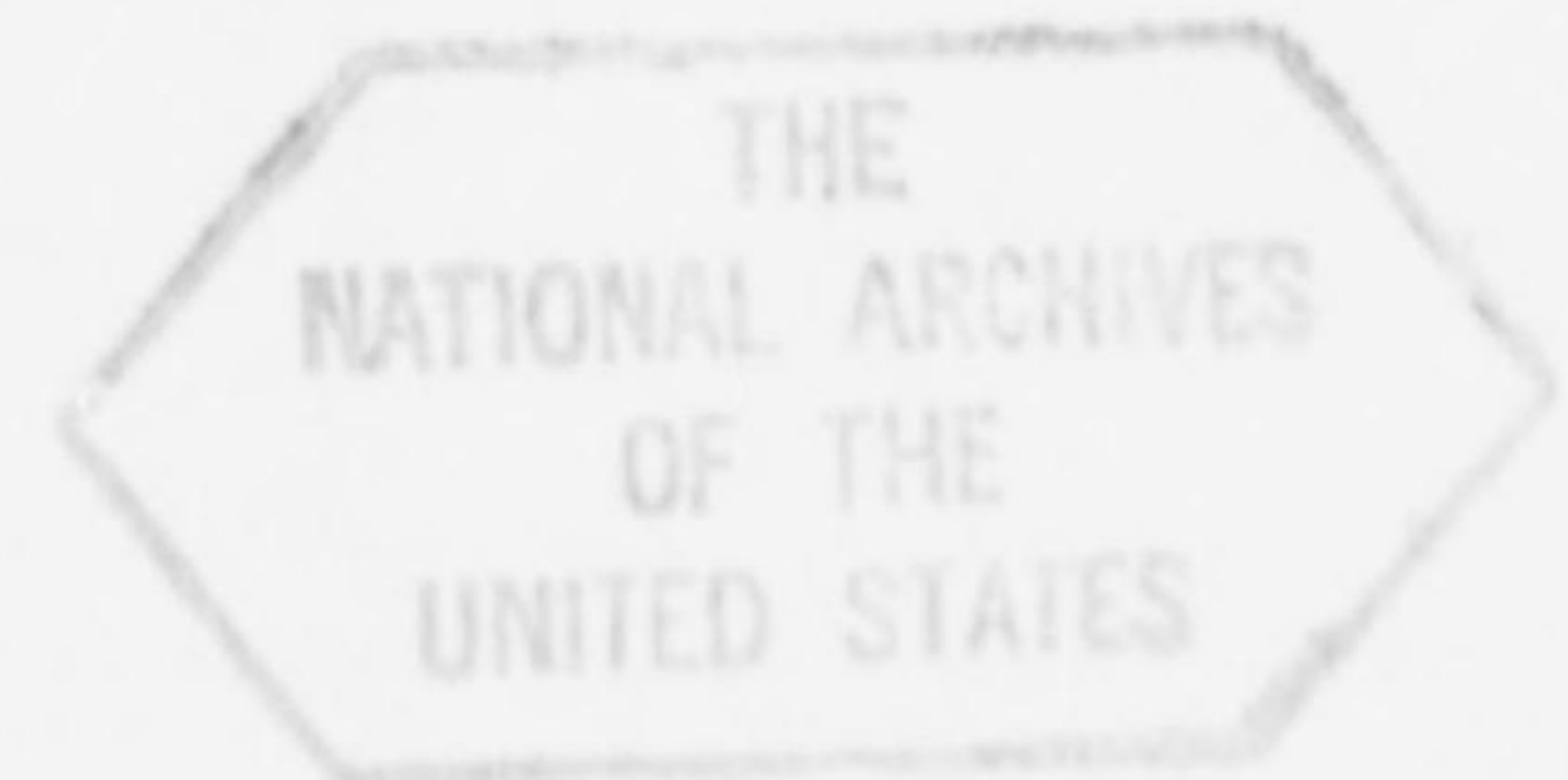


**GHQ/SCAP Records(RG 331)**  
**Description of contents**



- (1) Box no. 2395
- (2) Folder title/number: (129)  
311.1
- (3) Date: Feb. 1951 - Oct. 1951

(4) Subject :

Classification	Type of record
032	e

(5) Item description and comment :

