Recommended Civilian Ratings

CCP 26 Jan 46

Recommended ratings and job titles for civilian personnel allotted this section are submitted in compliance with check sheet from G-1 dated 21 January 1946, subj: "Personnel Requirements 1 July 1946." No title more specific than "Government Research Expert" can be given the 20 professionals in the Planning Group until the remainder have arrived and their duties are determined.

2 Incls:
Incl 1 - Table of recommended ratings.
Incl 2 - List of job titles and ratings.

C. W. TYH

G-3 File

APPROVED TOTAL ALLOTMENT
U. S. GOVERNMENT PAID CIVILIAN PERSONNEL
As of 1 July 1946

GOVERNMENT
(Section or Detachment)

RECOMMENDED CAF RATINGS

Division within Section	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Total
Chief							1									1
Fiscal		2	1	1												4
Adm Branch		3	1		1											5
Emerg Branch		2	2	1	1											6
Pub Adm Br		3	2	1	1											7
Pub Adm - Plans Off		5	5	6	2		1									19
Total		15	11	9	5		2									42

RECOMMENDED P RATINGS

Division within Section	1	2	3	4	5	6	7	8	Total
Pub Adm Branch						3	3	1	7
Pub Adm - Plans Off				7	6	4	2	1	20
Total				7	6	7	5	2	27

GRAND TOTAL 69

Inclosure No. 1
(Prepare in Duplicate)

Incl 1

U. S. GOVERNMENT PAID CIVILIAN PERSONNEL
As of 1 July 1946

GS FILE
TYH

~~Government Section~~
(SECTION OR DEPARTMENT)

Recommended Ratings and Job Title for Each

Division within Section	Job Title	Rating Recommended
Chief	Administrative Asst.	CAF 7 - A-Hayes — F
Exec. O.	Stenographer	CAF 4
	Clerk Typist	CAF 2
	File Clerk	CAF 3
	File Clerk	CAF 2
Adm. Branch	Chief Clerk	CAF 5
	Message Center clerk	CAF 2
	Clerk Typist	CAF 3
	Clerk Typist	CAF 2
	Clerk Typist	CAF 2
Korean Branch	Chief Clerk	CAF 5
	Stenographer	CAF 4
	Stenographer	CAF 3
	Clerk Typist	CAF 2
	File Clerk	CAF 2 A-Jackson
	Clerk General	CAF 3
Pub. Adm. Branch	Asst Director, Opns Gp	P 8
	Chief Counsel	P 7
	Asst Chief Counsel	P 7
	Review Counsel	P 6
	Review Counsel	P 6
	Special Govt, Consultant	P 7
	Foreign Service Officer	P 6
	Chief Clerk	CAF 5
	Stenographer	CAF 4 - Ferguson
	Stenographer	CAF 3
	Clerk Typist	CAF 3
	Clerk Typist	CAF 2
	Clerk Typist	CAF 2
	File Clerk-Typist	CAF 2
Pub. Adm. Branch (Planning Group)	Government Research Expert	P 8
	"	P 7 - Peake
	"	P 7
	"	P 6 Wilder
	"	P 6
	"	P 6
	"	P 6

U. S. GOVERNMENT PAID CIVILIAN PERSONNEL
As of 1 July 1946

Government Section
(SECTION OR DETACHMENT)

Recommended Ratings and Job Title for Each

Division within Section	Job Title	Rating Recommended
Pub Adm. Branch (Planning Gp)	Stenographer	CAF 5
	"	CAF 5
	"	CAF 4
	"	CAF 4
	"	CAF 4
	"	CAF 4
	"	CAF 4
	"	CAF 3
	"	CAF 3
	"	CAF 3
	"	CAF 3
	Clerk Typist	CAF 2
	Clerk Typist	CAF 2
	Clerk Typist	CAF 2
	Administrative Assistant	CAF 7
	File Clerk	CAF 3
	File Clerk	CAF 2
	Messenger-message center clerk	CAF 2

200

Request for Personnel

ATIS 12 Jan 46

Request one (1) officer interpreter translator, three (3) enlisted interpreters, and three enlisted translators be placed on duty with this section in addition to personnel now on duty. One officer and four enlisted men are needed for the new Planning Group of the Public Administration Branch; this group when complete will consist of four officers and forty civilians, who will require frequent use of interpreters and translators. Two additional enlisted men are needed by this section because of a greatly increased work load. Request two of the additional personnel be kibei.

C.W.

G-5 File

383

200

Personnel Requirements.

GHQ Personnel Board. 11 Jan 46

1. Reference your memorandum of 28 December 1945 and our reply of 3 January 1946, same subject.

2. This Section does not now have and on 1 July will not have T/O units operating under our control or supervision. A negative report is therefore submitted so far as such units are concerned.

- - - - - - - - - - - - - - - - - - - C. W. - - - - - - - - - - -

Govt Sect File Copy

380

2 cys

Personnel Requirements.

3 Jan 46

GHQ Personnel Board

1. Reference your memorandum of 28 December 1945, statements of personnel requirements and outline of functions of the Government Section are attached, Tabs A, B and C.

2. Attention is invited to the fact that the Chief of Staff, on 28 December 1945, approved my recommendation that this Section remain "primarily military", except so far as qualified military personnel are not immediately available, so long as there is a military occupation of Japan and Korea.

3. While every effort will be made to reduce the number of military personnel, both officer and enlisted, to the greatest extent practicable, and the Planning Group of the Public Administration Branch will be completely civilian, it is essential that the remainder of the Section be staffed primarily with officers rather than professional civilians. The Korean Branch must maintain close and continuous liaison with the military government of Korea. An understanding of military organization and procedures, an ability to deal with military situations, and an appreciation of the problems of military government from both staff and field levels is essential if this Section is to fulfill its functions. Personnel adequately trained in military government are essential for these duties, and civilians with the requisite training and experience cannot be made available. Similar observation and assistance will be given to the military government companies operating in Japan by the Public Administration Branch, particularly with respect to their relations with the civil governments on the prefectural and local level. As we enter the occupational phase whereby the primary duties of GHQ staff sections will shift from the preparation of basic directives to the implementation of these directives by field commanders, it will be increasingly essential to the success of our mission to observe and report on field conditions, and to advise and assist the operating military government units.

Govt Sec File Copy

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Personnel Requirements. CONTINUED:

4. Great care has been taken to assemble a group of officers who are thoroughly familiar with civil governmental organization and procedures, particularly as they relate to Japan and Korea, and who are thoroughly familiar with the military problems incidental to civil affairs control. In my opinion this two-fold experience is essential if this Section is adequately to fulfill the functions for which it is responsible, both in Japan and in Korea. I strongly urge that this team not be broken up and replaced with untried and untrained civilians within the next few critical months. It is to me unthinkable that officers in the field should receive advice concerning, and interpretations of, GHQ policies and directives and be reported on by civilians, so long as we have military occupation of these countries.

--- - - - - - - - - - - - - - - - - - C. W. - - - - - - - - - - - -

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

3 January 1946

FUNCTIONS AND DUTIES OF THE GOVERNMENT SECTION

1. PURPOSE:

a. SCAP General Order No 8, 1945, prescribes that the Government Section will advise the Supreme Commander for the Allied Powers as to the status of and the policies pertaining to Military Government in Korea and the internal structure of civil government in Japan.

b. Functions are prescribed in SCAP GO 8.

2. OPERATION:

To carry out its prescribed functions, the Government Section is organized to include a Public Administration Branch and a Korean Branch.

a. Public Administration Branch. This branch is composed of the Planning and the Operations Groups.

(1) Planning Group makes the studies and recommendations required by Par 3, SCAP GO 8, and advises on ways and means of attaining long-range objectives of the occupation.

(2) Operations Group consists of the Internal Affairs, External Affairs, and Judicial Affairs Units.

(a) The Internal Affairs Unit advises on policies pertaining to the internal structure of civil government in Japan and is responsible for (1) reorganization of the national Japanese Government and its agencies, including determination of those agencies which will be allowed to continue to function, (2) reorganization of prefectural, municipal and local governmental subdivisions, including institution of local elections, (3) control of political parties, organizations and societies, including encouragement of democratic political parties, (4) supervision of the national

election, including elimination of corrupt practices, and (5) initiation of appropriate action to achieve initial objectives of the occupation.

