your interpreter at least an outline of the material you intend to give. You may not have time to write out the entire speech, but an outline covering the main points will be of immeasurable assistance to him in doing a fair job. If the speech is to be both technical and long it should always be written in full and given to your interpreter in sufficient time to permit full translation.

DECLASSIFIED E.O. 12065 SECTION 3 NND/NRS NO.

5. Because of the limitations of interpreters, it is wise to use only simple language. Use that simple language in brief sentences. Occasionally when you get started on a thought it occurs to you that it is such a "gem of wisdom" that it is difficult to avoid going on for five or ten minutes without pause. Don't expect your interpreter to go back to the beginning of that long dissertation and put it into Japanese. The simpler the language the better. The briefer the statements the better. The inevitable losses of interpreting can thus be minimized.

6. The converse of the above is also true. Don't permit the Japanese to talk lengthily without a break for interpreting. As very few of the interpreters are really bilingual, they think in Japanese and transposing English to Japanese or Japanese to English is a mechanical process which limits the retention span.

7. When you take an interpreter with you outside the office, remember his function. He is not a personal attendant and may resent being used as such. You are responsible, of course, for his well-being while he is with you and a little attention to his welfare will be of extreme importance to him. Treat him as the important individual that he is and don't expect him to run around arranging your bath or your parties for you.

8. In order to keep constantly clear in your own thinking (as well as in the interpreter's and the person you are interviewing) the role of the interpreter, it is desirable to speak directly to the individual or individuals with whom you are conferring. This may make somewhat excessive demands on your attention but actually it serves in two ways. It makes clear to the individual being interviewed his responsibility for the answers he gives to you, and gives you greater control over the interview. One of the basic tenets of conducting an interview through an interpreter is never to talk to the interpreter. You talk through him but not to him. Don't start by saying "Tell him that ....." or "Ask him what ....." You do the telling and asking directly.

9. If you think your interpreter should be criticized or reprimanded for his interpreting or approach, wait until after your meeting. To do so before the Japanese interviewees may not only endanger his status but may further limit his ability to interpret for you. You can help him in the beginning by discussing with him the role you want him to assume, the manner in which you handle conferences and speeches and the limits of his attempts to evaluate yours or the interviewees' discussions. One of your suggestions should be that he use average polite speech. Interpreters have been known to use high-flown speech which, while it displays their knowledge of Japanese, is actually a form of snobbery and should be discouraged.

10. You have probably frequently encountered a situation in which long discussions take place between the interpreter and the person being interviewed. Such discussions are neither necessary nor desirable. Even though the interpreter may tell you that he does not understand clearly what the other individual is saying and consequently must question him

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

a number of times, it is important that you know what is blocking the person being interviewed. You can only be aware of the questions that person has in mind about what you have said, or the misunderstanding that he may have of your questions, by having the interpreter give you what is being said. You can then reframe your questions. It is for you to clarify your questions and not your interpreter's duty to explain what he thinks you mean. Never take for granted that because an interpreter has worked with you for a considerable period that he is able to speak for you. The burden of explanation and clarification is yours and the interviewee's, not the interpreter's. Recently the story was told of an interpreter's comments on the work of another interpreter. He would not, he said, have transmitted what was being said quite as closely because the language, either way, was not as polite as it should have been. This interpreter was culpable because he was assuming responsibility beyond his prerogative.

11. Sometimes, too, it is true that you will have to go a long way in order to get the answer you want. When the Japanese official begins with the phrase "sore wa ne" he may be beginning on the outside of a very large circle and it may take him some time to get to the center of that circle. But by being attentive and requiring that the interpreter give you what the individual is saying you will probably get a number of clues to other problems that you may have in mind. Even though the information you are getting may not be particularly pertinent to the question asked, or you think it may not be, don't openly reject it. Remember that there is considerable tension for any Japanese official being interviewed. You may be completely at ease but you are the Occupier. Much of your reaction, in his thinking, is going to depend on what he says. Remember, too, that he has very likely been subjected to interviews by other Americans not all of whom may have been as well qualified in your field as you are. Consequently, a part of his tension may be the result of his not being certain of precisely the type of technical information that you are after and can understand.

