

RG 331, National Archives and Records Service

Allied Operational and Occupation
Headquarters, World War II

SUPREME COMMANDER FOR THE ALLIED POWERS

Civil Affairs Section
Kanto Civil Affairs Region
Legal & Government File
1949-51

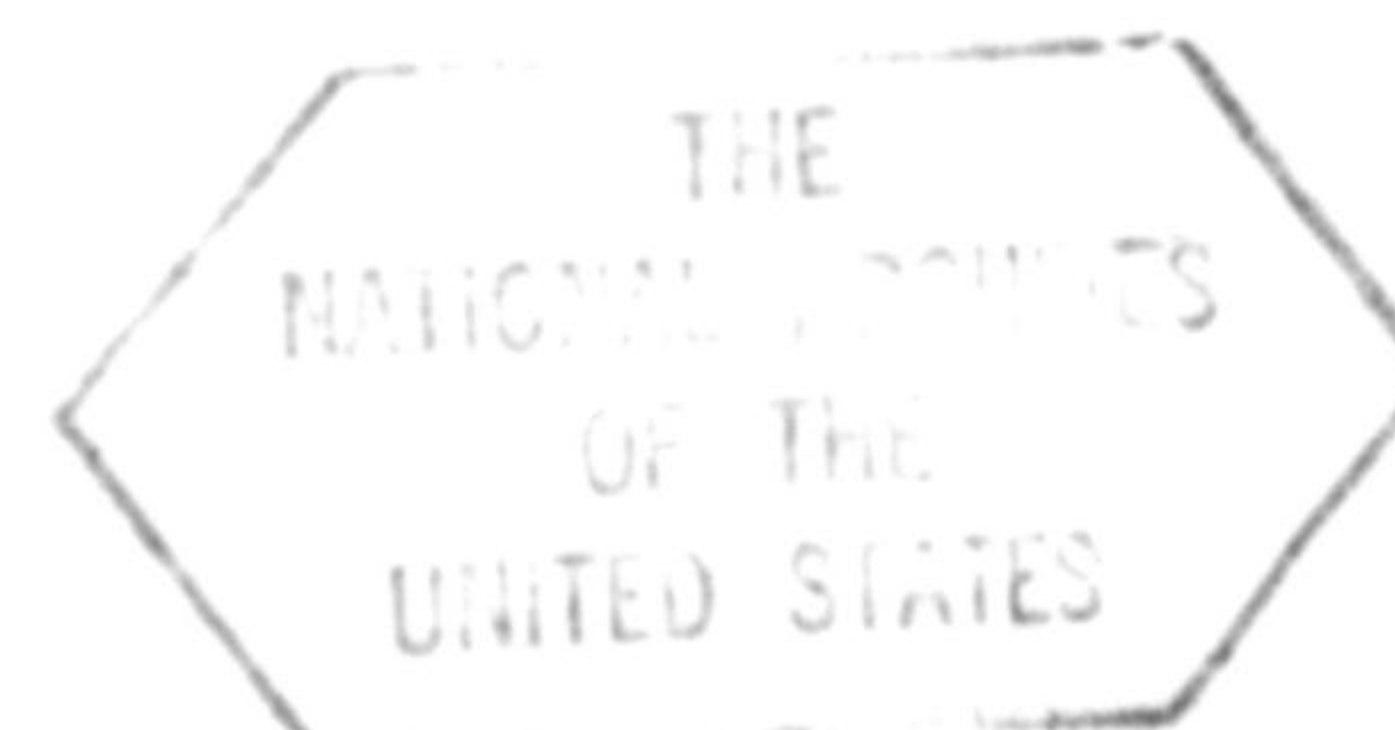
Memorandums to Booklets (Written in Japanese)

Box No. 2784

(Compiled by National Diet Library)

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GHQ/SCAP Records(RG 331)
Description of contents



- (1) Box no. 2784
- (2) Folder title/number: (1)
 Kanto CAR Memorandums (Numbered)
- (3) Date: Feb. 1950 - Dec. 1950

(4) Subject :

Classification	Type of record
9032.2	e

- (5) Item description and comment :
 Kanto

(6) Reproduction: Yes No

(7) Film no. _____ Sheet no. _____

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HEADQUARTERS
KANTO CIVIL AFFAIRS REGION
APO 500

*File
27 Dec*

MEMORANDUM
NUMBER 15

21 December 1950

DUTY OFFICER

1. Personnel subject to detail: All Department of Army Civilians, this headquarters, with rating of GS-7 or above will be detailed regularly as duty officer. Duty roster will be maintained in conformity with AR 345-25.
2. Tour of Duty:
 - a. Week days: Tour will commence at 1700 hours on the day of detail and will terminate at 0800 hours the following day.
 - b. Wednesdays and Saturdays: Tour will commence at 1200 hours on the day of detail and will terminate at 0800 hours on the following day.
 - c. Sundays and Holidays: Tour will commence at 0800 hours on the day of detail and will terminate at 0800 hours the following day.
3. Reporting for Duty:
 - a. Week days: The deputy chief will contact the duty officer if additional instructions are deemed necessary.
 - b. Wednesdays and Saturdays: The duty officer will report to the deputy chief prior to 1100 hours on the day of detail. During the absence of the deputy chief, the duty officer will report to the chief.
 - c. Sundays and Holidays: The duty officer will report to the deputy chief prior to 1100 hours on the last duty day prior to the day of detail. During the absence of the deputy chief, the duty officer will report to the chief.
4. Responsibilities:
 - a. The duty officer will check each room of the headquarter's building, immediately subsequent to 1700 hours each day, excluding Saturday, to ascertain that there are no unauthorized Japanese personnel remaining in the building. Indigenous personnel authorized to remain, must have in their possession a note, signed by their section chief or his authorized representative indicating that said Japanese employee is required to work overtime. On Saturday the duty officer will check each room at 1200 hours. Japanese personnel may remain in the building until 1300 hours if they desire to eat in the Japanese lunchroom. They will not return to their sections after 1200 hours unless so authorized. The duty officer will not depart until all unauthorized Japanese personnel have vacated the building. It is not necessary to check the building on Sundays and holidays.

John W. ...

HEADQUARTERS
KANTO CIVIL AFFAIRS REGION
APO 500

*File
27 Dec*

MEMORANDUM
NUMBER 15

21 December 1950

DUTY OFFICER

1. Personnel subject to detail: All Department of Army Civilians, this headquarters, with rating of GS-7 or above will be detailed regularly as duty officer. Duty roster will be maintained in conformity with AR 345-25.

2. Tour of Duty:

a. Week days: Tour will commence at 1700 hours on the day of detail and will terminate at 0800 hours the following day.

b. Wednesdays and Saturdays: Tour will commence at 1200 hours on the day of detail and will terminate at 0800 hours on the following day.

c. Sundays and Holidays: Tour will commence at 0800 hours on the day of detail and will terminate at 0800 hours the following day.

3. Reporting for Duty:

a. Week days: The deputy chief will contact the duty officer if additional instructions are deemed necessary.

b. Wednesdays and Saturdays: The duty officer will report to the deputy chief prior to 1100 hours on the day of detail. During the absence of the deputy chief, the duty officer will report to the chief.

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Memorandum No. 15, Hq Kanto Caff Region, 21 Dec 50

b. Prior to leaving the building, the duty officer will leave his residence telephone number with the Japanese charge of quarters, at the information desk. Thereafter he will report any change in location or telephone number, to the aforementioned charge of quarters. He will not, unless prior approval is granted by the deputy chief, leave the Tokyo area.

c. Personnel detailed as duty officer on Wednesday or Saturday afternoons, will remain in their office, at their residence or at some other convenient location in the Tokyo area. They will not schedule field trips or be absent from the Tokyo area unless prior approval is received from the deputy chief.

d. The occurrence of any incident which necessitates a command decision will be referred to the deputy chief, or during his absence, to the chief.

e. Reports of unusual incidents will be made to the deputy chief prior to 0830 hours the following day. No report is necessary for routine tours of duty.

Julian Dayton
JULIAN DAYTON
Col, Infantry
Chief

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HEADQUARTERS
KANTO CIVIL AFFAIRS REGION
APO 500

MEMORANDUM
NUMBER 13

17 October 1950

TAX EXEMPTION CERTIFICATES

1. The following extract from Staff Memorandum Number 11, General Headquarters, Supreme Commander for the Allied Powers and Far East Command, 1947, is reproduced for your information.

"1. b. Reference. Memorandum, General Headquarters, Supreme Commander for the Allied Powers, for the Imperial Japanese Government, AG 012 (24 Dec 45) cs, subject; Remission of Taxes on Souvenir Items Purchased by Military Personnel, 24 December 1945.

2. Under the provisions of Memorandum for the Imperial Japanese Government cited in paragraph 1b, Japanese excise taxes are not to be levied on items sold to personnel of the Armed Forces of the United Nations located in Japan.

3. c. Certificates will be prepared and signed in triplicate and numbered serially by each issuing officer. Original and duplicate will be signed by purchaser in presence of vendor. Vendor will retain original for presentation to the Japanese Government. The purchaser will return the duplicate copy to the issuing officer. Issuing officers will assemble all duplicate certificates on a weekly basis and will forward them to the Adjutant General, General Headquarters, Far East Command, prior to 1000 hours on each Monday, for transmittal to the Commanding General, Eighth Army. The triplicate copy will be signed by purchaser at time of issue and will be retained by issuing officer for file. Issuing officers will make a weekly check to see that duplicate copies of tax exemption certificates have been returned to their office and forwarded by them."

2. Major Geo. B. Niblock Jr. is designated issuing officer for the purpose of signing all certificates.

3. Forms will be prepared in triplicate by the individual concerned and presented to the issuing officer for numbering and signature. Original and duplicate copy will be returned to the individual. Triplicate copy will be retained in suspense file. Duplicate copy will be returned to the issuing officer as soon as practicable subsequent to completion of purchase.

4. Forms may be obtained from the Central file clerk.

BY ORDER OF COLONEL DAYTON:

OFFICIAL:

GEO. B. NIBLOCK Jr.
GEO. B. NIBLOCK Jr.
Major, Infantry
Adjutant

GEO. B. NIBLOCK Jr.
Major, Infantry
Adjutant

DISTRIBUTION: D

HEADQUARTERS
KANTO CIVIL AFFAIRS REGION
APO 500

*Legal
File*

MEMORANDUM
NUMBER 12

28 August 1950

VEHICULAR TRANSPORTATION FOR FOREIGN
AND JAPANESE NATIONALS

1. Vehicular transportation is authorized for Foreign and Japanese National employees of this headquarters when such transportation is required in the performance of official duties. It is also authorized for non-occupation force personnel; e. g. representatives of the Japanese Government or commercial organizations, who are requested to accompany Department of Army Civilians of this headquarters in an official capacity.

a. Transportation for any reason other than that referred to above is not authorized. Circumstances which justify the use of Government transportation for reasons not included herein will be referred to the Deputy Chief.

2. a. Form attached as inclosure 1 will be accomplished on all Foreign and Japanese National employees who are required to travel by vehicular transportation in an official capacity.

b. Form attached as inclosure 2 will be accomplished on all Department of Army Civilian personnel who are accompanied by non-occupation force personnel while on official business.

(1) Forms referred to above will be submitted to the Deputy Chief for authentication.

3. Authorization forms will be returned to the Deputy Chief when no longer current.

BY ORDER OF COLONEL DAYTON:

GEO. B. NIBLOCK Jr.
Major, Infantry
Adjutant

OFFICIAL:

[Signature]
GEO. B. NIBLOCK Jr.
Major, Infantry
Adjutant

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2 Incls
1. Auth for non-occ. pers.
2. Auth for DAG

HEADQUARTERS
KANTO CIVIL AFFAIRS REGION
APO 500

MEMORANDUM
NUMBER 11

19 June 1950

FIELD DUTIES OF LIAISON PERSONNEL

1. In addition to those duties previously designated for the Liaison Non-Commissioned Officers assigned this headquarters, the following additional duties are prescribed:

- a. Surveillance of institutions, business establishments etc.
- b. Investigations of situations or events, the nature of which necessitates expeditious handling or reporting.
- c. Investigations of complaints.
- d. Receiving written complaints for submission to this headquarters.
- e. Making initial reports of disasters.
- f. Representing this headquarters at official ceremonies.
- g. Representing this headquarters as judges at official contests.