(b) The External Affairs Unit is responsible for (1) recall of diplomatic and consular representatives of the Japanese Government, (2) transfer of Japanese external diplomatic and consular property and archives, (3) severance of governmental and administrative control by the Japanese Government over areas outside the jurisdiction of SCAP, and (4) control of Japanese foreign relations and external affairs.

(c) Judicial Affairs Unit is responsible for (1) control of civil and criminal courts, including removal and replacement of unacceptable court personnel and procurators, (2) limitation of Japanese sovereignty to the four main islands of Japan and smaller adjacent islands, (3) abrogation of laws, ordinances, decrees and regulations which prejudice the achievement of the basic objectives of the occupation, (4) removal and exclusion from office of militant nationalists, (5) dissolution of secret, patriotic and ultranationalistic societies, and (6) the review of all proposed directives to the Japanese Government as to form and legal substance.

b. Korean Branch. This branch is responsible for executing those functions assigned by Par 2, SCAP GO 8. Its functions are to-----

(1) Maintain close liaison between this headquarters and USAFIK on matters of military government and act as a liaison channel for information and action pertaining to military and civil government in Korea.

(2) Act as an agency for information relative to current military government operations in Korea, and prepare studies and reports as to the status of policy, personnel, and internal structure of the Korean government.

(3) Advise the Supreme Commander of the development and progress of military government in Korea and recommend action to further the occupation interests.

(4) Coordinate planning and policy directives concerning Korea with other staff sections, expedite matters relating to Korea which pertain to more than one section, and review and interpret instructions prepared by other sections to insure integration with prevailing policies.

RESTRICTED

MINIMUM PROJECTED OVERHEAD REQUIREMENTS
Figures as of 1st Day of Month

GOVERNMENT

(SECTION) (DETACHMENT)

1946		DIVISIONS WITHIN SECTION: Chief	Executive	Administrative Branch	Public Adm. Branch	Korean Branch						TOTAL
1 Jan	OFF	2	2	1	13	6						24
	WO	1	0	0	0	0						1
	EM	0	1	13	6	2						22
	CIV*	0	0	0	43	2						45
	CIV**	0	0	0	0	0						0
	AGG	3	3	14	62	10						92
1 Feb	OFF	2	2	1	13	6						24
	WO	1	0	0	0	0						1
	EM	0	1	10	4	2						17
	CIV*	0	0	3	45	2						50
	CIV**	0	0	0	0	0						0
	AGG	3	3	14	62	10						92
1 Mar	OFF	2	2	1	13	6						24
	WO	1	0	0	0	0						1
	EM	0	1	9	3	1						14
	CIV*	0	0	4	46	3						53
	CIV**	0	0	0	0	0						0
	AGG	3	3	14	62	10						92
1 Apr	OFF	1	2	1	11	6						21
	WO	1	0	0	0	0						1
	EM	0	1	8	2	1						12
	CIV*	0	0	5	49	3						57
	CIV**	0	0	0	0	0						0
	AGG	2	3	14	62	10						91
1 May	OFF	1	2	1	11	6						21
	WO	1	0	0	0	0						1
	EM	0	1	6	2	1						10
	CIV*	0	0	6	49	3						58
	CIV**	0	0	0	0	0						0
	AGG	2	3	13	62	10						90
1 Jun	OFF	1	2	1	9	5						18
	WO	1	0	0	0	0						1
	EM	0	1	5	1	0						7
	CIV*	0	0	6	50	3						59
	CIV**	0	0	0	0	0						0
	AGG	2	3	12	60	8						85
1 Jul	OFF	1	2	1	8	5						17
	WO	1	0	0	0	0						1
	EM	0	1	3	1	0						5
	CIV*	0	0	7	54	3						64
	CIV**	0	0	0	0	0						0
	AGG	2	3	11	59	8						83

45

* United States Government paid.

** Paid from cost of occupation.

RESTRICTED

a. RECOMMENDED SPREAD OF MISCELLANEOUS THEATER OVERHEAD GRADES
for
MILITARY REQUIREMENTS
1 July 1946

GOVERNMENT SECTION, GHQ SCAP

74 %

OFFICERS:

Gen or Col	Lt Col	Major	Capt	1st Lt	2nd Lt	Total
4	6	4	3			17

WARRANT OFFICERS: CWO: 1 % WOJG: ____ % 4 %

ENLISTED: 22 %

1st	2nd	3rd	4th	5th	6th	7th	Total
	1	1	3				5

AGGREGATE 100 %

45

b. RECOMMENDED CAF AND P RATINGS
for
U. S. GOVERNMENT PAID CIVILIAN PERSONNEL
as of
1 July 1946

CAF RATINGS

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Total
5	10	12	9	3	1	1	1					1	1		44

P RATINGS

1	2	3	4	5	6	7	8	Total
			4	5	6	4	1	20

AGGREGATE 64

17
5
87

c. RECOMMENDED NUMBERS OF OTHER CIVILIANS
(Paid from cost of Occupation)

Labor 0

Administrative 0

Technical or Supervisory 0

RESTRICTED
GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC
GHQ Personnel Board

Advance Echelon
APO 500
28 December 1945

MEMORANDUM TO: See Distribution List.

SUBJECT : Personnel Requirements.

1. Reference is made to letter order, GHQ AFPAC Advance, subject: "Board of Officers," dated 16 December 1945, attached as inclosure No. 4.

2. In order for this board to carry out its mission with respect to theater overhead allocations, it is requested that each addressee furnish the board, not later than 3 January 1946, with the information called for by paragraphs 3 and 4 below. Each addressee is requested to furnish such information stated separately for:

a. His own Section or Detachment and,

b. Any detachment, provisional unit, service or other functional group formed from theatre overhead allotment (other than duly constituted T/O & E units carried on the War Department Troop Basis) operating under said addressee's control or supervision.

3. a. Minimum requirements, by month, from 1 January to 1 July 1946 for military personnel in the following categories: officers, warrant officers, and enlisted men.

b. Minimum requirements, by month, from 1 January to 1 July 1946 for civilian personnel which will be integrated into addressee's Section and/or Detachments.

c. The spread of grades and ratings required for military allotment as of 1 July 1946. In this connection, the theater spread of grades and ratings authorized by the War Department is attached hereto as inclosure No. 1 for information.

d. The CAF and P ratings required for United States government paid civilian positions recommended for addressee's Section and/or Detachments as of 1 July 1946. In this connection, the theater must justify to the War Department, at budget hearings in February, all expenditures for civilian personnel paid by the War Department. Although the Office of Civilian Personnel is charged with the determination of the CAF or P ratings for each civilian position in GHQ AFPAC and SCAP, the above estimates are required by the board at this time in the formulation of its recommendations to the Chief of Staff.

e. A detailed statement of the functions and duties of each addressee's Section and/or Detachments.

4. Inclosure 2 may be used for indicating requirements by month for both military and civilian personnel. Inclosure 3 may be used to show:

a. Breakdown of grades and ratings for recommended military personnel as of 1 July 1946.

373

MEMORANDUM, subj: "Personnel Requirements," dtd 28 Dec 45 (Cont'd)

b. CAF and P positions for recommended United States Government paid civilian personnel as of 1 July 1946.

c. Breakdown, into functional categories, of other civilians paid from the cost of the occupation.

5. In connection with calculations for the above information, the following assumptions should be made:

a. GHQ AFPAC will move to Tokyo, to close by 31 January 1946.

b. Consistent with the following limitations, civilian personnel, both Occidental and Japanese, should be utilized to the maximum extent practicable to effect reduction of United States Army personnel.

(1) Civilians in AFPAC Staff Sections will be of United States origin.

X (2) Civilians in SCAP Staff Sections may be drawn from personnel of the United Nations.

X (3) Exceptions to restrictions in (1), and (2), may be made in the cases of translators, interpreters, etc.

(4) Civilians are not to be employed in AFPAC in executive or supervisory capacities.

X (5) There may be some civilians of executive or supervisory ratings in SCAP Special Staff Sections.

(6) Civilians may be employed for housekeeping duties in activities under the supervision of the Headquarters Commandant.

X (7) Civilians may be used in all sections and detachments to the extent practicable in technical, secretarial, clerical, stenographic, filing, and such similar positions.

6. The following is supplied for information:

a. Civilian employees derived from sources other than importation from the United States are paid from costs of occupation. Those imported from the United States including locally discharged military personnel are paid by the United States Government and subject to budgetary allocations.

