GHQ/SCAP Records(RG 331)
Description of contents

THE NATIONAL ARCHIVES OF THE UNITED STATES

(1) Box no. 2140

(2) Folder title/number: (24)
15. Memos - Government Section

(3) Date: Mar. 1951 - Dec. 1951

(4) Subject:

Classification	Type of record
032	e

(5) Item description and comment:
Includes Contents List

(6) Reproduction: (Yes) No

(7) Film no. Sheet no.

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68	W. E. C.	12 Feb 51	All Personnel	"Traffic and Vehicle Regulations"
69	W.E.C.	9 Mar 51	All Personnel	Visit to Battleship Missouri.
70		March 51	All Officers.	Folder on Personal Property Insurance.
71	W.E.Curtis	15 March 51	All Personnel	Government Section Conferences and Conference Rooms.
72	CPS	15 March51	GS	GTA 20-1 Atomic Weapons Effects Card.
73	AG-OP	15 Mar 51	GS	GTA 20-1, Atomic Weapons Effects Card.
74	W.E.C.	21 Apr 51	All Duty Officers	Closing of Office.
75	W. E. C.	21 Apr 51	All Personnel	Typhoid Immunization
76	W. E. C.	23 Apr 51	All GS Personnel	Safety Inspection of Automobiles
76A	W. E. C.	25 Apr 51	All Personnel	Appearance of Office
77	W. E. C.	27 Apr 51	All Personnel	Central Files
78	W. E. C.	27 Apr 51	All Security Officers	Classified Materials
79	W.E.C.	7 May 51	Duty Officers	G-2 Daily Summary
80	Mrs.Whitney	11 May 51	GS Personnel	Thanks for farewell flowers

Mr. Matsukata

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

5 December 1951

MEMORANDUM TO: All Duty Officers

SUBJECT : Closing of Office

1. Upon closing the office at night, the door between Room 614 (Section Chief's Office) and Room 613 will be closed and locked with the key from the outside. This door is marked 614.

2. The Duty Officer will enter through this door in the morning, retain the key in his possession during the day, and return it to the Custodian's Office as he leaves the building.

W. E. CURTIS, JR.
Major FA
Executive Officer

file

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

10 October 1951

MEMORANDUM TO: All Personnel

SUBJECT: Use of Government Section Vehicles

1. The two vehicles assigned to Government Section are furnished and intended for official use only, and must be kept available for that purpose. The dispatch of these vehicles will have to be controlled, and their use for personal and unofficial trips limited.

2. It is, therefore, requested that the following procedures be initiated:

a. All trips will be cleared through Major Curtis, Mr. Bettencourt, or the Duty Officer, and logged out by the user.

b. At least one car will be kept available between 1200 and 1300 daily.

c. When the Section Chief's sedan is out, one of the section sedans will be held for his use.

d. All cars will be returned as soon as possible after dispatch.

3. Your cooperation will be greatly appreciated.

W. E. CURTIS, Jr.
Major FA
Executive Officer

96

Mr. Grilli
Lt. Skoglund
R. Hays rh

Harold Bettencourt
George Jankovsky
Chito Isonaga
Veranice Reilly
Raymond Aka

N. Kobayashi
G. Suzuki

NERAL HEADQUARTERS
ANDER FOR THE ALLIED POWERS
overnment Section

19 September 1951

MEMORANDUM TO: All Personnel

SUBJECT: Government Section Library Books

1. The following books were obtained as reference material for the use of all Government Section personnel:

Author	Title
Johnson, Claudius O.	State of Local Government (Crowell)
MacDonald, Austin F.	American State Government & Administration 4th Edition (Crowell)
Kelley, Frank & Ryan, Cornelius	MacArthur: Man of Action (Doubleday)
Kneier, Charles M.	City Government in the United States. Revised Edition (Harper)
Ike, Nobuta	The Beginnings of Political Democracy in Japan (J. Hopkins U. Press)
Key, V. O., Jr. & Beard, Alexander	Southern Politics in State & Nation (Knopf)
Nash, Bradley & Lunde, Cornelius	A Hook in Leviathan; a Critical Interpretation of the Hoover Commission Report (MacMillan)
Lancaster, Lane	Government in Rural America (Van Nostrand)
Laski, Harold J.	Liberty in the Modern State (Viking)
Eisenhower, Dwight D., Gen.	Crusade in Europe

2. Individuals in the section have borrowed these books for their own use, and have failed to return them. Since they were purchased with Department of the Army funds, they are U.S. Army property, and cannot be considered as personal property.

