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HEADQUARTERS  
SHIKOKU MILITARY GOVERNMENT REGION  
APO 1050

Takamatsu, Shikoku  
23 November 1948

AG 010

SUBJECT: Elimination of Local National Government Agencies

TO : Commanding Officer, Ehime Mil Govt Team, APO 1050  
Commanding Officer, Kagawa Mil Govt Team, APO 1050  
Commanding Officer, Kochi Mil Govt Team, APO 1050  
Commanding Officer, Tokushima Mil Govt Team, APO 1050

1. Letter, subject as above, Headquarters Eighth Army, AGMGL 091, Japan, dated 19 Nov 48, has been received in answer to our consolidated report based on the Teams' recommendations regarding same subject. Inclosed therein, and forwarded herewith, are copies of the letter sent to the Prime Minister in June, establishing the policy of placing responsibility for reorganization of National branch agencies on the Japanese Government.

2. Par 3 of Hqs Eighth Army letter states: "Local Governments should be encouraged to make every effort to acquaint the National Government with the problems and recommendations contained in your study." The importance of this cannot be overstressed. It will be recalled that the initiative in this matter was by the four Governors themselves at a meeting in Takamatsu late in September. The teams gave encouragement at that time by reviewing the recommendations of the prefectural governments and forwarding same together with their comments to higher headquarters. But this is not all that can be done. Since the matter is one for final determination by the National Diet, prefectural authorities and political parties should be encouraged to express their views to their representatives; and particularly, if there be a dissolution of the Diet, with resultant election of a new House of Representatives, all candidates and parties should be forced by the prefectural authorities to publicly state their views to the electorate. The final results, whether or not National government agencies are curtailed, is of little concern to Military Government; to show the electorate and the elected representatives that the latter is responsible to the former.

BY ORDER OF COLONEL COUGHLIN:

1 Incl:  
As Noted

/s/ R A Rosenkranz  
R. A. ROSENKRANZ  
1st Lt      FA  
Adjutant

C O P Y

Tokyo, Japan

June 20, 1948

Dear Mr. Prime Minister:

The Supreme Commander has directed me to advise you that the plan of reorganization and deconcentration outlined in your letter to me of May 17th, involves a matter of internal administration for consideration and determination by the Japanese government.

It is understood, of course, as you have pointed out, that care will be exercised in such administration to ensure against any obstruction to national economic policies and objectives.

Very sincerely,

sgd. COURTNEY WHITNEY

COURTNEY WHITNEY  
Brigadier General, U. S. Army  
Chief, Government Section

The Prime Minister,  
Tokyo, Japan.

~~103.14~~  
103.14  
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LG file

BASIC: Ltr, Hq Shikoku Mil Govt Region, APO 1050, dtd 20 Sept 48, subj:  
"Elimination of Local National Government Agencies"

1st Ind

HEADQUARTERS TOKUSHIMA MILITARY GOVERNMENT TEAM, APO 1050 26 October 1948

TO: Commanding Officer, Shikoku Mil Govt Region, APO 1050

1. Tokushima-ken government advocates the abolition of five agencies of National Government for reasons which are set out below. Such action would result in considerable saving of manpower and expense, not only in governmental fields but in commerce and industry generally. Administrative supervision over these local agencies inevitably devolves upon the Governor personally, and in consequence the degree of supervision which is actually exercised is of necessity very slight. Bringing their functions into the framework of local administration would undoubtedly result in economy and efficiency, quite apart from the desirability of diffusion of authority which is the principle of Local Autonomy.

2. On the other hand, where the exigencies of the economic situation of the nation call for central control of particular commodities and services, delegation of such control to local government can only be feasible where there are adequate safeguards against preferential treatment of communities for purely geographical reasons.

3. Case in point is the Charcoal Office of the Agriculture and Forestry Ministry. The charcoal industry is from first to last almost entirely subsidized by national funds; its product is a nationwide daily necessity. While it may be true that there would be a saving of administrative personnel if the Prefecture assumed the functions of this office, the danger that consuming communities would suffer through underproduction or poor distribution appears too great to warrant the change at this juncture.

4. Similarly, while the prefectural contention that its commerce and industry section could handle the work now being carried out by the Branch Office of the Commerce and Industry Ministry has some weight, interprefectural correlation of industries would create countless anomalies if allocation of materials were turned over to local government at one end and production and distribution were controlled centrally at the same time.

5. Materials Adjustment Office of Agricultural and Forestry Ministry, on the other hand, has no real functions which could not be assumed by the prefecture at less cost, with greater efficiency and without prejudice to national uniformity of allocation. This office operates under

LG file

BASIC: Ltr, Hq Shikoku Mil Govt Region, APO 1050, dtd 20 Sept 48, subj:  
"Elimination of Local National Government Agencies"

national policy in accordance with prefectural recommendations. The independent information upon which its reports to central government is based is not checked, for the office has no staff for the purpose; in practice central government ignores these reports when making allocations. Officers of this Team are strongly of the opinion that abolition of the office and assumption of its functions by the prefectural government would constitute an advance in administrative efficiency without corresponding disadvantages of any consequence.

6. While no great degree of economy would be achieved by the prefecture assuming the functions of the Road Transportation Control Office, it is felt that these are purely local functions and should be placed under local control. The prefecture is responsible for construction and maintenance of the roads and it seems logical that it should also control the use of them.

7. There does not appear to be much point in maintaining the Regional Price Control Office as a national agency. Basic prices are fixed by the central government and local margins might well be left to prefectural governments or, in some cases where interprefectural trade might cause anomalies, by conference of governors of neighboring prefectures.

8. Throughout the investigations upon which this letter is based, the desirability of minimizing central control upon the lower levels has had to be weighed against the fact that the local autonomy machinery is not yet functioning smoothly or efficiently and that local control is as yet far from being stable.

FOR THE COMMANDING OFFICER:

VINCENT F. LA PIANA  
Major, Cml C  
Adjutant

HEADQUARTERS  
SHIKOKU MILITARY GOVERNMENT REGION  
APO 1050

Takamatsu, Shikoku  
20 September 1948

AG 010

SUBJECT: Elimination of Local National Government Agencies

TO : Commanding Officer, Kagawa Military Government Team, APO 1050  
Commanding Officer, Ehime Military Government Team, APO 1050  
Commanding Officer, Kochi Military Government Team, APO 1050  
Commanding Officer, Tokushima Military Government Team, APO 1050

1. A meeting of the governors and chiefs of the General Affairs Section of the four prefectures of Shikoku was held at Takamatsu on 15 September 1948. Fearing that the Ashida Cabinet would introduce in the forthcoming special session of the Diet legislation "Legalizing" all presently established local branches of the national government, a resolution was adopted stating that at the forthcoming governors conference in Tokyo the Shikoku prefectural governors would recommend the abolition of certain of these agencies. These agencies were established by Imperial Ordinance or Cabinet order. Under the Administrative Offices Law the National Diet is the only governmental agency that can establish branch offices. Therefore, the existing branch offices of the national government must be legalized by Diet action.