(6) Reproduction :  Yes  No

(7) Film no. \_\_\_\_\_ Sheet no. \_\_\_\_\_







311.1( 21 Mar 50)CAS-A

Quarterly Report of Penalty Matter

CWO O'BRIEN  
74-1151 Ext 11

CAS

Commanding General  
Hq & Svc Comd  
Attn: G-4

1. 1. In compliance with Section I, Memorandum, Hq & Svc Comd, HC 311.1 (HSD) "Penalty Matter Report", dated 21 March 1950, the following report is submitted:

a. Quarterly Penalty Matter Report (Reports Control Symbol PO-1006).

b. The number of penalty items which have been received directly from the Far East Printing Plant are:

Negative

c. Number of penalty items which have been transferred to governmental agencies outside of the Department of the Army and Air Force; with copy of receipt attached as inclosure are:

Negative

d. The number of penalty items which have been destroyed in bulk or rendered unfit for mailing because of obsolescence are:

Negative

e. "I hereby certify that during the quarter ended 30 September 1951, no books, report, periodical, bulletin, pamphlet, list or other article or document was transmitted through the mail free of postage in violation of Section 306, Penalty Mail Act of 1948, 25 June 1948, (Public Law 785, 80th Congress, by the Civil Affairs Section including all such mailing by subordinate organization activities, or installations included in this report."

-----  
JOHN A. O'BRIEN-----  
CWO, USA  
Adm Off

CAS FILE COPY

4 J-125  
9 OCT 1951



R.E. Farley  
(26-6203)

AG 311.1(22 May 51)AG-OB

Supervision of APO 182

AG

Civil Affairs Section

22 May 1951

1 Your concurrence or comments regarding recommendation indicated paragraph 1 of attached 1st Indorsement, 20 May 1951 is requested.

1 Incl  
Rpt of Inspection  
dtd 10 May 51, w/related  
correspondence

-----G. R. C.-----  
From: CAS To: AG Lt Col Glover 74-2133  
24 May 51

2. Civil Affairs Section concurs in the recommendations contained in par 1, attached indorsement, with the exception of sub-par e therein. Non-concurrence of this sub-par e is caused by the recently curtailment of and the complete abolishment of Civil Affairs activities in the near future. It is therefore recommended that adequate space, the responsibility for security, and complete control of APO 182 be assumed by JLC. It is further recommended that proposed transfer of responsibility be effected expeditiously.

CAS File Copy ✓

1 Incl: n/c

-----W. P. S.-----

F-3

6-702  
24 MAY 1951



*file*

HEADQUARTERS  
HEADQUARTERS AND SERVICE GROUP  
GENERAL HEADQUARTERS, FAR EAST COMMAND  
APO 500

HC 311.1 (HSD)

21 March 1950

MEMORANDUM:

PENALTY MATTER REPORTS

	Section
QUARTERLY REPORT (REPORT CONTROL SYMBOL PO-1006).....	I
ANNUAL INVENTORY REPORT (REPORT CONTROL SYMBOL PO-1007).....	II
<u>REFERENCES AND RESCISSIONS.....</u>	<u>III</u>

SECTION I - QUARTERLY REPORT (RCS: PO-1006)

1. A quarterly Penalty Matter Report will be submitted to Commanding General, Headquarters and Service Group (Attention: S-4) so as to arrive thereat not later than the 3d day following the close of the quarter, by all units and Staff Sections who requisitions stationery and office supplies direct from General Headquarters supply.

2. This report will consist of the following information: (Sample report is attached as Inclosure 1. )

- a. Report title including Reports Control Symbol.
- b. Separately, the number of penalty items by type which have been received directly from the Far East Command Printing Plant.
- c. Separately, the number of penalty items by type, which have been transferred to governmental agencies outside of the Department of the Army and Air Force; in each case of transfer, a receipt must have been obtained and will be attached as an inclosure to the report.
- d. Separately, the number of penalty items by type which have been destroyed in bulk or rendered unfit for mailing because of obsolescences. Penalty articles which are wasted or destroyed accidentally will not be included.
- e. A certificate will be incorporated in the report, as shown in Inclosure 1.

SECTION II - ANNUAL INVENTORY REPORT (RCS: PO-1007)

3. An annual Inventory of Penalty Matter Report will be submitted to Commanding General, Headquarters and Service Group (Attention: S-4) so as to arrive thereat not later than the 3d day of July annually.

4. This report will consist of the following information: (Sample report is attached as Inclosure 2).

- a. Report title including reports control symbol.
- b. Separately, the

F-2



b. Separately, the number of penalty envelopes by size and type, labels, wrappers, cards, tags, and other articles which are on hand the last day of the fiscal year.

