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Description of contents

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HEADQUARTERS EIGHTH ARMY
United States Army
Office of the Commanding General
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AGRC 319.1 1 November 1948

SUBJECT: Reports Control Procedure.

TO : See Distribution.

1. References.

a. AR 305-15, 25 August 1947.

b. Circular 101, General Headquarters, Far East Command, 17 October 1947, subject: "Reports Control Procedures."

c. Circular 1, this headquarters, 2 January 1948, subject: Reports Control Procedure."

d. Staff Memorandum 1, this headquarters, 2 January 1948, subject: "Reports Control Procedure." (Distributed to Staff Sections, this headquarters, only.)

2. The attached pages embody all changes in "List of External Recurring Reports," this headquarters, 1 March 1948. These pages will be substituted for present corresponding pages and the superseded pages destroyed.

3. Errors detected in this publication will be reported to this headquarters.

BY COMMAND OF LIEUTENANT GENERAL WALKER:

Frank E. Smith

FRANK E. SMITH,
Captain, A.G.D.,
Asst Adj General

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16 Pages

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EXTERNAL RECURRING REPORTS

CHANGES SINCE 1 SEPTEMBER 1948

NEW REPORTS

(DEPARTMENT OF THE ARMY) (2)

QMG-59 Installation Food Service Report

WDOCP-37 Report to U.S. Civil Service Commission of Liquidation of Competitive Area

(GENERAL HEADQUARTERS FAR EAST COMMAND) (7)

QESS-21 Import Cargo Clearance Report

QGD-57 Service Contract Summary

QNR-13 Reports on the Allocation of 1949 Wheat-Barley Quotas

QOR-13 Monthly Base Automotive Status of Stocks Report

QSC-10 Control of Occupation Force Indigenous Signal Communications Requirements

QSC-11 Review of Communications Orders

QTO-25 Report of Operating Cost and Utilization of Indigenous Harbor Boats

(HEADQUARTERS EIGHTH ARMY) (2)

K-04 Sugamo Prison Daily Report

U-07 Charges for Quarters Occupied by Atomic Bomb Casualty Commission Personnel

DISCONTINUED REPORTS

(DEPARTMENT OF THE ARMY) (2)

AG-61 (R1) Report of AGCT Standard Scores of Men Enlisted or Reenlisted in the Army

AG-113 Weekly Status Report, Regular Warrant Officer Program

(GENERAL HEADQUARTERS FAR EAST COMMAND) (6)

QCE-15 Report on Expired Construction Directives

QCIE-01 (R1) School Inspection Report

QGA-19 Rotation of General Officers

QGD-30 Inventory of Facilities Obtained from the Japanese Government

QNR-10 Report on the Allocation of 1948 Crop Quotas

QOGA-15 Cost of Petroleum Product Issues to Civil Affairs/Military Government Agencies

(HEADQUARTERS EIGHTH ARMY) (3)

C-03 Theater and Projection Equipment Monthly Report

C-04 Report of Changes in Status of Military Trunks, Japanese Commercial Trunks and Japanese Commercial Telephones

DISCONTINUED REPORTS (HEADQUARTERS EIGHTH ARMY) (Cont'd)

P-17 Food Service Report of Progress

CHANGES IN REPORTS CONTROL SYMBOL AND TITLE:
(DEPARTMENT OF THE ARMY) (4)

ENG-45 Repairs and Utilities Quarterly Operating Report
(Formerly ENG-21, ENG-22 (R1) and ENG-25 (R1).)

CSGPA-89 (R1) Character Guidance Council Report (Formerly CSGPA-89)

CSTIE-9 Education Center Quarterly Report (Formerly CSTIE-4)

SS-23 (R1) Financial and Operating Report of Army and Air Force Exchanges
(Formerly SSD-23 (R1) Parts A, B, D, E and G)

(GENERAL HEADQUARTERS FAR EAST COMMAND) (2)

QOGA-03 (R1) Value of Subsistence, Material and Maintenance Supplies
to be Included in the Cost of Occupation (Formerly QOGA-03)

QSS-12 (R1) Monthly Statement of Receipts, Disbursements and Net
Working Capital (Formerly QSS-12)

CHANGES IN REPORTS CONTROL SYMBOL WITHOUT CHANGE IN TITLE:
(HEADQUARTERS EIGHTH ARMY) (2)

MG-11 Changed to: MG-11 (R1)

P-10 (R1) Changed to: P-10 (R2)

CHANGES IN TITLE WITHOUT CHANGES IN REPORTS CONTROL SYMBOL:
(DEPARTMENT OF THE ARMY) (1)

AG-95 Changed to: "Quarterly Fund Justification - Education
of Dependents Program"

(HEADQUARTERS FAR EAST COMMAND) (1)

QSAB-12 Changed to: "Accounting for Air Arrivals and Departures"

(HEADQUARTERS EIGHTH ARMY) (2)

MG-12 Changed to: "Civil Education Activities"

P-28 Changed to: "Consumption of Petroleum Products"

AMENDMENTS TO PREVIOUSLY REPORTED TITLES:

PO-1006 "Quarterly Report of Penalty Matter," is amended to read "Penalty
Matter."

PO-1007 "Annual Inventory of Penalty Matter," is amended to read "Annual
Inventory of All Penalty Matter on Hand."

QFD-01 "Monthly Report of Japanese Yen Currency Special Deposit Account,"
is amended to read "Japanese Yen Report."

3051—FEC Printing Plant—11/48—1.8M

EXTERNAL RECURRING REPORTS
HQ EIGHTH ARMY

SIGNAL SECTION C

TITLE OF REPORT	REPORT CONTROL SYMBOL	FREQUENCY	CL'N	DUE DATE	REQUIRING DIRECTIVE AND/OR REFERENCES	PREPARING AGENCY
GHQ REPORTS						
Signal Supply Report	QSC-01	Monthly	R	6th	Ltr GHQ FEC AG 475(17 Jun 47)SC, 17 June 1947.	Sig Sec, 8th Army
Progress Reports on Signal Corps Development Projects	QSC-04	Monthly	R&C	15th	Ltr GHQ FEC AG 767(7 Nov 47)SC-MC, 7 Nov 1947.	Same as above
Monthly Report of Traffic Operations	QSC-06(R1)	Monthly	R	10th	Ltr GHQ FEC AG 311.23(19 Jun 48)SC-MC, 19 June 1948.	Same as above
Distribution List, JANAP	QSC-07	As Req	U	As Req	Rad GHQ FEC ZX 40634, 2 March 1948.	Same as above
Requirements of Photographic Expendables	QSC-08	S_Ann	R	25th Apr and October	Ltr GHQ FEC AG 413.53(4 Mar 48)SC-SS, 6 March 1948.	Same as above
Control of Occupation Force Indigenous Signal Communication Requirements	QSC-10	Monthly	U	10th	Ltr GHQ FEC AG 400.12(2 Aug 48)SC PL, 4 Aug 1948.	Deputy Comm O, Tokyo Area; Sig O's I & IX Corps, BCOF, 11th A/B Div & 24th Inf Div, Comm O 5th AF & Sig Corps Representative of Japanese Comm Bureau
Review of Communications Orders	QSC-11	Quarterly	U	End of 1st Month of Qtr	Ltr GHQ FEC AG 400.12(10 Sep 48)SC MC, 10 September 1948.	Same as above.
DEPARTMENT OF THE ARMY REPORTS						
Film Library Report	SIG-12	Quarterly	R	5th	AR 105-260.	Each Film Library
Still Photographic Laboratories Production Report - Army Pictorial Service	SIG-17	Monthly	U	5th	TM 11-409.	Corps, Kobe Base and Divs
Insecure Cryptographic Procedures	WDGAS-1	As Req	V	As Req	Par 11 & 17, SIGMAP-2, April 1947.	Crypto Security Officers of 8th Army, Corps, Divisions and Kobe Base

