

775 013

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HEADQUARTERS
TOKYO CIVIL AFFAIRS TEAM
APO 500

File

MEMORANDUM
NUMBER 3

25 August 1949

GOVERNMENT VEHICLES FOR OTHER THAN OFFICIAL USE

1. References.

- a. GHQ, FEC Check Sheet, File No. 451, Subject: Use of Government Vehicles for other than the Actual Performance of Official Duties, 26 July 1949.
- b. Messageform, Hq 8th Army, File No. AGGO 451, Subject: Use of Official Passenger Vehicles, 26 July 1949.
- c. Circular 28, 8th Army, 4 April 1949.
- d. Daily Bulletins, No. 73 and 74, this Headquarters, 1949 series.

2. The following procedure will govern the use of government vehicles for other than official use.

a. During off-duty hours, a minimum number of trucks, 1/4 ton, 4X4 and one (1) sedan will be set aside to be used by members of this team for other than official duties.

b. Request for unofficial transportation will be made to the Motor Officer at least 24 hours in advance of requirement.

c. Personnel using other than official transportation will make reimbursement for all such use on a mileage basis computed as follows:

(1) Gasoline consumption factors of 14 miles per gallon for sedans and 16 miles per gallon for trucks, 1/4 ton, 4X4 will be used, with reimbursement in accordance with the price quoted in the current monthly Quartermaster price list. There will be an addition of nine (9) cents per gallon of gasoline used, for oil, grease and maintenance cost. Example -- reimbursement based on the 1 July 1949 QM Price List is twenty four (24) cents per 16 miles for trucks, 1/4 ton, 4X4. Mileage will be computed only when passenger is riding in the vehicle.

(2) Reimbursement is required for services rendered by indigenous personnel which are of a personal nature. In order to reimburse the government for the use of the driver of recreation vehicles, there will be a four and one half (4 1/2) cents per hour charge for this service.

d. Recreation vehicles must not exceed one hundred and twenty (120) miles a day, and must be returned to the motor pool not later than 0100 each night.

Subject: Recreation Transportation, 23 August 1949

3. It is the responsibility of the individual user to see that the trip ticket is correctly filled out.
4. Reimbursement will be made by the tenth of each month.
5. It is considered that public transportation meets the minimum requirements of the individuals on this team that are assigned separate quarters in Dependent Housing Units, therefore, government transportation is not authorized for travel between domicile and place of employment.
6. Personnel assigned separate quarters in U.S. Houses will make request for transportation between domicile and place of employment to the Chief TCAT. Approval or disapproval will be based on the individual merits of each request.
7. Enlisted men not assigned separate quarters or authorized to ration separately are entitled to transportation between barracks and place of employment and/or mess.

BY ORDER OF COLONEL HOLLINGSHEAD:

OFFICIAL:

CLYDE C. DUNCAN
WOJG USA
Adjutant

Clyde C. Duncan
CLYDE C. DUNCAN
WOJG USA
Adjutant

"DON'TS"FOR CLERICAL PERSONNEL

1. Don't start the word "inclosed" with an "o" - and don't say attached, use the term "inclosed".
2. Don't say "inclosed herewith". How could it possibly be inclosed unless it was "herewith"? Just say "inclosed".
3. Don't say "whother or not". Just say "whother".
4. Don't put several spaces between the word "TO" and the colon. Put the colon thus TO:
5. Don't use such terms in indorsements as - "Referred" - "transmitted" - "Forwarded" - "Returned" - "Approval recommended" - "Approval not recommended".
6. Don't say "it is desired" to higher or independent headquarters. You should say "it is requested".
7. Don't say "disapproved" to a general officer -- say "not favorably considered".
8. Don't use a section heading, such as "Office of the Labor Officer", and prepare correspondence for the Adjutant's Signature.
9. Don't say "Commanding General, Headquarters---". Just say "Commanding General and omit the word "Headquarters".
10. Don't use an apostrophe when using the possessive pronoun "its". "It's" is used only as a combination of the two words "it is".
11. Don't use information slips, usually called "buck slips", for any purpose other than between staff sections of this headquarters.
12. Don't give information to unauthorized persons. The "dope" you hear in your official capacity is not to be the subject of idle chatter.
13. Don't fail to try your directives out on some one before publication. Don't be verbose. Say what you mean to say and make your correspondence subject to only one interpretation -- the one you intend to convey.
14. Don't fail to exercise full staff co-ordination. If some other section has a remote interest in a matter be certain to pass on the information.
15. Don't fail to study the following publications on file in the Adjutant's Office:
 - AR 310-50 Orders, Bulletins, Circulars, & Memorandums
 - AR 340-15 Correspondence, How Conducted
 - AR 380-5 Safeguarding Military Information
 - AR 850-150 Authorized Abbreviations
 - TM 12-253 Correspondence
 - TM 12-256 Orders, Bulletins, Circulars, & Memorandums