12. A good way to nullify completely a group conference or an individual interview is for you to explode into anger. If your superior "blows his top" at something you have said the tendency is for you to give him as little additional information as possible. You can only expect a Japanese to react in the same way. The same thing is to be said of open ridicule of something which a Japanese has said to you. He is just as sensitive to ridicule as you, and you cannot expect him to be as free and as frank in his discussions with you after he has been subjected to that type of treatment. If you must get angry, at least wait until you have obtained all the information you want. Even then it's probably wiser not to get angry. The Japanese have an excellent grapevine: they will have you tagged long before you have them tagged. Your general effectiveness is decreased in direct proportion to the anger and ridicule you display. This does not in anyway prohibit directness and frankness.

13. Incidentally, don't underestimate the Japanese official. He certainly is of average human intelligence and is probably better educated

DECLASSIFIED E.O. 12065 SECTION 3 (E)(1)(D) NSC LETTER

than most other Japanese. He may not know everything you do, but he will know a lot of things you don't. Underestimate him and you are trapped, control of the interview is his.

14. It is extremely disconcerting and distracting, certainly for the Japanese involved, to have you, during the period when your interpreter is speaking or they are answering, shuffle papers on your desk, speak loudly in English to other Americans who may be with you, give orders to subordinates, etc. It is not only distracting but think of it as being extremely impolite. It is true that working through an interpreter is a test of patience, but there is no other remedy for this than the development of some degree of patience on your part. There are no shortcuts to good interviewing.

15. When the Japanese is speaking hear him out. That means letting him finish whatever he is saying and permitting your interpreter to complete his shadow role. One way to lose control of an interview is to interrupt the Japanese speaker and start with a new idea while he is still answering a previous question.

16. It is recognized that some sort of record of the interview is important and that you will want to make notes during the course of the conference or interview. Don't let note-taking assume such importance that you are unable to conduct a straightforward, reasonably direct and smooth-flowing interview. Long pauses which are occasioned by writing of detailed notes break the continuity of an interview. Teach yourself to jot down only sketchy reminders during an interview - you can fill in the gaps later. The Japanese police are avid note takers and the average Japanese is on guard when he sees you do the same thing.

17. When people from the same culture discuss an idea it is quite possible in developing the idea to use the Socratic method. You cannot reasonably expect a Japanese whose background is so much different from yours to arrive, even after a long period of questioning, at a statement of the principle for which you have been aiming. Extreme care is needed in the use of this method. Better stick to using questions and answers for straight information. If you are getting at a basic principle of application, state the principle yourself - then find out whether or not he goes along.

18. Because of cultural differences, American jokes, proverbs and puns just don't appear funny, wise or clever to the Japanese. And when an interpreter, who probably also doesn't understand them, gets through with them the lack of reaction should not surprise you. Before using them in your talks, better wait until you have been in Japan long enough to learn Japanese jokes and proverbs, and the language well enough to pun.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDS NO. [illegible]

19. During your tour of duty you probably won't have very much time to study the Japanese language. It is helpful, however, to be able to pronounce personal and place names with some degree of resemblance. Generally, Japanese can be romanized into consonant-vowel combinations. It will take about one hour of your tour to learn the proper pronounciation of these combinations and the few exceptions. Your interpreter can help you.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

C
E

HEADQUARTERS
KINKI CIVIL AFFAIRS REGION
APO 25 (Osaka, Honshu)

MEMORANDUM 9 May 1950

SUBJECT: Payment to Indigenous Personnel for Expenses Incident to Travel Directed by Competent Authority

TO : All Section

1. Travel of indigenous personnel, employed by this headquarters, may be authorized in connection with performance of their specific duties and within the yen funds allocated this headquarters for such activities.