MEMORANDUM, subj: "Personnel Requirements," dtd 2[illegible] Dec 45 (Cont'd)

b. The planned troop basis for 1 July 1946 allots from theater overhead only 4,409 military personnel (including 350 CIC and 97 MRD) to all GHQ Sections and Installations. The current bulk allocation to GHQ AFPAC and SCAP Staff Sections and Detachments totals about 14,000. Addressees should therefore formulate their requirements in the light of reductions which must be effected.

For the President of the Board:

George W. Hickman Jr.

GEORGE W. HICKMAN, JR.
Colonel, G. S. C.,
Recorder.

4 Incls:
Incl 1. WD Percentage Grade Spread.
Incl 2. Form for Projected Overhead Reqmts.
Incl 3. Form for Military Grades and Civilian Ratings & Positions.
Incl 4. Ltr Order dtd 16 Dec, appointing Board of Officers.

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C QM O
C Ord O
C Surgeon
C Counter Intel O
Fiscal Director
Hq Comdt, AFPAC Adv
CWS
C Chaplain
Judge Advocate
Chief Provost Marshal
Chief Special Services Officer
I & E
WAC Staff Director
Hq Comdt, AFPAC
Army Exchange Central Purchasing O
CG Special Troops
Intl Pros Sect
C Gov't Sect
C Publ Health & Welfare
C Econ & Sc Sect
Foreign Property Custodian
C Gen Accounting Sect
Gen Procurement Agent
C Natural Resources
C Stat Reports
C Legal Sect
O Civilian Personnel
Civil I & E
Civil Intelligence
Civil Communications

2

Budget

Confidential

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

230 File TM/f

CHECK SHEET
(Do not remove from attached sheets)

File No: AG 111 (29 Jul 46)FD Subject: Budget Estimates, FY 1948
HSR:JDM:akr

Note No. | From: Fiscal Director To: Gov't Sect. Date: 29 July 1946

1. Budget estimates for Fiscal Year 1948 will be required by the
1 Bureau of the Budget and the appropriations committees of the Congress on the regular peacetime schedule. Therefore, estimates of fund requirements of the Pacific Theater for Fiscal Year 1948 must be submitted direct to the Budget Office of the War Department by 1 September 1946.

2. It is requested that five (5) copies of estimates of fund requirements for civilian personnel and other expenses for the Fiscal Year 1948 as they pertain to your Staff Section be submitted to the Budget & Fiscal Division, Office of the Fiscal Director, not later than 8 August 1946.

3. Forms. Forms C-4, C-5, and D will be completed by each Section.

a. Form C-4 will be used to indicate the number of man-years of personnel services covering Japanese Nationals and other Foreign Nationals to be utilized by the Section. (The Yen rates being paid these employees will be converted to dollars.)

b. Form C-5 will be used to indicate numbers of War Department civilians paid from appropriated funds which will be required. The space for appropriation, subappropriation and project may be left blank. It will be noted that man-years are used on Form C-5 rather than numbers of positions. For explanation of term "man-years", see paragraph 8g of attached AFPAC letter, AG 111 (24 Jul 46)FD. The amounts to be used in line headed "Base Rate" on Form C-5 may be obtained from attached chart. Not to exceed one percent (1%) of total base pay may be added for overtime. Additional pay for foreign service or twenty-five percent (25%) differential is obtained by multiplying the "Overseas Differential" rate for each grade by the number of man-years and accumulating such amounts. The amount to be added for terminal leave may roughly approximate ten percent (10%) of the total base pay.

c. Form D will indicate the estimated strength (i.e., the number of employees expected to be on duty) as distinguished from man-years shown on Form 5-C. The amount to be shown for June 1946 should be the number of individuals actually on duty as of the end of June 1946.

4. Justifications. It is imperative that your budget estimates be supported by complete and detailed justifications. Each section will submit in narrative form a description of the duties and functions of the section, including any material or statistics concerning work-load. Since the 1948 estimates will be compared with the Fiscal Year 1947 funds available, any increase over Fiscal Year 1947 will necessarily require a much stronger justification.

5. Staff Sections of AFPAC and SCAP having fund requirements for purposes other than payment of War Department personnel will submit estimates for such special requirements supported by necessary justifications. Among the Staff Sections who are believed to have special fund requirements other than for personnel are:

G-2 and CIC	Confidential Funds
Provost Marshal	Confidential Funds
International Military Tribunal Far East	Witness Fees and other items
I and E Section	Wire Service

6. Justifications will be typed lengthwise on legal size (8" x 12½") paper. Additional blank forms may be obtained at Room 704, Mitsubishi Shoji Building.

7. Technical advice in preparation of the forms may be obtained by contacting the Office of the Fiscal Director, branch numbers 2-3316 and 2-5065.

8. Background material in letter AG 111 (24 Jul 46)FD this Headquarters to subordinate commands is inclosed.

3 Incls:
1. Ltr AG 111(24 Jul 46)FD
2. (10) Forms C-4, C-5, and D
3. Salary Schedule

- H. S. R. - - - - - - - - - - -

DECLASSIFIED: E.O. 12356, SEC. 3.3 NNDB # 775 012

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GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

CHECK SHEET
(Do not remove from attached sheets)

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HSR:JDM:akr

Note No. From: Fiscal Director To: Date: 29 July 1946

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2. It is requested that five (5) copies of estimates of fund requirements for civilian personnel and other expenses for the Fiscal Year 1948 as they pertain to your Staff Section be submitted to the Budget & Fiscal Division, Office of the Fiscal Director, not later than 8 August 1946.

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G-2 and CIC	Confidential Funds
Provost Marshal	Confidential Funds
International Military Tribunal Far East	Witness Fees and other items
I and E Section	Wire Service

6. Justifications will be typed lengthwise on legal size (8" x 12½") paper. Additional blank forms may be obtained at Room 704, Mitsubishi Shoji Building.

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3 Incls:
1. Ltr AG 111(24 Jul 46)FD
2. (10) Forms C-4, C-5, and D
3. Salary Schedule

- H. S. R. - - - - - - - - - - -

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GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

AG 111 (24 Jul 46) ED

APO 500
24 July 1946

SUBJECT: Military Estimates, Fiscal Year 1948.

TO : Commanding General, Eighth Army, APO 343
Commanding General, Pacific Air Command, United States Army, APO 925
Commanding General, United States Army Forces, Middle Pacific, APO 958
Commanding General, United States Army Forces, Western Pacific, APO 707
Commanding General, XXIV Corps, APO 235
Commanding General, Pacific Division, Air Transport Command, APO 953
Commanding Officer, Army Air Force Air Communications Service, 7th ACS Wing, APO 925

1. Reference is made to attached War Department letter, Office of the Budget Officer, (13 July 1946), file WDSBU 111/Military F.Y. 1948 (13 Jul 46), subject: Military Estimates, Fiscal Year 1948.

2. Budget estimates for the fiscal year 1948 will be prepared on forms prescribed in above reference letter and on such additional forms as may be prescribed herein. For logistics planning purposes the interim troop basis for 1 July 1947 will be used. For permanent construction projects, see paragraph 6 below.

3. It is apparent that comparisons will be drawn by the War Department between the fund requirements for the F. Y. 1948 and the tentative amounts allocated to AFPAC for F. Y. 1947. While the tentative Fiscal Year 1947 amounts allotted to you by radio dated 29 June 1946 may be utilized as a basis for planning purposes, nevertheless, complete and detailed justification must be shown for each item included in the Fiscal Year 1948 budget.

4. In occupied areas it will be assumed that supplies and services obtained by requisition from economy of occupied country or paid for by Military Government (non-appropriated) funds will not be chargeable to appropriated funds. The amount of such supplies and services to be obtained from the economy of the occupied areas, either by requisition or thru use of Military Government (non-appropriated funds), will be

Confidential

shown in sample Form C-4. To the extent possible, such services and supplies will be shown by appropriation from which services and supplies would otherwise be chargeable.

5. It should be assumed that funds for pay of civilian employees will be increasingly difficult to obtain, and requirements stated for such employees must be amply justified. It should be further assumed that qualified military personnel will be available for all T/O units and that civilian personnel need not be substituted for such T/O personnel. Where this may be considered essential, such estimates will be separately justified.