2. The duties listed above will not be accomplished unless specifically directed by this headquarters. This memorandum prescribes the categories of duties that may be performed; instructions directing the accomplishment of specific tasks or duties, will be promulgated in the form of military letters addressed to the Non-Commissioned Officers concerned.

a. This directive is not intended to relieve any Non-Commissioned Officer of the responsibility of properly providing for visiting personnel nor is it designed to hinder or retard the accomplishment of such functions. Any additional duties which conflict with the primary mission of the Liaison Detachment, will be postponed or cancelled. Direct contact between the Liaison Non-Commissioned Officers and the Deputy Chief, this headquarters, on matters of priority or policy, is encouraged.

3. All requests for the assignment of duties or the accomplishment of specific duties as prescribed by this directive, will be submitted to the Deputy Chief by the Section Chief concerned.

a. Section Chiefs or their subordinates will not request assistance from Non-Commissioned Officers except as indicated herein.

4. Surveillance of any institution or establishment will be performed in accordance with previously formulated plans. Such plans will

Memorandum No. 11 Hq Kanto CAff Region 19 June 50

be forwarded with the letter which directs the surveillance and will ordinarily be in the form of a check sheet prepared by a member of the Civil Affairs Section concerned. Each check sheet will contain the name and telephone number of the person responsible for its preparation. Direct contact between the author and the several Liaison Non-Commissioned Officers is encouraged. Subsequent to completion of the inspection, the check sheet will be signed by the inspecting Non-Commissioned Officer and dispatched to this headquarters.

5. The following regulations will be adhered to by all Non-Commissioned Officers in their relationship with Japanese personnel contacted in any official capacity:

a. Do not attend parties, dinners or other social functions which are scheduled solely or principally for your benefit or pleasure.

b. Do not accept presents or gifts.

c. Do not invite or allow members of other organizations to accompany you while performing official duties.

d. Do not pose as an authority on Civil Affairs problems.

e. Do not make suggestions for improvement.

f. Do not order or direct any change in policy or procedure.

g. Do not cancel trips or visits without notifying officials concerned.

h. Do not absent yourself from the Liaison Detachment while performing official duties in excess of 1 day, without the prior approval of this headquarters.

i. Do your utmost to create the best possible impression at all times. Your appearance should be immaculate; since both your conduct and appearance are reflected in the impression formulated by the Japanese people of the American way of life. It is extremely important that you provide the utmost in courtesy, in punctuality, in mutual respect and understanding; that you provide all things necessary to promote a feeling of friendliness and good will with all representatives of the Indigenous population of Japan. We are endeavoring to teach the basic principles, concepts and doctrines of a democratic union; in so doing, we are confronted with the natural reticence of a people who have been asked to adopt a program which is basically and intrinsically foreign to their habits, customs and beliefs. Your conduct can do much to counteract this negative attitude.

Memorandum No. 11, Hq Kanto CAff Region, 19 June 1950

6. All directives previously published by this headquarters, in conflict herewith are rescinded.

BY ORDER OF COLONEL DAYTON:

OFFICIAL:

GEO. B. NIBLOCK Jr.
Major, Infantry
Adjutant

GEO. B. NIBLOCK Jr.

GEO. B. NIBLOCK Jr.
Major, Infantry
Adjutant

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HEADQUARTERS
KANTO CIVIL AFFAIRS REGION
APO 500

*WHA KP
Lyon
MCM
JSA*

MEMORANDUM
NUMBER 10

2 May 1950

UNIT DISASTER PLAN

1. The instructions contained herein prescribe the duties and responsibilities of all personnel, this headquarters, in the event of a disaster in the form of an earthquake, flood, tidal wave, typhoon, fire or volcanic eruption which threatens or endangers this headquarters or the several members thereof.

a. Regulations pertaining to duties necessitated by the occurrence of a disaster which affects the Japanese civilian population will be promulgated in a separate directive.

2. The Deputy Chief, this headquarters, is designated Disaster Operations Officer. Alternate Disaster Operations Officers are designated as indicated below. They will assume command of all operations incident to disaster in the absence of the Deputy Chief, and in the order indicated.

<u>Rating</u>	<u>Names</u>
GS-13	Michael E. Nolan
GS-12	Joseph G. Featherstone
GS-12	Paul S. Kemske
GS-12	Rollin C. Fox
GS-12	William H. Abrams

3. Notification of a disaster or impending disaster, will be relayed to the Chief, Deputy Chief, or Public Welfare Officer (in that order) by the most expeditious means available.

4. The Chief, Deputy Chief, or Public Welfare Officer are authorized to declare a state of disaster. All personnel will be notified by the most expedient method.

5. Personnel absent from the headquarters when this plan is placed in effect, will return immediately, if the situation warrants such action, or report to the nearest military installation, remaining there until the danger has abated.

6. The unit motor pool is designated as the alternate command post. Personnel will not proceed to the new command post or evacuate the headquarters building unless so directed by the disaster operations officer. Insofar as is practicable, this headquarters will continue to operate in a normal manner subsequent to occupying the alternate command post.

a. Order of evacuation is as indicated below:

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Memorandum Number 10, Hq Kanto CAff Region, 2 May 1950

- (1) Personnel
- (2) Current and permanent records
- (3) Valuable items of equipment
- (4) All other equipment.

b. The Motor Sergeant will be prepared to furnish all available vehicles, with full gas tanks. They will be dispatched only as directed by the Disaster Operations Officer.

c. With the concurrence of the Commanding General, Headquarters and Service Group, the Motor Battalion, Headquarters and Service Group, will be contacted if additional vehicles are deemed necessary.

d. The Motor Sergeant will be prepared to accommodate the full complement of Headquarters personnel if the headquarters building is declared unsafe for further operations.

7. Duties of key personnel:

a. The Supply Officer is responsible for ensuring that all government property is properly safeguarded and will take such action, as is deemed necessary, to prevent pilfering, looting and other acts of vandalism. With the concurrence of the Commanding General, he will contact the S-4, Headquarters and Service Group for necessary supplies, equipment and repairs of communications if necessary. If evacuation is deemed necessary he will obtain 6 squad tents or 12 pyramidal tents or an equivalent number of substitute items for housing officer personnel in the alternate command post. He is further responsible to ensure that such housing facilities are erected as soon as possible subsequent to the movement of personnel. He will contact the Motor Sergeant for vehicular assistance - the Sergeant Major for Japanese laborers.

b. The Chief, Public Health Section, is responsible for rendering first aid and providing ambulance service. Hospital cases will be evacuated to the Tokyo General Dispensary.

8. Reports:

a. The Deputy Chief is responsible for notifying the Chief, Civil Affairs Section, SCAP and the Commanding General, Headquarters and Service Group of the occurrence of any disaster or impending disaster. Reports will be made by the most expeditious means available. The report to Headquarters and Service Group will contain the following information.

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Antitied
Memorandum Number 10, Hq Kanto CAff Region, 2 May 1950

- (1) Type of disaster and time and place of occurrence.
- (2) Number of casualties (Occupation Force and indigenous personnel).
- (3) Damage to Occupation Forces installations and Japanese installations.
- (4) Action being taken locally.
- (5) Requirements for assistance.
- (6) Changes as they occur.

b. The Chief Clerk will report by telephone or courier service to the S-I Section, Headquarters and Service Group, at 0900 hours daily, the strength of the unit as of 2400 hours the previous day.

9. The following precautionary measures will be instituted subsequent to the notification of a typhoon warning.

- a. All personnel will remain inside.
- b. All windows and doors will be closed.
- c. All file cabinets will be closed; those that are so equipped will be locked.
- d. The Supply Officer will have all available containers filled with fresh drinking water.
- e. The Chief, Public Health Section, will provide for first aid and ambulance service.

10. Detailed instructions for the procedure to follow in the event of fire, are contained in Memorandum Number 8, this headquarters, cs.

11. It is anticipated that prior notification of flood or tidal wave conditions culminating in disaster operations, would be sufficiently in advance to allow vehicular evacuation.

12. Earthquake: Personnel are enjoined to remain inside during an earthquake. The safest place is reputedly in the immediate vicinity of walls or partitions, and preferably near doorways. Fires should be anticipated, either during or immediately subsequent to the occurrence of such a disaster.

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 Memorandum Number 10, Hq Kanto CAff Region, 2 May 1950

a. The following listed buildings, have been reported as being capable of withstanding vertical shock earthquake.

Dai Ichi Building
 Finance Building
 San Shin Building
 Imperial Hotel
 Hibiya Public Hall
 Central Post Office
 Dai Ichi Hotel
 Stateside Stadium
 Nile Kinnick Stadium
 Memorial Hall
 National Gym

Meiji Park Hotel
 Marunouchi Building
 Ernie Pyle Theater
 Metropolitan Police Board
 Education Ministry (Next to
 Finance Building)
 Yaesu Hotel
 Diet Hall
 Bank of Japan
 Kanto Haiden Building
 Mantetsu Apartments

13. All memoranda previously published by this headquarters, in conflict with the above, are rescinded.

BY ORDER OF COLONEL DAYTON:

GEO. B. NIBLOCK Jr.
 Major, Infantry
 Adjutant

OFFICIAL:

G. B. Niblock Jr.
 GEO. B. NIBLOCK Jr.
 Major, Infantry
 Adjutant

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RESTRICTEDHEADQUARTERS
KANTO CIVIL AFFAIRS REGION
APO 500MEMORANDUM
NUMBER 9

13 April 1950

PASSIVE AIR DEFENSE PLAN

1. Passive Air Defense is defined as: those measures taken to minimize the effects of hostile air action; such as, the use of cover, concealment, dispersion, aircraft observers, air raid shelters, black-outs, etc.
2. Japanese personnel, including government officials, will not be notified, informed or advised of any aspect of this or any other air defense plan, except as specifically directed by the Commander-in-Chief, Far East Command.
3. Certain categories of passive air defense have been prescribed by the Commanding General, Headquarters and Service Group. Categories applicable to this headquarters and action to be taken subsequent to declaration of the applicable category is as indicated below:
 - a. Category II. There will be no apparent change in Civil Affairs procedure, however, a decided emphasis will be placed on perfecting the Disaster Plan and preparing for any eventuality resulting therefrom.
 - b. Category III. Current Disaster Plan will be placed in effect. All normal Civil Affairs operations will be discontinued.
4. Categories of air defense will be declared only by higher headquarters.
5. Upon notification that an air raid is imminent or in progress, the following procedure will govern:
 - a. All windows and doors will be closed; all lights turned out.
 - b. Personnel will proceed to the basement and will remain there until the all clear is sounded or unless otherwise directed by the Air Raid Warden.
 - (1) Major George B. Niblock Jr. has been designated Air Raid Warden for this building.
 - c. Personnel, absent from the headquarters during the initial stages of an air attack, will seek the nearest air raid shelter or report to the nearest military reservation, reporting to this headquarters as soon as the alert is over.

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Memorandum No. 9, Hq Kanto Caff Region dated 13 April 1950

d. The Chief, Public Health Section is responsible for rendering first aid or emergency hospitalization to casualties resulting from atomic, biological or chemical warfare attacks.

6. Subsequent to an air raid, personnel will accomplish the following, where applicable.

a. Air Raid Warden: Will report by telephone or courier service, to the Commanding General, Headquarters and Service Group, the following information:

- (1) Number of casualties.
- (2) Scope and magnitude of damage.
- (3) Action being taken locally.
- (4) Requirements for assistance.
- (5) Location of unexploded bombs.

b. Chief Clerk: Will report by telephone or courier service to the S-1 Section, Headquarters and Service Group, at 0900 daily the strength of the unit as of 2400 the previous day.

c. Personnel discovering unexploded bombs will notify the Air Raid Warden, this headquarters.

d. Supply Officer: Will be responsible for any necessary repairs.

e. Chief, Public Health Section: Will be responsible for first aid and ambulance service.