2. This headquarters is completely in accord with the efforts of the ken governments to eliminate non-essential and duplicating agencies of the national government. It is in the interest of true local autonomy to do so. The ken governments have prepared a list of national branch offices which, in their opinion, should be abolished. Therefore, it is requested that teams obtain the recommendations, together with reasons, of the ken governments; after careful study make their own recommendation; and forward the same to Headquarters, Eighth Army, thru this headquarters. Since the Diet is expected to be convened 1 October, and since the national conference of prefectural governors is to take place in the latter part of this month, it is requested that action on this matter be undertaken at once.

BY ORDER OF COLONEL COUGHLIN:

/s/ John E. Mikkelsen  
/t/ JOHN E. MIKKELSEN  
1st Lt Infantry  
Adjutant

101-6 file 10314

HEADQUARTERS  
SHIKOKU MILITARY GOVERNMENT REGION  
APO 1050

DPC/JEM/mk

Takamatsu, Shikoku  
5 June 1948

AG O10 (Legal)

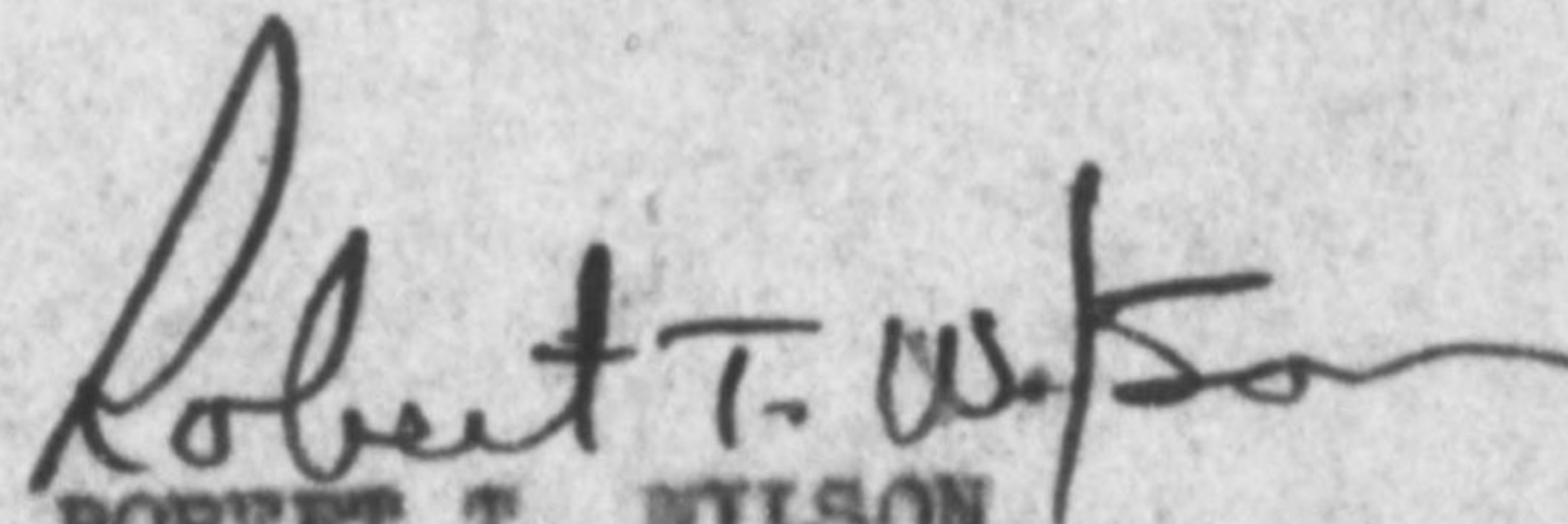
SUBJECT: Parliamentary Procedure

TO : Commanding Officer, Kagawa Mil Gvt Team, APO 1050  
Commanding Officer, Ehime Mil Gvt Team, APO 1050  
Commanding Officer, Kochi Mil Gvt Team, APO 1050  
Commanding Officer, Tokushima Mil Gvt Team, APO 1050

1. Transmitted herewith is an outline of parliamentary procedure compiled by GE officer, this headquarters, for the guidance of officers charged with responsibility of stimulating democratic legislative processes.

2. It is stressed that this outline is for the information of MG officers only and on no account will its contents or any part of them be translated and promulgated to the Japanese.

BY ORDER OF COLONEL COUGHLIN:



ROBERT T. WILSON  
1st Lt F.A.  
Asst Adjutant

Incl. 1

## PARLIAMENTARY PROCEDURES

Parliamentary procedure is the application of parliamentary law to the conduct of the business of an organization. Leaders and members should understand the fundamental rules of parliamentary procedure and learn the customary technique of conducting a meeting. This knowledge is necessary to: (1) ensure order; (2) expedite business; (3) develop an organization that will promote the objects for which it was organized; and (4) protect the rights of every member.

**Parliamentary authority:** It is important for every organization to adopt some authority on parliamentary law. The underlying principle of parliamentary law is a respect for the rule of the majority and the rights of the minority. The individual rules, well established in tradition, make for courtesy and justice and should therefore be observed in every organization's business meetings.

### MOTIONS AND AMENDMENTS

#### Motions

Business is introduced by a motion or by a resolution. The procedures in dealing with a motion are as follows:

1. Obtain the floor: The member rises and addresses the presiding officer as Mr. (or Madam) President - or Mr. (or Madam) Chairman, as the case may be - giving his own name. If the member is entitled to the floor, the presiding officer repeats his name. This recognition gives the member the right to speak. It is out of order for a member to remain standing after another member has been given the floor.
2. Make the motion: The member then states his motion or resolution; for example, "I move (not 'I move you' or 'I make a motion') that we take action to secure a playground for this community."
3. Second the motion: If a member wishes the matter discussed and voted upon, he says, without rising or addressing the Chair, "I second the motion." If no member seconds it, the presiding officer does not state the motion but asks, "Is there a second?" If the motion is not then seconded, the presiding officer may say, "There being no second, the motion is not before the association."
4. State the motion: After the motion is seconded, the presiding officer states the motion; for example, "It is moved and seconded that \$500,000 be added to the Education Budget for purposes of improving the Prefectural Library." Since this motion is debatable and amendable the Chair then asks, "Is there any discussion?" This opens the question for consideration and discussion.



## PARLIAMENTARY PROCEDURES cont'd

5. Discuss the motion: Discussion should be encouraged but kept to the point. Speakers to the motion must (1) be entitled to the floor, (2) address their remarks to the presiding officer, and (3) observe the rules of the organization as to the number of minutes and the number of times they may speak to a question. The maker of a motion may vote against his motion but may not speak against it. The one who seconds the motion may both speak and vote against it. Discussion must relate to the question immediately pending.