EXTERNAL RECURRING REPORTS
HQ EIGHTH ARMY SIGNAL SECTION C

TITLE OF REPORT	REPORT CONTROL SYMBOL	FREQUENCY	CL'N	DUE DATE	REQUIRING DIRECTIVE AND/OR REFERENCE	PREPARING AGENCY
DEPARTMENT OF THE ARMY REPORTS						
Cryptographed Traffic Volume Report	WDGAS-3	Monthly	S	End of Month	Ltr WDAGAM-PM, 311.5(5 Sep 45)WDGID, 12 Sep 46; Cir 16, 8th Army, 1948.	Sig Sec, 8th Army; Corps, Divs, Kobe Base and all Officers who possess Registered Cryptographic Material
Semi-Annual Report of Registered Documents or Devices	WDGAS-4	S-Ann	U	Last day of Jun & Dec	Par 43 & 45, AR 380-5 & C5.	All Officers holding Registered Documents (Except Cryptographic)
Report of Registered Cryptographic Material	CSGAS-5	Quarterly	V	Last day of Mar, Jun, Sep & Dec	Par 43 & 45, AR 380-5 & C5; Cir 22, DA, 1948; Monthly Cryptographic Memo, 8th Army.	Sig Sec, 8th Army; Corps, Divs, Kobe Base and all Officers possessing Cryptographic Materials

EXTERNAL RECURRING REPORTS
HQ EIGHTH ARMY

OFFICE OF CIVILIAN PERSONNEL OCP

TITLE OF REPORT	REPORT CONTROL SYMBOL	FREQUENCY	CL'N	DUE DATE	REQUIRING DIRECTIVE AND/OR REFERENCES	PREPARING AGENCY
GHQ REPORTS						
Monthly Civilian Personnel Progress Report	QGA-03	Monthly	U	8th	Cir 74, GHQ FEC, 1947.	OCP, 8th Army
Regularly Scheduled Overtime	QGA-09	As Req	U	As Req	Civ Pers Reg 80; Rad GHQ FEC ZX 36645, 26 Feb 1947.	Same as above
Monthly Report on Foreign Nationals	QGA-21	Monthly	U	10th	Ltr GHQ SCAP AG 230(13 Aug 47)GA, 13 Aug 1947.	Same as above
Monthly Civilian Personnel Report by Source of Funds	QGA-23	Monthly	U	20th	Ltr GHQ FEC AG 230(12 Nov 47)GA, 12 Nov 1947.	Same as above
Occupation Strength	QSAB-13	Monthly	S	20th	Ltr GHQ FEC AG 320.2(14 Apr 48)AG-OA-(S), 14 Apr 1948.	Same as above
Civilian Marine Personnel Strength	QTO-15	Monthly	U	10th	Ltr GHQ FEC AG 231.8(15 Mar 48)TO-O, 15 March 1948.	Marine Personnel, OCP
EIGHTH ARMY REPORTS						
Civilian Employee Time Reports	CP-01	Every two Weeks	U	Immediately	Cirs 174 & 202, 8th Army, 1946.	All units employing civilians paid by OCP
DEPARTMENT OF THE ARMY REPORTS						
Monthly Report of WD Civilian Personnel Outside Continental U.S.	WDCSO-15	Monthly	U	10th	WD Memo 620-10-3, 1947; Cir 74, GHQ FEC, 1947; Rads WCL 23350, 6 Jun 47 & 35757, 5 Mar 48.	OCP, 8th Army
Report to U.S. Civil Service Commission of Liquidation of Competitive Area	WDOCP-37	As Req	U	As Req	USCSC Federal Pers Manual, pg R3-43; CPP Manual 61, pg 50; CPR 61, C4, 18 Sep 47; Par 5-5; Cir 55, GHQ FEC, 1947.	OCP, 8th Army
Report to U.S. Civil Service Commission of a Reduction in Force	WDOCP-38	As Req	U	As Req	USCSC Federal Pers Manual; CPP Manual 61; CPR 61 & C1; Cir 55 , GHQ FEC, 47.	Same as above

EXTERNAL RECURRING REPORTS
HQ EIGHTH ARMY

G-1 SECTION D

TITLE OF REPORT	REPORT CONTROL SYMBOL	FREQUENCY	CL'N	DUE DATE	REQUIRING DIRECTIVE AND/OR REFERENCES	PREPARING AGENCY
GHQ REPORTS 0						
Personnel Arrival Reports (Air and Water)	QAG-07	As Req	U	Immediately	Ltr GHQ FEC AG 200.31(27 Feb 47)AG-OP, 27 Feb 1947.	4th Repl Depot
SSN Recapitulation for Manning Level and Authorized Strength	QAG-23	As Req	S&R	As Req	Ltr GHQ FEC AG 320.2(17 Apr 48)AG-OA, (A), 17 April 1948.	G-1, 8th Army
Report on Personnel Losses	QGA-02 (R1)	Bi-Monthly	U	5th & 20th	Ltr GHQ FEC AG 200.3(2 Jul 48)GA, 2 July 1948.	4th Repl Depot
Strength Status Report	QGA-11	Monthly	R	4th	Cir 100, 8th Army, 1947; Ltr GHQ FEC AG 320.2(12 Dec 47), 12 Dec 1947.	Each TO&E Perent Unit and each Div Bulk Overhead for which separete Morning Reports are submitted
Report of Sub-Standard Officers Being Released as Surplus	QGA-30	Monthly	R	End of Month	Rad GHQ FEC CX 57938, 13 Jan 48 and Messageform, 8th Army, AG 210.456, 19 Jan 1948.	2d T Med Port and 4th Repl Depot
Consolidated Report of Number of Indigenous Personnel Employed and Payment Made for Same	QGD-52	Monthly	U	See Req Dir.	Cir 47, 8th Army, 1948.	All units.
Accounting for Air Arrivals and Departures	QSAB-12	Weekly	U	Each Tuesday	TM 12-305, Suppl 5, C2, Jul 1946 and Rad GHQ FEC C61931, 29 June 1948.	4th Repl Depot

EXTERNAL RECURRING REPORTS
HQ EIGHTH ARMY

G-1 SECTION D

TITLE OF REPORT	REPORT CONTROL SYMBOL	FREQUENCY	CL'N	DUE DATE	REQUIRING DIRECTIVE AND/OR REFERENCES	PREPARING AGENCY
EIGHTH ARMY REPORTS						
G-1 Periodic Report	D-06 (R1)	S-Mo	R	22d & 7th	Adm Order 21, 8th Army, 1948.	All Units
DEPARTMENT OF THE ARMY REPORTS						
Space Requirements for Overseas Movement of Personnel	CSGSP-29 (R2)	Monthly	R	18th	DA Memo 290-130-1, 1948; Rad GHQ FEC CX 59068, 6 Mar 48; Messageform 8th Army, AG 570 (DK), 19 Mar 1948; Cir 50, 8th Army; Radios 8th Army: DX 73222, DK, 10 Mar 47; DX 71844 DK, 4 Jun 47; DX 73485 DK, 30 Jan 48; EX 31286 DK, 10 March 1948.	GHQ FEC; FEAF; Surg 8th Army; and all Units asgd directly to 8th Army
Character Guidance Council Report	CSGPA-89 (R1)	Monthly	U	1st	Sec III, Weekly Directive 9, 8th Army, 1948	Each Character Guidance Council

TITLE OF REPORT	REPORT CONTROL SYMBOL	FREC	CL'N	DUE DATE	REQUIRING DIRECTIVE AND/OR REFERENCES	PREPARING AGENCY
GHQ REPORTS						
Monthly Status Report, Linguist Personnel a. Roster of DA Civilian Linguists b. Roster of Military Linguists	QGB-01	Mo	U	12th	Cir 62, GHQ FEC, 1947. Cir 89, 8th Army, 1947	Any unit having linguist personnel
Report of Military Linguists	QGB-02	As Req	U	As Req	Same as above	4th Repl Depot

EXTERNAL RECURRING REPORTS
HQ EIGHTH ARMY

ARMY CENTRAL EXCHANGE ES

TITLE OF REPORT	REPORT CONTROL SYMBOL	FREQUENCY	CL'N	DUE DATE	REQUIRING DIRECTIVE AND/OR REFERENCES	PREPARING AGENCY
EIGHTH ARMY REPORTS						
Quarterly Report of Dependents	ES-02	Qtrly as of 15 Nov Feb, May and Aug	U	5th of Dec, Mar, June & September	Cir 185, 8th Army, 1947.	Corps, Kobe Base, Yokohama Command, Divs & units asgd directly to 8th Army
DEPARTMENT OF THE ARMY REPORTS						
Financial and Operating Report of Army and Air Force Exchanges	SS-23 (R1)	Monthly	U	15th of 2nd Mo following close of business	DA Memo 210-65-3, 24 June 1948.	All Exchange Officers
Projected Cash Requirements and Remittances for Army Exchange Overseas	SSD-24	Quarterly	U	15th of Mo following Calendar Qtr	WD Memo 210-45, 1945.	Same as above.
Overseas Exchange Forecast of Quarterly Requisitions and Requirements	SSD-25	Quarterly	U	1st of Jan, Apr, July and October	WD Memo 210-65-8, 1947.	Same as above.

