

CHS - CHQ - SC

ROUTING SLIP

Date MAY 18 1951

M/C Log No. 14

To	Initial	For
Chief	2	Action
Special Assistant	3	Comment/Concur
Exec. Off.	1	Note-return
Admin.	5	Dispatch
Personnel	4	Info
Library Div.		File 5
Spec. Proj. Br.		Initials
Pol-Soc. Aff. Div.		Signature
Economic Div.		Suspense Slip
		To Library

Remarks:

B. B.

(Adm. #2 - Revised 22 May 50)

GENERAL HEADQUARTERS
FAR EAST COMMANDLt Col Montague
26-5770

CHECK SHEET

File No: AG 327.31 (17 May 51)AG-PA Subject: Draft Deferments for Selective
Service RegistrantsNote From: AG To: Chiefs, Staff Sections, Date: 17 May 1951
No. GHQ, SCAP & FEC1
(Cont'd)

the Department of the Army or for a private employer whose activity is of importance to the Department of the Army. The case must be made on the basis of the registrant's status within the strict criteria defined in a above. No action will be taken to secure group deferments."

3. The following policy is established for submitting requests for deferment for civilian employees of Staff Sections, GHQ, SCAP and FEC.

a. A review should be made of the established positions in each section to ascertain if there are any which come within the definition of necessary employment as outlined above, and a review of the incumbents thereof made to find those who are registered.

b. Each draft-vulnerable incumbent (largely "single, non-veteran, nonfathers" aged 19 through 25) of a critical job should be contacted immediately to obtain his Selective Service number and his Selective Service Classification, if notice thereof has been received from the local board.

c. Chiefs of Staff Sections will submit written requests for deferment for draft-vulnerable individuals assigned to their respective sections who hold essential positions as outlined in paragraph 2 above, and who have received classification questionnaires or notice of classification from their local Selective Service Board. Request for deferment for draft-vulnerable individuals who hold essential positions, but have not received classification questionnaires or notice of classification, will be submitted at the earliest possible date after classification questionnaires or notice of classification is received. Such requests will be submitted to the local Selective Service Board concerned through the Adjutant General, ATTENTION: AG-PA, and will include the following information.

- (1) Name of registrant.
- (2) Date of birth.
- (3) Position and title.
- (4) Selective Service Number.
- (5) Brief Summary of essential duties.
- (6) Reason deferment is essential.
- (7) Length of deferment requested.

GENERAL HEADQUARTERS
FAR EAST COMMAND

Lt Col Montague
26-5770

CHECK SHEET

File No: AG 327.31 (17 May 51)AG-PA Subject: Draft Deferments for Selective Service Registrants

Note From: AG To: Chiefs, Staff Sections, Date: 17 May 1951
No. GHQ, SCAP & FEC

1 (Cont'd) 4. Each registrant occupying a critical job should be instructed to notify the section chief or his designated representative immediately upon receipt of classification questionnaire or upon receipt of notice of classification, or any subsequent revision thereof.

5. Section Chiefs will notify the Adjutant General, ATTENTION: AG-PA, of any change in the assignment of a draft-vulnerable employee which might result in a revision of his classification.

GRG

G. R. C.



CHS - GHQ - SCA ^O

ROUTING SLIP

Date MAY 17 1951

M/C Log No. _____

To	Initial	For
Chief	2 <i>W</i>	Action
Special Assistant	3 <i>W</i>	Comment/Concur.
Exec. Off.	1 <i>W</i>	Note-return
Admin.	4 <i>B</i>	Dispatch
Personnel		Info
Library Div.		File <i>4</i>
Spec. Proj. Br.		Initials
Pol-Soc. Aff. Div.		Signature
Economic Div.		Suspense Slip
		To Library

Remarks:

To Be Posted on B. B.

(Adm. #2 - Revised 22 May 50)

17-22 May

CHS

HEADQUARTERS
HEADQUARTERS AND SERVICE COMMAND
GENERAL HEADQUARTERS, FAR EAST COMMAND
APO 00

HC 620 (AG)

15 May 1951

MEMORANDUM:

NEW GRAND LODGE

1. The New Grand Lodge, located in Karuizawa, Honshu, Japan, a Special Service facility under operation of Japan Logistical Command will be opened for the 1951 season for use of officers and civilians of comparable ratings who are accommodated by their families and authorized occupation guests from 15 May to 1 October (last date tentative).
2. Six (6) houses have been allocated to the joint use of personnel assigned to the following headquarters:
 - a. General Headquarters,
 - b. XVI Corps,
 - c. Headquarters and Service Command.
3. The New Grand Lodge comprises 34 houses scattered over an area of several square miles. It is located approximately 100 miles northwest of Tokyo and is accessible by both rail and highway. Scheduled bus service is provided from the Karuizawa RTO to the main lodge and houses. The houses are operated under a central administrative control located at the main lodge. No messing facilities are provided in the individual houses, but a central mess is operated at the main lodge. Each house is staffed with Japanese service personnel. The principal recreational features of the area are golf, tennis, sightseeing, mountain climbing and shopping.
4. Of the six (6) houses allocated, two (2) will accommodate family groups of eight (8) individuals, three (3) of them will accommodate family groups of six (6) individuals, and one (1) of them will accommodate a family group of four (4) individuals. All necessary bedding and household goods is provided in each house for the number of family group guests indicated. Personal servants can be accommodated in the servants quarters of each house except that no bedding for personal servants is provided. Subsistence for personal servants is provided at a nominal charge in the Japanese mess located at the main lodge.
5. Reservations are limited to one per season and further limited to one week beginning on Tuesday of each week and ending at 1300 hours on the following Monday. Reservations are on a "first come, first served" basis. Reservations may be made by personnel of the organizations mentioned in paragraph 2 above, by phone or letter to the Adjutant General, this headquarters (phone 57-8869). All requests for reservations will include the following information:

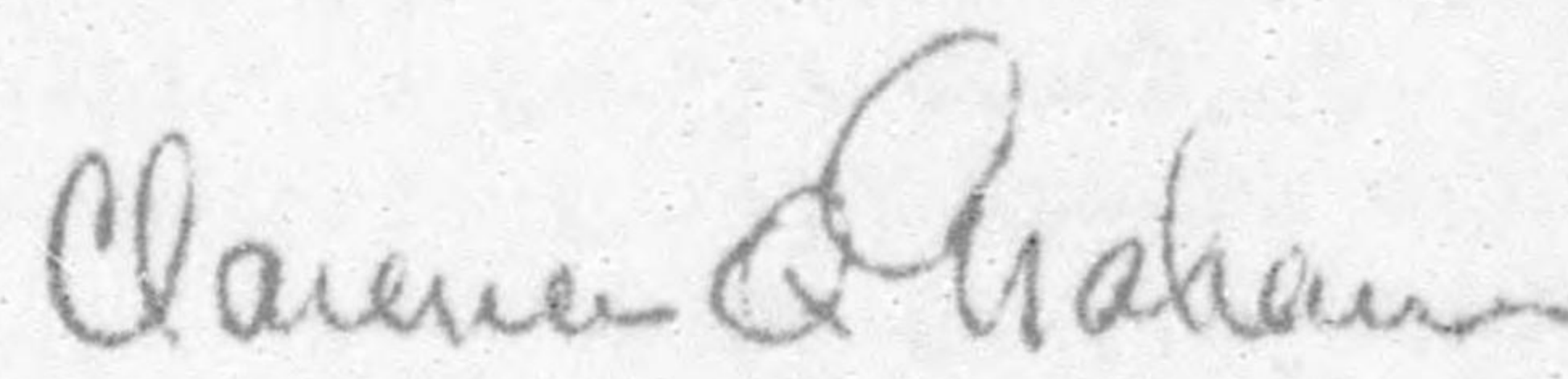
(69)

Memo, Hq, Hq & Svc Comd, file HC 620 (AG), subject, "New Grand Lodge", dated 15 May 1951 (Cont'd)

5. a. Name and rank of the principal.
- b. Organization.
- c. Number in party.
- d. First and alternate choice(s) for date of reservation.
- e. Telephone number of principal.

6. As it is expected that there will be more applications than vacancies, all persons who are awarded reservations are enjoined to give early notice of any cancellation to the end that those on any waiting list may be accommodated.

