

GHQ/SCAP Records(RG 331)
Description of contents



- (1) Box no. 3300
- (2) Folder title/number: (28)
 Memos - Administrative
- (3) Date: **Mar. 1951 - Dec. 1951**

(4) Subject:

Classification	Type of record
032	e

- (5) Item description and comment:
 Includes Contents List

(6) Reproduction: Yes No

(7) Film no. _____ Sheet no. _____

LIST OF PAPERS

File under No. 300.6

MEMOS - ADMINISTRATIVE

Serial Number	From	Date	To	Synopsis
1	Exex. Off	15 Mar 51	All Pers, CHS	Admin. Memo #1-Use of Motor Transportation.
2	Exec. Off.	24 Jul 51	All Pers, CHS	Admin. Memo #2-Use of Motor Transportation.
3	Exec. Off.	26 Jul 51	All Pers, CHS	Admin Memo #3-Fire Plan for CHS.
4	Exec. Off.	26 Jul 51	All Pers, CHS	Admin Memo #4-Attendance Policies.
5	Exec. Off.	30 Jul 51	All Pers, CHS	Admin Memo #5-Duty Regulations.
6	Exec. Off.	3 Dec 51	All Pers, CHS	Admin Memo #6-Duty Regulations
7	Exec. Off.	29 Nov 51	All Pers, CHS	Admin Memo #7-Reference To SWNCC/SANACC Documents in the Nonmilitary History of the Occupation of Japan.
8	Exec. Off.	3 Dec 51	All Pers, CHS	Admin Memo #8-Fire Plan for CHS in Mitsubishi #21 Bldg.
9	Exec. Off.	4 Dec 51	All Pers, CHS	Admin Memo #9-Duty Regulations

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Civil Historical Section

4 December 1951

ADMINISTRATIVE MEMORANDUM)

NUMBER 9)

DUTY REGULATIONS

1. Recission:

a. GHS Administrative Memorandum No. 6, subject: "Duty Regulations," dated 3 December 1951.

2. Effective immediately, tours of duty as Duty Officer are no longer required. Cleaning, waxing and maintenance will be accomplished during duty periods.

3. The last employee to depart from each office for a lunch period or at the close of a workday will be responsible for insuring that the door is closed and locked. Responsibility for security of classified material and the office rests jointly upon the occupants of each office.

FOR THE CHIEF OF SECTION:

J. B. Beard

J. B. BEARD
Major, Infantry
Executive Officer

MEMORANDUM FOR THE RECORD:

This matter was discussed by Chief, CHS and the DC/S, SCAP on 4 Dec 51 and approved by General Keyser that date.

Beard
J. B. BEARD, Major

(9)

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Civil Historical Section

3 December 1951

ADMINISTRATIVE MEMORANDUM)

NUMBER 8)

FIRE PLAN FOR CIVIL HISTORICAL SECTION IN
MITSUBISHI # 21 BUILDING

1. Recission: Civil Historical Section Administrative Memorandum Number 3, dated 26 July 1951, subject: Fire Plan for Civil Historical Section.

2. Purpose: To furnish detailed information and guidance to members of the Civil Historical Section with regard to action in event of fire and to coordinate fire prevention and fire defense measures for protection of personnel, records, property and facilities of this section.

3. Fire Alarm:

a. Any person discovering a fire during duty hours will:

(1) Notify the Section Fire Marshal (Major Beard, Room 403A - Phone No. 26-7136) as soon as possible.

(2) In the absence of the Section Fire Marshal, notify the Building Custodian (Phone No. 26-8204)

(3) Attempt to put out the fire with available fire extinguishers located throughout the hallway on the fourth floor.

b. Any person discovering a fire during "off-duty" hours or Duty Officer hours will:

(1) Call the Fire Department:

26-7261 26-7262
57-8221 or 57-8222

The Japanese Fire Department may be contacted by calling 119. Repeat until understood: (Kaji) The telephone numbers of Fire Fighting agencies are listed on the front of the current Tokyo Telephone Book for easy access in event of emergency.

(2) Notify the Building Custodian (26-8204)

(3) Attempt to put out fire with available extinguishers.

(4) Notify the Section Fire Marshal (Major Beard - 06-3837) as soon as the situation permits.

(8)

5. Report a fire, when practicable, to the Fire Department, as follows:

- a. Ordinary combustible materials burning: Class "A" fire
- b. Liquids burning: Class "B" fire
- c. Electrical equipment burning: Class "C" fire

6. Evacuation of Building:

a. The Fire Alarm will be sounded on the electric bell system as follows: Uninterrupted ringing for one minute - 20 second pause - uninterrupted ringing for one minute - 20 second pause - until the building is evacuated. When the fire alarm is sounded, employees of this section will evacuate the building as follows:

(1) Occupants of rooms 401, 402, 403, 404A, 405 and 404 BC will use the main stairway near the passenger elevator to descend to the ground level and cross 4th Street to the sidewalk in front of the Tokyo Foreign Trade Museum.

(2) Occupants of rooms 406 AB, 406C, 407 AB, 408, 409 AB, 411 AB and 412 will use the rear stairway near the Library to descend to the exit on Shimbun Alley. Under NO CIRCUMSTANCES WILL PERSONNEL ENTER THE COURTYARD during a fire or fire drill. There is only one exit from the courtyard and normally it is barred and locked. All personnel will evacuate the building during drill.