EXTERNAL RECURRING REPORTS
HQ EIGHTH ARMY

G-3 SECTION F

TITLE OF REPORT	REPORT CONTROL SYMBOL	FREQUENCY	CL'N	DUE DATE	REQUIRING DIRECTIVE AND/OR REFERENCES	PREPARING AGENCY
GHQ REPORTS						
Weekly Operations Report	QGC-04	Weekly	R	Each Sat	Radio GHQ FEC CAX 58032, 19 Feb 1946; Ltr GHQ FEC AG 370.2 (28 Jan 48) GC, 28 Jan 1948.	BCOF; Corps; Kobe Base; 138th AAA Gp; Yokohama Command and G-3, 8th Army
Far East Command Troop List Unit Program	QGC-06(R1)	Quarterly	S	10th Sep, Dec Mar & June	Ltr 8th Army, AG 320.2(Gen)(FB), 18 May 1948.	Units organized or augmented by Bulk Allotment personnel
Summary of Combat Effectiveness (Ground Forces)	QGC-09	Quarterly	S	20th Jan, Apr Jul & Oct	Ltr GHQ FEC AG 381(5 Feb 47)GC, 5 Feb	G-3, 8th Army
EIGHTH ARMY REPORTS						
Summary of Combat Effectiveness	F-4	Monthly	S	10th	Cir 30, 8th Army, 1947.	Corps & 138th AAA Gp
Monthly Status of Aircraft Report	F-6	Monthly	R	5th	Cir 88, 8th Army, 1946, as amended.	Corps, Divs and Separate Army Artillery units
Specialist Schools	F-7	End of ea Class	U	End of Class	Informal Check Slip, G-3 Sec, 12 Jul 1947.	All Specialist Schools directly under 8th Army
DEPARTMENT OF THE ARMY REPORTS						
Oversea Personnel and Workload, Actual and Estimated, by Activity	CSGOT-38	S-Ann	S	25th Jul and January	Ltr 8th Army AGFB 230, 12 Jun 1948.	Corps, Kobe Base and units asgd directly to 8th Army
REPORTS REQUIRED BY OTHER COMMANDS						
Status of Aircraft in U.S. Army	AF-SC-A19 (FEAF-1)	Monthly	R	12th	Ltr Hq FEAF, AG 452.01, 23 Jun 1948.	G-3, 8th Army

EXTERNAL RECURRING REPORTS
HQ EIGHTH ARMY

TITLE OF REPORT	REPORT CONTROL SYMBOL	FREQUENCY	CL'N	DUE DATE	REQUIRING DIRECTIVE AND/OR REFERENCES	PREPARING AGENCY
GHQ REPORTS						
Report of Disposition of Captured or Surrendered Enemy Equipment and Supplies	QGD-19	Monthly	R	End of Month	Occupation Instructions 5, 1 Jan 1948, Appendix 1 to Annex 3	G-4, 8th Army and Technical Services
Indigenous Procurement in Japan for Occupation Forces	QGD-27	S-Ann	U	1 Jan and 1 July	Ltr GHQ SCAP AG 400(3 Feb 48)GD, 3 Feb 48; Cir 25, 8th Army, 48, as amended.	FEAF, USAFIK, COMNAVFE, Hq & Sv Gp, GHQ FEC and Units asgd directly to 8th Army
Service Contract Summary	QGD-57	Monthly	U	20th	Sec VIII, Weekly Directive 8, 8th Army, 1948.	All units
Value of Subsistence, Materiel and Maintenance Supplies to be Included in the Cost of Occupation	QOGA-03(R1)	Quarterly	R	10th following Qtr	Ltr GHQ SCAP AG 121.6(9 Sep 48)OGA, 9 Sep 1948.	G-4, 8th Army and Technical Services
Tonnage Projections	QTO-08(R1)	Monthly	U	15th	Ltr GHQ FEC AG 563.5(13 Jul 48)TO-P, 13 July 1948.	Same as above
EIGHTH ARMY REPORTS						
Status of Equipment Reports	G-01	Quarterly	R	20th following Qtr	Cir 49, 8th Army, 1948.	All units
Status of Supply Report	G-05	Monthly	S	10th	Informal Check Slip, G-4, 8th Army, 2 March 1948.	G-4, 8th Army and Technical Services

EXTERNAL RECURRING REPORTS
HQ EIGHTH ARMY

G-4 SECTION G

TITLE OF REPORT	REPORT CONTROL SYMBOL	FREQUENCY	CL'N	DUE DATE	REQUIRING DIRECTIVE AND/OR REFERENCES	PREPARING AGENCY
EIGHTH ARMY REPORTS						
Quartermaster Sales Commissary Report	G-10 (R1)	Monthly	U	15th	Cir 194, 8th Army, 1947, as amended.	Ea Commissary Sales Officer
DEPARTMENT OF THE ARMY REPORTS						
Strength Report for Rations	WDCSO-28	Monthly	S	20th	WD Memo 345-50-1, 1947; Ltr WD AGAO-S--D-M 400.312(22 Oct 46), 24 Oct 46; WCL 26981, 3 Oct 47; WCL 24650, 23 Jan 48; WarX 99958, 20 Apr 48.	G-4, 8th Army
Property Disposition in Overseas Commands (Other than Real Property)	WDGSP-46	Monthly	U	25th	TM 38-320, 1947; Rad WCL 25804, 30 Sep 1947.	G-4, 8th Army and Technical
Report of Materiel Consumed	WDGSP-52	Quarterly	R	15th May, Aug, Nov & February	Cir 315, WD, 46; Ltr GHQ FEC AG 400 (12 Nov 46)GD, 12 Nov 46; Ltr WD AGAO-S 27 Feb 47)D-M, 13 Mar 47; Rads GHQ FEC ZX 42021, 4 Apr 47 & ZX 42875, 14 Apr 1947.	Same as above
Report of Improper Shipment	WDGSP-66	As Req	U	As Req	Cir 305, WD, 1945; Cir 295, WD, 1946; Cir 84, WD, 1947.	Installation Receiving Shipment
Overseas Command Forecast Requirements	CSGSP-105 (R1)	S-Ann	C	15th Apr & October	DA Memo 700-10-18, 1948; Rad GHQ FEC ZX 45411, 15 Apr 1948.	G-4 & SSO, 8th Army and Technical Services
Forecast of Return of Excess Military Property from Overseas	CSGSP-109 (R1)	Quarterly	R	15th Feb, May, Aug & November	DA Memo 700-50-22, 1948; Radio GHQ FEC ZX 45055, 12 Apr 1948.	G-4, 8th Army and Technical Services

EXTERNAL RECURRING REPORTS
HQ EIGHTH ARMY

TITLE OF REPORT	REPORT CONTROL SYMBOL	FREQUENCY	CL'N	DUE DATE	REQUIRING DIRECTIVE AND/OR REFERENCES	PREPARING AGENCY
GHQ REPORTS						
Quarterly Stock Status Report	QSS-01(R1)	Quarterly	U	15th follow-Quarter	Cir 78, GHQ FEC, 1947.	All Special Service Units
Weekly Financial Statement	QSS-05	Weekly	U	Saturday	Manual for Operation of Army Theaters, AFPAC Motion Picture Service, WD, July 1946; Ltr GHQ AFPAC AG 062.2(24 Oct 46)SS, 24 October 1946.	All AMPS Theaters
Station Notification	QSS-06	Daily	U	Daily	Same as above.	Same as above
Assistant Managers and Cashiers Daily Report	QSS-07	Daily	U	Daily	Same as above.	Same as above
Unit Fund-Monthly Financial Statement	QSS-10	Monthly	U	10th	Par 19a, Cir 76, GHQ FEC, 1947.	Custodians of Unit Funds
Trust Fund-Detailed Receipt and Distribution Statement	QSS-11	Monthly	U	25th	Par 19b, Cir 76, GHQ FEC, 1947.	Custodian of Major Command Trust Fund
Monthly Statement of Receipts, Disbursements and Net Working Capital	QSS-12(R1)	Monthly	U	10th	Par 19c, Cir 76, GHQ FEC, 1947; Ltr GHQ FEC AG 123(19 Apr 48)SS, 19 Apr 48; Messageform 8th Army, AG 123(HF), 21 Jan 1948.	Custodian of Hq Fund
Special Welfare Funds-Monthly Statement of Operations and Net Working Capital	QSS-13	Monthly	U	15th	Par 19e, Cir 76, GHQ FEC, 1947.	Custodian of Special Welfare Fund
Monthly Statement of Operations and Net Working Capital	QSS-14	Monthly	U	10th	Par 19f, Cir 76, GHQ FEC, 1947; Ltr GHQ FEC AG 123(30 Apr 48)SS, 30 Apr 48; Messageform 8th Army, AG 123(HF), 7 July 1948.	Custodian of Sundry Fund
Service Club Report	QSS-15	Monthly	U	10th	Ltr GHQ FEC AG 331.2(20 Sep 47)SS, 20 Sep 47 & Rad GHQ FEC 34085, 3 Jan 1948.	Each Special Service Club Hostess

