DECLASSIFIED E.O. 12065 SECTION 3 NND/NARS NO.

HEADQUARTERS
OSAKA MILITARY GOVERNMENT TEAM
APO 25

29 April 1949

MEMORANDUM

NUMBER 1

PRESCRIBED UNIFORM FOR INSPECTIONS

1. The following uniform will be worn for all inspections, unless otherwise directed:

a. Helmet Liner, (Polished)

b. Jacket Wool OD, Shade 33

c. Trousers Wool OD, Shade 33

d. Shirt, Cotton Kahki or Poplin

e. Necktie, Cotton Kahki, Shade 5

f. Combat Boots, Trousers bloused

g. Pistol Belt with:

(1) First Aid Packet

(2) Pistol Magazine and Pouch (Field Grade Officers only)

(3) Carbine Magazine and Pouch (Company Grade Officers and EM)

h. Arms:

(1) Pistol (Field Grade Officers)

(2) Carbine (Company Grade Officers and EM)

2. The prescribed summer uniform for inspections will be published at a latter date.

Frank Kowalski Jr

FRANK KOWALSKI JR
Colonel, Infantry
Commanding

DECLASSIFIED E.O. 12065 SECTION 3 NND/NARS NO.

Civ Education

HEADQUARTERS
OSAKA MILITARY GOVERNMENT TEAM
APO 25

28 April 1949

MEMORANDUM:

SUBJECT: Practice Inspection for General Coulter's Visit

1. References

a. AG 333-BA, Hq I Corps, subject: Inspection of Military Government Teams, dated 18 April 1949, and 1st Indorsement, KMGR, dated 21 April 1949.

b. Office Memorandum, OMG Team, dated 26 April 1949.

2. General

In accordance with verbal instructions, Commanding Officer, Kinki Military Government Region, there will be an inspection of KMGR and Osaka MGT on 4 May 49. The purpose of this inspection is to prepare both Teams for the visit on or about 10 May of Major General J B Coulter, I Corps Commander. In the practice inspection, Colonel O'Mohundro will act as the Corps Commander.

3. Schedule

For detailed schedule of events, hour, place, and personnel to participate, see inclosure 1.

4. Inspection in Ranks

a. Commander of Troops - Colonel Kowalski

b. Commander of Kinki MG Region Troops - Major Moore

c. Commander of OMGT Troops - Lt Colonel Doty

d. Troops - All Officers and EMs

e. Time - (0830 - 0845)

f. Place and Formation - see inclosure 2

g. Uniform - see inclosure 3

h. During the inspection in Ranks, Section Heads of KMGR and OMGT with the exception of officers in rank will assemble in Conference

(11)

DECLASSIFIED E.O. 12065 Section 3 (E), NARS Date

Room, OMGT, in preparation for the conference between the General and the Section Heads at 0845. Those in Ranks will discard their equipment with someone from their section and immediately take their pre-arranged place in the Conference Room.

5. Conference of MG Officers with Corps Commander

a. Order of presentation

KMGR - 30 minutes
OMGT - 60 minutes

b. Lt Wilson will prepare the conference room for the General's Conference and will be responsible for signalling speakers' when their time is up in the presentation.

6. Conference of the Section Chiefs

Immediately after the Corps Commander's Conference with the Section Chiefs (1015 hours) the Corps, Kinki, Osaka Section Chiefs, will proceed to the offices of the respective Osaka MG Team Section for the Section Chief Conferences. Osaka MGT Section Chiefs will arrange for presence in OMGT Offices of such Japanese Officials as may be appropriate for Conferences with MG Officers.

7. Inspection of MG Barracks

a. The Det CO is responsible for conducting the Corps Commander through the barracks.

b. EMs will stand by their bunks (See Section d below)

c. Full field equipment will be displayed on the bunks.

d. Foot and Wall Lockers will be open for inspection.

e. Certain administrative, Mess, Supply, and Motor Pool personnel will be excused from standing by their bunks and will be stationed at their respective posts.

8. Inspection of MG Motor Pool

a. The Det CO is responsible for conducting the Corps Commander through the Motor Pool. KMGR Motor Officer will be present to answer questions.

b. Drivers (EM and Japanese) will stand by their vehicles.

c. Three good interpreters will be available to interpret for the Corps Commander, Corps Staff, and a limited number of Japanese Officials.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

d. Vehicles prepared for inspection with hoods up, brass and shiny surfaces, polished, and all wiring in place.

e. Tools will be uniformly displayed in front of the vehicles.

f. Parts man will be prepared to locate parts in the bin and account for them in the record.

9. Lunch

The COs and Ex Officers and Section Chiefs of KMGR and OMGT will act as hosts at the lunch for the Corps Commander, Corps Staff, and a limited number of Japanese Officials.

10. Ommissions for Practice Inspection

a. For the practice inspection the following events will be ommitted:

(1) Conference with Japanese Officials

(2) Corps Commander's Lunch

Frank Kowalski Jr

FRANK KOWALSKI JR
Colonel, Infantry
Commanding

3 Incls
1-Schedule of Inspec in Ranks
2-Place & Formation
3-Pres Uniform for Inspec

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDS NO. [illegible]

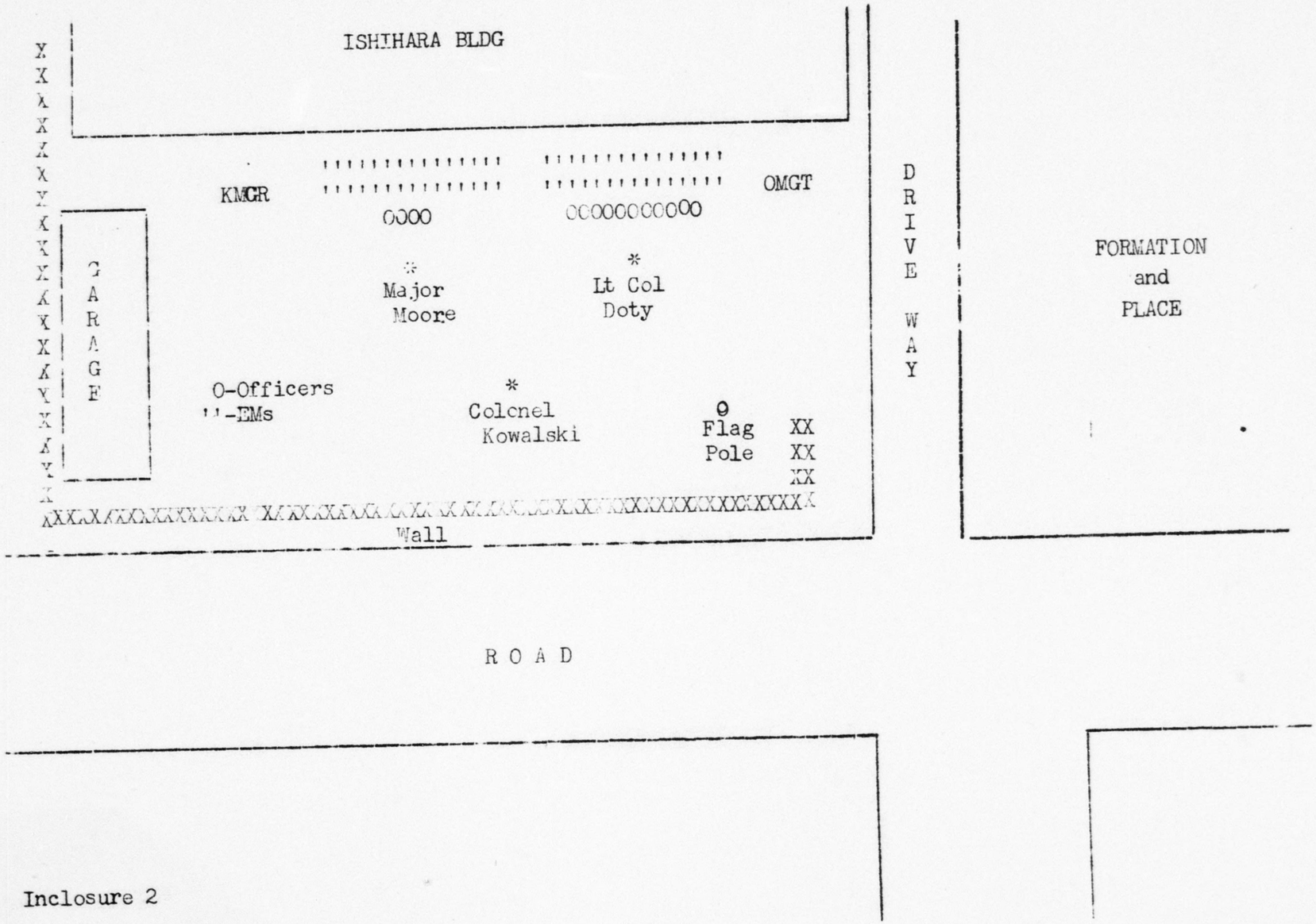
SCHEDULE of INSPECTION

By General Coulter

(Practice - 4 May 1949)

EVENT	TIME	PLACE	PARTICIPANTS
Inspection in Ranks	0330-0845	Front of Ishihara Building	All Off & EMs of Kinki MG Region & Osaka MG Team
Conference with MG Offs	0845-1015	Conference Rm, Osaka MG Team	Section Chiefs - KMGR, OMGT & Corps Party
Conference with Japanese Officials	1015-1045	Office of CO, OMGT	8 Japanese Officials, CO KMGR, & CO OMGT
Inspection, Hq OMGT	1045-1055	Ishihara Building	CO KMGR & CO OMGT
Enroute to MG Barracks	1055-1100	Enroute	CO KMGR
Inspection, MG Barracks	1100-1120	Denki Club	CO KMGR, CO OMGT, Det CO and all EMs
Inspection MG Motor Pool	1120-1140	MG Motor Pool	All EMs and Japanese Drivers; CO KMGR, OMGT & Det CO
Enroute to Hq KMGR	1140-1150	Enroute	CO KMGR
Inspection, Hq KMGR	1150-1200	Hq KMGR	CO KMGR
Enroute to New Osaka Hotel	1200-1210	Enroute	COs, KMGR and OMGT
Lunch	1210 -	New Osaka Hotel	Corps Commander and Corps Staff, 24th Div Offs, COs & Ex Offs and Sec Chiefs of KMGR and OMGT, plus invited Japanese Officials

Inclosure 1



Inclosure 2

DECLASSIFIED E.O. 12065 SECTION 3 402/NNDS NO.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDS NO. _____

E C. Education

File

HEADQUARTERS
KINKI MIL GOVT REGION
APO 25 (Osaka, Honshu)

312.3

31 March 1949

SUBJECT: Military Correspondence

TO : All Team Commanders

1. The apparent lack of application of the basic principles of military correspondence by all Teams within this Region is becoming a matter of concern to this headquarters.