7. General:

- a. No attempt will be made to remove personal effects from rooms.
- b. Elevators will NOT be used.
- c. WALK rapidly and calmly - DO NOT RUN.
- d. All persons will acquaint themselves with the location of Fire Exits.
- e. Individuals are prohibited from re-entering the building until the ALL CLEAR has been announced by the Building Fire Marshal or the Custodian.

8. Fire drills will be held monthly. These drills are to be regarded as serious necessary training and preparation in the event of an actual fire when rapidity, efficiency and orderliness of evacuation would be of supreme importance.

FOR THE CHIEF OF SECTION:

Distribution:

Bldg. Fire Marshal-1 Duty Officer's Log-1
 Bldg. Custodian-1 Bulletin Board-1
 Each Member CHS-1

J. B. Beard
 J. B. BEARD
 Major, Inf.
 Executive Officer

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Civil Historical Section

29 November 1951

ADMINISTRATIVE MEMORANDUM)

NUMBER 7)

REFERENCE TO SWNCC/SANACC DOCUMENTS IN THE
NONMILITARY HISTORY OF THE OCCUPATION OF JAPAN

1. Reference: AG ltr, file AGAO-CC 461 (19 Nov 51)G3, dated 20 November 1951, subject: Publication by SCAP of Certain Numbered Papers (SM-2660-51).

2. Recission: So much of Civil Historical Section Administrative Memorandum Number 11, dated 3 November 1950, as is in conflict with the following.

3. Your attention is directed to reference 1 above a copy of which is attached hereto as Inclosure #1. Paragraphs 2 and 3 of the attached letter constitute the new policy on reference to JCS and SWNCC/SANACC papers in the preparation of the nonmilitary history of the occupation of Japan. Accordingly, historians will conform to this policy effective this date.

4. In the matter of material prepared and approved by the Chief of Staff, SCAP, a survey of each approved monograph will be conducted as soon as possible by Mr. Habel, Special Projects, assisted by Mrs. Higashi, Indexing Clerk, to determine the amount of work necessary to delete all JCS and SWNCC/SANACC references to substituted serial directives references. Recommendations will be submitted to the Chief of Section as to procedure, personnel required and other pertinent factors incident to execution of this new policy.

FOR THE CHIEF OF SECTION:

1 Incl:
As above

J. B. Beard
J. B. BEARD
Major, Inf.
Executive Officer

(7)

C O P Y

AIR MAIL

C O P Y

DEPARTMENT OF THE ARMY
Office of The Adjutant General
Washington 25, D. C.

(SEAL)

In reply refer to

AGAO-CC 461
(19 Nov 51) G3

20 November 1951

SUBJECT: Publication by SCAP of Certain Numbered Papers
(SM-2660-51)

TO : Supreme Commander For the Allied Powers
APO 500 c/o Postmaster
San Francisco, California

1. The Secretary of the Army has directed me to refer you to the following:

a. Letter, AG 461 (19 Oct 51)CH3, your Headquarters, 19 October 1951, subject: Publication of References to J. C. S. Serial Papers.

b. Memorandum for the Adjutant General, your Headquarters, SM-2659-51, 2 November 1951, subject: Publication of References to J. C. S. Serial Papers, from Secretary, Joint Chiefs of Staff.

2. Because of their close connection with JCS papers, the Department of the Army considers that SWNCC/SANACC documents should not be referred to in the compilation of the history of the occupation of Japan.

3. There is no objection to your referring to serial directives by their serial number provided no reference is made to the JCS or SWNCC/SANACC papers involved.

/s/
WM. E. BERGIN
Major General, USA
The Adjutant General

C O P Y

AIR MAIL

C O P Y

Incl #1

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Civil Historical Section

2 December 1951

ADMINISTRATIVE MEMORANDUM)

NUMBER. 6)

DUTY REGULATIONS

1. Recission:

a. CHS Administrative Memorandum No. 5, subject: "Duty Regulations," dated 30 July 1951.

2. All personnel of Civil Historical Section will be eligible for Duty Officer assignments during any of the periods shown below:

a. Sundays and holidays from 0900 to 1230

b. Wednesdays and Saturdays from 1200 to 1700; Duty Officer on Wednesdays will open the Executive Office at 0730 Thursday.

c. Sundays and holidays from 1230 to 1700; Duty Officer during this period will open the Executive Office at 0730 the following day.

d. Tuesdays, Fridays and Saturdays from 0730 to 0800.

Duty assignments will be posted on the section bulletin board at least two weeks in advance.

3. Between the hours of 1100 and 1130 preceding a tour of duty on a regular working day, and during that period on the working day preceding a Sunday or a holiday, the individual assigned duty will:

a. Report to the Executive Officer for instructions.

b. Initial the Daily Duty Roster posted on the section bulletin board.

4. General:

a. Tours of duty will be performed in the Executive Office (Room 403A) except when carrying out specific instructions assigned by this memorandum.

b. The Duty Officer will remain on duty until properly relieved by the succeeding Duty Officer or until completion of the duty tour, whichever is applicable. If the new Duty Officer is not present at the prescribed time, the Duty Officer will attempt to contact him/her by telephone. If unsuccessful, the Duty Officer will contact the Executive Officer or Chief of Section for instructions.