2. In order that uniformity of processing travel authorization and payment of cost incurred thereby may be insured the following procedures are effected.

a. All travel order requests will contain the name and title of indigenous personnel.

b. The attached form will be prepared by the Administrative Section upon receipt of request for orders for all temporary duty travel performed by indigenous personnel.

c. The traveler upon return to this headquarters will report to the Administrative Section with all copies of travel authorization issued him at which time the authorization will be completed and presented for payment to the Japanese Prefectural Disbursing Office.

3. The total amount of reimbursement authorized will include the following items at rates currently authorized by Japanese Government regulations.

(1) Transportation - Railway fare, passage, (actual cost 2nd class fare). In case travel is performed by Allied Forces Car, ship or other conveyance at Occupation expense, reimbursement for transportation is not authorized.

Hands
Hoshino
Iseki
Hayakawa

(2) Lodging - Per night, District A - ¥600
District B - ¥480

(3) Per diem allowances - ¥120

BY ORDER OF COLONEL O'MOHUNDRO

Sterlin C. Moore

STERLIN C. MOORE
Major Inf
Deputy Chief

DECLASSIFIED E.O. 12065 SECTION 3-402/NNBS NO: [illegible]

TRAVEL AUTHORIZATION AND REIMBURSEMENT VOUCHER

PART I
Travel Authority

Hq _____

_____ (Date)

Serial

1. Under the provisions of SCAP Ltr AG 123 (15 Apr 50)COM-B, Subject: Payments to Indigenous Personnel for Expenses Incident to Travel Directed by the Occupation Forces, 15 April 1950, the following Japanese employee will proceed from _____ to _____ for approximately _____ days in connection with _____ _____. Upon completion will return to this station:

2. The travel directed herein is necessary in the service of the Occupation Forces.

_____
(Name of Issuing Officer)

_____
(Rank and Org.)

PART II
Reimbursement Voucher

D. O. Voucher No. _____

Certified for Payment in the sum of ¥ Station Fiscal Officer By _____	The Japanese Government To: _____ (Payee) _____ (Address) _____ Employing Unit or Agency
	Paid By (For use of paying officer)

For travel expenses incident to authorized travel performed in accordance with Part I above and as itemized on reverse side of this form.

ACCOUNTING CLASSIFICATION
(For completion by administrative office)

Appropriation Symbol	Command Code	Fiscal Station No	Project Account	Object Class	Appropriation Amount
00106	4	047	415	02	¥328,000

Paid by Cash ¥ , on 19

Sign Original only _____
(Signature of Payee)

SCAP AGO FORM # 14

DECLASSIFIED E.O. 12065 SECTION 3 402/MRS NO. _____

ITEMIZED SCHEDULE OF TRAVEL AND OTHER EXPENSES

1. Date and hour of departure from official headquarters _____ (Date) (Hour)

2. Give duty status on first day of voucher period:
*Arrived at _____ on _____ 19
for temporary duty for approximate period _____.
Approximate date of return to official headquarters _____ 19 .

*If authority provided for travel to more than one point, time of arrival and departure from each should be stated in the body of the account in chronological order.

Date 19__	CHARACTER OF EXPENDITURE (To be itemized by the day and fully explained)	Sub. Vou. No.	Amount		Notations
			Subsistence	Other	Payee must not use this column

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDS NO. _____

TRAVEL AUTHORIZATION AND REIMBURSEMENT VOUCHER

PART I
Travel Authority

Hq _____

_____ _____
Serial (Date)

1. Under the provisions of SCAP Ltr AG 123 (15 Apr 50)GOM-B, Subject: Payments to Indigenous Personnel for Expenses Incident to Travel Directed by the Occupation Forces, 15 April 1950, the following Japanese employee will proceed from _____ to _____ for approximately _____ days in connection with _____. Upon completion will return to this station:

2. The travel directed herein is necessary in the service of the Occupation Forces.

_____
(Name of Issuing Officer)

_____
(Rank and Org.)

PART II
Reimbursement Voucher

P. O. Voucher No. _____

Certified for Payment in the sum of ¥ Station Fiscal Officer By _____	The Japanese Government To: _____ (Payee) _____ (Address) _____ Employing Unit or Agency	Paid by DO. STA. 036 MIZUHO NAGAI Chief Seibu Labor Management Office of Osaka (For use of paying officer)

for travel expenses incident to authorized travel performed in accordance with Part I above and as itemized on reverse side of this form.