SECTION III - REFERENCES AND RESCISSIONS

5. References.

- a. Army Regulations, 340-10, 17 November 1939, "Correspondence".
- b. Special Regulations, 340-10-1, 23 November 1948, "Correspondence and Mail".
- c. Section XII, Weekly Directive Number 49, Headquarters Eighth Army, 13 August 1949, "Penalty Mail Statement Report".

6. Rescissions. General Headquarters Check Sheet, Headquarters Commandant, file HC 311.1 (HSD), 20 December 1949, "Penalty Matter Reports", is rescinded.

BY COMMAND OF MAJOR GENERAL WEIBLE:


LEONARD S CARROLL  
Lt Col AGD  
Adjutant

DISTRIBUTION:

"A" plus  
10 copies to S-4  
50 copies to AG for GHQ Distr

2 Incls  
1 Form for PO-1006 Report  
2 Form for PO-1007 Report

A CERTIFIED TRUE COPY:

  
ARTHUR L. HAYNES  
CWO USA  
Asst Adj Gen



*file  
xtra*

HEADQUARTERS  
HEADQUARTERS AND SERVICE GROUP  
GENERAL HEADQUARTERS, FAR EAST COMMAND  
APO 500

HC 311.1 (HSD)

21 March 1950

MEMORANDUM:

PENALTY MATTER REPORTS

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BY COMMAND OF MAJOR GENERAL WEIDLE:

LEONARD S CARROLL  
Lt Col           ACD  
Adjutant

DISTRIBUTION:

"A" plus

10 copies to S-4

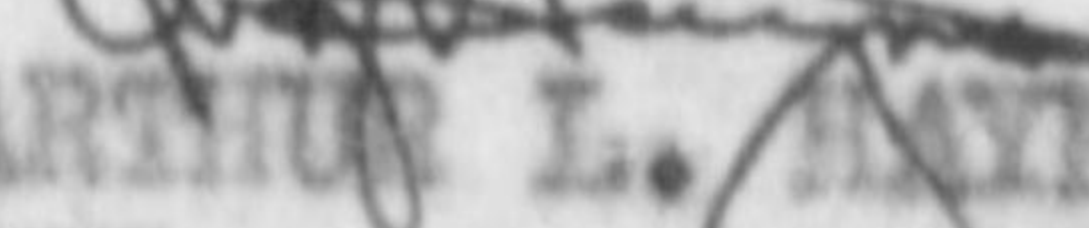
50 copies to AG for GHQ Distr

2 Incls

1 Form for PO-1006 Report

2 Form for PO-1007 Report

A CERTIFIED TRUE COPY:

  
ARTHUR L. HAYNES  
CWO           USA  
Asst Adj Gen



GENERAL HEADQUARTERS  
FAR EAST COMMAND  
APO 500

AG 311.1 (10 Feb 51) AG-OB

10 February 1951

SUBJECT: Forwarding of Official Mail Addressed to Commanding Officers of  
Individuals Evacuated to Zone of the Interior

TO: Commanding General, Eighth Army, APO 301  
Commanding General, Japan Logistical Command, APO 343  
Commanding General, Marianas-Bonins Command, APO 246  
Commanding General, Ryukyus Command, APO 331  
Commanding General, Headquarters and Service Command,  
General Headquarters, Far East Command, APO 500  
Commander, United States Naval Forces, Far East, Navy No. 1165  
Commanding General, Far East Air Forces, APO 925  
Commanding General, Philippines Command (Air Force), APO 74  
Chief, Joint United States Military Advisory Group to the  
Republic of the Philippines, APO 928  
Military Governor of the Ryukyu Islands, APO 719

Effective upon receipt of this letter, official mail addressed by title to the Commanding Officer of an individual casual who has been evacuated to the Zone of the Interior, will be forwarded to the Adjutant General or the Air Adjutant General, Washington 25, D. C., indorsed "Evacuated to Zone of the Interior, Forwarding Address Unknown." The original address will be lined through, but not obliterated.

BY COMMAND OF GENERAL MACARTHUR:

/s/ Carl H. Cundiff  
/t/ CARL H. CUNDIFF  
Lt Colonel, AGC  
Asst Adj General

HC 311.1 (AG)

1st Ind

HQ, HEADQUARTERS AND SERVICE COMMAND, GHQ, FEC, APO 500

13 February 1951

TO: Section Chiefs and Unit Commanders

For information and compliance.

BY COMMAND OF BRIGADIER GENERAL MILBURN:

*F-1*  
*Milburn*  
K. F. MILBURN  
Colonel, AGC  
Adjutant General