Inclosure #5

HEADQUARTERS
TOKYO-KANAGAWA
MILITARY GOVERNMENT DISTRICT
APO 503

CHECK LIST
WAR DEPARTMENT DECIMAL FILE NUMBERS

<u>FILE NUMBERS</u>	<u>TITLE</u>	GENERAL, No's 000 to 099
000.1	Politics	
000.3	Services - Religious	
000.5	Crimes	
000.7	Publicity	
000.76	Newspapers	
004	Commercial Enterprises	
004.04	Industrial Mobilization	
004.2	Banks	
006	Holidays	
010.8	Traffic Regulations	
014.12	Civil Authorities	
014.13	Public Relations - Civil - Military	
014.33	Repatriation	
015	Courts	
060	Maps	
091	Countries	
091.112	Diplomatic Officials	
091.3	Economics	
091.31	Commerce	
091.33	Resources	
091.4	Peoples (census - conditions)	
095	Individual Commercial Enterprises	

FINANCE AND ACCOUNTING
No's 100 to 199

122.1	Money Orders
123	Funds, Money and Savings
141.5	Receipts
141.8	Reports of Survey
142.1	Inventory, Property, Supplies and Stores
150	Claims
158	Accounts - Against Army
164	Contracts - Performance or Non-Performance
168	Bonds

PERSONNEL
No's 200 to 299

200.2	Identification Cards
200.3	Personnel - Assignments and Allotments

Check List, VD Decimal File Numbers, Cont'd.

<u>FILE NUMBERS</u>	<u>TITLE</u>
200.5	Accidents - Personnel
200.6	Awards and Decorations
201	EM - Personnel Records
201	Officers " "
201.61	" Efficiency Reports
210.1	" Commissions
210.11	" Eligibility and Qualifications
210.12	" Examination - Mental - Physical
210.2	" Promotions (SCP)
210.2	" " (Mil Govt)
210.31	" Transfers
210.45	" Duty Tours and Status
210.453	" TDY
210.48	" Detached Service
210.6	" Details
210.711	" Absent WL
210.715	" Passes
210.801	" Discharge
211	" Titles and Grades
211	" Generals and Staff
220.01	EM MOS
220.2	" Mil Govt Promotions
220.3	" Assignments
220.45	" Duty Tours and Status
220.453	" TDY
220.6	" Details
220.71	" Absence
220.711	" " WL
220.8	" Discharges
221	" Titles and Grades
230	Civilian Employees
230.033	" " - Foreign Nationals
230.145	Employment of Labor - Regulations
230.422	Labor Regulations
231.3	Civilian Employees - Clerical
231.4	" " - Laborers
231.8	" " - Docks and Wharf
240	Pay
248.5	Allowances - Employees
250	Military Discipline
250.1	Morals and Conduct
250.2	Barred or Restricted Areas
250.4	Courts or Martial
260	Pensions
292	Families, Dependents, etc. of Military Personnel

Check List, WD Decimal File Numbers, Cont'd.

<u>FILE NUMBERS</u>	<u>TITLE</u>
293	Funerals and Burials
- - - - -	
ADMINISTRATION, No's 300 to 399	
300.4	Travel Orders
300.8	Miscellaneous Regulations
310.1	Charts - Organization
310.2	Office Space - Assignments and Use
311.1	Mails (APO's)
311.11	Postal Regulations
311.22	Cablegrams
311.24	Teletype (SOP)
311.3	Telephones - No's
311.4	Courier and Messenger Systems
312.1	Correspondence - Official - SOP
312.3	Correspondence - Channels
313	Records - Administration
314.7	Military History
319.1	Reports - Miscellaneous
319.1	Weekly Civilian Labor Report
319.1	Daily Journal - G-3
319.1	G-1 Daily Reports
319.1	Weekly Military Occupation Reports
319.1	" Civilian Communicable Disease Reports
319.1	6th Army G-2 Reports
319.1	131 Govt Reports - Monthly
319.1	Monthly Labor Reports - YLO
319.1	Monthly Report Commodities or Services
319.26	Mailing and Stations Lists
320.2	Strength
320.4	Manning Tables
322	Status of Units and Stations List
322	Units - Status of
323.3	Military Government
323.51	Units - Establishment and Discontinuance of
330.11	Morale and Welfare
330.32	Personnel Rosters
330.34	Duty Rosters
331.2	Clubs - Officers and EM
331.3	Post Exchanges
331.4	Bakeries and Messes
331.5	Laundry and Dry Cleaning

Check List, WD Decimal File Numbers, Cont'd.