6. Put the question: After sufficient opportunity has been given for debate, the presiding officer asks again, "Are you ready for the question?" After waiting a moment, if no one claims the floor, the presiding officer then proceeds to put the question, i.e., to take the vote on the question, calling first for the affirmative and then for the negative vote. In putting the question the Chair should make perfectly clear what the question is.

7. Announce the vote: The presiding officer must announce the result of the vote, since it is assumed that the association will not know the result of the vote until it is announced by the Chair, and the vote does not go into effect until it is announced. An appeal may be made from any decision of the Chair, except when another appeal is pending, but it may be made only at the time the ruling is made. In the event of a tie, the motion is lost (unless the presiding officer votes in the affirmative in order to carry the motion) because every question must be carried by at least a majority. If the result of the vote is doubtful, the Chair calls for a rising vote first for and then against the motion; asks the secretary to count the votes; and then announces the result.

A resolution is a motion introduced by the words "Resolved, that" instead of "I move that" and is usually presented in writing. The resolution may embody in a preamble the discussion in favor of its adoption. The resolution should be preceded by a motion to adopt, which may be offered by the person presenting the resolution, who says, "I move the adoption of the following resolution: 'Resolved, That...'" He then reads the resolution and hands it to the Chair.

## AMENDMENTS

After the question has been stated by the presiding officer and before the vote is taken, it may be desirable to change the motion in some way. This is done by amending the motion. If the mover of a main motion wishes to accept an offered amendment without obtaining the floor, he says, "Mr. Chairman, I accept the amendment." If no objection is made the Chair announces the question as amended, as it can be accepted only by general consent.

Amendments may be made as follows:

1. To insert or add.
2. To strike out.

## PARLIAMENTARY PROCEDURES cont'd

## 3. To strike out and insert, or to strike out and substitute.

Only two amendments to a motion (first and second - the amendment of the amendment) may be pending at one time. If one or both are voted down, new ones may be offered. The amendment of the amendment, if there is an amendment before the association, is considered first. After it has been disposed of, unless another secondary amendment is offered, the amendment of the first degree is then pending. After announcing the result of the vote on the amendment, the presiding officer will then restate the motion before the house, in its original form if the amendment has been lost or as amended if the amendment has been carried. If no further amendments are offered the vote is then taken upon the question in its final form.

The following are answers to questions which often arise:

## WHAT SHALL I DO?

1. To modify or amend a motion? Move to amend, commit, or refer.
2. To prevent a motion's coming before the assembly for action? Ask permission to withdraw it. A request to withdraw a motion may be made at any time before the voting on the question has commenced, even though the motion has been amended. It requires no second. When a motion is withdrawn the effect is the same as if it had never been made. Until a motion is stated by the Chair, the mover may change or modify it without the consent of anyone, but if he modifies it the seconder may withdraw his second. After the question has been stated by the Chair it is in possession of the assembly and the mover cannot withdraw or modify it without the consent of the assembly. To withdraw a motion that has been stated by the Chair the maker of the motion says, "I ask leave to withdraw the motion." The Chair asks, "Is there any objection?" If there is no objection the motion is withdrawn and is not included in the minutes. If there is objection a majority vote must decide whether the motion will be withdrawn.
3. To defer action? Move to postpone to a certain time, or to make a special order (two-thirds vote).
4. To suppress or limit debate? To close debate, move the previous question; to limit debate, move that debate be limited (as to number or length of speeches). Either motion requires a two-thirds vote to carry.
5. To suppress the question? Object to its consideration; order the previous question; move to postpone it indefinitely (equivalent to rejecting it); or lay it on the table. To object to consideration requires a two-thirds negative vote to sustain the objection. To move the previous question takes a two-thirds vote. To postpone indefinitely or to lay on the table takes a majority vote.

## PARLIAMENTARY PROCEDURES cont'd

6. To consider a question a second time? Move to take from the table (if it has been laid there); to reconsider; to rescind.
7. To prevent final action on a question in an unusually small or unrepresentative meeting? Reconsider and have entered on the minutes.

## PROPER MOTION TO USE

A main motion is one that is made to bring a particular subject before the assembly. No main motion can be made when another motion is pending.

A subsidiary motion is one that may be applied to a main motion, and to certain other motions, for the purpose of modifying it, delaying action on it, or otherwise disposing of it.

Privileged motions are motions that, although they have no relation to the pending question, are of such importance as to require precedence over all other motions.

An incidental motion is one that arises out of another question that is pending or has just been pending and must be decided before the pending question or other business is taken up. Incidental motions have no fixed rank but take precedence over the questions out of which they arise, whether those questions are main, subsidiary, or privileged.

The previous question is the term given to a motion to close debate and to take the vote at once on the question immediately pending. It requires a two-thirds vote.

A substitute is an amendment by which an entire resolution, or section, or one or more paragraphs are inserted for another.

To lay on the table means to put aside a motion, either for later consideration at the same meeting or for consideration at some other time.

An amendment of the first degree is an amendment to the main motion and is made with the intention of changing the wording of the motion pending.

An amendment of the second degree is an amendment to the proposed amendment, not to the main motion. It seeks to change the wording of the amendment to the motion.

To commit or refer means to refer to a committee. A motion to refer should state how the committee should be appointed, how large it should be, and whether it should merely investigate or have power to act.

Receiving a report or any formal statement is merely allowing it to be presented to the assembly. Matters presented to an association are treated in the following ways: Only bills and minutes are approved; reports and resignations are accepted; recommendations, bylaws, rules, and resolutions are adopted.

Robert's Rules of Order Revised should be consulted for detailed information concerning motions and amendments. Robert's Parliamentary Practice will also prove to be of invaluable service in the study of parliamentary procedure.

## PARLIAMENTARY PROCEDURES cont'd

## NOMINATIONS AND ELECTIONS

## Nominations

Nominations for office may be made (1) from the floor, (2) by a nominating committee, or (3) by ballot. The method decided upon should be incorporated in the bylaws, and all nominations should be made in conformity with this provision. However, if there is no such provision in the bylaws, the association, by motion, may choose the method of nominating. This motion is not debatable.

1. Nominations from the floor: may be made by any voting member. Nominations need not be seconded. A member may be nominated from the floor if eligible for the office in accordance with any provisions for eligibility in the bylaws.

A member may be nominated for more than one office unless the bylaws forbid. If elected to more than one office, however, he must immediately choose in which office he will serve. The other office (or offices) shall be filled according to the provisions of the bylaws for filling vacancies in office.

Nominations from the floor may be closed by a two-thirds vote, or the president may close nominations by unanimous (general) consent of the association. If for any reason it is desired to reopen nominations, this may be done by a majority vote. The motion to close nominations and the motion to reopen them are incidental motions. They are not debatable.

