

DECLASSIFIED

Authority 813562
By rw NARA Date 1/20/12

SECRET
SECURITY INFORMATION

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SECRET
SECURITY INFORMATION

SECRET
SECURITY INFORMATION

HEADQUARTERS
7th DISTRICT
441st COUNTER INTELLIGENCE CORPS DETACHMENT
APO 500

NOV. 20. 1951

D7-S-1033

MEMORANDUM FOR THE OFFICER IN CHARGE;

SUBJECT: Security Survey
Strength Accounting Branch
AG Section, GHQ, FEC,
Hypothee Bank Annex,
1-1 chome, Uchisaiwai-cho, Chiyoda-ku, Tokyo-to

REASON FOR SURVEY:

This survey, initiated on 23 October 1951, and completed on 6 November 1951, was conducted pursuant to a written request from the Commanding Officer, 441st CIC Detachment, GHQ, FEC, APO 500, dated 22 October 1951, and received in this headquarters on 23 October 1951, to conduct a Security Survey of the Strength Accounting Branch, A.G. Section, GHQ, FEC, Hypothee Bank Annex.

There is no record of any previous Security Survey of this unit or building having been conducted.

HISTORY OF THE INSTALLATION:

The Hypothee Bank Annex is located in the Hypothee Bank Compound at 1-1 chome, Uchisaiwai-cho, Chiyoda-ku, Tokyo-to (Avenue "A" and the unnamed street leading to the Osaka and Nomura Hotels). The building management records reflect that the owner of the Annex Building is the Japan Hypothee Bank Company, Ltd; original construction was by the Obayashi Gumi Company, Ltd., and the date of completion was 10 August 1925.

The Annex Building is a reinforced concrete structure with three floors and one basement and a total floor space of approximately 51,078 square feet. Window frames and sashes are of metal and the interior finish is largely plaster and plywood.

The Building was prepared for use by the Occupation Forces in January 1946, and the Machine Records Unit of the AG Section moved in during February 1946, having been transferred from Manila, P.I.

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MEMORANDUM FOR THE OFFICER IN CHARGE (cont'd)

D7-S-1033

SUBJECT: Security Survey, Strength Accounting Branch, AG Section, GHQ, FEC

The Hypothec Bank compound is located in one of the better commercial areas of central Tokyo and no particular security hazard is presented by such location. (See Exhibit I)

From a military standpoint, the work carried on by the Strength Accounting Branch is highly important since their reports actually serve as a basis for almost any decision made or action taken as regards troop strengths, logistical support, etc. Leakage or compromise of classified information contained in Strength Accounting Branch final statistical reports could have a very serious effect in that many of these reports represent complete statistical compilations for the entire Far East Command.

Sabotage or damage to machine record card files would require reconstruction of the files. This would not be too difficult since a dead file of cards is maintained and could serve for reconstruction.

Sabotage or damage to the machines used by the Strength Accounting Branch would definitely hinder operations since the machines used (IBM equipment) are highly technical and sensitive and would be difficult to replace.

HAZARDS AND PRESENT PRECAUTIONS:

a. Physical Hazards:

The Hypothec Bank compound is bordered by a concrete wall except in those cases where the outer wall of a building is flush with the compound perimeter. Vehicles can enter the compound either from the front or the rear; and personnel may enter it through these entrances or through the Hypothec Bank building. No check is made of vehicles or persons entering the compound. A sketch of the building and compound area is attached as Exhibit II.

The Hypothec Bank Annex is constructed of concrete and is basically fireproof. Considerable amounts of wood and other inflammable materials were used in inside partitions, doors, closets, etc.

Water and electric power are drawn from normal city sources with the exception of the electric power for the IBM equipment which is furnished by two 60 kw generators operated by the Strength Accounting Branch. Steam heat is furnished by the central heating plant located in the Hypothec Bank Building.

Normal entrance to the Hypothec Bank Annex is through the ground floor entrance next to the internal stairway. Three outside doors leading from the machine room to the compound are normally kept open during daylight hours for ventilation. These doors are occasionally used as a means of exit or entrance to the machine room. Other outside doors of the Annex building are closed and locked at all times.

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MEMORANDUM FOR THE OFFICER IN CHARGE (cont'd)

SUBJECT: Security Survey, Strength Accounting Branch, AG Section, GHQ, FPC

The basement of the Annex Building is normally accessible only from the first floor. The one outside entrance to the basement (located on the northeast side) is used for unloading supplies and equipment, but is locked at all times when not in use. Approximately 45% of the basement area is utilized by the Strength Accounting Branch for storage of paper stock and supplies. A sketch of the basement, showing areas used by the Strength Accounting Branch, is attached as Exhibit III.

The first floor, Annex Building, is utilized by sections of the Strength Accounting Branch and the "attached" IBM representatives. International Business Machine representatives are employees of the IBM Company and they function as technicians only, keeping the leased IBM equipment in operating order. They enjoy access to the machine room and machine shop.

On the first floor, classified material is located at four different points for convenience and operating efficiency. The present location of this material does not permit accurate control or limit access to authorized persons.

All unclassified waste which accumulates on the first floor is placed in a large van-type trailer which is parked just outside the machine room. This van is taken to the Tokyo QE Depot each Tuesday morning and the waste paper turned in as salvage. Classified waste is placed in designated containers (file cabinets or foot lockers) and periodically burned in the furnace at the Hypothec Bank Main Building.

Outside windows of the first floor are not screened. Outside windows on the first floor which face the street are covered with heavy wood bars.

A sketch of the first floor, showing location of file cabinets and safes and designating those containing classified information is attached as Exhibit IV.

The Second Floor, Annex Building, is utilized completely by sections of the Strength Accounting Branch. Classified material on this floor is located at approximately fifteen different points for convenience and operating efficiency. The present location of this material does not permit accurate control or limit access to authorized persons.

Waste (both classified and unclassified) is handled in the same manner as on the first floor.

Files which are no longer needed for reference or operations are retired to a dead file which is maintained in a screened and barred section near the supply room. Entrance to this section is locked at all times.

Windows on the second floor are neither screened nor barred.

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MEMORANDUM FOR THE OFFICER IN CHARGE (cont'd)

D7-S-1033

SUBJECT: Security Survey, Strength Accounting Branch, AG Section, GHQ, FEC

A sketch of the second floor Annex Building, showing location of file cabinets and safes and designating those points where classified information is kept, is attached as Exhibit V.

The third floor, Annex Building, contains the offices of the Foreign Broadcast Information Service, an AGO Casualty reporting unit, and The Norwegian and Danish Missions. Approximately 50% of the office space on this floor is vacant.

The roof of the Annex Building is clear except for the concrete structure housing the elevator motors, water tank and two small supply closets. The doors leading to the roof from this structure are locked at all times when not in use.

b. Personnel Hazards:

As of 23 October 1951, the total personnel strength of the Strength Accounting Branch was 265; 11 officers, 197 Enlisted men, 29 Department of the Army Civilians and 28 Japanese. (This figure does not include I.B.M. personnel). Due to the nature of the work performed and the physical organization of the unit, all of the officers, and a large percentage of the enlisted men and DACs have access to classified information and/or material. The Japanese employees have little or no access to classified information, as the bulk of them are employed in non-sensitive positions.

On or about 9 September 1950, the Strength Accounting Branch files of all employees (except Japanese) were reviewed and proper clearance certificates were issued to most of the persons employed or assigned. At the time of instant survey, it was determined that personnel turnover and increased work load has necessitated assignment of persons to work of a classified nature who have not been processed for clearance in accordance with the provisions of SR 380-160-1. The Strength Accounting Branch has initiated action to bring all personnel clearance requirements up to date.

Twenty-four (24) employees of the International Business Machine Company have access to the Strength Accounting Branch, Machine Room and shop. Of this number, 14 are U.S. citizens and 10 are indigenous personnel. Since these persons work only on IBM equipment, accurate control of classified material will eliminate necessity for formal clearance.

A total of thirty-four (34) indigenous employees serve as guards, janitors, electricians, elevator operators, laborers, etc. This group is employed by Headquarters and Service Command and are all subject to the local clearance procedures controlled by the Office of the Provost Marshal, Metropolitan Tokyo Area (check of all available local records to include CIO). Accurate control of classified material will eliminate the need for more complete clearance on personnel of this category.

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MEMORANDUM FOR THE OFFICER IN CHARGE (cont'd)

D7-S-1033

SUBJECT: Security Survey, Strength Accounting Branch, AG Section, GHQ, FBC

PRECAUTIONS:

A total of five (5) guard posts have been established to provide physical security for the Hypothec Annex Building. These posts are manned by Japanese Guards employed by Headquarters and Service Command. These Guards are alert and appear to properly carry out their orders. For complete details concerning Guards and Guard Posts, see Exhibit VI (General Orders for Installation Guards); Exhibit VII (Guard Orders - Hypothec Bank Annex) and Exhibit VIII (sketch showing Guard Posts, Hypothec Bank Annex).

Fire protection equipment throughout the building is in good working condition and is well placed. For location of fire protection equipment, see sketch attached as Exhibit IX.

A Charge of Quarters roster is maintained and a C.Q. is on duty from 1700 to 0800 hours daily. Due to the work load, several of the Strength Accounting Branch sections work overtime, particularly in the Machine Room, where personnel normally work on one of three eight-hour shifts.

Designated receptacles (locked metal foot lockers or file cabinets) are provided for classified waste, and classified waste is destroyed by burning.

File cabinets containing classified material have been equipped with steel bars and padlocks when the built-in locks were considered inadequate. Combination locks are changed every six months or whenever custody changes.

Keys to all padlocks, safes, and file cabinets which are closed and locked from 1700 to 0800 hours are stored in a key lock field safe, accessible only to the Charge of Quarters.

RECOMMENDATIONS:

The nature and volume of work performed by the Strength Accounting Branch has made it difficult to plan and provide adequate security measures. From an operational standpoint, classified reference material must be made available to almost every section of the Branch. Many of the Sections make constant reference to a wide variety of classified statistical reports and any classified document control system involving lengthy sign-out procedures would cause these sections to fall behind in their work.

Sections working overtime or on night shifts further complicate standard security procedures in that classified material which normally could be secured during the period 1700 to 0800 hours must be available if needed.

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MEMORANDUM FOR THE OFFICER IN CHARGE (cont'd)

D7-S-1033

SUBJECT: Security Survey, Strength Accounting Branch, AG Section, GHQ, FRC

The following recommendations are made to further assist in reducing security hazards. These recommendations are made with the knowledge that certain of them may constitute an inconvenience and some may slightly hinder operations. However, it is believed that any incompatibility in that connection will be outweighed by the additional security provided. It is desired to point out that the approach to the problems involved here is built around the theory that accurate and complete control of all classified material eliminates the necessity for restriction of personnel movement which would be a greater detriment to operations in this case.

Basement: (See Exhibit III)

1. Recommend that a large sign be placed at the entrance to the Main Stock Room (Point 1 - Exhibit III) designated same as a "Restricted" area and a "No Smoking" area. This sign should be printed in both English and Japanese.

2. Recommend that the locks on the windows located at Point 2 and 3 (Exhibit III) be repaired so that these windows may be kept locked at all times.

3. Recommend that the doors at Point 4 (Exhibit III) be equipped with an inside "cross bar" and padlock to provide more secure protection to the supplies stored in the main stock room.