DECLASSIFIED E.O. 12065 SECTION 3(E)(1)

EXTERNAL RECURRING REPORTS
HQ EIGHTH ARMY

SPECIAL SERVICE SECTION H

TITLE OF REPORT	REPORT CONTROL SYMBOL	FREQUENCY	CL'N	DUE DATE	REQUIRING DIRECTIVE AND/OR REFERENCES	PREPARING AGENCY
GHQ REPORTS						
Monthly Library Report	QSS-18	Mo	U	15th	Ltr GHQ FEC AG 331.1(3 Feb 48)SS, 3 Feb 1948	SSO, 8th Army
Report on Special Services Hotels	QGA-20	S-Mo	U	1st & 15th	Ltr GHQ FEC AG 620(23 Jul 47)GA, 23 Jul 47 & Rad ZX 34085, 3 Jan 48	SSO, 8th Army
Report of Entertainment Services Furnished by the Japanese Government	QGD-34	Mo	R	20th	Ltr GHQ SCAP AG 353.8(14 Feb 47)SS-GD, 14 Feb 1947 & Cir 41 , 8th Army, 1947	Corps, Kobe Base, BCOF & all units asgd directly to 8th Army
Quarterly Forecast of Entertainment Services to be Furnished by the Japanese Government	QGD-35	Qtr	R	45 days prior to 1st day of period forecasted	Same as Above	Same as above
EIGHTH ARMY REPORTS						
Statistical Report of Eighth Army Service Clubs	H-05	Mo	U	5th	Cir 165, 8th Army, 1947	Service Club Directors
Monthly Library Report	H-06	Mo	U	1st	Msgfm 8th Army AG 319.1(HA), 2 Mar 48	All units operating libraries
Monthly Consolidated Library Report	H-07	Mo	U	5th	Same as above	Corps, Div, & Kobe Base
DEPARTMENT OF THE ARMY REPORTS						
Report on Overseas Entertainment Units	SSD-12	Mo	U	5th	Cir 359, WD, 1946; Cir 71, GHQ FEC, 1947 & Msgfm AG 353.8(HA), 5 Jan 48	Same as above
Semi-Annual Library Report	SSD- 26	S-Ann	U	15th Jul & 15th Jan	WD Memo 80-50-1, 1947	Commanders of all units operating libraries

EXTERNAL RECURRING REPORTS
HQ EIGHTH ARMY

TITLE OF REPORT	REPORT CONTROL SYMBOL	FREQUENCY	CL'N	DUE DATE	REQUIRING DIRECTIVE AND/OR REFERENCES	PREPARING AGENCY
GHQ REPORTS						
Status of Vessels under 1,000 Tons and Floating Equipment	QTO-02(R1)	Quarterly	R	15th following Qtr	Ltrs GHQ FEC AG 560(30 Apr 47)TO-O, 28 Apr 47 & AG 400.2(23 Sep 47)TO-O, 23 Sep 1947.	TO, 8th Army
Daily Port Operations Report	QTO-05(R1)	Daily	U	Immediately	Rads GHQ FEC CX62830, 5 Aug 48 & ZX 24423, 27 Sep 1948.	TO, 8th Army and all Ports directly under 8th Army
Daily Ships Position Schedule	QTO-06	Daily	U	Immediately	Ltr GHQ FEC AG 540(23 Apr 46)GD, 23 Apr 46 & Rad GHQ FEC ZX24423, 27 Sep 48.	TO, 8th Army
SCAJAP Shipping Requirements	QTO-10	Monthly	R	10th	Radio GHQ FEC CX51546, 5 Apr 1947.	TO, 8th Army
Transportation Corps Depot Summary	QTO-14	Monthly	U	15th	Ltr GHQ FEC AG 567(6 Feb 48)TO-S, 6 Feb 1948.	8001st TC Depot
Report of Operating Cost and Utilization of Indigenous Harbor Boats	QTO-25	Quarterly	U	15th following Qtr	Messageform, 8th Army, AG 400.12(TO) (JO), 14 Oct 1948.	Units asgd & authorized Indigenous Craft
Operations Reports for Ports Handling Civilian Aid and Foreign Trade Cargoes	QCTS-01	10th, 20th & End of month	U	48 hrs following report period	Ltr GHQ FEC AG 091.31(13 Oct 47)CTS-W, 13 Oct 1947.	All Ports Handling Exports and Imports
EIGHTH ARMY REPORTS						
Monthly Status Report of Small Craft and Floating Equipment	J-04	Monthly	R	10th	Cir 81, 8th Army, 1946.	All Units
Tonnage Booking and Movement	J-06	Weekly	U	Wednesday of following Wk	Ltr 8th Army, AG 563.5(JO), 31 Mar 1948.	2d T Medium Port and Kobe Base
DEPARTMENT OF THE ARMY REPORTS						
Harbor Boat Data Sheet	TC-1	As Req	U	As Req	AR 55-510 & C6; Cir 49, DA, 1947.	Units Operating Army Craft
Report of Operating Cost and Utilization of Harbor Boats	TC-2	Quarterly	U	Quarterly	AR 55-510 & C6; Ltr GHQ FEC AG 400.12 (23 Sep 47)TO-), 23 Sep 47; Msgfms, 8th Army: AG 400.12(TO(JO), 14 Oct 47 & AGJO, 400.12 27 Jul 1948.	Same as above
Final Cost Report of Vessel Repairs	TC-3	As Req	U	As Req	WD Memo 55-305-2, 1946 & AR 55-505.	Home Port of Vessel

TITLE OF REPORT	REPORT CONTROL SYMBOL	FREQUENCY	CL'N	DUE DATE	REQUIRING DIRECTIVE AND/OR REFERENCES	PREPARING AGENCY
DEPARTMENT OF THE ARMY REPORTS						
Army Transport Voyage Report	TC-4	As Req	U	As Req	WD Memo 55-305-2, 1946.	Home Port of Vessel
Army Transport Data Sheet	TC-5	As Req	U	As Req	WD Memo 55-305-1, 1946.	Same as above
Railway Equipment Report	TC-7	S-Ann and As Req	U	S-Ann and As Req	WD Memo 55-675-1, 1947.	TO, 8th Army
Report of Boiler Condition	TC-12	As Req	U	As Req	AR 55-505.	Chief Engr of Harbor Craft
Ship Activity Report	TC-20 (R1)	As Req	U	As Req	WD Memo 55-305-3, 1947.	All Ports under control of 8th Army
Inspection Report of Boiler or Pressure Vessel	TC-24	Annually	U	As req in Directive	AR 850-300 and AR 55-505.	Home Port of Vessel
Small Craft Crew Report	TC-25	Monthly	U	Varies	Marine Personnel Regulations (MPRTC) 3.2, C24, 21 Mar 47, Par 32.7G.	Transportation Agent aboard transport or inter-island vessel and Masters of Small Craft upon departure from Home Port
Report of Painting and Condition of Bottom	TC-26 (R1)	As Req	U	As Req	AR 55-505 & Cir 54, DA, 1947.	Home Port of vessel
Report of Marine Casualities	TC-29	As Req	V	As Req	AR 55-500 & C1; Cir 123, WD, 1947.	TO, 8th Army and senior survivor of casualty
POL Issues to Z/I Army Transports at Overseas Ports	TC-37	Upon issue of POL	U	1 week after issue of POL	Radios WCL 30486 & 30487, 13 Feb 48 as amended by WCL 31155 & 31157, 17 Feb 48; Rad GHQ FEC ZX 39013, 16 Feb 1948.	2d T Medium Port

