d. THRU Addressees. When addressing correspondence to one headquarters through an intermediate headquarters, the "THRU" addressee will precede the final addressee. Example:

THRU: Commanding General, United States Army Forces, Western Pacific, APO 707

TO: Commanding General, Ryukyus Command, APO 331

e. Use of ATTENTION. To address correspondence to the attention of a certain section or division of a headquarters, the following form will be used:

TO: Commanding General, United States Army Forces, Middle Pacific, APO 958
ATTENTION: Special Services Officer

f. Proper addresses and Army Post Office numbers of organizations may be obtained from Postal Branch, Adjutant General's Office.

10. Abbreviations and Short Titles. Abbreviations and short titles (i.e., AFWESPAC, AFMIDPAC) will not be used in letters, indorsements, or publications, except in listing inclosures identifying the basic communication on second and subsequent pages of multiple-page communications, and in citing publications (i.e., AFPAC Circulars, AFPAC Regulations, etc.).

11. Command Line. a. The command line (i.e., BY COMMAND OF GENERAL MacARTHUR or FOR THE COMMANDER-IN-CHIEF) will be typed two spaces below the body of the letter or indorsement, beginning on the space even with the first letter of the main principal paragraph.

b. The command line "BY COMMAND OF GENERAL MacARTHUR" in upper-case letters will be used on all correspondence, except check indorsements, prepared for authentication by the Adjutant General and addressed to a subordinate command.

c. The command line "FOR THE COMMANDER-IN-CHIEF" in upper-case letters will be used on all correspondence, except check indorsements, prepared for authentication by the Adjutant General and addressed to Allied commands, the Navy, an agency of the War Department, or any headquarters not under the jurisdiction of this command.

12. Inclosures. Inclosures will be described briefly and accurately, beginning at the left margin and on the same line as the first line of the typed signature (paragraph 26b, TM 12-253). The inclosure listing should be confined to the left half of the page (see Specimen Letter and Specimen Indorsements attached as Inclosure 1). The inclosure number

will be penciled in the lower left corner of each inclosure, using Arabic numerals. Additional copies of inclosures will be penciled as follows: "Incl 1[2]," "Incl 1[3]," and "Incl 1[4]." Inclosures to inclosures will be properly penciled as follows: "Incl 1 to Incl 1," "Incl 2 to Incl 1," and "Incl 3 to Incl 1." Inclosures will be checked carefully to insure that all are attached to the correspondence prior to its dispatch from the staff section.

13. Authentication of Official Correspondence. Official communications, with the exception of those intended for the signature of the Commander-in-Chief or the Chief of Staff, or those which pertain to tactical operations or military intelligence, will be forwarded to the Adjutant General for signature. The originating staff section will not type the name, grade, or title of the Adjutant General on such correspondence. This correspondence will be checked for accuracy by the Adjutant General, and if correction by the originating office is considered necessary, it will be returned by informal memorandum outlining corrections to be made.

14. Numbering of pages. The first page of a communication will not be numbered. Subsequent pages will be numbered consecutively, beginning with page 2. Arabic numerals will be used and will be centered one inch above the bottom of the page. Page numbers will not be set off by dashes, parentheses, or other punctuation.

15. Identifying Multiple-Page Communications. Letters and indorsements of more than one page will contain brief identification data at the top of the second and subsequent pages, beginning one and one-fourth inches from the top at the left margin.

a. On the second and succeeding pages of a basic letter, only the file number, file date, and office symbol are required. Example:

AG 319.1 (27 Sep 46)GA

b. When the second and succeeding pages of a communication contain only indorsements to the basic letter, more complete identification data are necessary. Example:

BASIC: Ltr, Hq Eighth Army, AG 230.42 A, 22 Aug 46, subj: Travel Orders.

16. Arrangement of Completed Correspondence. All papers essential to the handling of a single item of outgoing correspondence will be securely fastened together (not stapled) at the top and arranged as follows:

a. Originals, copies, and inclosures for dispatch to the addressee will be placed in one set in normal sequence, except that the last indorsement and copy thereof will be placed on top of the basic communication.

b. Copies to be furnished to other headquarters or sections of this headquarters (including "come-back" copies) will be properly marked along the right hand margin and secured separately. The copy for each distributee will be set off not more than one-half inch to the right.

c. Copies and other papers for Adjutant General's Records will be placed at the bottom of all other correspondence and will be set off an additional one-half inch to the right.

17. Records Copies. The staff section assigned action on any correspondence which has not been processed by Adjutant General Records Branch will prepare a copy of the basic letter and previous indorsements for Adjutant General's Records when such copies do not accompany the correspondence. The Adjutant General's Records stamp in the upper right corner indicates that copies of that and all preceding pages are on file.

18. Initials. Officers who are authorized by staff sections to forward correspondence to the Adjutant General for signature will initial the Adjutant General's Records copy on the right margin. The initials of the officer originating the action, together with those of the typist, will be typed on the right margin of the Adjutant General's Records copy. Typed or written initials will not be placed on the original or courtesy copies.

19. Memorandum for Record. To expedite the processing of papers through this headquarters by eliminating the necessity for conference and research, all radios, Messageforms, and other correspondence forwarded for concurrence or approval and dispatch will be accompanied by an appropriate memorandum for record. This memorandum should state briefly the background and circumstances relating to the problem, and contain sufficient information relating to the subject to permit retracing the action at a later date if necessary.

20. Check and Wrapper Indorsements. a. Check Indorsements. Check (initial) indorsements transmit, forward, or return correspondence without indicating action and will be prepared without a command line. Such expressions as "Referred," "Transmitted," "Forwarded," and "Returned" will not be used.

b. Wrapper Indorsements. Wrapper indorsements may be used in place of a letter of transmittal when certain headquarters are asked to supply remarks or information pertaining to a communication, when such

remarks or information are not to appear as a part of the communication itself. The first wrapper indorsement must always begin on a separate page and is labeled "Wrapper Indorsement." Wrapper indorsements do not cite a basic communication at the top of the page; however, papers being transmitted are listed as inclosures. All other details for the preparation of wrapper indorsements are the same as for other indorsements. The second and succeeding indorsements are labeled "2d Wrapper Ind," "3d Wrapper Ind," and "4th Wrapper Ind," and follow in numerical sequence.

21. Stencils. Stencils forwarded to the Adjutant General for authentication will have a "reading copy" attached. "Reading copies" may be prepared by inserting a carbon and tissue sheet behind the stencil before it is cut.

22. Designation of Correspondence for File. a. Before correspondence is forwarded to Records Branch, Adjutant General's Office, for file, an entry substantially similar to the following will be made on the top sheet of each piece of correspondence, showing the staff section and the initials of the officer authorizing filing of the correspondence:

File
JAT
AG-011

b. Routing slips checked "For File" or separate notes will not be used to authorize the filing of correspondence; however, there is no objection to the use of routing slips to forward such correspondence to Adjutant General Records Branch once it has been designated for file.

23. Messageforms. a. Outgoing Messageforms initiated by staff sections will be forwarded to the Adjutant General for signature, and the originating agency will type the name, grade, and title of the Adjutant General on the Messageform. Approval of the appropriate office of the originating staff section will be indicated by the initials of the authenticating officer on the Adjutant General Records copy.

b. "CINCAFPAC, APO 500" will be typed in the space marked "From: (originator)" and the office symbol of the originating agency will be typed in the space provided in the lower left corner of the Messageform. The word "MESSAGEFORM" will be typed or stamped at the top and bottom of each carbon copy.

c. Indorsements to Messageforms will be prepared in the same manner as indorsements to other correspondence.

d. The Messageform will not be used for the preparation of outgoing signal messages. For the preparation and processing of signal messages, see Staff Memorandum 17, General Headquarters, Supreme Com-

mander for the Allied Powers, and United States Army Forces, Pacific, 8 August 1946.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

2 Incls
1. Specimen Letter
2. Specimen Memorandum

SPECIMEN LETTER

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

AG 312.4 (27 Sep 46)AG-OM

APO 500
27 September 1946

SUBJECT: Standard Format for Military Letter

TO: Commanding General, Eighth Army, APO 343
Commanding General, Pacific Air Command, United States Army, APO 925
Commanding General, XXIV Corps, APO 235
Commanding General, United States Army Forces, Western Pacific, APO 707
Commanding General, United States Army Forces, Middle Pacific, APO 958
Commanding General, Headquarters and Service Group, General Headquarters, United States Army Forces, Pacific, APO 500

1. The margins of a military letter are 1½ inches (15 letter spaces, elite type) on the left side and 3/4 inch (9 letter spaces) on the right side. The right margin is kept as even as possible. On the first page the top margin is governed by the letterhead, and on the second and succeeding pages the top margin is 1½ inches (7 line spaces). At the bottom the margin is not less than 1½ inches (7 line spaces) exclusive of page numbering.

2. a. Paragraphs, if more than one, are numbered consecutively. Primary divisions of paragraphs are designated by lower case letters: a, b, c, d, etc.

(1) Subdivisions of primary divisions are designated by numbers in parentheses: (1), (2), (3), etc.

(a) Subdivisions of subdivisions are designated by letters in parentheses: (a), (b), (c), etc.

1. Additional subdivisions are indicated by underscored Arabic numerals: 1, 2, 3, etc.

2. Subparagraphing to this extent will be avoided as far as practicable.

(b) The first line of subdivisions of subdivisions is indented as shown here.

Inclosure 1 to Staff Memo 34, 1946.

SPECIMEN LETTER

AG 312.4 (27 Sep 46)AG-OM

(2) Subdivisions are indented and margined in block style in the same manner as their subdivisions.

b. The second and succeeding lines of primary divisions begin at the regular left margin.

BY COMMAND OF GENERAL MacARTHUR:

1 Incl
TM 12-253

JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

Copies furnished:
TAG, Washington, DC
G-1

GSXE 312.4 1st Ind.

HEADQUARTERS, UNITED STATES ARMY FORCES, WESTERN PACIFIC, APO 707,
1 October 1946,

TO: Commander-in-Chief, United States Army Forces, Pacific, APO 500.

Normally, when sufficient space is available, an indorsement will begin on the last page of the basic communication or last indorsement. The first line of the indorsement will begin one-half inch (3 line spaces) below the last line of preceding correspondence.

FOR THE COMMANDING GENERAL:

Incl w/d

J. J. GERHARDT,
Colonel, AGD,
Adjutant General.

AUTHORITY NND 963012 BY NARS, DATE 12-18-75

SPECIMEN LETTER

BASIC: Ltr, GHQ, AFPAC, AG 312.4 (27 Sep 46)AG-OM, dated 27 September 1946, subject: Standard Format for Military Letter.

AG 312.4 (27 Sep 46)AG-OM 2d Ind.

GENERAL HEADQUARTERS, UNITED STATES ARMY FORCES, PACIFIC, APO 500,
7 October 1946.

TO: Commanding General, United States Army Forces, Western Pacific,
APO 707.

Line spacing in a military letter is as follows: single spacing with a double space between paragraphs and subparagraphs. If the letter is eight lines or less, it may be double spaced.

BY COMMAND OF GENERAL MacARTHUR:

2 Incls
Withdrawn 1 incl--1
Added 2 incls
2. WD AGO Form 801
3. AFWESPAC Staff Memorandum 189,
27 September 1946

JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

SPECIMEN LETTER

DECLASSIFIED PER PROVISIONS SEC. 3(E) AND 3(D) OR (E) NNDG # 775012

SPECIMEN MEMORANDUM

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

APO 500
27 September 1946

AG 312.4 ( )AG
(SCAPIN - *

MEMORANDUM FOR: IMPERIAL JAPANESE GOVERNMENT

THROUGH: Central Liaison Office, Tokyo

SUBJECT: Preparation of Memorandums to Imperial Japanese Government

1. The above letter heading will be used on all memorandums from this headquarters to the Imperial Japanese Government, forwarded over the signature of the Adjutant General. Memorandums from sections which are authorized to communicate directly with agencies of the Imperial Japanese Government may use other suitable headings.

2. a. The same style of paragraphing and subparagraphing and the same margin widths as prescribed for military letters, will be used.

b. The AG file number and APO will be typed in by the initiating section. The date will not be indicated. The Adjutant General will type in the date, including that used in the file number, and will also type a SCAP index number in the space marked with an asterisk.

3. No statement directing acknowledgment of receipt of the memorandums will be made. Receipts for memorandums delivered to the Central Liaison Office, Tokyo, are on file in the Distribution Section, Adjutant General's Office.

4. The command line "FOR THE SUPREME COMMANDER" will be used on all memorandums signed by the Adjutant General.

FOR THE SUPREME COMMANDER:

JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

* See Paragraph 2b

Inclosure 2 SPECIMEN MEMORANDUM

DECLASSIFIED AUTH: PUBL SEC. 3(2) AND 3(3) OR (E) NNCC # 179012

File

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 680.2 (29 Sep 46)DCS

APO 500
16 October 1946

STAFF MEMORANDUM)
:
MO.....33) (SCAP & AFPAC)

STAFF VISITS

1. Rescission. Staff Memorandum 50, General Headquarters, Supreme Commander for the Allied Powers, 2 July 1946, is rescinded.

2. The procedures contained herein apply to staff visits by military and civilian personnel of General Headquarters.

3. Approval of Staff Visits. a. On or before the 25th day of the month preceding the month that staff visits are proposed, the Chiefs of Sections of General Headquarters will submit a recommended schedule of such visits to the appropriate Deputy Chief of Staff, requesting approval. This schedule will show, for each trip, approximate date of departure, the extent of the trip, places to be visited, number of persons involved, and purpose of the visit.

b. Absences from General Headquarters that are to be of less than five days duration will be scheduled between Monday and Friday, inclusive, except when special authority is obtained from the Deputy Chief of Staff for a trip of this length to extend over Saturday and Sunday.

c. Absence from the Tokyo-Yokohama area by a Chief of Section for over 24 hours will be by approval of the Chief of Staff only.

4. Request for Orders. a. Timely request for orders for personnel to make the staff visits that are included in the monthly schedule will be signed by the Chief of Section and forwarded to the Adjutant General with a statement that the travel has been approved by the Deputy Chief of Staff.

b. Request for orders for personnel to make additional trips, not covered in the monthly schedule of visits, will be submitted to the Adjutant General through the Deputy Chief of Staff.

5. Procedure Prior to Departure. a. Prior to departure from General Headquarters, coordination will be effected with the major subordinate headquarters whose activities or areas are to be visited. Visits

DECLASSIFIED E.O. 11652 SEC. 3(E) AND 3(D) OR (E) NNDG # 775012

for the purpose of checking Japanese compliance with directives of General Headquarters, or observing Military Government activities, will be coordinated with the Military Government Section, Eighth Army. Visits for other purposes will be coordinated with the appropriate staff section of the major subordinate headquarters concerned.

b. In effecting this coordination, the following information will be furnished:

(1) Purpose of the visit.

(2) Duration of the visit.

(3) Number of individuals in the party.

(4) Method and time of arrival.

(5) Request for accommodations and transportation where necessary.

C. After Arrival at Destination. a. Representatives of General Headquarters will observe the customary courtesies when entering the area of local commanders. Upon arrival, they will go promptly to the local Military Headquarters and report to the commander, state the purpose of their visit, exhibit a copy of their orders, and arrange to obtain information required to complete their mission.

b. At the conclusion of the visit, the commander of the local Military Headquarters will again be contacted and informed of the completion of the mission and advised of the contents of reports to be made as a result of the visit.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

DECLASSIFIED E.O. 11652 SEC. 3(E) AND 5(D) OR (E) NNDB # 775012

GS

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 013 (14 Oct 46)JA

APO 500
15 October 1946

STAFF MEMORANDUM)
:
NO.....32) (SCAP & AFPAC) memo.