(6)

c. Upon assuming duty the Duty Officer will make a security inspection of each office and lock all doors to offices not occupied by authorized personnel. Outside windows will be locked prior to locking the door leading into hallway. Connecting doors between rooms will also be locked. If classified material is found unsecured, the Duty Officer will contact the Executive Officer or Chief of Section and will remain on duty until instructions are received as to disposition of the material. Entry will be made in the Log Book to the effect that classified material was found, with details as to circumstances and final disposition. Duty Officers serving in the period specified in 2 d above will be primarily responsible for exercising close supervision over the building cleaning or maintenance crews. The cleaning crew will not be permitted to enter the Library (Room 411) or Supply Room (Room 412) except as specified below. The Chief, Library Division, will be responsible for cleanliness of the Library and document room. A cleaning crew, of a limited number will clean these rooms during duty hours, under the close surveillance and supervision of Library personnel. During the cleaning process, file drawers will be closed and classified material will be put away or covered.

d. If an employee is authorized to work other than during office hours, he/she automatically assumes responsibility for security of the room. The Duty Officer will enter in the Log Book the name of the person working overtime and the room number. The last employee to depart from each office for a lunch period or at the close of a workday will be responsible for insuring that the door is closed and locked.

e. Duty Officers will disconnect electrical appliances and turn off ceiling lights prior to locking each room.

f. Exchanges of duty assignments may be cleared verbally with the Executive Officer. Upon approval of the exchange the roster on the section bulletin board will be changed and initialed by both employees.

g. Duty Officers may be required to accept delivery of documents from the AG Courier. If material is received, the following procedures will govern:

(1) Sealed classified documents addressed to individuals:
Normally, these documents will be covered by two envelopes, the outer of which will be removed by the person on duty. The inner envelope will be marked with the classification of the documents and the name of the addressee. The addressee will be contacted by telephone and informed that a classified document, addressed to him personally, has been delivered. The inner envelope will not be opened except upon explicit instructions of the addressee, nor will the contents thereof be discussed over the telephone. The addressee will be responsible for determining if the document requires IMMEDIATE ACTION.

(2) Sealed classified documents addressed to the section:
Documents of this nature will be handled in the manner prescribed in paragraph 4 g (1) above, except that the Executive Officer or Chief of Section will be contacted by telephone as soon as possible.

(3) Unsealed classified documents addressed to individuals: Documents of this nature will be scanned by the person on duty to ascertain if IMMEDIATE ACTION, as determined by the suspense date or urgency of the wording, is required. If such action is required, the addressee will be contacted by telephone and informed that the document has been delivered, but the contents thereof will not be discussed over the telephone. It will be the responsibility of the addressee to take the IMMEDIATE ACTION required.

(4) Unsealed classified documents addressed to the section: Documents of this nature will be handled in the same manner prescribed in paragraph 4 g (3) above, except that the Executive Officer or Chief of Section will be contacted by telephone as soon as possible.

(5) Unclassified documents either addressed to individuals or the section: These documents will be scanned by the person on duty to determine if IMMEDIATE ACTION is required, and if such action is required, the addressee, Executive Officer, or Chief of Section will be contacted by telephone as soon as possible.

(6) Unclassified or Restricted material received by individuals on duty will be placed in drawer number four (4) of the steel cabinet in Room 403a. Classified documents other than Restricted will be locked in the safe to which the individual on duty has access.

h. If a telephone call is received for either the Chief of Section or a member of the Executive Office, the person on duty will inquire if there is a message to be delivered or if a "return call" is desired. He will take the message, if appropriate, and ascertain the name, rank and/or position and telephone number of the individual making the call, and if requested, transmit the telephone number of the individual desired to the person calling. It is the responsibility of the person on duty to establish contact with the individual desired by the calling party, rather than transmitting the telephone number unless specifically requested. Responsibility will end when contact has been established and message delivered or when the person on duty notifies the calling party (within one hour) that he is unable to contact the individual desired. Persons on duty will make every effort to fulfill each authentic request for authorized information or action received during a tour of duty and will render all possible assistance to individuals calling the section. The telephone will be answered: "Civil Historical Section, Mr. _____, Duty Officer, speaking." Entry will be made in the Log Book of such incoming calls and action taken.

i. The person on duty will maintain a chronological report of all occurrences during a tour of duty, including immediate action or classified material received (itemized and identified), telephone calls and/or visitors received, and any action requested, together with action taken on such calls or requests. Irregularities will be recorded.

j. The key ring, with keys to all offices, (with exception of Room 411 and 412) and the Log Book will be locked in drawer number 4 upon completion of tour of duty. The key to Room 403 will be retained by the person on duty at the end of the day to open the office at 0730 the following morning, in accordance with instructions above.

1. Duty Officers on Wednesday and Saturday afternoons will maintain the vehicle dispatch record and release the vehicle at 1300. Use of the sedan will be governed by CHS Administrative Memorandum Number 2, subject: "Use of Motor Transportation," dated 24 July 1951.

5. If a fire is discovered during a tour of duty, the Duty Officer will be governed by CHS Administrative Memorandum Number 8, subject: "Fire Plan for Civil Historical Section," dated 3 December 1951, a copy of which is in the Duty Officer's Log.