2. Some of the more common offenses that have been noted over the past two (2) months are listed below:

a. Failure to make use of the proper file numbers, or using no file number at all.

b. Failure to mark inclosures lightly in pencil in the bottom left hand corner of the page.

c. Failure to indicate inclosures on the left side of the page, directly across from, and on the same line as the typed name in the signature.

d. Failure to number pages subsequent to the first page.

e. Improper paragraphing.

f. Failure to assemble correspondence in the manner prescribed by TM 12-253. (This is particularly true when several indorsements are involved)

3. In addition to the above it is desired that greater discretion be exercised in determining the number of copies in which correspondence is forwarded this headquarters. When the subject matter requires forwarding thru channels to one of the headquarters listed below for final action, it is desired that the letter arrive this headquarters in the number of copies indicated:

Commanding General, I Corps --- three (3) copies

Commanding General, Eighth Army --- four (4) copies

20

DECLASSIFIED E.O. 12065 SECTION 3-402/NNBS NO. [illegible]

Commander-in-Chief, Far East --- five (5) copies

The Adjutant General, Dept. of the Army --- six (6) copies

4. It is incumbent upon adjutants, chief clerks, and other administrative personnel to check to insure the correctness of all correspondence prior to forwarding. The responsibility for correctness rest with the person signing.

5. It is desired that Team Commanders give this matter their personal attention and that corrective measures be taken.

BY ORDER OF COLONEL O'MOHUNDRO:

GEORGE MINARIK
Captain CE
Adjutant

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDS NO. [illegible]

HEADQUARTERS
KINKI MIL GOVT REGION
APO 25 (Osaka, Honshu)

30 March 1949

SUBJECT: News Releases

TO : All Team Commanders

References:

a. Letter Hq. I Corps 10 August 1948, subject as above.

b. Section II (Press relationship) letter MG Sec Hq. I Corps 2 Sept 1948, subject: "Instruction for Military Government Units."

1. It is desired that contents of cited references be brought to the attention of all personnel now with your ~~team~~ and to newly assigned personnel upon arrival hereafter.

2. Attention is especially invited to paragraph 3e of reference a. Interviews should be reduced to writing and approved by the team commander before being released.

BY ORDER OF COLONEL O'MOHUNDRO:

GEORGE MINARIK
Captain CE
Adjutant

DISTRIBUTION:
2 - Ea Team
2 - Ea Section this Hq
1 - File

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

HEADQUARTERS
KINKI MIL GOVT REGION
APO 25 (Osaka, Honshu)

16 March 1949

SUBJECT: Report of Absences

TO : All Section Chiefs, this Headquarters

1. Any section chief who is forced to be absent from his office due to illness or other unforseen circumstances will promptly notify the regional commander, executive officer, or adjutant by telephone, of his absence.

2. Any member of a section other than the section chief who is forced to be absent due to unforseen circumstances will promptly notify his section chief, who in turn will notify the regional commander, executive officer, or adjutant, of his absence.

3. Prolonged absence due to illness must be authorized by proper medical authority.

BY ORDER TO COLONEL O'MOHUNDRO:

GEORGE MINARIK
Captain CE
Adjutant

C-O-P-Y

10

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDS NO. [illegible]

Regional Civil Affairs Team

Administrative Region, Japan

Position (L) on attached chart

Grade
CAF-12
8 MG 36-43

Seven

REGIONAL CIVIL INFORMATION AND EDUCATION OFFICER

a. The Regional Civil Affairs Officer directly supervises the work of this officer. Supervision is specific on policies and procedures, general on technical and administrative matters.

b. Direct supervision of the work of one officer, two clerk-typists, and two translator-interpreters. Exercise staff supervision over approximately five prefectural Information and Education officers, on both administrative and technical matters. 30%

c. Plan, organize and administer operations of the Information and Education Section of the Regional Civil Affairs Team; inspect and coordinate work in the field; direct preparation of reports of activities and inspections; make pertinent recommendations on policies and procedures; maintain liaison with proper civilian agencies and with the information and education branch of the next higher echelon; keep his superior informed concerning plans, policies and operations, and acts as advisor to him on all matters concerning education and public information. 70%

d. Familiarity with army organization and administrative procedures is desirable; knowledge of the Japanese language is desirable; acquaintance with the history and cultural background of the Japanese is desirable; a college degree in education or journalism is essential; four years' experience in teaching or educational administration is essential.

e. The position to be occupied is that of Regional Information and Education officer on the staff of the Regional Civil Affairs Officer of one of the eight administrative regions into which Japan is divided.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDS NO. _____

HEADQUARTERS
KINKI MIL GOVT REGION
APO 25 (Osaka, Honshu)

11 March 1949

230

SUBJECT: Future Reduction in Personnel of Japanese Governmental Agencies

TO : All Team Commanders

1. It is the policy of the Japanese Government to reduce the number of personnel of all sections of its executive branch by as much thirty percent.

2. There are indications that in executing this policy in the near future it may be governed by personal relationship between Japanese officials at different levels rather than by objective judgment as to the proficiency of the government employees, especially in the lower echàlons.

3. The Team Commanders are directed to give their attention to this matter, and having their Sedtion Chiefs impress upon Japanese Officials of corresponding sections the necessity of retaining officials who have proven their proficiency by successful conduct of their duties, within the limitation of the remaining seventy percent of staff personnel.

4. Provisions of Paragraph 3 of this letter apply with particular urgency to the Public Health Section, in view of imminent return of the Chiefs of the Public Health Sections of the Teams to the United States.

BY ORDER OF COLONWL O'MOHUNDRO:

GEORGE MINARIK
Capt CE
Adjutant

DECLASSIFIED E.O. 12065 SECTION 3 402/NNDS No.

HEADQUARTERS
KINKI MIL GOVT REGION
APO 25 (Osaka, Honshu)

312.2

11 March 1949

SUBJECT: Standardization of Studies of Military Government Programs

TO : See Distribution

1. Transmitted herewith as Inclosure #1 is a model of the form that will be used in forwarding Studies of Military Government Programs to this headquarters.

2. Studies will be prepared as prescribed and forwarded by letter of transmittal.

BY ORDER OF COLONEL O'MOHUNDRO:

GEORGE MINARIK
Captain CE
Adjutant

1 Incl
a/s

DISTRIBUTION:
10 - ea Team
1 - ea Section of this Hq
1 - File

21

DECLASSIFIED E.O. 12333 SECTION 3.3(b)(1)/NNSA NSC

(Team Heading)

APO

File No.

(date)

SUBJECT: Study of (Study Title) Program

TO : Commanding General
I Corps
APO 301 (Or to this headquarters in the case of Teams)

Study of (Study Title)

Conducted by (Mil Govt Personnel who wrote study)

1. References : (Pertinent OD's, etc.)

2. Purpose : (A brief statement to orient the reader on the topic under discussion)

3. Discussion ; (Under this heading will come pertinent data and statistics plus discussion of the study based in I Corps MG outline)

4. Conclusion : (To be drawn from discussion)

5. Recommendations : (To aid in better evaluating and increasing the effectiveness of the program)

DECLASSIFIED E.O. 12065 SECTION 3 NND/NNS NO. [illegible]

E

HEADQUARTERS
KINKI CIVIL AFFAIRS REGION
APO 25 (Osaka, Honshu)

COMPLETED STAFF WORK

1. Completed Staff Work is the study of a problem, and presentation of a solution, by a staff officer, in such form that all that remains to be done on the part of the head of the staff division, or the Chief, is to indicate his approval or disapproval of the completed action.

   The words "Completed Action" are emphasized because the more difficult the problem is, the more the tendency is to present the problem to the Chief or his Executive in piece-meal fashion. It is your duty as a staff officer to work out the details. You would not consult your Chief in the determination of those details, no matter how perplexing they may be. You may and should consult other staff officers. The product, whether it involves the pronouncement of a new policy or affects an established one, should, when presented to the Chief for approval or disapproval, be worked out in finished form.