EXTERNAL RECURRING REPORTS
HQ EIGHTH ARMY

TITLE OF REPORT	REPORT CONTROL SYMBOL	FREQUENCY	CL'N	DUE DATE	REQUIRING DIRECTIVE AND/OR REFERENCES	PREPARING AGENCY
GHQ REPORTS						
Provost Marshal's Report	QPM-01(R1)	Monthly	C	15th	Cir 51, GHQ FEC, 1947.	Corps, PM 8th Army and Area Provost Marshal's
Report of Crimes (By Prefecture in Japan)	QPM-05	Monthly	C	20th	Ltr GHQ FEC AG 250.1(26 Jun 46)PM, 26 June 1946.	Same as above
Report on United States Prisoners	QPM-05	Monthly	R	15th	AR 600-375 & Cir 51, GHQ FEC, 1947.	Operating Units of Stockade or Prison
EIGHTH ARMY REPORTS						
Sugamo Prison Daily Report	K-04	Daily	U	Daily	Verbal request.	CO, Sugamo Prison
DEPARTMENT OF THE ARMY REPORTS						
Roster and Changes in Status of General Prisoners	AG-8 (R1)	Monthly	R	End of Month	AR 600-375 & Cir 248, WD, 1947; Cir 51, GHQ FEC, 1947.	Operating Units of Stockade or Prison

EXTERNAL RECURRING REPORTS
HQ EIGHTH ARMY

TITLE OF REPORT	REPORT CONTROL SYMBOL	FREQUENCY	CL'N	DUE DATE	REQUIRING DIRECTIVE AND/OR REFERENCES	PREPARING AGENCY
GHQ REPORTS						
Engineer Unit Technical Report	QCE-03(R2)	Monthly	R	5th	Cir 62, 8th Army, 1947.	Engr 8th Army and each numbered Engr Unit
Monthly Report on Engineer Officers	QCE-04(R2)	Monthly	U	5th	Ltr GHQ FEC AG 210.31(7 Jun 48)CE, 7 Jun 1948.	Engr, 8th Army
Part I-Report on Status of Troop Housing	QCE-07	Monthly	S	25th	Cirs 62 & 101, 8th Army, 1947 and Cirs 15 & 21, 8th Army, 1948.	FEAF, Corps, BCOF and Kobe Base
Part II-Report on Status of Dependent Housing	QCE-07	Monthly	R	25th	Cirs 62 & 101, 8th Army, 1947.	FEAF, COMNAVFE, BCOF, Corps and Kobe Base
Construction and Rehabilitation Undertaken by Procurement Demand	QCE-08(R1)	Monthly	U	8th	Cir 24, 8th Army, 1947 & Messageform 8th Army, AG 121(LC), 26 Jan 1948.	Corps, BCOF & Kobe Base
Construction Procurement Demand Status Report	QCE-09	Monthly	U	15th	Cir 62, 8th Army, 1947.	Receiving Officers for Construction PD's in Japan
Construction Summary Report	QCE-10	Monthly	U	15th	Cir 62, 8th Army, 1947.	Engr 8th Army; BCOF; Corps and Kobe Base
Engineer Base Depot Stock Tonnage Report	QCE-21	Quarterly	U	10th following Qtr	Radio GHQ FEC ZX 44403, 1 Apr 1948.	Engr, 8th Army
EIGHTH ARMY REPORTS						
Report of Municipal Water Supply	L-12	Monthly	U	15th	O.D. 68, 8th Army, 1946.	Fifth Air Force; Corps and Kobe Base
Transfers of Supplies Between Account Codes	L-18	Monthly	U	5th	Par 10c, Incl 2 to O.D. 33, 8th Army, 1947.	Corps and BCOF

EXTERNAL RECURRING REPORTS
HQ EIGHTH ARMY

ENGINEER SECTION I

TITLE OF REPORT	REPORT CONTROL SYMBOL	FREQUENCY	CL'N	DUE DATE	REQUIRING DIRECTIVE AND/OR REFERENCES	PREPARING AGENCY
DEPARTMENT OF THE ARMY REPORTS						
Individual Damage Report	ENG-7	As Req	V	Within 48 hours of incident	AR 210-10; Cir 219, DA, 1948; TM 5-600; Cir 360, WD, 46; Cirs 227 & 234, WD, 47; Cir 26, DA, 48; Cir 104, GHQ FEC, 47 & Cir 249, 8th Army, 1946.	All Units
Monthly Report of Insect and Rodent Control Activities	ENG-11	Monthly	U	25th	Cirs 14 & 161, WD, 1947; Cir 80, GHQ FEC, 1947.	All Units
Real Property Record	ENG-15	See Req Directive	R	See Req Directive	WD Memo 35-6520-3 & C1 & C2; TM 38-320; Cir 210, 8th Army, 1946 & Cir 36, 8th Army, 1947.	Occupying Unit or Command
Repairs and Utilities Quarterly Operating Report	ENG-45	See Req Directive	U	See Req Directive	DA Memo 100-80-7, 8 Sep 48 & Weekly Directive 8, 8th Army, 1948.	Post Engineers
Mapping Progress Report (Photo Coverage Report)	WDGID-1	Monthly	V	1st	Revised Post Hostilities Mapping Directive, Pacific & Asiatic Areas, File AGAO-S-B 061(13 May 46), 15 May 1946.	64th Engr Topo Bn

EXTERNAL RECURRING REPORTS
HQ EIGHTH ARMY

MILITARY GOVERNMENT SECTION MG

TITLE OF REPORT	REPORT CONTROL SYMBOL	FREQUENCY	CL'N	DUE DATE	REQUIRING DIRECTIVE AND/OR REFERENCES	PREPARING AGENCY
GHQ REPORTS						
Informational Media Guidance	QCIE-02	Varies	R	15th	Ltr GHQ SCAP AG 461(16 Jul 47)CIE, 16 O.D. 57, 8th Army, 1947 & O.D. 53, 8th Army, 1948.	Each Prefectural MG Team
Progress of Rehabilitation of Postal Savings Branch	QCCS-01	Monthly & Qtrly	U	10th	O.D. 88, 8th Army, 1946 as amended.	Designated MG Teams
Labor Surveillance Report	QESS-02(R2)	Monthly	R	15th	O.D. 53, 8th Army, 1948.	Each MG Team
Shipment of Coal to Pusan, Korea	QESS-03	Daily	U	Daily	Ltr GHQ AFPAC AG 463.3, 7 March 1946. " " SCAP AG 463.3(2 Dec 46)ESS/FT 15 Nov 1946	Kyushu MG Team and Hokkaido MG District
Quantitative Report of Imports and Exports - Japan	QESS-09	Monthly	U	20th	Ltr GHQ SCAP AG 091.31(23 May 47) ESS/FT, 23 May 1947.	MG Sec, 8th Army
Record of Property Seized and Impounded	QESS-13	As Req	U	As Req	Cir 21, GHQ SCAP, 1948.	Each MG Team
Report of Property Disposal	QESS-14	As Req	U	As Req	Same as above.	Same as above
Coal Production and Shipment	QESS-16	Varies	U	Varies	O.D. 39, 8th Army, 1947 as amended.	Same as above
Monthly Report of Surveillance of Efforts on Japanese Prefectural Governor to Eliminate Control Associations Operating in their Prefectures	QESS-17	Monthly	U	20th	O.D. 31, 8th Army, 1948.	Same as above
Mine Timber Expediting Report	QESS-18	Monthly	U	15th	O.D. 35, 8th Army, 1948.	MG Teams in Coal Mining Areas
Report of Coal Mine Having Less than Thirty Days' Supply of Mine Timber	QESS-19	Varies	U	Varies	Same as above.	Expediter Checking Mine