LEGAL ASSISTANCE AND NOTARIAL SERVICE

1. The Judge Advocate Section, First Floor, Mitsubishi Shoji Building, maintains a Legal Assistance Officer who is an experienced lawyer. Personnel of General Headquarters are invited to consult him on legal matters of a personal nature, and for advice in the preparation and execution of legal documents. In connection with this work, an officer of the Judge Advocate Section will administer necessary oaths and acknowledgments.

2. Where legal assistance is not needed in connection with the execution and acknowledgment of papers, an officer of the Adjutant General's Section, qualified to notarize papers, is on duty in the Executive Office of the Adjutant General, Room 201, Dai Ichi Building.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

1- Hqs

32

DECLASSIFIED E.O. 12958 SEC. 3(E) AND 3(D) OR (E) NNDG # 719012

~~300.6~~

GS

File

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 421.4 (12 Oct 46)GA

APO 500
12 October 1946

STAFF MEMORANDUM)
:
NO.....31) (SCAP & AFPAC)

GENERAL HEADQUARTERS SHOULDER SLEEVE INSIGNIA

1. The attached lithographic print is the approved shoulder sleeve insignia to be worn by all military personnel assigned or attached to General Headquarters, Supreme Commander for the Allied Powers, and United States Army Forces, Pacific. The old design of the General Headquarters shoulder sleeve insignia will be worn until the new insignia is available.

2. Shoulder sleeve insignia will be worn on the upper part of the outer half of the left sleeve of the service coat, overcoat, mackinaw, field jacket and the shirt when worn as an outer garment, the top of insignia to be 3/4 inch below top of shoulder seam. Individuals are authorized (not required) to wear on the right shoulder sleeve, in the same relative position, the shoulder sleeve insignia of another organization to which they were assigned while serving overseas.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

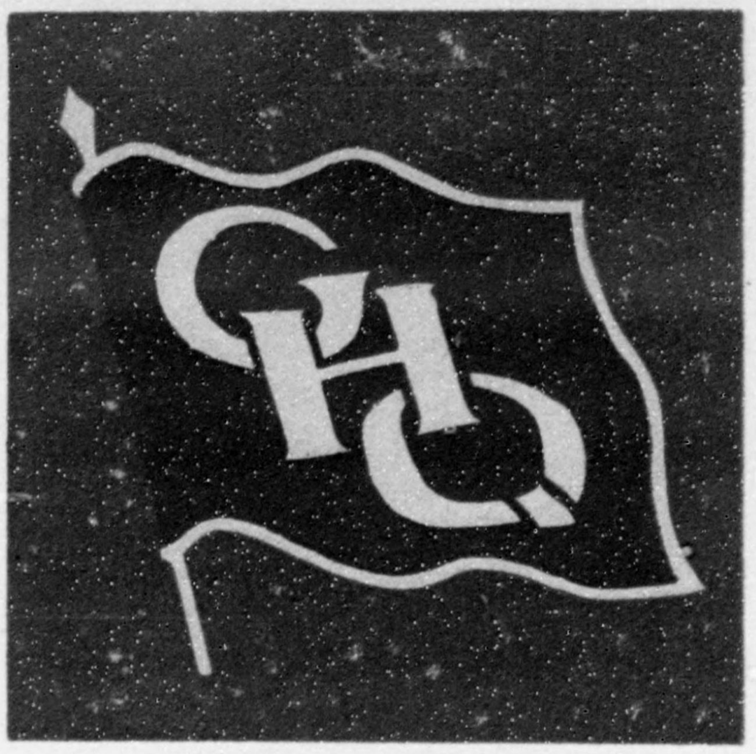
OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

1 Incl:
Lithographic print of GHQ
shoulder sleeve insignia

31

DESIGNED AND E.O. PROC. SEC. 3(E) AND 3(D) OR (E) NNPG # 715012



SHOULDER SLEEVE INSIGNIA FOR
GHQ, SOUTHWEST PACIFIC AREA;
GHQ, U.S ARMY FORCES, PACIFIC;
GHQ OF THE SUPREME COMMANDER OF THE ALLIED POWERS

On a 2½ inch square olive drab background, a purple waving flag with letters GHQ in monogram form in yellow, flag fringed in yellow and flag staff in yellow.

O.Q.M.G. 29 July 1946
Approved:

Arthur E DuBois

ARTHUR E. DUBOIS CHIEF HERALDIC SECTION

DECLASSIFIED E.O. 11652 SEC. 3(E) AND 5(D) OR (E) NND # 773012

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 312.1 (27 Sep 46)AG

APO 500
2 October 1946

STAFF MEMORANDUM)
:
NO.....30) (SCAP & AFPAC)

ELIMINATING NON-RECORD MATERIAL AND DOWNGRADING DOCUMENTS

1. References.

a. AR 15-15, 20 September 1945.

b. AR 380-5, 15 August 1946.

2. A program will be initiated on 10 October 1946 by all staff sections of General Headquarters to destroy obsolete, duplicate, and unnecessary documents of non-record nature, to downgrade the security classification of documents where the context permits a lower classification, and to remove the security classification of documents no longer required to be classified.

3. Each staff section will be responsible for eliminating surplus non-record material in its own files and downgrading all documents originated by it. The elimination and downgrading will be accomplished by an inspection of each document.

4. Particular attention will be paid to documents which were originated on or before 2 September 1945, documents originated by subordinate commands which are no longer in existence, those relating solely to U. S. Army troops, and technical reports dealing solely with U. S. Army or enemy equipment. Documents containing information of joint or combined interest and those originated by higher authority will be examined with a view to requesting authority for their downgrading from the office of origin. The provisions of AR 380-5 and such other instructions on the subject as may be published by the War Department from time to time will govern.

5. To provide an overall advisory agency for the downgrading program, a central board known as "General Headquarters Document Downgrading Board" will be established. Clerical assistance for the board will be provided by the Adjutant General, and office space by the Assistant Chief of Staff, G-1. Its composition will be as follows:

~~30~~ 30

DOWNGRADED AT 3 YEAR INTERVALS; DECLASSIFIED AFTER 12 YEARS PURSUANT TO SEC. 3(E) AND 3(D) OR (E) NNDG # 719012

a. One field grade officer from G-2 Section (President).

b. One field grade officer from AG Section (Member).

c. One officer from Signal Section (Cryptographic security specialist).

d. One company grade officer from AG Section (Recorder).

6. The board will advise staff sections on the overall principles of downgrading and destruction of documents and will make final decision on such documents as may be referred to it by staff sections for that purpose. The board will prepare lists of downgraded documents for dissemination to the War Department, major commands, and other agencies concerned, and upon request of staff sections, will initiate requests for authority to downgrade documents when such authority must be obtained from the office of origin or from the War Department. Upon receipt of the lists of downgraded documents, custodians of records will take the action prescribed in paragraph 16a, AR 380-5.

7. Staff sections will render to the board on the 10th of each month a report of work accomplished during the preceding month. The report will be in memorandum form and will include a statement of the number of documents examined and the number downgraded. Lists of documents that have been downgraded will be attached as inclosures to the report. These lists will be in the form and in such detail as prescribed by the board. The board will utilize the inclosures for preparation of the lists for dissemination as prescribed in paragraph 6 above, and after consolidation of staff section reports will submit a monthly report to the Chief of Staff showing progress of the program in General Headquarters. When no longer needed by the board, reports and lists submitted by staff sections will be transmitted to the Adjutant General for file.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

GS

adm o 338

Col Hays

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 250 (10 Sep 46)GA

APO 500
27 September 1946

STAFF MEMORANDUM)
:
NO.....29) (SCAP & AFPAC)

ADMINISTRATION OF DISCIPLINE

1. General. a. The purpose of this staff memorandum is to set forth procedure for the disciplinary control of personnel of the United States who are assigned or attached to, on duty with, or accredited to, any staff section or agency of General Headquarters, Supreme Commander for the Allied Powers, and United States Army Forces, Pacific.

b. Disciplinary control of military and civilian personnel other than those listed in paragraph 1a, on duty in General Headquarters will be in conformity with the special procedures applicable to the status of the individual, as defined in letter, General Headquarters, Supreme Commander for the Allied Powers to the Commanding General, Eighth Army, 19 February 1946, as amended, subject: Establishment of Military Occupation Courts.

2. Jurisdiction. a. Nothing stated herein shall be construed to deprive any commanding officer of his existing right to appoint courts-martial or impose disciplinary punishment.

b. (1) The Commander-in-Chief, United States Army Forces, Pacific, has authority to appoint general courts-martial and to impose disciplinary punishment under Article of War 104.

(2) Attachment has been made to the 1st Cavalry Division of certain United States Army and civilian personnel of General Headquarters, Supreme Commander for the Allied Powers, and United States Army Forces, Pacific, for general courts-martial jurisdiction.

(3) Officer personnel of General Headquarters staff sections who require disciplinary action under Article of War 104 will be transferred for that purpose to Headquarters and Service Group, General Headquarters, United States Army Forces, Pacific.

29

(4) The Commander-in-Chief, General Headquarters, United States Army Forces, Pacific, has delegated to the Commanding General, Eighth Army, the authority to enforce all orders, regulations, and instructions necessary to maintain order and discipline in the occupied area of Japan.

c. The Commanding General, Eighth Army, maintains order through the enforcement of regulations as indicated in paragraph 2b (4), and may, from time to time, exercise general courts-martial jurisdiction over such personnel of General Headquarters, Supreme Commander for the Allied Powers, and United States Army Forces, Pacific, as are attached to him for that purpose.

d. The Commanding General, 1st Cavalry Division, exercises general courts-martial jurisdiction over General Headquarters personnel attached to his command for that purpose.

e. The Commanding General, Headquarters and Service Group, General Headquarters, United States Army Forces, Pacific, will investigate and process charges involving General Headquarters personnel attached to the 1st Cavalry Division for general courts-martial jurisdiction, and will impose necessary disciplinary punishment under Article of War 104 upon officer personnel mentioned in paragraph 2b (3) above. He may in appropriate cases try civilian personnel by inferior court. (See paragraph 4c.)

3. Responsibility. The chiefs of all staff sections and agencies in General Headquarters, Supreme Commander for the Allied Powers, and United States Army Forces, Pacific, are responsible for the conduct and disciplinary control of officers assigned to their respective staff sections at all times, and for other personnel (enlisted and civilian) during such periods as these individuals are under the actual supervision and control of the respective section chiefs. The Chief, Civilian Personnel Section, United States Army Forces, Pacific, is administratively responsible for civilians assigned to staff sections during periods when not under the supervisory control of said section chiefs. The Commanding General, Headquarters and Service Group, General Headquarters, United States Army Forces, Pacific, is responsible for administration and discipline at all times of all enlisted men on duty with staff sections of General Headquarters.

4. Procedure. a. Provost Marshals of the Eighth Army will forward direct to the Commanding General, Headquarters and Service Group, General Headquarters, United States Army Forces, Pacific, all delinquency reports concerning personnel referred to in paragraph 1. The Commanding General, Headquarters and Service Group, will take the action deemed necessary on such reports concerning personnel under his command (including enlisted men on duty with staff sections); he will reply by written indorsement on

these reports to the originating Provost Marshal stating the action taken in each case. All other delinquency reports will be referred by the Commanding General, Headquarters and Service Group, to the G-1 Section for action. The G-1 Section will forward to the Chief of Staff all cases involving officers assigned to General Headquarters staff sections. The Office of the Chief of Staff will forward each officer case by covering letter for investigation and recommendation of appropriate punishment to the section chiefs concerned. The G-1 Section will forward to section chief concerned each civilian case for investigation and recommendation of appropriate punishment. (See Inclosure 1 for graphic diagram of this and subsequent courses of action.)

b. Section Chiefs. Section Chiefs receiving delinquency reports from the Office of the Chief of Staff (in cases involving officers) or from the G-1 Section (in cases involving civilians) will make such investigation as is deemed necessary and return by indorsement to the Chief of Staff or the G-1 Section respectively, with recommendation for the proper disciplinary measures to be taken. If the section chief recommends trial by courts-martial, charge sheets, properly prepared and sworn to, and supporting papers, will accompany the reply. In officer cases, if punishment under Article of War 104 is recommended, a communication as contemplated in the first section of paragraph 107, Manual for Courts-Martial, prepared for the signature of the Commanding General, Headquarters and Service Group, will accompany the forwarding indorsement. In civilian cases, when a reprimand is deemed adequate, it will be administered by direction of the G-1 Section. Section chiefs may be utilized to administer action indicated by the Chief of Staff or G-1 Section, except in cases involving action under Article of War 104. This latter punishment will be administered by the Commanding General, Headquarters and Service Group, as indicated in paragraph 2e, personnel being transferred to Headquarters and Service Group. In all cases involving naval, marine, or coast guard personnel in which disciplinary punishment in excess of an administrative reprimand is recommended, the Office of the Chief of Staff will forward the entire file for necessary action to the Commander, Naval Activities in Japan.

c. All cases under paragraph 4b in which charges have been prepared (except those involving naval, marine, or coast guard personnel) will be referred by the Office of the Chief of Staff or the G-1 Section to the Commanding General, Headquarters and Service Group, for necessary formal investigation as required by Article of War 70 and paragraph 35, Manual for Courts-Martial. If on the basis of such investigation the Commanding General, Headquarters and Service Group, concludes that the case should be referred for trial by General Courts-Martial, he will forward charges and report of investigation direct to the Commanding General, 1st Cavalry Division. If on the basis of such investigation he concludes that a case involving a civilian should be tried by an

(SM 29)

inferior courts-martial, approval by the Chief of Staff must be obtained prior to trial. The Commanding General, Headquarters and Service Group, will advise the section chief concerned of any action taken pursuant to this subparagraph.

d. All delinquency reports will be returned to the Commanding General, Headquarters and Service Group, who will forward such reports to the originating Provost Marshal with notation of the action taken.