6. Duty Officers will be granted compensatory time equal to hours of overtime worked except that when work is performed on a legal holiday payment will be made at twice the normal rate, in accordance with CHS Administrative Memorandum Number 4 subject: "Attendance Policies," dated 26 July 1951.

7. This memorandum supersedes all previous instructions issued regarding Duty Officer Regulations.

FOR THE CHIEF OF SECTION:

J. B. Beard
J. B. BEARD
Major, Inf.
Executive Officer

Distribution:

Each Indiv, CHS - 1
File - 6

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Civil Historical Section
APO 500

30 July 1951

ADMINISTRATIVE MEMORANDUM)
NUMBER 5)

DUTY REGULATIONS

1. Rescission.

a. CHS Administrative Memorandum Number 5, subject: "Duty Regulations," dated 14 April 1950.

2. Personnel of grades or ratings indicated below will serve as duty officers or duty personnel in categories shown:

a. Duty Officers (GS-7s and above and comparable grades and ratings): to be eligible for duty on Sundays and holidays from 0900 to 1230, Wednesdays and Saturdays from 1200 to 1700, or Sundays and holidays from 1230 to 1700. The duty officer from 1230 to 1700 on Sundays, holidays and on Wednesdays from 1200 to 1700, will open Room 300 at 0730 the following morning. Duty assignments will be posted on the section bulletin board one month in advance.

b. Duty Personnel (GS-6s and below and comparable grades and ratings): to be eligible for duty on Mondays, Tuesdays, Thursdays and Fridays from 1700 until the cleaning crew has completed its duties (approximately 1730) and from 0730 to 0800 on the following morning. Duty assignments will be posted on the section bulletin board one month in advance.

3. Duties of Duty Officers and Duty Personnel:

a. Between the hours of 1100 and 1130 preceding a tour of duty on a regular working day, and between these hours on the working day preceding a Sunday or holiday on which duty is assigned, the individual assigned duty will:

- (1) Report to the Executive Officer to receive instructions.
- (2) Initial the Daily Duty Roster posted on Executive Office Bulletin Board.

b. Tours of duty will be performed in the Executive Office (Room 300), except when carrying out specific instructions assigned by this memorandum.

c. The individual on duty will remain until replacement is physically present or until completion of the duty tour, whichever is applicable.

(5)

If the successor is not present at the prescribed time, the individual on duty will attempt to contact him/her by telephone. If unsuccessful, the individual on duty will contact the Executive Officer or Chief of Section for instructions.

d. Upon assuming duty each individual will make a security inspection of the offices and lock all doors to offices not occupied by authorized personnel. Hallway and outside windows will be locked prior to locking the door leading into hallway. If classified material is found unsecured the duty individual will contact the Executive Officer or Chief of Section for instructions and remain on duty until instructions are received. Entry will be made in the Log Book to the effect that classified documents were found, with details as to the circumstances and final disposition. Close supervision will be exercised over Japanese cleaning or maintenance crews. The cleaning crew will not be permitted to enter the Library (Room 325) or Supply Room. The Chief, Library Division, will be responsible for cleanliness of the Library and document room. A cleaning crew, composed of a very limited number of building employees, will be permitted to clean these rooms during duty hours, under the surveillance and supervision of a member of the Library. The person supervising the cleaning crew will not perform other duties while the cleaning crew is working, but will devote his entire attention to this detail. When not in actual use, file drawers will be closed and insofar as practicable, classified documents will be put away or covered during the cleaning process.

e. If an employee is authorized to work other than during office hours, a key to the office in which the work is to be performed will be obtained from the Division or Branch Chief. The duty individual will enter in the Log Book the name of the person working overtime and the room number. The person working overtime will be responsible for security of the room in which he is working until he returns the key to the Division or Branch Chief. The senior individual in each room is responsible for insuring that the door is securely locked upon departure for a lunch period or at the close of a workday. If the room is to be occupied by other employees during the absence of the senior individual, proper arrangements must be made to fulfill this responsibility.

f. Duty individuals will insure that unused electrical facilities are disconnected prior to locking a room.

g. Persons desiring to exchange duty assignments with another person must clear such requests through the Executive Officer.

h. Duty Officers may be required to accept delivery of documents from the AG courier. Except in unusual instances Duty Personnel will not receive deliveries during a duty tour, and are not authorized to sign for classified material. If documents are received, the following procedures will govern:

- (1) Sealed classified documents addressed to individuals: Normally, these documents will be covered by two envelopes, the outer of which will be removed by the person on duty. The inner envelope will be marked with the classification of the document and the name of the addressee. The addressee will be contacted by telephone

and informed that a classified document, addressed to him personally, has been delivered. The inner envelope will not be opened except upon explicit instructions of the addressee, nor will the contents thereof be discussed over the telephone. The addressee will be responsible for determining if the document requires IMMEDIATE ACTION.