2. The impulse which often comes to the inexperienced staff officer to ask the Chief what to do, recurs more often when the problem is difficult. It is accompanied by a feeling of mental frustration. It is so easy to ask the Chief what to do, and it appears so easy for him to answer. Resist that impulse! You will succumb to it only if you do not know your job. It is your job to advise your Chief what he ought to do, not to ask him what you ought to do. He needs answers, not questions. Your job is to study, write, restudy and rewrite until you have evolved a single proposed action -- the best one of all you have considered. Your Chief merely approves or disapproves.

3. Do not worry your Chief with long explanations and memoranda. Writing a memorandum to your Chief does not constitute completed staff work, but writing a memorandum for your Chief to send to someone else does. Your views should be placed before him in finished form so that he can make them his views simply by signing his name. In most instances, completed staff work results in a single document prepared for the signature of the Chief without accompanying comment. If the proper result is reached, the Chief will usually recognize it at once. If he wants comment or explanation, he will ask for it.

4. The theory of completed staff work does not preclude a "rough draft" but the rough draft must not be a halfbaked idea. It must be complete in every respect except that it lacks the requisite number of copies, is double spaced, and need not be neat. But a rough draft must not be used as an excuse for shifting to the chief the burden

DECLASSIFIED E.O. 12065 SECTION 3 (E), NARS DATE

of formulating the action. The word "DRAFT" should be clearly indicated on the correspondence. A recommended way is:

D R A F T

ay
13 Jul 49

placed in the upper right hand corner of the page.

5. The completed staff work theory may result in more work for the staff officer, but it results in more freedom for the Chief. This is as it should be. Further, it accomplishes two things:

(a) The Chief is protected from half-baked ideas, voluminous memoranda, and immature oral presentations.

(b) The staff officer who has a real idea to sell is enabled more readily to find a market.

6. When you have finished your "completed staff work", the final test is this:

(a) If you were the Chief, would you be willing to sign the paper you have prepared, and stake your professional reputation on its being right?

(b) If the answer is in the negative, take it back and work it over, because it is not yet "completed staff work."

a. (1) Staff memoranda on any subject contain the following parts:

(a) Statement of the problem.

(b) Facts bearing on the problem (include disadvantages as well as advantages, so that the Chief can judge the consequences of his decision).

(c) Conclusions.

(d) Recommendations.

(2) The above parts must be present, no matter how condensed. This does not mean a long memorandum. Note that the Joint Chiefs of Staff required all staff memoranda, including those on the North African and Normandy invasions, to be no more than two typewritten pages in length. Detailed data and statistics have no place in a memorandum. They will be attached as appendixes, and reference made to them ih the memorandum.

DECLASSIFIED E.O. 12333 SECTION 3.3(b)(1), WAIVER [illegible]

b. (1) It is apparent that the effective staff officer may be virtually anonymous insofar as his superiors are concerned. He is, nevertheless, resourceful, imaginative, forceful, and mindful of the policies and preferences of those superiors. He fulfills his obligations on time and if advisable furnishes interim progress reports. He undertakes necessary work before he need be instructed to undertake it. He obtains concurrences of other staff officers concerned without fail. He anticipates his next move, his next job. He is a person with whom others like to do business. Positive approach; examine all sides of a problem; don't start out with a negative attitude. Keep on schedule; be on time for appointments. "Do it now".

(2) The necessity for simplification as well as completion of staff actions is manifest. Every effort should be exerted to accomplish each action with the simplest means available and appropriate. Informal personal or telephone contacts should be used to the maximum extent. No action should be handled by letter which could be handled by routing slip. Whatever the task: Organize...Deputize...Supervise. Keep a notebook. Report completed actions.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

E File

HEADQUARTERS
KINKI MIL GOVT REGION
APO 25 (Osaka, Honshu)

2 March 1949

300.4

SUBJECT: Orders of Visiting Staff Members.

TO : All Team Commanders

1. Instances continue to come to the attention of this office wherein Team Commanders have taken action involving Japanese personnel based upon orders issued directly to them by visitors from the staff of higher headquarters

2. Hereafter, except in emergencies where lives would be endangered or serious damage to property result in failure to comply with such orders, the person issuing them will be informed that no action can be taken until orders are received through normal channels.

3. This does not prevent Team Commanders accepting interpretations of existing directives, or suggestions for improving procedures within their teams, provided this does not require new or changed instructions to Japanese Officials. In such instances action taken will be reported to this office.

BY ORDER OF COLONEL O'MOHUNDRO:

Harry H Jackson

HARRY H. JACKSON
1st Lt Inf
Asst Adjutant

9

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NS: [illegible]

HEADQUARTERS
KINKI MIL GOVT REGION
APO 25 (Osaka, Honshu)

MEMO: To all Section Chiefs

SUBJECT: Correspondence on Japanese Government Administration

All correspondence originating in this headquarters that bears directly on Japanese Government Administration will include a copy for the Kinki Liaison and Coordination Office (KLCO) and will be handled through normal distribution.

Discretion will be used to insure that purely Military Government Policy, and matters of U.S. Occupation interest solely, do not become involved in this distribution.

C O P Y

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDS No. [illegible]

HEADQUARTERS
OSAKA MILITARY GOVERNMENT TEAM
APO 25

15 February 1949

MEMORANDUM

TO: See Distribution

MOTOR POOL PROCEDURES

SECTION I - Motor Pool Responsibility

1. The Osaka Military Government Motor Pool will provide storage and maintenance for vehicles assigned to and for the use of:

Kinki Military Government Region
Osaka Military Government Team
JV Procurement District, Eighth Army
Osaka Mint, and
Such other vehicles as may be authorized specifically by this headquarters.

2. All vehicles will be maintained and serviced so as to conform to requirement of 1st echelon maintenance.

3. Japanese drivers, mechanics, dispatchers and clerical personnel will be used in all cases, where possible, for motor pool operation.

4. Driver personnel will be required to undergo prescribed tests to determine aptitude for driving prior to employment.

5. Japanese and non-military personnel employed in motor pool will be required to perform a minimum of six days work of eight (8) hours each day, or 48 hours per week. They may be worked a maximum of 48 hours plus 13 hours overtime, a total of 61 hours, which is the absolute maximum which any one employee may work. Any time beyond that maximum is unauthorized and will not be exceeded.

6. Driver, mechanic and dispatcher personnel will be required to report to motor pool sufficiently in advance of duty hours to insure that vehicles are promptly dispatched for operational duties.

7. A dispatcher service will be set up and maintained in the motor pool on a twenty-four hour basis. Three Japanese dispatchers will be assigned to this duty.

8. A roster of vehicles will be prepared and published on the first of each month showing vehicles, together with appropriate dates, on which they will be detained at motor pool during ensuing month for weekly, monthly, and semi-annual inspections. Copies thereof will be furnished each organization for which vehicles are maintained.

(8)

DECLASSIFIED E.O. 12065 SECTION 3 402/NNBS NO:

SECTION II - Dispatch of Vehicles on Official Business

1. In order to obtain maximum use of organic transportation and to insure proper protection and care of vehicles, close surveillance over drivers and the use of vehicles will be maintained by detachment commander and motor sergeant.

2. Vehicles will be dispatched on official business at the hour prescribed by each of the organizations mentioned in paragraph 1 of Section I, above.

3. Dispatcher will enter on Trip Ticket hour and mileage on departure or return of vehicle to motor pool, and will collect trip tickets on return of vehicle to motor pool.

4. All vehicles dispatched for official use will be returned to motor pool prior to 1730 hours on full work days and prior to 1300 hours on half-days.

5. Should any vehicle be required for official use beyond the hours mentioned in paragraph 4, preceding, it will be the responsibility of the section head (and/or individual to whom dispatched) to notify, in advance, either the motor sergeant or detachment commander.

6. Drivers' Trip Ticket will be so maintained as to show itinerary of all trips made.

SECTION III - Dispatch of Vehicles on Recreation

1. The use of vehicles for recreation during off-duty hours is authorized, as indicated below, but will be so regulated as to (1) insure maximum use of vehicles during operational hours and (2) prevent abuse of the privilege:

a. To personnel of Kinki Military Government Region:

(1) Four vehicles to officer and DA civilian personnel each day. Japanese drivers will be furnished by motor pool.

(2) Four vehicles to enlisted personnel each day. A minimum of two men is required for each vehicle. Enlisted men will act as own drivers, and must possess Operator's Permit and be qualified drivers.

b. To personnel of Osaka Military Government Team (including attached personnel):

(1) Five vehicles to officer and DA civilian personnel each day. Japanese drivers will be furnished by motor pool.

DECLASSIFIED E.O. 12065 SECTION 3 402/NNSS NO. _____

(2) Five vehicles to enlisted personnel each day. A minimum of two men is required for each vehicle. Enlisted men will act as own drivers, and must possess Operator's Permit and be qualified drivers.

c. All authorizations for use of recreational vehicles will be communicated to Detachment Commander. The following personnel, only, are empowered to authorize use of vehicles for recreational purposes:

(1) Kinki Military Government Region:
Adjutant (Capt Minarik) - Officers and DACs
Motor Off (Lt Fowler) - Officers and DACs
Supply Sgt (Sgt Neal) - Enlisted Men.

(2) Osaka Military Government Team:
Adjutant (for Officers and DACs)
Detachment Commander (for enlisted men assigned and attached, less KMGR personnel).

d. Requests for recreational vehicles will be submitted to detachment commander prior to -
1000 hours on Wednesday and Saturday for vehicles to be used on those days.
1000 hours on Saturday for vehicles to be used on Sunday or holiday following Sunday.
1500 hours on Monday, Tuesday, Thursday and Friday for vehicles to be used on those days or on a holiday following.