ACCOUNTING CLASSIFICATION
(For completion by administrative office)

Appropriation Symbol	Command Code	Fiscal Station No.	Project Account	Object Class	Appropriation Amount
00106	4	047	415	02	¥328,000

Paid by Cash ¥ , on 19

Sign Original only _____
(Signature of Payee)

SCAP AGO FORM #14

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDS NO. [illegible]

SAMPLE

ITEMIZED SCHEDULE OF TRAVEL AND OTHER EXPENSES

1. Date and hour of departure from official headquarters 19 Nov 50 (date) 0800 (hour)

2. Give duty status on first day of voucher period:
*Arrived at Nara city on 19 Nov 1950
for temporary duty for approximate period 19 Nov - 21 Nov 50
Approximate date of return to official headquarters 22 Nov 1950

*If authority provided for travel to more than one point, time of arrival and departure from each should be stated in the body of the account in chronological order.

Date 1950	CHARACTER OF EXPENDITURE (To be itemized by the day and fully explained)	Sub. Vou. No.	Amount Subsistence	Amount Other	Notation Payee must not use this column
19 Nov	Hotel expense - Morikawa Hotel, Nara city		¥640.--	(B area)	
	Per diem		160.--		
20 "	Hotel expense - "	"	640.--		
	Per diem		160.--		
21 "	Hotel expense - "	"	640.--		
	Per diem		160.--		
22 "	Per diem		160.--		
		Total	¥2,560.--		

I certify that official travel was performed by the claimant as represented above, and that the amounts claimed are just the reasonable except as noted.

M. Koizumi
G. Y. Sato
Z. Hoshino
S. Mima

STERLIN C. MOORE
Major Infantry
Deputy Chief

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDS NO. [illegible]

HEADQUARTERS
KINKI CIVIL AFFAIRS REGION
APO 25 (Osaka, Honshu)

24 March 1950

MEMORANDUM:

SECTION I

Security Plan for Ishihara Building

1. All indigenous and foreign national personnel will clear the Ishihara building as soon as possible after the end of the working day and in any case not later than 1715 hours on Mondays, Tuesday, Thursdays and Fridays and 1245 hours on Wednesdays and Saturdays. If it is necessary that any of this personnel are required to work beyond the above hours the appropriate Section Chief will notify the Deputy Chief furnishing him with the names of personnel effected.

2. Two (2) civilian guards are on duty for the periods indicated and have instructions as to their respective duties. One of which requires every person entering the building after 1715 hours on weekdays, 1300 hours on Saturdays and anytime on Sundays and Holidays to register at the receptionists desk in the lobby. No indigenous or foreign national personnel will be allowed in the building during the aforesaid hours except by special permission of the Deputy Chief. The maintenance crew is an exception to this ruling.

Civilian Guard Duty Schedule:

Mon, Tues, Thurs, Fri.
1645 hrs to 0800 hrs

Wed and Sat
1200 hrs to 0800 hrs

Sundays and Holidays
24 hours a day

SECTION II

Safeguarding Classified Material

1. References.

a. AR 380-5, 15 November 1949, "Military Security - Safeguarding Military Information."

DECLASSIFIED E.O. 12065 SECTION 3 NLE/NARS Date

b. TM 30-218, October 1947, "Counter Intelligence Investigation."

c. SR 380-5-10, 20 April 1949, "Military Security - Disclosure of Classified Military Information to United States Non-military Agencies and Individuals."

2. General.

The safeguarding of classified military information is the responsibility of all military personnel and civilian employees of the Department of the Army. Selection of loyal and responsible personnel for positions of trust is a command responsibility. Section chiefs are responsible that classified military information is disclosed only to military or civilian personnel having a legitimate interest therein, and that instructions concerning the safeguarding and handling of classified documents and material published by Department of the Army, General Headquarters, Supreme Commander for the Allied Powers and Far East Command, and this headquarters, are followed by all concerned.

a. The Deputy Chief is the security officer for this headquarters and will 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.