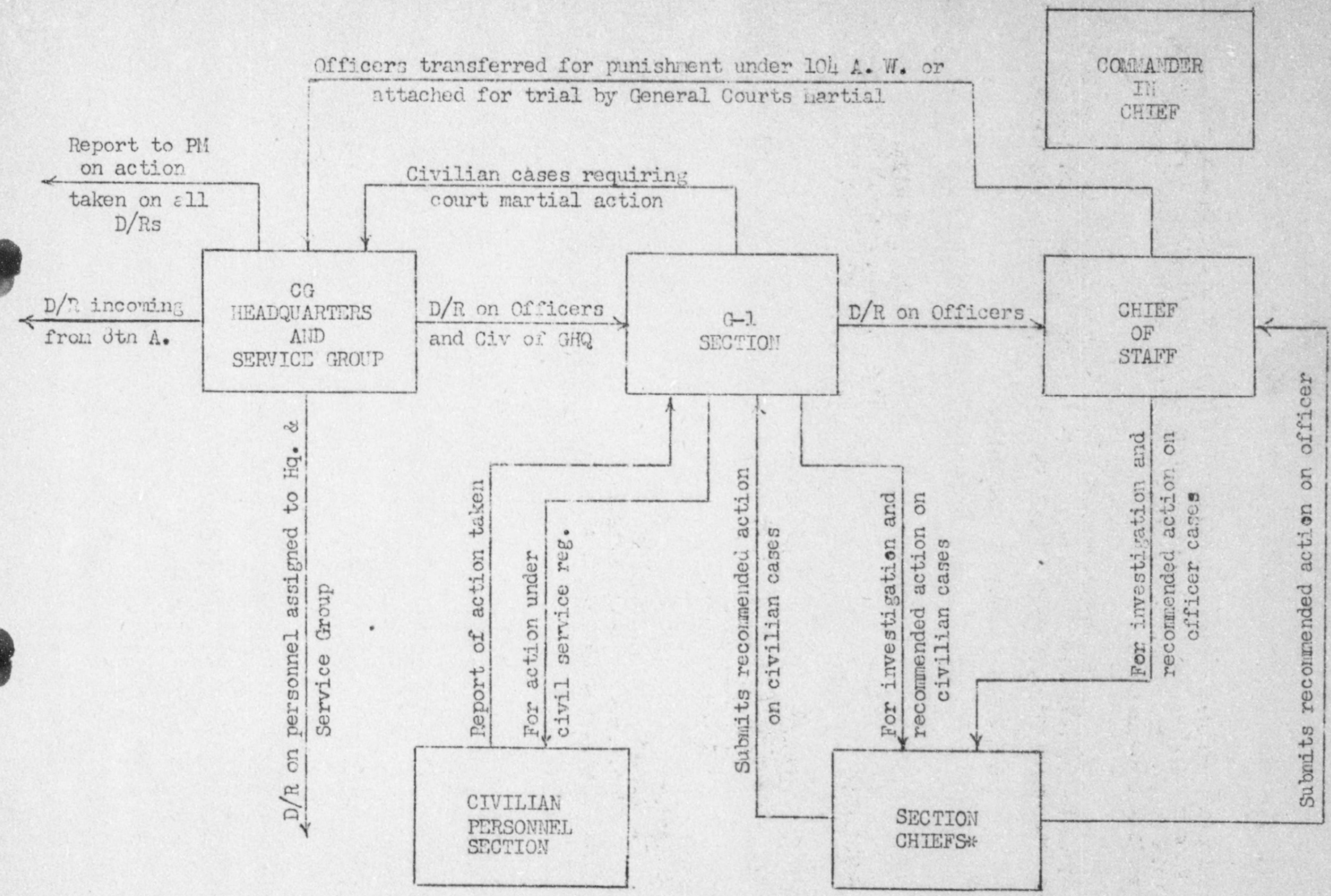
BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

2 Incls:
1. Schematic processing of documents affecting discipline.
2. Form for attachment order.



*Section Chiefs may be directed by C/S or G-1 to give administrative admonition only. Punishment under 104th A.W. may be administered only by a commanding officer.

Incl No. 1

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

AG 201-

SUBJECT: Order AGPO 250-5.

TO : _____
(Officer; WD Civilian Employee)

The above-named _____
(Officer; WD Civilian Employee)

_____ Section, GHQ _____ is
(SCAP or AFPAC)

attached to Hq & Sv Gp, GHQ, AFPAC, for courts-martial jurisdiction.

BY COMMAND OF GENERAL MacARTHUR:

JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

DISTRIBUTION:
Section (7)
(Individual - 5)
Hq & Sv Gp (5)
Civ Pers Sec (for civilians only) (5)
AG-PO (5)
AG Records (2)

Incl No. 2

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 220.2 (12 Sep 46)AG-PE

APO 500
20 September 1946

STAFF MEMORANDUM)
:
NO..... 28) (SCAP & AFPAC)

PROMOTION OF ENLISTED PERSONNEL ASSIGNED TO DUTY WITH GHQ SCAP, GHQ AFPAC, AND HEADQUARTERS AND SERVICE GROUP, GHQ AFPAC

1. a. Rescission. Staff Memorandum 61, General Headquarters, United States Army Forces, Pacific, 30 October 1945, is rescinded.

b. References.

(1) Army Regulations 615-5, 17 December 1945, as amended.

(2) Section IV, War Department Circular 110, 17 April 1946.

(3) Section IV, War Department Circular 178, 18 June 1946.

(4) Circular 56, General Headquarters, United States Army Forces, Pacific, 10 July 1946.

2. a. Enlisted personnel, assigned to duty with General Headquarters, Supreme Commander for the Allied Powers, General Headquarters, United States Army Forces, Pacific, and Headquarters and Service Group, General Headquarters, United States Army Forces, Pacific, will be required, unless exceptional circumstances exist, to serve in grade not less than the periods specified below in order to establish eligibility for promotion:

Grade	Minimum Time in Grade
From 7 to 6 or 7 to 5	Merit only
5 to 4	1 Month
4 to 3	2 Months
3 to 2	3 Months

Note: Promotions to grade one are suspended.

b. In addition to the foregoing requirements, enlisted personnel must have a minimum time to serve in this theater after date of promotion as specified below:

~~28~~ 28

Grade	Minimum Time to Serve in Theater after Date of Promotion
From 7 to 6	Merit only.
6 to 5	1 Month
5 to 4	1 Month
4 to 3	2 Months
3 to 2	2 Months

Note: Promotions to grade one are suspended.

3. Outstanding performance of duty in a position commensurate to the grade for which recommended is a prerequisite. Time in grade itself is not adequate basis for a recommended promotion. Ordinarily, promotions will be one grade at a time. Exception may be made from Grade VII to Grade V, when the circumstances warrant.

4. In order to expedite the processing of recommendations, it is essential that the following information be included in each recommendation:

a. It is recommended that the following named enlisted personnel be promoted to grades indicated:

Name	ASN	Present Grade	Duty & MOS	Date of Ind/Enl	Date of Rank	Grade Recommended	Expected Date of Departure from this Theater

b. Authorized and actual strength:

	Grade I	Grade II	Grade III	Grade IV	Grade V	Grade VI or VII
Auth						
Act						

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley

JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

GS
adm o
E & O
File

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 312.4 (2 Aug 46)AG-ON
STAFF MEMORANDUM)
NO.....27)

APO 500
17 September 1946

(SCAP & AFPAC)

IDENTIFYING SYMBOLS

1. Staff Memorandum 43, General Headquarters, Supreme Commander for the Allied Powers, 10 June 1946, and Staff Memorandum 53, General Headquarters, United States Army Forces, Pacific, 10 June 1946, are rescinded.

2. The following office symbols are published for the information of all concerned:

a. General Headquarters, Supreme Commander for the Allied Powers:

Supreme Commander	CC	Civil Transportation Section	CTS
Aide-de-Camp	ADC	Diplomatic Section	DS
Chief of Staff	CS	Economic and Scientific Section	ESS
Deputy Chief of Staff	DCS	General Accounting Section	OGA
Secretary, General Staff	SGS	General Procurement Agent	GPA
Assistant Chief of Staff, G-1	GA	Government Section	GS
Assistant Chief of Staff, G-2	GB	International Prosecution Section	IPS
Assistant Chief of Staff, G-3	GC	Legal Section	LS
Assistant Chief of Staff, G-4	GD	Natural Resources Section	NR
Adjutant General	AG	Public Health and Welfare Section	PH
Civil Communications Section	CCS	Public Relations Section	PR
Civil Information and Education Section	CIE	Statistical and Reports Section	SRS
Civil Intelligence Section	CIS		
Civil Property Custodian	CPC		

b. General Headquarters, United States Army Forces, Pacific:

Commander-in-Chief	CC	Deputy Chief of Staff	DCS
Aide-de-Camp	ADC	Secretary, General Staff	SGS
Chief of Staff	CS	Assistant Chief of Staff, G-1	GA

Assistant Chief of Staff, G-2	GB	Information & Education Officer	IE
Assistant Chief of Staff, G-3	GC	Inspector General	IG
Assistant Chief of Staff, G-4	GD	Judge Advocate	JA
Adjutant General	AG	Ordnance Officer	OR
Antiaircraft Officer	AA	Provost Marshal	PM
Central Purchasing Officer	PO	Public Relations Officer	PR
Chaplain	CH	Quartermaster	QM
Chemical Officer	CW	Signal Officer	SC
Civilian Personnel Officer	CP	Special Service Officer	SS
Engineer	CE	Surgeon	MD
Fiscal Director	FD	Transportation Officer	TO
Headquarters Commandant	HC		

c. Headquarters, Eighth Army:

Commanding General	AA	Army Exchange Service	ES
Chief of Staff	AB	Artillery	M
Deputy Chief of Staff	AC	Medical	N
Headquarters Commandant	B	Ordnance	O
Signal	C	Quartermaster	P
Civilian Personnel	CP	History	Q
G-1	D	Adjutant General	R
G-2	E	Chaplain	S
G-3	F	Chemical	T
G-4	G	Finance	U
Special Service	H	Public Relations	V
Antiaircraft	I	Inspector General	W
Information and Education	IE	Judge Advocate	Y
Transportation	J	Allocation Board	SH
Provost Marshal	K	Military Government	MG
Engineer	L		

d. Headquarters, Pacific Air Command, United States Army:

Commanding General	CG	Information and Education	I&E-1
Deputy Commanding General	DCG	Provost Marshal	PM-1
Chief of Staff	C/S	Personal Affairs	Pers Aff-1
Air Inspector-Inspector General	IG	Adjutant General	AG-1
Headquarters Commandant	Hq Comdt	Postal	Postal-1
A-1	A-1	A-2	A-2
Surgeon	Surg-1	Public Relations	PRO-2
Judge Advocate	JA-1	6th Photo Tech Sq	Photo-2
Personnel	Pers-1	A-3	A-3
Chaplain	Chap-1	Communications	Comm-3
Special Service	SS-1	Antiaircraft	AAA-3
		A-4	A-4

(SM 27)

Supply.	Sup-4	Budget & Fiscal.	BFO-4
Staff Engineer.	Engr-4	A-5.	A-5
Maintenance	Maint-4	Historical Section	Hist-5
Signal.	Sig-4	Statistical Control.	Stat-5
Plans & Requirements. . . .	Plans-4		

c. Headquarters, XXIV Corps:

Commanding General.	TFGCG	Joint US-Soviet Commission. .	TFURC
Chief of Staff.	TFACS	Judge Advocate.	TFYJA
Deputy Chief of Staff	TFDCS	Machine Records Unit.	TFMRU
AC of S, G-1.	TFGAP	Military Government	TFYMG
AC of S, G-2.	TFGBI	Office Civilian Personnel . .	TFOCP
AC of S, G-3.	TFGCT	Ordnance Officer.	TFYDO
AC of S, G-4.	TFGDS	Postal Officer.	TFAPO
Adjutant General.	TFXAG	Provost Marshal General . . .	TFPMG
Air Section	TFAIR	Provost Marshal	TFYMP
Bd of Rev Provost Ct Cases. .	TFRBD	Quartermaster	TFYQM
Chaplain.	TFYCH	Radio Station HVTP.	TFVTP
Chemical Officer.	TFCML	Recruiting Officer.	TFRCT
Dependent Housing	TFYDH	Red Cross Representative. . .	TFARC
Engineer.	TFENG	Signal Officer.	TFSIG
Finance Officer	TFFIS	Special Service Officer . . .	TFREC
Headquarters Commandant . . .	TFCOM	State Department.	TFPOL
Information and Education . .	TFOIE	Surgeon	TFYSG
Inspector General	TFYIG	Transportation Officer. . . .	TFYTR

f. Headquarters, United States Army Forces, Western Pacific:

Commanding General.	GSCG	Headquarters Commandant . . .	GSHC
Deputy Commander and Chief . .		Inspector General	GSIG
of Staff.	GSCS	Judge Advocate.	GSJA
Control Section, Office . . .		War Crimes Trials	GSJAT
of C/S.	GSCB	Air Liaison Officer	GSL
AC of S, G-1, Executive . . .		Chief Surgeon	GSMD
Division.	GSA	Chief Ordnance Officer. . . .	GSO
AC of S, G-2.	GSB	Director of Plans	GSP
AC of S, G-3.	GSC	Provost Marshal	GSPM
AC of S, G-4.	GSD	Public Relations Officer. . .	GSPRO
Adjutant General.	GSX	Chief Quartermaster	GSQMC
Chief Engineer.	GSCE	Chief Signal Officer and . . .	
Chief of Claims	GSCL	Executive Staff	GSSC
Chief Chemical Warfare		Chief of Transportation, . .	
Officer	GSCW	AFWESPAC.	GSTC
Enemy Property Custodian. . .	GSEPC	Fiscal Director	GSTF
Disbursing Officer.	GSF		

(SI 27)

g. Headquarters, United States Army Forces, Middle Pacific:

Chief of Staff	MPCOS	Information-Education Officer	MPYHS
Deputy Chief of Staff	MPDCS	Inspector General	MPYIG
Deputy Chief of Staff for Civilian Affairs	MPDCA	Judge Advocate	MPYJA
Secretary to General Staff	MPSGS	Office of Civilian Personnel	MPOCP
AC of S, G-1	MPGAP	Ordnance Officer	MPYDO
AC of S, G-2	MPGBI	Provost Marshal	MPYPM
AC of S, G-3	MPGCT	Public Relations Officer	MPPRO
AC of S, G-4	MPGDS	Quartermaster	MPYQM
Control Division	MPCON	Replacement Officer	MPYRO
Chaplain	MPYCH	Signal Officer	MPSIG
Chemical Officer	MPCML	Special Services Officer	MPREC
Engineer	MPENG	Surgeon	MPYSG
Exchange Officer	MPPEX	Transportation Officer	MPYTR
Fiscal Director	MPFIS	Adjutant General	MPXEX

3. A staff section may assign additional letters to identify its subdivisions.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley

JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

A 1

B. B.
Files

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 400.32 (9 Sep 46)GD

APO 500
10 September 1946

STAFF MEMORANDUM)
:
NO.....26) (SCAP & AFPAC)

SALES OF QUARTERMASTER SUPPLIES AND SERVICES

1. a. Rescissions.

(1) Staff Memorandum 13, General Headquarters, Supreme Commander for the Allied Powers, 11 March 1946.

(2) Staff Memorandum 16, General Headquarters, United States Army Forces, Pacific, 11 March 1946.

(3) Memorandum, General Headquarters, Supreme Commander for the Allied Powers, 27 March 1946, subject: "Supplies from United States Sources."

b. References:

(1) Section II, Circular 16, General Headquarters, United States Army Forces, Pacific, 10 March 1946.

(2) Circular 54, General Headquarters, United States Army Forces, Pacific, 21 June 1946.

2. The purpose of this memorandum is to outline procedures for the sale of Quartermaster supplies and services through Quartermaster sales stores and commissaries to personnel assigned or attached to General Headquarters, Supreme Commander for the Allied Powers and General Headquarters, United States Army Forces, Pacific.

3. Subject to the provisions of paragraph 4 below, Quartermaster subsistence items and regular supplies sold in commissary sales stores will be made available for purchase to the following:

a. Personnel of the following categories who are authorized to mess separately and who are United States citizens (unless otherwise indicated):

(1) United States Army personnel (regardless of citizenship).

26

(2) United States Navy (including Marine Corps) and Coast Guard personnel (regardless of citizenship).

(3) Civilian employees of the War Department employed in the Occupation Area and paid from War Department appropriated or non-appropriated funds at Civil Service rates or their equivalent.

(4) Personnel of the Foreign Liquidation Commission, American Red Cross, and the United Service Organization.

(5) Accredited political advisors, technical observers, and technical advisors.

(6) Accredited employees of airline contractors employed by War Department agencies.