6. Construction. Reference is made to letter General Headquarters, United States Army Forces, Pacific, AG 600.1 (31 May 46)CE, "Report on Construction Requirements at Permanent Overseas Bases". Revisions to the post war base development plan now under study by the War Department and this headquarters will be furnished as soon as available. Pending completion of this study, instructions are being issued separately covering assumptions to be used in preparation of construction requirements. Information concerning the 1947 permanent construction program, as included in the Appropriation Act, has been requested from the War Department and will be furnished upon receipt. The Commanding General, Pacific Air Command, United States Army, will include ESA requirements of the Pacific Division, Air Transport Command, 43rd Weather Wing, Army Air Forces, and the 7th Air Communications Service Wing, in his overall requirements. Particular reference is made to paragraph 5, War Department budget letter, which requires that construction projects will be included in theater estimates regardless of whether or not it is contemplated funds for this purpose be allocated to the theater or to the Chief of Engineers. District Engineers under the Western Ocean Division have been instructed to furnish maximum assistance in the preparation of the fiscal year 1948 budget estimates.

7. Contemplated action indicates that all American Red Cross club and recreational activities will be taken over by the Army by the end of Fiscal Year 1947. Suitable estimates for these activities, including hostesses, should be included in estimating the 1948 Budget.

8. Forms.

a. Form A will be prepared by each major command, summarizing total fund requirements by appropriation and subappropriation.

b. Form B will be prepared as illustrated in sample Form B attached to War Department letter, showing breakdown of projects under each appropriation.

c. The breakdown by object under each project will be shown on Form C-1. Form C-1 will be supported by forms C-2 and C-5, showing the breakdown of personal services by grades. Total man-years and total obligations shown on Form C-5 will be identical to those shown under O1 on Form C-2.

d. Form C-3 will be used to list items to be requisitioned from the Zone of the Interior. Such items will be exclusive of quantities authorized by TO&Es and TBAs. Replacement items and regular allowances under TO&Es and TBAs are computed by the War Department on troop strength basis.

e. Form C-4 is self-explanatory.

f. Form D: Only that column marked "Overseas" should be completed on this form and should represent a summary of estimated strengths (i.e., the number of employees expected to be on duty) as distinguished from man-years shown on Form C-5. The amount to be shown for June 1946 should be the number of individuals actually on duty as of the end of June 1946. The "Total Obligations (O1) F.Y. 1948" on Form D should agree with O1 on Forms C-2. Note. The following forms are required where there are personal services under a particular project: Form C-2, Form C-5 and Form D.

g. The term "man-years" as used herein represents the portion of a year that a position will be occupied. Thus, if a position is filled for only six (6) months the "man-year" amount would be shown as C.5. Two (2) positions, each occupied for nine (9) months, would be shown as 1.5 man-years.

9. It is desired that ten (10) copies of budget estimates be submitted to this Headquarters on date indicated in paragraph 10 hereof.

10. Presentation of estimates and justifications of the latter to this headquarters will be in accordance with the following schedule:

Date	Command
12 August 1946	GHQ - SCAP - AFPAC
13 August 1946	Pacific Division, Air Transport Command; Air Communications Service; Pacific Air Command, U. S. Army
15 August 1946	Eighth Army

Date (Cont'd)	Command
17 August 1946	XXIV Corps
19 August 1946	United States Army Forces, Western Pacific
22 August 1946	United States Army Forces, Middle Pacific

11. Each command, except Air Transport Command and Air Communications Service, will send personnel to defend and justify its estimates. Included will be representatives of G-1, G-4, each technical service and the budget officer. Air Transport Command and Air Communications Service will send representatives as desired. Those representatives will be empowered to act for the submitting command on all budgetary matters. Except for Air Transport Command and Air Communications Service, at least one and not more than two representatives will be prepared to proceed to Washington to assist United States Army Forces, Pacific, representatives in defending the budget estimates before the War Department.

BY COMMAND OF GENERAL MacARTHUR:

John B. Cooley
JOHN B. COOLEY
Colonel, A.G.D.
Adjutant General

2 Incls:
1 - WD Ltr WDSBU 111/
Military, FY 1948
(13 Jul 46) and
incls listed therein.
2 - Form C-5

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FORM C-4

Justification of Estimates for Military Establishment, Fiscal Year 1948

[redacted] Section

Title of Appropriation: _____

SERVICES AND SUPPLIES
TO BE OBTAINED FROM ECONOMY OF OCCUPIED AREAS AND CHARGED TO REPARATIONS, FY 1948

	Man-years	Dollar Value
Personal Services	●	$ ●

Justification should be set forth in narrative form the manner in which personnel of this category are to be utilized, duties they will perform, etc.

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JUSTIFICATION OF FISCAL YEAR 1948 ESTIMATES

FORM C-5

Appropriation:

PERSONAL SERVICES

Sub-Appropriation:
Project: [redacted] Section

Civil Service Grade or Other Classification	Base Rate (without differential)	Estimated FY 1947 Obligations		Estimated FY 1948 Obligations	
		Man-Years	Amounts	Man-Years	Amounts
CAF - 2	[illegible]	3	[illegible]	[illegible]	[illegible]
3	[illegible]				
4	[illegible]	1	[illegible]	[illegible]	[illegible]
5	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
6	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
7	[illegible]	5	[illegible]	[illegible]	[illegible]
8	[illegible]			[illegible]	[illegible]
11	[illegible]			[illegible]	[illegible]
12	[illegible]			[illegible]	[illegible]
P - 1	[illegible]			[illegible]	[illegible]
2	[illegible]	1	[illegible]	[illegible]	[illegible]
3	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
4	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
5	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
6	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
7	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
8	[illegible]	1	[illegible]	[illegible]	[illegible]
		37		55	

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JUSTIFICATION OF FISCAL YEAR 1948 ESTIMATES

FORM C-5 (Cont.)

Appropriation:

PERSONAL SERVICES

Sub-Appropriation:
Project: _____ Section

Civil Service Grade or Other Classification	Base Rate (without differential)	Estimated FY 1947 Obligations		Estimated FY 1948 Obligations	
		Man-Years	Amounts	Man-Years	Amounts
	170,416.70				
Total Basic Pay	[redacted]	( )	($)	( )	($ [redacted])
+ Overtime & Holiday Pay	[redacted]		( )		([redacted])
+ Additional pay for foreign service	[redacted]		( )		([redacted])
+ Terminal Leave	[redacted]		( )		([redacted])
+ Other (Specify)	[redacted]		-0-		[redacted]
Total Obligations	[redacted]		($)		($ [redacted])

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FORM D

Justification of Estimates for Military Establishment, Fiscal Year 1948

[redacted] Section

Title of Appropriation: _____

Sub-Appropriation: _____

Strength at end of month	
June 1946 (Actual)	[redacted]
December 1946 (Estimated)	
June 1947 (Estimated)	
July 1947 "	
August 1947 "	
September 1947 "	
October 1947 "	
November 1947 "	
December 1947 "	
January 1948 "	
February 1948 "	
March 1948 "	
April 1948 "	
May 1948 "	
June 1948 "	
Average Employment, FY 1948	[redacted]
Total Obligations (01) FY 1948	[redacted] 363,444.79
Total Basic Salary	[redacted] 269,218.56
Overtime + Holiday Pay	[redacted] 0.00
Additional pay for foreign service	[redacted] 67,304.59
Other (Specify) TERMINAL LEAVE	[redacted] 26,921.64

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

FUNCTIONS AND RESPONSIBILITIES OF THE GOVERNMENT SECTION

I. FUNCTIONS ASSIGNED

1. General: SCAP General Order No. 8, 2 October 1945, established the Government Section to advise the Supreme Commander as to the status of and the policies pertaining to Military Government in Korea and the internal structure of civil government in Japan.

2. Korea:

a. Maintain close liaison on matters of military government with the United States Army Forces in Korea.

b. Act as an agency for:

(1) Information relative to current Military Government operations in Korea for consultation and reference by other staff sections.

(2) Expediting matters relating to Military Government in Korea which pertain to more than one staff section.

(3) Preparing, reviewing and processing reports relative to the Military Government operation in Korea.

c. Advise the Supreme Commander on the development and progress of Military Government in Korea and recommend action in furtherance of the occupation mission.

3. Japan:

a. Investigate, study and advise the Supreme Commander in general with respect to the structure of civil government in Japan and in particular with respect to:

(1) Relationship of civil government to military affairs and the control of military forces.