3. Clearance of Personnel.

a. It is the responsibility of each section chief to utilize trustworthy personnel in handling confidential or higher classified material.

b. In case there is a doubt as to the integrity of an individual who is to be put into a position whereby he will come in contact with classified materials, a request for a local agency check of available files or partial background investigation should be made to the Deputy Chief.

c. Individuals found to be undesirable or untrustworthy will be eliminated by discharge or reassignment to a nonsensitive position.

4. Orientation of Personnel.

Military or civilian personnel will not be assigned to positions which require them to handle classified material until they have demonstrated familiarity with Army Regulations 380-5.

a. Personnel reporting for duty in a section will be given an orientation on the subject as part of their processing in the section.

DECLASSIFIED E.O. 11652 SECTION 3 (E)(1)(2)(3) NND 947017

b. All Section Chiefs of this headquarters will submit a certificate to the Deputy Chief, to the effect that they have read and understand the provisions of this memorandum and Army Regulations 380-5 once yearly. Certificates will be submitted prior to 1 April each year.

c. Certificates will be filed in the 201-file of each individual concerned.

5. Transmission of Documents

The transmission and custody of all material classified as Top Secret, Secret or Confidential will be covered by a receipt system, and will be transmitted from one agency or activity in accordance the following:

a. Each section will keep a register or "log" of all classified documents received or dispatched from the section.

b. A receipt will be obtained for each document transmitted.

c. Classified correspondence will be carried by messenger between sections of this headquarters whenever possible, and will be covered by a cover sheet during such transmission so that information on the face of the document cannot be read by unauthorized personnel. For this type transmission delivery will be made to the authorized representative of the section and receipt obtained at the time delivered.

d. Secret and confidential material must be registered when transmitted through postal channels, and when transmitted through other than postal channels it must be carried by a trusted messenger and will be under cover at all times, and if transmitted to an office at considerable distance should be double enveloped. When transmission is not through authorized postal channels, envelopes which do not bear the penalty indicia will be used.

e. Top secret material must be transmitted by officer courier only, and double envelope cover will be used during all such transmission, except when transmitted within a building.

6. Marking.

Classified material will be marked with one overall classification which will be as high as any component of the document or material.

a. A letter of transmittal will be graded at least as high as any of its inclosures.

b. Classified material not permenantly bound will be marked or stamped (not typed) with appropriate classification at the top and bottom of the face of each page.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

7. Safeguarding.

All classified documents are kept locked in a safe as prescribed in AR 380-5. The safe is located in the administrative section and keys are in the custody of the Deputy Chief and Chief Clerk.

BY ORDER OF COLONEL O'MOHUNDRO:

Sterlin C. Moore

STERLIN C. MOORE
Major Infantry
Deputy Chief

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

Civil Education

HEADQUARTERS
KINKI CIVIL AFFAIRS REGION
APO 25 (Osaka, Honshu)

MEMORANDUM: 20 February 1950

TO: All Sections

1. Effective 1 March 1950, procurement demands for "emergency billets", Japanese Hotels are no longer in effect.

2. Military and civilian personnel, (excluding Foreign Nationals), traveling under orders on official business will pay charges in yen for lodging at Japanese Hotels and obtain receipts (Blank forms will be obtained from Chief Clerk prior to departure on trip). All figures and signatures on such receipts must be entered in ink.

3. Advance payment is authorized under certain conditions and will require approval of the Deputy Chief at least 72 hours prior to contemplated departure on field trip. The local finance officer indicates he desires to avoid advance payment when possible.

4. Reimbursement for hotel costs incurred will be made upon presentation of hotel receipts and two (2) copies of travel order to the Finance Officer, 25th Infantry Division who will prepare a modified Standard Form 1012 for payment.

5. Reimbursement for Foreign Nationals will continue to be in accordance with Par 14, Cir 14, Hq Eighth Army, 19 February 1948. Due to the very low allowances provided in reference above, the use of Foreign Nationals requiring that they stay overnight in Japanese Hotels should be kept to a bare minimum.