2. Nominations by a nominating committee. The nominating committee should be named at least one month before election day unless the bylaws make other provisions. The president does not appoint the nominating committee unless the bylaws so order, nor does he serve as a member of it. If the bylaws do not provide the method of appointing (or electing) the nominating committee, the association usually chooses one of the following methods by vote:

- a. Election by the association
- b. Election by the executive committee
- c. Election of part of the committee by the association and part by the executive committee

The report of the nominating committee to the association includes only nominees who have consented to serve if elected and who have been approved by a majority vote of the committee. No action is taken by the association on the report of the nominating committee. These nominations are treated as if made by members from the floor.

## PARLIAMENTARY PROCEDURES cont'd

A nomination is only a statement of preference and does not control the election in any way. If members of a nominating committee are nominated for office they need not resign from the committee.

When the nominating committee has made its report, nominations are in order from the floor, provided the consent of the nominees has been secured. Names presented from the floor as well as names presented by the nominating committee must all be listed on the official election ballot, written on the blackboard, or announced by the Chair. The nominating committee's nominations for each office should head the list of nominees for that office, the others being arranged in alphabetical order.

3. Nominations by ballot. When nominations are made by ballot no nominations are made from the floor, since all members have had opportunity to nominate.

## ELECTIONS

A majority vote is necessary to elect. A plurality vote never elects except by virtue of a rule to that effect. A person ineligible to office at the time of election cannot be elected even by unanimous vote.

The method of election is stated in the bylaws or determined by vote of the assembly and may be either (1) by voice, raising of hands, or rising vote or (2) by ballot (a secret vote). Motions on methods of voting are not debatable.

1. Election by voice, the raising of hands, or rising vote. The vote may be taken on each candidate separately; or the association may, by a unanimous vote, order the vote taken on the ticket as a whole when there is but one nominee for each office. The affirmative vote is taken by the answer "aye," the raising of the right hand, or rising; the negative vote by the answer "no," the raising of the right hand, or rising.

2. Election by ballot. When the bylaws require the vote to be taken by ballot, unless there is a provision that the ballot may be dispensed with when there is but one nominee for office, it is out of order to move that the secretary or any other person shall cast the ballot of the association.

The names of nominees for each office may be printed or written on the ballot, or the voter may write the name of his choice on the ballot. If printed or mimeographed ballots are used, the names of all nominees for office, those proposed from the floor and those proposed by the nominating committee, must be printed or mimeographed on the official ballot.

The ballots are collected and counted by tellers appointed by the association, the executive committee, or the president, in accordance with the desire

PARLIAMENTARY PROCEDURES cont'd

of the member-ship.

The chairman of the tellers reads the report of the election and hands the report to the Chair without stating who is elected. The Chair then reads the report of the tellers and declares who is elected, or, in case there is no election, states the reason.

Following is an example of an acceptable tellers' report:

Secretary

Number of votes cast.....	40
Necessary for election.....	21
Mr. Yamamoto received.....	24
Mr. Fujimoto received.....	12
Mr. Asano received.....	4

(Signed) Matsuura, Taro  
Mitsui, Jiro  
Hirano, Yasuko  
TELLERS

The vote for all offices is read to the association. Every name for which a vote has been cast must be reported, the largest vote for each office always being stated first. The names of the tellers signing the report are then read. The tellers never announce who is elected. Their report is given to the president, who makes the announcement.

Newly elected officers assume their duties at the time prescribed in the bylaws. If there is no such provision they assume office immediately after election.

The votes cast for each office must be preserved in such a manner that if the election is questioned the vote may be verified by a recount.

MAY 15 1948

103-14

BASIC: Ltr Hq 8A, APO 343, AG 323,31 (MG-X), 30 Apr 48, Subj: Establishment of Liaison and Coordination Offices

1st Ind

RTW/eh

HEADQUARTERS, SHIKOKU MILITARY GOVERNMENT REGION, APO 1050

12 May 48

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ADJ
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TO: Commanding Officer, Ehime Military Government Team, APO 1050  
 Commanding Officer, Kagawa Military Government Team, APO 1050  
 Commanding Officer, Kochi Military Government Team, APO 1050  
 Commanding Officer, Tokushima Military Government Team, APO 1050

1. For information.

2. "Explanations on Organizations and Functions of the Central as well as Local Liaison and Coordination Offices" has been added as inclosure 2.

BY ORDER OF COLONEL COUGHLIN:

*Robert T. Wilson*  
 ROBERT T WILSON  
 1st Lt FA  
 Asst Adjutant

2 Incls:  
 Incl 1 n/c  
 Added:  
 Incl 2, as indicated

HEADQUARTERS EIGHTH ARMY  
United States Army  
Office of the Commanding General  
APO 343

30 Apr 1948

AG 323.31 (MG-X)

SUBJECT: Establishment of Liaison and Coordination Offices

TO : Commanding Officer, Shikoku Military Government Region, APO 1050

1. Effective 1 February 1948 the Central Liaison Office, as it has existed under the Ministry of Foreign Affairs, was abolished. A number of sections whose services were no longer required were completely eliminated; others were reactivated by the Japanese Government.

2. The Liaison and Coordination Office was established as a part of the Prime Minister's Office. It consists of:

- a. The Central Liaison and Coordination Office, with a director general, a secretariat and three administrative sections.
- b. The Local Liaison and Coordination Office with subsections as follows:
  - (1) Yokohama Liaison and Coordination Office (Special), serving Eighth Army Headquarters. This office has direct communication with the Ministry of Foreign Affairs and the Commissioner of the Reparations Board on matters for which the respective offices are responsible.
  - (2) Sendai and Kyoto offices serving IX Corps and I Corps Headquarters, respectively.
  - (3) Yokosuka office serving Naval headquarters.
  - (4) Nagoya, Kure, Takamatsu and Fukuoka offices serving British Commonwealth Occupation Forces headquarters and military government regional and prefectural team headquarters in their respective locations.
  - (5) Osaka, Kobe and Sapporo offices serving military government team headquarters in those locations.
  - (6) Branch offices at Tachikawa, Kumamoto, Kokura, Oita and Kagoshima.



AG 323.31 (MG-X)

3. The Yokohama Liaison and Coordination Office is now the channel of liaison and communication between all ministries, kodans and other agencies of the Japanese Government and units of this headquarters. All official communications formerly addressed to the Japanese Government through the Central Liaison Office, Tokyo, by this or subordinate headquarters hereafter will be addressed to or transmitted through the Yokohama Liaison and Coordination Office.

4. Additional subsections of the Local Liaison and Coordination Office may be established from time to time in other prefectural capitals to serve the occupation forces located there. In this connection, special attention is invited to letter, this headquarters, AG 323.31 (MG-X), subject: "Field Offices of the Central Liaison Office", dated 11 February 1948, and 1st Indorsement thereto. (Inclosure 1).