B/S to AG. 23 Nov 1946

TITLE OF REPORT	REPORT CONTROL SYMBOL	FREQUENCY	CL'N	DUE DATE	REQUIRING DIRECTIVE AND/OR REFERENCES	PREPARING AGENCY
GHQ REPORTS						
Scrapping Program and Material Processed by Re-Rolling Mill	QESS-20	Monthly	U	1st	3rd Ind GHQ SCAP AG 004.01(8 Sep 47) ESS/IN, 22 Mar 48 to Ltr Hiroshima MG Team; 1st Ind GHQ SCAP AG 004(8 Apr 48) ESS/IN, 29 Apr 48 to Ltr Hq 8th Army, AG 004(MG-Em), 8 April 1948.	Hiroshima MG Team
Import Cargo Clearance Report	QESS-21	Monthly	U	20th	Ltr GHQ SCAP AG 091.31(3 Aug 48)ESS/FTC 3 Aug 1948.	MG Section, 8th Army
Repatriation Shipping	QGC-08	Daily	U	1500 hours Daily	Radio GHQ SCAP ZAX 8138, Nov 1945.	BCOF; 24th and 25th Divs; 11th A/B Div
Political And Governmental Activities	QGS-01	Monthly	R	15th	O.D. 53, 8th Army, 1948.	Each MG Team
Report on Japanese Land Reform Program	QNR-03	Monthly	U	15th	O.D. 10, 8th Army, 1947.	Same as above
Report on Japanese Food Collection Program	QNR-04	As Req	U	As Req	O.D. 28, 8th Army, 1947.	Same as above
Quarterly Spot-Check on Status of Supplies for Japanese Fishing and Landings of Marine Products	QNR-05	Quarterly	U	End of Qtr	O.D. 63, 8th Army, 1947.	Designated MG Teams
Report on Japanese Agricultural Cooperative Program	QNR-08	Monthly	U	20th	O.D. 3, 8th Army, 1948.	Each Prefectural MG Team
Reports on the Allocation of 1949 Wheat-Barley Quotas	QNR-13	Every 10 days	U	10th, 20th and 30th	Ltr GHQ SCAP AG 433(19 Aug 48)NR/A, 26 Aug 1948.	Each MG Team
Diversion of United States Military Stocks to the Civilian Economy	QOGA-17	Monthly	U	20th	Ltr GHQ SCAP AG 091.31(6 Mar 48)OGA, 6 March 1948.	MG Sec, 8th Army

EXTERNAL RECURRING REPORTS
HQ EIGHTH ARMY

MILITARY GOVERNMENT SECTION MG

TITLE OF REPORT	REPORT CONTROL SYMBOL	FREQUENCY	CL'N	DUE DATE	REQUIRING DIRECTIVE AND/OR REFERENCES	PREPARING AGENCY
GHQ REPORTS						
Public Health & Welfare Activities	QPH-01	Monthly	R	15th	O.D. 53, 8th Army, 1948.	Each MG Team
Military Government Personnel Status	QPH-03	Monthly	U	30th	Ltr GHQ SCAP AG 200.3(19 Mar 47)PH, 19 March 1947.	MG Sec, 8th Army
EIGHTH ARMY REPORTS						
Military Government Personnel Report	MG-03(R1)	Monthly	U	10th	Ltr 8th Army AG 330.3(MG-A), 18 Feb 47.	All MG Units
Military Government Activities Report	MG-04	Monthly	U	15th	O.D. 53, 8th Army, 1948.	Same as above
Weekly Quarantine Report (AIRPORT)	MG-09	Weekly	U	Thurs ea Wk	Par 9, O.D. 32, 8th Army, 1947.	MG Airport Quarantine Officer
Weekly Quarantine Report (SEAPORT)	MG-10	Weekly	U	Same as above	Same as above.	MG Seaport Quarantine Officer
Economics Summary	MG-11(R1)	Monthly	R	15th	O.D. 53, 8th Army, 1948.	All MG Units
Civil Education Activities	MG-12	Monthly	R	15th	O.D. 51 & 53, 8th Army, 1948.	Same as above
Surveillance of Japanese Tax Administration	MG-13	Monthly	U	20th	O.D. 48, 8th Army, 1948.	Each MG Team
DEPARTMENT OF THE ARMY REPORTS						
Strength Report of Personnel Engaged in Civil Affairs and Military Government	CSCAD-3(R1)	Quarterly	U	20th following Qtr	DA Memo 345-50-17, 1947.	MG Sec, 8th Army

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HQ EIGHTH ARMY

MEDICAL SECTION N

TITLE OF REPORT	REPORT CONTROL SYMBOL	FREQUENCY	CL'N	DUE DATE	REQUIRING DIRECTIVE AND/OR REFERENCES	PREPARING AGENCY
DEPARTMENT OF THE ARMY REPORTS						
Part D - Report of Hospitalization of Veterans Administration Beneficieries	MED-33(R1)	Monthly	U	3d	WD Memo 40-590-5, 1946; Cir 64, GHQ FEC, 1947; WCL 31498, 5 Jul 47; Msg Forms, 8th Army; AG 319.1(NR), 14 Jul 47; AG 319.1(NR) 28 Jul 47; AG 705(NO), 15 Oct 47; AG 705(NR), 29 Dec 1947.	Ee Hospital, 8th Army
Essential Technical Medical Data Report	MED-35	Monthly	V	7th & 20th	WD Memo 40-1005-1, 1946; Cir 66, GHQ FEC, 1947.	Surg 8th Army
Telegraphic Statistical Health Report	MED-38	Weekly	U	2400 each Friday	AR 40-1080; Cir 64, GHQ FEC, 1947.	Surg 8th Army
Adverse Reactions of Parenteral Solutions	MED-39	Immed following reaction	U	Immediately following reaction	WD Memo 40-1005-2, 1947.	Surg 8th Army and all Medical Installations
Annual Report of Medical Department Activities	MED-41	Annually	U	31 Jan ea year	Dept of Army Reg 40-1005.	All Medical Units and Installations

EXTERNAL RECURRING REPORTS
HQ EIGHTH ARMY

ORDNANCE SECTION O

TITLE OF REPORT	REPORT CONTROL SYMBOL	FREQUENCY	CL'N	DUE DATE	REQUIRING DIRECTIVE AND/OR REFERENCES	PREPARING AGENCY
GHQ REPORTS						
Ordnance Technical Report	QOR-01	Monthly	C	End of Month	Ltr GHQ FEC AG 350.05(22 Mar 46), 22 March 1946.	Ord Officer, 8th Army
Report of Explosive Storage	QOR-02	Quarterly	V	10th Jan, Apr, Jul & October	Cir 32, GHQ FEC, 1947.	Ord Installation Storing Ammunition
Status of Base Automotive Maintenance (Fifth Echelon) Support of FEC	QOR-04	Monthly	U	8th	Ltr GHQ FEC AG 486(10 Jun 47)OR, 10 June 1947.	Ord Officer, 8th Army
Ammunition Status of Stocks Report	QOR-09	Quarterly	S	1 Mar, June, Sep & Dec	Ltr GHQ FEC AG 471(8 Jun 48)OR, 8 Jun 1948.	Same as above
Monthly Base Automotive Status of Stocks Report	QOR-13	Monthly	R	5th	Ltr GHQ FEC AG 451.01(23 Aug 48)OR, 23 Aug 1948.	Same as above
EIGHTH ARMY REPORTS						
Ordnance Modification Work Order Report	O-02	As Req	R	As Req	Cir 280, 8th Army, 1946.	Hq & Sv Gp, GHQ FEC; FEAF; Corps; Kobe Base & 229th Ord Base Depot
Ordnance Maintenance Report	O-03	Monthly	R	10th	Cirs 21 & 100, 8th Army, 1946.	Corps; Kobe Base; 229th Ord Base Depot & all Maint Co's, including Co's organic to Div under respective commands
Weapons and Ammunition Status Report	O-04	Monthly	R	10th	Cir 106, 8th Army, 1947.	Corps & Kobe Base
Status Report of Sedans And Busses	O-08 (R1)	Monthly	R	10th	Cir 162, 8th Army, 1947.	Units authorized or having on hand Sedans and Busses
Monthly Availability Report of Ordnance	O-10	Monthly	U	10th	Informal Check Slip, 8th Army, 11 Jun 1946 and 12 July 1946.	229th & 73d Ord Base Depots
Weekly Report of Disposal of Japanese Ammunition and Explosives	O-11	Monthly	U	1200 hours 1st of ea Mo	O.D. 25, 8th Army, 1948.	Corps and BCOF