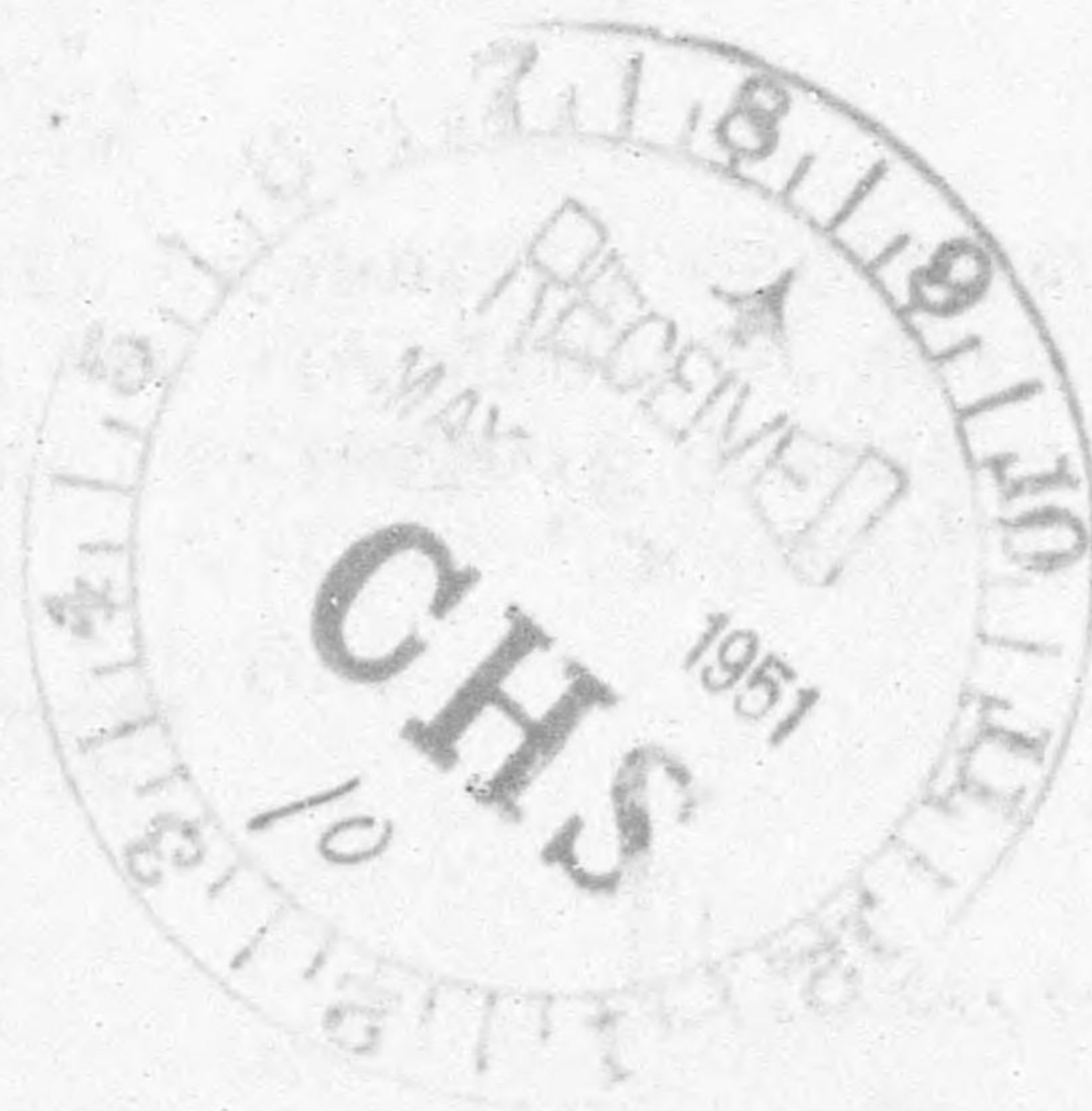
BY COMMAND OF BRIGADIER GENERAL PIBURN:



CLARENCE Q. GRAHAM
Colonel AGC
Adjutant General

DISTRIBUTION:

"A"
Plus GHQ Staff Sections



CHS - GHQ - SCAP

ROUTING SLIP

Date MAY 17 1951
 M/C Log No. 12

To	Initial	For	
Chief	2	Action	4
Special Assistant	3	Comment/Concur	
Exec. Off.		Note-Return	
Admin.	5	Dispatch	
Personnel	4	Info	
Library Div.		File	5
Spec. Proj. Br.		Initials	
Pol-Soc. Aff. Div.		Signature	
Economic Div.		Suspense Slip	

Remarks:

Capt B
Action
[Signature]

(Adm. #2 - Revised 22 May 50)

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

CAS
gao

HC 720 (MD)

15 May 1951

MEMORANDUM:

JAPANESE "B" ENCEPHALITIS IMMUNIZATION PROGRAM

1. Beginning on or about 1 June 1951, the immunization program for Japanese "B" Encephalitis will be initiated for occupation personnel in the Tokyo area. This inoculation is compulsory for military personnel and Department of the Army civilians, and is on a voluntary basis for dependents.

2. Section Chiefs and Unit Commanders of Headquarters and Service Command, and Section Chiefs of all General Headquarters, Far East Command and Supreme Commander for the Allied Powers Sections, are requested to prepare rosters in duplicate of all military personnel and Department of the Army civilians of their respective units or sections. It is requested that rosters indicate thereon whether or not the individual is required to receive the entire series of three immunizations or only the BOOSTER immunization (SAMPLE FORM ATTACHED). Completed rosters, in duplicate, should be forwarded to the Surgeon, Headquarters and Service Command, to arrive not later than 19 May 1951. Personnel will be notified by Surgeon, Headquarters and Service Command, as to time, date, and place to report for the immunization.

3. REQUIREMENTS:

a. Booster Shot - - - Personnel who have received two (2) or more shots during any previous season.

b. Series of Three Shots - - - Personnel who have never received more than one (1) shot in any previous season or those who have not been previously immunized.

BY COMMAND OF BRIGADIER GENERAL PIBURN:

Clarence Q. Graham

CLARENCE Q. GRAHAM
 Colonel, A G C
 Adjutant General

1 Incl:
 Sample Roster

DISTRIBUTION:
 "A" plus GHQ Staff Sec

68

ROSTER OF MILITARY AND CIVILIAN PERSONNEL

FOR

IMMUNIZATION FOR JAPANESE "B" ENCEPHALITIS

Unit or Section Civil Historical Section Name of Building Empire House

NAME	RANK	Has received two (2) or more shots during any previous season BOOSTER SHOT ONLY	Has never received more than one (1) shot in any previous season (includes those never immunized) SERIES OF THREE SHOTS

Inclosure to Memo, HC 720 (MD), Subject: "Japanese "B" Encephalitis Immunization Program," dtd 15 May 51.