- (2) Sealed classified documents addressed to the section: Documents of this nature will be handled in the manner prescribed in paragraph 3 h (1) above, except that the Executive Officer or Chief of Section will be contacted by telephone as soon as possible.
- (3) Unsealed classified documents addressed to individuals: Documents of this nature will be scanned by the person on duty to ascertain if IMMEDIATE ACTION, as determined by the suspense date or urgency of the wording, is required. If such action is required, the addressee will be contacted by telephone and informed that the document has been delivered, but the contents thereof will not be discussed over the telephone. It will be the responsibility of the addressee to take the IMMEDIATE ACTION required.
- (4) Unsealed classified documents addressed to the section: Documents of this nature will be handled in the same manner prescribed in paragraph 3 h (3) above, except that the Executive Officer or Chief of Section will be contacted by telephone as soon as possible.
- (5) Unclassified documents either addressed to individuals or the section: These documents will be scanned by the person on duty to determine if IMMEDIATE ACTION is required, and if such action is required, the addressee, Executive Officer, or Chief of Section will be contacted by telephone as soon as possible.
- (6) ^{403A}Unclassified or Restricted material received by individuals on duty will be placed in drawer number four (4) of the steel cabinet in Room 300. Classified documents other than Restricted will be locked in the safe to which the individual on duty has access.

i. If a telephone call is received for either the Chief of Section or a member of the Executive Office, the person on duty will inquire if there is a message to be delivered or if a "return call" is desired. He will take the message, if appropriate, and ascertain the name, rank and/or position and telephone number of the individual making the call, and if requested, transmit the telephone number of the individual desired to the person calling. It is the responsibility of the person on duty to establish contact with the individual desired by the calling party, rather than transmitting the telephone number unless specifically requested. Responsibility will end when contact has been established and message delivered or when the person on duty notifies the calling party (within one hour) that he is unable to contact the individual desired. Persons on duty will make every effort to fulfill each authentic request for authorized

information or action received during a tour of duty and will render all possible assistance to individuals calling the section. The telephone will be answered: "Civil Historical Section, Mr. _____, Duty Officer, speaking." Entry will be made in the Log Book of such incoming calls and action taken.

j. The person on duty will maintain a chronological report of all occurrences during a tour of duty, including immediate action or classified material received (itemized and identified), telephone calls and/or visitors received, and any action requested, together with action taken on such calls or requests. Irregularities will be recorded.

k. The key ring, with keys to all offices, (with exception of Room 325 and Room 300) and the Log Book will be locked in drawer number 4 upon completion of tour of duty. The key to Room 300 will be retained by the person on duty at the end of the day to open the office at 0730 the following morning, in accordance with paragraph 2 a and b above.

l. Duty Officers on Wednesday and Saturday afternoons will maintain the vehicle dispatch record and release the vehicle at 1300. Use of the sedan will be governed by CHS Administrative Memorandum Number 2, subject: "Use of Motor Transportation," dated 24 July 1951.

4. If a fire is discovered during a tour of duty, the person on duty will be governed by CHS Administrative Memorandum Number 3, subject: "Fire Plan for Civil Historical Section," dated 26 July 1951, a copy of which is in the Duty Officer's Log.

5. Personnel serving as Duty Officers or Duty Personnel will be granted compensatory time equal to hours of overtime worked except that when work is performed on a legal holiday payment will be made at twice the normal rate, in accordance with CHS Administrative Memorandum Number 4, subject: "Attendance Policies," dated 26 July 1951.

6. This memorandum supersedes all previous instructions issued regarding Duty Officer Regulations.

FOR THE CHIEF OF SECTION:

J. B. Beard
J. B. BEARD
Capt., Inf.
Executive Officer

Distribution:
Each Indiv, CHS - 1
File - 6

GENERAL HEAD-QUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Civil Historical Section
APO 500

26 July 1951

ADMINISTRATIVE MEMORANDUM)

NUMBER 4)

ATTENDANCE POLICIES

1. a. Recission.

- (1) Administrative Memorandum Number 9, Civil Historical Section, subject: Attendance Policies, dated 7 August 1950.

b. References.

- (1) SOP for Time and Leave Reporting, CPS.
- (2) Staff Memo Number 39, SCAP & FEC, subject: "Legal Holidays," dated 1 May 1947.
- (3) GHQ Group CPR Number 5, dated 18 September 1947.
- (4) GHQ Group CPR Number 13, dated 18 September 1947.
- (5) Civilian Personnel Regulations, Department of the Army, dated 18 May 1948.
- (6) Staff Memo Number 15, SCAP & FEC, subject: Office Hours, dated 10 March 1950.

2. Definitions:

a. Work period: The periods 0800-1130 and 1230-1700, or 0800-1200 and 1300-1700, or 0800-1230 and 1330-1700 on Mondays, Tuesdays, Thursdays and Fridays; 0800-1200 on Wednesdays and Saturdays.

b. Workday: A workday consists of two work periods on Mondays, Tuesdays, Thursdays and Fridays (unless a legal holiday established by reference 1 b (2) above); and one work period Wednesdays and Saturdays (unless a legal holiday established by reference 1 b (2) above).

c. Lunch hours: Occupants of each room will institute staggered lunch hours within the respective rooms in accordance with schedule shown below so that one person will be present in the room at all times:

Approximately 1/3 personnel	1130-1230
Approximately 1/3 personnel	1200-1300
Approximately 1/3 personnel	1230-1330

3. a. Office hours for personnel of the Civil Historical Section will conform to par. 2 a and b above. Exceptions to established office hours will be approved only by the Chief of Section. The foregoing is not applicable to overtime work, which may be approved by the Division Chief, but applies to work in billets or elsewhere during office hours as well as to work in office space of this section or associated staff sections. An individual absent due to sickness will telephone the information to the Personnel Clerk at the earliest practicable time following the beginning of the workday. Work in billets during office hours will not be permitted without express authorization of the Chief of Section. If permitted, such work will be credited to official duty hours.

b. Absences from duty during office hours, other than sick leave or authorized rest periods, except for individuals working in associated staff sections, will be approved by the division, branch or unit chief in advance.

c. Duty Officer assignments, as posted on the section bulletin board two weeks in advance, are considered additional office hours, for which compensatory time will be allowed, unless the duty assignment is on a legal holiday as established by reference 1 b (2) above, in which case such work will be paid for on a double time basis. This section will maintain a duty officer for transaction of emergency business on Wednesday and Saturday afternoons, Sundays and holidays.