First Floor: (see Exhibit X)

1. Recommend the installation of a solid partition between the Control Section and the P.K. Counter to prevent access to the Control Section from the P.S. (see Point 1, Exhibit X).

2. Recommend the installation of a "half-door" with a shelf top at Point 2 (Exhibit X). This will limit access to the Control Section to authorized persons.

3. Recommend that all classified files on the first floor be centralized in the Control Section (Point 3 - Exhibit X) and that the Control Section clerk be required to maintain a document sign-out log, thus accounting for all documents which are removed from the classified files.

4. Recommend that all outside doors leading from the Machine Room to the compound (Point 4 - Exhibit X) be equipped with inside locks and that these doors be closed and locked between the hours of 1700 and 0800.

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MEMORANDUM FOR THE OFFICER IN CHARGE (cont'd)

D7-S-1033

SUBJECT: Security Survey, Strength Accounting Branch, AG Section, GHQ, FEC

5. Recommend that the C.Q. desk and safe be moved to a location nearer the main entrance (Point 5 - Exhibit X). Require that the C.Q. remain at this point to properly control and observe all persons entering or leaving the building.

Second Floor: (see Exhibit XI)

1. Recommend the construction of a partition (preferably of heavy wire screening) at Point 1 (Exhibit XI) with "half-door." Assemble all classified files of the Statistical Section in the room formed by this partition. Assign a clerk to full time duty for the control and processing of all classified documents of that section. Maintain an accurate accounting system and document sign-out log.

2. Recommend that the metal doors leading to the Message Center be closed and locked when not in use. Construct a "half-door" and a shelf top at Point 2 (Exhibit XI) and limit access to the Message Center to authorized personnel.

3. Recommend the assembly of all classified administrative files at Point 3 (Exhibit XI) and assign the responsibility for accurate control to the chief clerk.

4. Recommend that the safe located at Point 4 (Exhibit XI) be retained for classified or sensitive storage by the Commanding Officer and his staff. Further recommend that knowledge of the combination for the lock be restricted to the Commanding Officer and his immediate staff.

5. Recommend that all classified files and documents used and/or retained by the Analyst Section and the Locator Section be assembled at Point 5 (Exhibit XI). Require that the Chief of the Analyst Section be responsible for the accurate control of these files and that a document sign-out log be used. Keys or knowledge of the combination of these cabinets should be the responsibility of the Section Chief, Analyst Section, and not passed on to the Charge of Quarters.

General:

1. Recommend the appointment of an officer or warrant officer as Security Officer with the primary duty of security. Make this officer responsible for physical security, personnel clearances, security education and all other phases of internal security.

2. Recommend the utilization of one of the basement vaults for storage of all classified material which is retired to dead file status. Remove all classified dead files from the second floor and store in this vault. Keep the heavy vault doors closed and locked when not in use to provide additional protection from fire.

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MEMORANDUM FOR THE OFFICER IN CHARGE (cont'd)

D7-S-1033

SUBJECT: Security Survey, Strength Accounting Branch, AG Section, GHQ, FEC.

3. Recommend the construction of a concrete incinerator near the rear entrance to the compound. This incinerator to be large enough to handle all waste paper from the Strength Accounting Branch.

4. Recommend that the Strength Accounting Branch burn all waste paper and material once every 24 hours and that the unit be relieved of the requirement that waste paper be delivered to the Tokyo Q.M. Depot for salvage. (Preliminary examination of paper salvage procedure indicated that waste paper turned in to the Tokyo QM Depot by the Strength Accounting Branch would have a yearly resale value of approximately \$600.00. It is believed that the security gained by eliminating the procedure far outweighs the monetary return).

5. Recommend that all personnel assigned to or employed by the Strength Accounting Branch be subject to a comprehensive Security Education program and that security lectures be conducted as often as practicable.

6. Recommend that all outside windows on the first and second floors be screened to provide more definite physical security.

7. Recommend that all keys and combination lock data entrusted to the Charge of Quarters be tagged or filed in such a manner that the C.Q. can exercise complete control at all times; (each key tagged separately so that any person checking out a key will not receive any other keys which would provide access without knowledge of the C.Q.) Require the C.Q. to keep an accurate log of all events which occur during his tour of duty to include the issue of any keys or access data.

8. Recommend that each classified statistical compilation produced by the Strength Accounting Branch bear a local identification number. Such procedure will greatly simplify control and will provide a possible means of tracing any lost or misplaced material.

9. Recommend that at least six fireproof three (3) way combination lock file cabinets be requisitioned and made available to the Strength Accounting Branch for storage of classified material. (File cabinets presently used for classified storage provide only a minimum of security from surreptitious entry and practically no protection from fire.)

10. Recommend that an armed officer courier be assigned to carry all classified material sent to the Far East Command Printing and Publications Center for the preparation of the monthly FEC Personnel Statistics Report (OGA-MR-115).

11 Incls:
Exhibits I thru XI

J.E. STEARNS
Colonel Inf
Commanding

Distribution:
CO, 441st CIC Det - 5 copies
File - 1 copy

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Authority: 813562

By ru NARA Date 1/20/12

EXHIBIT
I



SECRET

NOV. 20. 1951

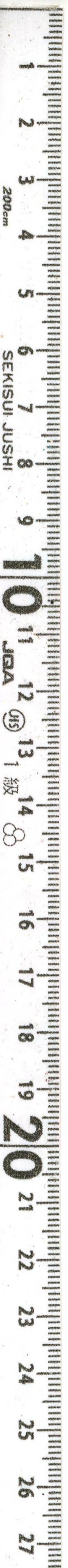
D7-S-1033

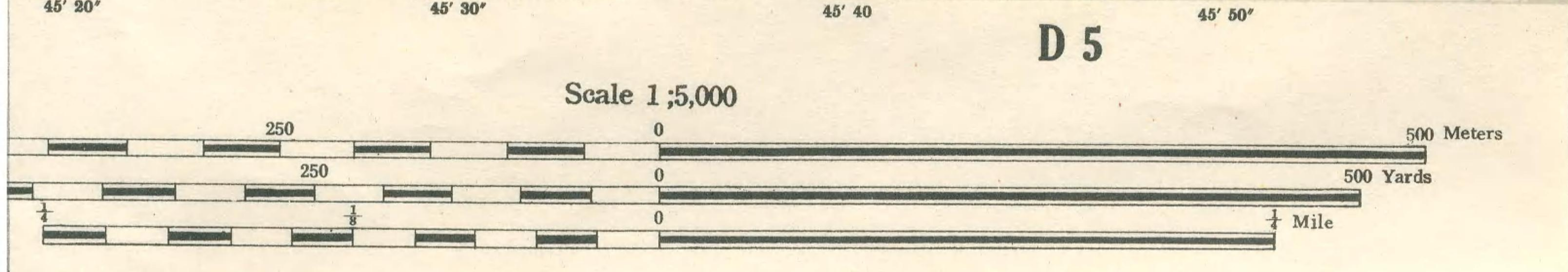
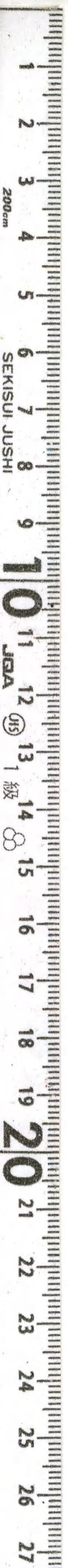
SUBJECT: Security Survey
Strength Accounting Branch
AG Section, GHQ, FEC
Hypothe Bank Annex
1-1 chome, Uchisaiwai-cho
Chiyoda-ku, Tokyo-to

C O V E R S H E E T

City Plan Map, Central Tokyo, 1:5000
showing general area and location of
Hypothe Bank Annex.

SECRET





D 5

Scale 1:5,000

250 0 500 Meters
250 0 500 Yards
1/4 Mile

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Authority: 813562

By rw NARA Date 1/20/12

EXHIBIT
II



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NOV. 20. 1951

D7-S-1033

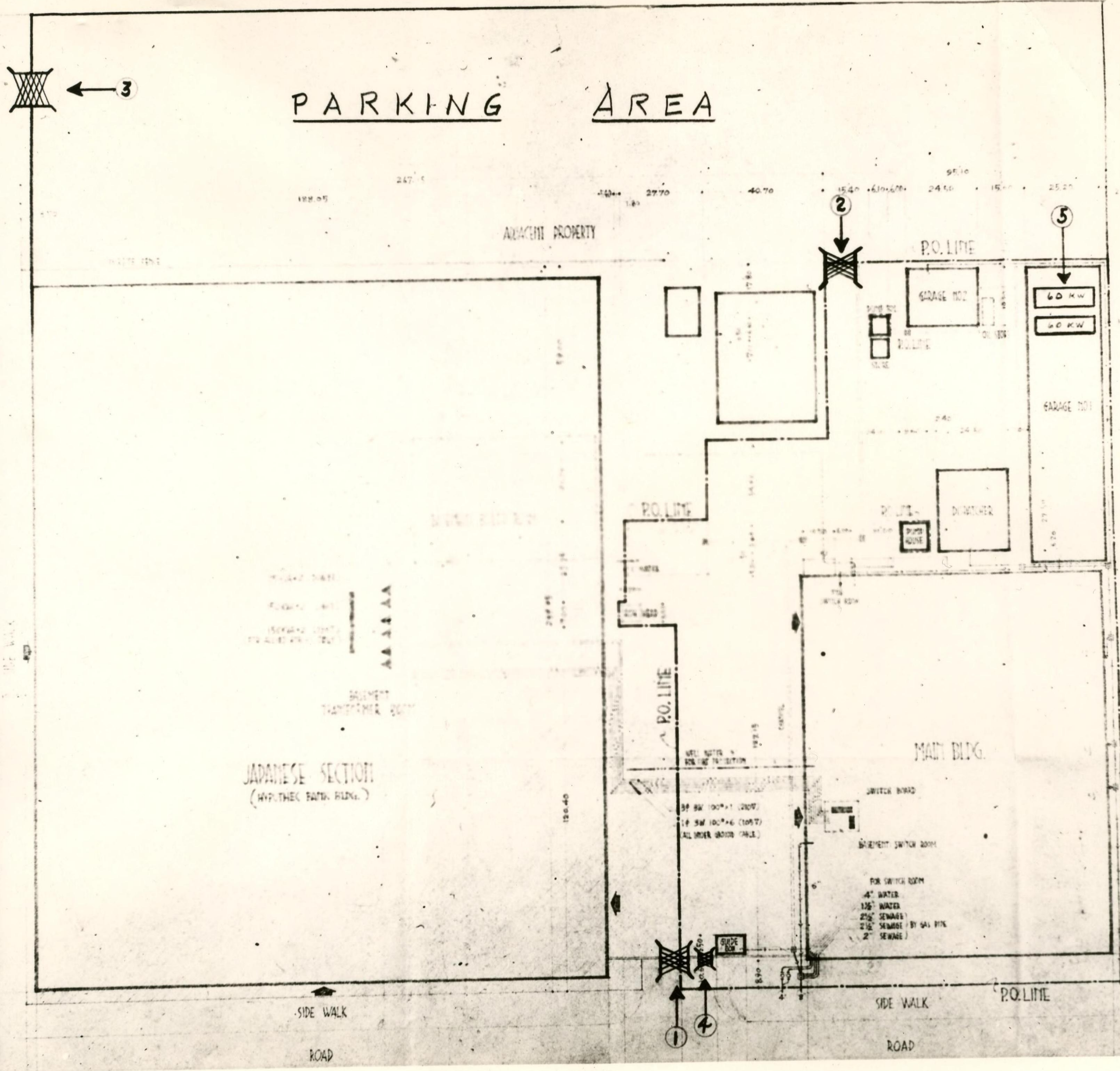
SUBJECT: Security Survey
Strength Accounting Branch
AG Section, GHQ, FEC
Hypothee Bank Annex
1-1 chome, Uchisaiwai-cho
Chiyoda-ku, Tokyo-to

C O V E R S H E E T

Sketch, Hypothee Bank Compound, with attached
Legend showing entrances, building locations, etc.