(7) News correspondents (regardless of citizenship, except enemy nationals) authorized to operate in the Occupation Area by the Supreme Commander for the Allied Powers.

(8) Representatives of business firms in the Occupation Area by invitational orders to further the mission of the Supreme Commander for the Allied Powers.

(9) Special United States Missions, such as Reparations Commission, and religious missions authorized by the Theater Commander.

(10) Members and employees of the International Military Tribunal for the Far East and the Allied Council for Japan.

(11) U. S. Maritime Commission (formerly War Shipping Administration) representatives on permanent duty in the Occupation Area, who are in the Area by proper military authority. Similar representatives of the United Seamen's Service are included.

(12) The Petroleum Advisory Group.

b. Non-citizen employees of the War Department (except enemy nationals) employed in the Occupation Area and paid from appropriated and non-appropriated funds at Civil Service rates or their equivalent who are authorized to mess separately.

c. Authorized dependents of personnel in paragraphs 3a and b above.

4. A commissary sales card bearing the name and signature of the holder, the number of authorized dependents in this area, and when applicable, the signature of one dependent authorized to purchase on behalf of the holder, is required before purchases of subsistence items and regular supplies may be made. The following conditions govern the issuance of Commissary Sales Cards:

a. Commissary privileges are extended only to personnel authorized to mess separately. Personnel desiring authority to mess separately will make application to the Dependents Housing Section of the Headquarters Commandant's office, where an "Authority to Mess Separately" form approved by the Headquarters Commandant will be issued if it is established that the applicant is entitled to same.

b. A commissary sales card will be issued to authorized personnel by the Quartermaster Sales Officer at the Tokyo Quartermaster Sales Store #2 located on the Ginza, one block north of the Eighth Army Main Post Exchange, upon presentation of the approved "Authority to Mess Separately" form and identifying credentials.

c. The authority to billet separately does not automatically carry with it commissary or like privileges and services. In the case of unmarried personnel in categories set forth in 3a and b above, authority to mess separately will be extended only to those authorized to billet separately due to the lack of suitable U. S. Army-operated billets.

5. Only Quartermaster issue type clothing and fabricated items will be available in the Quartermaster Sales Store, the sales type items having been transferred to the Army Exchange Service. The following governs the sale of issue type items:

a. Officers and warrant officers of the United States Army; officers and warrant officers of the Navy (including Marine Corps) and Coast Guard; and dependents of either of the foregoing who are designated on commissary cards to purchase in their behalf, are authorized to purchase Quartermaster clothing and fabricated items to the extent permitted by available supplies and facilities, except that clothing items may not be purchased for the use of dependents.

b. Sales of issue type clothing and fabricated items to other than United States military personnel and their dependents will be made only in the case of emergency to categories of personnel listed in paragraph 3a above, as follows:

(SI 26)

c. Authorized dependents of personnel in paragraphs 3a and b above.

4. Commissary sales card bearing the name and signature of the holder, the number of authorized dependents in this area, and when applicable, the signature of one dependent authorized to purchase on behalf of the holder, is required before purchases of subsistence items and regular supplies may be made. The following conditions govern the issuance of Commissary Sales Cards:

a. Commissary privileges are extended only to personnel authorized to mess separately. Personnel desiring authority to mess separately will make application to the Dependents Housing Section of the Headquarters Commandant's office, where an "Authority to Mess Separately" form approved by the Headquarters Commandant will be issued if it is established that the applicant is entitled to same.

b. A commissary sales card will be issued to authorized personnel by the Quartermaster Sales Officer at the Tokyo Quartermaster Sales Store #2 located on the Ginza, one block north of the Eighth Army Main Post Exchange, upon presentation of the approved "Authority to Mess Separately" form and identifying credentials.

c. The authority to billet separately does not automatically carry with it commissary or like privileges and services. In the case of unmarried personnel in categories set forth in 3a and b above, authority to mess separately will be extended only to those authorized to billet separately due to the lack of suitable U. S. Army-operated billets.

5. Only Quartermaster issue type clothing and fabricated items will be available in the Quartermaster Sales Store, the sales type items having been transferred to the Army Exchange Service. The following governs the sale of issue type items:

a. Officers and warrant officers of the United States Army; officers and warrant officers of the Navy (including Marine Corps) and Coast Guard; and dependents of either of the foregoing who are designated on commissary cards to purchase in their behalf, are authorized to purchase Quartermaster clothing and fabricated items to the extent permitted by available supplies and facilities, except that clothing items may not be purchased for the use of dependents.

b. Sales of issue type clothing and fabricated items to other than United States military personnel and their dependents will be made only in the case of emergency to categories of personnel listed in paragraph 3a above, as follows:

(SI 26)

(1) Sales to War Department civilian employees will be made only upon written approval of the Chief, Civilian Personnel Section, who will be responsible that the emergency is justified.

(2) Sales to news correspondents will be made only upon written approval of the Public Relations Officer, General Headquarters, United States Army Forces, Pacific, who will be responsible that the emergency is justified.

(3) Sales to other civilians will be made only upon written approval of the Headquarters Commandant, who will be responsible that the emergency is justified.

6. The sale of other Quartermaster supplies and services will be as follows:

a. Sales of petroleum products, except bulk sales by separate authority of the Commander-in-Chief, United States Army Forces, Pacific, will be made only to personnel operating vehicles approved by and registered with the United States Army. Personnel residing in the Tokyo area may register vehicles at the office of the Provost Marshal, Greater Tokyo Area. Upon presentation of approved registration certificate to the Sales Officer, Tokyo Quartermaster Sales Store #2, located as indicated in paragraph 4c above, petroleum commissary cards will be issued.

b. Sales of subsistence, clothing, and other supplies (except petroleum) to diplomatic and military representatives of Allied and neutral nations will be made only on written approval of the Supreme Commander for the Allied Powers.

7. Purchases of Quartermaster supplies by authorized individuals will be paid for in cash in type currency authorized for use in United States Army installations.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley

JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

GS

E40
file

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 061.05 (24 Aug 46)GB

APO 500
9 September 1946

STAFF MEMORANDUM)
:
NO.....25)

(SCAP)

DISTRIBUTION OF PUBLICATIONS TO FOREIGN MISSIONS

1. Reference. Staff Memorandum 41, General Headquarters, Supreme Commander for the Allied Powers, 6 June 1946.

2. By memorandum, the Members of the Allied Council for Japan and heads of all liaison and diplomatic groups accredited near General Headquarters, Supreme Commander for the Allied Powers, have been requested to advise the Foreign Liaison Sub-section of Office of Assistant Chief of Staff, G-2, which of the following unclassified publications of this headquarters they desire to receive on regular distribution:

a. Summation of Non-Military Activities in Japan.

b. Press Translations and Summaries.

c. Press Analysis.

d. Prefectural Press Analysis.

e. Publication Analysis.

f. Press Releases.

g. Natural Resources Section Reports.

h. Directives to the Imperial Japanese Government.

i. Index of SCAP Directives to the Imperial Japanese Government.

3. Two copies of any publication will be considered sufficient for any of the foreign groups, but additional copies may be authorized for sufficient reason.

25

(SH 25)

4. Assistant Chief of Staff, G-2, will inform the staff sections publishing the above listed publications of distribution arrived at as a result of the memorandum sent the heads of the foreign groups. Staff sections preparing the publications will then be responsible for the dispatch of their publications. This may be accomplished by marking on each publication or group of publications the agency for which intended, and routing them to the Distribution Section, Adjutant General's Office, in the usual manner.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

Subject: Addition To Staff Memo

Govt Sec

Chief of Staff 20 Sept 46
Thru: G-2
Diplomatic Section

Request that "Report On The Organi,ation Of The Japanese Government", an unclassified document, compiled in this Section regarding the structural and personnel changes within the Japanese Government, be added to the list of publications as contained in Staff Memorandum # 25.

C. W.

True copy in file # 461 Publications

C O P Y

C O P Y

CW/CIK/ARH/RAK/jsa
10 Oct 46

From: Gov Sect To: C/S
Subject: Addition of "Report on the Organization of the Japanese Government" to Staff Memorandum 25.

5.

1. Government Section strongly recommends the continued distribution of the subject Report to the Allied Government Missions in Japan.

2. The Report is an unclassified document, material for which is supplied wholly by the Japanese Government. Essentially, the Report is no more than a systematic and convenient arrangement of information that has had prior publication in the Official Gazette, English Edition. The Official Gazette is distributed not only to this Headquarters, but is made freely available by the Japanese Government to the Staffs of all the foreign missions attached to GHQ.

3. A precipitate restriction of this organizational report, insufficiently justified by reasons of security, to intra - SCAP use will not contribute to the prevention of hostile inquiry into SCAP actions and policies by foreign missions, as G-2 proposes. Rather, this action will encourage unfriendly criticism of SCAP. In view of the citation of this document in a recent Allied Council meeting, SCAP withdrawal of the Report from general circulation is open to misinterpretation as an act inimical to the Council.

- C. W. - - - - - - - - - - -

Gov. Powers Div. - Mr. Hussey

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 370.2 (15 Aug 46)SRS

APO 500
27 August 1946

STAFF MEMORANDUM)
:
NO.....24) (SCAP)

DAILY REPORT OF NON-MILITARY ACTIVITIES

1. Staff Memorandum 6, General Headquarters, United States Army Forces, Pacific (Advance Echelon) 21 September 1945, is rescinded.

2. In order to provide the War Department with information concerning non-military activities of this theater, two daily radios (one for Japan and one for Korea) will be assembled and dispatched by the Statistical and Reports Section.

3. All significant action taken by the various General Headquarters, Supreme Commander for the Allied Powers staff sections, other than strictly military matters, will be included. (Actions being considered or in the process of preparation will not be included.)

4. a. The daily radio for Japan will consist of four parts:

(1) Part One is a general section covering economic conditions specifically, and any other subjects which do not fall into the other three parts. The bulk of this material is prepared by the Economic and Scientific and Natural Resources Sections, with additional items from Public Health and Welfare, Civil Communications and Legal Sections.

(2) Part Two deals with the developments of new governmental institutions, and any other subject which is clearly governmental or political in character, prepared by the Government Section.

(3) Part Three concerns itself with attitudes of peoples toward new governments, Allied occupational forces, and other nations, including reports on public or newspaper opinion and reactions. The Civil Information and Education, G-2 Civil Intelligence and Government Sections are primarily interested.

(SII 24)

(4) Part Four concerns the status and allocation of Japanese shipping, prepared by the Economic and Scientific Section.

b. The daily radio for Korea will parallel the radio for Japan; the material used will be prepared by the Government Section.

c. All material for these daily reports will be unclassified.

5. Classified items which would fall into one of the four categories listed above will be made the subject of a special report by the section concerned, and will be channeled through the Statistical and Reports Section to the Office of the Chief of Staff.

6. a. Effective immediately, General Headquarters, Supreme Commander for the Allied Powers staff sections concerned will submit appropriate material (in condensed form) to the Statistical and Reports Section by 0945 hours daily. Negative reports are desired.

b. Although the daily routine reports will be telegraphic and normally in general terms, all General Headquarters, Supreme Commander for the Allied Powers staff sections concerned will retain complete files to permit rendition of detailed reports upon request.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley

JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 386.2 (25 Nov 46)GD

APO 500
29 November 1946

STAFF MEMORANDUM)
:
NO.....23)
:
AMENDMENT NO...1)

(SCAP & AFPAC)

BILLETING PROCEDURE

Paragraph 4 is changed to read: Basis for assignment.

a. Billets will be assigned to authorized personnel as follows:

(1) Military personnel (including American Red Cross personnel) will be assigned billets by seniority.

(2) War Department civilian employees will be assigned billets according to their Civil Service ratings and date of arrival overseas.

(3) Other civilians authorized to be billeted in United States facilities will be assigned billets according to amount of annual pay and date of arrival overseas.

b. For assignment purposes, separate lists will be maintained by the Headquarters Commandant for military and civilian personnel. A proportionate share of billets will be applied to the requirements of each list on the following basis:

(1) Field grade officers, War Department civilian employees with ratings of CAF-12, P-5 and above and other civilians whose annual pay is over $7,300.

(2) Company grade officers, War Department civilian employees with ratings of CAF-7 to CAF-11 inclusive, P-2 to P-4

23 (a)

inclusive, CPC-10, SP-8 and other civilians whose annual pay is between $4,200 and $7,300.

(3) Enlisted and all other civilians.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

(To all civil dependents)

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 620 (16 Aug 46)GD

STAFF MEMORANDUM)
:
NO.....22)

APO 500
26 August 1946

(SCAP & AFPAC)

ASSIGNMENT OF DEPENDENT HOUSING

1. Rescissions and references. a. Rescissions. The following staff memorandums are rescinded:

(1) Staff Memorandum 44, General Headquarters, Supreme Commander for the Allied Powers, 11 June 1946.

(2) Staff Memorandum 55, General Headquarters, United States Army Forces, Pacific, 11 June 1946.

(3) Information Bulletin 12, General Headquarters, United States Army Forces, Pacific, 12 June 1946.

b. References:

(1) Staff Memorandum 19, General Headquarters, Supreme Commander for the Allied Powers, 26 March 1946.

(2) Staff Memorandum 14, General Headquarters, Supreme Commander for the Allied Powers and United States Army Forces, Pacific, 30 July 1946.

(3) Information Bulletin 8, General Headquarters, United States Army Forces, Pacific, 7 June 1946.

2. Responsibility for Assignment. a. The Headquarters Commandant, General Headquarters, United States Army Forces, Pacific, is responsible for the assignment of housing in the Tokyo area to military and civilian personnel of the United States. He will publish detailed instructions concerning the inspection, selection, and assignment of available housing, in accordance with the policy outlined in this memorandum.

22

b. The assignment of dependent housing to Allied personnel in the Tokyo area will be as directed by this headquarters.

c. For the purposes of this memorandum, the Tokyo area is defined as the area within the heavy brown boundary indicating the bombed area on the Second Edition of Map, "Tokyo and Vicinity," 1/40,000, published by the Chief Engineer, General Headquarters, United States Army Forces, Pacific, February 1946.

3. Types of Dependent Housing. The types of dependent housing available in the Tokyo area are as follows:

a. Japanese residences - complete or partial occupancy.

b. Low-cost housing - two and three-bedroom houses.

c. Apartments - one and two bedrooms.

d. Quonset huts - full or one-half quonsets.

e. Billets.

4. Assignment. a. Dependent housing will be assigned to military and civilian personnel according to individual selection, based on seniority. Separate seniority lists, military and civilian, will be published and a proportionate share of the housing will be applied to each list. Seniority of military personnel will be determined by date of rank within grade. Seniority of civilian personnel will be determined by annual base pay and cumulative overseas service since 7 December 1941. Dependent housing, once assigned to an individual, will not be withdrawn for reassignment to incoming senior military or civilian personnel. All assignments will remain fixed until such time as the available housing is in excess of requirements. Requests for assignments of housing not on the published list of available housing will not be considered.

b. Assignment of types will be as follows:

(1) General Officers' Residences. General officers will be assigned residences for dependents according to individual selection and seniority. Ordinarily, once a residence is occupied changes to another assignment in the same class residence will not be made. General officers with no dependents present or scheduled to arrive in the Tokyo area are not authorized to occupy a residence as a billet.

(2) Japanese Residences. Assigned to the following:

(a) Field grade military personnel and civilians whose base pay is over $5,100.