The Detachment Commander will submit written notification thereof to Dispatcher who will dispatch vehicles accordingly.

e. Vehicles for recreational purposes will be dispatched on an equitable basis in order that all personnel may avail themselves of the privilege.

f. Trip tickets will be stamped "RECREATION". Japanese drivers will not be authorized for vehicles dispatched to enlisted personnel.

g. Motor vehicles will not be requested for recreational purposes to points normally served by or within convenient reach of bus service operated by Camp Osaka.

h. Prior to dispatch of vehicles on recreation to enlisted men, the person to whom dispatched will be required to signify in writing (see form attached) that he has read and understands Traffic and Vehicle Regulations, as contained in Circular 57, Headquarters Eighth Army, 18 August 1948, as amended, and Memorandum No. 16, Headquarters I Corps, 26 July 1948.

DECLASSIFIED E.O. 12065 SECTION 3 102, NNSS 87

i. All vehicles dispatched on recreation will be returned to motor pool on or before 2245 hours on date of dispatch, except in the case of personnel holding authorized Curfew Passes. Unusual cases, such as week-end hunting or fishing trips will be given special consideration by the adjutant.

j. The government will be reimbursed for gasoline consumed for recreation purposes. The motor sergeant will keep an accurate record of gasoline consumed by individuals and will collect once a month from the consumers.

SECTION IV - Privately Owned Vehicles

1. Privately owned vehicles will use "Private Car Park" and will be permitted to enter motor pool only for purpose of using wash rack when that facility is unoccupied.

2. Gasoline, oil or other supplies will not be dispensed to privately owned vehicles.

3. No mechanical or other service of the motor pool will be extended to owners of privately owned vehicles except in emergency.

BY ORDER OF COLONEL KOVALSKI:

Harold G. Doty

HAROLD G. DOTY
Lt. Col, Infantry
Adjutant

DISTRIBUTION:
20 - Kinki MGR
20 - Osaka MGT
2 - Mtr Pool
2 - Det CO
1 - file

DECLASSIFIED E.O. 12033 SECTION 3 402/NNSS NO. _____

HEADQUARTERS
OSAKA MILITARY GOVERNMENT TEAM
APO 25

_____
(Hour) (Date)

I hereby affirm that I have read and understand the contents of Circular 57, Headquarters Eighth Army, 18 August 1948, as amended, and Memorandum No. 16, Headquarters I Corps, 26 July 1948, pertaining to Traffic and Vehicle Regulations, and that I will abide thereby while using government vehicle for recreational purposes.

_____
(First Name) (Middle Initial) (Last name)

_____
(Grade) (ASN)

_____
(Organization)

HEADQUARTERS
OSAKA MILITARY GOVERNMENT TEAM
APO 25

_____
(Hour) (Date)

I hereby affirm that I have read and understand the contents of Circular 57, Headquarters Eighth Army, 18 August 1948, as amended, and Memorandum No. 16, Headquarters I Corps, 26 July 1948, pertaining to Traffic and Vehicle Regulations, and that I will abide thereby while using government vehicle for recreational purposes.

_____
(First Name) (Middle Initial) (Last name)

_____
(Grade) (ASN)

_____
(Organization)

DECLASSIFIED E.O. 12065 SECTION 3 402/NNDS NO. [illegible]

Restricted

CE a1

HEADQUARTERS
KINKI MIL GOVT REGION
APO 25 (Osaka, Honshu)

11 February 1949

MEMORANDUM:

TO : See Distribution

Standard Operating Procedure for Disaster Involving this Headquarter.

1. Purpose - This plan is a guide for operation of this headquarters in the event of disaster and will be used in conjunction with directives from higher headquarters.

2. When Effective -

a. When ordered by the Commanding Officer of Kinki M.G. Region.

b. In the event of a major disaster within Kinki M.G. Region.

3. References -

a. Operations Directive 61, Hqs Eighth Army, dated 19 Nov 1948.

b. Operation Memorandum 13, Hqs I Corps, dated 17 Dec 48 & 13/1 4 Feb 49.

c. Memorandum, Hqs I Corps Military Government Section, dated 24 Sept 1948.

d. Operations Memorandum 1, 25th Infantry Division, dated 26 Jan 1949.

4. Initial Report of Disaster -

Upon receipt of knowledge of impending or actual disaster by any person assigned to this headquarters, he shall report such disaster as follows:

a. During duty hours:

To the Executive Officer or in his absence the Adjutant.

b. After duty hours:

To the Duty Officer this headquarters.

5. Subsequent Report -

a. The Commanding Officer shall be notified immediately.

Restricted (b)

DECLASSIFIED E.O. 12065 SECTION 3 402/NNBS NO: [illegible]

Redacted

b. If the disaster is reported through M.G. channels, the Commanding Officer or in his absence the Executive Officer or duty officer will report the disaster to Hqs I Corps, Military Government Section and Hqs 25th Infantry Division.

c. If the disaster is reported from a higher headquarters the Executive Officer shall notify the Military Government Teams involved who will be alerted and shall if necessary execute team Disaster Plans.

d. The Executive Officer will notify the following in order:

(1) Chief of Public Welfare Section.
(2) Chief of Public Health Section.
(3) Chief of Legal and Government Section.

e. The Adjutant will notify the following in order:

(1) Supply Officer
(2) Chief Clerk

6. Operation of Headquarters

Officers will take the following action upon arrival at Headquarters.

a. Adjutant:

(1) Alert and assemble enlisted personnel, stenographers and interpreters.
(2) Check communications with I Corps M.G., 25th Inf. Div. and all M.G. Teams.
(3) Prepare duty roster for 24 hour operation of headquarters.
(4) Institute a 24 hour journal.
(5) Notify Chiefs of Economics, Finance and Civil Property, Civil Information and Education Sections to stand by for action if needed.
(6) Receive and coordinate information with higher headquarters.
(7) Supervise preparation of telephone abstracts and their circulation to higher headquarters and interested sections.

b. Supply Officer:

(1) Coordinate with Osaka Team and 25th Division Supply Sections on transportation for sending personnel to disaster area.
(2) Prepare to assist teams through supply channels.

c. All sections will assemble and stand by to operate on a 24 hour basis.

Redacted

DECLASSIFIED E.O. 12065 SECTION 3 402/NNBS NO: [illegible]

Redacted

7. Pertinent Records to be Maintained

a. Each section shall maintain and have immediately available a current file of assigned personnel showing location of quarters and telephone numbers. ✓

b. Each section shall maintain a duplicate file of all pertinent references and documents for immediate shipment to teams in stricken areas where files have been destroyed. ✓

BY ORDER OF COLONEL O'MOHUNDRO:

GEORGE MINARIK
Captain CE
Adjutant

DISTRIBUTION:
1 - I Corps, M.G. Sec.
1 - I Corps, G-3 Sec.
1 - 25th Div, G-3 Sec.
2 - Ea Team
1 - Ea Sec.

Redacted

DECLASSIFIED E.O. 12065 SECTION 3 402/NNSS No.

d.a.

CE

HEADQUARTERS
KINKI MIL GOVT REGION
APO 25 (Osaka, Honshu)

February 9 - 1949

FIRE PLAN FOR HQ KINKI M.G. REGION (YASUDA BLDG.)

1. Reference:

Fire Plan for Headquarters Camp Osaka (Yasuda Bldg), dated 7 Feb 1949, (attached hereto as inclosure I)

2. General:

a. Fire plan will be used in conjunction with Yasuda Bldg Fire Plan.

b. All files will be plainly marked as to their priority in evacuation.

3. Alert:

a. During duty hours, after the alarm has been given, the Commanding officer will be notified immediately of fire.

b. After duty hours, the duty officer will be notified of a fire by the charge of quarters.

4. Priority of Evacuation:

a. Non-essential personnel will be evacuated first.

b. Essential documents and important records, which will be indentified to indicate their priority.

c. Typewriters.

BY ORDER OF COLONEL O'MOHUNDRO:

George Minarik

GEORGE MINARIK
Captain CE
Adjutant

1 Incl:
Fire plan.

DECLASSIFIED E.O. 12065 SECTION 3 402/NNSS NO. [illegible]

HEADQUARTERS CAMP OSAKA
APO 25 (Osaka, Honshu)

7 February 1949

FIRE PLAN FOR HEADQUARTERS CAMP OSAKA (YASUDA BLDG)

1. General - This plan is based on following special conditions:

A. The building is classed as generally fireproof. It has walls, floors ceilings and permanent partitions of reinforced concrete. Elevators and concrete stairs are at each end and an outside fire escape is on the rear.

B. Each floor of the Yasuda Building has a conspicuous red colored glass enclosed push button type fire alarm. To operate, break glass, push button and alarms on all floors are set off.

C. Each floor has fire hydrants with nozzle and hose in cabinets. All parts of the building can be reached by at least one hose. In addition, fire barrels with buckets are on each floor and CO^2 fire extinguishers are located near records and other papers of high value.

D. There are two 24 hour duty Charge of Quarters in the building, the Camp Osaka Sergeant Major's Office on the fifth floor and the Kinki Military Government Team on the 3rd floor.

E. The office of the Post Fire Marshal and Post Engineer is on the sixth floor.

2. Alarms - Any person discovering a fire within the building which cannot immediately be controlled will sound the alarm in the following manner:

A. Start the building fire alarm by breaking the glass and pushing the button of the nearest special signal.

B. During normal office hours, inform Fire Marshal or his assistants by phone at Lightning Dial 314, 325 or 326 or by going to office on the sixth floor if quicker.