6. The contents of this memorandum will be brought to the attention of all concerned.

BY ORDER OF COLONEL O'MCHUNDRO:

Sterlin C Moore
STERLIN C. MOORE
Major Inf
Deputy Chief

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO: [illegible]

COPY

GENERAL HEADQUARTERS
FAR EAST COMMAND

CHECK SHEET

(Do not remove from attached sheets)

File No: Subject: Relationship between SCAP Sections and Civil Affairs Organizations

Note No. From: CofS To: Civil Affairs Section Date: 9 January 1950

1. 1. Reference is made to G.O. #24, 29 December 1949, which established a Civil Affairs Section of this headquarters. The purpose of this check note is to provide a tentative guide covering the procedure which sections will follow in their dealings with Civil Affairs field units. As experience is gained in the use of this new organizational structure, it is expected that changes in this procedure guide will be proposed.

2. The Civil Affairs Section is, in effect, a headquarters for the Regions. The relationship of the Regions with the Chief of the Civil Affairs Section is similar to that existing between the divisions of any other SCAP section and its chief. It follows that the personnel of the Civil Affairs Section must continue to be thoroughly conversant with the activities carried on by its field units. The activities of the Civil Affairs Section will be operational in character, as opposed to policy making. The policy making responsibility of other SCAP sections in their respective fields will continue as heretofore. As a consequence, the Civil Affairs Section will have no cause for contact with Japanese Government agencies at the national level.

3. Functions of the Civil Affairs Section:

a. Provide operational direction to the Regions.
b. Maintain close liaison with appropriate SCAP section in order to be familiar with the conditions which give rise to missions assigned to field units.
c. Transmit information received from the field units to the appropriate GHQ staff sections.

4. Directives setting forth missions placed upon field units will receive the usual staff coordination, the latter henceforth to include the Civil Affairs Section. Such directives, after approval, will be finalized by the initiating section and dispatched through the AG.

5. Except under unusual circumstances, there should be no necessity for direct communication between SCAP sections and the Civil Affairs Teams in the field. Transmission of instructions, requests for reports, etc., will be accomplished through the Civil Affairs Section.

Distribution:
All SCAP Sections /s/ E. M. A.
- /t/ E. M. A. - - - - - - - - - -

COPY

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

Civil Education

GUIDE TO PREPARATION OF TRAVEL VOUCHERS AND APPLICATION FORMS #1 & #2 FOR ADVANCE PAYMENT OF ESTIMATED TRAVEL EXPENSES

****

When there is a necessity to make an advance payment of travel expenses to an Allied Forces' permanent employee ordered to make an official travel, a rough estimation of the expenses to be incurred will be submitted on attached Application Form #1, through the unit laber officer, to the prefectural laber office, five days prior to the actual date of travel. The estimated travel expenses will be advanced in conformity with this application.

Immediately upon return from an official travel where an advance payment was received, the person or persons who undertook the travel will fill in the actual expenses defrayed during the travel on attached Application Form #2 for settlement of the advance payment received against Application Form #1, to be submitted through the unit laber officer. All over-night stays at hotels or lodging placed will be substantiated by appropriate receipts issued at the place of lodging.

When a short notice is given an individual by his section chief which does not give him the required five days to submit Application Form #1 in order to receive an advance payment prior to the trip, it will not be necessary to submit the afore-mentioned form but complete Application Form #2 upon return for settlement of expenses defrayed by him on the trip. In such cases, remark on Application Form #2 that Application Form #1 was not submitted from which it will be noted that no advance was made to the individual prior to the travel.

Hotels or lodging reimbursements are based on official Government rates of 600 yen per night (inclusive of supper and breakfast but with rice furnished by the individual) for "A" Districts, namely: Kobe, Osaka and Kyoto cities, and 480 yen per night for "B" Districts covering places within the Kinki Region other than the three cities falling under "A".

Besides hotel or lodging allowances a daily allowance, depending on the distance of the travel undertaken, is paid as follows:

(1) 40 yen for a distance of over 8 kilometers but less than 50 kilo.