(b) Company grade military personnel and civilians whose base pay is between $2,900 and $5,100, and who have large families which can not be accommodated adequately in other housing.

(3) Low-cost Housing. Assigned subject to the following conditions.

(a) Three-bedroom houses:

1. To individuals with four (4) or more dependents.

2. To individuals with three (3) dependents, when dependents other than wife are of different sex and both over five (5) years of age.

(b) Two-bedroom houses:

1. To individuals with three (3) or more dependents.

2. To individuals with two (2) dependents, when the dependent other than wife is over two (2) years of age.

(4) Apartments. Assigned to military personnel (company grade and above), and civilians whose base pay is over $2,900:

(a) Two-bedroom apartments:

1. To individuals with three (3) or more dependents.

2. To individuals with two (2) dependents, when the dependent other than wife is over two (2) years of age.

(b) One-bedroom apartments:

1. To individuals with two (2) dependents, one of whom is less than two (2) years of age.

2. To individuals with one (1) dependent.

(5) Quonset Huts. Assigned to military personnel (company grade and below), and civilians whose base pay is less than $5,100:

(a) Full quonset - to individuals with two (2) or more dependents, when the dependents other than wife are over two (2) years of age.

(b) One-half quonset - to individuals with one (1) dependent, and to individuals with two (2) dependents, one of whom is less than two (2) years of age.

(6) Billets. Assigned to individuals who elect to remain in present billets with dependents only when the billet involved is a mixed billet and no additional space is required.

c. Reassignment.

(1) Preference in moving to more desirable accommodations, when availability permits, will be in accordance with the following priorities:

(a) Individuals assigned to quonset huts.

(b) Individuals assigned to isolated Japanese residences.

(c) Individuals who elected to remain in present billets.

(d) Individuals assigned to Japanese residences other than (c) above.

(e) Individuals who desire to change assignment within quarters to be permanently occupied.

(2) At such time as availability of low-cost housing permits, assignment will be made in accordance with the following:

Type	No. of Bedrooms	Grade
A-1 (one story)	2	Lt, WO, and EM & Civilians (below $3,900)
A-1a (two story)	2	" " " " "

(SM 22)

Type	No. of Bedrooms	Grade
A-2 (one story)	3	Lt, WO, and EM & Civilians (below $3,900)
A-2a (two story)	3	" " " " "
B-1 (one story)	2	Captains & above & Civilians (above $3,900)
B-1a (two story)	2	" " "
B-2 (one story)	3	" " "
B-2a (two story)	3	" " "
C-1 (one story)	4	Large families

d. Exceptions. Exceptions to the above policies will be made only when the appropriate type of housing is not available. In the event an exception is made, the individual will occupy the type other than for which he is eligible, with the understanding that it is a temporary arrangement and that adjustments will be made as housing of the appropriate type becomes available.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley

JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

92

E40GR
File

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 300.6 (16 Aug 46)SGS

APO 500
16 August 1946

STAFF MEMORANDUM)
:
NO.....21) (SCAP & AFPAC)

RELATIONS OF THE VARIOUS GENERAL HEADQUARTERS,
SUPREME COMMANDER FOR THE ALLIED POWERS AND
GENERAL HEADQUARTERS, UNITED STATES ARMY FORCES,
PACIFIC, AGENCIES WITH THE JAPANESE POLICE

1. The delineation of responsibilities and the channels of communications to be used for those authorized to exercise direct or indirect control of the Japanese Police are summarized as follows:

a. Assistant Chief of Staff, G-2 (Civil Intelligence Section), has the following missions:

(1) Advises the Imperial Japanese Government on policies and matters concerning the organization, training, and functioning of the Japanese Police.

(2) Determine the effectiveness of the functioning of the Japanese Police by surveillance and observation of their operations. (This mission does not include the issuance of operational instructions).

(3) Is the normal contact for General Headquarters, Supreme Commander for the Allied Powers and General Headquarters, United States Army Forces, Pacific, agencies (and subordinate commands) concerning policy matters affecting the Japanese Police.

b. The operation of the Japanese Police has been assigned as the responsibility of the Commanding General, Eighth Army (Provost Marshal, Eighth Army has primary interest). Operational instructions to the Japanese Police are issued only by the Commanding General, Eighth Army, or his representative.

c. The Provost Marshal, General Headquarters, United States Army Forces, Pacific, is the normal contact for General Headquarters, Supreme Commander for the Allied Powers and General Headquarters, United States Army Forces, Pacific, agencies concerning matters affecting the

21

operation of the Japanese Police.

2. No section of General Headquarters, Supreme Commander for the Allied Powers or General Headquarters, United States Army Forces, Pacific has the authority to influence the activities of the Japanese Police except thru channels indicated above.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley

JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 300.6 (16 Aug 46)SGS

APO 500
16 August 1946

STAFF MEMORANDUM)
:
NO.....21) (SCAP & AFPAC)

RELATIONS OF THE VARIOUS GENERAL HEADQUARTERS,
SUPREME COMMANDER FOR THE ALLIED POWERS AND
GENERAL HEADQUARTERS, UNITED STATES ARMY FORCES,
PACIFIC, AGENCIES WITH THE JAPANESE POLICE

1. The delineation of responsibilities and the channels of communications to be used for those authorized to exercise direct or indirect control of the Japanese Police are summarized as follows:

a. Assistant Chief of Staff, G-2 (Civil Intelligence Section), has the following missions:

(1) Advises the Imperial Japanese Government on policies and matters concerning the organization, training, and functioning of the Japanese Police.

(2) Determine the effectiveness of the functioning of the Japanese Police by surveillance and observation of their operations. (This mission does not include the issuance of operational instructions).

(3) Is the normal contact for General Headquarters, Supreme Commander for the Allied Powers and General Headquarters, United States Army Forces, Pacific, agencies (and subordinate commands) concerning policy matters affecting the Japanese Police.

b. The operation of the Japanese Police has been assigned as the responsibility of the Commanding General, Eighth Army (Provost Marshal, Eighth Army has primary interest). Operational instructions to the Japanese Police are issued only by the Commanding General, Eighth Army, or his representative.

c. The Provost Marshal, General Headquarters, United States Army Forces, Pacific, is the normal contact for General Headquarters, Supreme Commander for the Allied Powers and General Headquarters, United States Army Forces, Pacific, agencies concerning matters affecting the

operation of the Japanese Police.

2. No section of General Headquarters, Supreme Commander for the Allied Powers or General Headquarters, United States Army Forces, Pacific has the authority to influence the activities of the Japanese Police except thru channels indicated above.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley

JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 140 (31 Jul 46)DCS

APO 500
12 August 1946

STAFF MEMORANDUM)
:
NO.....20) (SCAP)

DELINEATION OF STAFF RESPONSIBILITIES RELATIVE
TO CIVIL PROPERTY

1. The following is announced as the standard procedure of operation for the Economic and Scientific Section and Office of the Civil Property Custodian, relative to the processing of industrial properties and raw materials located in Japan which are declared surplus to the economic needs of Japan and earmarked as available to be used as reparations transfer:

a. The Civil Property Custodian will:

(1) Maintain the official records of such properties,, including inventories and their monetary value.

(2) Authenticate and record any transaction relative to any change in status of such property.

(3) Refer to Economic and Scientific Section all correspondence received by the Civil Property Custodian for appropriate action concerning such property.

(4) Act as the sole office of official record for these properties.

(5) Assume immediate and complete control of any of the above properties on which a claim for restitution or restoration has been received.

(6) Authenticate and record all notices of custody on these properties.

b. The Chief, Economic and Scientific Section, will:

(1) Furnish the Civil Property Custodian with lists of those properties and raw materials referred to in paragraph 1 above. (This information is normally furnished in the form of a request to Civil Property Custodian to authenticate and record the publishing of a notice of custody.)

(2) Furnish the Civil Property Custodian with inventories of the above properties as soon as practicable.

(3) Obtain clearance from Civil Property Custodian before final action is taken relative to disposition of these properties (see paragraph 1a (2) above).

(4) Conduct negotiations and make recommendations concerning policies and allotments of these properties as reparations (see paragraph 1 above).

(5) Issue notices of custody on these types of property only, and include in notices of custody and allied papers that the notice has been recorded and made official by Civil Property Custodian; that query concerning such custody will be made to the Economic and Scientific Section.

c. The records of all properties of the aforelisted categories on which custodianship has been assumed by the Economic and Scientific Section will be transferred as soon as practicable to the Civil Property Custodian. The procedure outlined in paragraph 1a and 1b above will obtain concerning these properties after this transfer is completed.

2. Properties other than those mentioned in paragraph 1 above will be handled as follows:

a. Custodianship, records, and complete control of all properties other than those listed in paragraph 1 above, on which the Economic and Scientific Section or any other section has published notice of custody, will be transferred to the Civil Property Custodian without delay. All future notices of custody on these types of property will be effected by the Civil Property Custodian. The notice of custody and allied papers will include a paragraph stating that queries concerning such custodianship will be made to the Civil Property Custodian.

b. The Economic and Scientific Section will transfer to the Civil Property Custodian such of their personnel whose assignments are in performance of duties incident to custodianship of those properties indicated in paragraph 2a above.

(SM 20)

3. The Civil Property Custodian will assume, as soon as practicable, control of those activities relative to custodianship of property that are conducted by the Economic and Scientific Section under paragraph 1b above. Planning date for the transfer of control is 1 November 1946.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley

JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 461.3 (8 Aug 46)ESS

APO 500
12 August 1946

STAFF MEMORANDUM)
:
NO.....19) (SCAP)

COAL PRODUCTION, ALLOCATION, AND DISTRIBUTION

1. References:

General Orders 3, General Headquarters, Supreme Commander for the Allied Powers, 2 October 1945.

General Orders 6, General Headquarters, Supreme Commander for the Allied Powers, 2 October 1945.

2. To facilitate coordination of effort, the responsibility for supervising the production, allocation, and distribution of coal is assigned to the Economic and Scientific Section, General Headquarters, Supreme Commander for the Allied Powers.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

IFS

4H

EX. O.

BB

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 061.05 (9 Aug 46)GB

APO 500
9 August 1946

STAFF MEMORANDUM)
:
NO.....18) (SCAP & AFPAC)

RELEASE OF MAPS AND ALLIED DATA

1. All releases of maps and allied data by staff sections of General Headquarters, Supreme Commander for the Allied Powers and General Headquarters, United States Army Forces, Pacific will be cleared through the Assistant Chief of Staff, G-2 for approval.

2. All requests for maps and allied data received by staff sections of General Headquarters, Supreme Commander for the Allied Powers and General Headquarters, United States Army Forces, Pacific, from Allied missions in Japan will be forwarded to the Assistant Chief of Staff, G-2 (Plans and Estimates Sub-Section) for approval.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

18

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 311.23 (25 Jul 46)AG-OC

APO 500
8 August 1946

STAFF MEMORANDUM)
:
NO.....17) (SCAP & AFPAC)

PROCEDURES FOR PREPARATION AND PROCESSING OF SIGNAL MESSAGES

1. Staff Memorandum 33, General Headquarters, Supreme Commander for the Allied Powers, 16 May 1946, and Staff Memorandums 44 and 66, General Headquarters, United States Army Forces, Pacific, 16 May and 22 June 1946, respectively, are rescinded.

2. The receipt, processing and preparation of signal messages at General Headquarters, Supreme Commander for the Allied Powers and General Headquarters, United States Army Forces, Pacific will be governed by the provisions of this memorandum.

3. Incoming Messages. a. Receipt and Distribution. All official messages for General Headquarters, Supreme Commander for the Allied Powers and General Headquarters, United States Army Forces, Pacific will be received at the Radio and Cable Center, Adjutant General's Office, where action responsibility will be determined and assigned and the message reproduced and distributed to interested staff sections.

b. Change of Action Responsibility. In the event that a staff section other than the one to which action was assigned, is to take action on a message, a properly accomplished AFPAC AGO Form 58, "Change of Action Request" (Inclosure 1) will be submitted to the Radio and Cable Center. When a request for change of action is made by telephone, Form 58 should follow. Any reference over the telephone to a classified message will be by cite number or, if a Navy message, by the time of origin, rather than by subject.

c. Suspense Procedure.

(1) Radio and Cable Center, Communications Branch, Adjutant General's Office is responsible that:

(a) A suspense file of unanswered messages is maintained.
(b) A report of messages on which action is not completed within a prescribed period is rendered to the Chief of Staff.

(2) Each staff section to which action on a message has been assigned is responsible that:

(a) Reply is made or other final action taken within three (3) days from date of message (shown in upper right hand corner) or

(b) Radio and Cable Center is furnished the estimated date of reply to a message (suspense date) when final reply cannot be made within the prescribed three (3) days.

(3) The executive, or designated representative of each staff section, will maintain a list showing current status of messages charged to the section, and, by daily visits to Radio and Cable Center, will furnish the information required by sub-paragraphs (2) (a) or (b) above.

4. Outgoing Messages. a. Preparation.

(1) Form. Outgoing messages will be prepared on AFPAC AGO Form 36, Outgoing Message (See Inclosure 2 for unclassified message and Inclosure 3 for classified message).

(2) Number of Copies. Messages submitted for transmission will include, in addition to the original copy, one (1) copy for each addressee of the message, not to exceed a total of six (6); three (3) copies for the Adjutant General's records; and such information copies, properly marked, as may be required for distribution to other sections, including one (1) or more return copies if required by originating staff section. Care will be exercised that all copies are legible.

(3) A staff section responsible for taking action on an incoming radiogram which has indicated on it that an information copy has been furnished the Commander-in-Chief will insure that an information copy of all outgoing radiograms referring to it are furnished the Commander-in-Chief.

(4) Heading and Precedence. Precedence will be determined in accordance with AR 105-25. Classified messages of identical or substantially similar text intended for more than one addressee will be prepared in multiple-address form. The originating office will indicate

on the message the precedence of transmission, which will be the lowest consistent with the contents of the message. In assigning precedence to multiple address messages, the originating staff section will consider carefully the urgency of delivery of the message to <u>each addressee</u> and will indicate opposite <u>each addressee</u>, the lowest adequate precedence. The order of precedence groups is as follows:

(a) Urgent. Reserved for reports of initial enemy contact, initial amplifying reports, and other messages which might materially affect plans or course of action and must therefore be brought to the attention of the addressee at the earliest possible moment. Urgent messages are given right-of-way over all messages of lower precedence.

(b) Operational Priority. Reserved for important messages pertaining directly to operations, except ordinary movement reports, which cannot be classified as URGENT, but which nevertheless must be delivered as rapidly as possible for prompt action. This precedence will be given only to operational traffic.

(c) Priority. Reserved for messages which cannot be designated as URGENT or OPERATIONAL PRIORITY but which nevertheless are pressing and require the addressee's immediate attention upon receipt. This is the highest precedence that can be given administrative traffic.

(d) Routine. Reserved for messages requiring prompt delivery to the addressees but no special precedence.

(e) Deferred. Reserved for messages requiring no special precedence, and the delivery of which to the addressee may be delayed until the beginning of office hours following the day on which filed.

(5) Classification. The security classification of messages will conform to the definitions set forth in AR 380-5 and will be marked prominently or stamped, <u>not typed</u>, at the top and bottom of each copy by the originating agency. The originator will insure that the message is classified properly. The Adjutant General is authorized to alter classifications which are obviously incorrect, indicating such change on copy returned to office of origin.