REPORT OF ARREST-DELINQUENCY-INCIDENT <small>STRIKE OUT WORDS NOT APPLICABLE</small>						CASE NO. 3175
UNIT Office of the Provost Marshal			LOCATION Tokyo APO 500			RECORD OF ARREST NO.
TO: Commanding General, Hq & Svc Comd, GHQ FEC APO 500						DATE 10 May 1951
LAST NAME-FIRST NAME-MIDDLE INITIAL POLLARD, MELVIN			ARMY SERIAL NO.		GRADE Civilian (DAC)	
ORGANIZATION GHS, GHQ SCAP			POST, CAMP, OR STATION AP0 500			
DATE OF ARREST 9 May 1951		TIME 1145 hrs	PLACE OF ARREST OR INCIDENT In rear of Yassu Hotel		ADDRESS OF ARREST	
RACE	COLOR OF EYES	COLOR OF HAIR	COMPLEXION	HEIGHT	WEIGHT	OTHER IDENTIFICATION
HOW DRESSED			CONDITION OF CLOTHING		CHECK ONE OF THE FOLLOWING	
UNDER INFLUENCE OF LIQUOR (Remarks, if any) <input type="checkbox"/> YES <input type="checkbox"/> NO					<input type="checkbox"/> SURRENDERED TO MILITARY POLICE <input type="checkbox"/> SURRENDERED TO CIVIL AUTHORITIES <input type="checkbox"/> APPREHENDED BY MILITARY POLICE <input type="checkbox"/> APPREHENDED BY CIVIL AUTHORITIES	
OFFENSE OR INCIDENT Traffic Violation (Viol of par 10g, Adm Memo #58, Hq & Sv Cpd, GHQ FEC, dtd 6 Aug 49)						
DESCRIPTION OF OFFENSE OR INCIDENT (Use reverse side if necessary)						
<p>Vehicle lic no 1-2023, ford, registered in the name of above civilian, was parked in a properly posted leading zone.</p> <p>17 Nov 47 - speeding 40 in 25 mph zone.</p> <p><u>Previous Offenses:</u> 10 Jun 49 - Traffic Violation (failure to renew lic plates - DR). 17 Jan 50 - Traffic Violation (parked on sidewalk - Courtesy Ticket issued). 7 Mar 51 - Traffic Violation (parked on crosswalk - DR).</p>						
NAMES OF ARRESTING MILITARY (Or Civil) POLICE						
NAME (Last, first, middle initial)		GRADE	SERIAL NO.	ORGANIZATION		
Cox, Milburn D		Sgt	14155479	Co C 720th MP Bn APO 500		
WITNESSES						
NAME (Last, first, middle initial)		GRADE OR TITLE	SERIAL NO.	ORGANIZATION OR ADDRESS		
DISPOSITION OF OFFENDER (Including date and time)			REMARKS			
Offender not present.						
EVIDENCE (Give complete description and disposition)					RIGHT THUMB	
SIGNATURE OF REPORTING OFFICER Joe Kolesar JOE KOLESAR						
DISTRIBUTION (See Sec. VI, WD Gpr. 340, 1945)		GRADE	ORGANIZATION			
3 - CG Hq & Svc Comd, GHQ		Major	Armor Opns Officer			
1 - FM GHQ FEC						

WD AGO FORM 19-71
1 SEP 1946

SEE INSTRUCTIONS ON REVERSE SIDE
SUPERSEDES WD AGO FORM 19-71, 1 JUNE 1945, WHICH MAY BE USED

67

AG 253.94 (19 May 51) CHS 1st Ind

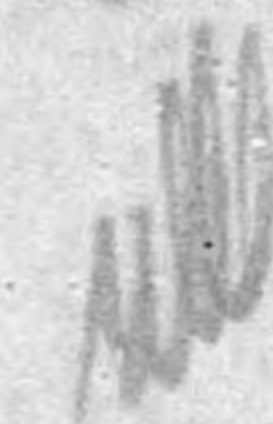
CIVIL HISTORICAL SECTION, GENERAL HEADQUARTERS, SUPREME COMMANDER FOR THE ALLIED POWERS, 19 May 1951.

TO: Assistant Chief of Staff, G-1, General Headquarters, Far East Command, APO 500

1. I have informed Mr. Pollard of the delinquency report against him and he made an oral statement which evaded the point, namely, that he was moving from his old billet to the Sankaido Hotel using a weapons carrier and his private vehicle. He admitted parking in the prohibited zone, but considered a "loading zone" as one reserved for the unloading of baggage.

2. Mr. Pollard is scheduled to leave the section due to a reduction-in-force on 24 May 1951.

3. In view of the fact that this is the second parking violation within approximately two months, I recommend that Mr. Pollard be suspended from duty without pay for a period of four hours and suspension of his operator's license for a period of 15 days.