3. It is, therefore, requested that anyone having any of these books in his possession return same as soon as possible to the Government Section Library.

W.E. CURTIS, Jr.
Major FA
Executive Officer

85

S. Hayashi
M. Uchiyama
H. Ogino
N. Kobayashi
G. Suzuki

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

19 September 1951

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W.E. Curtis, Jr.
W.E. CURTIS, Jr.
Major FA
Executive Officer

85

Major Monagan
M. Matsukata
Betty Hesselman
G. Bergstrom

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

1 September 1951

MEMORANDUM TO: All Personnel

SUBJECT: Identification of Papers

1. Many papers are being received by the Chief, Government Section without notation as to the time received or the source.

2. It is, therefore, requested that all persons receiving any reports, memoranda, etc., from sources other than through the message center, place at the top of the paper the following information.

a. Time and date received.

b. Source (From whom or where received).

Example:

Received - 1000, 1 Sept 51

From - Mr. Kimura

W. E. CURTIS, Jr.
Major FA
Executive Officer

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

9 August 1951

MEMORANDUM FOR : Government Section Department of Army Civilians

SUBJECT : Information Hour for DAC Personnel

1. A special information hour for General Headquarters Department of the Army Civilians on the subject "World-Wide Communism" will be held in the Ernie Pyle Theater from 0810 - 0900 and from 1100 - 1200, Tuesday, 14 August 1951; and from 0810 - 0900 on Wednesday, 15 August 1951. Attendance by all General Headquarters Department of the Army Civilians at one of the scheduled presentations is mandatory.

2. The following schedule has been set up for Government Section personnel:

Tuesday, 14 August 51 0810- 0900	Tuesday, 14 August 51 1100 - 1200	Wednesday, 15 Aug 51 0810 - 0900
Aka, Raymond	Grahamslaw, Ruth	Bettencourt, Harold
Bergstrom, Genevieve	Hayes, Sheilah	Grilli, Marcel
Hayashi, Sakaye	Matsukata, Makoto	Hays, Ruth
Hesselman, Betty	Rizzo, Frank	Isonaga, Chito
Jankovsky, George		Loeb, Helen
Kobayashi, Nori		Ogino, Hatsuye
Read, Grace E.		Reilly, Veranice
Smith, Edna Mae		Suzuki, Gilbert
Williams, Justin		Uchiyama, Mikio

W. E. CURTIS, Jr.
MAJOR FA

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

14 June 1951

MEMORANDUM FOR : Govt Sec Personnel

SUBJECT : Donation of Blood

The Blood Bank urgently needs all types of blood. For appointment, call -

Donor Appointments - 26-7435
26-5987

W. E. CURTIS, Jr.
CAPT FA
Chief, Adm. Div.

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

28 May 1951

MEMORANDUM FOR : Government Section Personnel

SUBJECT : Japanese "B" Encephalitis Immunization

Government Section personnel are scheduled to receive Japanese "B" Encephalitis Immunization between the hours of 0900 - 0930 on 31 May (Thursday), Dai Ichi Dispensary.

W. E. CURTIS, Jr.
CAPT FA
Chief, Adm. Div

GENERAL HEADQUARTERS
FAR EAST COMMAND

CHECK SHEET

(Do not remove from attached sheets)

Lt. Col. Wilson
57-8242

File No: HG 720 (MD) Subject: Japanese "B" Encephalitis Immunizations

Note No.

From: Hq, Comdt (Hq & Svc Comd) To: All GHQ, SCAP & FEC Staff Sections in the Dai Ichi Bldg., Forestry Bldg., and Empire House, listed below. Date: 25 May 1951

1. 1. In compliance with CINCFE radio CX 58728, dated 26 March 1951, the required initial series and/or stimulating doses of Japanese "B" Encephalitis will be given to all officers and Department of Army Civilian Personnel (as indicated below) at the Dai Ichi Dispensary at the date and time scheduled.

2. Personnel will bring their WD-AGO Form 8-117 (Immunization Record) on the reporting dates in order to have their immunization properly recorded. It is requested that every effort be made to receive the immunizations at the date, place, and time scheduled below.