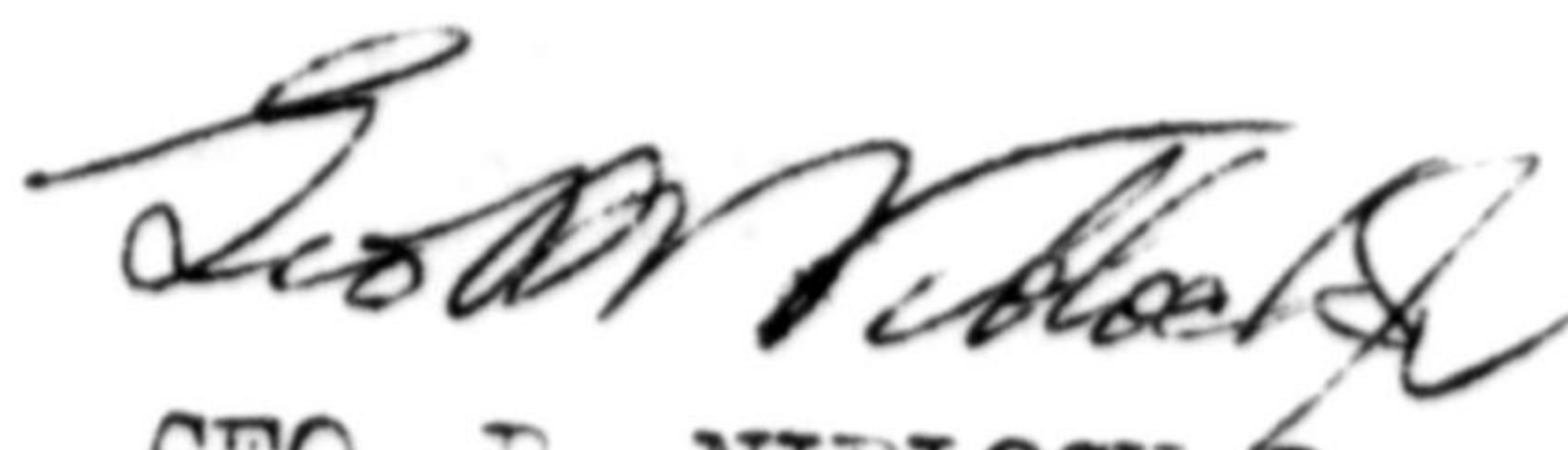
f. Chief, Public Welfare Section: Will be responsible for such disaster operations as are deemed necessary.

7. All passive air defense plans previously published by this headquarters, in conflict with the above are rescinded.

BY ORDER OF COLONEL HOLLINGSHEAD:

GEO. B. NIBLOCK Jr.
Major, Infantry
Adjutant

OFFICIAL:


GEO. B. NIBLOCK Jr.
Major, Infantry
Adjutant

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HEADQUARTERS
KANTO CIVIL AFFAIRS REGION
APO 500

MEMORANDUM
NUMBER 8

3 April 1950

FIRE REGULATIONS

1. Fire regulations for the Tokyo Area are prescribed in Administrative Memorandum Number 20, Headquarters, Headquarters and Service Group, Far East Command, 1949. Such regulations are applicable to all personnel of this organization.
2. Section chiefs will be required to certify that they have read and explained to all personnel under their supervision, all applicable portions of the aforementioned regulation.
3. The problems inherent, in controlling a fire in a building as crowded as this, makes mandatory a fire-conscious attitude on the part of all personnel. It is imperative that each member of this organization do his utmost to institute such preventive measures as are necessary to alleviate the possibility of a fire, and that he become thoroughly cognizant of his prescribed duties in the event such preventive measures fail.
4. Major George B. Niblock Jr. has been appointed Fire Warden for this organization.
5. Fire Defense Plan for the building is attached.
6. Section chiefs are responsible that personnel of their respective sections are thoroughly acquainted with all phases of the attached plan.
7. Section chiefs are responsible for assigning personnel to duties which will insure the accomplishment of the following:
 - a. Evacuation of valuable records and/or government property.
 - b. The closing of doors and windows subsequent to evacuation.
8. The Chief, Public Health Section, is responsible for medical and/or ambulance service.
9. Fire drills will be conducted as directed by the Fire Warden, this headquarters. Except as hereinafter indicated, all personnel will function as though an actual fire were in progress.
 - a. The operation of fire-fighting equipment and evacuation of records, property etc., will be simulated.

MEMO. No. 8 Kanto Calf Region 3 Apr 50

10. Unannounced fire inspections will be conducted by the Fire Warden, this headquarters.

11. All directives, previously published by this headquarters, in conflict with the above, are rescinded.



GEO. B. NIBLOCK Jr.
Major, Infantry
Chief

1 Incl
Fire Defense Plan

FIRE DEFENSE PLAN

1. Any person who discovers a fire in the building will immediately alert all other occupants by the most expedient method, preferably by sounding one of the fire alarms. If the seriousness of the fire warrants such action, contact the fire department by dialing one of the following listed numbers: 57-8221, 57-8222, 26-7261, 26-7262. Correct address of the building is: Mitsubishi Neka Number 11, situated directly behind Headquarters Far East Air Forces.

a. Japanese personnel may dial 119 to contact a Japanese speaking operator.

2. When a general alarm is sounded, personnel whose names appear on the applicable Annex, will immediately report to their fire stations. In the event that any person assigned to a piece of fire fighting equipment is absent, the first person, without an assigned duty, to pass in the vicinity will man such apparatus until properly relieved.

a. The following personnel are assigned duties as indicated:

- (1) Supply Officer: Evacuate all supply records.
- (2) Sergeant Major: Evacuate all permanent classified documents and other valuable material stored in the safe.
- (3) Chief Clerk: Evacuate all personnel records.
- (4) Distribution Center Clerk and File Clerk: Evacuate all permanent non-classified records.
- (5) Japanese Personnel Clerk: Close all windows and doors in rooms 205 and 206.

b. All personnel other than those referred to above, or those who have been designated by section chiefs to accomplish particular tasks, will evacuate the building in accordance with the applicable Annex.

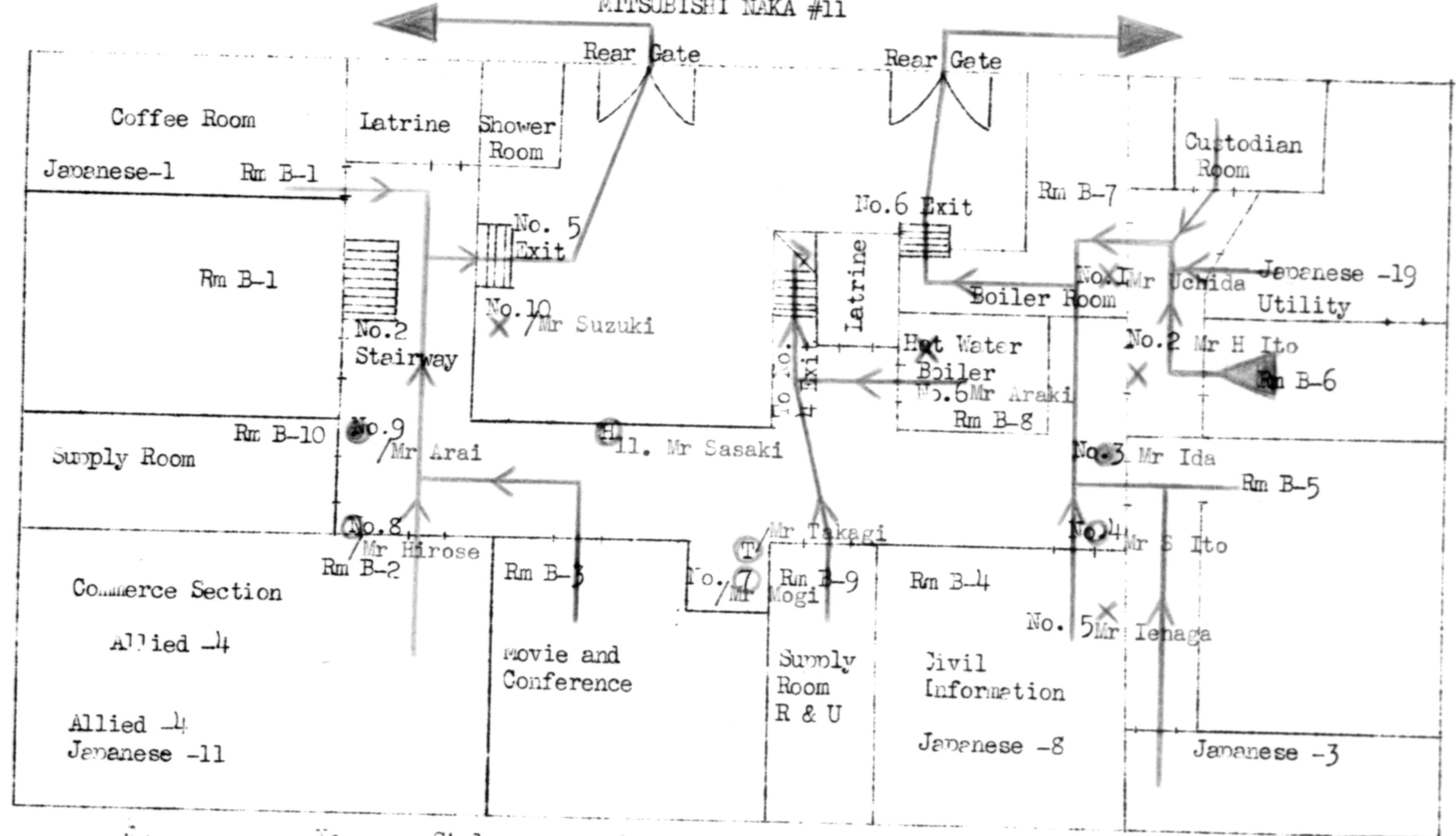
c. Personnel who have cleared the building and who have no further responsibility, will remain off the streets and away from the immediate vicinity of the building.