NORMAN G. CAUM
Colonel, Infantry
Chief of Section

1 Incl
n/c

Admin

Citra

GENERAL HEADQUARTERS
FAR EAST COMMAND
Civilian Personnel Section

CHECK SHEET

(Do not remove from attached sheets)

File No: _____ Subject: Fair Employment Policy _____

Note From: CPS To: All Staff Sections Date: 30 April 1951
No. GHQ FEC & SCAP
Hq & Sv Comd

1 1. Executive Order 9980 of the President delineates the regulations governing fair employment practices within the federal government. To reemphasize its policy of nondiscrimination in employment practices, the Department of Army desires that a copy of the inclosed statement be delivered to each individual employee.

2. As the most expeditious means of distribution, it is requested that a copy of the statement be given to each employee with his next pay.

Incl
Stmt, 13 Apr 51 (___ cys)

fw
L. C. W.

Copies distributed to employees.

66

13 April 1951

Fair Employment Policy of the Army Establishment

1. The Secretary of the Army desires that the Army Establishment maintain its long tradition as a fair employer. It is the established policy of the Department that all employees be treated fairly in all respects and have the privilege to discuss and settle their problems with their supervisors. In keeping with this spirit of fair play, the Department wishes to re-emphasize its policy of nondiscrimination in employment practices.
2. Executive Order 9980 of the President establishes the Fair Employment Program. Under this Order no person may be granted special privileges or consideration, nor may any economic benefit arising out of his employment be withheld because of his race, creed, color, or national origin. The Secretary wants the President's Order observed, both the letter and the spirit. This means that every supervisory official of the Army Establishment must make it his obligation to assure that all personnel actions are based solely on merit and fitness.
3. If any employee believes, however, that he has not received equitable consideration or treatment, he should feel free to follow the procedures which the Army Establishment has provided to insure orderly resolution of fair employment problems. He may do this without fear that the action will in any way unfavorably affect his future in the Federal service. An employee will first seek a resolution of his problem through informal discussion, particularly with his immediate supervisor. After all possibility of adjustment on an informal basis has been exhausted, the formal appeal procedure should be used. The civilian personnel officer is available to furnish such information and assistance as may be necessary to assure equitable consideration of each complaint.

/s/ A. H. Onthank
/t/ A. H. ONTHANK
Fair Employment Officer

Col Caum 26-7509

Appeal of "Satisfactory" Rating

CHS

CPS

10 May 1951

- 1. (cont'd) 3. Since Dr. Wildes's failure to satisfy the above criteria is considered sufficient to warrant the undersigned's decision to award him only a "Satisfactory" rating, detailed consideration is not given here to the points raised by Dr. Wildes in his appeal.

However, the job description requirement of adequate guidance to historians presupposes that such guidance will be given in advance of or during the preparation of the monograph, not after it has once been accepted by the supervisor and passed on to cross-review within CHS. The copies of memoranda from Dr. Wildes to Mr. Colton (Appendixes IV and V to the appeal) show three pages of suggestions prior to Dr. Wildes's acceptance 30 December 1950 of Mr. Colton's monograph, and 16 pages of comments after the completion of section review. Such a method of operation is time-consuming, wasteful, and costly, and runs counter to the provisions and intent of the section SOP. This situation is also sufficiently usual to have been the subject of repeated complaints by the historians under Dr. Wildes's supervision.

- 4. It is therefore recommended that Dr. Wildes's appeal be rejected.

----- N. C. C. -----

65

Col Caum 26-7509

Appeal of "Satisfactory" Rating

CHS

CPS

10 May 1951

1. Attached hereto is an appeal by Dr. Harry E. Wildes from the "Satisfactory" rating awarded him by the Chief, CHS, on 9 April 1951. This appeal is presented in triplicate except for the Appendixes, which are attached in single copy only.

2. It is the opinion of the undersigned that the "Satisfactory" rating given to Dr. Wildes is just and that an "Outstanding" rating could not be justified. DA CPR Ph, 29 December 1950, declares that "Each 'Outstanding' rating requires . . . a finding that each aspect of performance . . . deserves special commendation." In my opinion, Dr. Wildes is not sufficiently outstanding in any aspect of his job to warrant a special commendation.

Besides this general consideration, it is my opinion that Dr. Wildes fails to meet the following specific criteria contained in DA CPR Ph:

a. ". . . Achievement of quality standards far beyond normal expectations without sacrifice of speed or quantity.

"Reduction in error rates . . . to so great an extent that normal checks have been appreciably reduced or eliminated, new performance goals established and achieved, and significant economies achieved."

These criteria have not been met. The work for which Dr. Wildes is responsible has been generally satisfactory but of markedly uneven quality. Monographs which he has supervised have in several cases had to be drastically reorganized and rewritten. Error rates have been high, with much of the error believed due to carelessness and haste.

b. "Working relationships. - Positive and lasting contributions to the achievement of harmonious joint effort with and among coworkers and to the reduction or elimination of existing strains or conflicts. Sets an exceptional example for others in terms of interest in job, loyalty to group and its goals and creating of favorable group spirit -- which are evidenced by superior group accomplishments."

Dr. Wildes has been unsuccessful throughout his employment with this section in achieving and maintaining harmonious relations with his employees.

