

1897

RESTRICTED

CIVIL AFFAIRS SECTION INTRA-OFFICE ROUTING SLIP

Civil Affairs Chief
 Executive Officer
 Asst Executive Officer
 Inspecting Officer
 Admin Officer
 Personnel
 Reports
 O.C.P.
 Legal
 Finance

FROM	TO
<i>[Handwritten]</i>	

Social Affairs
 Repatriation
 Public Welfare
 Civil Information
 Civil Education
 Medical
 Economics
 Mfg & Industry
 Com & Trade
 Labor
 Natural Res

FROM	TO

Action _____ Conurrence _____ Information _____
 Comment _____ Return _____ File _____

RECEIVED
 6 FEB 1950
 Remarks

Gen Shepard: I do not
 think we have any JCS
 papers but I will make sure.
RESTRICTED Watts

13 FEB 1950
 MW

CAS

GENERAL HEADQUARTERS
FAR EAST COMMAND

Check Sheet
(Do not remove from attached sheets)

1644

MS

Subject: Care and Preservation of Official Records

(1) From: Chief of Staff To: All Staff Sections, GHQ Date: 28 Jan 1950
SCAF & FLC

1. References are paragraph 15 and paragraph 19, as amended, Staff Memorandum 22, General Headquarters, Supreme Commander for the Allied Powers and Far East Command, 15 June 1948.

2. It is the responsibility of the Chief of each staff section to insure that:

a. A records copy of all command channel correspondence, dispatched from or received in his section, is received by the Adjutant General for file in the official records of the headquarters.

b. All classified correspondence, received or dispatched outside command channels, is recorded with the Adjutant General. This may be accomplished either by furnishing the Adjutant General a file copy of the document or by furnishing the Adjutant General the pertinent information using the attached sample checknote, Inclosure 1.

3. In cognizance of the special nature of certain categories of correspondence received and dispatched by their sections, G-2 and the Chief, Diplomatic Section, will comply with paragraph 2 only to the extent they deem appropriate.

1 Incl:
Sample Checknote

L. H. K.

-L. H. K.-

FILE

FHM

FEB 7

F-3

GENERAL HEADQUARTERS
FAR EAST COMMAND

Check Sheet

(Do not remove from attached sheets)

Subject: File Copies of Classified Correspondence

1644
From:

To: AG
Attn: AG-OX

Date:

1. In compliance with paragraph 2b, checknote from Chief of Staff to all staff sections, GHQ, SCAP & FEC, 26 January 1950, subj: Care and Preservation of Official Records, this is to advise that the following classified document has been (received) (dispatched) by this section, outside command channels, and a copy thereof has not been furnished AG.

(Description of document to include office of origin, file number, subject, date, security classification, and/or other appropriate identification.)

2. Copies of the above-described document have been furnished the following:

Note: This Checknote will carry the same classification as document described therein.

Incl 1

30 JAN 1950
1644

CT TO LEAVE THE SECTION
CIVIL AFFAIRS SECTION INTRA-OFFICE ROUTING SLIP

	FROM	TO		FROM	TO
Civil Affairs Chief			Social Affairs	VCS	3
Executive Officer	Jm	2	Repatriation		
Asst Executive Officer	20		Public Welfare		
Inspecting Officer			Civil Information		
Admin Officer	JP	1	Civil Education		
Personnel			Medical		
Reports			Economics	NP	4
O.C.P.			Mfg & Industry		
Legal			Con & Trade		
Finance	HCP	5	Labour		
			Natural Res		

Action _____ Concurrence _____ Information _____
 Comment _____ Return _____ File 6

FILE
FEB 1950
7

RECEIVED
30 JAN 1950

Mr. O'Brien -
I am assuming that any communication to the teams, "For the Chief, CAS", is not command channel comm. OK?
VCS

GENERAL HEADQUARTERS
FAR EAST COMMAND

Check Sheet

(Do not remove from attached sheets)

Subject: Dispatch of Clearance and
Notification Radios

(1) From: Chief of Staff To: All Staff Sections Date: 28 Jan 1950

1645
1. In order to distinguish between "clearance" and "notification" radios the following will govern:

a. Clearance radios are required for travel outside the FEC and are dispatched by the Ass't Chief of Staff, G-1, in those cases that require a diplomatic or military clearance prior to entry.

b. Clearances are not required within the FEC; however, in view of the shortage of billets at MARBO and RYCOM, prior determination must be made as to their availability before the departure of GHQ personnel for these commands. This is called a notification radio as distinct from a clearance radio and will also be dispatched by the Ass't Chief of Staff, G-1.

2. Immediately upon receipt of travel orders individuals will take necessary steps to arrange their transportation so as to insure their arrival at destination on the dates on which billets have been requested. If the departure of an individual is delayed beyond 24 hours such information will be furnished immediately to Ass't Chief of Staff, G-1, in order that the subordinate command may be notified of the delay and the new ETA.