List of Annexes:

- Annex A - Evacuation Plan, Basement
- Annex B - Evacuation Plan, 1st Floor
- Annex C - Evacuation Plan, 2nd Floor

Incl 1 to Memorandum No. 8 Hq KaCAR 3 Apr 50

BASEMENT SKETCH FOR EVACUATION PLAN
MITSUBISHI NAKA #11

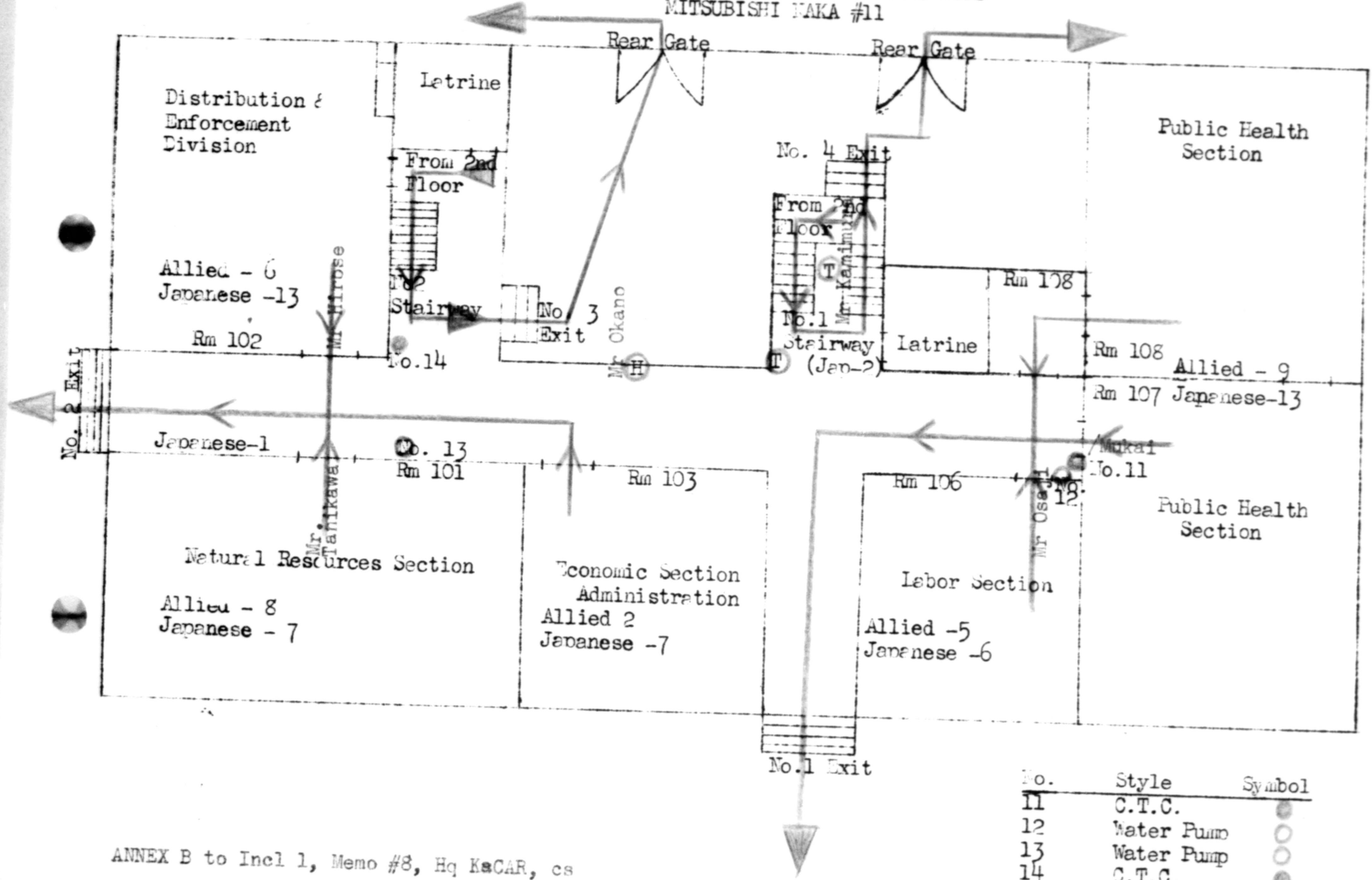


No.	Style	Symbol
1	Foam	X
2	Foam	X
3	C.T.C.	○
4	Water Pump	○
5	Foam	X
6	Foam	X

No.	S	Style	Symbol
7		Water Pump	○
8		Water Pump	○
9		C.T.C.	○
10		Foam	X
		Fire Hose	H
		Fire Alarm	T

ANNEX A to Incl 1, Memo #8, Hq KaCAR, cs

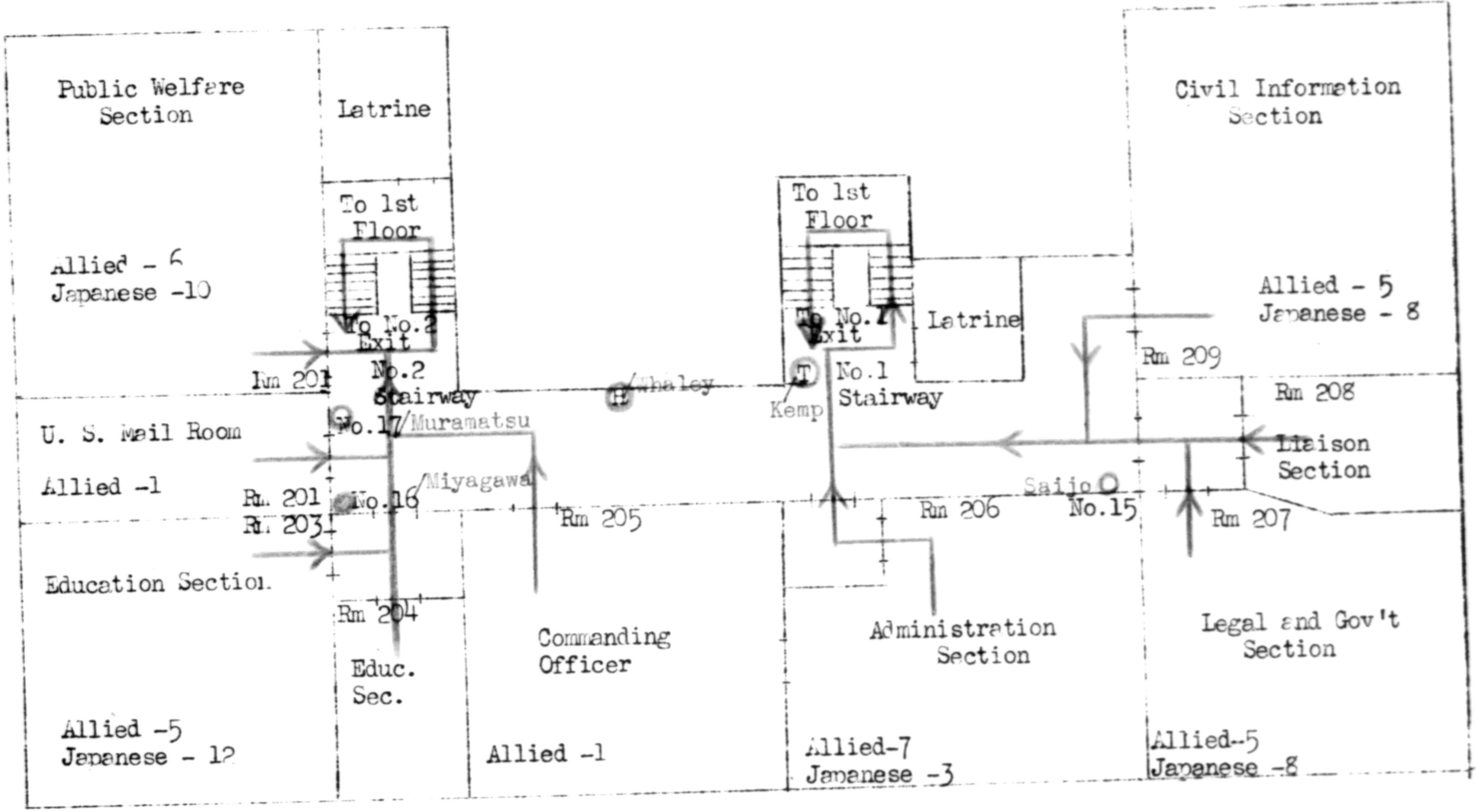
1ST FLOOR SKETCH FOR EVACUATION PLAN
MITSUBISHI NAKA #11



ANNEX B to Incl 1, Memo #8, Hq K&CAR, cs

No.	Style	Symbol
11	C.T.C.	●
12	Water Pump	○
13	Water Pump	○
14	C.T.C.	●
	Fire Hose	H
	Fire Alarm	T

2ND FLOOR SKETCH FOR EVACUATION PLAN
 MITSUBISHI NAKA NO. 11



NO.	STYLE	SYMBOL
15.	Water Pump	○●
16.	C. T. C.	○⊕
17.	Water Pump	○—
	Fire Hose	□H
	Fire Alarm	□T

ANNEX C to Incl 1, Memo #8, Hq KaCAR, cs

HEADQUARTERS
KANTO CIVIL AFFAIRS REGION
APO 500

MEMORANDUM
NO. 7

This memo is classified "Secret" and is filed in Administration
files. Subject: Alert Plan.

HEADQUARTERS
KANTO CIVIL AFFAIRS REGION
APO 500

GEN/vk

MEMORANDUM
NUMBER 6/1

24 March 1950

Memorandum Number 6, this headquarters, cs, is changed as follows:

1. The subject of the memorandum is amended to read "Monthly Activities Report".2. So much of paragraph 1, as reads, "Civil Affairs Activities Reports" is amended to read, "Monthly Activities Report".

3. Inclosure 1 is rescinded and Inclosure 1 attached, substituted therefor.

BY ORDER OF COLONEL HOLLINGSHEAD:

OFFICIAL:

GEO. B. NIBLOCK Jr.
Major, Infantry
Adjutant

Geo B Niblock Jr

GEO. B. NIBLOCK Jr.
Major, Infantry
Adjutant1 Incl:
Sample formDISTRIBUTION:
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HEADQUARTERS
KANTO CIVIL AFFAIRS REGION
APO 500

Report for March 1950

Economics Summary
Mr. Paul S. Kenske

1. Agriculture:
 - a. Crop Conditions: All Kanto prefectures with the exception of Yamanashi reported unfavorable growth of winter wheat and barley.
 - b. Land Reform: In order to encourage land registration in accordance with land reform targets, surveillance was effected in the following prefectures: Tokyo-To, Saitama, Chiba, Gunma, Tochigi, Yamanashi and Nagano. Conferences were held with the prefectural officials and visits were made to twelve local agricultural land commissions.
2. Mining: A two hour conference was held with the division and section chiefs of the Tokyo Mine Safety Division.
3. Price and Distribution:
 - a. Economic Investigation Agency (EIA):
 - (1) Weekly conferences were held with Regional EIA and HRP; here, as well as in the prefectures, chief emphasis was placed on organizing restaurant control on a uniform bases throughout the region in conformity with MAF instructions.
 - (2) Regional EIA conducted administrative inspections on the distribution of soap, clothing, charcoal, sugar and crop quota allocations. Investigations appear inconclusive and superficial; the following conclusions were offered:
 - (a) Soap: Responsible authorities lack accurate information on soap situation because many distributors are not qualified and do not furnish reports.
 - (b) Charcoal:
 1. Price is too low.
 2. Miners are inefficient.

Incl. 1
RESTRICTED

RESTRICTED

Hq KACAR, Annex D, Monthly Activities Report for March 1950

4. Industry:

a. Restricted Industry:

- (1) Reparations
- (2) Industrial Explosives
- (3) Fertilizer Production

5. Labor: The problem of unpaid wages continues to be serious throughout the Kanto Region.

a. Tokyo has 269 unpaid wage cases, Gunma has 135, Shizuoka has 168, Saitama has 86, Chiba has 76, Ibaraki has 89 as reported by the Labor Standards Bureau.

b. In a number of cases, establishments are unable to make wage payments due to failure of the Japanese Government to pay its accounts, despite the fact that such payments should be made within 30 to 40 days.

RESTRICTED

RESTRICTED

HEADQUARTERS
KANTO CIVIL AFFAIRS REGION
APO 500MEMORANDUM
NUMBER 6

27 February 1950

MONTHLY
CIVIL AFFAIRS ACTIVITIES REPORT

1. ~~Civil Affairs~~ ^{MONTHLY} Activities Reports, commencing with the report for February 1950, will be prepared substantially as indicated below:

- a. Margins:
 - (1) Left margin: 1 inch
 - (2) Right margin: 1 inch
 - (3) Top margin: 1¹/₄ inches
 - (4) Bottom margin: 1¹/₄ inches
- b. Titles of paragraphs will not be capitalized or underlined.
- c. Titles of subparagraphs will be underlined.
- d. Words or phrases may be underlined if deemed appropriate.
- e. All sentences contained in subparagraphs, will be returned to the left-hand margin.

2. Nothing in this memorandum should be construed as authorizing or directing other correspondence or reports to be prepared in a similar manner.