Admin

CHS - GH SCAP
ROUTING SLIP

Date MAY 1951
M/C Log No. 35

To	Initial	For
Chief		Action
Special Assistant		Comment/Concur
Exec. Off.		Note-Return
Admin.		Dispatch
Personnel		Info
Library Div.		File
Spec. Proj. Br.		Initials
Pol-Soc. Aff. Div.		Signature
Economic Div.		Suspense Slip
		To Library

Remarks:

*Gather has all copies
for employees for
distribution on pay
day. Beard*

(Adm. #2 Revised 22 May 50)

GENERAL HEADQUARTERS
FAR EAST COMMAND
Civilian Personnel Section

CHECK SHEET

(Do not remove from attached sheets)

File No: _____ Subject: Fair Employment Policy

Note From: CPS
No.

To: All Staff Sections Date: 30 April 1951
GHQ FEC & SCAP
Hq & Sv Comd

1

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2. As the most expeditious means of distribution, it is requested that a copy of the statement be given to each employee with his next pay.

Incl
Stmt, 13 Apr 51 (___ cys)

fw

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

(64)

13 April 1951

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2. Executive Order 9980 of the President establishes the Fair Employment Program. Under this Order no person may be granted special privileges or consideration, nor may any economic benefit arising out of his employment be withheld because of his race, creed, color, or national origin. The Secretary wants the President's Order observed, both the letter and the spirit. This means that every supervisory official of the Army Establishment must make it his obligation to assure that all personnel actions are based solely on merit and fitness.

3. If any employee believes, however, that he has not received equitable consideration or treatment, he should feel free to follow the procedures which the Army Establishment has provided to insure orderly resolution of fair employment problems. He may do this without fear that the action will in any way unfavorably affect his future in the Federal service. An employee will first seek a resolution of his problem through informal discussion, particularly with his immediate supervisor. After all possibility of adjustment on an informal basis has been exhausted, the formal appeal procedure should be used. The civilian personnel officer is available to furnish such information and assistance as may be necessary to assure equitable consideration of each complaint.

/s/ A. H. Onthank
/t/ A. H. ONTHANK
Fair Employment Officer

GENERAL HEADQUARTERS
FAR EAST COMMAND

C H E C K S H E E T

Major Matteson 57-8682

(Do not remove from attached sheets)

File No:

Subject: GTA 20-1

Note
No
1

From: CPS

To: CHS

Date: 15 March 1951

Attached herewith copies of GTA 20-1, Atomic Weapons Effects Card, for distribution on the basis of one for each Department of the Army civilian employee of your section.

54 Incls
GTA 20-1, cards

for R. H. C.

Distribution of cards accomplished.

E. G.

63

1st Ind

MR. MELVIN POLLARD, GS-12, CIVIL HISTORICAL SECTION, GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS, APO 500, 5 May 1951

THRU: Chief, Civil Historical Section, GHQ, SCAP, APO 500

TO: Commanding General, Headquarters and Service Command, Japan Military
District (ORG)

1. In accordance with Public Law, request authority to take United
States Naval Reserve Officers' training duty from 13-27 May 1951.

2. It is respectfully requested that endorsement of this request may
be made as rapidly as possible, in order that the undersigned may keep
his verbal commitment to the officer in charge of reserve officers' affairs
in COMNAVFE.

3. Attached as inclosure 1 is a properly executed DA AGO Form 1058.

MELVIN POLLARD
DAO, GS-12

2 Incls

1. AGO Form 1058
2. Certificate of physical fitness

2nd Ind

CIVIL HISTORICAL SECTION, GENERAL HEADQUARTERS, SUPREME COMMANDER FOR THE
ALLIED POWERS, APO 500, 8 May 1951

TO: Commanding General, Headquarters and Service Command, Japan Military
District (ORG)

Recommend approval.

NORMAN G. CAHN
Colonel, Infantry
Chief of Section

3 Incls
n/c

62

File

CHS - GHQ - SC

ROUTING SLIP

Date MAY 4 1951

M/C Log No. 41

To	Initial	For
Chief	2	Action
Special Assistant	3	Comment/Concur.
Exec. Off.	1	Note-return
Admin.	5	Dispatch
Personnel	4	Info
Library Div.		File
Spec. Proj. Br.		Initials
Pol-Soc. Aff. Div.		Signature
Economic Div.	6	Suspense Slip
		To Library

Remarks:

Mr. David D

Mrs. Keriston K

(Adm. #2 - Revised 22 May 50)

**GENERAL HEADQUARTERS
FAR EAST COMMAND**

CHECK SHEET

1747

6051
~~60~~ (Do not remove from attached sheets)

ELWOOD/bcm 26-5936

File No:

Subject: Request for Permission to Employ Members of the Same Family Group

Note No.

From: G-1

To: CHS
Thru: CPS ~~CHS~~

Date: 2 May 1951

4.