PLACE
Dai Ichi Dispensary

FIRST SERIES and BOOSTERS

31 May - Thursday

0900 - 0930 Government Section
0930 - 1100 G - 1

1300 - 1330 Office of Chief of Staff
1330 - 1600 G - 2

1 June - Friday

0900 - 1100 AG Civilians

1300 - 1530 AG Military
1530 - 1630 JSPOG

4 June - Monday

0900 - 1100 G - 3

1300 - 1500 G - 4
1500 - 1600 Civil Communication Section
1530 - 1630 Inspector General
1530 - 1630 Postal Unit

5 June - Tuesday

0830 - ESS Foreign Trade
0900 - ESS Administration
0930 - ESS Industry
1000 - ESS Finance
1030 - ESS Internal Revenue

FEC AGO Form No 37

8116—FEC P&PC—11/50—100M

GENERAL HEADQUARTERS
FAR EAST COMMAND

CHECK SHEET

(Do not remove from attached sheets)

File No: HC 720 (MD) Subject Japanese "B" Encephalitis Immunizations (Cont'd)

Note No.	From:	To:	Date:
		1300 - ESS Fair Trade Practices 1330 - ESS Program & Statistics 1400 - ESS Labor 1430 - ESS Scientific & Technical 1500 - ESS Price & Distribution 1530 - ESS Tourists & Service 1530 - RCAS	
	6 June - Wednesday	0900 - 1100 Signal Section	
	7 June - Thursday	0900 - 1160 All Absentees 1400 - 1600	
		SECOND SERIES	
	7 June - Thursday	0900 - 0930 Government Section 0930 - 1100 G - 1	
	7 June - Thursday	1330 - 1400 Office of Chief of Staff 1400 - 1600 G - 2	
	8 June - Friday	1300 - 1430 AG Military 1430 - 1530 AG Civilian 1530 - 1630 JSPOG	
	11 June - Monday	0900 - 1000 G - 3 1000 - 1100 G - 4	
		1300 - 1600 Civil Communication Section Inspector General Postal Unit	
	12 June - Tuesday	1330 - 1600 All sections of ESS & RCAS who received initial dose on 5 June	
	13 June - Wednesday	0830 - 1100 Signal Section Absentees who received initial dose on 7th of June	

THIRD SERIES

Third dose of series will be administered on the dates listed below. Individuals may report at their convenience on scheduled dates.

2nd July - Monday 1300 - 1600
5 July - Thursday 1300 - 1600
6 July - Friday 1300 - 1600

E W P

E. W. P.

FEC AGO Form No 37

8116—FEC P&PC—11/50—100M

— — — — At Sea Aboard
"St Patrick"

May 11, 1951.

Greetings and heartfelt thanks
to all of the Government Setting
for the exquisite Orchid Plant
which adorns my cabin and
is as lovely today as when
your charming representatives
Mrs. Williams, Miss Lodi
and Miss Hayes, brought it
to me.

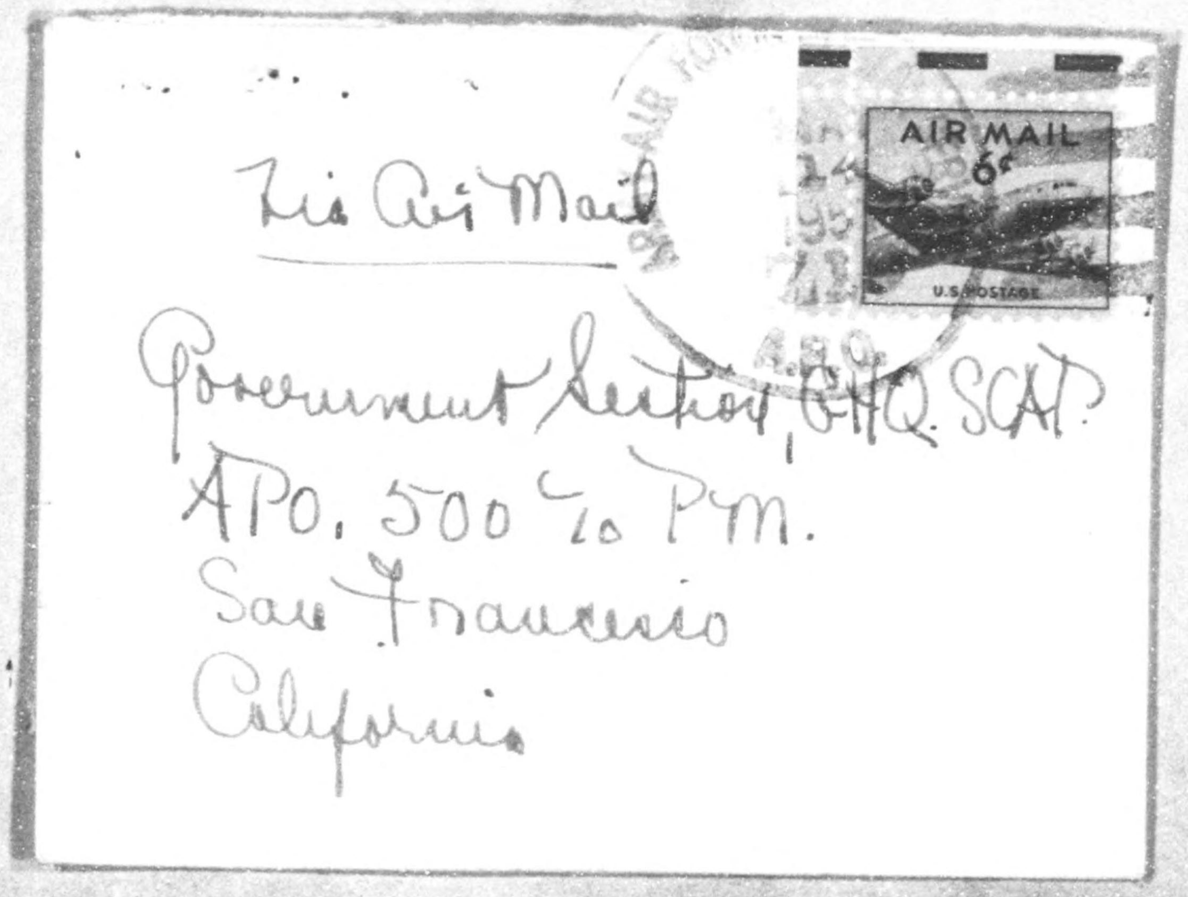
Like members of Joe's family
such gestures are indeed appreciated
and cherished.