BY COMMAND OF LIEUTENANT GENERAL BICHELBERGER:

1 Incl:  
cy of ltr, this  
hqs to SCAP w/1 Ind

/s/ R. Schafer  
R. SCHAFFER  
Lt Col, AGD  
Asst Adj Gen

103-14

HEADQUARTERS EIGHTH ARMY  
United States Army  
Office of the Commanding General  
APO 343

11 February 1948

AG 323.31 (MG-X)

SUBJECT: Field Offices of the Central Liaison Office

TO : Supreme Commander for the Allied Powers, APO 500  
Attn: Mr. Swope, Government Section

1. Subsequent to the announcement that the Central Liaison Office would be dissolved, a conference was held between the Chief of Staff and the Chief of the Military Government Section of the Eighth Army, and Mr. Swope and Mr. Hayes of the Government Section of your headquarters, to determine the status of field offices of the Central Liaison Office.

2. Upon recommendations made at the above conference, a survey has been completed by the Eighth Army to determine its needs for these offices. The following plan is recommended:

a. That the Japanese Central Government furnish carefully screened CLO representatives to work with each prefectural military government team, region, Corps and Army headquarters. This personnel is indicated by an asterisk (\*) and is to be supplemented with personnel to be furnished, but not paid by or under the control of, the prefectural government concerned, as follows:

Major Teams: Tokyo, Kanagawa, Osaka, Fukuoka, Aichi, Hyogo, Nagasaki and Hokkaido District.

\* 1 CLO officer, chief ) Appointed by Japanese Central  
\* 1 CLO officer, assistant ) Government  
2 LO officers, assistants - furnished locally  
5 Clerks - furnished locally

Intermediate Teams: Hiroshima, Yamagata, Miyagi, Gumma, Nagano, Saitama, Gifu, Mie, Kagoshima, Kumamoto, Oita, Ehime, Okayama, Yamaguchi, Akita, Aomori, Fukushima, Iwate, Chiba, Niigata, Tochigi, Yamanashi, Ibaraki, Kyoto, Shizuoka.

\* 1 CLO officer, chief - appointed by Japanese Central Government  
2 LO officers, assistants - furnished locally  
5 - Clerks - furnished locally

Minor Teams: Shiga, Wakayama, Ishikawa, Toyama, Miyazaki, Saga, Kagawa, Kochi, Tokushima, Shimane, Tottori, Fukui, Nara.

\* 1 CLO officer, chief - appointed by Japanese Central Government  
2 LO officers, assistants - furnished locally  
3 Clerks - furnished locally

COPY

AG 323.31 (MG-X)

Regions: Kyushu (Fukuoka), Chugoku (Kure), Shikoku (Takamatsu), Tokai-Hokuriku (Nagoya), Kanto (Tokyo).

- \* 1 CIO officer, chief ) Appointed by Japanese Central
- \* 1 CIO officer, assistant ) Government
- 1 LO officer, assistant
- 4 Clerks - furnished locally

Corps and Region Headquarters (I Corps, Kyoto; IX Corps, Sendai)

- \* 1 CIO officer, chief ) Appointed by Japanese Central
- \* 2 CIO officer, assistants ) Government
- 1 LO officer, assistant - furnished locally
- 5 Clerks - furnished locally

Eighth Army Headquarters

To be fixed by agreement between the Commanding General of the Eighth Army and Mr. Tadakatsu Suzuki, the present Chief of the Yokohama Liaison Office.

b. That the liaison chain of command communication parallel that now existing for military government units.

c. That the Eighth Army Liaison Office under Mr. Suzuki be adequately staffed to handle all pertinent matters between the Army Commander and the various Japanese agencies.

3. Nothing in this plan shall preclude the prefectural governor's employment of his own liaison personnel between his office and that of the prefectural military government team.

R. L. EICHELBERGER  
Lt Gen USA  
Commanding

COPY

BASIC: Ltr, Hqs Eighth Army, AG 323.31 (MG-X), subj: "field Offices of the Central Liaison Office", dated 11 Feb 48

AG 091.1 (11 Feb 48) GS 1st Ind

GENERAL HEADQUARTERS, SUPREME COMMANDER FOR THE ALLIED POWERS, APO 500,  
2 April 1948

TO: Commanding General, Eighth Army, APO 343

1. The plan recommended in basic letter is approved with the exception of paragraph 2b which is disapproved.
2. The present Central Liaison and Coordination Office chain of direct communication to its field offices will remain unchanged. However, this Headquarters will instruct the CI&CO to supply the Yokohama Liaison and Coordination Office with a transcript of copy of oral or written messages to its field offices on any Occupation or Military Government matter in which the Eighth Army has primary interest. In addition, the CI&CO will be instructed by this Headquarters to establish in its field offices a procedure whereby copies of communications dispatched by the latter to the CI&CO will be furnished to the appropriate military government unit at the local level concerned.
3. This Headquarters will notify the CI&CO to coordinate with Headquarters, Eighth Army in placing the proposed personnel reorganization into effect.

BY COMMAND OF GENERAL MacARTHUR:

1 Incl:  
Cy, Op Order, LCO,  
dtd 3 Feb 48

R. M. LEVY  
Colonel, AGD  
Adj Gen

COPY

103-14

Explanations on Organizations and Functions  
of the Central as well as Local Liaison  
and Coordination Offices

On February 1, 1948, the Central as well as Local Liaison Offices were abolished, and the Liaison and Coordination Offices newly came into being, whose organizations and functions are as follows:-

The Liaison and Coordination Offices will comprise the Central Liaison and Coordination Office and Local Liaison and Coordination Offices, which under the Jurisdiction of the Prime Minister, will be in charge of Liaison and contact with Allied Powers authorities and also integration and coordination of the business of the various offices in connection therewith.

(a) The Central Liaison and Coordination Office will be located at Tokyo, and its organization is as shown by the separate chart. The business assigned to its Divisions and Sections is as follows:-

- 2 -

- (1) Secretariat: Affairs concerning personnel, documents, accounts and other miscellaneous affairs of the Central Liaison and Coordination Office.
- (2) First Division: Affairs concerning correspondence and liaison in general with Allied Powers authorities and matters concerning Local Liaison and Coordination Offices.

General Affairs Section

Business concerning general planning, public relations, and translation as well as matters not falling under the jurisdiction of other divisions and sections.

Liaison Section

Business concerning Correspondence with Allied Powers authorities.

Local Affairs Section

Business concerning the Local Liaison and Coordination Offices.

- 3 -

- (3) Second Division: Affairs concerning integration and coordination of the business of the various offices in connection with liaison with Allied Powers Authorities.

Coordination Section

Business concerning the Liaison and Coordination Committee and other matters not falling under the jurisdiction of other sections of the Division.

Political Affairs Section

Business concerning political affairs.

Public Administration Section

Business concerning public administration.

- (4) Third Division: Liaison concerning the Military trial conducted by the International Military Tribunal for the Far East and the military trials conducted by members of the Allied Powers.

War Crimes Section

Business concerning war crimes trial and other

- 4 -

other matters not falling under the jurisdiction of other sections of the Division.

Prosecution Section

Business concerning prosecution for the International Military Tribunal.

Investigation Section

Business concerning apprehension of war crimes suspects and summoning of witnesses as well as investigations to be demanded by the Allied Powers authorities in connection with above matters.