(2) Relationship of the Imperial Japanese Government to subordinate governmental agencies or subdivisions (including regions, prefectures and municipalities), the methods and degree of centralized control, and the nature and extent of feudal and totalitarian practices.

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(3) Relationship of the Imperial Japanese Government and subordinate governmental agencies or subdivisions to the people (including the degree and type of representation of the people in government).

(4) Relationship of government to business, the methods and degree of control by the Imperial Japanese Government and subordinate governmental agencies or subdivisions over business (including financial regulations, subsidies, and other devices for the control and manipulation of industry).

b. Make recommendations for:

(1) Demilitarization of the Imperial Japanese Government and all subordinate governmental agencies and subdivisions.

(2) Decentralization of the Imperial Japanese Government and the encouragement of local responsibility.

(3) Elimination of the feudal and totalitarian practices which tend to prevent government by the people.

(4) Elimination of those relationships between government and business which tend to continue the Japanese war potential and to hamper the achievement of the objectives of the occupation.

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II. GOVERNMENT SECTION ORGANIZATION CHART

CHIEF OF SECTION

Chief Brig Gen
Adm Asst CAF-7

EXECUTIVE OFFICER

Exec O P-6
Liaison O Lt Col
Steno CAF-3

ADMINISTRATIVE DIVISION

Adm O Lt Col
Librarian Maj
Chief Clk CAF-4
3 Clk-typists CAF-3
Mag Gen Clk CAF-3
Clk-typist CAF-2
2 File Clks CAF-2

KOREAN DIVISION

Chief P-5
Clk-Steno CAF-5

PUBLIC ADMINISTRATION DIVISION

(See next page)

CLERICAL POOL

Chief Clk CAF-4
Clk-typist CAF-2
Clk Gen CAF-2
File Clk CAF-2

OPERATIONS BRANCH

Chief P-4
Gen Asst Capt
Spec Asst P-4

POLICY BRANCH

Chief Maj
Asst P-4

INFORMATION BRANCH

Chief CAF-12
Asst CAF-11

ECA

PUBLIC ADMINISTRATION DIVISION

Chief P-8
Chief Plans & Opns O Col
Asst Chief P-7
Asst Chief Lt Col
Political Adviser P-7
Sec-Steno CAF-5

CLERICAL POOL

Chief Clk CAF-4
Clk-Steno CAF-5
Steno CAF-3
Clk Gen CAF-2
3 Clk-typists CAF-2
File Clk CAF-2

INTERPRETER POOL

Chief CAF-8
2 Translators 1st Lt
4 Translators CAF-7
2 Translators CAF-6
Clk-typist CAF-2

POLITICAL PARTIES BRANCH

Chief P-6
Asst Maj
Chief Analyst P-5
Analyst P-4
Spec Asst CAF-4

GOVERNMENTAL POWERS BRANCH

Chief P-7
Dep Chief P-6
Asst Lt Col
Govt Analyst P-5
Econ. Analyst P-4
Res. Analyst P-4
Steno CAF-3

Legal Affairs Unit

Chief P-6
Asst Maj
Attorney P-5
Legal Steno CAF-4

LEGISLATIVE BRANCH

Chief P-6
Analyst P-4

LOCAL GOVERNMENT BRANCH

Chief P-6
Asst Lt Col
2 Govt Analysts P-5

OPINIONS BRANCH

Chief P-7
2 Asst Maj

INFORMATION MANAGEMENT BRANCH

Chief P-6
Asst P-4
Steno CAF-3

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III. CHIEF OF SECTION AND EXECUTIVE OFFICER

1. Chief of Section: Advises the Supreme Commander as to the status of and policies pertaining to the internal structure, functions, and operations of civil government in Japan and Military Government in Korea. Is in effect the Supreme Commander's governmental and political adviser on constitutional reform, legislation, civil service, organization and decentralization of government, and all related matters.

2. Deputy Chief and Executive Officer: Supervises and coordinates various functions of the Section, assists the Chief of Section in establishment of policy and making decisions on all matters within the Section's responsibility, and acts for the Chief of Section in his absence.

IV. ADMINISTRATIVE DIVISION

1. Establishment and control of all administrative procedure in the Section, maintenance of Section files, preparation of stencils and production of all mimeograph work.

2. Coordinate and supervise all military and civilian personnel matters.

3. Librarian: Maintains Section reference library, including FEC papers and others used by other staff sections as well; special research projects for Section officers as required.

V. PUBLIC ADMINISTRATION DIVISION

1. Chief: Responsible for all functions assigned his division, as described in par 2, Section I above.

2. Chief Plans and Operations Officer: Causes timely initiation of plans and exercises general charge, through branch chiefs, of all operations carried on by, as well as all projects referred to or initiated by the division.

3. Assistant Chiefs: Assist division chief in carrying out his responsibilities, informing and advising him on civil affairs and military government matters in Japan, and initiate appropriate action to establish, execute, and enforce occupation policies and principles.

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4. Governmental Powers Branch:

a. Prepares plans, policies, directives, and implementing instructions for the reform of the Japanese governmental system (including the separation of executive, legislative and judicial powers and the enumeration of fundamental civil and political rights).

b. Causes the abrogation of laws prejudicial to the achievement of occupation policies.

c. Considers proposals relating to the position of the Imperial institution, household and family.

d. Is responsible for the control of criminal and civil courts and removal and replacement of unacceptable court personnel and procurators.

e. Advises on the relationship of government to economic and financial fields.

f. Implements basic policy directives particularly with respect to the organization and administration of the Japanese government.

5. Legislative Branch:

a. Maintains liaison with general and other special staff sections and with the Diet and other Japanese government agencies on matters pertaining to pending or proposed legislation.

b. Prepares plans, policies, directives and implementing instructions for reforming the organization and procedures of the Diet and other legislative bodies.

c. Prepares plans for democratizing election procedures and supervises elections to prevent corrupt practices.

6. Political Parties Branch:

a. Observes, analyzes and otherwise keeps informed of the activities, composition strength, and importance of platforms and objectives of political parties.

b. Reviews and takes necessary action with reference to the registration statements and current declarations filed by political parties and other societies and organizations.

c. Dissolves and prevents the formation of anti-democratic societies, associations and organizations.

d. Maintains liaison with Home Ministry, advising on required executive decrees.

e. Prepares timely reports on political developments in Japan and related matters.

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7. Local Government Branch:

a. Initiates studies and advises on policies pertaining to the reorganization of prefectural and municipal governmental subdivisions.

b. Coordinates with general and other special staff sections relative to changes in the functional operation of local government.

c. Maintains liaison with military government organizations in the field in coordinating practices and procedures with occupation policies regarding local government.

d. Analyzes the results of local political movements as to their import for occupational policies regarding local government

8. Opinions Branch:

a. Interprets directives relating to the internal administration and operations of the Japanese government and passes upon all personnel problems of the Japanese government within the scope of the occupation mission, preparing formal opinions upon official request.

b. Considers directives and interpretations thereof prepared by other CMQ staff sections which do not fall within the functions of other branches and prepares concurrences, non-curreneas, or comments and recommendations thereon.

c. Advises as to policies in the removal of antagonistic, non-cooperative or other undesirable officials of the Japanese government from public office.

d. Maintains close surveillance over the purge of militant nationalists from positions of influence and responsibility in public and private life.

e. Supervises the reformation of the civil service and the elimination of undesirable bureaucratic practices.

9. Information Management Branch:

a. Reviews at periodic intervals the work of PAD and on the basis thereof prepares an insert for the daily telegram and a chapter for the monthly summation of CMQ activities

b. Reviews Japanese press editorials, news reports and letters to the Supreme Commander, and on the basis thereof prepares a daily summary.

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7. Local Government Branch:

a. Initiates studies and advises on policies pertaining to the reorganization of prefectural and municipal governmental subdivisions.

b. Coordinates with general and other special staff sections relative to changes in the functional operation of local government.

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b. Reviews Japanese press editorials, news reports and letters to the Supreme Commander, and on the basis thereof prepares a daily summary.

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c. Reviews at intervals recent political developments in Japan.

d. Analyses and reports on Japanese reactions to directives as indicated by press, letters, censorship intercepts, etc.

e. Makes special reports and surveys for Washington agencies.

f. Maintains a "Japanese who's who" information file.