BY ORDER OF COLONEL HOLLINGSHEAD:

GEO. B. HIBLOCK Jr.
Major, Infantry
Adjutant

OFFICIAL:

GEO. B. HIBLOCK Jr.
Major, Infantry
Adjutant1 Incl:
Sample formDISTRIBUTION:
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#6

RESTRICTEDCONTINUED CITYHEADQUARTERS
KANTO CIVIL AFFAIRS REGION
APO 500Annex D
Monthly Civil Affairs
Activities Report

Period 1 January to 31 January 1950

Economics Summary NO-11 (R2)
Mr. Paul B. Kenskesee 6/1
enclosure

1. Agriculture:

a. Crop Conditions: All Kanto prefectures with the exception of Yamanashi reported unfavorable growth of winter wheat and barley.b. Land Reform: In order to encourage land registration in accordance with land reform targets, surveillance was effected in the following prefectures: Tokyo-To, Saitama, Chiba, Gunma, Tochigi, Yamanashi and Nagano. Conferences were held with the prefectural officials and visits were made to twelve local agricultural land commissions.

2. Mining: A two hour conference was held with the division and section chiefs of the Tokyo Mine Safety Division.

3. Price and Distribution:

a. Economic Investigation Agency (EIA):

(1) Weekly conferences were held with Regional EIA and RHP; here, as well as in the prefectures, chief emphasis was placed on organizing restaurant control on a uniform basis throughout the region in conformity with MAF instructions.

(2) Regional EIA conducted administrative inspections on the distribution of soap, clothing, charcoal, sugar and crop quota allocations. Investigations appear inconclusive and superficial; the following conclusions were offered:

(a) Soap: Responsible authorities lack accurate information on soap situation because many distributors are not qualified and do not furnish reports.(b) Charcoal:

1. Price is too low.

1
RESTRICTED

Hq KACAR, Annex D, Monthly Civil Affairs Activities Report
Period 1 January to 31 January 1950

2. Miners are inefficient.

4. Industry:

a. Restricted Industry:

(1) Reparations

(2) Industrial Explosives

(3) Fertilizer Production

5. Labor: The problem of unpaid wages continues to be serious throughout the Kanto Region.

a. Tokyo has 269 unpaid wage cases, Gunma has 135, Shizuoka has 168, Saitama has 86, Chiba has 76, Ibaraki has 89 as reported by the Labor Standards Bureau.

b. In a number of cases, establishments are unable to make wage payments due to failure of the Japanese Government to pay its accounts, despite the fact that such payments should be made within 30 to 40 days.

HEADQUARTERS
KANTO CIVIL AFFAIRS REGION
APO 500

JBT

MEMORANDUM
NUMBER 5/1

22 March 1950

ADMINISTRATION OF INDIGENOUS PERSONNEL

Paragraph 1, Memorandum Number 5, this headquarters, cs, is rescinded and the following substituted therefor.

"1. a. Office Hours: Normal duty hours are from 0800 to 1700 on week days; 0800 to 1200 on Saturdays. All personnel will leave the building immediately subsequent to 1700 or 1200 whichever is applicable, except as hereinafter indicated.

b. Off-Duty Hours: Indigenous personnel who are required to work after the cessation of the normal working day, will be given a note signed by the Section Chief or his authorized representative, indicating the approximate duration that such employee will be required to remain in the building. When leaving the building, personnel will accomplish the sign-out sheet in the lobby of the building and relinquish their authorization slip to the Charge of Quarters. Personnel are not authorized to remain in, or to enter, the building at any time, during off duty hours, unless so authorized or unless accompanied by a Department of Army Civilian.

(1) Personnel who so desire may remain in the building between the hours 1200 - 1300 on Saturdays to eat lunch. They will not return to their sections unless they possess a note of authorization.

BY ORDER OF COLONEL HOLLINGSHEAD:

GEO. B. NIBLOCK Jr.
Major, Infantry
Adjutant

OFFICIAL:

G. B. Niblock Jr.
GEO. B. NIBLOCK Jr.
Major, Infantry
Adjutant

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(Destroy all others)

HEADQUARTERS
KANTO CIVIL AFFAIRS REGION
APO 500

10 February 1950

MEMORANDUM
NUMBER 5

ADMINISTRATION OF INDIGENOUS PERSONNEL

1. ~~Office Hours: Normal duty hours are from 0800 to 1700 on week days; 0800 to 1200 on Saturdays.~~ *See 5/1*
2. Payment: Indigenous personnel are paid by the Japanese Government subsequent to receipt of time and attendance reports compiled by the Japanese Personnel Manager, this headquarters. Section chiefs will keep a record of hours worked by all indigenous personnel assigned to their respective sections and submit such report to the aforementioned personnel manager on the last day of the month. Overtime is not authorized at present. Compensatory time off will be granted, preferably during the week in which the overtime was performed.
3. Employment or Release:
 - a. All requests for the employment or release of personnel will be made by informal check sheet, to the Deputy Chief, this headquarters.
 - b. It is mandatory that the provisions of the Japanese Labor Standards Law be adhered to. Discharge notice of 30 days will be given to each individual prior to release. This does not include personnel released for cause.
4. a. Official Travel: Railway tickets are issued to indigenous personnel free of charge upon presentation of competent travel orders directing travel on official business.
 - b. Travel Allowance: The following allowances incident to official travel are authorized Japanese employees.
 - (1) An allowance of approximately 60 yen per day for travel of less than 100 kilometers (round trip). Allowance depends on the distance and time involved.
 - (2) An allowance of 120 yen per day for travel in excess of 100 kilometers (round trip).
 - (3) An allowance of 480 yen for each night spent in a Japanese hotel.

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Memorandum No. 5, Hq Kanto CAff Region, dated 14 Feb 50 (Corrected Copy)

c. The Japanese Government has agreed to pay an advance travel allowance of 5,000 yen to all indigenous personnel who anticipate official travel during the succeeding month.

d. Each section chief will initiate a survey each month to ascertain which Japanese employees are in the category referred to in paragraph 4c above.

- (1) He will submit to the Deputy Chief, this headquarters, a check sheet listing personnel by name with a statement to the effect that the personnel listed hereon are expected to be utilized on field trips during the ensuing month. Such check sheet must be submitted prior to the 20th of the month, preceding the month of expected travel. The Japanese Government will not process requests submitted subsequent to that date.

e. Subsequent to the return from official travel, the Japanese employee concerned should be directed to prepare a travel voucher (attached as Inclosure 1) in duplicate. The English translation of the voucher (attached as Inclosure 2) must be accomplished by the section chief, in triplicate. These vouchers, together with a copy of the applicable travel order should be submitted to the Deputy Chief as soon as practicable and not later than the 20th of the month in order to effect reimbursement by the first of the following month. Vouchers processed after the 20th will be paid the second month subsequent to submission.

f. Indigenous employees who accompany occupation force personnel on short trips which ordinarily do not require the issuance of travel orders, may receive remuneration for such travel providing the following procedure is adhered to.

- (1) An individual voucher will be prepared on each person, listing all trips made by such person during the period indicated. Vouchers will otherwise be prepared as prescribed in subparagraph e above.
- (2) Prior to the 20th of each month the section chief will submit a check sheet requesting confirmation orders on all personnel referred to above who have travelled subsequent to the 20th of the preceding month. Such check sheet will contain the following information:
 - a. Name
 - b. Place of Travel
 - c. Time spent in Travel (Total hours)

CORRECTED COPY

CORRECTED COPY

Memorandum No. 5 Hq Kanto CAff Region dated 14 Feb 50 (Corrected Copy)

- d. Date of Travel
- e. Purpose of Travel
- (3) Travel vouchers will be attached to the check sheet as inclosures thereto.
- (4) Reimbursement will be made as prescribed in paragraph 4e above.

BY ORDER OF COLONEL HOLLINGSHEAD:

GEO. B. NIBLOCK Jr.
Major, Infantry
Adjutant

OFFICIAL:

GEO. B. NIBLOCK Jr.
Major, Infantry
Adjutant

- 2 Incls:
- 1. Travel Voucher (in Japanese)
 - 2. Travel Voucher (in English)

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CORRECTED COPY

HEADQUARTERS
KANTO CIVIL AFFAIRS REGION
APO 500

MEMORANDUM
NUMBER 4/3

21 August 1950

EN
Man
WJA

SECTION I - Transportation
SECTION II - Field Trips
SECTION III - Rescission

SECTION I - TRANSPORTATION

1. Normal duty hours for motor pool personnel are commensurate with those of all other personnel assigned this headquarters.

a. The Deputy Chief, this headquarters, will be contacted for official transportation deemed necessary subsequent to normal duty hours.

2. Vehicles desired for recreational purposes will be requested from the GHQ Motor Pool. Telephonic requests for such transportation will indicate that the individual calling is a member of the Kanto Civil Affairs Region, GHQ, SCAF.

3. Each section chief is responsible for assigning vehicles to section members. It is recommended that each section chief designate one individual to contact the motor pool for previously allocated vehicles. This should eliminate confusion and prevent personnel from availing themselves of unauthorized transportation.

4. a. Sedans will be dispatched to section chiefs providing requests are submitted prior to 1600 hours on the day preceding the date transportation is desired. Sedans will not be requested prior to the preceding day. Section chiefs who desire sedans for overnight field trips will so indicate on the weekly transportation request.

b. Personnel of the motor pool are not authorized to dispatch sedans unless requests are made as heretofore indicated. The Deputy Chief will be contacted in those instances where sedans are required but circumstances prohibit compliance with the procedure prescribed herein.

SECTION II - FIELD TRIPS

1. The CIC Detachments in the prefectures listed in paragraph 5c below have accommodations for only 10 visitors. This necessitates the coordination of travel by members of this headquarters with that of other personnel; therefore, transportation requests for field trips will be submitted by each section chief to the Transportation Officer not later than 1700 each Thursday for the second succeeding week; e. g. the

Memorandum No. 4/3, Hq Kanto CMf Region, 21 Aug 50

request submitted on 16 February will list personnel who plan to be in the field during the week 26 February to 4 March. Each request will include all data necessary to fully coordinate the anticipated trip. It is imperative that these requests indicate the Japanese Officials to be notified and the time and place for the conference. If surveillance trips within the various prefectures are necessary, the request will indicate how long a jeep will be required and whether or not the vehicle will be used on an overnight trip. When Japanese billets are required, the request will indicate the number of days of anticipated lodging.

2. In the event that the private railroad car "SPARROW" is desired for a field trip, the following procedure will govern:

- a. Contact Transportation Officer for tentative availability.
- b. Arrange itinerary and schedule.
- c. Give the date and time of train.
- d. Show the number of anticipated meals.

3. The above information will be included in a separate request not later than 10 days prior to date of departure. The Transportation Officer will make the final arrangements.

4. Personnel departing Tokyo on field trips will use jeep transportation during duty hours which have been dispatched to each section. Transportation for incoming personnel will be provided for in accordance with the itinerary previously submitted to the Transportation Officer. In the event that the hour and date of arrival at one of the Tokyo stations has been changed, the Transportation Officer will be notified immediately. Jeep transportation will not be provided at Tokyo Central Station for incoming personnel during duty hours.

5. The CIC Detachments in the prefectures listed below are only responsible for furnishing quarters and rations, to visiting staff members, at the detachment concerned. The cooperation of the CIC Detachments must be maintained. The best way to effect continued cooperation is to refrain from making unauthorized requests. Personnel will not request meals at irregular hours, or request that they be allowed to eat prior or subsequent to normal meal hours.

a. The Non-Commissioned Officers stationed in these prefectures are for the convenience of this headquarters. Requests for information or assistance should be made to them.

Memorandum No. 4/3, Hq Kanto C&A Region, 21 Aug 50.

b. When in the field and circumstances dictate a change in itinerary, the liaison Non-Commissioned Officer concerned should be notified with the least practicable delay.

c. Non-Commissioned Officer personnel stationed in the several prefectures may be contacted at telephone numbers as indicated.

<u>PREFECTURE</u>	<u>PHONE NUMBER</u>
Gumma	Maebashi 4438
Ibaraki	Mito 107
Nagano	Nagano 5654
Tochigi	Utsunomiya 4411
Yamanashi	Kofu 4522
Shizuoka	Shizuoka 3878

6. Use of Japanese Hotels:

a. Members of this headquarters are authorized sleeping accommodations in Japanese hotels at government expense when circumstances preclude the use of Occupation Force billeting facilities.

b. Payment for lodging will be made by the individual concerned, in yen, and receipts obtained therefor.

c. Personnel may receive reimbursement for all legitimate expenses incurred while lodging in Japanese hotels, except for subsistence. All expenses must be substantiated by competent hotel receipts.

d. Advance payment will not be made unless personnel anticipate travel in excess of nine days. Such payment will not exceed 1800 yen per day. Personnel in this category may receive an advance allowance providing the following procedure is adhered to.