C. Outside normal hours, inform Charge of Quarters in Adjutant's Office by phoning Lightning Dial 550 or 470, or by going to the office if quicker.

D. Summon Japanese Fire Department by telephoning Lightning 350 and giving location as _____ floor, Yasuda Building, Kitahama, Higashi-ku. In case of very minor fires, summoning of the Japanese Fire Department may be omitted at the specific instruction of the Fire Marshal or Duty Officer.

E. Duty Officer or assistant will locate and notify the Post Fire Marshal or assistant who is on duty call for that day.

3. Evacuation - Because of the construction of the building, complete evacuation of the building will seldom be necessary and will be done only upon order of the Post Fire Marshal, his key assistants or the Charge of quarters. During normal working hours, section chiefs will be responsible for evacuation of their portions of the building. During off duty periods, the Charge of Quarters will take direct charge of any area unattended. Non-essential persons in the fire area will be evacuated first, followed immediately by important records. These records are tagged to indicate their high priority.

4. Fire Fighting - Fire fighting will be directed by the Post Fire Marshal or senior assistant at the scene. If no Fire Marshal Personnel are present, the Charge of Quarters or his senior assistant will take charge.

DECLASSIFIED E.O. 12065 SECTION 3 402/NNDS No.

General rules are as follows:

A. Use available fire fighting equipment immediately. Speed is the essence of all fire fighting methods.

B. Form a fire fighting squad from such personnel as are available at or near the fire. Post Headquarters personnel have so many duties away from the building that no certain ones can be expected to be on hand when the fire starts.

C. The first available man should bring the fire hose which is stored in a cabinet with the hydrant at the south end of the building on each floor near the elevator shafts. Check for proper coupling of hydrant and nozzle to hose before removing hose. The couplings are spring type and lock automatically when slipped into proper position. Remove hose from cabinet and extend towards fire before opening water valve. If fire is near south end of building, hoses from adjacent floors will reach and should be brought to fire. If fire is at north end of building, send first available personnel to bring hose from distant floors to extend the hoses on the adjacent floors.

D. CO^2 extinguishers are located near valuable records. If the blaze is small or the record containers are away from center of blaze, use the CO^2 extinguisher to put out the fire in the records. Then remove the container from the area at once to reduce water damage in subsequent fire fighting.

E. For electrical fires or fires which are about to reach electric wiring, open the local switches at once. These are in panels at each end of each hall. Building maintenance personnel have keys to these panels. If the local switches cannot be reached, open the main switch in the transformer room at the south end of the floor. Do not use water on fires caused by electric wiring. Use a CO^2 extinguisher until the circuit (switch) can be opened.

F. Water barrels with buckets are located in the main hallways. Use these in case of water failure or delay in bringing hose to scene. The hose can furnish much more water and faster than the barrel and bucket. If personnel is ample to man both hoses and buckets, then, use both. Put water on the fire as fast as possible and by all means available.

G. As rapidly as personnel becomes available, post guards around fire area and at building entrances to prevent theft and confusion.

Fire Marshal and assistants may be located as indicated below:

FIRE MARSHALL	Office Telephone	Quarters Telephone
Major Leroy F. Carney	Lightning Dial 314	New Osaka Hotel Room 401
ASSISTANTS		
Capt Frederick F. Claflin	Lightning Dial 325	New Osaka Hotel Room 645
Capt David M. Cleary	Lightning Dial 326	Lightning Dial 88-8043
CWO Hiram W. Williams	Lightning Dial 517	Ikeda 2038
Mr. Rountree.	Lightning Dial 325	New Osaka Hotel Room 853

BY ORDER OF THE DEPUTY POST COMMANDER:

Robert W. Ward

ROBERT W. WARD
Major, FA.
Adjutant

DECLASSIFIED E.O. 12065 SECTION 3 402/NNBS NO: [illegible]

CORRECTED COPY

HEADQUARTERS
KINKI MIL GOVT REGION
APO 25 (Osaka, Honshu)

MEMORANDUM

8 February 1949

TO: Team Commanders

1. The Region Commander will inspect teams on the following days:

Nara	8 February
Shiga	11 February
Hyogo	25 February
Kyoto	18 February
Wakayama	15 February
Osaka	Date will be arranged later.

2. He will arrive at each team headquarters between 0900 and 1000 with a view to conferences with team commanders before 1000. Beginning at 1000 he would like to inspect enlisted personnel in ranks, and to meet and talk with section chiefs in a group and later, individually in their offices. The entire inspection should be planned to end by 1200, after which, observations made will be discussed with team commanders.

BY ORDER OF COLONEL O'MOHUNDRO:

GEORGE MINARIK
Capt. CE
Adjutant

Information copy:
MG Sec, I Corps

CORRECTED COPY

DECLASSIFIED E.O. 12065 SECTION 3 402/NNBS NO: [illegible]

HEADQUARTERS
KINKI MIL GOVT REGION
APO 25 (Osaka, Honshu)

312.3 1 February 1949

SUBJECT: Duty Officer Instructions

TO : Personnel Concerned

1. Office duty hours in this headquarters will be as follows:

a. Monday, Tuesday, Thursday and Friday: 0800-1200 and 1230-1630

b. Wednesday and Saturday: 0800 - 1200

2. There will be a Duty Officer and enlisted Charge of Quarters detailed in accordance with AR 345-25, and the following schedule and instructions will be strictly adhered to:

a. Duty Officer:

(1) There will be a Duty Officer detailed daily for the period 1200-1300 hours and from 1630 until 0800 the following day.

(2) The Duty Officer will not be required to remain in the Adjutant's Office during the above hours, but will keep the Charge of Quarters informed as to where he will be, and the telephone number(s) at which he can be reached at all times.

(3) There will be a separate roster maintained for duty on Wednesday and Saturday afternoons, and for Sundays and legal holidays. Instructions contained in subparagraph (2) above will apply.

b. Charge of Quarters:

(1) Will remain on duty in the Adjutant's office during noon meal periods and from 1630 daily until 0800 the following day (There will be separate rosters maintained for Wednesday and Saturday afternoons and for Sundays from 0800-1630).

(2) Will receive and log all incoming calls, and when justified will have person calling contact Duty Officer direct. In all other cases, he will take name, rank and organization of the caller.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDS NO. _____

(3) Until 2300, will make a periodic check of all military government offices as a precaution against fire or theft.

(4) Will thoroughly familiarize himself with the local procedure in event of fire, and after calling the Fire Department and Provost Marshal, will notify the SMGO, Executive Officer and Adjutant in that order, as soon as he determines that his presence is not actually required in helping to fight the fire.

(5) Will sleep in the Adjutant's Office on a cot and bedding that will be procured from the Chief Clerk prior to 1630 on the day of duty.

(6) Will report to the Adjutant for special instructions prior to 1630 hours on day of duty, and will again report to Adjutant upon completion of tour.

(7) CQ will be relieved for meals when necessary by the enlisted man who is detailed for duty on the following day.

(8) In case of doubt as to action required at any time the Charge of Quarters will not hesitate to call the Duty Officer for instructions.

BY ORDER OF COLONEL O'MOHUNDRO:

GEORGE MINARIK
Captain, CE
Adjutant

DISTRIBUTION:
1 ea team, Kinki Region
2 - Mil Govt Sec, I Corps
15 - Chief Clerk

DECLASSIFIED E.O. 11652 SECTION 3 (E), NARS Date

C O R R E C T E D C O P Y

HEADQUARTERS
KINKI MIL GOVT REGION
APO 25 (Osaka, Honshu)

1 February 1949

MEMORANDUM :

TO : See Distribution

ESTABLISHMENT OF KINKI MG REGION IN OSAKA

1. Effective 1 February 1949, Headquarters Kinki Military Government Region will be located in the Yasuda (Post 5, Camp Osaka) Building, adjacent to Headquarters 25th Infantry Division on Lightning Boulevard in Osaka.

2. The Headquarters Staff will be comprised of the following named officers and Department of the Army Civilians:

ACTIVITY	NAME	TELEPHONE
Commanding Officer	Col Wiley H. O'Mohundro	LD 701
Executive	Maj Sterlin C. Moore	" 245
Adjutant	Capt George Minarik	" 345
Chief, Economics Section	Mr. Joe C. Goldsby	" 486
Labor Officer	Maj John J. O'Buckley	" 421
Natural Resources		" 454
Chief, Civil Information Sec	Mr Walter Thoresen	" 376
Chief, Civil Education Sec	Mr. R.S. Anderson	" 728
Chief, Legal & Govt Sec	Mr. Foster Scott	" 532
Chief, Public Health Sec	Dr. Henry C. Finch	" 526
Chief, Public Welfare Sec	Mr. R.J. Artiques	" 722
Chief, Fin and Civ Prop Sec	Mr. H.L. Mangerich	" 322
Supply Officer	2nd Lt F.A. Fowler	" 291

3. Other pertinent information :

a. The APO number for all personal and official mail will be APO 25.

b. The Chief Clerk and Message Center will be on the third floor of the headquarters. Telephone 539

c. After normal duty hours the Duty Officer may be contacted by calling the CQ; Lightning 345.

d. Office hours will be as follows:

(1) Mon., Tues., Thurs., Fri.; 0800-1200 and 1230-1630.