VI. KOREAN DIVISION

1. Chief:

a. Is responsible for advising the Chief of Section and the chiefs of other staff sections of GHQ as to the current status of military government operations in Korea, including information as to the policies in effect and the actions taken to implement the basic directives governing the occupation of Korea.

b. Proposes recommendations for the Chief of Staff as to action to be taken to carry out the basic policies and objectives of the occupation.

c. Is charged with ensuring that the interests of Korea are considered and protected in all action taken in GHQ that affects the operation of military government in Korea, and is responsible for obtaining such action in GHQ as is necessary to carry on the military government of Korea and achieve the objectives of the occupation.

d. Maintains personal contacts with the chiefs of staff sections in GHQ that have military government responsibilities in Korea and takes up directly with them important operating problems that involve their responsibilities.

2. Policy Branch:

a. Considers and prepares recommendations for the Section Chief for action to be taken to implement the policies governing and to further objectives of the occupation of Korea.

b. Is responsible for preparing recommendations for any changes in the basic SWNCC policy directives governing the occupation of Korea.

c. Considers and recommends action to be taken on inquiries from USAFIK and other sources as to policies in effect or to be adopted in Military Government matters in Korea.

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c. Reviews at intervals recent political developments in Japan.

d. Analyzes and reports on Japanese reactions to directives as indicated by press, letters, censorship intercepts, etc.

e. Makes special reports and surveys for Washington agencies.

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VI. KOREAN DIVISION

1. Chief:

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b. Proposes recommendations for the Chief of Staff as to action to be taken to carry out the basic policies and objectives of the occupation.

c. Is charged with assuring that the interests of Korea are considered and protected in all action taken in GHQ that affects the operation of military government in Korea, and is responsible for obtaining such action in GHQ as is necessary to carry on the military government of Korea and achieve the objectives of the occupation.

d. Maintains personal contacts with the chiefs of staff sections in GHQ that have military government responsibilities in Korea and takes up directly with them important operating problems that involve their responsibilities.

2. Policy Branch:

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b. Is responsible for preparing recommendations for any changes in the basic SWNCC policy directives governing the occupation of Korea.

c. Considers and recommends action to be taken on inquiries from USAFIK and other sources as to policies in effect or to be adopted in Military Government matters in Korea.

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d. Reviews plans and instructions prepared by other staff sections of GHQ and coordinates with such sections as to matters of policy involved therein.

e. Reviews plans and instructions initiated in Korea and recommends any action to be taken by GHQ.

3. Operations Branch:

a. Responsible for coordinating with and expediting action by general and special staff sections of GHQ on all communications between GHQ and USAKIK or USAMGIK relating to Military Government activities in Korea, except such as raise questions of policy. Confers with sections which are given action on particular matters and, when necessary, advise them of background facts and policies that should be considered in determining proper action to be taken.

b. Furnish liaison officers between the Government Section and USAMGIK, who make periodic trips to Korea to confer with the Military Governor and heads of departments and offices of government on the national level with reference to their activities, and the policies and actions of SCAP in relation to them; handle matters of mutual concern between USAMGIK and other SCAP sections, following up action as necessary, explaining and interpreting SCAP policies and procedures, and subsequently informing interested SCAP sections of latest operating problems in Korea, thereby assuring close coordination between policy and implementation.

c. Responsible for following and expediting action on the civilian supply programs for Korea.

4. Information Branch:

a. Prepare material for Daily Radio and Monthly Summation for War Department on military government activities in Korea, and such special reports as are desirable or required on particular phases of military government operations in Korea for the Supreme Commander or United States government agencies.

b. Responsible for checking action taken in Korea to implement basic directives and SCAP policies governing the occupation, and initiate appropriate action as necessary to assure such implementation.

c. Prepare and coordinate correspondence and directives with other general and special staff sections of GHQ in all matters relating to military government activities in Korea, of a political, economic, financial, educational, or other functional nature.

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VII. PERSONNEL REQUIREMENTS

1. Original authorization for this Section and the grades actually established:

AUTHORIZED		ESTABLISHED	
Grade	No	Grade	No
CAF-2	15	CAF-2	13
CAF-3	11	CAF-3	7
CAF-4	9	CAF-4	5
CAF-5	5	CAF-5	3
CAF-7	2	CAF-6	2
P - 4	7	CAF-7	5
P - 5	6	CAF-8	1
P - 6	7	CAF-11	1
P - 7	5	CAF-12	1
P - 8	2	P - 4	8
		P - 5	5
Total	69	P - 6	7
		P - 7	4
		P - 8	2
		Total	64

Total costs of authorized and established grades are as follows, computed at the basic rate without overseas differential and prior to the recent pay increase:

Total cost of 69 grades authorized: $241,107.00

Total cost of 64 grades established: $236,026.00

The 64 positions established are well within the authorization.

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2. The civilian personnel authorization of 69 was made at a time when it was anticipated that a Planning Group would be established within the Public Administration Division which would have required 20 professional and 20 clerical and stenographic civilians. Arrival of professional civilian personnel from the United States was greatly delayed, however, and it was subsequently determined to integrate the entire Planning Group with the operations personnel engaged in daily occupational functions of a governmental nature. For this reason it has been possible slightly to reduce the civilian requirements for the Public Administration Division, so far as basic policy and planning activities are concerned. The aggregate requirements for the Section to maintain the volume of work experienced and anticipated in the performance of the responsibilities outlined in the General Order establishing the Section, total 60 individuals, including 16 officers. Because of the constant diminution of number of officers because of readjustment policies adopted subsequent to the establishment of the overall Government Section authorization, it has been necessary to use some of the civilian positions authorized to replace officer personnel. It has also been necessary to request civilians to replace enlisted men presently on duty, but who are, without exception, scheduled for early readjustment under current policies. Of the 22 enlisted personnel on duty with the Section on 1 January, only 13 remain at this time. Of the 9 who have departed, only 4 have been replaced by civilians. Additional enlisted departures, unless we receive civilian replacements for them, will critically handicap the continued functioning of the Section, which is already noticed in decreased effectiveness caused by the reduction already made in clerical and administrative personnel.

3. The situation with regard to the Korean Division is particularly critical at the present time. On 1 January, 7 officers were assigned to that Division, engaged in important liaison and coordination activities for the military government of Korea within GHQ. Korea has long considered itself to be a step-child in the occupation, and the Military Governor has frequently expressed himself as very strongly of the opinion that the Korean Division of the Government Section was an invaluable link between his organization and GHQ. Only 2 company-grade officers presently remain in the Korean Division, so that liaison between this Section and Korea has necessarily ceased entirely, and its effectiveness with regard to expediting and coordinating Korean matters with other GHQ staff sections has seriously been handicapped by the lack of senior officers. Every effort has been made to obtain competent officer replacements, but the only answer seems to be to civilianize the Division to a considerable extent. The only way we can keep the two officers now on duty is to retain them as civilians. Assuming that officer replacements will still not be available, at least in the grades desired and of the necessary ability, the entire Korean Division will have to be eliminated unless the civilian authorization for the Government Section is retained as previously granted.

4. If this Section's civilian personnel requirements, as previously authorized, are not forthcoming, or unless arrangements are made to replace them partially with officers, the supervision of the Japanese government's efforts to meet the requirements of the Potsdam Declaration and SCAP policies will be dangerously weakened at the critical time when a great body of legislation designed completely to transform the Japanese government from a highly centralized bureaucratic organ to a decentralized, democratic, efficient instrument to serve the people's will under the new constitution, is being enacted.

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FORM C-4

Justification of Estimates for Military Establishment, Fiscal Year 1948

[redacted] Section

Title of Appropriation: _____

SERVICES AND SUPPLIES
TO BE OBTAINED FROM ECONOMY OF OCCUPIED AREAS AND CHARGED TO REPARATIONS, FY 1948

	Man-years	Dollar Value
Personal Services		$

Justification should be set forth in narrative form the manner in which personnel of this category are to be utilized, duties they will perform, etc.

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JUSTIFICATION OF FISCAL YEAR 1948 ESTIMATES

FORM C-5

PERSONAL SERVICES

Appropriation:

Sub-Appropriation:
Project:

[redacted] Section

Civil Service Grade or Other Classification	Base Rate (without differential)	Estimated FY 1947 Obligations		Estimated FY 1948 Obligations	
		Man-Years	Amounts	Man-Years	Amounts
[redacted]					

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JUSTIFICATION OF FISCAL YEAR 1948 ESTIMATES

FORM C-5 (Cont.)