- (1) An advance allowance is requested on the weekly "transportation request" indicating the number of days of anticipated travel.
- (2) Two copies of travel orders authorizing advance payment, are submitted by the individual concerned, to the Disbursing Officer, 240th Finance.
- (3) Immediate settlement is made with the Finance Officer subsequent to return from TDY. Personnel must submit all hotel receipts to the Finance Officer.

e. Reimbursement in lieu of advance payment for legitimate expenses incurred in lodging at Japanese hotels may be effected in the following manner:

Memorandum No. 4/3, Hq Kanto CAff Region, 21 Aug 50.

- (1) Reimbursement is requested on weekly "transportation request".
- (2) Prior to 1200 hours, each Tuesday, personnel who have been billeted in Japanese hotels during the preceding week, will submit to the Transportation Officer, this headquarters, 2 copies of travel orders authorizing reimbursement, together with all copies of hotel receipts. Approximately 4 days are required for processing of requests. Individuals will be notified concerning the time and date that reimbursement will be effected. Payment will be made by the Disbursing Officer, 240th Finance, Bank of Chosen building.

7. The CIC Detachments in Saitama and Chiba Prefectures do not have accommodations for Civil Affairs personnel. Arrangements have been made, however, to provide messing facilities, providing personnel have competent orders and providing the CIC Detachment concerned has been notified sufficiently in advance. This arrangement provides for meals to be eaten at the CIC messhall. It does not provide for box-lunches, sandwiches or C rations to be taken from the Mess Hall.

a. Section chiefs will include in the weekly transportation request, pertinent information as prescribed in paragraph 1.

b. The Chief Clerk will notify the Mess Officer of the CIC Detachment concerned not later than the day prior to the anticipated date of arrival.

- (1) Any changes which occur, subsequent to the publication of orders, will be reported to the Chief Clerk.

c. Personnel of this headquarters will not make unauthorized requests of CIC personnel, or any requests, other than as prescribed herein, or as are subsequently approved by the Deputy Chief. Emergency cases wherein circumstances prohibit compliance with this directive, will be cleared with the Deputy Chief.

SECTION III - RESCISSION

1. Memorandum Number 4, this headquarters, 6 February 1950 as amended by Memorandum Number 4/1 and 4/2, is rescinded.

BY ORDER OF COLONEL DAYTON:

GEO. B. NIBLOCK Jr.
Major, Infantry
Adjutant

OFFICIAL:

GEO. B. NIBLOCK Jr.
GEO. B. NIBLOCK Jr.
Major, Infantry
Adjutant

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HEADQUARTERS
KANTO CIVIL AFFAIRS REGION
APO 500

16 March 1950

MEMORANDUM
NUMBER 4/2FIELD TRIPS

~~1. Paragraph 2, Memorandum Number 4/1, this headquarters, dated 24 February 1950, is rescinded and the following substituted therefor.~~

"7. Use of Japanese Hotels:

- See 4/3*
- a. Members of this headquarters are authorized sleeping accommodations in Japanese hotels at government expense when circumstances preclude the use of Occupation Force billeting facilities.
- b. Payment for lodging will be made by the individual concerned, in yen, and receipts obtained therefor.
- c. Personnel may receive reimbursement for all legitimate expenses incurred while lodging in Japanese hotels except for subsistence. All expenses must be substantiated by competent hotel receipts.
- d. Advance payment will not be made unless personnel anticipate travel in excess of nine days. Such payment will not exceed 1800 yen per day. Personnel in this category may receive an advance allowance providing the following procedure is adhered to.
- (1) An advance allowance is requested on the weekly "transportation request" indicating the number of days of anticipated travel.
 - (2) Two copies of travel orders authorizing advance payment, are submitted by the individual concerned, to the Disbursing Officer, 240th Finance.
 - (3) Immediate settlement is made with the Finance Officer subsequent to return from TDY. Personnel must submit all hotel receipts to the Finance Officer.
- e. Reimbursement in lieu of advance payment for legitimate expenses incurred in lodging at Japanese hotels may be effected in the following manner:
- (1) Reimbursement is requested on weekly "transportation request".

HEADQUARTERS
KANTO CIVIL AFFAIRS REGION
APO 500

MEMORANDUM
NUMBER 4/2

16 March 1950

FIELD TRIPS

~~1. Paragraph 2, Memorandum Number 4/1, this headquarters, dated 24 February 1950, is rescinded and the following substituted therefor.~~

~~"7. Use of Japanese Hotels:~~

- see 4/3*
- ~~a. Members of this headquarters are authorized sleeping accommodations in Japanese hotels at government expense when circumstances preclude the use of Occupation Force billeting facilities.~~
 - ~~b. Payment for lodging will be made by the individual concerned, in yen, and receipts obtained therefor.~~
 - ~~c. Personnel may receive reimbursement for all legitimate expenses incurred while lodging in Japanese hotels except for subsistence. All expenses must be substantiated by competent hotel receipts.~~
 - ~~d. Advance payment will not be made unless personnel anticipate travel in excess of nine days. Such payment will not exceed 1800 yen per day. Personnel in this category may receive an advance allowance providing the following procedure is adhered to.
 - ~~(1) An advance allowance is requested on the weekly "transportation request" indicating the number of days of anticipated travel.~~
 - ~~(2) Two copies of travel orders authorizing advance payment, are submitted by the individual concerned, to the Disbursing Officer, 240th Finance.~~
 - ~~(3) Immediate settlement is made with the Finance Officer subsequent to return from TDY. Personnel must submit all hotel receipts to the Finance Officer.~~~~
 - ~~e. Reimbursement in lieu of advance payment for legitimate expenses incurred in lodging at Japanese hotels may be effected in the following manner:
 - ~~(1) Reimbursement is requested on weekly "transportation request".~~~~

Memo No. 4/2 Hq Kanto CAff Region dated 16 March 1950

- (2) Prior to 1200 hours, each Tuesday, personnel who have been billeted in Japanese hotels during the preceding week, will submit to the Transportation Officer, this headquarters, 2 copies of travel orders authorizing reimbursement, together with all copies of hotel receipts. Approximately 4 days are required for processing of requests. Individuals will be notified concerning the time and date that reimbursement will be effected. Payment will be made by the Disbursing Officer, 240th Finance in room 208, Bank of Chosen building.

BY ORDER OF COLONEL HOLLINGSHEAD:

GEO. B. NIBLOCK Jr.
Major, Infantry
Adjutant

OFFICIAL:

GEO. B. NIBLOCK Jr.

GEO. B. NIBLOCK Jr.
Major, Infantry
Adjutant

DISTRIBUTION:

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HEADQUARTERS
KANTO CIVIL AFFAIRS REGION
APO 500

MEMORANDUM
NUMBER 4/1

(Effective 1 Mar 50)

24 February 1950

FIELD TRIPS

~~P 1. Paragraph 1, Section II, Memorandum Number 4, this headquarters, cs, is rescinded and the following substituted therefor.~~

~~"1. The CIC Detachments in the prefectures listed in paragraph 6c below have accommodations for only 10 visitors. This necessitates the coordination of travel by members of this headquarters with that of other personnel; therefore, transportation requests for field trips will be submitted by each section chief to the Transportation Officer not later than 1700 each Thursday for the second succeeding week; e.g. the request submitted on 16 February will list personnel who plan to be in the field during the week 26 February to 4 March. Each request will include all data necessary to fully coordinate the anticipated trip. It is imperative that these requests indicate the Japanese Officials to be notified and the time and place for the conference. If surveillance trips within the various prefectures are necessary, the request will indicate how long a jeep will be required and whether or not the vehicle will be used on an overnight trip. When Japanese emergency billets are required the request must indicate the number of days of anticipated lodging, and whether advance payment or reimbursement is desired."~~

~~2. Paragraph 7, Section II, Memorandum Number 4, this headquarters, cs, is rescinded and the following substituted therefor.~~

~~"7. Use of Japanese Hotels:~~

~~a. Members of this headquarters are authorized sleeping accommodations in Japanese hotels at government expense when circumstances preclude the use of Occupation Force billeting facilities.~~

~~b. Payment for lodging will be made by the individual concerned, in yen, and receipts obtained therefor.~~

~~c. A maximum allowance of 1800 yen per day is authorized.~~

~~d. Personnel who so desire may receive an advance allowance providing the following procedure is adhered to:~~

~~(1) An advance allowance is requested on the weekly "transportation request".~~

Memorandum No. 4/1 Kanto Cuff Region dated 24 Feb 50

- (2) Two copies of travel orders authorizing advance payment, are submitted by the individual concerned, to the Disbursing Officer, 240th Finance.
- (3) Immediate settlement is made with the Finance Officer subsequent to return from TDY. Personnel must submit all hotel receipts to the Finance Officer.

e. Reimbursement in lieu of advance payment for legitimate expenses incurred in lodging at Japanese hotels may be effected in the following manner:

- (1) Reimbursement is requested on weekly "transportation request".
- (2) Subsequent to return from TDY, two copies of travel orders authorizing reimbursement, together with all hotel receipts, are submitted to the 240th Finance.

f. Foreign National employees are authorized sleeping accommodations in Japanese hotel and may be reimbursed for all legitimate expenses, in accordance with the following procedure:

- (1) FEC AGO Form 85 (in duplicate), 1 copy of travel orders authorizing reimbursement, and all hotel receipts are submitted to the Finance Officer, by the individual concerned immediately subsequent to return from TDY.
- (2) Advance payment is not authorized.
- (3) A maximum allowance has not been established, however, reimbursement will not exceed ceiling levels established by the Japanese Government."

BY ORDER OF COLONEL HOLLINGSHEAD:

GEO. B. NIBLOCK Jr.
Major, Infantry
Adjutant

OFFICIAL:

GEO. B. NIBLOCK Jr.
GEO. B. NIBLOCK Jr.
Major, Infantry
Adjutant

DISTRIBUTION:

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HEADQUARTERS
KANTO CIVIL AFFAIRS REGION
APO 500

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A	D	J.
		6 February 1950

MEMORANDUM
NUMBER 4

SECTION I - Transportation
SECTION II - Field Trips

SECTION I - TRANSPORTATION

1. Normal duty hours for motor pool personnel are commensurate with those of all other personnel assigned this headquarters.

a. The Deputy Chief, this headquarters, will be contacted for official transportation deemed necessary subsequent to normal duty hours.

2. Vehicles desired for recreational purposes will be requested from the GHQ Motor Pool. Telephonic requests for such transportation will indicate that the individual calling is a member of the Kanto Civil Affairs Region, GHQ, SCAP. *see 4/3*

3. Each section chief is responsible for assigning vehicles to section members. It is recommended that each section chief designate one individual to contact the motor pool for previously allocated vehicles. This should eliminate confusion and prevent personnel from availing themselves of unauthorized transportation.

4. Sedans will be dispatched to section chiefs providing requests are submitted prior to 1600 hours on the day preceding the date transportation is desired. Sedans will not be requested prior to the preceding day. Section chiefs who desire sedans for overnight field trips will so indicate on the weekly transportation request.

SECTION II - FIELD TRIPS

1. The CIC Detachments in the prefectures listed in paragraph 6c below have accommodations for only 10 visitors. This necessitates the coordination of travel by members of this headquarters with that of other personnel; therefore, transportation requests for field trips will be submitted by each section chief to the Transportation Officer not later than 1700 each Thursday for the second succeeding week; e.g. the request submitted on 16 February will list personnel who plan to be in the field during the week 26 February to 4 March. Each request will include all data necessary to fully coordinate the anticipated trip. It is imperative that these requests indicate the Japanese Officials to be notified and the time and place for the conference. If surveillance trips within the various prefectures are necessary, the request will indicate how long a jeep will be required and whether or not the vehicle will be used on an overnight trip. *see 4/1*

Memorandum No. 4 Hq Kanto CAff Region dated 6 Feb 50

2. In the event that the private railroad car "SPARROW" is desired for a field trip, the following procedure will govern:

- a. Contact Transportation Officer for tentative availability.
- b. Arrange itinerary and schedule.
- c. Give the date, time and number of train.
- d. Show the number of anticipated meals.