<u>FILE NUMBERS</u>	<u>TITLE</u>
331.53	Shops - Barber
332.2	Trophies
332.31	Wearing of Uniforms
333	Inspections and Investigations (SOP)
333.1	" " " Military Installations
333.5	Investigations
337	Conferences - Military
341	Recruiting
342	Enlistments
352	Army Schools
353	Training
353.8	Amusements and Athletics
353.8	I & E
370	Employment and Movement of Troops
370.1	Demobilization
370.5	Status of Troop Movements
370.5	Changes of Stations - Units
371.2	Service of Security
383.6	Prisoners of War
386	Property - Affected by War
386.2	Billeting
386.3	Captured Property
386.8	Commandeering Private Property

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SUPPLIES, SERVICES & EQUIPMENT, No's 400 to 499

400	Supplies, Services and Equipment
400.12	Procurement
400.24	Supplies and Equipment - Storage
400.312	Requisitions - Procurement Demands
400.313	" - Directions to Submit
400.32	Sales
400.34	Table of Allowances
400.38	Supplies - Civilian, Relief
400.5	Repairs - Supplies and Equipment
400.7	Property - Disposition
400.73	Theft of Equipment
400.93	Salvaging
410.2	Hotels
411	Building Materials
411.1	Lumber
411.4	Windows

Check List, ND Decimal File Numbers, Cont'd.

<u>FILE NUMBERS</u>	<u>TITLE</u>
411.5	Stool
412.1	Heating Lighting and Ventilating Equipment
412.2	Showers and Plumbing Equipment
413.2	Fire Fighting Apparatus and Supplies
413.42	Telephone Instruments
413.44	Wireless and Radio Instruments
413.53	Photographic machines and Equipment
413.8	Machines
414.1	Furniture
415	Signs
421.4	Insignia and Ornaments
422.3	Protective and Special Clothing
430	Food
430.2	Rations and Component Parts
435	Coffee, Tea, Beverages and Drinks
438	Supplies for Cleaning, Disinfecting, Laundering, Preserving
440	Medical and Surgical Supplies and Equipment
451	Vehicles
451.1	Autos - Passenger
451.21	Trucks - Parts and Accessories
452.1	Airplanes
453	Railway Equipment
457.23	Diving Equipment
461	Publications, Books, Newspaper and Periodicals
462	Office Supplies
463.1	Utilities
463.5	Coal
463.7	Gasoline and Motor Oil
470.72	Apparatus for Protection
471.86	Explosives
486.2	Stovedoring Service
486.4	Binding and Printing Service

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TRANSPORTATION, No's 500 to 599

500	Transportation
531	Railroad
532	Transportation - Bus and Street-car
537	Transportation - Autos and Trucks
540	" - Water

Check List, ND Decimal File Numbers, Cont'd

<u>FILE NUMBERS</u>	<u>TITLE</u>
552	Bills of Lading - Transportation Requests
560	Army Transport Service, Ships and Boats (All types)
564	Ship Repair

BUILDING AND GROUNDS, No's 600 to 699

600	Buildings and Grounds
600.1	Buildings - Construction
600.2	" - Equipping
600.3	" - Repairs
600.4	" And Grounds - Alterations
601	Allocation
601	Real Property - Land ownership
602	Disposition of Real Estate Property or Land
611	Roads and Sidewalks
632	Hospitals
633	Storerooms
635	Laboratories and Research Institutions
675	Lighting and Power
676.1	Telephone Installations
676.3	Wireless and Radio Systems
680	Reservations - Air Fields, Camp, etc.
686	Airfields

MEDICINE, HYGIENE AND SANITATION, No's 700 to 799

705	Admission, of Patients in Hospitals
710	Disease, Afflictions, Injuries, etc.
720	Health and Prevention of Disease
720.4	Quarantine
721	Sanitary Conditions and Inspections
721.5	" Reports

RIVERS, HARBORS AND WATERWAYS, No's 800 to 899

800.212	Anchorage
800.217	Fishing Grounds - Regulations
800.2261	Permits and Licenses
825.1	Docks, Piers, Berths and etc.