SECRET





PARKING AREA

ADJACENT PROPERTY

JAPANESE SECTION
(HYPOTHEC BATH BLDG.)

MAIN BLDG.

GARAGE 102

GARAGE 101

SWITCH BOARD

CERMENT SWITCH ROOM

FOR SWITCH ROOM
4" WATER
1 1/2" WATER
2 1/2" SEWAGE
2 1/2" SEWAGE BY GAL. PIP.
2" SEWAGE

P.O. LINE

P.O. LINE

P.O. LINE

P.O. LINE

P.O. LINE

P.O. LINE

SIDE WALK

SIDE WALK

ROAD

ROAD

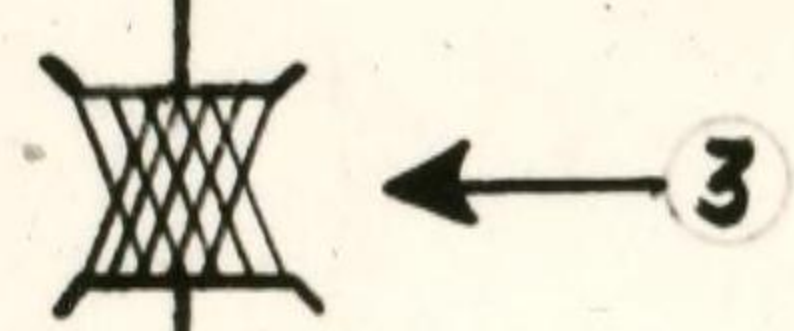
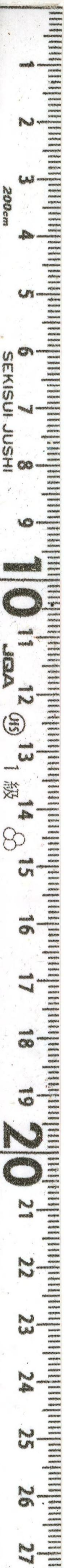


EXHIBIT II

LEGEND:

- Point #1 - Main Vehicle entrance
- Point #2 - Rear vehicle entrance leading from Parking Area.
- Point #3 - Vehicle entrance leading from Avenue "A" to Parking Area.
- Point #4 - Personnel entrance
- Point #5 - Two 60 kw Diesel powered generators operated by the Strength Accounting Branch to provide steady voltage to IBM equipment.



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By ru NARA Date 1/20/12

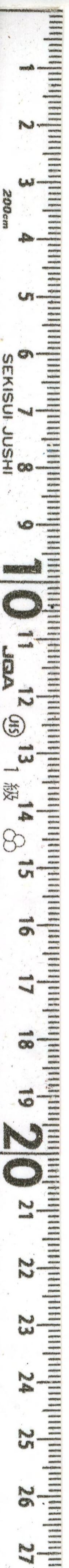


EXHIBIT
III

SECRET

NOV. 20. 1951

D7-S-1033

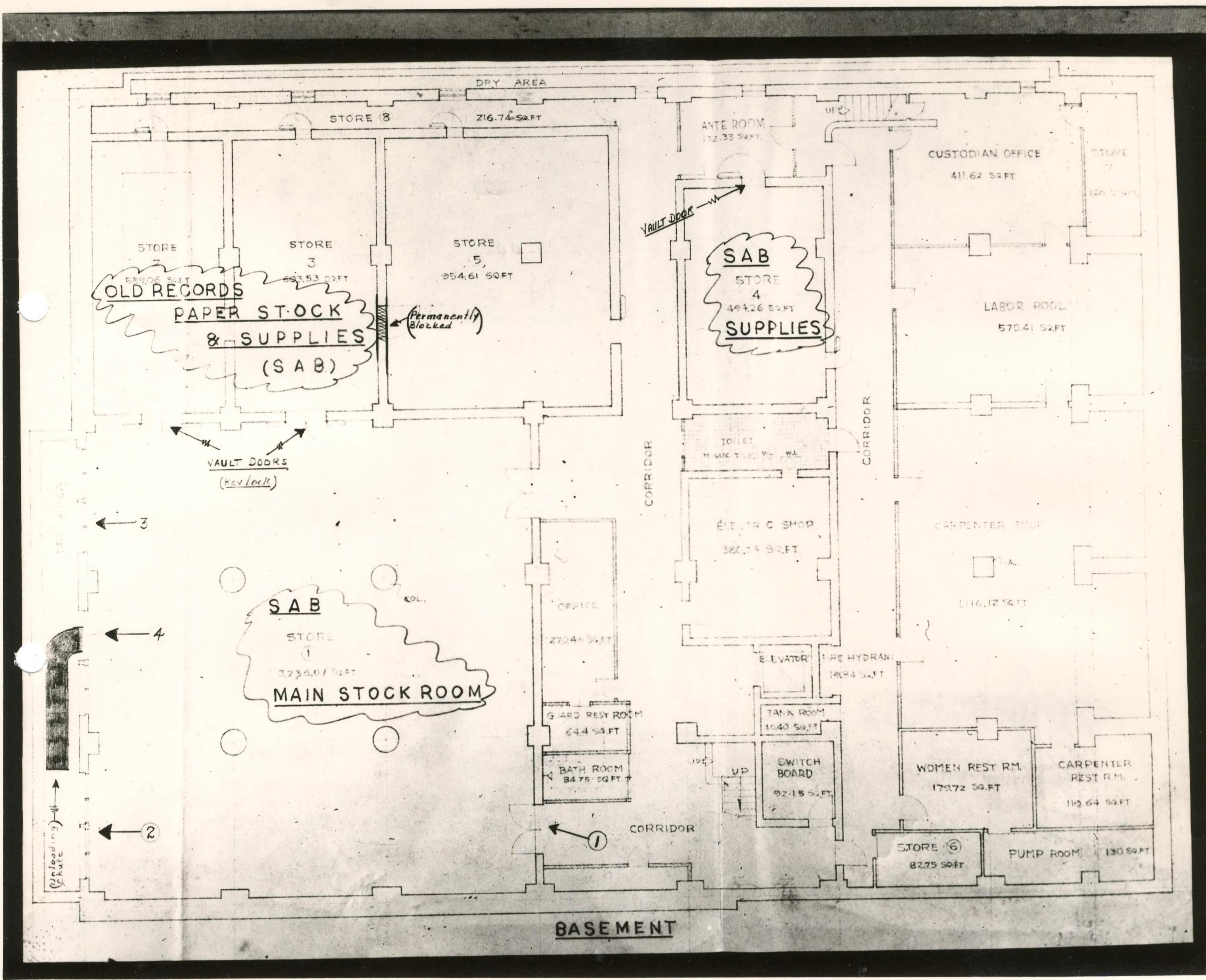
SUBJECT: Security Survey
Strength Accounting Branch
AG Section, GHQ, FRC
Hypothee Bank Annex
1-1 chome, Uchisaiwai-cho
Chiyoda-ku, Tokyo-to

COVER SHEET

Sketch of Basement, Hypothee Bank Annex, showing
areas used by the Strength Accounting Branch.
(Reference to numbered points is covered in Recommendations)

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Authority: 813562

By rw NARA Date 1/20/12

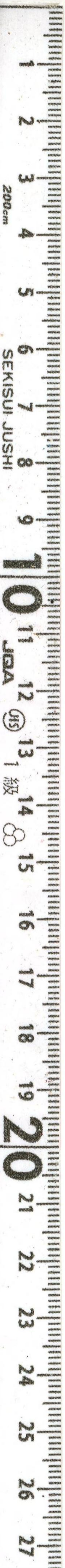


EXHIBIT
IV

SECRET

NOV. 20. 1951

SUBJECT: Security Survey
Strength Accounting Branch
AG Section, GHQ, FEC
Hypothee Bank Annex
1-1 chome, Uchisaiwai-cho
Chiyoda-ku, Tokyo-to

D7-S-1033

COVER SHEET

Sketch of 1st Floor, Hypothee Bank Annex, with attached
Legend showing location of file cabinets and safes and
designating those which contain classified information.

2 Pages

Exhibit #IV

SECRET



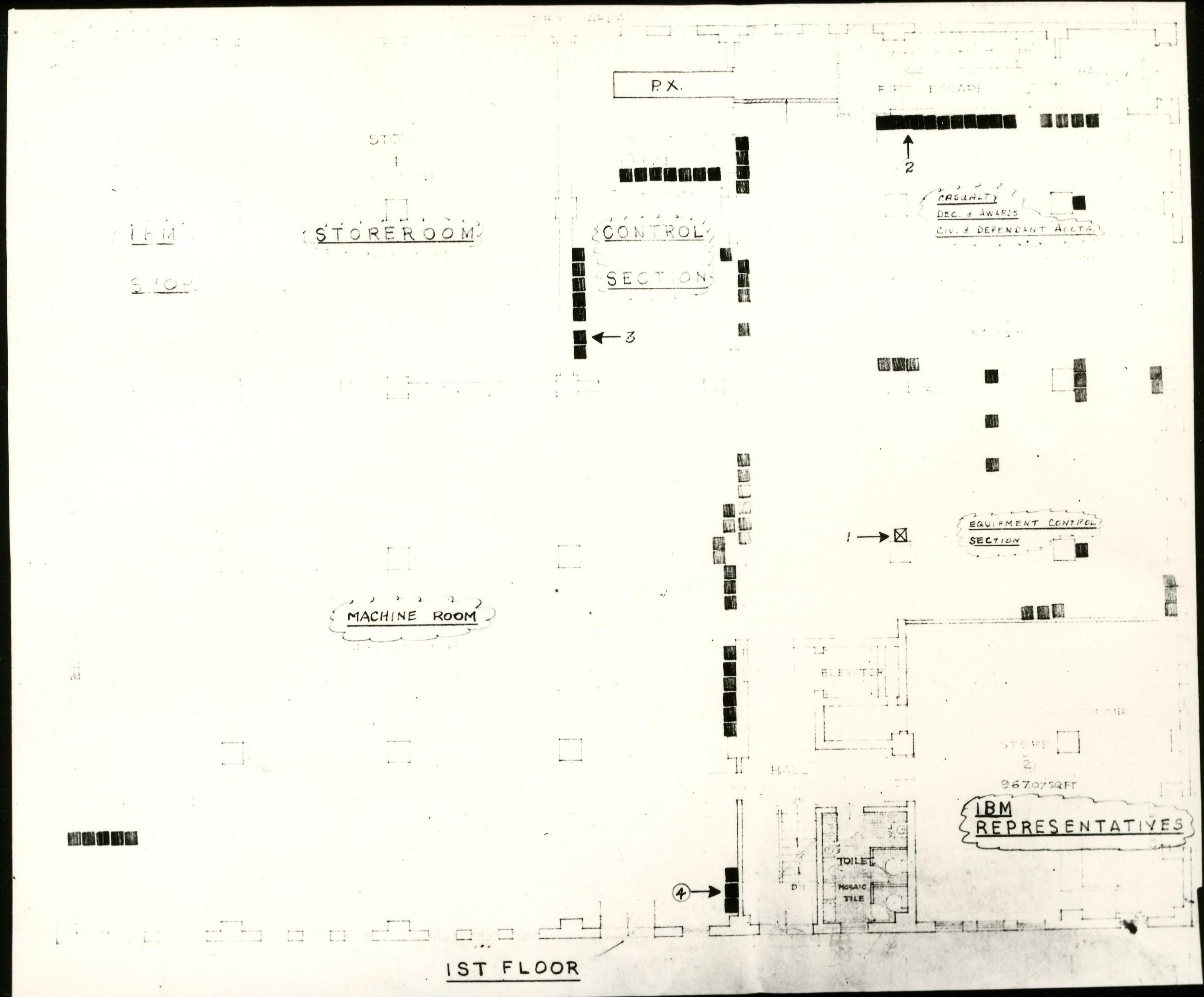


EXHIBIT IV

LEGEND:

- Point #1 - Small field safe, with key lock, used by Charge of Quarters for storage of keys and as a temporary repository for classified items or material received during night duty period. During the period 1700 to 0800 hours, this safe is normally empty.
- Point #2 - Metal file cabinet, bar and padlock (key); contains operational files of casualty unit up to classification of Secret. Locked from 1700 to 0800 hours with key retained by Charge of Quarters.
- Point #3 - Metal file cabinet, bar and padlock (key) and built in key lock; contains reference files classified up to Secret for use of personnel assigned to the Machine Records Section. In almost constant use; is locked when unattended.
- Point #4 - Wood file cabinet, key lock on each drawer; used for temporary storage of classified waste retained for burning; keys retained in Machine Records Section.

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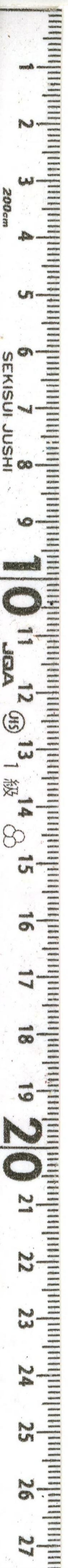


EXHIBIT
V

SECRET

NOV. 20. 1951

D7-S-1033

SUBJECT: SECURITY SURVEY
Strength Accounting Branch
AO Section, GHQ, FEC
Hypothec Bank Annex
1-1 chome, Uchisaiwai-cho
Chiyoda-ku, Tokyo-to

COVER SHEET

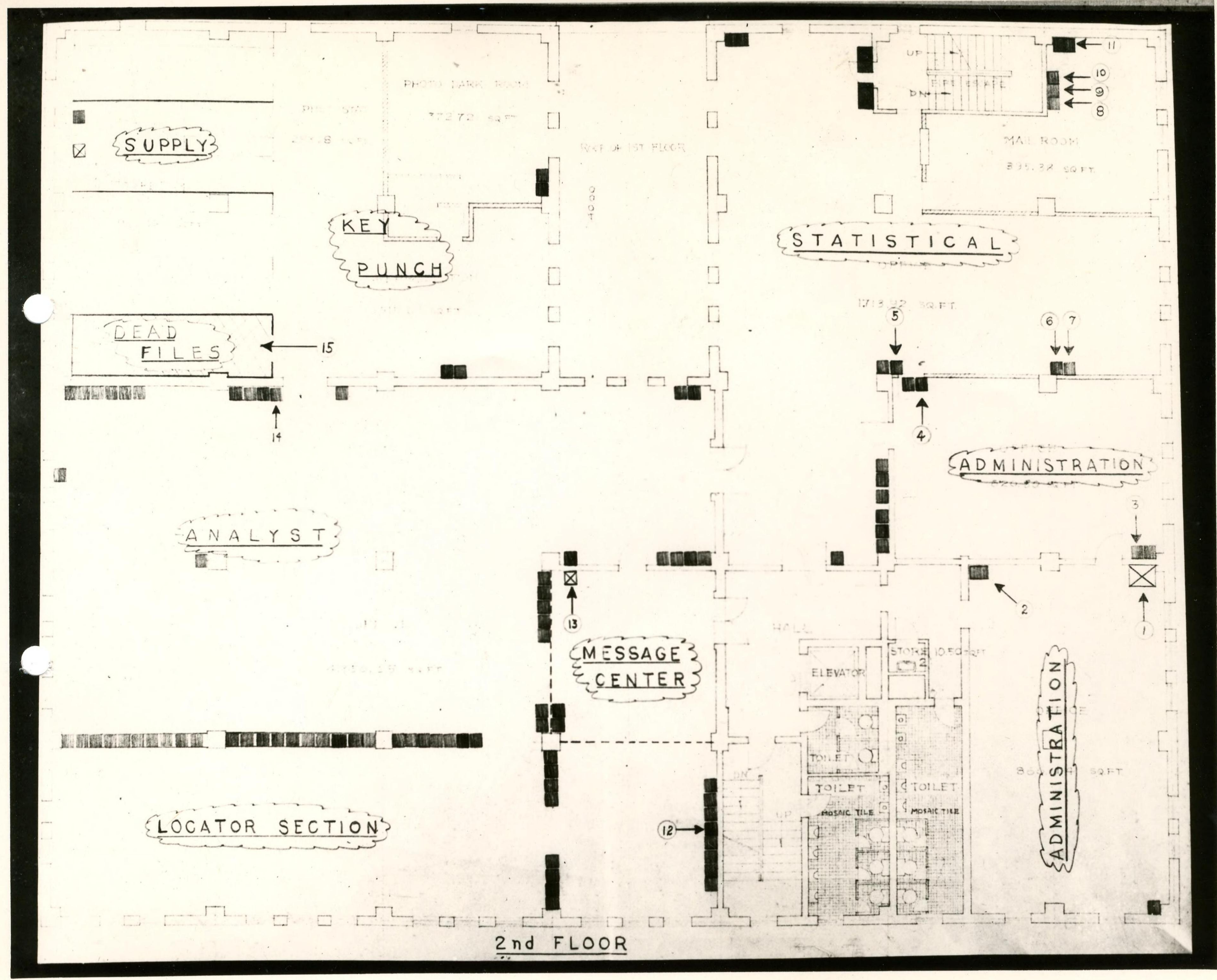
Sketch of 2nd Floor, Hypothec Bank Annex, with attached legend showing location of file cabinets and safes and designating those which contain classified information.

2 Pages

Exhibit IV

SECRET





2nd FLOOR

EXHIBIT V

LEGEND:

- Point #1 - Safe with combination lock; used by Commanding Officer and staff for classified storage up to and including Secret.
- Point #2 - Foot locker, metal with key padlock; used for temporary storage of classified waste.
- Point #3 - File cabinet, metal, with bar and key padlock; used for storage of classified Administrative files up to and including Secret; normally locked from 1700 to 0800 hours; key retained by the Charge of Quarters.
- Point #4 - Same as number 3.
- Point #5 - File cabinet, metal with built-in combination lock (small); used for storage of shipping data files classified up to and including Secret; normally locked from 1700 to 0800 hours; key retained by Charge of Quarters.
- Point #6 - File cabinet, metal with built-in combination lock (small); used for storage of TO & E data classified up to and including Secret; normally locked from 1700 to 0800 hours; key retained by Charge of Quarters.
- Point #7 - Same as number 6.
- Point #8 - Files cabinet, metal with bar and key padlock; used for storage or operational files, and retained copies of classified reports up to and including Secret; normally locked from 1700 to 0800 hours; key retained by Charge of Quarters. Document sign-out log taped to open side of cabinet.
- Point #9 - File cabinet, metal with bar and key padlock; used for storage of operational files classified up to and including Secret. Normally locked from 1700 to 0800 hours; keys retained by Charge of Quarters.
- Point #10- File cabinet, metal with built-in combination lock (small); used for storage of classified operational files up to and including Secret; normally locked from 1700 to 0800 hours.
- Point #11- Metal locker with double doors; bar and key padlock; used for storage of retained compilations classified up to and including Secret; normally locked from 1700 to 0800 hours; key retained by Charge of Quarters; Document sign-out log taped to surface of door.
- Point #12- File cabinet, metal with bar and combination padlock; used for storage of Morning Reports classified to include Secret (Counter Intelligence Corps); normally locked from 1700 to 0800 hours.

EXHIBIT V

LEGEND: (Cont'd)

Point #13 - Safe, small with key lock; normally used for temporary storage of classified material received at the message center and for permanent storage of stamps and any other items of value retained by the message center. Normally locked from 1700 to 0800 hours. Key retained by Message Center personnel.

Point #14 - File Cabinet, metal with double bar and double key padlocks; used for storage of classified reference material to include Secret. Normally locked from 1700 to 0800 hours except when Analyst Section is working overtime. Keys retained by the Charge of Quarters.

Point #15 - Screened and locked section of supply room space utilized for storage of dead files classified up to and including Secret. Locked at all times when not in use; keys retained by the Charge of Quarters.

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By rw NARA Date 1/20/12



EXHIBIT
VI

SECRET

NOV. 20. 1951

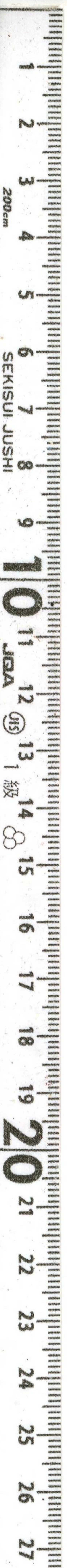
D7-S-1033

SUBJECT: Security Survey
Strength Accounting Branch
AG Section, GHQ, FEC
Hypotheq Bank Annex
1-1 chome, Uchisaiwai-cho
Chiyoda-ku, Tokyo-to

C O V E R S H E E T

Copy of General Orders for Guards at
Hypotheq Bank Annex

SECRET



HEADQUARTERS
HEADQUARTERS AND SERVICE COMMAND
GENERAL HEADQUARTERS, FAR EAST COMMAND
SECURITY DIVISION, OPM, MTA
APO 500

8 December 1950

GENERAL ORDERS FOR INSTALLATION GUARDS

1. To protect all U.S. property and property of occupants of the installation.
2. To be alert at all times when on duty.
3. To report any violations of orders I am instructed to enforce.
4. To be especially watchful for fires. If unable to extinguish the fire, alert the occupants of the installation, then call the Fire Department. Telephone 119.
5. To quit my post only when properly relieved.
6. To pass on to the guard who relieves me any special instructions I have received.
7. To talk to no one except in the line of duty.
8. To report all unusual occurrences immediately to the Sgt. of the Guard, or the Chief Guard.
9. To call the Sgt. of the Guard or Chief Guard in any case not covered by instructions.
10. To maintain a neat and orderly appearance at all times.
11. To know General Orders and Special Orders of the post I am guarding.