(2) 60 yenfor a distance of over 50 kilometers but less than 100 kilo.

(3) 120 yen for a distance in excess of 100 kilometers.

For a distance of less than 8 kilometers, an allowance of 3 yen per kilometer is paid in the event that a jeep or other U.S. Government owned or procured vehicle was not utilized as a means of transportation. If, however, the person undertaking this travel spends 5 or more hours at a destination calculated as less than 8 kilometers, he will be paid a daily allowance rate of 40 yen and the 3 yen per kilometer reimbursement will not be applied in this instance.

Street-car fares and incidentals must come out of the daily allowances.

With all travel voucher or Application Forms 1 & 2, it will be necessary to submit 2 copies of the Japanese travel report forms attached hereto.

Only in cases where over-night stays are necessitated or fares on Electric Cars or Steam Trains are over 40 yen should the Application Forms 1 & 2 be used. For short distance travels or even long distance travels by jeep where no actual expenses were defrayed the ordinary travel voucher should be used for reimbursement of

travel allowances at the same time the regular salary payment is made.

~~Foreign~~ Nationals ordered out on official travel will be furnished with ~~rail coupons and rations when Army mess facilities are not available at destination of trip. When over-night stays are necessary they will be put up at P.X.-hotels if accommodated by a GAO. Avoid having Foreign Nationals stay over-night if P.X. facilities are not available. and some other arrangements ~~suitable~~ are not feasible.~~

DECLASSIFIED E.O. 11633 SECTION 3 (E), NARS DATE

TRAVEL FORM

DATE _____

NAME _____ SECTION _____

TRAVEL TO _____

BY (CIRCLE ONE) JEEP ELECTRIC CAR STEAM TRAIN

DATE OF TRAVEL _____

LENGTH OF STAY _____

HOTEL NAME (IF OVERNIGHT)
(Receipt attached) _____

_____
AUTHORIZED BY

DECLASSIFIED E.O. 11633 SECTION 3 (E)/NNCC NO. _____

Form Number 1

Application for Advance Payment of Estimated Travelling Expenses.	
1. Name	
2. Where to go.	
3. Route	
4. Where to stay overnight.	(How many nights at hotel)
5. When to start.	(When to come back)

We herewith authorized to pay in advance the estimated travelling expenses by _____ 1949.

Labor Officer of the Unit

Form Number 2

Application for Payment of Actual Travelling Expenses	
1. Name	
2. Where to go.	
3. Route	
4. Where to stay overnight.	(How many nights at hotel)
5. When to start.	(When to come back)

We certify herewith that the above-mentioned travel on official business has been made, and request that the accounts pertaining to the advance of estimated travelling expenses made on _____ shall be settled.