Sending best wishes to all, and
each, I am

how studded with Thanks —
The ship pitches and I
am the worst sailor — but
my thoughts and prayers
are for you all.

Sincerely
Evelyn Whitney

EW



Via Air Mail

Procurement Section, GHQ. SCAP
APO. 500 % P.M.
San Francisco
California

From Mrs. Courtney Whitney
3411 Huntington St. N.W.
Washington 15, D.C.

Mr. ~~Shively~~ JDS
MF. ~~Speicher~~

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

7 May 1951

MEMORANDUM TO: ALL DUTY OFFICERS

SUBJECT: G-2 Daily Summary

1. G-2 now requires that anyone picking up the G-2 Daily Summary have a G-2 Identification Card in his possession.

2. This card is in an envelope marked "Duty Officer" in the top left hand drawer of the Chief Clerk's desk.

3. Please be sure to return the card after obtaining the Summary.

W. E. Curtin, Jr.
W. E. Curtin, Jr.
Capt. FA

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Capt. Joseph
Maj. McWherter

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

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J. B. Curtis Jr.

W. B. Curtis, Jr.
Capt. FA

~~Mr. Shively~~
~~Mr. Spencer~~
~~Mr. Sazgorski~~

GOVERNMENT SECTION

27 April 1951

MEMORANDUM TO: All Security Officers

SUBJECT: Classified Materials

1. All security officers are reminded that a thorough search should be made before closing the office to be sure that no classified materials are left exposed. Materials classified as "Restricted" may be left inside of desks, but those with a higher classification should be put away in a locked safe or file cabinet.

2. Any violations should be reported on the Security Officers' Certificate, and the material placed in the Duty Officer drawer of safe No. 42.

W. E. CURTIS, JR.
Capt FA
Chief, Adm. Div.

Capt Joseph ~~USN~~
Maj. McWherter USA

GOVERNMENT SECTION

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W. E. CURTIS, JR
Capt USA
Chief, Adm. Div.

S. Hayashi

H. Bettencourt

Major Mc Wherter

M. Uchiyama

Mrs Reilly

H. Ogino

J. Williams

Ruth Grahamslaw

Majos Guida

Capt Norris

Helen Loeb

GOVERNMENT SECTION

27 April 1951.

MEMORANDUM TO: All Personnel

SUBJECT: Central Files

1. In order to maintain an efficient file system and reference library it is necessary to keep a complete record of the location of all materials contained therein.

2. It is, therefore, requested that no file or reference material be removed from the Central Files without notifying one of the File Clerks either orally or by filling in the Log Book which will be on the Chief File Clerk's desk at all times.

3. Further request that all file materials be returned to the File Clerks for replacement in the files as soon as possible.