(b) The Local Liaison and Coordination Offices will be located at Yokohama, Sapporo, Sendai, Yokosuka, Nagoya, Kyoto, Osaka, Kobe, Kure, Takamatsu, and Fukuoka, but when necessary their branch offices may be established at such places as are found necessary. The branch offices of Local Liaison and Coordination offices to be established on February 1, the date of Liaison and Coordination Offices coming into operation, are as follows:-



- 5 -

Yokohama Liaison and Coordination Office's branch office:

Tachikawa Branch Office.

Kyushu Liaison and Coordination Office's branch offices:

Kumamoto, Kokura, Oita, and Kagoshima Branch Offices.

The Local Liaison and Coordination Offices, besides the affairs mentioned to first paragraph (a) above, will handle affairs concerning special properties and reparations.

(c) Liaison and Coordination Committees will be organized in the Central and Local Liaison and Coordination Offices and will deliberate on matters concerning integration and coordination of the business of the various offices in connection with liaison with Allied Powers authorities.

Organizations thereof are as set forth below:

(1) The Central Liaison and Coordination Committee.

The Committee is composed of one Chairman and members not exceeding thirty in number. The Chairmanship is filled by the Director-General of the Central Liaison and Coordination Office, and the Committee members are appointed from among the personnel of the various offices concerned.

by

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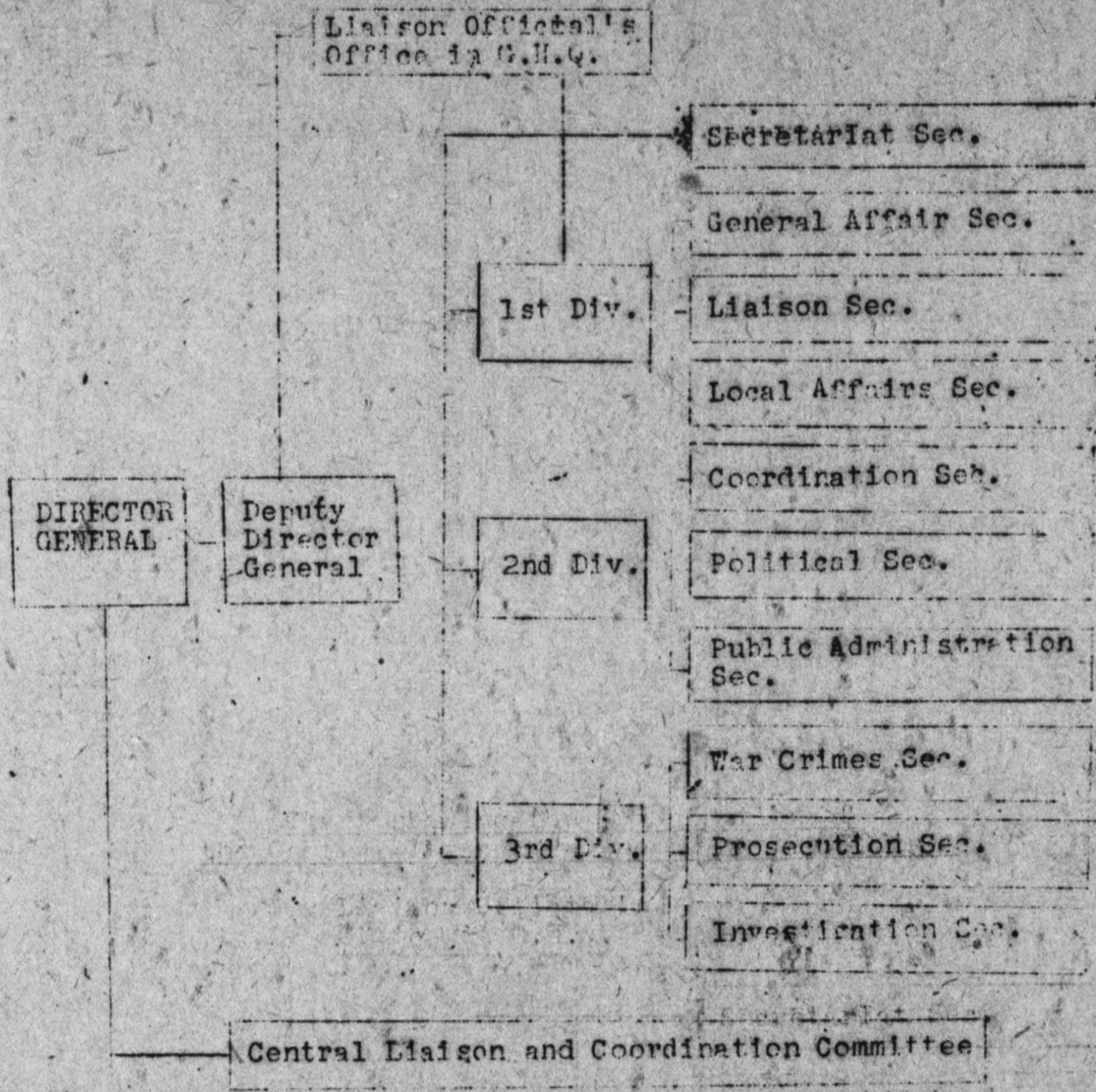
by the Prime Minister on the recommendation of the Director-General.

The Central Committee has one Chief Secretary (the post being filled by the Director of the Second Division of the Central Office) and a number of secretaries, who are appointed by the Prime Minister from among the personnel of the various offices concerned upon the recommendation of the Director-General.

(2) The Local Liaison and Coordination Committee

The Director of the Local Liaison and Coordination Office, in case of necessity, may organize a Local Liaison and Coordination Committee in the Local Office. The Chairmanship of the Committee is filled by the Director of the Local Office concerned.

Chart showing the Organization of the Central Liaison and Coordination Office



DIRECTOR GENERAL

Deputy Director General

1st Div.

2nd Div.

3rd Div.

Secretariat Sec.

General Affair Sec.

Liaison Sec.

Local Affairs Sec.

Coordination Sec.

Political Sec.

Public Administration Sec.

War Crimes Sec.

Prosecution Sec.

Investigation Sec.

Central Liaison and Coordination Committee

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file

Road Transportation Superintendents Office

1. Functions

@unit of

a. This office was organized under the provisions of the Road Transportation Law which <sup>was</sup> passed by the Diet on 6 Dec 47. ~~as established by the Diet on 6 Dec 47.~~ Functions are to administer road transportation and to allocate materials for road transportation.

2. Operation

a. The office issues licences for motor vehicles, ~~and~~, allocates gasoline and other materials, and makes the transportation plan for movement of cargoes.

3. Discussion

a. Pro - Transportation in a transportation shortage nation such as Japan should be controlled centrally for a more efficient administration. The office is already established and functioning and at the present time the prefecture has no section that could do the job.  
~~Business~~

b. Con - The prefecture could do the job as efficiently and as transportation is a local problem it should fall under the scope of local autonomy. The maintenance of roads is accomplished by a prefectural section and the administration of transportation is directly concerned with road condition. The majority of the public appear to be in favor of the administration of transportation being under prefectural control.