HEADQUARTERS
 TOKYO-KANAGAWA
 MILITARY GOVERNMENT DISTRICT
 APO 503

AUTHORIZED ABBREVIATIONS:

The following list of the most commonly used abbreviations may be used in writing military correspondence. Abbreviations not contained in this list may be procured from AR 850-15, and changes thereto, copy of which is on file in the Adjutant's Office.

A

acting-----actg
 additional-----add
 adjutant-----adj
 adjutant general-----AG
 appointed-----aptd
 appointment-----apmt
 Army of the United States-----AUS
 assigned-----asgd
 assignment-----asgmt
 assistant-----asst
 attention-----attn

duty-----dy

E

B
 bulletin-----bul

emergency-----emorg
 enlistment-----enlmt
 excellent-----exc
 executive-----Ex

F

following-----fol
 forward-----fwd

C

circular-----Cir
 command-----comd
 commander-----comdr
 commanding-----comdg
 communication-----comm
 continued-----contd
 current series-----cs

G
 General Headquarters-----GHQ
 general orders-----GO
 grade-----gr
 group-----GP

I

D
 department-----dept
 detached service-----DS
 direct, directed, director-----dir
 district-----dist
 division-----div

inclosure-----incl
 individual-----indiv
 indorsement-----ind

L

leave-----lv
 letter-----ltr

AUTHORIZED ABBREVIATIONS: Contd

H

machine records unit-----MRU
 memorandum-----memo
 message-----msg
 military-----mil
 miscellaneous-----misc
 month-----MO

special-----sp
 special duty-----SD
 special orders-----SO
 station-----sta
 subsistence-----subs
 supply -----sup

O

Office of the Inspector
 General-----OIG
 officer (when used alone)-off
 on or about-----o/a
 organization-----orgn
 original-----orig

P

paid-----pd
 paragraph-----par
 permanent-----perm

Q

quarters-----qrs

R

radio-----rad
 rations-----rat
 received-----recd
 reference-----re
 relieved-----rold
 requirements-----reqmts
 requisition-----req
 return-----ret

S

section-----sec
 service-----sv

T

Tables of Organization---T/O
 technical bulletin-----TB
 technical manual-----TM
 telegram-----tel
 telegraph-----tg
 telephone-----tp
 teletype-----TT
 temporary-----temp
 transferred-----trfd

V

verbal orders-----VO
 voucher-----vou

W

War Department-----WD

775 013

HEADQUARTERS
TOKYO-KANAGAWA
MILITARY GOVERNMENT DISTRICT
APO 503

FILE NO. AG I-N-F-O-R-M-A-L C-H-E-C-K S-L-I-P 14 September 1946

NOTE: Use this slip for notes in connection with this paper. All notes will be NUMBERED CONSECUTIVELY, top to bottom. All records necessary for intelligent action should be attached. A line will be drawn the full width of the slip below each note. Both sides will be used before additional sheets are added.

SUBJECT: SOP for Tokyo-Kanagawa Military Government District

NO.	DATE	FROM	TO	REMARKS								
1	13 Sept	Adj	Proc Econ Legal Labor	<p>1. Do you notice the difference in this new check sheet? It is very easy to understand and far more practicable to use.</p> <p>2. Check sheets are used for informal correspondence between sections of a headquarters. They are semi-official, in that the requests, etc, will be carried out by the section addressed, but no official record is retained in the Adjutants Section UNLESS the check sheet becomes part of an official record, or is needed to confirm certain data.</p> <p>3. All check sheets originating in this headquarters will be prepared as follows:</p> <table border="0"> <tr> <td>1 check sheet</td> <td rowspan="2">)</td> <td rowspan="2">office to which addressed</td> </tr> <tr> <td>1 manifold</td> </tr> <tr> <td>1 manifold</td> <td rowspan="2">)</td> <td rowspan="2">for file</td> </tr> <tr> <td>1 manifold</td> </tr> </table> <p>additional, for each section that check sheet goes thru, if any</p> <p>4. Paragraphs are numbered with a double space between them. The name of the originating officer will be typed and signed (last name only) in the left hand corner of remarks section, and will always be prepared for Colonel Melberg's signature as illustrated before if it is addressed to another command. The section chief will initial, beside the originating officers name if the check sheet is going outside the District Command. The section chief will also sign all check sheets addressed to another staff section this headquarters.</p> <p>(USE BOTH SIDES)</p>	1 check sheet)	office to which addressed	1 manifold	1 manifold)	for file	1 manifold
1 check sheet)	office to which addressed										
1 manifold												
1 manifold)	for file										
1 manifold												