Request contained in paragraph 1, checknote 1, supra, is approved.

for W. A. B. *[Signature]*

61

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

595

CHECK SHEET

(Do not remove from attached sheets) Col Caum 26-7509

1747

File No:

Subject: Request for Permission to Employ Members of the Same Family Group

Note No. From: CHS To: G-1 Date: 25 April 1951

1. Under the provisions of paragraph 3d, Staff Memorandum No. 14, SCAP & FEC, dated 9 March 1950, request permission to retain Muriel B. Keniston, GS-12, in her present position subsequent to her marriage to Robert S. David, GS-12, both of whom are employees of this organization.

2. Mrs. Keniston is a historian (Commerce) and a specialist in her field. Mr. David is a historian (Finance) and is also an expert in his field. As such, their services are urgently needed during this phase of the preparation of the nonmilitary history of the occupation. Although both individuals are in the Economic Affairs Division, their positions are such as to preclude exertion of undue influence one on the other. It has been proven in the past that recruitment for these specialist positions has been slow and time-consuming. Due to Mrs. Keniston's thorough familiarity with her subject matter, it is believed that her removal from the position would be most uneconomical and detrimental to the production of the history. Also, it is anticipated that by the last quarter of 1951, the history will be in such a state of completion as to enable the section to abolish Mrs. Keniston's position. Present plans, subject to degree of progress during the ensuing months, is to abolish the position on or about 1 September 1951.

able

----- N. C. C. -----
From: G-1 To: CPS ELWOOD/csr 26-5936
Date: 26 April 1951

2 Request comments on C/N 1, supra.

for
W.A.B.

----- Major Farrow - 57-8709
From: CPS To: G-1 Date: 1 May 1951

3 1. Recommend approval.
2. This Section would be unable to fill Mrs. Keniston's position by local recruitment. As stated in Paragraph 2 Checknote 1, Stateside recruitment would be slow and time-consuming. Therefore, it is felt that favorable consideration of this request would be to the best interest of all concerned.

Law

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

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Civil Historical Section

AFD 500
2 May 1951

MEMORANDUM FOR: Employee Suggestion Committee

SUBJECT: Suggestion No. 281--Consolidation of SCAP Section Libraries

1. Records of this section show several recurrent proposals since 15 November 1946 to centralize the SCAP section libraries.

a. Centralization of bound-book collections has never been found practical. As an alternative, a central union catalog of these collections was attempted but eventually abandoned.

b. Centralization of document files was found undesirable so long as operating responsibilities of the SCAP staff sections were maintained at a high level. With the current retrenchment of SCAP activities, a document disposition plan initiated June 1950 by G-1, AG, and SRS (CHS) has been revived and is currently awaiting decision. Under this plan, preliminary arrangements would be made for final disposition of each document collection. Upon abolishment of each parent section, its documents would become part of a central SCAP file which would be maintained until the end of the Occupation.

2. It is the opinion of CHS that the plan described in par 1 b above offers the most practical solution to the existing problem.

3. Since the location of such central files is subsidiary to the problem of creating a central files, no formal decision on this point has been made. A number of locations, including the one suggested in Suggestion No. 281, have been discussed informally, however. In this connection it may be noted that CHS will require access to such a library so long as work on the SCAP History continues; for this reason, the suggested location would be the one most convenient to this section. However, it is not essential to the CHS mission that it be placed there.

KORMAN C. GAUM
Colonel, Infantry
Chief of Section



60

CHS - GHQ - SC

ROUTING SLIP

Date APR 30 1951
M/C Log No. 20

To	Initial	For
Chief	2	Action
Special Assistant	3	Comment/Concur
Exec. Off.	1	Note-Return
Admin.		Dispatch
Personnel		Info
Library Div.		File
Spec. Proj. Br.		Initials
Pol-Soc. Aff. Div.		Signature
Economic Div.		Suspense Slip

Remarks:

To be fwd to CPS.

(Adm. #2 - Revised 22 May 50)

Reduction in Force

Holland
57-8695

30 April 1951

CPS

CHS

1. Attached hereto is letter of reduction-in-force for the following civilian assigned to your Section:

VATSHAUG, Tordis O.

2. Request reply by indorsement hereon that subject letter has been delivered to employee.

1 Incl
RIF ltr, 30 Apr 51
VATSHAUG, Tordis O.

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

From: CHS

To: CPS

Capt. Beard 26-7136
Date: 1 May 1951

2. Subject letter was delivered to employee 1 May 1951.

File

----- H. C. C. -----



(59)

Reduction in Force

Holland
57-8695

CPS

CIS

1 May 1951

1 1. Attached hereto is letter of reduction-in-force for the following civilian assigned to your Section:

ERICKSON, Curtis L.

2. Request reply by indorsement hereon that subject letter has been delivered to employee.

1 Incl
RIF ltr, 1 May 51
ERICKSON, Curtis L.

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

From: CIS

To: CPS

Capt. Beard 26-7136
Date: 1 May 1951

2. Subject letter was delivered to employee 1 May 1951.

----- N. C. C. -----

File



(58)

FILE INDEX SHEET

AG FILE NO: 230

SUBJECT: Civilian Personnel

TRANSFERRED TO: Exec. Safe (Secret)

SUBJECT C/N: Submission of Monthly Airlift Allocation
Requirements from ZI to the FEC, 30 Apr 51

TO: CPS

Col Caun 26-7509

Request for Permission to Employ Members of the Same Family Group

CHS

G-1

25 April 1951

1. Under the provisions of paragraph 3d, Staff Memorandum No. 14, SCAP & FEC, dated 9 March 1940, request permission to retain Muriel B. Keniston, GS-12, in her present position subsequent to her marriage to Robert S. David, GS-12, both of whom are employees of this organization.