Messages referring to a prior message by subject or serial number ordinarily will bear the same classification as the message referred to. (See Par 51d, AR 380-5) However, if the message referred to was underclassified, or if the contents of the subsequent message require a higher classification, the higher classification will be assigned. Any message containing code names will carry the highest classification of any of the code names contained therein, "TOP SECRET", "SECRET", etc.

(6) Designation of Originator. Enter "FROM SCAP" or "FROM CINCAFPAC" as appropriate.

(7) Address. Outgoing messages will be addressed to conform to command channels. Messages, except those to the War Department, will be addressed to the commanding general, commanding officer, or officer in charge of the military organizations or agencies for which they are intended and not to a particular office or section thereof. Messages to the War Department will be addressed in accordance with paragraph 34, Circular 138, War Department, 1946. The following are authorized abbreviations for addresses indicated:

(a) WDCSA for War Department General and Special Staff Divisions. Routing to a particular division will be indicated by use of authorized office symbols in the body of the messages.
(b) TAG for The Adjutant General.
(c) COMGENAIR for Commanding General, Army Air Forces.
(d) COMGENGROUND for Commanding General, Army Ground Forces.

Subordinate addressees, when necessary, will be indicated within the text. In general, the following will govern the addressing of messages.

(a) Type the address in capital letters without punctuation, on one line if possible.
(b) Do not use cable address, APO, or code name.
(c) List multiple addresses in a column, grouping by "TO" and "INFORMATION", and showing precedence for each addressee. (See Inclosure 2)

(8) Body of Message.

(a) The body of the message will be typed in capital letters and double-spaced throughout. The message will be written continuously from left to right without paragraphing or similar indentation.

(b) The preparing office will reserve a blank space of at least twenty (20) spaces at the beginning of a message enclosed by parens for insertion of the headquarters serial number.

(c) To facilitate identification, replies to signal messages will make reference to the number of the message to which reply is being made, and will also cite any letter symbols contained in the original message. For example: "REURAD WILLIAM THREE THREE ONE THREE FIVE SUGAR PETER LOVE LOVE ABLE".

(d) Punctuation will be confined to a minimum consistent with clarity and, where necessary, will be spelled in standard abbreviated form, thus: CMA; PD; QUERY; CLN; PARA; and PAREN.

(e) Numbers will be spelled as words, thus (1) ONE; (12) ONE TWO; (157) ONE FIVE SEVEN; (500) FIVE ZERO ZERO.

(f) Approved military abbreviations (AR 850-150) may be used.

(g) To avoid misunderstanding or to add emphasis, a word may be written twice, separated by an abbreviation of the word "Repeat" (RPT). This is particularly desirable where a transmission error of a single word will result in changed meaning. For example: ADDITIONAL TROOPS ARE NOT RPT NOT DESIRED.

(h) When it is necessary to include isolated letters, other than standard abbreviations, in messages which are to be cryptographed, the standard phonetic alphabet prescribed by TM 12-253, "Correspondence", will be employed. (See Inclosure 4).

(i) The words "this headquarters" will not be used to refer to General Headquarters, Supreme Commander for the Allied Powers, or to General Headquarters, United States Army Forces, Pacific.

(j) The Commander-in-Chief reserves for himself the use of the personal pronoun "I" in messages. Such message will normally be the only ones signed "MACARTHUR"; all others are unsigned.

(SH 17)

5. Record Service.- Requests for records on signal messages will be made to the Records Branch, Adjutant General's Office, and not to the Radio and Cable Center.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

4 Incls:
1. Change of Action Request Form.
2. Outgoing Message (In the Clear).
3. Outgoing Message (Classified)
4. Phonetic Alphabet.

GENERAL HEADQUARTERS
SCAP and AFPAC

_____
(Office of Origin)

_____ 1946

Memorandum For Radio and Cable Center (Suspense Section), AGO.

SUBJECT: Change of Action on Radiogram.

CITE NUMBER	CONTROL NO.	ORIGINATOR	MSG DATE

Request that action on above radiogram be changed as follows:

FROM: _____ TO: _____
(Staff Section) (Staff Section)

REQUESTED BY: _____
(Signature) (Telephone)

Space below this line for use of Radio and Cable Center

_____
(Action changed - date and initials) (Posted by)

Incl 1

AFPAC AGO
Form No. 58
(Revised 10 March 1946)

Incl 1

AUTHORITY NNDB 968152 SEC. 3(E) AND 3(D) OR (E) NND 968152

S A M P L E

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

OUTGOING MESSAGE

Date: 8 June 1946

IN THE CLEAR

FROM : CINCAFPAC

TO : TAG.....PRIORITY

INFO : AFWESPAC.....ROUTINE
MANPAC.....PRIORITY
MICPAC.....ROUTINE

PAREN PAREN AT BEGINNING OF TEXT LEAVE APPROPRIATE

PLACE FOR INSERTION OF INTERNAL REFERENCE NUMBER PD TYPE SIGNAL MESSAGES

IN CAPITAL LETTERS DOUBLE SPACED PD ENTER SECURITY CLASSIFICATION AT TOP

AND BOTTOM OF MESSAGE AND SHOW PRECEDENCE OPPOSITE EACH ADDRESSEE PD SHOW

SIGNATURE AND STAFF SECTION OF OFFICER APPROVING THE MESSAGE FOR DISPATCH

PD SHOW DESIRED DISTRIBUTION WITHIN GHQ SCAP OR GHQ AFPAC AS INDICATED

BELOW PD

OFFICIAL:

JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

APPROVED BY:

JOHN A. DOE,
Major, GSC,
G-4

Copies to:

G-1
G-4 (Return)
IG

AFPAC AGO FORM NO. 36 IN THE CLEAR

Incl 2 S A M P L E

IF CLASSIFIED AFTER PARAGRAPH 3(a) AND 3(b) OR (c) WHEN [illegible] 119012

S A M P L E

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

OUTGOING MESSAGE Date: 8 June 1946

Secret

FROM : CINCAFPAC

TO : WDCSA.....PRIORITY

INFO : AFWESPAC.....ROUTINE
HAWPAC.....ROUTINE
HICPAC.....ROUTINE

PAREN PAREN AT BEGINNING OF TEXT LEAVE APPROPRIATE PLACE FOR INSERTION OF INTERNAL REFERENCE NUMBER PD TYPE SIGNAL MESSAGES IN CAPITAL LETTERS DOUBLE SPACED PD ENTER SECURITY CLASSIFICATION AT TOP AND BOTTOM OF MESSAGE AND SHOW PRECEDENCE OPPOSITE EACH ADDRESSEE PD SHOW SIGNATURE AND STAFF SECTION OF OFFICER APPROVING THE MESSAGE FOR DISPATCH PD SHOW DESIRED DISTRIBUTION WITHIN GHQ SCAP OR GHQ AFPAC AS INDICATED BELOW PD

OFFICIAL: APPROVED BY:

JOHN B. COOLEY,
Colonel, AGD,
Adjutant General

JOHN A. DOE
Major, GSC
G-4.

Copies to:

G-1
G-4 (Return)
IG

AFPAC AGO FORM NO. 36 Secret (Stamped or Marked, Not Typed)

Incl 3

S A M P L E

PHONETIC ALPHABET

Paragraph 63 c, TM 12-253, "Correspondence" is quoted as follows for the information of all concerned:

"c. Phonetics. When it is necessary to include isolated letters, other than standard abbreviations, in messages which are to be cryptographed, employ the standard phonetic alphabet as follows:

ABLE
BAKER
CHARLIE
DOG
EASY
FOX
GEORGE
HOW
ITEM
JIG
KING
LOVE
MIKE
NAN
OBOE
PETER
QUEEN
ROGER
SUGAR
TARE
UNCLE
VICTOR
WILLIAM
XRAY
YOKE
ZEBRA "

Incl 4

DECLASSIFIED PER EXEC. ORDER 11652 SEC. 3(E) AND 3(D) OR (E) NNDB # 773012

File

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 300.6 (23 Jul 46)GA

APO 500
5 August 1946

STAFF MEMORANDUM)
:
NO.....16) (SCAP & AFPAC)

TRAVEL TO RESTRICTED AREAS

1. Staff Memorandum 10, General Headquarters, United States Army Forces, Pacific, 1 March 1946, is rescinded.

2. The many attractions for transient visitors in Kyoto and the surrounding areas are realized. However, it is essential that the number of transients in that area not exceed the number of available accommodations. Inasmuch as essentially all of the Japanese owned and operated hotels in the area have been placed "off limits" for sanitary reasons, and in view of the fact that, normally, all vacancies in the established rest and recreation hotels in the area are filled on a previously committed quota basis, the only available authorized accommodations for "sight-seeing" transients are temporary vacancies that may exist in established Army billets. Necessarily these vacancies are extremely small in number and their availability varies daily.

3. In order to insure maximum utilization of available accommodations and yet provide control over the number of non-duty status transients allowed in the Kyoto area, the following regulatory measures, applicable to all General Headquarters personnel, are established:

a. Personnel, on a non-duty status, will not enter Kyoto unless they have reservations for available accommodations and have in their possession official written travel orders authorizing them to be in the area.

b. With the concurrence of separate unit commanders or section chiefs concerned, requests for reservations will be submitted one week in advance of desired departure date to the appropriate General Headquarters agency listed below:

(1) For War Department Civilian Employees-- Employee Relations Division, Civilian Personnel Section.

(2) For United States Military personnel-- S-1

16

DECLASSIFIED PER A.R. 380-5 SEC. 3(E) AND 3(D) OR (E) NNCS # 775012

Section, Headquarters and Service Group.

c. After required reservations are obtained as mentioned in sub-paragraph 3b above, necessary written travel orders will be obtained from the appropriate General Headquarters agency listed below:

(1) For War Department Civilian Employees and General Headquarters Staff Officers--Adjutant General's Section.

(2) For other United States military personnel--Headquarters of the separate unit concerned.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

DECLASSIFIED AUTH: SCAP SEC. 3(E) AND 3(D) OR (E) MACOM # 111012

GS

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 110.01 (1 Aug 46)GD

APO 500
2 August 1946

STAFF MEMORANDUM)
:
NO.....15) (SCAP & AFPAC)

ANNUAL BUDGET PROCEDURE

1. The Assistant Chief of Staff, G-4, exercises general staff supervision over the preparation of budget estimates and hearings held in connection therewith.

2. The Fiscal Director, United States Army Forces, Pacific, is responsible for the preparation of all United States Army Forces, Pacific budget estimates under the general staff supervision of the Assistant Chief of Staff, G-4.

3. The chiefs of administrative and technical services of this headquarters will conduct preliminary hearings on that part of budget estimates submitted by major commands as pertains to their respective services. Following such hearing, they will make recommendations as to appropriate estimates to be included in the overall United States Army Forces, Pacific budget.

4. During the hearings to be held in connection with budget estimates, the Assistart Chief of Staff, G-4, will require the presence of such staff officers of this headquarters as may be appropriate.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

15

DECLASSIFIED AUTH: PROJ SEC. 3(E) AND 3(D) OR (E) NND # 775012

LTS
1-515

Pub
File

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 601 (29 Jul 46)GD

APO 500
30 July 1946

STAFF MEMORANDUM)
:
NO.....14) (SCAP & AFPAC)

PRIVATE RENTAL OR LEASE OF FACILITIES IN JAPAN

1. Section I, SCAP Staff Memorandum 14, 11 March 1946 is rescinded.

2. Effective immediately, members of the United States Armed Forces and War Department civilian employees will not be permitted to make agreements or negotiate leases in Japan for the rental or lease of private property for personal use.

3. Members of the United States Armed Forces and War Department civilian employees who have previously been authorized to make agreements or leases for rental of private property will make immediate arrangements for termination of such agreements or leases, to become effective within thirty (30) days from date of this memorandum, unless application is made for dependent housing, in which case effective date will be not later than date of availability of such dependent housing.

4. Personnel of the Allied Occupation Forces and personnel accredited thereto, other than those enumerated in paragraph 2 above, will not make agreements or negotiate leases for the rental or lease of private property for personal use in Japan, except:

a. Upon prior approval of General Headquarters, United States Army Forces, Pacific, or General Headquarters, Supreme Commander for the Allied Powers for the Tokyo area, and

b. Upon prior approval of the Commanding General, Eighth Army for all Japan except the Tokyo area.

5. In order that available facilities may be equitably allocated and used in housing dependents of personnel serving with or accredited to the Occupation Forces, the approval for private rental or lease of facilities to personnel indicated in paragraph 4 above will be given only in exceptional cases. All requests for authorization to enter into private agreements or leases will be made in writing by the individuals

14

concerned and forwarded through the Chief of the respective staff section to the Assistant Chief of Staff, G-4.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

AUTHORITY NND 710012 SEC. 3(E) AND 3(D) OR (E) NNCP

6

B 9
File

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 311.4 (20 Jul 46)AG-OC

APO 500
29 July 1946

STAFF MEMORANDUM)
:
NO.....13) (SCAP & AFPAC)

MESSENGER AND COURIER SERVICE

1. AFPAC Staff Memorandum 65, 3 November 1945, is rescinded.

2. Schedule of messenger and courier service is announced for the information of all concerned. In addition to this scheduled service, special deliveries, when required, are made of incoming radiograms necessitating immediate action.

a. Scheduled Messenger Service.

Time Schedule	Building Visited	Section or Agency Visited
ROUTE A		
Messenger departs AG Distribution Section, Dai Ichi Building, hourly on the hour, from 0800 to 1700 daily, including Saturdays, Sundays and holidays.	Dai Ichi	Office of Commander-in-Chief Office of Chief of Staff Office of Secretary General Staff G-1 Section G-2 Section G-2, Civil Intelligence Section (441st CIC Detachment) G-3 Section G-4 Section Signal Section (Civil Communications Section) U. S. Representative, Allied Council Government Section Statistical and Reports Section Public Health and Welfare Section Military Intelligence Section Special Security Officer

13

Time Schedule	Building Visited	Section or Agency Visited
		240th Finance Disbursing Section
		Office of GHQ Medical Officer
		385th Medical General Dispensary
		Dental Dispensary
		Office of Building Custodian
	Forestry	Economic and Scientific Section
ROUTE B		
Messenger departs AG Distribution Section, Dai Ichi Building, 0830; 0945; 1100; 1315; 1430; and 1545, including Saturdays, Sundays and holidays, and delivers to buildings in order as listed.	Hypothec Bank Annex	AG Section (Administrative Division, Postal Branch and Strength Accounting Branch)
	Radio Tokyo	Civil Information and Education Section
		Public Relations Officer
	Department of Interior	Central Liaison Office
	Teikoku Sogo	Office of Civil Property Custodian
		Office of Civilian Personnel
ROUTE C		
Messenger departs AG Distribution Section, Dai Ichi Building, 0830; 0945; 1100; 1315; 1430; and 1545, including Saturdays, Sundays and holidays, and delivers to buildings in order as listed.	Mitsubishi Shoji (Sub-section, AG Distribution Section for re-distribution within the buildings to sections shown)	Engineer Section Ordnance Section Chemical Section Quartermaster Section Antiaircraft Section Inspector General's Section Judge Advocate's Section M.I.D. Map and Photo Section Medical Section Fiscal Director's Office Chaplains' Section

DECLASSIFIED AUTH: E.O. 11652 SEC. 3(E) AND 5(D) OR (E) NND# 775012

Time Schedule	Building Visited	Section or Agency Visited
		Special Services Section
		Information and Education Section
		Office of General Procurement Agent
		Natural Resources Section
		General Accounting Section
	Meiji	Allied Council for Japan
		Legal Section
		Provost Marshal's Section
		7th Air Communication Service
		68th Air Communication Service
		139th Air Communication Service
		Joint Anti-aircraft Seacoast Artillery Research Board

ROUTE D

Messenger departs AG Distribution Section, Dai Ichi Building, 0830; 0945; 1100; 1315; 1430; and 1545, including Saturdays, Sundays and holidays, and delivers to buildings in order as listed.	Mitsui Bank	Diplomatic Section
	Yokohama Specie Bank	Commander Naval Activities, Japan
		Shipping Control Administration, Japan
	Shibusawa	Army Exchange Central Purchasing Office
	War Ministry	International Prosecution Section
	Finance	Office of Headquarters Commandant

b. Miscellaneous Messenger Service.