3. The above information will be included in a separate request not later than 10 days prior to date of departure. The Transportation Officer will make the final arrangements.

4. Personnel departing Tokyo on field trips will use jeep transportation during duty hours which have been dispatched to each section. Transportation for incoming personnel will be provided for in accordance with the itinerary previously submitted to the Transportation Officer. In the event that the hour and date of arrival at one of the Tokyo stations has been changed, the Transportation Officer will be notified immediately. Jeep transportation will not be provided at Tokyo Central Station for incoming personnel during duty hours.

5. When transportation requests, issued by this headquarters, are not honored by any RTO or Japanese station personnel, it is requested that a direct call be made to Mr. Oberstaller, Passenger Section, 3rd TMRS, telephone Yokohama 20798, giving all the details.

6. The CIC Detachments in the prefectures listed below are only responsible for furnishing rations and quarters for visiting staff members. The cooperation of the CIC Detachments must be maintained. The best way to effect continued cooperation is to refrain from making unauthorized requests.

a. The Non-Commissioned Officers stationed in these prefectures are for the convenience of this headquarters. Requests for information or assistance should be made to them.

b. When in the field and circumstances dictate a change in itinerary, the liaison Non-Commissioned Officer concerned should be notified with the least practicable delay.

c. Non-Commissioned Officer personnel stationed in the several prefectures may be contacted at telephone numbers as indicated:

<u>PREFECTURE</u>	<u>PHONE NUMBER</u>
Gumma	Maebashi 4438
Ibaraki	Mito 107

Memorandum No. 4 Hq Kanto CAff Region dated 6 Feb 50

Nagano	Nagano	2015
Tochigi	Utsunomiya	4411
Yamanashi	Kofu	4708
Shizuoka	Shizuoka	310

7. Use of Japanese Hotels:

a. Members of this headquarters are authorized sleeping accommodations in Japanese hotels at government expense, when circumstances preclude the use of Occupation Force billeting facilities.

b. Personnel billeted in Japanese hotels will prepare and sign in triplicate, Transient Hotel Service Receipts (attached as Inclosure 1) and attach a copy of the travel orders to each copy. These receipts will be given to the hotel manager in lieu of payment.

c. Receipts referred to above include only accommodations for quarters. Any other expenses incurred must be paid by the individual.

BY ORDER OF COLONEL HOLLINGSHEAD:

GEO. B. NIBLOCK Jr.
Major, Infantry
Adjutant

OFFICIAL:

GEO. B. NIBLOCK Jr.
GEO. B. NIBLOCK Jr.
Major, Infantry
Adjutant

DISTRIBUTION:

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TRANSIENT HOTEL SERVICE
RECEIPT

(Date)

I certify that I received the following service from

Name of Hotel _____

Prefecture _____

while traveling under competent orders on official business (copy attached)
and that authorized troop billets were not available:

Sleeping accommodations for _____ Officers _____ enlisted personnel,
and _____ civilian employees (not Japanese nationals) for nights of _____
Number Number

_____ dates

I further certify that I have paid the hotel manager for all additional
services rendered.

Name and address of my commanding officer is _____

(Signature)

(Print name)

(Organization)

一、本様式ハ運送車人員（日本人タル使用人ヲ含ズ）ガ正規ノ
軍宿舎ナキ地域ヲ正当ナル命令ニヨリ公務ヲ以テ旅行スル
際ノホテルノ一時的サ；ヴィスニ対スル受取トシテ使用セ
ラルベシ

二、本受取ハ宿舎設備ニ対シテノミ有効トス

三、受取ハ之ヲ三通作成署名シ各寫ニ旅行命令ノ寫ヲ添付シ寫
全部ヲ支拂ノ代リトシテホテル支配人ニ手交スベシ

四、ホテル支配人ハ受取ノ日ヨリ三十日以内ニ拂戻ヲ受クルタ
メ日本郵務省電務局ニ対シ一切ノ寫ヲ呈示スベシ

五、陸軍省事務局ハ軍政府物資調達官ニ対シ本受取ノ寫三部
ヲ「サーヴィス」ノ巻里セラレタル記載及ジ。ピー・エ
一様式（二）ト共ニ提出スベシ

六、軍政府物資調達官ハ本様式ノ寫一部ヲ親領補給司令官ニ、
寫一部ヲ第八軍司令部ニ送來シ、一部ヲ各兵團ニ保有スベ
シ

七、團長司令官及第八軍司令部ハ旅行ニ関スル現行命令ヲ遵守
セシムルタメ一切ノ受取ノ寫ヲ清查スベシ

HEADQUARTERS
KANTO CIVIL AFFAIRS REGION
APO 500

MEMORANDUM
NUMBER 3

7 February 1950

- SECTION I - Procedure for Requesting Supplies
SECTION II - Mail
SECTION III - Reports Incident to Cost Accounting Program

SECTION I - PROCEDURE FOR REQUESTING SUPPLIES

1. Requests for equipment and supplies will be submitted as prescribed herein.
2. Section chiefs or their duly appointed representatives will consolidate all requests from their respective sections unless otherwise specified.
3. All requests heretofore or hereinafter indicated, will be submitted to the Supply Officer, this headquarters. Section chiefs will be notified when supplies are available for distribution.
 - a. Expendable office supplies will be requested on an informal check sheet or inter-office memo, listing thereon the names of the articles and the quantities desired. No justification is necessary. Requests will be submitted monthly, prior to the last Friday of each month.
 - b. Requests for non-expendable office supplies will be submitted as in sub-paragraph a, above, giving full justification for the articles requested. Requests will be submitted prior to the 15th of each month.
 - c. Blank forms and publications will be requested as in a and b above. Submission of requests must be made prior to the 26th of each month.
 - d. Individual clothing and equipment will be requested by the enlisted man concerned prior to the 25th of each month. Direct contact with the Supply Officer, this headquarters, is authorized.
 - e. Requests for installing telephones, adding extensions to previously installed phones, or requesting changes in listings will be submitted in triplicate on FEC AGO Form 80 with complete justification therefor. Requests may be submitted at any time, subsequent to the concurrence of the section chief.
 - f. Requests for major or minor repairs, new construction, or the addition to or revision of, existing equipment or fixtures, will be made on an informal check sheet with complete justification therefor.

Memorandum No. 3, Hq Kanto CAff Region dated 3 Feb 50

An outline, diagram or blue print of the proposed construction may be appended to the request if additional justification is deemed necessary.

4. All requests, heretofore referred to, will be submitted in single copy unless otherwise indicated.

SECTION II - MAIL

1. The mail room is located in room 202, this headquarters.
2. The mail room will be open at the following hours:

Monday	0800 - 0900	1600 - 1700
Tuesday	0800 - 0900	1600 - 1700
Wednesday	0800 - 0900	1130 - 1200
Thursday	0800 - 0900	1600 - 1700
Friday	0800 - 0900	1600 - 1700
Saturday	0800 - 0900	1130 - 1200

a. Mail will be delivered to the addressee only. In the event that circumstances preclude an individual's presence at regular distribution hours, a properly authenticated certificate should be presented to the mail clerk, listing the names of persons authorized to receive the individual's mail.

b. Distribution to the several sections of this headquarters will be made twice daily on week days; once daily on Wednesdays and Saturdays. Mail will be delivered to all personnel present for duty. Undelivered mail will be returned to the mail room. Regulations prohibit the leaving of mail at unoccupied desks, in "in-boxes", etc, or the delivery of mail to personnel not referred to in sub-paragraph a above.

3. A letter box is attached to the door of the mail room and may be utilized when the room is closed.

4. Mail is delivered to APO 500 at 0900 and 1400 hours on week days; at 0900 hours on Wednesdays and Saturdays.

SECTION III - REPORTS INCIDENT TO COST ACCOUNTING PROGRAM

A system of cost accounting has been devised by the Department of the Army to analyze and interpret the cost of various items in use by the different installations, organizations, functions etc, of said Department of the Army. To facilitate that part of the program incident to labor, it is directed that each section chief submit to the

Memorandum No. 3, Hq Kanto Caff Region dated 3 Feb 50.

Supply Officer, this headquarters, a monthly Individual Labor Record (DA AGO Form 12-152 Revised). Such report will be submitted on the first working day of the month, subsequent to the month reported on.

BY ORDER OF COLONEL HOLLINGSHEAD:

OFFICIAL:

GEO. B. NIBLOCK Jr.
Major, Infantry
Adjutant



GEO. B. NIBLOCK Jr.
Major, Infantry
Adjutant

DISTRIBUTION:

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HEADQUARTERS
KANTO CIVIL AFFAIRS REGION
APO 500

MEMORANDUM
NUMBER 2

2 February 1950

SECTION I - Duty Hours
SECTION II - Payment of Department of the
Army Civilian Personnel

SECTION I - DUTY HOURS

1. Normal duty hours for all personnel this headquarters, excluding indigenous employees, are from 0800 to 1700 hours on week days; 0800 to 1200 hours on Wednesdays and Saturdays.
2. Section chiefs will designate one individual to remain on duty each Wednesday afternoon to supervise the Japanese employees.
3. Compensatory time off is authorized for work performed in excess of the hours referred to above. Such compensatory time may be taken (subject to the concurrence of the section chief) at any time during the same pay period, excluding Saturday mornings.
4. Time spent in travelling, subsequent to the completion of the normal working day, is not construed to be overtime.

SECTION II - PAYMENT OF DEPARTMENT OF THE
ARMY CIVILIAN PERSONNEL

1. Payment of Department of the Army Civilian personnel will be made every 2 weeks by government check. The personnel clerk, this headquarters, will distribute checks as soon as practicable after receipt.
2. Individual time reports will be accomplished on each DAC and submitted to the personnel clerk, this headquarters, prior to 0830 on the last day of the period covered by the report.
3. Section chiefs will authenticate time report for all DACs under their jurisdiction.
4. Time reports pertaining to the several section chiefs will be authenticated by the Deputy Chief, this headquarters.
5. Personnel absent from duty on sick leave will report such absence to the Personnel Division, Civil Affairs Section, SCAP, phone 26-5893 or 26-5919 prior to 0900 hours on the day of absence. Absence

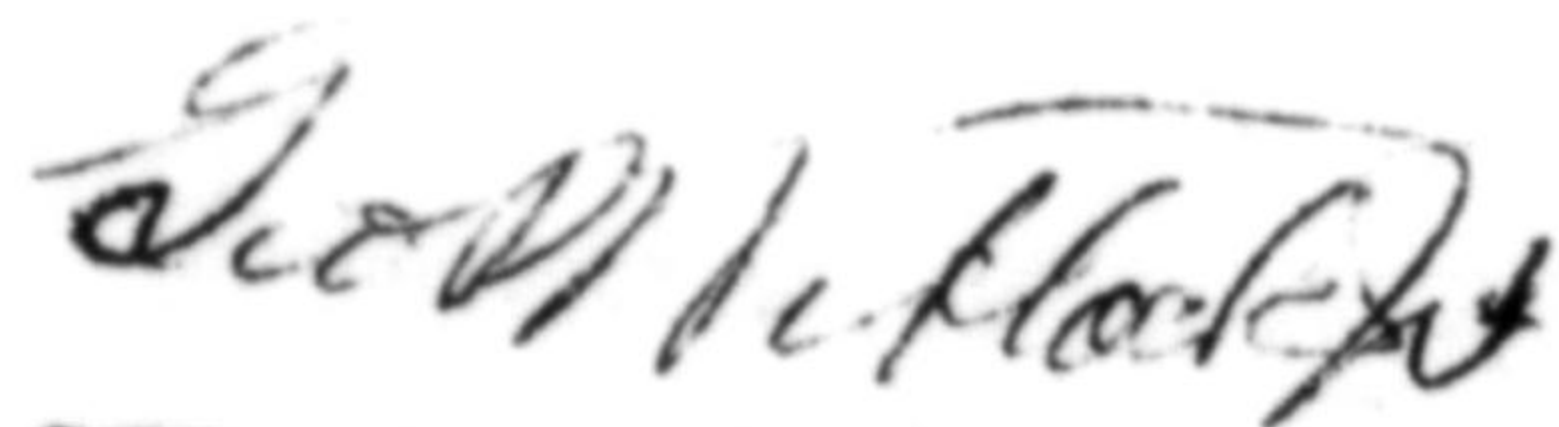
Memorandum No. 2, Hq Kanto Caff Region dated 2 February 1950

in excess of one day will necessitate daily calls prior to the hour referred to above. Annual leave will be charged to personnel who neglect to notify the personnel division.