EWA

L. H. A.

FILE

F-2

JAN 31

30 JAN 1950

1643

CT TO LEAVE THE SECTION
CIVIL AFFAIRS SECTION INTRA-OFFICE ROUTING SLIP

Civil Affairs Chief
Executive Officer
Asst Executive Officer
Inspecting Officer
Admin Officer
Personnel
Reports
O.C.P.
Legal
Finance

FROM	TO
Hm/2	
712	I

Social Affairs
Repatriation
Public Welfare
Civil Information
Civil Education
Medical
Economics
Mfg & Industry
Com & Trade
Labor
Natural Res

FROM	TO

Action _____ Concurrence _____
 Comment _____ Return _____

Information
 FILE
 File
 MG
 30 JAN 1950

Remarks
 RECEIVED
 30 JAN 1950

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

CHECK SHEET
(Do not remove from attached sheets)

File No. 1598 SUBJECT: Administrative Deficiencies.

Note FROM: Chief of Staff TO: General Sheppard, DATE: 18 January 1950
No Civil Affairs

1.

1. Increasingly, instances of administrative deficiencies are occurring within the Staff Sections of General Headquarters.

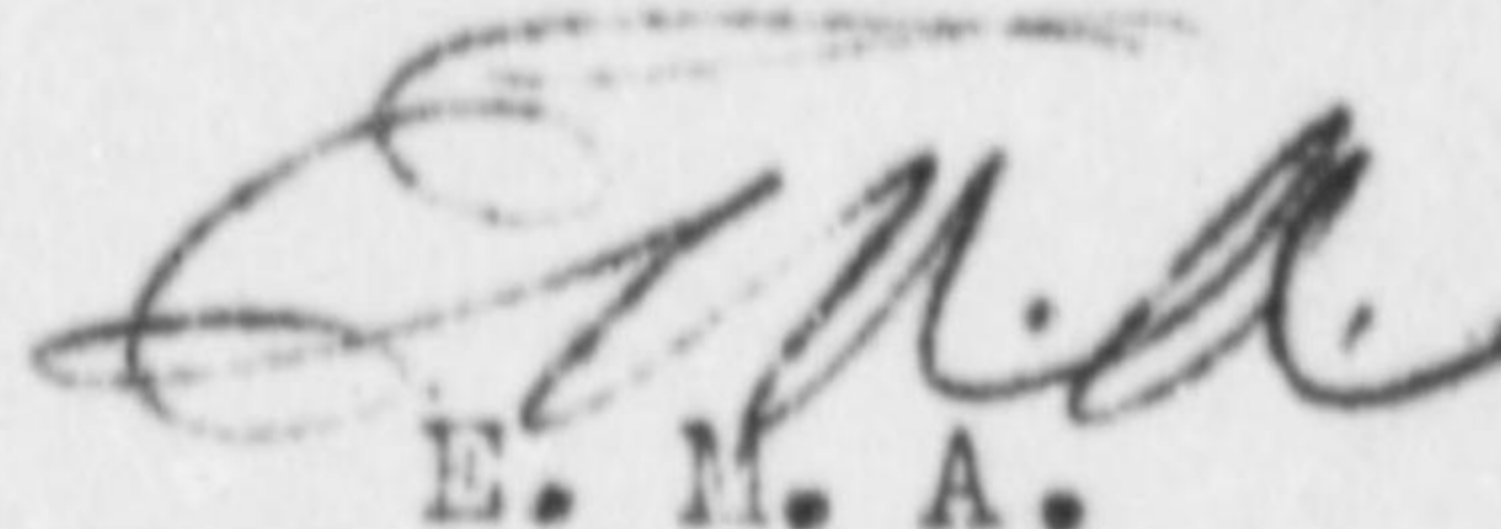
2. Following are examples:

a. Report of Survey for a typewriter lost by a General Headquarters Staff Section in April 1949 reached Headquarters and Service Group in December 1949.

b. Recommendation by a Section Chief for trial by General Court Martial was delayed 24 days after CID Report of Investigation was received (from 6 to 30 December 1949). This charge concerned a serious delinquency report received in General Headquarters on 18 November 1949.

c. Delinquency report received in a General Headquarters Staff Section on 6 December 1949 resulted in only an oral admonition on 11 January 1950 and despite the fact that the delinquency was the third delinquency report within two weeks.

3. It is desired that each addressee promptly and personally conduct a survey of the administrative methods and procedures within his section, to include the existing suspense system, with a view to prompt removal of the possibility for unsatisfactory administration as indicated in paragraph 2, above. In particular, each Section Chief of General Headquarters will take positive steps to prevent long administrative delays and inadequate punishment for serious or repeated delinquencies.


E. M. A.

FILE

F - 1

JAN 30

19 JAN RECD
1398

CT TO LEAVE THE SECTION
CIVIL AFFAIRS SECTION INTRA-OFFICE ROUTING SLIP

	FROM	TO		FROM	TO
Civil Affairs Chief			Social Affairs		
Executive Officer			Repatriation		
Asst Executive Officer			Public Welfare		
Inspecting Officer			Civil Information		
Admin Officer			Civil Education		
Personnel			Medical		
Reports			Economics		
O.C.P.			Mfg & Industry		
Legal			Com & Trade		
Finance			Labor		
			Natural Res		

Action _____ Concurrence _____ Information _____
 Comment _____ Return _____

RECEIVED
 19 JAN 1950
 FILE
 MG
 24 JAN 1950

Remarks
 File 201- Shipped -
 In the record - Read to act Section Chiefs - 1/23/50
 48 hours limit
 B