/s/ WALTER J. BURNS
/t/ WALTER J. BURNS
Capt. MPC
Chief, Security Div.
OPM, MTA

A TRUE COPY

Walter J. Burns
Major J.C.

HEADQUARTERS
HEADQUARTERS AND SERVICE COMMAND
GENERAL HEADQUARTERS, FAR EAST COMMAND
SECURITY DIVISION, OPM, MTA
APO 500

8 December 1950

GENERAL ORDERS FOR SERGEANT OF THE GUARD

1. To be alert at all times while on duty.
2. To be familiar with all posts.
3. To inspect each guard post once each hour, to insure neatness, orderliness and proper performance of duty.
4. To know what to do in an emergency such as fire, robbery, house-breaking, etc.
5. To keep a log of all unusual occurrences during my tour of duty and turn in the log to the Chief Guard upon completion of tour of duty.
6. To know the peculiarities of each post and instruct the guards.
7. To check guards to determine if they know their General & Special Orders.
8. In any event Japanese personnel cannot handle a situation, call Security Division, 26-6669, or 57-8727.
9. To insure that all posts are manned at all times as directed by Guard Orders.
10. To inform guards being relieved when their next tour of duty begins.
11. To insure reliefs report to proper post properly instructed at the correct time.
12. In the absence of the Chief Guard to notify the Security Division immediately of any unusual occurrences.

/s/ WALTER J. BURNS
/t/ WALTER J. BURNS
Capt. MPC
Chief, Security Div.
OPM, MTA

A TRUE COPY

Walter J. Burns
Major J.C.

HEADQUARTERS
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GENERAL HEADQUARTERS, FAR EAST COMMAND
SECURITY DIVISION, OPM MTS
APO 500

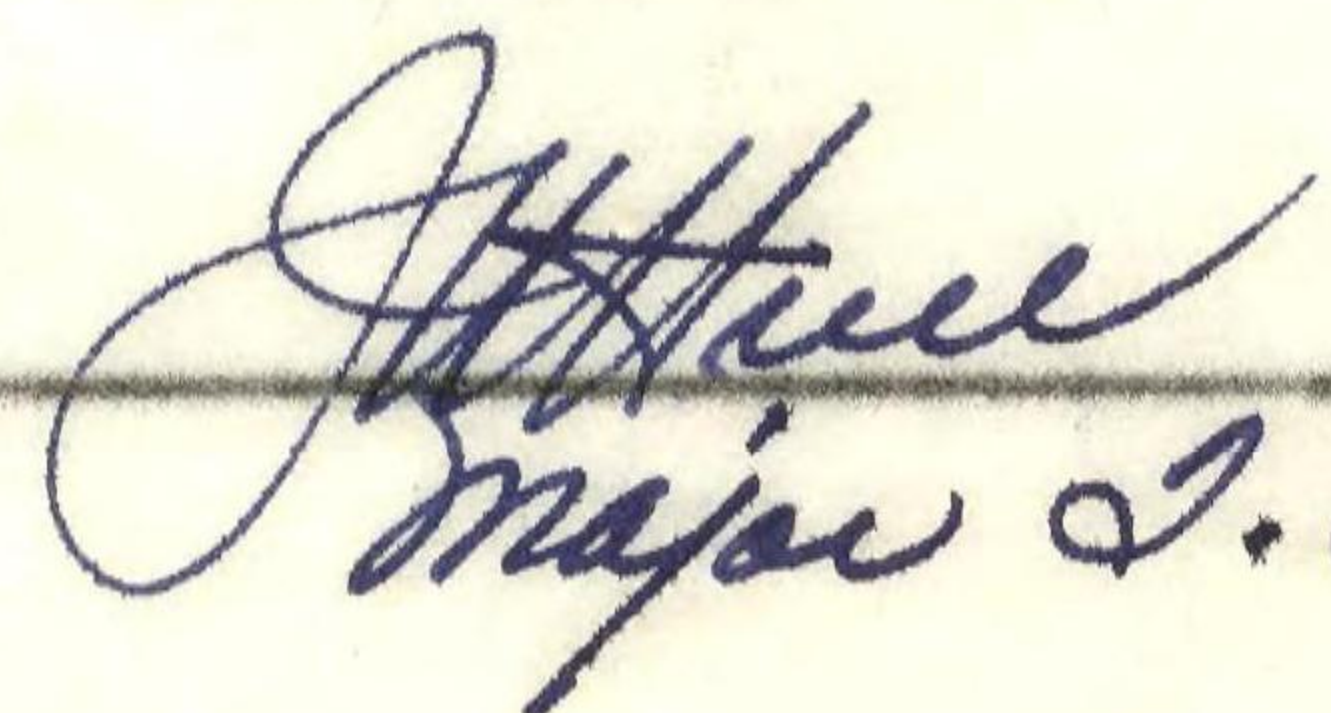
8 December 1951

GENERAL ORDERS FOR CHIEF GUARDS

1. To be responsible for the efficient operation of the guard.
2. To enforce all provisions of the guard regulations, General Orders and Special Orders.
3. To maintain liaison between guard components, Security Division, and Japanese Police.
4. To make and maintain a roster of guards and tours of duty.
5. To rotate guards and duties to provide even distribution of undesirable posts and well rounded training of guards.
6. To arrange for and make replacements when necessary.
7. To report and eliminate inefficient guard personnel.
8. To hear and act upon legitimate complaints of the guards.
9. To instruct and train guards under my supervision, especially new guards.
10. To cooperate with the installation custodian.
11. To report all unusual incidents immediately to the Security Division. Telephone 57-8727 or 57-8411.
12. To inspect all guards when on duty to insure proper performance of duty, and a neat and clean appearance.
13. To post and maintain copies of General Orders for Chief Guards and General Orders for Sgt. of the Guard on a bulletin board accessible to all guards.
14. To post and maintain copies of General Orders for Guards and Special Orders for the post at each guard post.

/s/ WALTER J. BURNS
/t/ WALTER J. BURNS
Capt. MPC
Chief, Security Div.
OPM, MTA

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By rw NARA Date 1/20/12



EXHIBIT
VII

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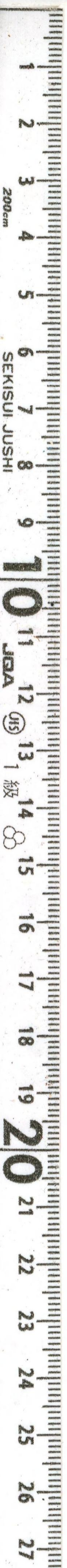
D7-8-1033

SUBJECT: Security Survey
Strength Accounting Branch
AG Section, GHQ, FEC
Hypothee Bank Annex
1-1 chome, Uchisaiwai-cho
Chiyoda-ku, Tokyo-to

C O V E R S H E E T

Guard Orders for each Guard Post, Hypothee Bank Annex

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HEADQUARTERS
HEADQUARTERS AND SERVICE COMMAND
GENERAL HEADQUARTERS, FAR EAST COMMAND
SECURITY DIVISION, OPM, MTA
APO 500

24 October 1950

GUARD ORDERS HYPOTHEC BANK ANNEX

I Component of the Guard

- a. One Chief Guard
- b. One Sgt. Guard
- c. Twelve Guards

II Posts

- a. Post I 0700-1900 daily - Front gate
- b. Post II 24 hrs daily - Building entrance
- c. Post III 0730-1800 daily - Back gate
- d. Post IV 1800-0600 daily - Roving, S.E. side
- e. Post V 1900-0700 daily - Roving 1st, 2nd 3rd floors and basement.

III Equipment: Uniforms, nightsticks, whistles

IV Communications- Telephones.

/s/ WALTER J. BURNS
/t/ WALTER J. BURNS
Capt MPC
Chief, Security Div.
OPM, MTA

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Walter J. Burns
Major J.C.

HEADQUARTERS
HEADQUARTERS AND SERVICE COMMAND
GENERAL HEADQUARTERS, FAR EAST COMMAND
SECURITY DIVISION, FPM, MTA
APO 500

24 October 1950

GUARD ORDERS HYPOTHEC BANK ANNEX

V Special Orders, Post I

1. My post is located at the guard box at the front gate to the Hypothec Bank Annex.
2. My post is manned from 0700 to 1900 daily.
3. The primary mission of my post is to prevent the entrance of unauthorized personnel and to issue the visitors passes for post II.
4. I will issue visitors passes to persons desiring to enter the Hypothec Bank Annex on business, and collect and file these passes at the end of the visit. I will maintain the visitors log.
5. Japanese visitors of Japanese employees will not be permitted to enter.
6. I will check the Occupation employees who work in the area outside of the Annex building, and will search these employees when they leave the area.
7. I will be alert for any persons attempting to enter the building illegally or attempting to remove any property.
8. At 1800 hours daily the vehicle gate at my post will be locked. The small door will be used for entrance and exit.
9. I will follow General Orders for Hqs & Svc. Comd. Guards.

/s/ WALTER J. BURNS
/t/ WALTER J. BURNS
Capt. MPC
Chief, Security Div.
OPM, MTA

A TRUE COPY

Walter J. Burns
Major J.C.