Appropriation:

Sub-Appropriation:
Project:

PERSONAL SERVICES

[redacted] Section

Civil Service Grade or Other Classification	Base Rate (without differential)	Estimated FY 1947 Obligations		Estimated FY 1948 Obligations	
		Man-Years	Amounts	Man-Years	Amounts
Total Basic Pay		([redacted])	($)	([redacted])	($)
+ Overtime & Holiday Pay	[redacted]		( )		([redacted])
+ Additional pay for foreign service	[redacted]		( )		([redacted])
+ Terminal Leave	[redacted]		( )		( )
+ Other (Specify)			-0-		[redacted]
Total Obligations	[redacted]		($)		($ [redacted])

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FORM D

Justification of Estimates for Military Establishment, Fiscal Year 1948

[redacted] Section

Title of Appropriation: _____

Sub-Appropriation: _____

Strength at end of month	
June 1946 (Actual)	[redacted]
December 1946 (Estimated)	
June 1947 (Estimated)	
July 1947 "	
August 1947 "	
September 1947 "	
October 1947 "	
November 1947 "	
December 1947 "	
January 1948 "	
February 1948 "	
March 1948 "	
April 1948 "	
May 1948 "	
June 1948 "	
Average Employment, FY 1948	
Total Obligations (01) FY 1948	
Total Basic Salary	
Overtime + Holiday Pay	
Additional pay for foreign service	
Other (Specify) TERMINAL LEAVE	

62 7602

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

FUNCTIONS AND RESPONSIBILITIES OF THE GOVERNMENT SECTION

I. FUNCTIONS ASSIGNED

1. General: SCAP General Order No. 8, 2 October 1945, established the Government Section to advise the Supreme Commander as to the status of and the policies pertaining to Military Government in Korea and the internal structure of civil government in Japan.

2. Korea:

a. Maintain close liaison on matters of military government with the United States Army Forces in Korea.

b. Act as an agency for:

(1) Information relative to current Military Government operations in Korea for consultation and reference by other staff sections.

(2) Expediting matters relating to Military Government in Korea which pertain to more than one staff section.

(3) Preparing, reviewing and processing reports relative to the Military Government operation in Korea.

c. Advise the Supreme Commander on the development and progress of Military Government in Korea and recommend action in furtherance of the occupation mission.

3. Japan:

a. Investigate, study and advise the Supreme Commander in general with respect to the structure of civil government in Japan and in particular with respect to:

(1) Relationship of civil government to military affairs and the control of military forces.

(2) Relationship of the Imperial Japanese Government to subordinate governmental agencies or subdivisions (including regions, prefectures and municipalities), the methods and degree of centralized control, and the nature and extent of feudal and totalitarian practices.

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(3) Relationship of the Imperial Japanese Government and subordinate governmental agencies or subdivisions to the people (including the degree and type of representation of the people in government).

(4) Relationship of government to business, the methods and degree of control by the Imperial Japanese Government and subordinate governmental agencies or subdivisions over business (including financial regulations, subsidies, and other devices for the control and manipulation of industry).

b. Make recommendations for:

(1) Demilitarization of the Imperial Japanese Government and all subordinate governmental agencies and subdivisions.

(2) Decentralization of the Imperial Japanese Government and the encouragement of local responsibility.

(3) Elimination of the feudal and totalitarian practices which tend to prevent government by the people.

(4) Elimination of those relationships between government and business which tend to continue the Japanese war potential and to hamper the achievement of the objectives of the occupation.

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II. GOVERNMENT SECTION ORGANIZATION CHART

CHIEF OF SECTION

Chief Brig Gen
Adm Asst CAF-7

EXECUTIVE OFFICER

Exec O P-6
Liaison O Lt Col
Steno CAF-5

ADMINISTRATIVE DIVISION

Adm O Lt Col
Librarian Maj
Chief Clk CAF-4
3 Clk-typists CAF-3
Mag Gen Clk CAF-3
Clk-typist CAF-2
2 File Clks CAF-2

BUREAU DIVISION

Chief P-6
Clk-Stenos CAF-5

PUBLIC ADMINISTRATION DIVISION

(See next page)

CLERICAL POOL

Chief Clk CAF-4
Clk-typist CAF-2
Clk Gen CAF-2
File Clk CAF-2

OPERATIONS BRANCH

Chief P-4
Gen Asst Capt
Spec Asst P-4

POLICY BRANCH

Chief Maj
Asst P-4

INFORMATION BRANCH

Chief CAF-12
Asst CAF-11

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PUBLIC ADMINISTRATION DIVISION

Chief P-6
Chief Plans & Opns O Col
Asst Chief P-7
Asst Chief Lt Col
Political Advisor P-7
Sec-Steno CAF-5

CLERICAL POOL

Chief Clk CAF-4
Clk-Steno CAF-5
Steno CAF-3
Clk Gen CAF-2
3 Clk-typists CAF-2
File Clk CAF-2

REFERENCE POOL

Chief CAF-6
2 Translators 1st Lt
4 Translators CAF-7
2 Translators CAF-6
Clk-typist CAF-2

POLITICAL PARTIES BRANCH

Chief P-6
Asst Maj
Chief Analyst P-5
Analyst P-4
Spec Asst CAF-4

GOVERNMENTAL POWERS BRANCH

Chief P-7
Dep Chief P-6
Asst Lt Col
Govt Analyst P-5
Econ. Analyst P-4
Res. Analyst P-4
Steno CAF-3

Legal Affairs Unit

Chief P-6
Asst Maj
Attorney P-5
Legal Steno CAF-4

LEGISLATIVE BRANCH

Chief P-6
Analyst P-4

LOCAL GOVERNMENT BRANCH

Chief P-6
Asst Lt Col
2 Govt Analysts P-5

OFFICIALS BRANCH

Chief P-7
2 Asst Maj

INFORMATION MANAGEMENT BRANCH

Chief P-6
Asst P-4
Steno CAF-3

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III. CHIEF OF SECTION AND EXECUTIVE OFFICER

1. Chief of Section: Advises the Supreme Commander as to the status of and policies pertaining to the internal structure, functions, and operations of civil government in Japan and Military Government in Korea. Is in effect the Supreme Commander's governmental and political advisor on constitutional reform, legislation, civil service, organization and decentralization of government, and all related matters.

2. Deputy Chief and Executive Officer: Supervises and coordinates various functions of the Section, assists the Chief of Section in establishment of policy and making decisions on all matters within the Section's responsibility, and acts for the Chief of Section in his absence.

IV. ADMINISTRATIVE DIVISION

1. Establishment and control of all administrative procedure in the Section, maintenance of Section files, preparation of stencils and production of all mimeograph work.

2. Coordinate and supervise all military and civilian personnel matters.

3. Librarian: Maintains Section reference library, including FEC papers and others used by other staff sections as well; special research projects for Section officers as required.

V. PUBLIC ADMINISTRATION DIVISION

1. Chief: Responsible for all functions assigned his division, as described in par 2, Section I above.

2. Chief Plans and Operations Officer: Causes timely initiation of plans and exercises general charge, through branch chiefs, of all operations carried on by, as well as all projects referred to or initiated by the division.

3. Assistant Chiefs: Assist division chief in carrying out his responsibilities, informing and advising him on civil affairs and military government matters in Japan, and initiate appropriate action to establish, execute, and enforce occupation policies and principles.

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4. Governmental Powers Branch:

a. Prepares plans, policies, directives, and implementing instructions for the reform of the Japanese governmental system (including the separation of executive, legislative and judicial powers and the enumeration of fundamental civil and political rights).

b. Causes the abrogation of laws prejudicial to the achievement of occupation policies.

c. Considers proposals relating to the position of the Imperial institution, household and family.

d. Is responsible for the control of criminal and civil courts and removal and replacement of unacceptable court personnel and procurators.

e. Advises on the relationship of government to economic and financial fields.

f. Implements basic policy directives particularly with respect to the organization and administration of the Japanese government.

5. Legislative Branch:

a. Maintains liaison with general and other special staff sections and with the Diet and other Japanese government agencies on matters pertaining to pending or proposed legislation.

b. Prepares plans, policies, directives and implementing instructions for reforming the organization and procedures of the Diet and other legislative bodies.

c. Prepares plans for democratizing election procedures and supervises elections to prevent corrupt practices.