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EXTERNAL RECURRING REPORTS
HQ EIGHTH ARMY

QUARTERMASTER SECTION P

TITLE OF REPORT	REPORT CONTROL SYMBOL	FREQUENCY	CL'N	DUE DATE	REQUIRING DIRECTIVE AND/OR REFERENCES	PREPARING AGENCY
EIGHTH ARMY REPORTS						
Weekly Perishable Inventory Classification	P-06 (R1)	Weekly	R	Tuesday	Ltr 8th Army AG 319.1(PAP), 5 Apr 1948.	Tokyo QM Depot
Availability Report	P-07	As Req	U	As Req	Ltr 8th Army AG 319.1(POS), 5 Feb 1948; Ltr 8th Army AG 319.1(POS), 27 Mar 46.	QM Depots
Quartermaster Repair and Reclamation Report	P-10 (R2)	Monthly	U	10th	Ltr 8th Army AGPOS 319.1, Nov 1948.	QM Depots
Quartermaster Excess Report	P-13	Monthly	U	19th	Ltr 8th Army AG 319.1(PAP), 20 Feb 48.	Tokyo QM Depot
Report of Commissary Sales	P-18	Monthly	U	5th	Cir 194, 8th Army, 1947.	QM Sales Officers
Annual Estimate of Coal Required For Ensuing Fiscal Year	P-22	Annually	U	30 days prior to FY	Cir 81, 8th Army, 1947.	Corps, Kobe Base and 8th Army Units
Changes To (Same as Above)	P-23	Quarterly	U	45 days prior to 1st day of Qtr	Same as above.	Same as above
Depot Space Report					(SUSPENDED)	
Consumption of Petroleum Products	P-28	Monthly	U	10th	Cirs 87 & 128, 8th Army, 1947; Message-form 8th Army AG 463.7(POS)28 Feb 48.	All Units
DEPARTMENT OF THE ARMY REPORTS						
Petroleum Tankage Report	ANPB-1003	Quarterly	S	10th	ANPB Serial 440-71, 28 Jun 47 & 1st Ind GHQ FEC AG 463.7(28 Jun 47)GD, 25 Aug 47; ANPB Serials 440-80, 12 Aug 47 and 440-91, 8 Sep 1947.	QM, 8th Army
Bulk Petroleum Products Slate	ANPB-1005	Monthly	U	5th	ANPB Serial 500-3, 3 Feb 47; Ltrs GHQ FEC AG 463.7(8 Apr 47)GD, 8 Apr 47 and AG 463.7(6 Feb 48)GA, 6 Feb 48; Ltr 8th Army AG 319.1(PAP), March 1948.	XXIV Corps & Tokyo QM Depot

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QUARTERMASTER SECTION P

TITLE OF REPORT	REPORT CONTROL SYMBOL	FREQUENCY	CL'N	DUE DATE	REQUIRING DIRECTIVE AND/OR REFERENCES	PREPARING AGENCY
DEPARTMENT OF THE ARMY REPORTS						
Packaged Petroleum Products Slate	ANPB-1006	Quarterly	U	15th	ANPB Serial 500-3, 3 Feb 47; Ltr GHQ FEC AG 463.7(8 Apr 47)GD, 8 Apr 47 as amended by AG 463.7(2 Mar 48)GD, 2 Mar 1948.	Tokyo QM Depot
Report of Petroleum Requirements	CSGSP-183	Annually	U	20 August	WD Memo 700-5-7, 1947; Rads GHQ FEC ZX 46188, 21 Apr 48 & ZX 14259, 30 June 1948.	QM, 8th Army
Report of Laundry and Dry Cleaning Operations	QMG-2	Quarterly	U	15th Jan, Apr, Jul & October	AR 30-2135; Cir 93, GHQ FEC, 47; Cir 283, 8th Army, 46; Cir 10, 8th Army, 48; Rad GHQ FEC ZX 34821, 8 Jan 48; Messageform 8th Army AGPOF 331.51, 19 June 1948.	Officer in Charge of Dry Cleaning and Laundry Plants
Report of Graves Registration and Disposition of Remains Activities	QMG-7	Monthly	R	15th	Ltr GHQ FEC AG 293(27 Mar 48)QM-M, 27 March 1948.	QM, 8th Army
Overseas Exhumation and Disposition Operations	QMG-34	Weekly	R	Ea Tuesday	WD Memo 30-1825-3, 1947.	QM, 8th Army
Summary of Deceased Passenger List	QMG-35	As Req	R	Immediately	WD Memo 30-1825-4, 1947.	American Graves Registration Service
Annual Nutriculture Gardening Report	QMG-40	Annually	U	10th Jan	Ltr GHQ FEC AG 403(18 Dec 47)QMS, 18 Dec 1947.	CO, 8002d Hydroponic Farming Depot
Installation Food Service Report	QMG-59	Monthly	U	10th	DA Memo 30-2205-1, 23 Aug 1948.	All units operating messes
Inventory of IBM Equipment Overseas	WDGSP-124	Monthly	U	5th	WD Memo 30-2720-1, 1947; Rad GHQ FEC ZX 16603, 29 Jul 47; Cir 136, 8th Army, 1947.	Agencies using IBM Equipment

EXTERNAL RECURRING REPORTS
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TITLE OF REPORT	REPORT CONTROL SYMBOL	FREQUENCY	CL'N	DUE DATE	REQUIRING DIRECTIVE AND/OR REFERENCES	PREPARING AGENCY
GHQ REPORTS						
Quarterly Forecast of Labor to be Requisitioned from the Japanese Government	QGD-24	Quarterly	R	15th Feb, May, Aug & November	Cirs 52 & 102, 8th Army, 1947.	All Units
Status of Domestic Servants for Dependent Housing	QGD-26	Monthly	R	15th	Cir 69, 8th Army, 1947.	All Units
DEPARTMENT OF THE ARMY REPORTS						
Report of Overseas Records Depot Operations	AG-13	Quarterly	V	10th following Qtr	DA Memo 15-15-7, 1947.	Central Records Depot 4
Annual Records Disposition Report	AG-21(R1)	Annually	U	25th July	Cir 68, 8th Army, 1948.	All Units
Initial-Final Rosters	AG-38	As Req	V	As Req	AR 345-900 and Cir 62, DA, 1948.	All Units
Recruiting Progress Report	AG-54(R1)	Weekly	U	7th, 14th 21st & end of Month	Messageform 8th Army, AGRE 340, 24 Jun 1948 & Cir 20, GHQ FEC, 1948.	AG Rctg 8th Army and all Rctg Officers
Monthly Statistical Report on Financial Operations	PO-1001	Monthly	U	1st	Cir 28, GHQ FEC, 1947.	All APO's
Weight of Mail Reports	PO-1002	Varies	U	Varies	Ltr GHQ FEC AG 311.1(8 Dec 47)AG-OL, 8 Dec 1947.	7th Base Post Office
Daily Report of Money Order Business	PO-1005	Daily	U	Daily	Postal Laws & Regulations of 1940.	All APO's
Penalty Matter	PO-1006	Quarterly	U	10th Jan, Apr, Jul & October	Messageform 8th Army, AGRI 311.1, 7 Sep 1948.	Corps, Kobe Base and all Units asgd directly to 8th Army

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HQ EIGHTH ARMY

TITLE OF REPORT	REPORT CONTROL SYMBOL	FREQUENCY	CL'N	DUE DATE	REQUIRING DIRECTIVE AND/OR REFERENCES	PREPARING AG ENCY
DEPARTMENT OF THE ARMY REPORTS						
Annual Inventory of all Penalty Matter on Hand	PO-1007	Annually	U	10th July each Year	Messageform 8th Army, AGRI 311.1, 7 Sep 1948.	Corps, Kobe Base and all Units asgd directly to 8th Army
Report of Officers Returning to ZI for Reassignment	WDGPA-31	Monthly	R	15th	Cirs 21 & 40, GHQ FEC, 1947; Messageforms 8th Army; AG 210.68(Gen), 12 Jun 47 and AG 210.68(RD), 29 Mar 1948; Cir 84, 8th Army, 1947.	Same as above
Report of Personnel Receiving Additional Pay	CSGPA-98 (R1)	Quarterly	R	5th	Cir 120, 8th Army, 1947 and Messageform 8th Army, AGRDR 240, 8 Jun 1948.	1st Cav Div; 11th A/B Div; 24th & 25th Divs; Kobe Base; Corps; Yokohama Command and all units asgd directly to 8th Army