HEADQUARTERS
HEADQUARTERS AND SERVICE COMMAND
GENERAL HEADQUARTERS, FAR EAST COMMAND
SECURITY DIVISION, OPM, MTA
APO 500

24 October 1950

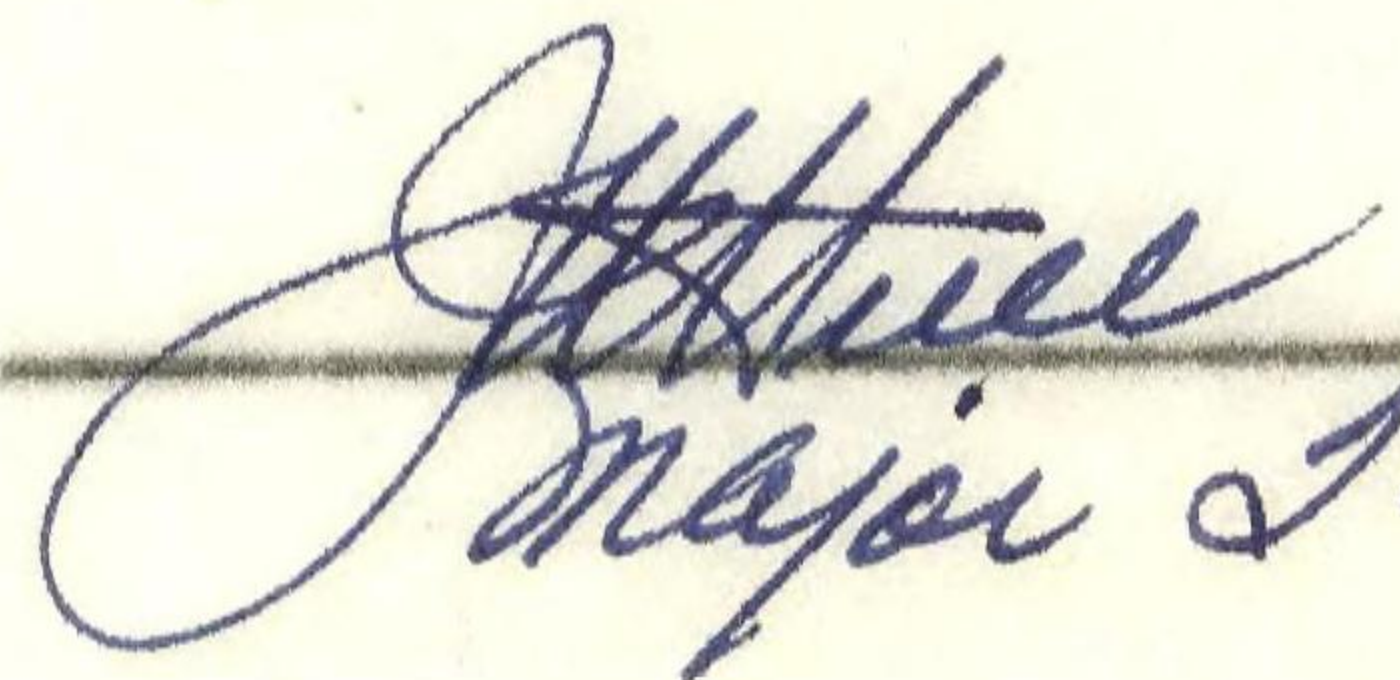
GUARD ORDERS HYPOTHEC BANK ANNEX

VI Special Orders, Post II

1. My post is located at the entrance door to the Hypothec Bank Annex building. (North west side)
2. My post is manned 24 hours daily.
3. My primary mission is to prevent the entry of unauthorized personnel, and the unauthorized removal of Occupation property.
4. I will check identification of all non-Occupation personnel entering the building and permit only the following to enter:
 - a. Occupation personnel.
 - b. Japanese employees of Occupation, with passes.
 - c. Employees of other offices in the building with proper identification.
 - d. Visitors to the building with visitors passes.
5. Japanese visitors of Japanese employees will not be permitted to enter.
6. I will search all Japanese employees when leaving the building, and will check all bundles and boxes being removed for unauthorized items.
7. I will issue visitors passes and maintain the visitors log during the hours that Post I is not manned.
8. I will be alert for any unusual activity on the outside of the building especially during the hours of darkness.
9. I will follow General Orders for Hqs and Svc. Comd. Guards.

/s/ WALTER J. BURNS
/t/ WALTER J. BURNS
Capt. MPC
Chief, Security Div.
OPM, MTA

A TRUE COPY


Major J.C.

HEADQUARTERS
HEADQUARTERS AND SERVICE COMMAND
GENERAL HEADQUARTERS, FAR EAST COMMAND
SECURITY DIVISION, OPM, MTA
APO 500

24 October 1950

GUARD ORDERS HYPOTHEC BANK ANNEX

VII Special Orders, Post III

1. My post is located at the back gate to the area (to Ave. "A" Parking Lot)
2. My post is manned from 0730 to 1800 hours daily.
3. My primary mission is to prevent the entrance of unauthorized personnel, and the unauthorized removal of property.
4. Persons authorized to use this gate are:
 - a. Occupation Personnel.
 - b. Japanese employees on official business (delivering supplies with passes.
 - c. Japanese drivers from V.I.P. motor pool as shown on the roster to use wash facilities only. Must have passes.
5. I will be alert for any unusual acts near my post.
6. The gate will be closed and locked at all times that a guard is not on duty.
7. I will follow General Orders for Hqs & Svc Comd. guards.

/s/ WALTER J. BURNS
/t/ WALTER J. BURNS
Capt MPC
Chief, Security Div.
OPM, MTA

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Walter J. Burns
Major J.C.

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GENERAL HEADQUARTERS, FAR EAST COMMAND
SECURITY DIVISION, OPM, MTA
APO 500

24 October 1950

GUARD ORDERS HYPOTHEC BANK ANNEX

VIII Special Orders, Post IV

1. My post is an outside roving post along the Southeast, South west and Northwest sides of the Hypothec Bank Annex.
2. My post is manned from 1800 to 0600 hours daily.
3. My primary mission is to prevent the entrance of unauthorized personnel.
4. I will apprehend any person found loitering about the fence once on the South east side, or attempting to climb over it.
5. I will be watchful for prowlers around Occupation vehicles and anywhere on my post.
6. In the event that the spotlights on the South corner of the building burn out, I will notify the Chief guard immediately.
7. I will follow General Orders for Hqs & Svc. Comd. Guards.

/s/ WALTER J. BURNS
/t/ WALTER J. BURNS
Capt. MPC
Chief, Security Div.
OPM, MTA

A TRUE COPY

J. H. H. H.
Major G.C.

HEADQUARTERS
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GENERAL HEADQUARTERS, FAR EAST COMMAND
SECURITY DIVISION, OPM, MTA
APO 500

24 October 1950

GUARD ORDERS HYPOTHEC BANK ANNEX

VIII Special Orders, Post V

1. My post is a roving post throughout the basement, 1st, 2nd and 3rd floors.
2. My post is manned from 1900 to 0700 hours daily.
3. The primary mission of my post is the rapid detection and reporting of fires.
4. I will be alert for the presence of unauthorized personnel.
5. I will continually rove my post, and report any fires and fire hazards immediately.
6. I will maintain liaison with Post II and IV.
7. I will report any unusual occurrences immediately.
8. I will follow General Orders for Hqs and Svc. Comd. Guards.

/s/ WALTER J. BURNS
/t/ WALTER J. BURNS
Captain MPC
Chief, Security Div.
OPM, MTA

A TRUE COPY

Walter J. Burns
Walter J. Burns

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By rw NARA Date 1/20/12

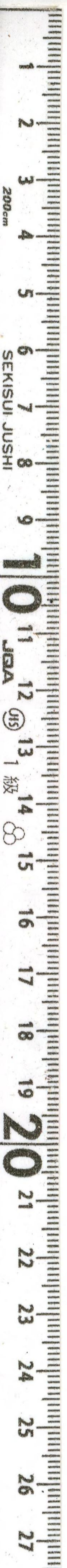


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VIII

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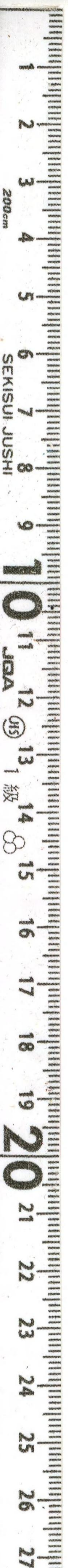
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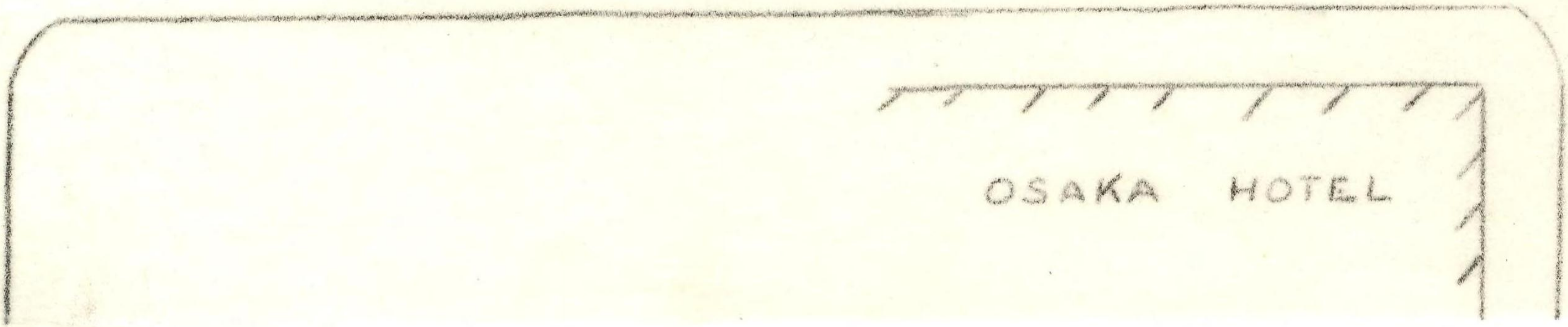
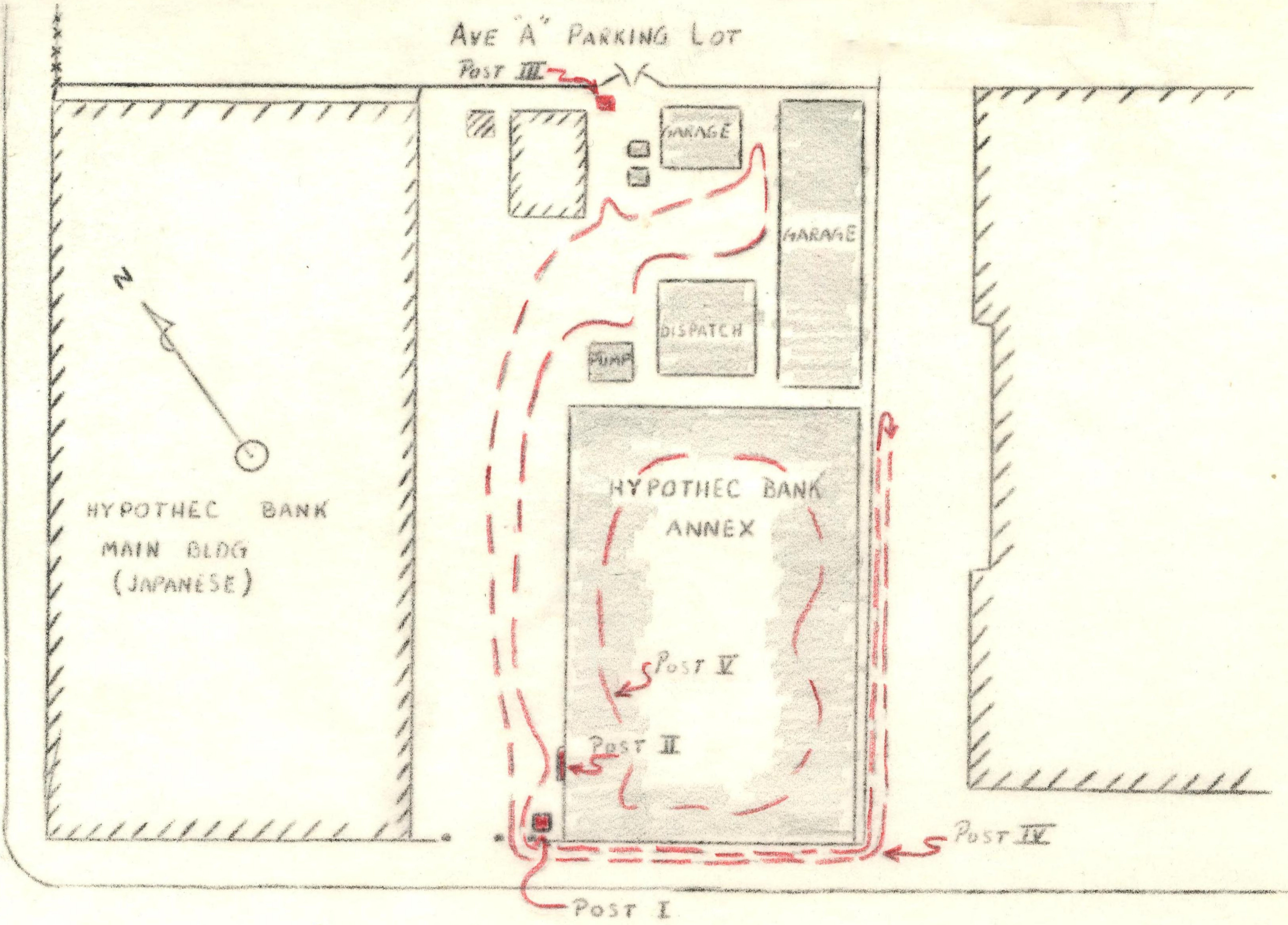
SUBJECT: Security Survey
Strength Accounting Branch
AG Section, GHQ, FEC
Hypothee Bank Annex
1-1 chome, Uchisaiwai-cho
Chiyoda-ku, Tokyo-to