4. General:

a. Authorized absence on a legal holiday is not chargeable either to sick, annual or compensatory leave. An employee will be paid for authorized absence on a legal holiday only if it falls within the basic forty (40) hour workweek.

b. Compensatory time off in lieu of payment for overtime work may be granted if the following requirements are met:

- (1) The overtime worked must have been approved irregular or occasional duty outside the regularly scheduled basic workweek.
- (2) The employee must have requested that the overtime be granted as compensatory time off duty. The employee's initials on the time report will verify such request.
- (3) Compensatory time off should normally be granted and taken in the same pay period as that in which it was worked, but in case where that is impracticable due to the workload, the time will be carried forward four pay periods and if the time is not taken off by the expiration of that period, it will be paid as overtime. Overtime will not be approved solely to accumulate compensatory time, but only when the workload demands. Personnel are encouraged to utilize accumulated overtime as compensatory leave whenever practicable.
- (4) All such time off must be taken only during the basic workweek; i.e., during the first forty (40) hours of the scheduled work, compensated for at straight-time rates.

- (5) The irregular or occasional time worked in excess of forty (40) hours in the basic workweek must be certified on the official time report.
- (6) Compensatory time off will be granted on the basis of an hour off duty for each overtime hour worked and not on a time and one-half basis.
- (7) Compensatory time off cannot be taken prior to overtime worked.
- (8) If compensatory time off is not taken within the prescribed period, the employee will be paid for such time at rates computed upon the basic rate earned at the time overtime was worked, in the same manner as for other paid overtime.
- (9) Work performed on any of the legal holidays which fall within the basic forty (40) hour workweek will be compensated at double the basic straight-time rate. Such double time will be paid for eight (8) hours only. Compensatory time off may not be granted for work on a holiday falling within the basic forty (40) hours of the workweek.
- (10) Overtime will be held to an absolute minimum and only if the workload demands, as determined by approving officials. To receive compensatory time credit for any overtime work, such overtime must be authorized in each instance in advance.
- (11) Authority to approve overtime is granted to the Chief of Economic Affairs and Library & Publications Divisions, Deputy Chief, Civil Historical Section will approve overtime for Political and Social Affairs personnel. The Executive Officer will approve overtime for Reproduction Branch, Drafting Branch and Administration Group personnel. Authorities approving overtime work will execute CHS Pers Form 12A (Inclosure #2 heret) for each period of overtime authorized. Overtime will be approved in multiples of not less than one-half hour. Fractions of 15 minutes will be dropped. The employee authorized overtime work will be responsible for submitting the Form 12A to the Personnel Clerk as soon as possible and credit will not be allowed unless the overtime authorization is received. Overtime will be posted to the Time Attendance Report daily by the Personnel Clerk.
- (12) Rest periods are authorized during a work period when they will serve to maintain efficiency of employees. A fifteen (15) minutes rest period is authorized during each four (4) hour work period, duties permitting. Failure to take a rest period during each four-hour period does not permit accumulation of such time for the purpose of taking excused time at a later date or to increase the fifteen (15) minutes authorized for each four-hour period, nor are rest periods to be used as continuations of lunch periods. Rest periods will be considered as time worked for which pay is due the employee. Other rest periods or time consumed for personal errands or business will not be considered as time for which compensation is due.

- (13) Administrative leave may be used to excuse unavoidable and necessary individual absences of not more than 30 minutes and tardiness of any duration. Authority to grant administrative leave is vested in the Executive Officer.
- (14) Absences in excess of 30 minutes must be charged either to annual, CT, sick leave or to absence without leave, as applicable. In the event the privilege set forth in paragraph (13) above is abused, absences not in excess of 30 minutes and tardiness may be made a basis for a charge against annual leave, or for disciplinary action; that is, considering the absence as unauthorized (AWL). In the event decision is made to charge the absence or tardiness against annual leave, the charge must be in multiples of one hour. If the leave charge exceeds the period of the absence or tardiness, the employee will not be required to work during the additional period covered by the charge against leave.
- (15) Overtime work in billets will not be credited unless such work is specifically authorized in advance by the Chief of Section.

5. Records:

a. Personnel will secure approval of the division, branch or unit chief for an absence (except authorized rest periods) from the section during a work period and will sign CHS Form No. 12 (inclosure #1 hereto) indicating the time of departure, whether the absence is official or personal, destination and time of return. Authorized fifteen (15) minutes rest periods will be shown. This record will be maintained in Room 300.

b. A morning report will be submitted by the Personnel Clerk to the Executive Officer not later than 0830 daily on each workday. The morning report is designed to indicate the status of all personnel of the section as of 0800 on any workday. Absentees will be accounted for either through annual leave, compensatory time off or sick leave. The provisions of par. 4 b (13) and (14) above will govern when applicable and upon approval of the immediate supervisor. Employees arriving for duty subsequent to submission of the morning report will be responsible for personally contacting the Personnel Clerk in order to insure that their status is shown correctly, and that the tardiness is properly charged.