(2) Wednesday and Saturday : 0800-1200

BY ORDER OF COLONEL O'MOHUNDRO:

GEORGE MINARIK
Captain CE
Adjutant

DISTRIBUTION:
2- Ea team, Kinki Region
10- MG Sec I Corps
10- CG, 25th Inf Div

(1)

C O R R E C T E D C O P Y

DECLASSIFIED E.O. 12065 SECTION 3 402/NNSS/NS

HEADQUARTERS
KINKI MIL GOVT REGION
APO 301 (Kyoto, Honshu)

200

28 January 1949

SUBJECT: Movement of Personnel

TO : See Distribution

1. The following is a roster of all personnel this headquarters who will move from APO 301 to APO 25, per authority contained in General Order #3 Headquarters I Corps, as:

a. Military Personnel:

MAJ STERLIN C. MOORE, 0453557, INF
CAPT GEORGE MINARIK, 0305177, CE
1ST LT HARRY H. JACKSON, 055516, INF
M/Sgt Gabriel P. Callahan, RA33341705
Sgt 1/c Micheel J. Bagdonas, RA42211804
Sgt 1/c Luther L. Fletcher, RA62744463
Sgt David L. Neal, RA38618287
Cpl Gerard J. Eckert, RA13243773
Cpl John F. LaPointe, RA11157890
Cpl Robert M. Mazna, RA19263409
Pfc William J. Caldon, RA16243602
Pfc John L. White, RA19259419
2ND LT FORREST A. FOWLER, 02020278 INF

b. Department of Army Civilians:

Mr. Ronald S. Anderson
Mr. Roland J. Artigues
Miss Aileen Aderton
Miss Mary E. Bull
Dr. Heinz Feink
Mr. Joe C. Goldsby
Mr. Warren Kaufman
Mr. R. Foster Scott
Mrs. Emma C. Stoever
Mr. Walter Thoresen
Miss Kiyo Matsusaka

CO
EX
ADJ
C/O
M/C
PER
REPORTS
SUPPLY
ECON
LEG
CE
OI
FW
PH
CHAP
CPC
PPOR
FILE

FOR THE COMMANDING OFFICER:

GEORGE MINARIK
Captain, CE
Ass't Adjutant

DISTRIBUTION:
1 - G-1 I Corps
1 - AG I Corps
1 - APO 301
3 - CG, 25th Inf Div
1 - APO 25
10 - Mil Govt Sec,
I Corps
1 - ea Team, Kinki Region

DECLASSIFIED E.O. 12033 SECTION 3 402/NNBS NO:

000 - 099

000.1 POLITICS (Campaigns, demonstrations, election day, elections, parties)

000.3 RELIGION (Missions, missionaries, churches, temples, etc.)

000.5 CRIME, CRIMINALS AND OFFENSES (Domestic, subversive activities)
See 250 for Military or 014.5 for Civilian
See 353.8 for Blackmarket activities or offenses

000.76 NEWSPAPERS, MAGAZINES, PUBLICATIONS, PUBLIC PRESS (Non-military)

000.77 RADIO BROADCASTS (Radio Stations, Reports of etc)

000.8 EDUCATIONAL INSTITUTIONS (Dependent schools, Japanese schools)
Army Schools see 352

000.92 NATURAL or PHYSICAL PHENOMENA (Clouds, Cyclones, Drought, Earthquakes, Fog, Hurricanes, Landslides, Rainfalls, etc.) Disaster reports

000.93 METEOROLOGICAL OBSERVATIONS and REPORTS (Weather reports and warnings or forecasts)

000.9 STANDARDS, TABLES and MEASURES (Coinage system, Calendar, Distance, Latitude, Longitude, Metric System, Time system, etc.)
Unit funds and money see 120, Frozen funds, banks etc. see 386.7

004 COMMERCIAL ENTERPRISES, PLANTS and PROJECTS - General
(Warehouses, Shipyards, etc., Plant and cover sheets of plants, Requests for removal from repatriation lists, Application for Reconversion permits etc.)
See 413 for Moving of machinery designated for repatriation, dispersed machinery etc.)

004.2 BANKING and BANKS

006 HOLIDAYS (Announcement of, Celebration, Holiday messages, etc.)

007 FINE ARTS (Miscellaneous airs, Music, National Anthems, Paintings, Portraits, Sculptures, etc)

008 PRECEDENT (Policies of)

010.8 TRAFFIC REGULATIONS (Civilian and military)

012 TAXES (Amusement, Income, Inheritance, Revenue, Land luxury sales, Stamp, War, etc.)

DECLASSIFIED E.O. 12065 SECTION 3 402/NNBS NO.

013 LEGAL ACTIONS, INSTRUMENTS, PERSONS and REPRESENTATIVES (Legal assistance plan, Affidavits, Power of attorney, Waivers, Wills, etc., Attorneys, Coroners, Judges, etc.)

014 CIVIL MATTERS (General matters pertaining to Japanese and other non-military civilians, Japanese strikes, Petitions from Japanese, Letters of thanks or appreciation from Japanese)

014.1 CIVIL GOVERNMENT

014.13 RELATIONS BETWEEN CIVIL and MILITARY AUTHORITIES

014.31 ALIENS (Illegal entrants of non- American personnel)

014.33 CITIZENSHIP (Requisition of, Repatriation, Restoration of etc.)

014.35 VOTING (Military and civilian, Reports of etc.)

015 COURTS (Civil)

019 INSURANCE (Life, Liability, etc.)

040 POSTAL OFFICE

060 CHARTS, MAPS, PHOTOGRAPHS, and TABLES (Blueprints, Drawings, Sketches, Tracings, etc.)

080 SOCIETIES and ASSOCIATIONS (Red Cross, Relief committees, etc.)

091 FOREIGN COUNTRIES and GOVERNMENTS (Matters pertaining to, etc.)

091.31 COMMERCE (Imports and exports, Shipping documents, etc.) Subsistence or Food see 430, For Fuel see 463

091.41 ENTRANCE and EXIT of INDIVIDUALS, ETC.

100 - 199 FINANCE AND ACCOUNTING

120 FUNDS, DISBURSEMENTS (Unit funds) See 386.7 for Frozen funds

122 CHECKS and DEPOSITARIES (Money orders, drafts, Negotiable papers, etc. Currency and money, Conversion of)

130 ACCOUNTING FOR FUNDS AND PROPERTY (Forms approved by Comptroller, disbursing officer, Funds received, deposited and on hand, Accounts of funds, money and special deposit, Administrative examination and analysis, etc. Audits)

DECLASSIFIED E.O. 12065 SECTION 3 402/NNBS NO:

140 ACCOUNTING FOR PROPERTY, STORES AND SUPPLIES, ETC.

141.3 REPORTS OF SURVEY

150 CLAIMS AND ACCOUNTS (Claims on account of war, disease, personal injury, Damage claims, etc. Reports of Claim Officer)

160 CONTRACTS (Contracts between army and American and/or Allied civilian enterprises and/or business concerns, Termination of, etc.)

168 BONDS (War, Victory etc.) Bonding of mail clerks see 220.6

200 - 299 PERSONNEL

200 PERSONNEL (General-Officers and EM, Report of Engr. Officers, field grade officers, etc.)

200.2 IDENTIFICATION - Methods and Systems (Dog tags, Credentials, Identification cards, Passes. Badges, ASF, etc.) See 014.33 for Passports

200.3 ASSIGNMENT AND ALLOCMENT (General) (Personnel requisitions and allocations (See also 210.3, 220.3)

200.6 REWARDS AND DECORATIONS (Badges. Commendation Ribbons, etc.) Correspondence files for officers, EM, and policy

201 PERSONNEL RECORDS (For officers of Hq I Corps only) See 201.39 for others

201.22 COMMENDATIONS - Personnel (Unit citations see 330.13)

201.23 COMPLAINTS -Personal and individual Unit see 330.14

201.36 SERVICE RECORDS - Enlisted Personnel

201.39 SERVICE RECORDS -- Officers (Qualification cards, Service records 66-1) Correspondence for officers in Hq I Corps see 201

201.5 PHYSICAL EXAMINATIONS AND TESTS

201.61 EFFICIENCY REPORTS

201.7 CHANGES OF NAMES AND ADDRESSES - Officers and EM

DECLASSIFIED E.O. 12065 SECTION 3 402/NNBS NO:

210 - OFFICERS (Hq I Corps Officers See 201)

210.01 CLASSIFICATION AND RECLASSIFICATION (Change of category statements see 210.45)

210.1 APPOINTMENTS (Regular Army, Officers Reserve Corps, etc.) Details see 210.6

210.2 PROMOTIONS

210.26 DEMOTIONS

210.3 TRANSFERS

210.31 ASSIGNMENTS OR CHANGE OF STATION (Reassignments)

210.45 DUTY TOURS AND STATUS (Change of Voluntary Statements, Extension tour. Surplus)

210.453 TEMPORARY DUTY AND DETACHED SERVICE

210.49 FLYING DUTY

210.6 DETAILS (Branch of service, Class "A" pay agent, Postal officer, etc.)

210.711 ABSENCE WITH LEAVE (Emergency, Morale, Other local and ZI)

210.8 SEPARATION, RESIGNATIONS and Reports (Release from Active duty)

210.81 DISCHARGES

210.85 RETIREMENTS

211 TITLES AND GRADES (Warrant Officers, Chaplains, Pilots, Nurses, Specialists, Linguists, etc. Survey of linguists) Chaplains Monthly Reports see 319.1

220 -- ENLISTED MEN

220.01 CLASSIFICATION AND RECLASSIFICATION (AGCT scores etc.)

220.2 PROMOTIONS

220.26 DEMOTIONS

220.3 ASSIGNMENTS, ATTACHMENTS, CHANGE OF STATION AND TRANSFERS

220.45 DUTY TOURS AND STATUS (Foreign and overseas service, Whereabouts of E. Completion of Tours and Duty Surplus)

220.453 TEMPORARY DUTY, DETACHED SERVICE

DECLASSIFIED E.O. 12065 SECTION 3 402/NNBS NO. [illegible]

220.6 DETAILS (Appointment of Mail Clerks, etc.)

220.711 ABSENCE WITH LEAVE. FURLOUGHS (Ordinary, Emergency, Morale, Other local and overseas)

220.712 [illegible] (Return of absentee, etc.)