C O V E R S H E E T

Sketch showing extent of Guard Posts,
Hypothee Bank Annex

SECRET





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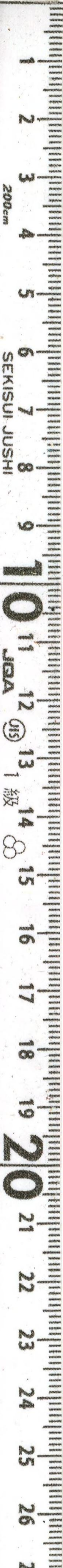
D7-S-1033

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Strength Accounting Branch
AG Section, GHQ, FEC
Hypothee Bank Annex
1-1 chome, Uchisaiwai-cho
Chiyoda-ku, Tokyo-to

COVER SHEET

Sketch of 1st, 2nd and Basement floors of
Hypothee Bank Annex showing location and
type of fire protection equipment

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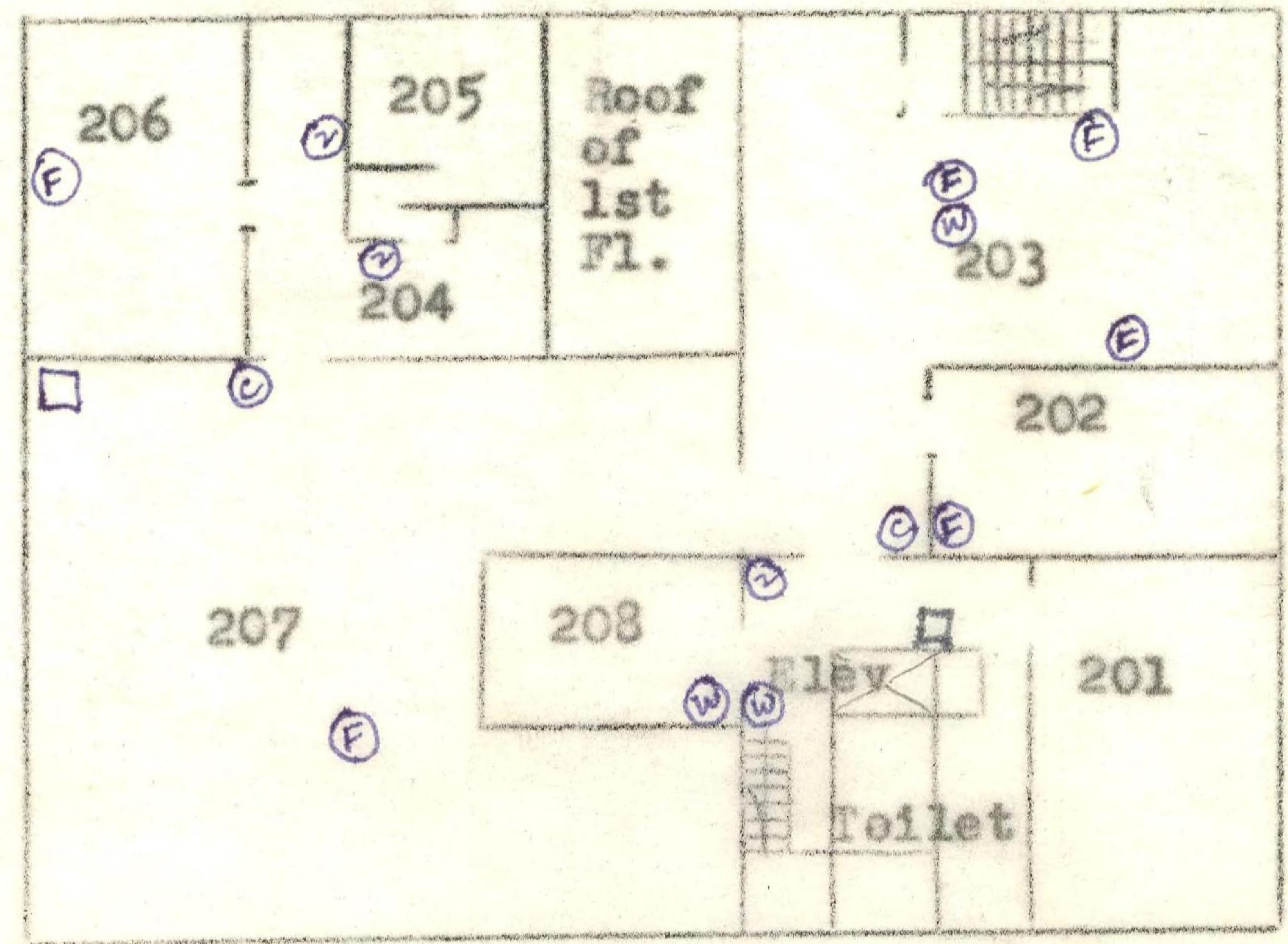
HYPOTHEC BANK ANNEX (Not to scale)

Floor Plan
Room Numbers
Fire Hydrants & Extinguishers

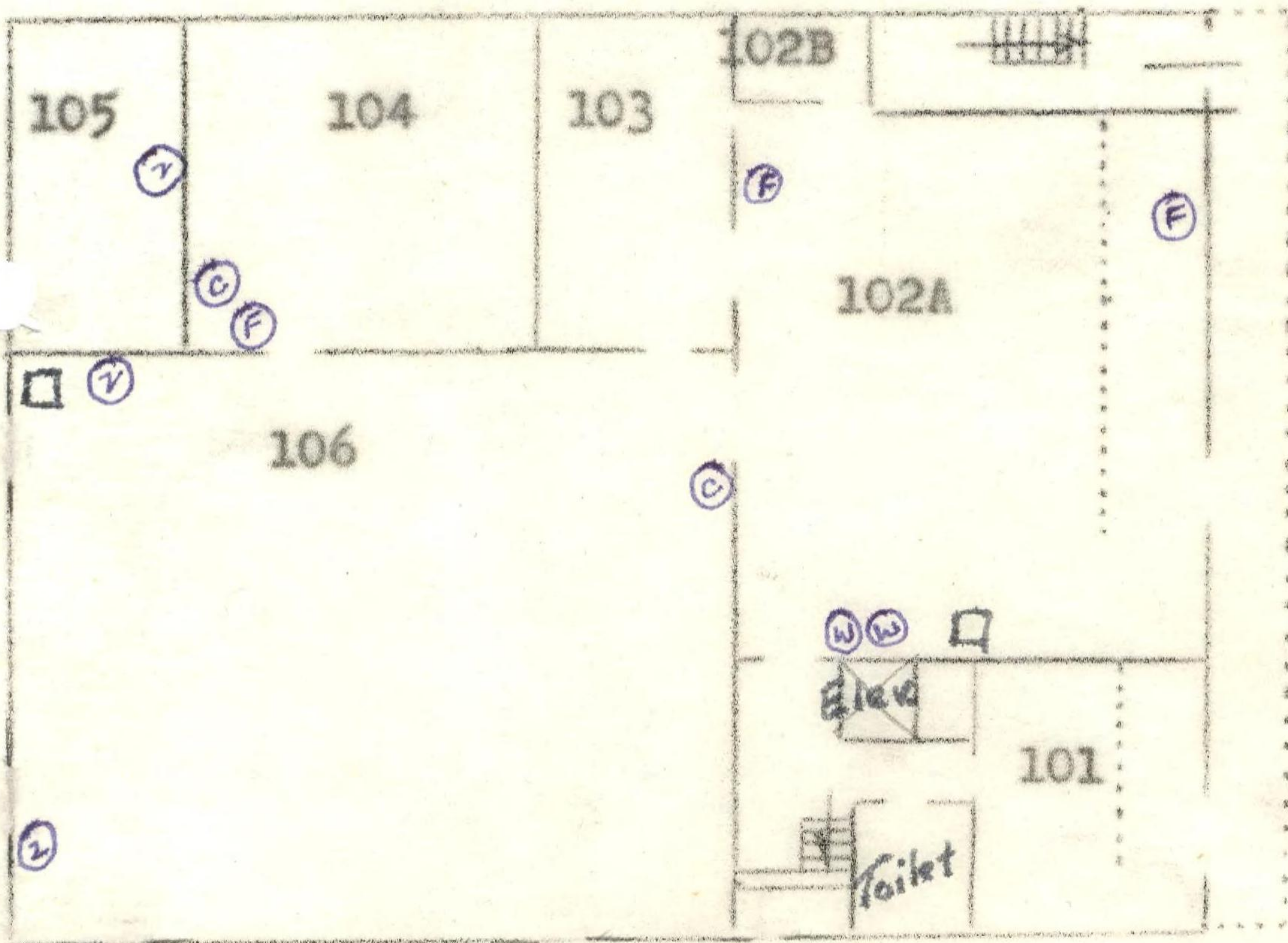
Legend:

- - Fire Hydrant
- ⊗ - Fire Extinguisher, Water
- ⊕ - Fire Extinguisher, Foam
- ⊙ - Fire Extinguisher, CTC
- ⊚ - Fire Extinguisher, CO₂