EXTERNAL RECURRING REPORTS
HQ EIGHTH ARMY

CHAPLAIN SECTION S
SAFETY DIRECTOR SECTION SD

TITLE OF REPORT	REPORT CONTROL SYMBOL	FREQUENCY	CL'N	DUE DATE	REQUIRING DIRECTIVE AND/OR REFERENCES	PREPARING AGENCY
			CHAPLAIN SECTION			
GHQ REPORTS						
Roster of Chaplains	QCH-1	Monthly	U	25th	Ltr GHQ FEC AG 211(5 Mar 48)CH, 5 Mar 1948.	Corps, Kobe Base and Yokohama Command
Authorized Positions	QCH-2	Monthly	U	25th	Same as above.	Chap Sec, 8th Army
DEPARTMENT OF THE ARMY REPORTS						
Monthly Report of Chaplains	CH-2	Monthly	U	End of Month	AR 60-5; Cir 178, 8th Army, 1945.	All Chaplains
			SAFETY DIRECTOR SECTION			
GHQ REPORTS						
Injury Check Sheet	QPM-9	Monthly	U	10th	Ltr GHQ FEC AG 729.3(1 May 48)PM, 1 May 1948.	Safety Director of Corp Troops, Div, Units asgd directly to 8th Army, Kobe Base and Yokohama Command
EIGHTH ARMY REPORTS						
Injury Data on Military and Civilian Personnel	SD-1	Weekly	U	Monday of each week	Message Form, 8th Army, AGSD 729.3, 1 June 1948.	Safety Contact Officers of Units in 8th Army Troops maintaining Dispensaries or Hospitals
DEPARTMENT OF THE ARMY REPORTS						
Supervisors' Report of Accident	WDGPA-113	As Req	U	Immediately	Cir 234, WD, 1947; Cir 348, WD, 1947; Cir 108, GHQ FEC, 1947.	Safety Officer and Directors of all Units
Letter Report of Fatal Injuries	WDGPA-114	As Req	U	Immediately	Same as above.	Same as above
Summary of Accident Experience	WDGPA-115	Monthly	U	10th	Same as above and Ltr AGAM-PM, 729.3 (19 Feb 48)CSGPA, 20 Feb 1948.	Safety Directors of Corps, Kobe Base, Yokohama Command, Special Troops, 8th Army, and all Units asgd directly to 8th Army

EXTERNAL RECURRING REPORTS
HQ EIGHTH ARMY TROOP INFORMATION AND EDUCATION SECTION TIE

TITLE OF REPORT	REPORT CONTROL SYMBOL	FREQUENCY	CL'N	DUE DATE	REQUIRING DIRECTIVE AND/OR REFERENCES	PREPARING AGENCY
GHQ REPORTS						
AEP Evaluation of Civilian Instructors	QTIE-03	S-Ann	U	15th Mar and September	Ltr WDSIE-E 200 (5 Feb 47), 5 Feb 47; Ltr GHQ FEC AG 230.3(15 Sep 47)TIE, 15 Sep 47; Cir 178, 8th Army, 1947.	Directors of AEP Schools
Armed Forces Radio Service Weekly Report	QTIE-04(R2)	Weekly	U	2d Monday fol week	Cirs 49 & 67, GHQ FEC, 1947; Cir 178, 8th Army, 1947, as amended.	AFRS Stations WVTR, WVTQ, WLKH, WLKD and WLKE
Budget Control Report	QTIE-05(R1)	Monthly	U	15th	Ltr GHQ FEC AG 121(19 Jul 48)TIE, 19 July 1948.	TIE, 8th Army
Monthly Education Report	QTIE-06(R1)	Monthly	U	5th	Ltr GHQ FEC AG 352(23 Jul 48)TIE, 23 Jul 48; Cir 178, 8th Army, 1947.	All Units
Quarterly Stock Status Report	QTIE-08	Quarterly	U	5th following Qtr	Cir 67, GHQ FEC, 1947.	TIE, 8th Army and I Corps
EIGHTH ARMY REPORTS						
Monthly Troop Information Report	TIE-01(R1)	Monthly	U	5th	Cir 178, 8th Army, 1947.	All Units
Dependent School Monthly Report	TIE-03	Monthly	U	20th	Cir 186, 8th Army, 1947.	Each Dependent School
DEPARTMENT OF THE ARMY REPORTS						
Quarterly Fund Justification - Education of Dependents Program	AG-95	Quarterly	U	10th following Qtr	Cir 95, DA, 1948 & Cir 17, GHQ FEC, 1948.	TIE, 8th Army
Education Center Quarterly Report	CSTIE-9	Quarterly	U	5th following Qtr	Weekly Directive 9, Sec XII, 8th Army, 1948.	All Units

TITLE OF REPORT	REPORT CONTROL SYMBOL	FREQUENCY	CL'N	DUE DATE	REQUIRING DIRECTIVE AND/OR REFERENCES	PREPARING AGENCY
GHQ REPORTS						
Japanese Yen Report	QFD-01	Monthly	R	5th	GHQ FEC Fiscal Div Ltr 319.130, 27 Oct 1947; GHQ FEC Fiscal Div Ltrs 915 27 Jul 48 & 1st Ind Hq 8th Army, FDUA 123, 28 July 1948.	Disbursing Officers
Pay and Allowances Paid United States Military Personnel	QOGA-02	Monthly	R	15th	Ltrs GHQ SCAP AG 121.6(25 Apr 47)OGA, 25 Apr 47 and AG 121.6(15 Dec 47)OGA, 15 Dec 47; Ltr Hq 8th Army AG 121.6 (25 Apr 47)OGA, 25 April 1947.	Same as above
EIGHTH ARMY REPORTS						
Personnel Report	U-04	Monthly	U	10th	Adm Bul No. 11, 1946, 8th Army Fiscal Office.	All Disbursing and Adm Finance Officers
Charges for Quarters Occupied By Atomic Bomb Casualty Commission Personnel	U-07	Monthly	U	See Req Dir	Ltr Hq 8th Army AGAM 113, 4 Nov 1948.	I Corps, Chugoku MG Region and BCOF

EXTERNAL RECURRING REPORTS
HQ EIGHTH ARMY

FINANCE SECTION U

TITLE OF REPORT	REPORT CONTROL SYMBOL	FREQUENCY	CL'N	DUE DATE	REQUIRING DIRECTIVE AND/OR REFERENCES	PREPARING AGENCY
DEPARTMENT OF THE ARMY REPORTS						
Report of Actual Cost of Care and Handling Surplus Personal and/or real Property	FIN-1	Monthly	U	12th	Cir 354, WD, 1946; Cirs 195 and 214, WD, 1947; Cir 26, 8th Army, 1947.	All Depots Processing Surplus Property
Monthly Report of Invoices	FIN-12	Monthly	U	End of Month	WD Memo 35-1040-1, 1946 & C1, 1947.	Disbursing Officers
Disbursing Officers' List of Civilians Payroll Certifying Officers by Installations	FIN-19	Annual & closing of Acct	U	15th Jan & date of closing Acct	TB Fin 1, 9 Dec 46 & C1, 8 Apr 47.	Disbursing Officers
Monthly Report of Operations	FIN-20(R2)	Monthly	R	3rd	TM 14-500, July 1947 and C2 and Adm Bulletin 8&9, Fiscal Office, 8th Army, 1948.	Disbursing Officers
Report of Uncollected Inter-Departmental Accounts	FIN-24	Quarterly	U	6 Mos fol the initiation of SF 1080 if Acct has not been settled	TM 14-702, Oct 46 & AR 35-6665, as amended	Fiscal Officer, 8th Army
Report of Foreign Currencies	FIN-27	Monthly	U	10th	Cir 178, DA, 1948.	Disbursing Officers
Special Monthly Report of Disbursements by Overseas Disbursing Officers	FIN-29	Monthly	U	10th	TB Fin 7, 27 Feb 47 & Cir 44, DA, 1948.	Disbursing Officers
Quarterly Report of Cash on Hand	FIN-30	Quarterly	U	30th fol Qtr	TM 14-500, Jul 1947 & C1.	Disbursing Officers
Reconciliation of Expenditures	FIN-32	Quarterly	R	28th of 2d Month fol	TM 14-703, 1945; Cir 135, DA, 48; Cir 138, DA, 1948.	Fiscal Officer, 8th Army
Actual Pay Disbursed to Commissioned Personnel	TREAS-1024	Annually	U	15th Feb ea year	Cir 3, DA, 1947.	Disbursing Officers
Report on Status of Funds-Prior Fiscal Years	CSBUD-2	Monthly	C	14th	TM 14-701, 1 Jul 45 & App XI; Cir 138, DA, 1948.	Fiscal Officer, 8th Army