Labor Officer of the Unit

所長	管理係長	給与係長	係

公用出張報告書

野田海外労務管理事務所御中　　課名　　職種　　氏名

月日	出張先府県、名	船車又は自動車の別	粁数	運賃	日当	宿泊料	用件	備考

（註意）旅費支給の正確迅速をはかるため労務課は出張報告の際、本書に記入の上直ちに提出してください。

受付年月日　　駐在員

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

Mr. Langley

EMERGENCY BILLETS

NAME OF HOTEL	ADDRESS
NARA	
Yokkatei Hotel	Tsukigase-mura, Nara
Masuya Hotel	Haibara-cho, Nara
Meigetsu Hotel	Gojo-cho, Nara
Sakurakadan Hotel	Yoshino-cho, Nara
Numata Hotel	Totsukawa-mura Nara
Asahikan Hotel	Kawakami-mura Nara
Kitayama Hotel	Shimokitayama-mura, Nara
Chikurinin	Yoshino-yama, Nara
Hounkan Hotel	Sakurai-cho, Shiki-gun, Nara
WAKAYAMA	
Sakaiya Hotel	Hashimoto town, Ito-gun
Kongobuji Temples	Koya town, Ito-gun
Hiroya Hotel	Yuase town, Arita-gun
Hachinoki Hotel	Shirahama town, Nishimuro-gun
Shiraraso Hotel	Gobo town, Hidaka-gun
Denkikan Hotel	Shirahama town, Nishumuro-gun
Momonoi Hotel	Shirahama town, Nishimuro-gun
Chanakan Hotel	Tanabe City
Sasamikan Hotel	Susami town, Nishimuro-gun
Kaigetsu Hotel	Kushimoto town, Nishimuro-gun
Koshinoyu Hotel	Katsura town, Higashimuro-gun
Chihokan Hotel	Shingu City
Azumaya Iseya Hotel	Hongu village, Higashimuro-gun
HYOGO	
Kikusui Hotel	Yamasaki-cho, 63 miles NW of Kobe City
Kagetsu Hotel	Yoka-cho, 88 miles NW of Kobe city
Suigetsu Hotel	Takino-cho, 48 miles NW of Kobe City
Baio-en Hotel	Sumoto City, Awaji Island, 35 miles SW of Kobe City
Izutsu-ya Hotel	Onsen, 100 miles NW of Kobe City
Togarashiya Hotel	Ikuno, 55 miles NW of Kobe City
Chikamata Ryokan Hotel	Sasayama, 35 miles N of Kobe City
Mikiya-Ryokan Hotel	Kinosaki City, 85 miles NW of Kobe City
Taio-kan Hotel	Misaki-Ako-cho, 50 miles N of Kobe City
Suigetsu Ryokan Hotel	Aioi City, 40 miles W of Kobe City
Yamatoya Ryokan	Himeji City, 35 miles W of Kobe City

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

NAME OF HOTEL	ADDRESS
HYOGO	
Kikusui Hotel	Kobe City
SHIGA	
Hakkeitei Hotel	3, Kinkicho, Hikone City
Sumimoto Hotel	Minami Gofukucho, Nagahama City
Fukudaya Hotel	Imazu-cho, Takashima-gun
Tashiro Hotel	Minakuchi-cho, Koka-gun
Shogukuro Hotel	Hamano, Yokkaichi, Kanzaki-gun
Uwotake Hotel	Kusatsu-cho, Kurita-gun, Shiga
Osakiro Hotel	Kaizu-mura, Takashima-gun
KYOTO	
Hirasa	Fukuchiyama City
Genmyo-wan	Kiyazu
Konishiya	Ayabe
Gembo	Ayabe
Togetsu	Nishi-maizuru
Shogetsu	Higashi Maizuru
Morigen	Amino
Takashiyama	Kameoka
Sankame	Sonobe
Sushiyone	Shuzen
Araki Besso	Miyazu
Asahiya	Mineyama
Kasagi-kan	Kizu
OSAKA	
Hishitomi Hotel	Tannowa, Sennan-gun, Osaka-fu
Hyugaya	103, Morigami Nishinose, Osaka-fu
Shionoi	Aza-ichi, Nagano-cho, Minamika-wachi-gun Osaka-fu

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDS NO. [illegible]

Material for M.G. 4 Report will be typewritten on 3 / 5 cards and filed daily, or as after as signigicant events take place with Ruth.

Only one (1) subject will be dealt with on one card.

The habit of writing long, involved reports on certain aspects of C E activities, e.g. Women's Affairs or Youth Activities, only complicates the preparation, in final form, of the one monthly activities report for Civil Education (Annex E of MG 4) in accordance with OD 43 attached.

Careful reference to OD 43 will show that the material included in the MG 4 report must be separated and arranged in the order provided for in OD 43. It should then be clear that material for the M.G.4 report should be written up (on 3 5 cards) as the events occur as separate entries6 Please be sure to give dates, places, numbers involved, (attendance figures, etc.) individual names in some instances, and any other pertinent data. In general, attached forms, questionnaires, etc., should not be made a part of the material to be included in the M.G.4 report. Such data, when pertinent and deserving of consideration by higher headquarters, should be made a part of special reports.

During January 1950 and thereafter all CE staff personnel will be expected to follow the procedures outlined above.

Thank you.