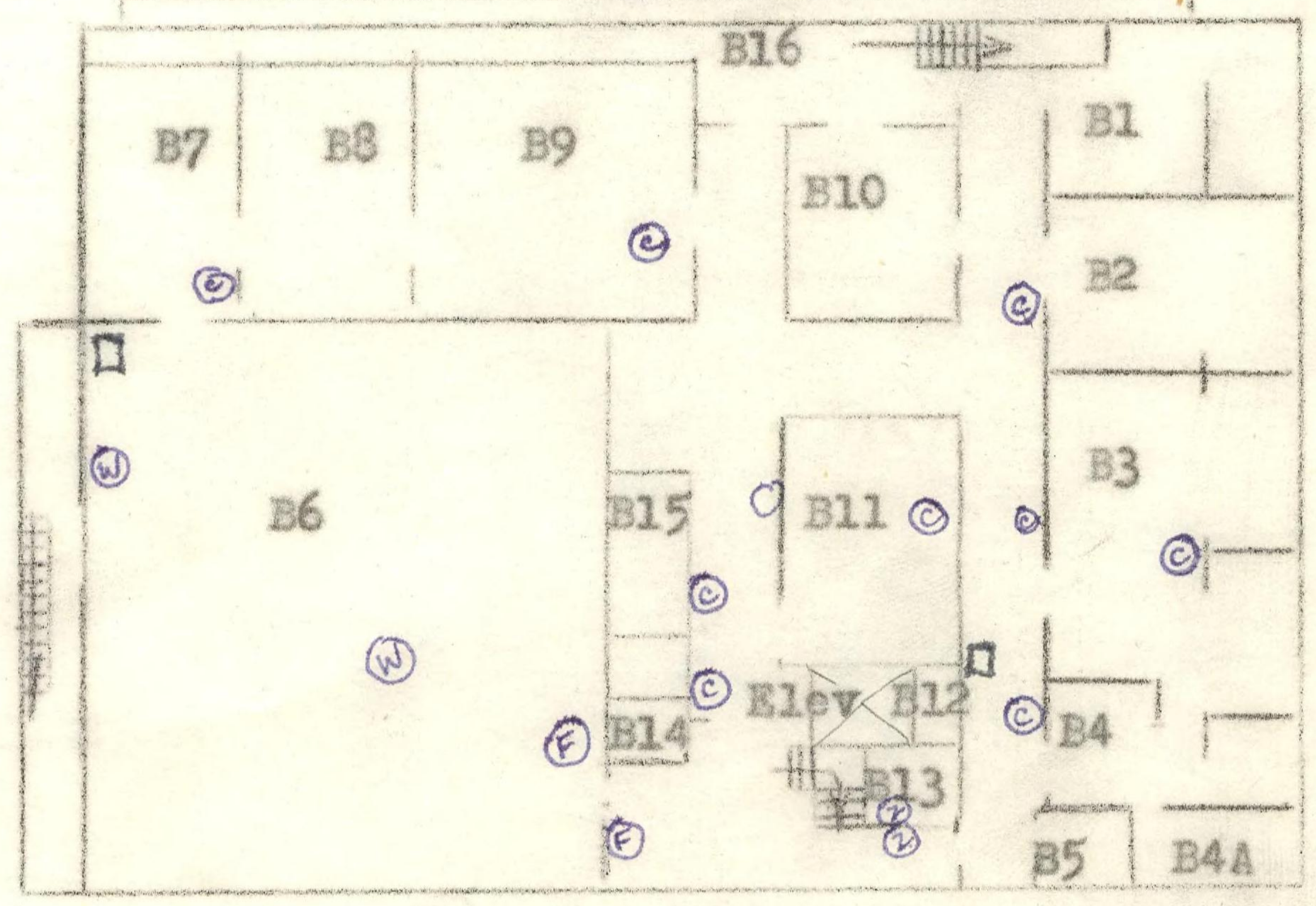
2nd Floor



1st Floor



Basement



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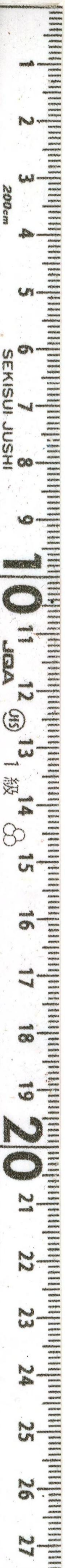


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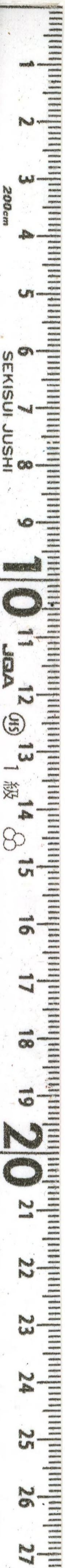
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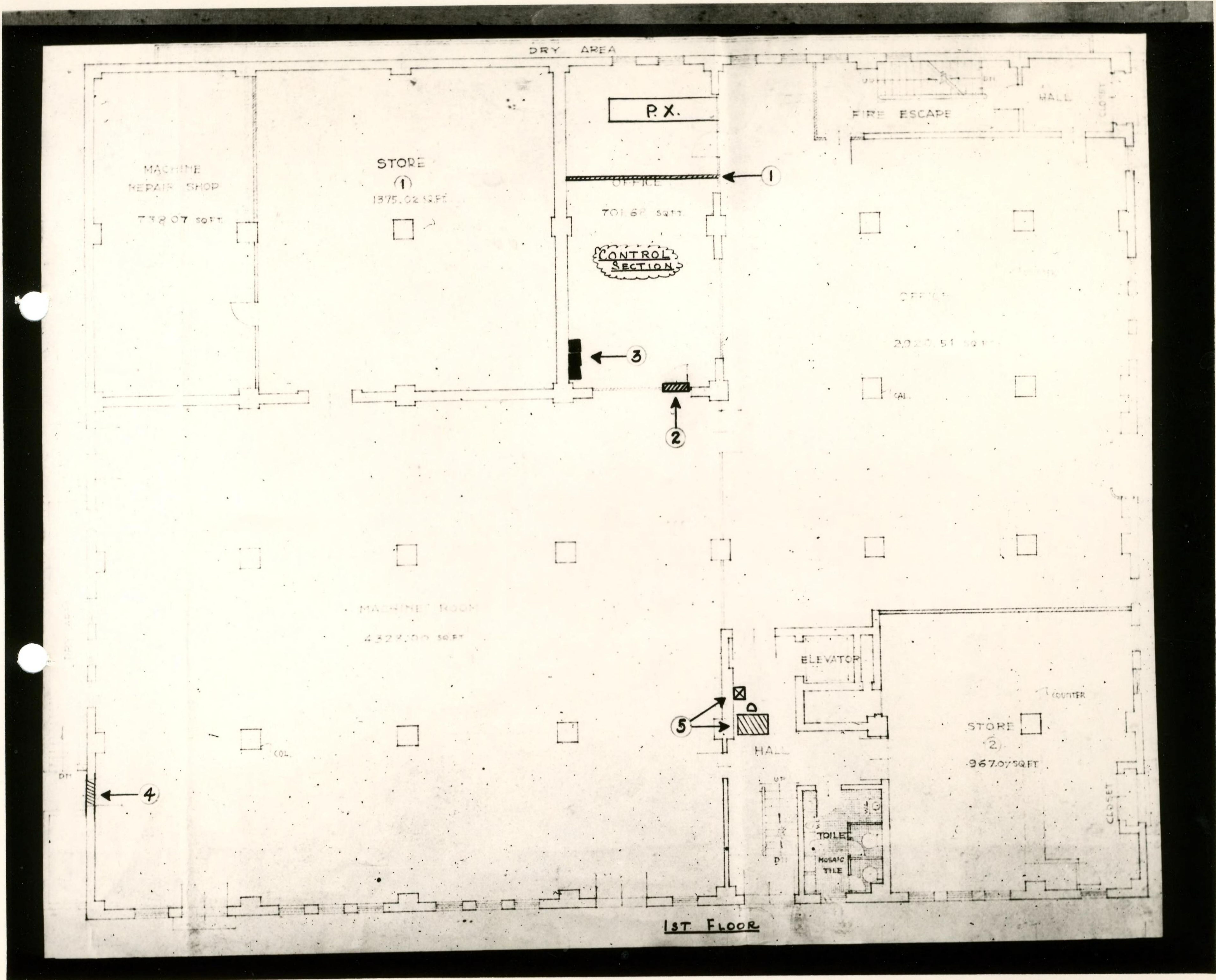
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AG Section, GHQ, FEC
Hypothee Bank Annex
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Chiyoda-ku, Tokyo-to

C O V E R S H E E T

Sketch of 1st Floor, Hypothee Bank Annex
showing proposed physical security measures
and proposed relocation of classified files.
(Reference to numbered points is covered in
Recommendations.)

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XI

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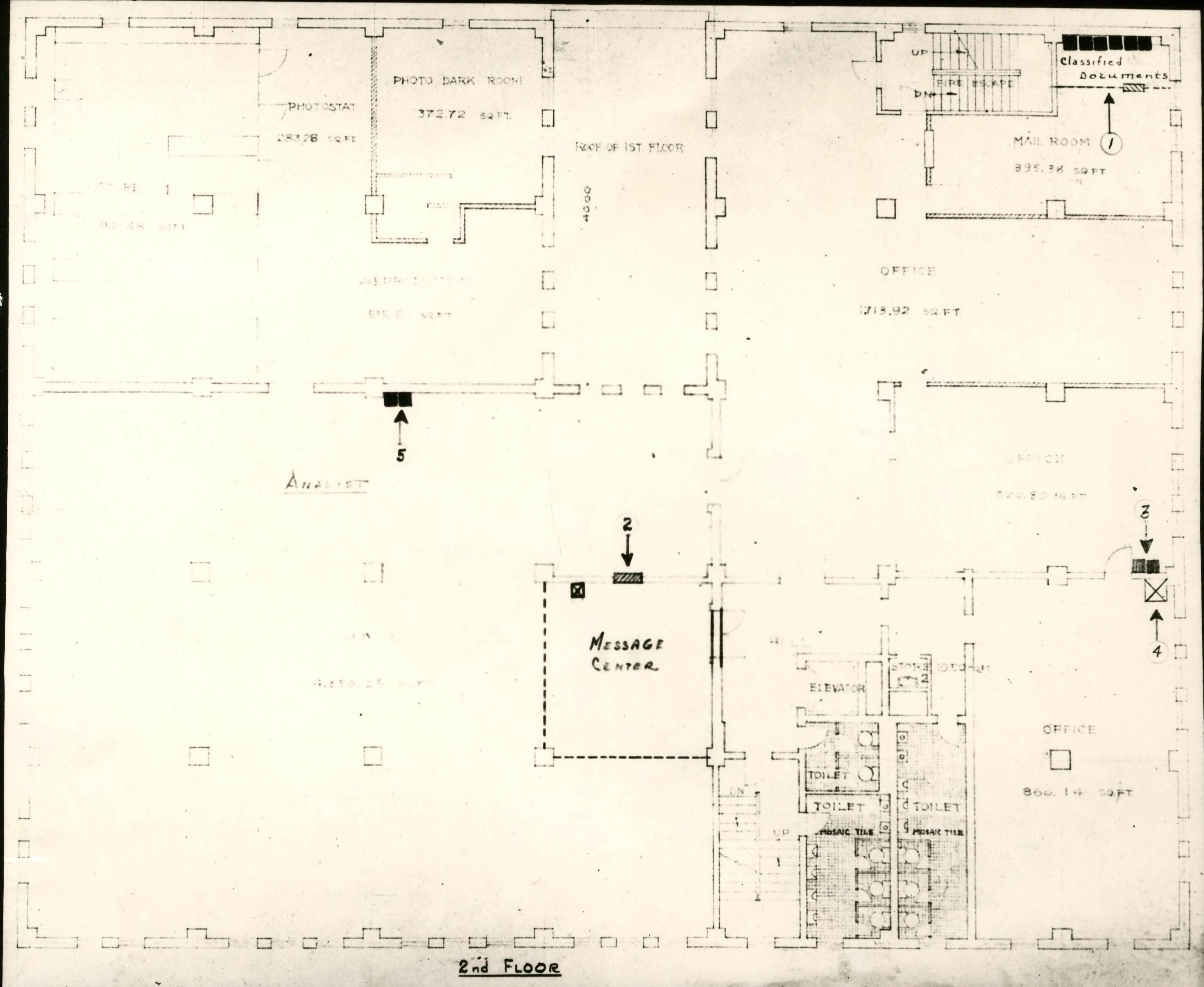
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Strength Accounting Branch
AG Section, GHQ, FEC
Hypothee Bank Annex
1-1 chome, Uchisaiwai-cho
Chiyoda-ku, Tokyo-to

C O V E R S H E E T

Sketch of 2nd Floor, Hypothee Bank Annex,
showing proposed physical security measures
and proposed relocation of classified files
(Reference to numbered points is covered in
Recommendations)

SECRET





2nd FLOOR

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1/26/12

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