

1. h. (2) Billeting in the Dai Iti Hotel is in accordance with Memorandum Headquarters, Headquarters and Service Group, 23 December 1949.
 - i. Dependents. Where facilities are adequate for joint occupancy, dependents may be quartered in billets, providing space is available. The presence of dependents will not be considered a basis for authorizing quarters in excess of that to which the head of the family would be entitled singly. Dependent billeting in the Imperial and Dai Iti Hotels is in accordance with letter and memorandum quoted in paragraph h, above.
 - j. Locally Hired Employees. Applications for billets submitted by employees hired in the Theater must be approved by General Headquarters, Far East Command, prior to billeting.

SECTION II - LEAVES

2. A limited number of transient facilities in the following billets will be available for authorized personnel stationed in the Far East Command, (except those in the Tokyo-Yokohama Area), and their dependents who may visit Tokyo on a non-duty status:

Union Club of Tokyo
Dai Iti Hotel
Old Kaijo Hotel
Yaesu Hotel
Yuraku Hotel

a. To obtain accommodations, individuals may submit requests for reservations through commands normally commanded by a General Officer to the Central Billeting Office, lobby of the Military Air Transport Service Building, phone Tokyo 26-6494 or 26-6482. Accommodations will be authorized on a reservation basis subject to availability, and may be obtained by telephone. The following information is required:

- (1) Full name.
- (2) Military rank or civilian pay grade.
- (3) Estimated time of arrival in Tokyo.
- (4) Length of visit in Tokyo (7 day limit).
- (5) Name, age and sex of dependents accompanying individuals.

b. A limited number of transient facilities are available in BCOF Marunouchi Hotel for United States officers or civilians of equivalent grade and their dependents who may visit Tokyo on a non-duty status. Reservations may be made by telephoning Tokyo 26-6722 or 57-8350.

c. Individuals who have reservations will report to the Central Billeting Office, lobby of the Military Air Transport Service Building, with a copy of official travel orders for assignment prior to reporting to a billet. Individuals without reservations will not be accommodated.

ADMIN MEMO No 27, 23 Feb 50 (Cont'd)

2. d. Commands will submit names of personnel authorized to make reservations to Headquarters and Service Group, Billeting Section, APO 500.

SECTION III - REFERENCES AND RESCISSIONS

3. References.

a. Staff Memorandum Number 46, General Headquarters, Supreme Commander for the Allied Powers, and Far East Command, 20 June 1947, subject, "Billeting Procedure".

b. Letter, AG 620.6(6 Jun 49) SGS to Headquarters Commandant, 6 June 1949, subject, "Billeting in the Imperial Hotel".

c. Unnumbered Memorandum, Headquarters, Headquarters and Service Group, 23 December 1949, subject, "Billeting Policy for Dai Iti Hotel".

d. Letter, AG 386.2 (21 Aug 46) GA to Headquarters Commandant, 29 January 1947, subject, "General Headquarters Billeting Facilities, Tokyo".

e. CINCFE Radio ZX 49807, subject, "Leave Travel".

f. Letter, G-1 to Headquarters Commandant, 11 October 1949, subject, "Use of Marunouchi Hotel by United States Personnel".

4. Rescissions. Administrative Memorandum Number 17, 11 February 1949 and Administrative Memorandum Number 57, 4 August 1949, are rescinded.

HC 620 (HBH)

BY COMMAND OF MAJOR GENERAL WEIELE:

LEONARD S CARROLL
Lt Col AGD
Adjutant

OFFICIAL:

s/ A L Haynes
A L HAYNES
CWO USA
Asst Adjutant

DISTRIBUTION:

"A" plus 40 to Billeting Section

102.18

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

HC 671 (HRU)

6 February 1950

MEMORANDUM:

FIRE HAZARDS INCIDENT TO USE AND CARE
OF ELECTRICAL EQUIPMENT

1. Construction standards, quality of materials and workmanship in Japan generally fail to meet American standards for construction of electrical systems within structures. Safety factors and overload allowances in many cases barely provide for the normal minimum electrical loading. Under these circumstances, additional "convenience" loadings such as radios, reading lamps, pressing irons and other electrical appliances cause fuses to be blown repeatedly. Unauthorized persons meet this situation by applying heavier fusing, or bridging the safety valve (fuse) of the electrical system. This practice causes overheating of the wiring circuits and resultant breakdown of substandard insulation. The situation warrants the closest attention of maintenance personnel and caution on the part of using personnel, to eliminate fires from this source.