220.[illegible] DISCHARGE AND SEPARATIONS (Request for application of etc.)

220.[illegible]04 DISCHARGE - Dependency

230-299 CIVILIAN EMPLOYEES, ARMY PERSONNEL- misc.

230.2 ASSIGNMENTS, CHANGES OF STATIONS, TRANSFERS (Civilian personnel)

230.5 LEAVE OF ABSENCE (Civilian-Local and overseas)

230.7 RECORDS (Making, keeping and using)

230.8 SEPARATION, RESIGNATION, ETC. (Civilian)

230.[illegible]4 EMPLOYMENT OR RE-EMPLOYMENT OF VDCs

230.32 PROMOTIONS

230.34 EFFICIENCY (Reports of, etc.)

230.38 REPORTS-GENERAL (Civilian employees, Foreign nationals, Japanese matters pertaining to Civilians)

230.145 EMPLOYMENT OF FOREIGN OR JAPANESE NATIONALS (Motor pools, laborers, typists, clerical workers, etc.) (Separate file)
Japanese labor manning tables (Separate file)
Monthly labor reports (Separate file)

230.44 TIME REPORTS (Hours of work, labor etc.)

240 PAY AND ALLOWANCES (Loans to EM and officers, Delinquent copies of payrolls, etc., Family allowances)

243 ALLOTMENT OF PAY (Officers and EM)

250 DISCIPLINE (Delinquency reports, Misconduct, Rape, Assaults, etc.) (Officers and EM) Investigations of see 333.5

248 PAY AND ALLOWANCES -Civilian employees (Salaries, wages, statements, and reports)

250.3 CORRECTION-PUNISHMENT (Arrest, Censure, Confinement, Reprimand, etc.) Officers and EM

250.4 COURT MARTIAL- Provost Courts (All matters pertaining to)

DECLASSIFIED E.O. 12065 SECTION 3-402/NNBS NO. [illegible]

253 MILITARY PRISONERS - Allied (Civilian prisoners see 014.5 Prisoners of war see 383.6

253.1 CIVILIANS - Military or civilian personnel attached to occupation forces only. Japanese and others see 014.5

291.1 GENEALOGY (Descendants, Heredity, Marriages, Parentage, Nationality, Nativity, Sex, etc.)

291.2 RACES (Negro, Hawaiian, etc.)

292 QUASI-MILITARY PERSONS (Families of officers, enlisted men, civilian matters pertaining to, Veterans information, Reports of, etc.) Dependent travel see 510, Dependent housing see 630 or 620

293 FUNERALS, BURIALS AND REMOVALS (see also 704)

300 - 399 ADMINISTRATION

300.4 ORDERS (Travel orders, requests for, etc.)

311 COMMUNICATION (Methods, systems, misdirected correspondence)

311.1 MAILS (Postage stamps, Regulations, Rules, etc.)

311.2 TELEGRAPH (Telegrams, Radio, Cablegrams, Teletype, Television, etc.) Equipment of see 676

311.4 COURIERS AND MESSENGERS

311.5 CONFIDENTIAL AND SECRET COMMUNICATIONS, SECURITY, CODES (Downgrading of Classification, Security Clearance of personnel for handling classified communications, etc.)

311.7 CENSORSHIP-CCD COMMENT SHEETS (Customs, Confiscation, etc.)

312 CORRESPONDENCE (Classes, Forms and methods, Letter of condolence)

313 RECORDS (Making and keeping, Using) EM service records see 201.36, Officers see 201.39

313.6 DISPOSITION OF RECORDS (Reports of, etc.)

314.7 MILITARY HISTORIES (History of occupation, etc.)

319.1 GENERAL REPORTS (Monthly reports, Chaplains, Engr. Technical reports) Classify and file subjectively, e.g. Vehicle report 451, Venereal reports 726.1, Health reports 720, Progress report, Telephone, 676, etc.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDS NO. [illegible]

320.2 STRENGTH REPORTS (Medical department personnel etc.)

320.3 TABLES OF ORGANIZATION

322 ORGANIZATIONS AND TACTICAL UNITS (Organization, Activation, Inactivation, Duties, Functions, Policies, etc.)

330.13 COMMENDATIONS (Unit) Personnel see 201.22

330.14 CRITICISMS (Unit) Personnel see 201.23

330.32 PERSONNEL ROSTERS (American and Allied forces)

330.33 MORNING REPORT

331.2 CLUBS (Officers and Enlisted Men - All correspondence pertaining to said subject)

331.3 POST EXCHANGES AND COMMISSARIES (All correspondence pertaining to,) Inventory of, see 140; Price List see 140; Post Exchange ration cards see 430.2

331.4 BAKERIES AND MESSES (Officers and enlisted men-All correspondence pertaining to)

331.5 LAUNDRIES, REPAIR SHOPS, ETC.

332 FLAGS, TROPHIES, SOUVENIERS (National, Service, Captured, Enemy, etc., Permission to display Japanese flag)

332.3 PERSONNEL PROPERTY, BAGGAGE (Dependents, Foreign Nationals, etc.) Impounded enemy property see 356.3; Transportation of household goods see 520

333 INSPECTIONS (Factories, Building, Barracks, etc. Annual general inspections)

333.5 INVESTIGATIONS - General. Classify subjectively when possible, e.g. Casualty, Accident investigation see 704, Fire and explosion investigation see 000.92, Blackmarket investigation see 383.6, Crimes by Japanese see 000.5 etc.

334 BOARDS, COMMISSIONS, COMMITTEES, COUNCILS AND MISSIONS (All kinds)

335 HONORS AND CEREMONIES (Visitors and Visits-Official and military courtesies, entertainment of distinguished guests)

337 CONFERENCES (Military, naval and others)

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDS NO. [illegible]

340 ENLISTMENT (Recruiting, Enlistment, Re- nlistment, Recruits, AGCT scores of EM enlisting or non- nlisting in RA, report of, etc.)

352 ARMY SERVICE AND TECHNICAL SCHOOLS, STAFF COLLEGES AND TROOP SCHOOLS (OCS, Theater schools, etc.) Civilian, Dependant and Japanese schools see 000.9

353 TRAINING (Training programs, Reports of etc.)

353.8 AMUSEMENT AND ATHLETICS (All correspondence pertaining to amusements, athletics and others sent to Special Service)

370.5 ASSIGNMENT AND CHANGE OF STATION - Troops- Individuals see 220.3, 210.3, 200.3

370.091 CONVOYS, ESCORTS AND GUARDS (Security, Alert plans, Train guards, etc.) Protection of building and installations see 600.96

383.6 PRISONERS OF WAR (Allied or others)

383.7 INTERNED PERSONS, REFUGEES, AND RECONCENTRADOS (Interned axis nationals) Prisoners and criminals see 014.5

383.7 BLACK MARKET (Activities of, etc.)

386.3 CAPTURED PROPERTY (Military targets, impounded enemy property) Personal property of Japanese and Allies see 332.3

386.7 FROZEN ASSETS, INCLUDING FUNDS (Blocked bank accounts of enemy nationals)

400-499 SUPPLIES, SERVICES AND EQUIPMENT

400 SUPPLIES, SERVICES AND EQUIPMENT - General (Status of Equipment Reports)

400.12 PROCUREMENT FROM CIVILIAN SOURCES - General (Classify subjectively when possible, e.g. Vehicles 451, Horses 454, Silk 423, Telephones 676, Ice 671, Houses 601, etc.

400.7 DISPOSITION - General (Supplies, Material, etc.)

400.8 CONSERVATION (Saving, Rationing program, etc.)

400.312 REQUISITIONS FOR ARMY SUPPLIES - General. Classify subjectively when possible, e.g. Vehicles 451, Horses 454, Telephones 676, etc.

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400.34 ALLOWANCES (Tables of basic allowances) Excess equipment
Change in T/O & E, etc.

410 MATERIALS, AND WARES (Metals, Minerals, Ores) Impounded
Coins and precious metals, pearls, etc. machines see 413

411 BUILDING AND OTHER MATERIALS (Lumber, Piles, Plaster
boards, Timber, Wood shutters, Fire escapes, Windows, Wall
lockers, Paints, Nails, Rivets, Screws, Cement, Stone, Asphalt,
Cork, Brick, Concrete, Rubber) Shipmen of see 091.31

412 ELECTRICAL, HEATING, MECHANICAL AND PLUMBING EQUIPMENT and
MATERIAL, ENGINES, MOTOR AND TIRES

413 TOOLS, INSTRUMENTS, AND MACHINES (Typewriters, Watches,
Clocks, Binoculars, Cameras, Office machines, Measuring
instruments, Cranes, Bulldozers, Jacks, Plows, Ice cream
freezers, etc.) (Repatriation machinery, moving of etc.)