(1) Deliveries are made to the Eighth Army Military Government Representative in Tokyo, the 42nd General Hospital,

and the Visitors Bureau, Imperial Hotel, from 0830 to 1545 when necessary.

(2) The following units deliver and pick up correspondence from the AG Distribution Section, Dai Ichi Building:

Pacific Air Command, United States Army (six times daily)
United Kingdom Liaison Mission (four times daily)
British Commonwealth Occupation Force Sub-Area, Tokyo (four times daily for all Commonwealth Forces stationed in Japan)
American Red Cross (twice daily)
Army Security Agency (three times daily)
Provost Marshal, Tokyo Area (once daily)
"Stars and Stripes" (once daily)
International Military Tribunal for the Far East (four times daily)
Translator and Interpreter Service (four times daily)
71st Signal Service Battalion (three times daily)
123rd Engineer Survey Battalion (once daily)
555th Military Police Company (Sugamo Prison) (once daily)

c. Courier Service. Courier material for points outside of Tokyo is dispatched from AG Distribution Section by Eighth Army Courier daily at 1400 and 1900 hours (pouches close at 1345 and 1845). From the Eighth Army (Courier Transfer Office) the material is dispatched by plane to destination. Requests for the designation of special couriers will be submitted only under exceptional circumstances. Schedule is as follows:

TO	OUTGOING FROM	*TIME
United States (San Francisco via Guam, Kwajalein, Johnston Island and Hawaii)	Atsugi Airfield	Daily at 1700 and 2000 hours
Korea (Kimpo Field)	Tachikawa Airfield	Daily at 0900 hours
Manila (via Okinawa)	Atsugi Airfield	Daily at 0730 hours
China (Shanghai)	Atsugi Airfield	Tuesdays and Fridays at 1130 hours
Australia (Brisbane)	Manila	Weekly
India (Calcutta)	Manila	Twice Weekly

(SM 13)

TO	INCOMING FROM	*TIME
Tokyo (Atsugi)	San Francisco	Daily at 1400 and 1800 hours
Tokyo (Tachikawa)	Korea	Daily at 1430 hours
Tokyo (Atsugi)	Manila	Daily at 1730 hours
Tokyo (Atsugi)	Shanghai	Tuesdays and Fridays at 0730 hours

* Exact hour varies to conform to operating conditions. Average hour is shown.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 322 (27 Jul 46)DCS

APO 500
27 July 1946

STAFF MEMORANDUM)
:
NO.....12) (SCAP & AFPAC)

THE HONOR GUARD COMPANY, GENERAL HEADQUARTERS

1. The Honor Guard Company, General Headquarters, is a part of the Headquarters and Service Group, General Headquarters, United States Army Forces, Pacific. It has as its function the safeguarding of the Commander-in-Chief and the guarding of such installations as may be directed by the Chief of Staff, General Headquarters.

2. The Chief of Staff, General Headquarters, controls the general policies of the Honor Guard Company.

3. The Commanding General, Headquarters and Service Group, General Headquarters, United States Army Forces, Pacific, is responsible for the administration of the company.

4. The Commanding Officer, Honor Guard Company, receives his orders from the Commanding General, Headquarters and Service Group, General Headquarters, United States Army Forces, Pacific, except as indicated in paragraph 5.

5. The Commander-in-Chief's Aide-de-Camp on duty at the Commander-in-Chief's residence (American Embassy) will convey to the Chief of Staff such special instructions as may be communicated to him by the Commander-in-Chief relative to administration and duties of the Honor Guard. In cases of emergency requiring prompt and immediate action, the Aide-de-Camp may issue instructions direct to the Commanding Officer, Honor Guard Company, covering the employment of the Honor Guard at the Commander-in-Chief's residence.

6. The Honor Guard Company will be composed of specially selected officers and enlisted men who possess the following qualifications:

a. Officers. Officers will have a minimum of two years' commissioned service and have efficiency ratings of "Excellent" or higher.

b. Enlisted Men. Enlisted men will be of excellent character

12

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 322 (27 Jul 46)DCS

APO 500
27 July 1946

STAFF MEMORANDUM)
:
NO.....12) (SCAP & AFPAC)

THE HONOR GUARD COMPANY, GENERAL HEADQUARTERS

1. The Honor Guard Company, General Headquarters, is a part of the Headquarters and Service Group, General Headquarters, United States Army Forces, Pacific. It has as its function the safeguarding of the Commander-in-Chief and the guarding of such installations as may be directed by the Chief of Staff, General Headquarters.

2. The Chief of Staff, General Headquarters, controls the general policies of the Honor Guard Company.

3. The Commanding General, Headquarters and Service Group, General Headquarters, United States Army Forces, Pacific, is responsible for the administration of the company.

4. The Commanding Officer, Honor Guard Company, receives his orders from the Commanding General, Headquarters and Service Group, General Headquarters, United States Army Forces, Pacific, except as indicated in paragraph 5.

5. The Commander-in-Chief's Aide-de-Camp on duty at the Commander-in-Chief's residence (American Embassy) will convey to the Chief of Staff such special instructions as may be communicated to him by the Commander-in-Chief relative to administration and duties of the Honor Guard. In cases of emergency requiring prompt and immediate action, the Aide-de-Camp may issue instructions direct to the Commanding Officer, Honor Guard Company, covering the employment of the Honor Guard at the Commander-in-Chief's residence.

6. The Honor Guard Company will be composed of specially selected officers and enlisted men who possess the following qualifications:

a. Officers. Officers will have a minimum of two years' commissioned service and have efficiency ratings of "Excellent" or higher.

b. Enlisted Men. Enlisted men will be of excellent character

and will present an outstanding, soldierly appearance. Each man will have an AGCT score of 110 or higher and will be required to pass a security examination prior to assignment. Men selected will be not less than 5 feet 10 inches and not more than 6 feet 2 inches in height. Preference will be given to men with combat records and to Regular Army reenlistees, and selection will be limited to those men who desire the assignment. Insofar as practicable, replacements will be obtained from combat divisions within the theater.

7. a. Members of the company will not be used to perform routine guard duty at places other than as indicated by the Chief of Staff.

b. The guards on duty in the Dai Ichi Building, in addition to furnishing security for the Commander-in-Chief, will be responsible for the security of the building, insuring that no unauthorized personnel enter at any time. While on post, they will perform such military police duties as may be required to maintain proper order, decorum, and military courtesy within the building.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

by Asst. Sec.

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 322 (23 July 46)GA

APO 500
26 July 1946

STAFF MEMORANDUM)
:
NO.....11) (SCAP & AFPAC)

CIVILIAN PERSONNEL DIVISION
IN OFFICE OF ASSISTANT CHIEF OF STAFF, G-1, GENERAL
HEADQUARTERS, UNITED STATES ARMY FORCES, PACIFIC

1. The Civilian Personnel Division is established in the Office of the Assistant Chief of Staff, G-1, General Headquarters, United States Army Forces, Pacific, as the central coordinating agency for formulating and recommending policies or procedures to govern civilian personnel administration, and to insure maximum and efficient utilization of civilian employees under approved allocation of funds.

2. The functions of this office are:

a. Formulating and recommending issuance of supplemental policies, regulations, or standards to govern personnel administration within the command when such supplemental materials are required by directive of higher authority or to meet a problem peculiar to the command.

b. Insuring uniformity of ungraded wage rates throughout the command.

c. Performing those civilian personnel duties delegated by the Secretary of War which cannot be redelegated because of legal, regulatory, or administrative limitations.

d. Performing specific civilian personnel tasks assigned by the War Department or for the command which are to be performed for the War Department as a whole or for a major segment thereof.

e. Coordinating and giving leadership to civilian personnel administration within the command and representing the command on civilian personnel matters to higher echelons, including participation in the consultative management practices of the War Department maintained for the formulating of sound departmental civilian personnel policies and practices.

11

f. Exercising such supervisory functions as may be necessary to assure that an adequate program is in operation throughout the command under approved budgetary allocations.

g. Maintaining the closest possible liaison with the War Department through having the Chief Adviser and Field Inspector, United States Army Forces, Pacific, serve also as Representative, Civilian Personnel Division, Office of Secretary of War.

h. Accounting to the Civilian Personnel Division, Office of Secretary of War, by the means prescribed for the discharge of delegated responsibilities.

i. Standardizing, consolidating and analyzing such civilian personnel reports as may be required to keep the Commander-in-Chief fully advised.

3. Pursuant to War Department Orders C, 6 June 1946, the delegation of authority for certain civilian personnel matters has been made in AFPAC Circular 61, 17 July 1946.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 210.711 (23 Jul 46)GA

APO 500
26 July 1946

STAFF MEMORANDUM)

NO.....10) (SCAP & AFPAC)

PASSES, LEAVES AND FURLOUGHS

1. a. Staff Memorandum 6, Supreme Commander for the Allied Powers, 9 November 1945, is rescinded.

b. References:

AR 615-275, 5 April 1946, Enlisted Men - Authorized Absence. Circular 113, AFPAC, 13 November 1945.

2. Circular 113, United States Army Forces, Pacific, 13 November 1945, prescribes the theater policy for authorized absences. The provisions of this staff memorandum pertain to such authorized absences in Japan.

3. Passes. a. Between the hours of 1800 and 0600, enlisted personnel in the Tokyo Area will be required to carry a pass in accordance with the provisions of AR 615-275. These passes will be approved by an officer and will be signed by the bearer.

b. Passes will not be required in the immediate vicinity of a unit barracks. Unit commanders will prescribe the area to be considered the immediate vicinity.

c. All enlisted personnel, except those on official duty, will be off the streets by 2300 hours.

4. Recreational Temporary Duty. a. Recreational temporary duty in authorized Eighth Army recreational areas will be granted personnel with the longest overseas service or to those in need of rest and recuperation. Normally, tours in rest areas will not exceed 6 days.

(1) Bulk quotas are received weekly from Eighth Army by the Adjutant General, General Headquarters, who in turn sub-allots vacancies in specific hotels

10

to staff sections and separate units. The Civilian Personnel Section will administer all quotas for civilian employees.

b. United States Army personnel may be placed on temporary duty with other organizations for the purpose of visiting a close relative in that organization, providing:

(1) Concurrence of the commander of the organization to be visited is obtained. Direct communication between separate unit commanders concerned is authorized for this purpose.

(2) The period of temporary duty does not exceed 7 days plus travel time.

(3) This privilege is not exercised oftener than once every 6 months.

5. Ordinary Leaves and Furloughs. Ordinary leave or furlough may be granted only to personnel whose immediate families reside within a reasonable traveling distance of the Tokyo area. Such absences, including travel time, will not exceed 10 days. Requests will be initiated by the individual concerned and will be approved by his immediate commanding officer, prior to the issuance of necessary orders. These provisions do not apply to reenlistment furloughs or to those persons afforded temporary duty privileges under paragraph 4b above.

6. Rail Transportation Permits. Free transportation on Japanese street-cars and railroads is authorized for military and civilian personnel of the Allied Forces. Tickets will not be required on Japanese street-cars, but for travel on other than suburban runs, tickets are required on Japanese railroads. These may be procured from the local Rail Transportation Office by presenting a tranportation request together with the appropriate pass, furlough papers, leave or travel orders which show the authorized destination of the individual or group concerned. To insure desired accommodditions, requests for transportation should be made to the Rail Transportation Office 24 hours in advance of intended time of departure.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

GS
1 Tok
Feb

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 004.2 (20 Jul 46)FD

APO 500
23 July 1946

STAFF MEMORANDUM)
:
NO.....9) (SCAP & AFPAC)

TOKYO BRANCH
NATIONAL CITY BANK OF NEW YORK

1. The National City Bank of New York has reopened in Tokyo for the purpose of rendering the following services:

a. General depository of public monies of the United States, including official and quasi-official funds of the United States Armed Forces.

b. Bank of deposit for members of the United States Armed Forces, for accumulation in dollars of pay and allowances found excess to their local needs. Withdrawals from such deposit accounts will be limited to:

(1) Transfer to the credit of similar dollar accounts.

(2) Drawings against such accounts, either for deposit in dollars or for exchange for yen (Type "A" Military Yen or Bank of Japan Yen) with Army or Navy disbursing officers in Japan.

c. Depository for yen representing the proceeds of remittances of:

(1) An official nature from United States Government agencies.

(2) Eleemosynary funds such as those of American Council of Churches.

d. Depository for proceeds realized from local sales of civilian supplies introduced under United States military authority into Japan.

e. Safekeeping Services.

9

(SM 9)

2. For the information of United States disbursing officers, the Tokyo Branch, National City Bank of New York, has been designated as a general depository of public monies of the United States.

3. For the information of custodians of quasi-official funds, the Tokyo Branch, National City Bank fulfills the requirements of a depository as specified in paragraph 16b(1), AR 210-50.

4. Officers desiring their monthly pay credited to their accounts with the bank by the disbursing officer making payment will indicate this desire on line 16 of their pay voucher.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley

JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

.....

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 300.8 (15 Jul 46)AG-OM

APO 500
25 July 1946

STAFF MEMORANDUM)
:
NO.....8) (SCAP & AFPAC)

PUBLICATION OF ROUTINE ORDERS AND REGULATIONS

1. References.

AR 310-50, 1 December 1944, as amended.

TM 12-256, November 1944.

AFPAC Regulations 1-10, 1 August 1945.

2. Purpose. Information contained in this staff memorandum is published to assist staff sections in attaining uniformity in the preparation of routine orders and regulations to subordinate commands and in disseminating information within General Headquarters, Supreme Commander for the Allied Powers and United States Army Forces, Pacific.

3. Definition of Routine Orders. Routine orders are the usual means by which a commander transmits his instructions to units or individuals of his command. Routine orders will be construed to include regulations.

4. Types of Routine Orders. a. Routine orders published by General Headquarters, Supreme Commander for the Allied Powers and United States Army Forces, Pacific, include:

(1) AFPAC Regulations

(2) SCAP General Orders

(3) AFPAC General Orders

(4) AFPAC Special Orders

(5) SCAP Circulars

(6) AFPAC Circulars

(7) SCAP & AFPAC Staff Memorandums

8

b. Information Bulletins are published by General Headquarters, United States Army Forces, Pacific, to disseminate information, not directive in nature, to personnel of General Headquarters, Supreme Commander for the Allied Powers and United States Army Forces, Pacific.

c. Special provisions relative to each type will be discussed separately. Those provisions which are general in nature and common to all types of orders are discussed by item.

5. Preparation Responsibility. a. Any staff section may initiate a routine order of any type.

b. The originating staff section will insure that the text is clear, that necessary concurrences from other staff sections are obtained and noted, and that the order is properly written and edited.

c. The Adjutant General is responsible that the order is placed in proper format, edited, authenticated, published, and distributed.