4. Conclusions

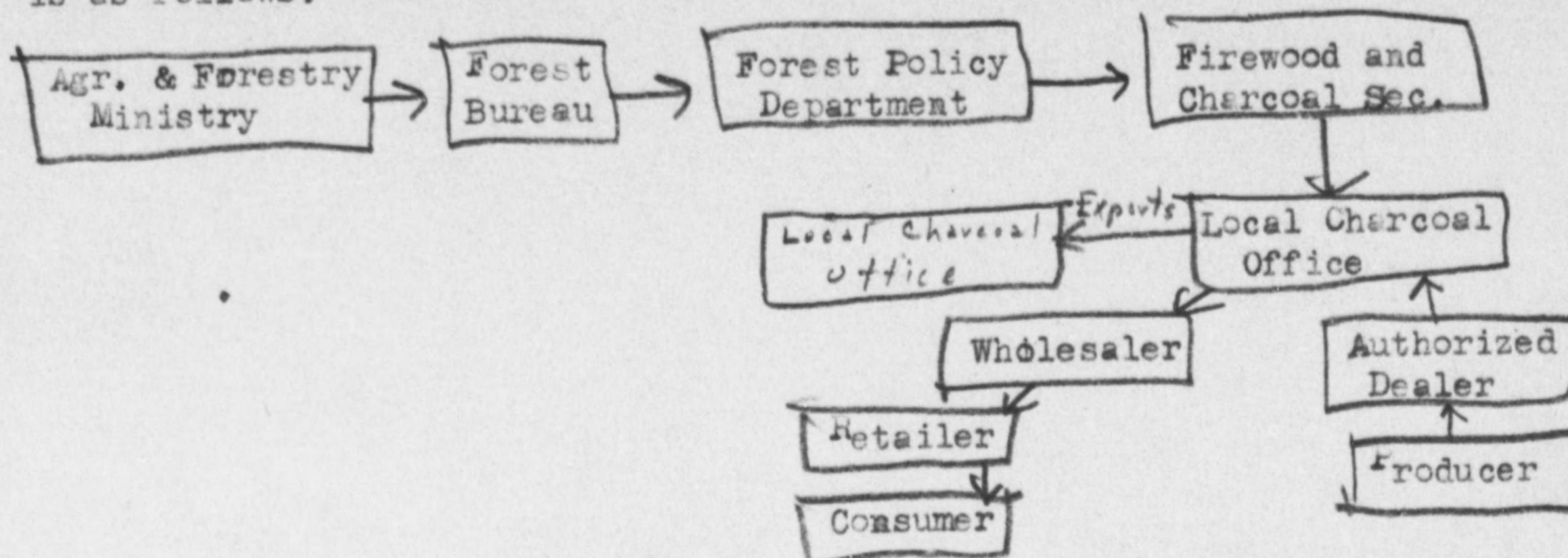
a. It would appear that this is a function of local autonomy and ~~the~~ <sup>road</sup> administration of transportation ~~should~~ <sup>would operate as</sup> be under prefectural control.

file with Special  
report to Region on  
this subject ~~will~~

Charcoal Office of the Agr. and Forestry Ministry

1. Functions

a. This office was established under the provisions of the Firewood and Charcoal Supply and Demand Adjustment Regulation in 1948. Its organization is as follows:



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The office purchases the firewood and charcoal at designated villages and inspects ~~it~~ and transports it, ~~to place of distribution.~~  
 The office ~~also~~ makes exports to other prefectures according to the Central Government plan, ~~and sells to the wholesaler.~~  
 The office ~~also~~ subsidizes ~~and~~ makes special rations of material, ~~to~~

~~此/官/局/之/職/責/係/在/於/統/一/管/理/火/柴/及/木/炭/之/生/產/及/分/配/並/負/有/統/一/管/理/火/柴/及/木/炭/之/進/口/及/出/口/之/權/限/~~  
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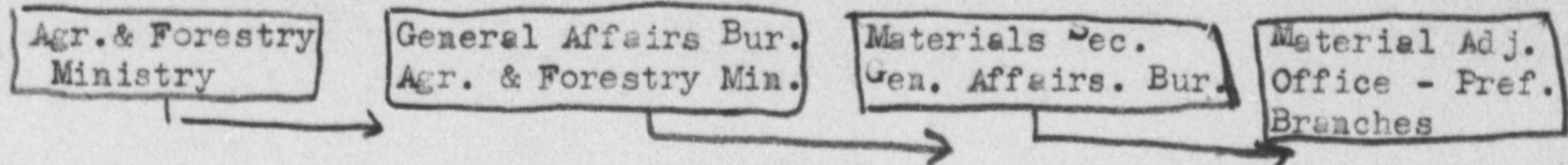
a. The scope of the work of this office is such that it can only be implemented on a Central Government scale. If the prefecture were to take over this function ~~it~~ there would probably be trouble encountered in subsidizing the operation and also there would be the danger that the out-of-prefecture shipments would not be ~~made~~ which might entail that large consuming centers would be without charcoal and firewood where other localities would have a surplus. ~~fulfilled according to the Central Government's plan.~~

b. It is felt by this headquarters that at the present time ~~in Japan~~ charcoal ~~will~~ should remain under the Central Government's control much the same as foodstuffs and this office could not be substituted by local autonomy.

## Materials Adjustment Office of Agr and Forestry Ministry

## 1. Functions

a. This office was established under provisions of the Temporary Material Supply and Demand Adjustment Law in 1947. Its organization is as follows:



b. This office was established to make allocations and issue transportation certificates at the prefectural level for materials under control of Agr. and Forestry Ministry.

## 2. Operation

a. This office has no organization to obtain the true picture of conditions from producers as to the producer's needs and therefore has to rely on allocation plans made out by the prefecture or on the requests made direct from the producers. In the past, the office has almost invariably followed the recommendations of the prefectural government as to allocations.

b. Producers submit a quarterly report to the office as to their requirements for the coming quarter; the office consolidates these reports and submits a consolidated report to the Ministry as to requirements for the coming quarter. The fallacy of the system is that the producers greatly exaggerate their needs and as the office has no method for actually checking the reports submitted it is an exaggerated report submitted to the Ministry. The prefectural government also submits a report to the Ministry as to their estimate of needs for the coming quarter but as in the case of the producer's reports this report is also greatly exaggerated and can not be used as a basis for making the allocations. The Ministry maintains their own data as to requirements and usually they form their own appraisal and make ~~the~~ allocations accordingly. It is the responsibility of the office to make the prefectural breakdown of these allocations but this is done on the advice and plan of the prefectural government.