2. All lighting branch circuits will be fused at 15 amperes. All other circuits will be fused according to wire capacity, i.e.,

#14 wire at 15 amperes	#12 wire at 20 amperes
#10 wire at 25 amperes	# 8 wire at 35 amperes
# 6 wire at 50 amperes	# 4 wire at 70 amperes
# 2 wire at 90 amperes	# 0 wire at 125 amperes

Fuse links or fuse wire of unknown capacity will be replaced with fusing of proper capacity. Fuse ratings will be indicated on or near the fuse block to assure correct replacement.

3. Section chiefs, organization commanders and using agencies will instruct operating personnel of all grades to make no demands on Japanese Maintenance electricians for changes, alterations or extensions of electrical systems. Desirable and justifiable electrical alterations will be processed through established Repairs and Utilities procedure. Such changes will be made only by the assigned qualified electrician or electrical contractor acting under approved work orders.

4. The Department of the Army accepts the National Electrical Code (Pamphlet No 30) of the National Board of Fire Underwriters as its standard of design and installation. Every effort will be made to conform local practice, design, installation, maintenance and operation of electrical systems, temporary or permanent, to this Code. Other applicable references are Section XII, Chapter 4 of TM 20-350, SAFETY MANUAL; TM 5-681, "Inspection and Preventive Maintenance for Electrical Facilities" and TM 5-680-B, "Interior Electrical Systems".

HC 671 (HRU) Subj: Fire Hazards Incident to Use and Care of Electrical Equipment,
6 Feb 50 (Cont'd)

5. Practice and Operation. a. Appliances and Fixtures. Electric heaters and electric irons may be used only where the proper electrical outlets have been provided for their use. Electric appliances, when connected, will not be left unattended. They will be disconnected at the wall outlet when not in use. Electric fixtures and lamp shades must clear lamp bulbs by at least two (2) inches and should be vented top and bottom. Light bulbs in ordinary fixtures should not exceed 100 watts. Lamps of 200 watts may be used in ceiling fixtures which are adequately insulated and ventilated. The care and maintenance of electric equipment for kitchens and mess halls is covered in TM 5-680-A.

b. Transformer vaults, switching rooms, sub-stations and other installations of high potential breakdown usually are the property of, and under the control of the agency which furnishes electric energy. However, in many cases these installations of high potential breakdown are located within the area or facility which they serve, and offer a direct, serious exposure to the facility. Vaults or rooms containing high potential equipment must be kept cleared of all items except the installed electrical equipment. In too many cases they are being used as store rooms, offices or even as living quarters. These rooms must be well ventilated to maintain normal temperatures. They must be marked OFF LIMITS, kept locked, and be available only to the responsible electrician.

c. Motors. Electric motors require ventilation and periodic cleaning to avoid excessive operating temperature. Power connection must be tight and protected. Motor frame ground connections must be tight and the ground wire taken to a definite earth ground. Metal conduit must be well grounded. The maintenance of electric motors is covered in Section III of TM 5-681.

BY COMMAND OF MAJOR GENERAL WEIBLE:

s/t/ A L HAYNES
CWO USA
Asst Adjutant

G 671

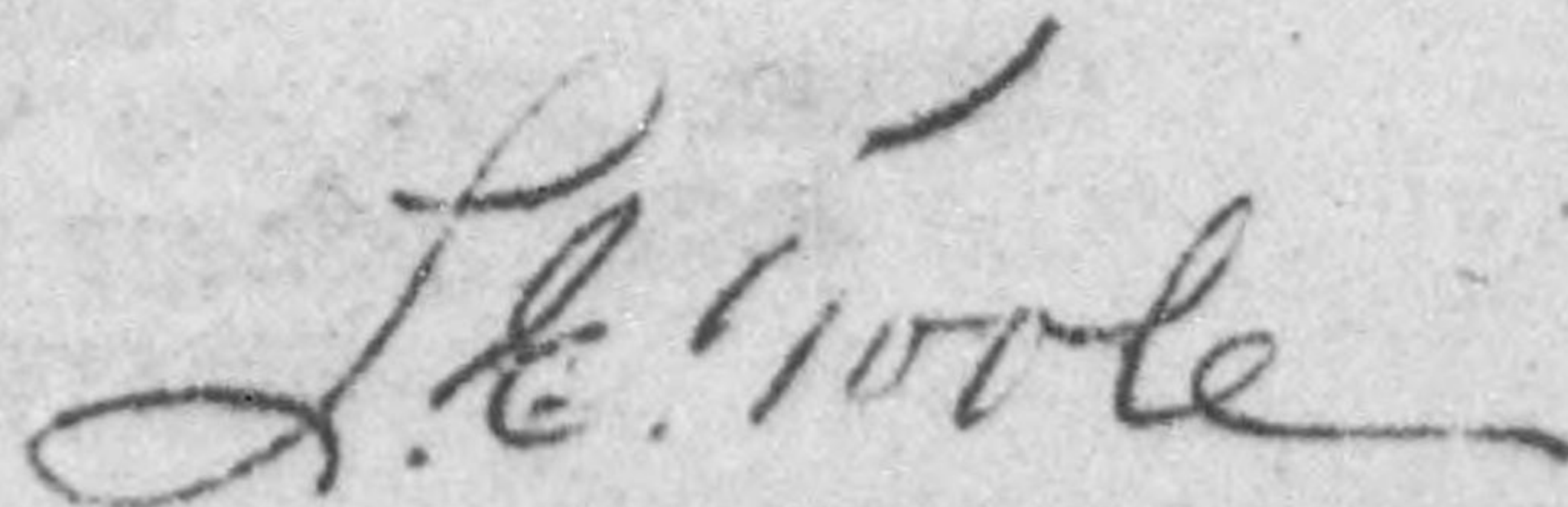
1st Ind

LFT/am

Nikoku Civil Affairs Region, APO 1050, 16 February 1950

); Occupants of Separate Quarters and the BOQ, Takamatsu

For your information and guidance. Attention especially invited to paragraph



L E TOOLE
Col Inf
Chief

file (?)
102.10

TO: Post master.
FROM: Chief of Postal Division, Matsuyama Communication Bureau.
SUBJECT: Handling of Mail delivered by Allied Forces.

Notification
YUGYO No. 602

May 7, 1949

Reference is made to;

Yugyo No. 502 dated April 12 and Bulletin from No. 106 to No. 109, dated May 6.

You have so far been notified of the handling of the mails delivered by the Allied Forces by the cited above. Effective immediately the official mails delivered by the Allied Forces are to be handled in accordance with the following rules.

You will see to it that anything wrong does not happen in handling the mails in the future.

- 1) The official mails to be delivered by the Allied Forces will bear the English words expressing "Official Business" together with either the name of the military unit or the name of the official body sending the mails.
- 2) The official mails will be accepted free of charge even though they are delivered directly to the Post Office but not through the Military Post Office.

Remarks: Hitherto-fore the Mails delivered directly to the Post Office were accepted with charges collected for postal service regardless they were official ones or not. Hereinafter the official mails will be free of charge while the private ones will continue to be charged for as before.

- 3) When the official mails are accepted a red mark "Allied Forces Mail" will be put on the surface of the mail.
- 4) A monthly report will be submitted showing number of the mails accepted by the Post Office in the form as shown below to Business Operation Subsection, Business Operation Section, Postal Division, not later than 10th of the following month.

(Form) Report on mails delivered by Allied Forces.
(for month)

Classification	Type of mail	Type of Handling	Items	Remarks
Ordinary				
Parcel-post				
		Total		

Remarks:

- a) "Type of Mail" column will show letter post card and so forth.
- b) "Type of Handling" column will show whether it is ordinary handling or special handling (subclassification is required)