6. Format. a. Margins will be observed for all orders as for correspondence:

1 inch from top of page to first line of letterhead
1½ inches on left side
3/4 inch on right side
1½ inches at bottom
1½ inches at top of second and succeeding pages.

b. The heading consists of the letterhead, date, file number, and designation. Format for the heading, including proper spacing, is shown in the attached models.

c. The body of the order includes the title and all written instructions following. Paragraphing and use of titles and other matter are the same as that for correspondence.

d. The authentication contains the command line, signature, and "OFFICIAL" section (see models).

e. Inclosures will be briefly and accurately described, beginning at the left margin two line spaces below the last line of the typed authentication (see inclosure listing hereon). The inclosure number will be typed in the lower left corner of each inclosure, using Arabic numerals.

f. The first paragraph will contain rescissions and references, in that order, each in a separate sub-paragraph.

g. Carry-over to final page will, if the body of the routine order is completed on the first or a succeeding page so near the bottom that there is no room for signature, include the whole or a major part of the final paragraph. This is done so that the authentication will not become separated from the text.

7. Distribution. All orders and regulations are given standard distribution by the Adjutant General for that type publication (see Inclosure 1). Special distribution may be made when requested by the originating staff section.

8. Reproduction. Orders will be mimeographed, except AFPAC Regulations, which will be printed. If any special processes are desired, an appropriate request from the originating staff section is required in each case.

9. AFPAC Regulations. a. AFPAC Regulations are the primary administrative regulations of General Headquarters, United States Army Forces, Pacific. They are general in nature and of permanent duration.

b. They are used specifically to amplify the instructions contained in Army Regulations and to include permanent instructions not published elsewhere.

c. The numbering of AFPAC Regulations is based on the same system as that used in Army Regulations (i.e., by general category and subject).

d. The first paragraph will contain rescissions and references, in that order, each in a separate sub-paragraph.

e. Size, style, and format will be determined by the Adjutant General.

10. General Orders (see Inclosures 2 and 3). a. General Orders are directives applying to all or a large part of the command. They are of permanent duration and of such nature as to be not readily susceptible to incorporation into established regulations.

b. They are normally used by this headquarters to:

(1) Announce assumption of command.

(SM 8)

(2) Announce appointment of Chief of Staff.

(3) Activate, organize, designate, redesignate, inactivate, or disband a unit under the direct control of this headquarters.

(4) Announce awards and decorations.

(5) Announce the naming of a camp or cantonment.

c. General orders are numbered in sequence for each calendar year. Each order carries a separate number. One or more orders may be issued on the same day.

d. Sections. The body of a general order may be subdivided into sections. All paragraphs pertaining to a particular type of announcement are placed in the same section. Each section is given a title (title whenever used is written in capital letters), and sections are numbered consecutively, using Roman numerals.

e. Number of line spaces to be left between elements of a general order are:

(1) One line space between heading and designation.

(2) One line space between heading and APO number.

(3) One line space between designation and title.

(4) One line space between title and body.

(5) One line space between paragraphs or subparagraphs. .

(6) One line space between body and command line.

(7) Three line spaces between command line and typed signature. Signature should extend to the right margin.

(8) The word "OFFICIAL" is placed on same line as last line of typed signature.

(9) Authentication is placed to begin on the fourth line space below the word "OFFICIAL" and indented 10 spaces from the left margin.

(SM 8)

11. Special Orders (see Inclosure 4). a. Special orders are directives pertaining to individuals.

b. They are normally used by this headquarters to:

(1) Announce appointments of heads of general or special staff sections.

(2) Promulgate assignments, reassignments, leaves of absence, temporary duty, detached service, details, transfers, and other changes of status of individuals.

c. Special orders are numbered in sequence for the calendar year. Not more than one order is issued for each day. The order may include any number of paragraphs, each paragraph pertaining to an individual or a group of individuals affected in the same general way by the order. Each paragraph is numbered and is not subdivided. Extracts containing one or more paragraphs of a special order are published when considered desirable, and the heading and authentication of an extract are identical to that in the complete order.

d. Telegraphic English is used in all special orders, with the elimination of extraneous words and phrases, such as: "will report for duty", "assignment to duty and station", "without delay", or "duty being temporary, dependents are not authorized to accompany this officer".

e. Abbreviations and symbols, as prescribed in AR 850-150, are used to the maximum extent. Authorized abbreviations are used as separate words, without interior spacing. Names of cities and towns and first and last names of individuals are not abbreviated. Middle names of individuals are indicated by a capital initial. Military grades and titles are abbreviated. Serial numbers follow the names of individuals, and in the case of officers, are written without hyphen between the letter "O" and the numbers. The organization or arm or service follows the individual's name and serial number, authorized abbreviations or symbols being used for this purpose. Orders directing a permanent change of station include the abbreviation "PCS". Other abbreviations and symbols may be used, provided a key or legend is contained in the order. Grades and names of officers are capitalized.

f. Number of line spaces to be left between elements of a special order are:

(1) One line space between last line of symbols and letterhead.

(SM 8)

(2) One line space between heading and designation.

(3) One line space between heading and APO number.

(4) One line space between designation and first paragraph.

(5) One line space between paragraphs and sub-paragraphs.

(6) One line space between last paragraph and command line.

(7) Three line spaces between command line and typed signature. Signature should extend to the right margin.

(8) The word "OFFICIAL" is placed on same line as last line of typed signature.

(9) Authentication is placed to begin on the fourth line space below the word "OFFICIAL" and is indented 10 spaces from the left margin.

12. Circulars (see Inclosure 5). a. Circulars are used to announce instructions of a temporary or semi-permanent nature and of general application.

b. Each circular must be approved by the Chief of Staff prior to publication.

c. In order to expedite dissemination, instructions of a permanent nature may be published in a circular pending their incorporation in AFPAC Regulations.

d. Circulars are numbered in sequence for each calendar year. Usually not more than one circular is published on any one day.

e. A circular may have one or more sections, each section dealing with a different subject. A list of subjects covered by the various sections is placed at the beginning of the body and serves as an index to the publication. Paragraphs will be numbered within sections, with the first paragraph of each section beginning with the Arabic numeral "1". Paragraph 1 of each section will contain rescissions and references, in that order, each in a separate sub-paragraph.

f. AG File Number. The AG file number, including file date and office symbol of the originating office, will be placed on the line space next below the last line of the body of the section concerned, indented two spaces from left margin.

g. Number of line spaces to be left between elements of a circular are:

(1) One line space between heading and designation.

(2) One line space between heading and APO number.

(3) One line space between designation and title.

(4) One line space between title and body.

(5) One line space between paragraphs and sub-paragraphs.

(6) One line space between AG file number and succeeding sections.

(7) One line space between body and command line.

(8) Three line spaces between command line and typed signature. Signature should extend to the right margin.

(9) The word "OFFICIAL" is placed on same line as last line of typed signature.

(10) Authentication is placed to begin on the fourth line space below the word "OFFICIAL" and is indented 10 spaces from the left margin.

13. Staff Memorandums (see Inclosure 6). a. Staff memorandums are the announcement of instructions of a commander to his staff. As used by this headquarters, they are directive in nature and applicable to the entire headquarters.

b. Staff Memorandum 1 (SCAP & AFPAC), 9 July 1946, subject: Staff Memoranda, initiates a single series of staff memorandums for General Headquarters of both Supreme Commander for the Allied Powers and United States Army Forces, Pacific; separate memorandums for the two divisions of General Headquarters are no longer issued. However, each memorandum will contain a notation after the number as shown in

model (Inclosure 6); (SCAP & AFPAC) if it pertains to both divisions of General Headquarters, (SCAP) if it pertains only to Supreme Commander for the Allied Powers, and (AFPAC) if it pertains only to United States Army Forces, Pacific.

c. Each staff memorandum must be approved by the Chief of Staff prior to publication.

d. Staff memorandums are numbered serially for the calendar year. One or more may be published in one day. Subsequent changes, additions, or deletions to a basic staff memorandum will be published under the same basic serial number, with the additional identification of a sub-number, thus: S.M. No. 8; S.M. No. 8/1; S.M. No. 8/2; etc.

e. Staff memorandums normally concern one subject and are written in a clear and direct style, couched in plain language. The following standard sequence is used:

(1) Paragraph 1 contains rescissions and references, in that order, each in a separate subparagraph. Paragraph 2 states the objective or general purpose of the memorandum. It also gives a brief outline of the action desired, without details.

(2) Subsequent paragraphs prescribe the administrative details for carrying out the action desired. The steps to be taken are presented in a logical or chronological sequence.

f. Number of line spaces to be left between elements of a staff memorandum are:

(1) One line space between heading and file number.

(2) One line space between heading and APO number.

(3) One line space between file number and designation.

(4) One line space between designation and title.

(5) One line space between title and body.

(6) One line space between paragraphs and sub-paragraphs.

(7) One line space between body and command line.

(8) Three line spaces between command line and typed signature. Signature should extend to the right margin.

(9) The word "OFFICIAL" is placed on same line as last line of typed signature.

(10) Authentication is placed to begin on the fourth line space below the word "OFFICIAL" and is indented 10 spaces from the margin.

14. Information Bulletins (see Inclosure 7). a. Information bulletins are publications used for announcing informative material only; they are not directives.

b. They are numbered serially for the calendar year.

c. Number of line spaces to be left between elements of an information bulletin are:

(1) One line space between heading and file number.

(2) One line space between heading and APO number.

(3) One line space between file number and designation.

(4) One line space between designation and title.

(5) One line space between title and body.

(6) One line space between paragraphs and subparagraphs.

(7) Four line spaces between body and authentication. Authentication should extend to the right margin.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

7 Incls: (see reverse)

(SM 8)

1. Distribution of Routine Orders and Information Bulletins.
2. Model of General Orders.
3. Model of General Orders.
4. Model of Special Orders.
5. Model of Circular.
6. Model of Staff Memorandum.
7. Model of Information Bulletin.

DISTRIBUTION OF ROUTINE ORDERS AND INFORMATION BULLETINS

PUBLICATION	QUANTITY REPRODUCED OR PRINTED	DISTRIBUTION
AFPAC Regulations	9,000	Staff sections, GHQ SCAP & AFPAC; all units in theater down to and including separate companies and detachments. Reproduced locally by AFWESPAC and AFMIDPAC.
General Orders (SCAP)	200	Staff sections GHQ SCAP & AFPAC; 68th ACS; 43d Weather Wing.
General Orders (AFPAC)	900	Staff sections GHQ SCAP & AFPAC; individuals and units concerned; major subordinate commands; divisions upon request.
Special Orders	300	Individuals and units concerned.
Circulars (SCAP)	400	Staff sections GHQ SCAP & AFPAC; Eighth Army; FACUSA; XXIV Corps; COMNAVJAP; 68th ACS; 43d Weather Wing.
Circulars (AFPAC)	6,500	Same as AFPAC Regulations.
Staff Memorandums	400	Staff sections GHQ SCAP & AFPAC; Hq & Sv Gp GHQ; 441st CIC Det; 71st Sig Sv Bn; and miscellaneous units and agencies such as 240th Finance Disb Section, APO 500, and American Red Cross.
Information Bulletins	400	Same as Staff Memorandums.

Inclosure 1

M O D E L

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

GENERAL ORDERS)
:
NO.....)

APO 500
July 1946

ANNOUNCEMENT OF STAFF

Major General JOHN A. DOE, 02345, General Staff Corps, is announced as Chief of Staff, vice Major General RICHARD R. ROE, 02134, General Staff Corps, relieved.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

Inclosure 2

M O D E L

M O D E L

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

GENERAL ORDERS)
:
NO.....)

APO 500
July 1946

LEGION OF MERIT--Award

By direction of the President, under the provisions of the Act of Congress approved 20 July 1942 (Sec. III, Bulletin 40, WD, 1942) and Executive Order 9260, 29 October 1942 (Sec. I, Bulletin 54, WD, 1942), the Legion of Merit is awarded by the Commander-in-Chief, United States Army Forces, Pacific, to the following-named officer:

Lieutenant Colonel JOHN A. DOE, 02334, Signal Corps. For exceptionally meritorious conduct in the performance of outstanding services in the Southwest Pacific Area and Japan, from July 1945 to June 1946. Address: 602 Elmhurst Park, Mineral Wells, Texas.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

Inclosure 3

M O D E L

M O D E L

Symbols: DP By direction of the President

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

Special Orders)
:
No.....)

APO 500
July 1946

1. BRIG GEN JOHN F DOE 05421 GSC designated AC of S G-4 GHQ AFPAC and SCAP.

2. DP and under provisions of AR 605-145 fol named off are detailed in brs indicated:

NAMES	DETAILED IN
1ST LT JACK Q GOODMAN 0207420 Inf	TC
2D LT LEWIS ROSE 0500461 Inf	CE
2D LT WILLIAM C CANNON 0447757 Inf	AGD
2D LT McDONALD A COLE 04789003 FA	AGD
2D LT HERBERT H LEE 0414754 Inf	QMC
2D LT JOHN M IAMS 0578123 Cav	CMP

3. Lv granted fol named off:

NAMES	DAYS LV	EFFECTIVE o/a
1ST LT JOHN A BROWN 043752 Inf	15	6 Jul 46
1ST LT JACK A BARTON 0780003 Inf	8	8 Jul 46
2D LT RALPH T SMOOT 0339178 QMC	12	3 Jul 46

4. Par 2 SO 111 GHQ AFPAC APO 500 3 Jun 46 is revoked.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

Inclosure 4

M O D E L

M O D E L

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

CIRCULAR)
:
NO....)

APO 500
July 1946

FORMAT OF DIRECTIVES

1. Circular 346, United States Army Forces, Pacific, 12 December 1945, is rescinded.

2. It has been noted that many directives with incorrect format are being published.

3. The following instructions are applicable:

a. No abbreviations should be used except in those directives for which telegraphic English is authorized.

b. Margins will be observed as follows:

(1) 1 inch from top of page to first line of letterhead.

(2) 1¼ inches of left side.

(3) 3/4 inch on right side.

(4) 1¼ inches at bottom.

(5) 1¼ inches at top of second and succeeding pages.

AG 300.5 (Jul 46)AG-OM

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

Inclosure 5

M O D E L

M O D E L

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 312.1 (Jul 46)AG-OM

APO 500
July 1946

STAFF MEMORANDUM)
:
NO.....) (SCAP & AFPAC)

PARAGRAPHING USED IN STAFF MEMORANDUMS

1. Staff Memorandum 27, United States Army Forces, Pacific, 30 April 1946, is rescinded.

2. a. Paragraphs, if more than one, are numbered consecutively. Subparagraphs or primary divisions of each paragraph are designated by the letters a, b, c, d, and so on.

(1) Subdivisions of primary divisions such as above are designated by numbers in parentheses (1), (2), (3), etc.

(a) Subdivisions of subdivisions are designated by letters in parentheses (a), (b), (c), (d), etc.

1. Additional subdivisions are indicated by underscored Arabic numerals 1, 2, 3, etc.

2. Subparagraphing to this extent is avoided as far as practicable.

(b) The first line of subdivisions of subdivisions is indented as shown here. The second and succeeding lines are margined in block style with the first line leaving the designation offset at the left as in this case.

(2) Subdivisions are indented and margined in block style in the same manner as their subdivisions, shown in (b) above.

b. The first letter of a subparagraph is indented so that the designating letter appears directly under the first letter of the first word in the main paragraph. Second and succeeding lines of subparagraphs begin at the regular left margin.