BY ORDER OF COLONEL HOLLINGSHEAD:

OFFICIAL:

GEO. B. NIBLOCK Jr.
Major, Infantry
Adjutant



GEO. B. NIBLOCK Jr.
Major, Infantry
Adjutant

DISTRIBUTION:

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File
8 FebHEADQUARTERS
KANTO CIVIL AFFAIRS REGION
APO 500

7 February 1951

MEMORANDUM
NUMBER 1/4GENERAL CORRESPONDENCE

P
Paragraph 6, Section I, Memorandum Number 1, this headquarters, 1950, is rescinded and the following substituted therefore:

6. a. Correspondence pertaining to the Civil Affairs Section, Supreme Commander for the Allied Powers will be addressed as follows:

SUPREME COMMANDER FOR THE ALLIED POWERS
Attention: Chief, Civil Affairs Section
APO 500

b. If it is considered desirable to indicate the specific division for which the correspondence is intended, reference to the applicable division will be made in the second line. For example:

SUPREME COMMANDER FOR THE ALLIED POWERS
Attention: Chief, Civil Affairs Section (Civil Education)
APO 500

BY ORDER OF COLONEL DAYTON:

GEO. B. NIBLOCK Jr.
Lt Col. Infantry
Adjutant

OFFICIAL:

GEO. B. NIBLOCK Jr.
GEO. B. NIBLOCK Jr.
Lt Col. Infantry
Adjutant

DISTRIBUTION:
D

Restricted

HEADQUARTERS
KANTO CIVIL AFFAIRS REGION
APO 500

MEMORANDUM
NUMBER 1/3

8 November 1950

1. Section II, Memorandum Number 1, this headquarters, cs, as amended, is amended to include:

DISTRIBUTION F

2 copies - Each Section
2 copies - JNPR Section
2 copies - Each JNPR Camp
1 copy - Publications File, Reference Set
1 copy - Publications File, Record Set

DISTRIBUTION G

5 copies - JNPR Section
2 copies - Each JNPR Camp
1 copy - Publications File, Reference Set
1 copy - Publications File, Record Set

2. Section III, Memorandum Number 1, this headquarters, cs, is rescinded and the following substituted therefor:

SECTION III OFFICE SYMBOLS

Office symbols for the several sections and divisions of this headquarters are assigned as indicated. Hereafter symbols will be placed on all correspondence as prescribed by TM 12-253.

<u>Section</u>	<u>Office Symbol</u>
Administration Section	KA
Civil Education Section	KCE
Civil Information section	KCI
Legal and Government Section	KLG
Public Health Section	KPH
Public Welfare Section	KPW
Economics Section	KE
Labor Relations Division, Economics Section	KELR
Natural Resources Division, Economics Section	KENR
Distribution & Industry Division, Economics Section	KEDI
JNPR Section	KNPR
Headquarters Camp Cadre, Camp Kurihama	KCK
Headquarters Camp Cadre, Camp Utsunomiya	KCU

Restricted

*File
13 Nov 50*

Restricted

Memorandum Number 1/3, Ho Kanto C&I Region, 8 Nov 50

Headquarters Camp Cadre, Camp Matsumoto
Headquarters Camp Cadre, Camp Takada

KCM
KCT

BY ORDER OF COLONEL DAYTON:

OFFICIAL:

GEO. B. NIBLOCK Jr.
Major, Infantry
Adjutant

G. B. Niblock Jr.
GEO. B. NIBLOCK Jr.
Major, Infantry
Adjutant

DISTRIBUTION:
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Restricted

HEADQUARTERS
KANTO CIVIL AFFAIRS REGION
APO 500

MEMORANDUM
NUMBER 1/2

27 April 1950

Paragraph 7, Section I, Memorandum Number 1, this headquarters, cs, is rescinded and the following substituted therefor:

7. a. All correspondence addressed to Personnel, (by official title) affiliated with Japanese agencies, firms, establishments or prefectural governments will be routed through Kanto Liaison and Coordination Office.

(1) The multiple address system (as shown below) will be used in the event correspondence pertains to more than one addressee.

b. Correspondence referred to above will be prepared in the following form. Excluding the addressee portion of the correspondence, all other sections are prepared as in a military (Subject-To) letter.

Example:

	HEADQUARTERS	
	KANTO CIVIL AFFAIRS REGION	ME/me
	APO 500	
	2 spaces	
KA 230.596		Date
2 spaces		
MEMORANDUM THRU:	Kanto Liaison and Coordination Office	
4 spaces		
FOR:	The Governors Chiba Prefecture Tokyo-To Kanagawa Prefecture	
4 spaces		
SUBJECT:	Preparation of Correspondence	
	BY ORDER OF COLONEL DAYTON:	

OFFICIAL:

GEO. B. NIBLOCK Jr.
Major, Infantry
Adjutant

GEO. B. NIBLOCK Jr.

GEO. B. NIBLOCK Jr.
Major, Infantry
Adjutant

DISTRIBUTION: D

HEADQUARTERS
KANTO CIVIL AFFAIRS REGION
APO 500

308

MEMORANDUM
NUMBER 1

1 February 1950

SECTION I - General Correspondence
SECTION II - Distribution List
SECTION III - Office Symbols
SECTION IV - Filing System
SECTION V - Rescissions

SECTION I - GENERAL CORRESPONDENCE

1. Correspondence will be prepared as prescribed by TM 12-253, AR 340-15 and AR 340-20 except as hereinafter indicated.

a. The letterhead shown below will be used on all correspondence emanating from this headquarters.

HEADQUARTERS
KANTO CIVIL AFFAIRS REGION
APO 500

b. "FOR THE CHIEF:" will be used as the command or authority line for all correspondence, excluding that prepared for the signature of the Chief. When correspondence is signed by the chief, no command or authority line is used. Ordinarily all correspondence will be prepared for the signature of the Deputy Chief. Correspondence will not be prepared for the signature of any officer not heretofore referred to.

2. The initials of the dictator and typist will be typed in the upper right hand corner on the 1st page of all military letters emanating from this headquarters. Initials will appear on all indorsements as prescribed by TM 12-253.

3. File numbers will be placed at the left margin 2 spaces below the letter heading on all out-going correspondence. The file clerk, Adjutant's Section, may be contacted for proper numbers.

4. The initials of the section leader or duly appointed representative will be placed on the reverse side of the 1st sheet of all outgoing correspondence, in pencil.

5. Abbreviations are used sparingly in all military correspondence excluding special orders and other directives of a similar nature, however, in the event that circumstances necessitate the using of an abbreviation, those used, should conform to the provisions of SR 320-50-1. When the lack of space prohibits the use of the abbreviation heretofore referred to, the abbreviation "KaCAR" may be used. For example, in listing inclosures or in placing identifying information at the top of the second or subsequent pages of correspondence. It will not be used on correspondence destined for other than Civil Affairs Units.

Memo No. 1, Ho Kanto CAff Region dated 1 Feb 50

~~6. Correspondence pertaining to the Civil Affairs Section, Supreme Commander for the Allied Powers will be addressed as follows.~~

~~Chief
Civil Affairs Section
General Headquarters
Supreme Commander for the Allied Powers
APO 500~~

see 1/4

~~7. a. All correspondence addressed to Personnel, (by official title) affiliated with Japanese agencies, firms, establishments or prefectural governments will be routed through the appropriate Liaison Office.~~

- ~~(1) Correspondence pertaining to officials in the Tokyo Area will be routed through "Tokyo-To Liaison Office".~~
- ~~(2) Correspondence pertaining to officials outside the Tokyo Area will be routed through "Kanto Liaison and Coordination Office".~~
- ~~(3) The multiple address system (as shown below) will be used in the event correspondence pertains to both offices.~~

~~b. Correspondence referred to above will be prepared in the following form. Excluding the addressee portion of the correspondence, all other sections are prepared as in a military (Subject-To) letter.~~

Example:

	HEADQUARTERS KANTO CIVIL AFFAIRS REGION APO 500	ME/me
230.596	<i>see 1/2</i>	Date
4 spaces	2 spaces	
MEMORANDUM FOR:	The Governor Shizuoka Prefecture Tokyo-To	
4 spaces		
THRU:	Kanto Liaison & Coordination Office Tokyo-To Liaison Office	
2 spaces		
SUBJECT:	Preparation of Correspondence	

Memo. No. 1, Ho Kanto CAff Region dated 1 Feb 50

8. Memoranda for Japanese Prefectural Officials under the jurisdiction of Kanto Liaison and Coordination Office, will be dispatched in duplicate. In the event that such correspondence pertains to more than one prefecture, the Liaison Office will translate and furnish the required number of copies to each addressee.

SECTION II - DISTRIBUTION LIST

The Distribution List for all orders, bulletins and memoranda published by this headquarters is as indicated below:

DISTRIBUTION A

5 copies - Individual concerned
1 copy - Publications File, Reference Set
1 copy - File

DISTRIBUTION B

2 copies - Adjutant General, D.A., Washington D.C.
1 copy - Publications file, Reference Set
1 copy - File

DISTRIBUTION C

2 copies - Individual concerned
3 copies - 240th Finance Disbursing Section
1 copy - Publications file, Reference Set
1 copy - File

DISTRIBUTION D

2 copies - Each Section, this headquarters
2 copies - Civil Affairs Section, SCAP
2 copies - Headquarters / Service Group, GHQ FEC
1 copy - Publications file, Reference Set
1 copy - File

SECTION III - OFFICE SYMBOLS

Office symbols for the several sections and divisions of this headquarters are assigned as indicated. Hereafter symbols will be placed on all correspondence as prescribed by TM 12-253.

<u>Section</u>	<u>Office Symbol</u>
Administration Section	KA
Civil Education	KCE
Economics	KE
Legal and Government	KLK

Memo No. 1, Hq Kanto Calf Region dated 1 Feb 50

<u>Section</u>	<u>Office Symbol</u>
Public Health	KPH
Public Welfare	KPW
Civil Information	KCI
Commerce & Industry Div., Economics Section	KECI
Labor Relations Division, Economics Section	KELR
Distribution & Enforcement, Economics Section	KEDE
Natural Resources Division, Economics Section	KENR

SECTION IV - FILING SYSTEM

1. References:

- a. TM 12-258
- b. SR 345-920-1
- c. WD, Decimal File System (Revised Edition)

2. The decentralized filing system will be used in this headquarters. Each section chief is responsible for maintaining the files of his respective section.

b. The records administrator, this headquarters, will be contacted for the proper disposition, destruction or retirement of non-current files.

SECTION V - RESCISSIONS

All directives, previously published by this headquarters, in conflict with the above, are rescinded.

BY ORDER OF COLONEL HOLLINGSHEAD:

OFFICIAL:

GEO. B. NIBLOCK Jr.
Major, Infantry
Adjutant

GEO. B. NIBLOCK Jr.

GEO. B. NIBLOCK Jr.
Major, Infantry
Adjutant

DISTRIBUTION:

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