6. Political Parties Branch:

a. Observes, analyzes and otherwise keeps informed of the activities, composition strength, and importance of platforms and objectives of political parties.

b. Reviews and takes necessary action with reference to the registration statements and current declarations filed by political parties and other societies and organizations.

c. Dissolves and prevents the formation of anti-democratic societies, associations and organizations.

d. Maintains liaison with Home Ministry, advising on required executive decrees.

e. Prepares timely reports on political developments in Japan and related matters.

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7. Local Government Branch:

a. Initiates studies and advises on policies pertaining to the reorganization of prefectural and municipal governmental subdivisions.

b. Coordinates with general and other special staff sections relative to changes in the functional operation of local government.

c. Maintains liaison with military government organizations in the field in coordinating practices and procedures with occupation policies regarding local government.

d. Analyzes the results of local political movements as to their import for occupational policies regarding local government

8. Opinions Branch:

a. Interprets directives relating to the internal administration and operations of the Japanese government and passes upon all personnel problems of the Japanese government within the scope of the occupation mission, preparing formal opinions upon official request.

b. Considers directives and interpretations thereof prepared by other GHQ staff sections which do not fall within the functions of other branches and prepares concurrences, non-concurrences, or comments and recommendations thereon.

c. Advises as to policies in the removal of antagonistic, non-cooperative or other undesirable officials of the Japanese government from public office.

d. Maintains close surveillance over the purge of militant nationalists from positions of influence and responsibility in public and private life.

e. Supervises the reformation of the civil service and the elimination of undesirable bureaucratic practices.

9. Information Management Branch:

a. Reviews at periodic intervals the work of PAD and on the basis thereof prepares an insert for the daily telegram and a chapter for the monthly summation of GHQ activities

b. Reviews Japanese press editorials, news reports and letters to the Supreme Commander, and on the basis thereof prepares a daily summary.

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c. Reviews at intervals recent political developments in Japan.

d. Analyses and reports on Japanese reactions to directives as indicated by press, letters, censorship intercepts, etc.

e. Makes special reports and surveys for Washington agencies.

f. Maintains a "Japanese who's who" information file.

VI. KOREAN DIVISION

1. Chief:

a. Is responsible for advising the Chief of Section and the chiefs of other staff sections of GHQ as to the current status of military government operations in Korea, including information as to the policies in effect and the actions taken to implement the basic directives governing the occupation of Korea.

b. Proposes recommendations for the Chief of Staff as to action to be taken to carry out the basic policies and objectives of the occupation.

c. Is charged with assuring that the interests of Korea are considered and protected in all action taken in GHQ that affects the operation of military government in Korea, and is responsible for obtaining such action in GHQ as is necessary to carry on the military government of Korea and achieve the objectives of the occupation.

d. Maintains personal contacts with the chiefs of staff sections in GHQ that have military government responsibilities in Korea and takes up directly with them important operating problems that involve their responsibilities.

2. Policy Branch:

a. Considers and prepares recommendations for the Section Chief for action to be taken to implement the policies governing and to further objectives of the occupation of Korea.

b. Is responsible for preparing recommendations for any changes in the basic SWNCC policy directives governing the occupation of Korea.

c. Considers and recommends action to be taken on inquiries from USAFIK and other sources as to policies in effect or to be adopted in Military Government matters in Korea.

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d. Reviews plans and instructions prepared by other staff sections of GHQ and coordinates with such sections as to matters of policy involved therein.

e. Reviews plans and instructions initiated in Korea and recommends any action to be taken by GHQ.

3. Operations Branch:

a. Responsible for coordinating with and expediting action by general and special staff sections of GHQ on all communications between GHQ and USAKIK or USAMGIK relating to Military Government activities in Korea, except such as raise questions of policy. Confers with sections which are given action on particular matters and, when necessary, advise them of background facts and policies that should be considered in determining proper action to be taken.

b. Furnish liaison officers between the Government Section and USAMGIK, who make periodic trips to Korea to confer with the Military Governor and heads of departments and offices of government on the national level with reference to their activities, and the policies and actions of SCAP in relation to them; handle matters of mutual concern between USAMGIK and other SCAP sections, following up action as necessary, explaining and interpreting SCAP policies and procedures, and subsequently informing interested SCAP sections of latest operating problems in Korea, thereby assuring close coordination between policy and implementation.

c. Responsible for following and expediting action on the civilian supply programs for Korea.

4. Information Branch:

a. Prepare material for Daily Radio and Monthly Summation for War Department on military government activities in Korea, and such special reports as are desirable or required on particular phases of military government operations in Korea for the Supreme Commander or United States government agencies.

b. Responsible for checking action taken in Korea to implement basic directives and SCAP policies governing the occupation, and initiate appropriate action as necessary to secure such implementation.

c. Prepare and coordinate correspondence and directives with other general and special staff sections of GHQ in all matters relating to military government activities in Korea, of a political, economic, financial, educational, or other functional nature.

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VII. PERSONNEL REQUIREMENTS

1. Original authorization for this Section and the grades actually established:

AUTHORIZED		ESTABLISHED	
Grade	No	Grade	No
CAF-2	15	CAF-2	13
CAF-3	11	CAF-3	7
CAF-4	9	CAF-4	5
CAF-5	5	CAF-5	3
CAF-7	2	CAF-6	2
P - 4	7	CAF-7	5
P - 5	6	CAF-8	1
P - 6	7	CAF-11	1
P - 7	5	CAF-12	1
P - 8	1	P - 4	8
		P - 5	5
		P - 6	7
		P - 7	4
		P - 8	2
Total	69	Total	64

Total costs of authorized and established grades are as follows, computed at the basic rate without overseas differential and prior to the recent pay increase:

Total cost of 69 grades authorized: $241,107.00

Total cost of 64 grades established: $236,026.00

The 64 positions established are well within the authorization.

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2. The civilian personnel authorization of 69 was made at a time when it was anticipated that a Planning Group would be established within the Public Administration Division which would have required 20 professional and 20 clerical and stenographic civilians. Arrival of professional civilian personnel from the United States was greatly delayed, however, and it was subsequently determined to integrate the entire Planning Group with the operations personnel engaged in daily occupational functions of a governmental nature. For this reason it has been possible slightly to reduce the civilian requirements for the Public Administration Division, so far as basic policy and planning activities are concerned. The aggregate requirements for the Section to maintain the volume of work experienced and anticipated in the performance of the responsibilities outlined in the General Order establishing the Section, total 80 individuals, including 16 officers. Because of the constant diminution of number of officers because of readjustment policies adopted subsequent to the establishment of the overall Government Section authorization, it has been necessary to use some of the civilian positions authorized to replace officer personnel. It has also been necessary to request civilians to replace enlisted men presently on duty, but who are, without exception, scheduled for early readjustment under current policies. Of the 22 enlisted personnel on duty with the Section on 1 January, only 13 remain at this time. Of the 9 who have departed, only 4 have been replaced by civilians. Additional enlisted departures, unless we receive civilian replacements for them, will critically handicap the continued functioning of the Section, which is already noticed in decreased effectiveness caused by the reduction already made in clerical and administrative personnel.

3. The situation with regard to the Korean Division is particularly critical at the present time. On 1 January, 7 officers were assigned to that Division, engaged in important liaison and coordination activities for the military government of Korea within GHQ. Korea has long considered itself to be a step-child in the occupation, and the Military Governor has frequently expressed himself as very strongly of the opinion that the Korean Division of the Government Section was an invaluable link between his organization and GHQ. Only 2 company-grade officers presently remain in the Korean Division, so that liaison between this Section and Korea has necessarily ceased entirely, and its effectiveness with regard to expediting and coordinating Korean matters with other GHQ staff sections has seriously been handicapped by the lack of senior officers. Every effort has been made to obtain competent officer replacements, but the only answer seems to be to civilianize the Division to a considerable extent. The only way we can keep the two officers now on duty is to retain them as civilians. Assuming that officer replacements will still not be available, at least in the grades desired and of the necessary ability, the entire Korean Division will have to be eliminated unless the civilian authorization for the Government Section is retained as previously granted.

4. If this Section's civilian personnel requirements, as previously authorized, are not forthcoming, or unless arrangements are made to replace them partially with officers, the supervision of the Japanese government's efforts to meet the requirements of the Potsdam Declaration and SCAP policies will be dangerously weakened at the critical time when a great body of legislation designed completely to transform the Japanese government from a highly centralized bureaucratic organ to a decentralized, democratic, efficient instrument to serve the people's will under the new constitution, is being enacted.

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