413.3 MUSICAL AND BAND INSTRUMENTS

413.44 WIRELESS AND RADIO INSTRUMENTS, SUPPLIES, AND EQUIPMENT
Radio stations see 000.77

413.53 FILMS AND PROJECTORS

414 FURNITURE, UTENSILS, ETC. (Household goods, stoves, including
kitchen stoves) Beds, Bedding, Pillows, etc. see 427

414.3 KITCHEN UTENSILS AND TABLEWARE (Knives, forks, spoons, etc.)

423 MATERIALS FOR MANUFACTURE OF CLOTHING AND EQUIPAGE (Silk,
Linen, Cotton, Wool, etc.)

420 CLOTHING AND EQUIPAGE (Uniforms, shoes, boots, etc.)

427 BEDS, BEDDING, BLANKETS AND COTS (Tents)

430 SUBSISTENCE STORES (Food, Relief supplies-Shipment of,
rationing of, disposal of, etc.)

430.2 RATIONS AND COMPONENT PARTS (Request for) Post Exchange cards

435 COFFEE, TEA, BEVERAGES AND DRINKS (Liquor, Whiskey, Wines, etc.)

440 MEDICAL, SURGICAL AND VETERINARY INSTRUMENTS, SUPPLIES
AND EQUIPMENT

441 CHEMICALS, DRUGS AND MEDICINES (Anesthetics, Opiates, Opium,
Poisons, Quinine, Radium, Preventative medicines, Acids, etc.)
Chemicals and gases as weapons and defenses see 470

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451 VEHICLES, PARTS AND ACCESSORIES. IDENTIFICATION. LICENSE PLATES (Reports, Sales, Driver permits, Requisitions) Japanese drivers and laborers in motor pools see 230.145

452 AIRCRAFT AND AERONAUTICAL SUPPLIES AND EQUIPMENT Transportation see 580, Aircraft accident see 000.92

454 ANIMALS (All kinds of--Veterinary reports)

457 PACKING SUPPLIES AND MATERIALS FOR PACKING (Drums, Cases, Boxes, Cylinders, etc.)

461 PUBLICATIONS (Books, Newspapers, Periodicals Army, Request for, etc.) Toll directories see 676

463 FUEL, LIGHT, WATER, AND POWER (Shipment of fuel etc.)

464 FERTILIZER. FORAGE AND MANURE

470 ARMAMENT (Searchlights, Turrets. Chemicals and Gases for fighting, Protection from and for using Chemicals and Gases, Gas masks, Flares, Signal bombs etc.)

471 AMMUNITION (Bombs, Shrapnel, Cartridges, Fuses, Explosives, etc. -Reports of Waivers of)

474 ARMS AND WEAPONS (Reports of shipment of etc.)

457 EQUIPMENT OF TROOPS (Engr, Sig, Ord, etc.-Reports of)

500 - 599 TRANSPORTATION

500 TRANSPORTATION (General)

510 TRANSPORTATION OF PERSONS (Application for dependents travel, Passenger lists, Dependent shipping priority lists, etc.) Correspondence concerning dependents other than mentioned above, see 292

520 TRANSPORTATION OF PROPERTY AND SUPPLIES (Household goods) Shipment for Japanese Government Export and Import see 091.31

531 RAILROAD (RTO, Train schedules, Transportation by, etc.)

537.5 ACCIDENTS. COLLISIONS. DAMAGES Claims against US Gov't in connection with accidents see 150

560 ARMY TRANSPORT SERVICE. TRANSPORTS. VESSELS AND BOATS (All types) Reports of use of etc.

580 TRANSPORTATION BY AIR

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

600 - 699 BUILDING AND GROUNDS

600.1 CONSTRUCTION AND INSTALLATIONS (Construction program, Plot plans, Construction, General) Construction of dependent housing, barracks see 620

600.96 BOMBPROOFING, GUARDING, AND PROTESTING (Of buildings and installations) Alert plans, Train guards etc. see 370.091

601 ACQUISITION OF REAL PROPERTY OR LAND AND OWNERSHIP (Procurement of)

602 DISPOSITION OF REAL PROPERTY OR LAND (Transfers, Abandonment, Release of buildings etc.)

611 DRIVEWAYS, GUTTERS, HIGHWAYS, ROADS, SIDEWALKS, TUNNELS, ETC. (Construction of, Procurement, Reports of, etc.)

620 BARRACKS AND QUARTERS (Assignment to quarters, Construction of troops or dependent housing)

630 POST BUILDINGS (Administration bldgs, Chapels, Clubhouses, Office bldgs, Storehouses, Stockades, Prisons, Hospitals, Hotels, etc.)

673 COOLING, ICE REFRIGERATING (Cold storage plants, Air conditioning, etc. Refrigeration report, Procurement of)

671 FIRE, SMOKE AND FIRE PREVENTION (Fire fighting equipment, Reports of etc.)

674 HEATING (Heating plants, Heating systems, Reports of etc.)

676 CABLE, TELEGRAPH, AND TELEPHONE (Broadcasting stations see 000.77) Telephone directories and services etc.

685 CAMPS, MANEUVER GROUNDS AND CAMP SITES (Firing Ranges Reports of etc.)

686 AIR BASES AND AVIATION FIELDS

687 CEMETERIES, FIELDS OF HONOR (Burials, Funerals, Recovery of war dead see 293)

700 - 799 MEDICINE, HYGIENE AND SANITATION

704 CASUALTIES, WOUNDED AND WOUNDS (Accidental deaths, Injury reports, Line of duty investigations)

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

Monthly Mil Govt Activity Report MG-4

1. Problems and matters of gneral significance.
2. Visits to teams and <u>dates</u> -- problems and accomplishments.
3. Conferences attended -- complete story.

Draft from each section due on 7th of each month.

DECLASSIFIED E.O. 12065 SECTION 3 402/MNDS NO: _____

TIME CURRENT AFFAIRS TEST

ANSWER SHEET

Name _____

SCORE .....

Date _____

0...3..

U.S. AFFAIRS

24..... 45..... 65..... 85.....

1..... 25..... 46..... 66..... 86.....

2..... 26..... 47..... 67..... 87.....

3..... 27..... 48..... 68..... 88.....

4..... 28..... 49..... 69..... 89.....

5..... 29..... 50..... 70..... 90.....

6..... 30..... 51..... 71..... 91.....

7..... 92.....

8..... INTERNATIONAL MAP SCIENCE 93.....

9..... 52..... 72..... 94.....

10..... 31..... 53..... 73..... 95.....

11..... 32..... 54..... 74..... PICTURES

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14..... 35..... 57..... 77..... 97.....

15..... 36..... 58..... 78..... 98.....

16..... 37..... 59..... 79..... 99.....

17..... 38..... 60..... 100.....

18..... 39..... 61..... THE ARTS 101.....

19..... 40..... 80..... 102.....

20..... 41..... FOREIGN NEWS 81..... 103.....

21..... 42..... 62..... 82..... 104.....

22..... 43..... 63..... 83..... 105.....

23..... 44..... 64..... 84.....

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

TRAVEL FORM (Indigenous Personnel)

DATE .....

NAME _____ SECTION _____

TRAVEL TO _____

BY (CIRCLE ONE) JEEP ELECTRIC CAR STEAM TRAIN

DATE OF TRAVEL _____

LENGTH OF STAY _____

HOTEL NAME (IF OVERNIGHT) _____
(Receipt attached)

AUTHORIZED BY

Col.

Copys of this form are being made now and will be distributed to section chiefs this afternoon.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NS: [illegible]

NOTICE:

TO: All concerned

This afternoon, 6 March, we received information that no expenses can be allowed for refrigeration or preparation of food in Japanese hotels. Each individual will be required to certify that the hotel expenses as shown on the receipt from the Japanese hotel owner, do not include expenses for preparation and refrigeration of food.

Deputy Chief

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

Bac.

CIRCULAR)
NO.....7)

15 March 1948

ACTIONS OF PERSONNEL OF THE OCCUPATION FORCES
(BOTH MILITARY AND CIVILIAN) WHICH ARE INIMICAL
TO THE OBJECTIVES OF THE OCCUPATION)

1. (Rescission of GHQ SCAP Circular #1, 1947)

2. There are many limitations upon the activities of personnel of occupying forces in occupied countries which are necessary in order to further the objectives of such occupation. The general principle underlying such limitations is that individuals of occupation forces are bound to refrain from all business and professional activities and interests or other actions not directly connected with their occupational duties which would tend to interfere with or influence in any degree the full and proper discharge of their duties or would normally give rise to a reasonable suspicion that such activities would have that effect. Any substantial departure from this underlying principle constitutes conduct which is inimical to the objectives of the occupation, and is punishable under the powers vested with the Supreme Commander for the Allied Powers.

3. It is impracticable to enumerate all the various activities and interests which are referred to in paragraph 2. The following examples may be regarded as typical prohibitions:

a. The acceptance by any member of the occupation forces of a contribution, gift, or emolument other than those of small value from nationals of occupied countries.

b. The approval or countenance of the acceptance of a substantial loan, gift, or emolument to the immediate family by any member of the occupation forces.

c. The use of or permission of the use of their titles in connection with commercial enterprises of nationals of occupied countries.

d. The acceptance of entertainment offered by nationals of occupied countries when such entertainment might be intended, or give the appearance of being intended, either as repayment of favors received from a member of the occupying forces in his official capacity, or as a means of placing such member under a business or professional obligation to the host.

AG 005 (29 Feb 49) GA

BY COMMAND OF GENERAL MacARTHUR:

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

COPY