FOR THE CHIEF OF SECTION:

J. B. Beard
J. B. BEARD
Capt., Inf.
Executive Officer

Distribution:
Each Indiv, CHS - 1
File - 6

CIVIL HISTORICAL SECTION
GHq SCAP

0800 to (1200) (1700) _____ 195__

This form will be used to record authorized absences from the Civil Historical Section during a work period. Absences will be considered as annual leave, compensatory time off or sick leave or may not be chargeable, depending upon the nature of the absence. Employees will furnish complete information for each absence.

NAME	OUT	IN	O or P	DESTINATION

AUTHORIZATION FOR OVERTIME WORK

_____ 195

_____ has been authorized to work

_____ hours overtime; from _____ to _____
(time) (time and date)

This form, properly executed, must be submitted to the Personnel Clerk in order to secure credit for overtime worked. CHS Pers. Form #12A.

Signature of approving official

Incl # 2

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Civil Historical Section
APO 500

26 July 1951

ADMINISTRATIVE MEMORANDUM)

NUMBER 3)

FIRE PLAN FOR CIVIL HISTORICAL SECTION

1. Reference: Fire Regulations for Empire House, Hq & Sv Command, GHQ, FEC, dated 14 January 1951.

2. Recissions: a. Administrative Memorandum No. 1, Civil Historical Section, dated 13 February 1950.

b. Administrative Memorandum No. 7, Civil Historical Section, dated 6 July 1950.

3. Purpose: To furnish detailed information and guidance to members of the Civil Historical Section with reference to action in event of fire and to coordinate fire prevention and fire defense measures for protection of personnel, records, property and facilities of this section.

4. Fire Alarm:

a. Any person discovering a fire during duty hours (0800 to 1700 on Mondays, Tuesdays, Thursdays and Fridays or 0800 to 1200 on Wednesdays and Saturdays, unless on a legal holiday) will:

- (1) Notify the Section Fire Marshal (Captain Beard - Room 300) as soon as possible.
- (2) In the absence of the above individual, notify the Building Custodian (26-8408).
- (3) Attempt to put out the fire with available fire extinguishers located throughout the hallway on the Third Floor.

b. Any person discovering a fire during "off-duty" hours or Duty Officer hours (0730 to 0800 on Mondays, Tuesdays, Wednesdays, Thursdays, Fridays, 0730 to 0800 on Saturdays, or 0900 to 1700 on Sundays and holidays, or 1700 to 1730 on Mondays, Tuesdays, Thursdays and Fridays, or 1200 to 1700 on Wednesdays and 1200 to 1700 on Saturdays) will:

- (1) Call the Fire Department. Telephone numbers:
26-7261 26-7262
57-8221 57-8222

or
the Japanese Fire Department at Telephone 119. (Repeat until understood: NAIGAI BURE KAJI ((NAIGAI BUILDING FIRE)). The numbers of Fire Fighting Agencies are listed on the front of the current Tokyo Telephone Book for easy accessibility in event of emergency.

- (2) Notify the Building Custodian (26-8408).
- (3) Attempt to put out fire with available extinguishers.
- (4) Notify the Section Fire Marshal (Captain Beard 06-3837) as soon as situation permits.

c. A great deal of individual judgement must be exercised by the person discovering a fire at any time, as to whether the fire department should be notified first or whether the fire extinguishers should be employed, depending on the type of fire, its extent at time of discovery, and the rapidity with which it is increasing in scope. Normally, when the fire is discovered in its first stages, fire extinguishers should be employed, and the fire department notified only if it appears that the fire cannot be controlled without delay. However, if it appears that fire extinguishers would be ineffective, the fire department should be notified first, and then extinguishers employed to aid in controlling the fire until arrival of the fire department.

5. Report fire, when practicable, to the Fire Department as follows:

- a. Ordinary combustible materials burning: Class "A" fire.
- b. Liquids burning: Class "B" fire.
- c. Electrical equipment burning: Class "C" fire.

6. Duties of Staff Section Fire Marshal:

a. Upon receipt of notification of fire, he will assume command and operational control of fire fighting when the fire is confined to space occupied by this section, and additional assistance is not required or present. If the Fire Department is employed, control will pass to the Building Fire Marshal or Fire Chief, Eighth Army Engineer Fire Fighting Unit.

b. He will be responsible for determining the extent of the fire and requirements of personnel and equipment and for notifying proper authority (either the Building Custodian (26-8408)) or the Fire Department depending on the extent of the fire.

c. He will be responsible that personnel have evacuated the building, when the situation warrants, and will order removal of records or property from the immediate vicinity of the fire or from the building, if such action is necessary.

d. He will conduct a regular check of fire fighting equipment, at least weekly, for serviceability and for fire hazards within the space occupied by this section and take action to correct deficiencies found.

e. He will take action to procure suitable fire fighting or fire defense equipment and Fire Escape signs, if such are not in appropriate positions.