## 3. Opinion of Governor

a. The Governor feels that as he has the responsibility for the administration regarding all phases of agriculture and fishing he should also have the allocation of materials under his control. The allocation of materials is the only direct tie that the Ministry has with these fields.

b. The Governor estimates that it costs approximately Yen 5,000,000 per year to maintain the office in this prefecture and ~~that/the~~ feels that the prefectural government could do a much more efficient job at far less the cost.

#### 4. Discussion on Advisability of Retaining Present Office

a. Pro - The present office makes allocations direct from the Central Government and theoretically politics cannot enter into the making of allocations.

The office is established and operating and to replace it would cause a certain amount of confusion and delay in the allocation of materials.

b. Con - The office has no investigative personnel and does not know the actual conditions regarding materials in the prefecture.

The allocation of materials to the prefecture is decided by the Central Government without taking into consideration the recommendations of the local office. The allocation of materials within the prefecture usually follows the prefectural government plan.

The office is greatly over-staffed for the amount of actual work they accomplish.

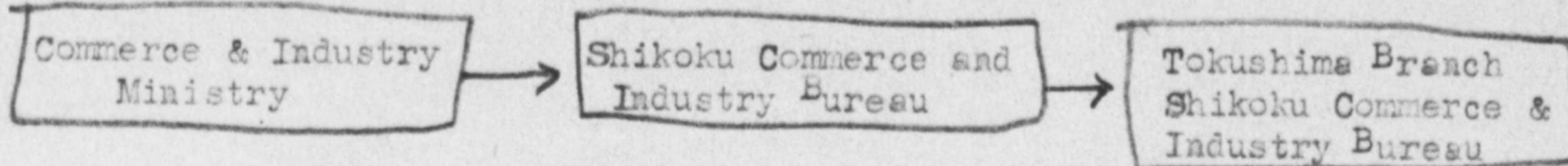
#### 5. Recommendations

a. It is felt by this headquarters that this office could be easily abolished without having any great effect on the economy and prefectural agencies could take over the materials allocation function.

BRANCH OFFICE OF COMMERCE AND INDUSTRY MINISTRY

I. Functions

a. This office was established under the provisions of the Temporary Material Supply and Demand Adjustment Law in 1947. Its organization is as follows:

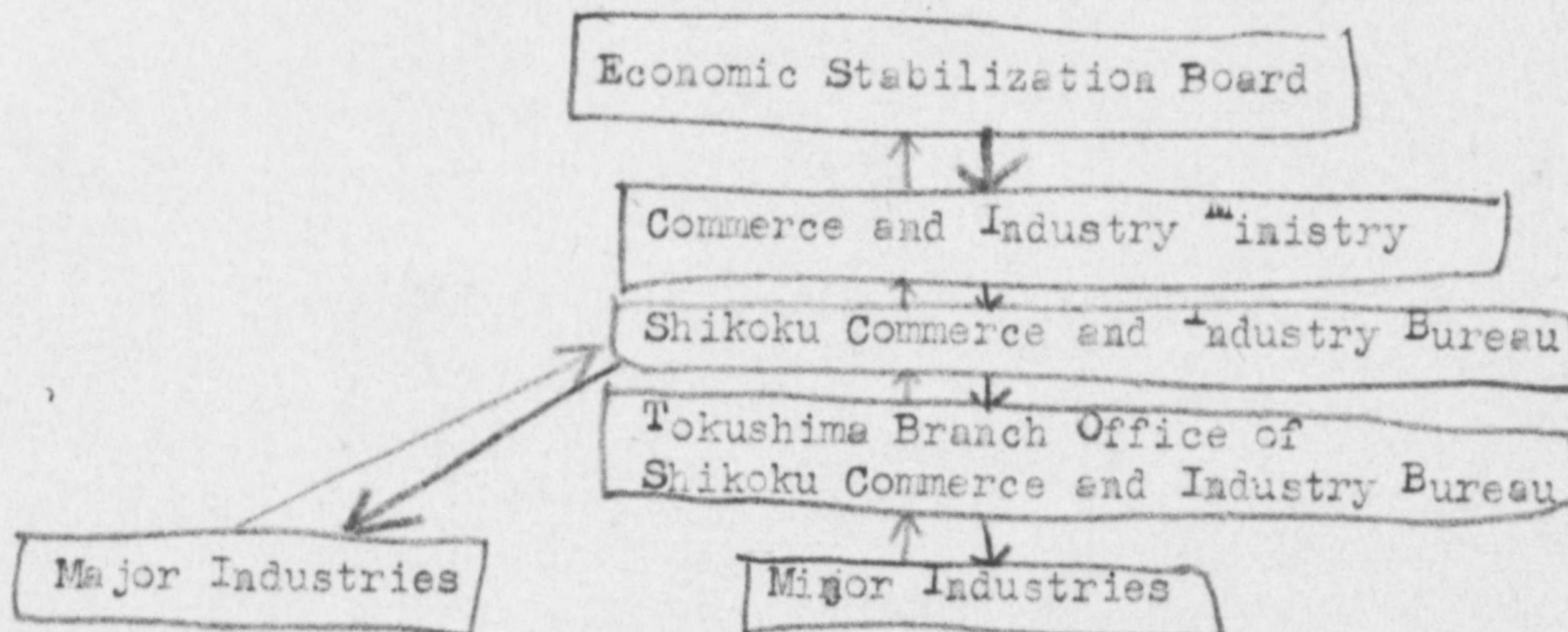


b. Principal duties of this office are:

- (1) Allocation of materials to the minor industries ~~in accordance with the jurisdiction of the Commerce and Industry Ministry in accordance with the Temporary Material Supply and Demand Adjustment Law.~~
- (2) Allocation of electric power in amounts not exceeding 50 kw.
- (3) Issues transportation certificates for those articles under control of the Commerce and Industry Ministry.
- (4) Has direct connection with producers to promote production.
- (5) Processes allocation requests and allocation certificates.

2. Operation

a. Process of allocation.



*— Requests for Materials*  
*— Allocation of Material*

3. Discussion of Advisability of Retaining Present Office

a. Pro - This office has much the same functions as the Material Adjustment Office of the Agr. & Forestry Ministry with the exception that this office also has the responsibility for production whereas the Material Adjustment Office does not.

This office has a direct contact with the producers and can easily supervise production of controlled materials.

~~With the present system of Economic Controls in effect in Japan, it would be almost impossible for the prefectural government to handle this function as at a certain stage there would have to be contact with a Ministry agency to receive allocations and it would appear to be much simpler to~~

b. Con - This work was formally accomplished by the Prefectural



Commerce and Industry Section and the Governor feels that this section could again handle this function with a minimum of trouble. One of the functions of the prefectural Commerce and Industry Section is the promotion of industry and the allocation of materials by this office would greatly advance this work.

4. Recommendations

a. Under the present system of economic controls now in effect in Japan, it would appear that it would be highly undesirable to turn the allocation of materials over to a local system of government at one end and control everything centrally at the same time. This headquarters recommends therefore, that until the control system is changed or abolished that this office continues to function as is.