W. E. Curtis, Jr.
Capt FA
Chief, Administrative Division

Admin. Division

Capt. Curtis
Ray Aka
V. Osburn V.O.
J. Johnson
P. Bucknam
V. Oberst V.O.

Parl. & Pol. Div.

Dr. Williams
Helen Loeb
Major Guida
Capt Norris
Ruth Grahamslaw

GOVERNMENT SECTION

25 April 1951

MEMORANDUM TO: All Personnel

SUBJECT: Appearance of Office

1. The Chief, Government Section has requested that the neatness and appearance of this office be improved.

2. It is, therefore, suggested that all desks, tables, and tops of file cabinets be kept clear of excess papers, folders, books, newspapers, packages, boxes, etc. at all times. These items should be kept inside of desks, file cabinets or book cases and not piled or stacked everywhere.

3. Your cooperation will be greatly appreciated.

W. E. CURTIS, Jr
Capt FA
Chief, Adm. Division

76A

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

23 April 1951

MEMORANDUM TO: All Government Section Personnel

SUBJECT: Safety Inspection of Automobiles

1. The regular schedule for the semi-annual safety inspection of privately owned automobiles starts 1 May 1951, and will be announced from time to time in the GHQ Daily Bulletin.

2. The Provost Marshal's office has notified Government Section that any individuals who so desire may have their cars inspected prior to 1 May.

W. E. CURTIS, JR.
Capt. FA
Chief, Adm. Division

76.

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

23 April 1951

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W. B. CURTIS, JR.
Capt., FA
Chief, Adm. Division

PLEASE INITIAL AND RETURN

AKA, R
Bergstrom G.
Bettencourt, H.
Bucknam, Phyllis
Cottrell, Nickolas
Darilek, R.
Ferguson, E.
Grahamslaw, R.
Grilli, M.
Hayashi, S.
Hayes, S.
Hays, R.
Hesselman, B.
Isonaga, C.
Jankovsky, G.
Johnson, R. J.
Kobayashi, Nori
Lincoln, V.
Loeb, H.
Matsukata, M.
Mikkelsen, Johanna
Oberst, Verlin
Ogino, H.
Osburn, V.
Read, Grace
Reilly, V.
Rizzo, Frank
Sato, J.
Shirven, M.
Shively, J.
Smith, E.
Speicher, J.
Suzuki, G.
Tindale, T.
Truman, B.
Uchiyama, M.
Williams, J.

Col. Napier
Maj. McWherter
Maj. Guida
Capt. Curtis
Capt. Norris
Capt. Joseph
Lt. Skoglund

Personnel — please initial
Liz by Miss Jones

GOVERNMENT SECTION

21 April 1951

MEMORANDUM TO: All Personnel

SUBJECT: Typhoid Immunization

1. Typhoid immunization will be administered to all officers and DAC personnel of Government Section on 23 April, Monday, from 0900 to 0930.

2. All personnel are required to bring their WD AGO Form 8-117(Immunization Record) at time of reporting in order to have their Immunization properly recorded.

W. E. CURTIS, JR.
Capt FA
Chief, Adm. Div.

Mr. Grilli

Mr. Cottrell

Mr. Bettencourt

Sato

Shively

Speaker

Suzuki

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

21 April 1951

MEMORANDUM TO: All Duty Officers

SUBJECT : Closing of Office.

1. Upon closing the office at night, the door between Room 614 (Section Chief's Office) and Room 613 will be closed and locked from the inside, instead of the door into the outside hallway formerly used as the outside entrance. This door is marked 614.

2. When entering in the morning, you will unlock two doors--the former entrance and the door marked 614. The cleaning crew will come in this way as in the past.

[signature]
[illegible] CURTIS, JR
CAPT [illegible]
Chief, Administrative Div.

GENERAL HEADQUARTERS
FAR EAST COMMAND

WOJG Riley
26-6136

CHECK SHEET

(Do not remove from attached sheets)

File No: Subject: GTA 20-1 Date: 15 Mar 1951

From: AG-O5 To: GS

Note No. 1.

1. In accordance with DA Circular 65, 1950, inclosed are sufficient copies of GTA 20-1, Atomic Weapons Effects Card, for distribution on the basis of one (1) per officer and warrant officer in your section.

2. Separate action has been taken to furnish each Department of the Army Civilian with a copy of this publication.

1 Incl
9 copies of GTA 20-1

L. R. S.

Memo for Record:

The above cards were distributed to the officers of Govt. Section this date.

W. E. C.

73.

2696