7. Evacuation:

a. When an alarm is sounded, all members of this section will immediately evacuate the building in an orderly fashion. Personnel of

CHS will use Fire Exit No. 1 (Main Stairway and of the building through the main entrance).

b. A security officer and one or more alternates is appointed for each room occupied by members of this section (See ANNEX A). Duties of the room security officers are as follows:

- (1) Supervise the movement of personnel from the room to the corridor.
- (2) Conduct security inspection. Records will not be moved but classified files will be locked and all other records placed in file cabinets, safes, or vaults which have been previously designated for this purpose.
- (3) CLOSE -- DO NOT LOCK -- all windows and doors.

c. During drills, the security officer of each room will remain on duty in his office to insure minimum interruption of normal business.

d. Evacuation officers and alternates are appointed for groups of rooms as outlined in ANNEX A. Duties of the evacuation officers are as follows:

- (1) Lead the group for which they are responsible to the appropriate Fire Exit and across Avenue A to the sidewalk bordering the Palace moat, or as may be directed by the Building Fire Marshal.

e. General:

- (1) No attempt will be made to remove personal effects from rooms.
- (2) Elevators will NOT be used.
- (3) WALK rapidly and calmly -- DO NOT RUN.
- (4) All persons will acquaint themselves with the location of Fire Exits. In emergency, the fire escape located at the south end of the hall (near Room 327) on the third floor will be utilized for evacuation.
- (5) Individuals are prohibited from re-entering the building until the ALL CLEAR has been announced by the Building Fire Marshal or the Building Custodian.

8. Fire drills will normally be held on the second Tuesday of each month sometime during the period 1400 to 1500 hours. These drills are to be regarded as serious necessary training and preparation in the event of an actual fire when rapidity, efficiency and orderliness of evacuation would be of supreme importance.

FOR THE CHIEF OF SECTION:

Distribution:

Bldg. Fire Marshal-1 Duty Officer's Log-1
 Bldg. Custodian-1 Bulletin Board-1
 Each Member CHS-1

J. B. Beard
 J. B. BEARD
 Capt., Inf.
 Executive Officer

26-7989

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Civil Historical Section
APO 500

24 July 1951

ADMINISTRATIVE MEMORANDUM)

NUMBER 2)

USE OF MOTOR TRANSPORTATION

1. a. Recission. Civil Historical Section Administrative Memorandum No. 1, dated 15 March 1951, subject: "Use of Motor Transportation."

b. Reference. Staff Memorandum No. 31, GHQ, SCAP & FEC, dated 23 May 1950, subject: "Use of Motor Transportation."

2. At the present time, the Civil Historical Section is assigned the following transportation which may be used as indicated:

a. One sedan on daily dispatch to the office of the Chief of Section to be used as directed by the Section Chief.

b. One sedan on daily dispatch for use in performance of official business and when available, for other than official business on a reimbursable basis. The dispatcher will determine when the sedan is available for non-official business.

3. Each request for transportation will be made verbally to the section dispatcher. Use of transportation will be limited to a maximum of one-half hour duration, except in unusual circumstances and when cleared by the Executive Officer. When unavoidable reasons preclude returning transportation on schedule, the individual in charge of the vehicle will advise the Executive Officer of that fact by telephone prior to the scheduled time of return, if practicable, and in any case upon return to the section.

4. This memorandum supersedes all previous instructions regarding use of section transportation.

FOR THE CHIEF OF SECTION:

J. B. Beard
J. B. BEARD
Capt., Inf.
Executive Officer

Distribution:

- Each Individual - 1
- Bulletin Board - 1
- File - 6

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Civil Historical Section

15 March 1951

ADMINISTRATIVE MEMORANDUM
NUMBER1)

USE OF MOTOR TRANSPORTATION

1. a. Recissions:

- (1) Statistics and Reports Section Administrative Memorandum No. 11, dated 5 August 1949, subject: "Use of Section Jeep."
- (2) Statistics and Reports Section Administrative Memorandum No. 12, dated 5 October 1949, subject: "Use of Section Jeep."

b. Reference:

- (1) Staff Memorandum No. 31, GHQ SCAP & FEC, dated 23 May 1950, subject: "Use of Motor Transportation."

2. At the present time this section is assigned the following transportation to be used as indicated:

a. One sedan on daily dispatch to the office of the chief of section to be used as directed by the section chief.

b. One vehicle ($\frac{1}{2}$ ton jeep) on daily dispatch for official business only. Transportation for other than the performance of official business will be in accordance with Section III, reference b (1) above.

3. Each request for transportation will be made verbally to the Message Center clerk. Use of transportation will be limited to a maximum of one-half hour duration except in unusual circumstances and when cleared by the Executive Officer. When unavoidable reasons preclude returning transportation on schedule, the individual in charge of vehicle will advise the Executive Officer of that fact by telephone prior to the scheduled time of return, if practicable, and in any case upon return to the section.

4. This memorandum supersedes all previous instructions regarding use of section transportation.

FOR THE CHIEF OF SECTION:

J. B. Beard
J. B. BEARD
Capt., Inf.
Executive Officer

Distribution:
Each indiv. CHS - 1
Bulletin Board - 1
File - 6

①

*Rescinded by
Adm. memo No. 2
"Use of Motor Transportation"
dated 24 July 51.*