2. Mrs. Keniston is a historian (Commerce) and a specialist in her field. Mr. David is a historian (Finance) and is also an expert in his field. As such, their services are urgently needed during this phase of the preparation of the nonmilitary history of the occupation. Although both individuals are in the Economic Affairs Division, their positions are such as to preclude exertion of undue influence one on the other. It has been proven in the past that recruitment for these specialist positions has been slow and time-consuming. Due to Mrs. Keniston's thorough familiarity with her subject matter, it is believed that her removal from the position would be most uneconomical and detrimental to the production of the history. Also, it is anticipated that by the last quarter of 1951, the history will be in such a state of completion as to enable the section to abolish Mrs. Keniston's position. Present plans, subject to degree of progress during the ensuing months, is to abolish the position on or about 1 September 1951.

Admin

----- N. C. C. -----



56

Reduction in Force

Holland
57-8695

CPS

CHS

24 April 1951

1. 1. Attached hereto is letter of reduction-in-force for the following civilian assigned to your Section:

POLLARD, Melvin

2. Request reply by indorsement hereon that subject letter has been delivered to employee.

1 Incl
RIF ltr, 24 Apr 51
POLLARD, M.

----- R. H. C. -----

From: CHS

To: CPS

Capt. Beard 26-7136
Date: 24 April 1951

2. Subject letter delivered to employee 24 April 1951.

----- N. C. C. -----

(55)

Capt. Beard 26-7136

Performance Ratings - Civilian Employees

CHS

CTS

23 April 1951

4. In accordance with telephone conversation this date between Mr. Wood, CTS, and Dr. Battistini, there is attached hereto a Memorandum, subject: Rating for Mr. Ogden.

2 Incls;
1 added as above

----- H. C. C. -----

(54)

From: GTS

To: GHS

Major Keenan 26-6011
Date:

3.

The attached forms are returned herewith. Request compliance with par 6, GHS, Group GPR 9, 24 Feb 51. It is further requested that the completed forms be returned to this section by 9 April 1951.

Label
n/s

----- H. T. M. -----



53

C O P Y

CIVIL HISTORICAL SECTION
Economic Affairs Division

C O P Y

23 April 1961

MEMORANDUM TO: Col. H. T. Miller, Chief, Transportation Section.

SUBJECT : Rating for Mr. Ogden.

The attached rating is based on work done by Mr. Ogden as a TDY Writer assigned to the Economic Affairs Division, Civil Historical Section. The monograph on "Water Transportation", written by Mr. Ogden, is excellent and compares favorably with some of our better monographs. However, on the basis of this sections' understanding of the new ratings, there is nothing in Mr. Ogden's operations while on TDY assignment with this section, or about the monograph itself, which can justify an "Out-standing" rating.

/s/ L. H. Battistini

/t/ L. H. BATTISTINI
Chief, Economic Affairs Division

C O P Y

C O P Y

4/26

3

From: CPS

To: Mr. Melvin Pollard
Thru: CHS

Date: 24 April 1951

1. In view of the pending cancellation of the position which you occupy, application for leave of absence to visit the United States, as contained in basic checknote, is not favorably considered.

2 Incls:
n/c

-----R. H. C.-----



(53)

Capt. Beard 26-7136

Application for Reemployment Leave

CBS

CPS

21 April 1951

2. In view of the fact that a Form 72 was submitted to CPS on 20 April 1951 requesting that Position 509, presently filled by Mr. Pollard, be cancelled effective 33 April 1951, re-employment leave is not considered feasible at this time.

2 Incls:
n/c

----- H. C. C. -----

*For Incl see
Personnel file*

Mr. Pollard 26-8255

Application for Reemployment Leave

Melvin Pollard, GS-12 OPS
Civil Historical Thru: GHS
Section

20 April 1951

1.
(Cont'd)

5. The writer is most grateful to his present Section for having recommended and obtained for him a promotion and for his retention in the face of huge personnel cuts. He therefore fully realizes his great moral obligation to the Section and the possible inconvenience which may result from an absence of 90 days. However, some of the work done by him may in his opinion possibly be able to be done during the leave, and he stands willing to do this, if so desired by his Division or Section, in an effort to minimize as much as possible the inconvenience which may result from his absence.

6. In view, however, of his long absence from home, the limited amount of leave previously taken, the serious illness of his father, the financial problems created thereby, which can be straightened out only by personal contact, and serious problems connected with the writer's right to educational benefits under the "GI Bill of Rights", which apparently can be adjusted only through personal contact at Stanford University and in Washington, D. C., the writer feels justified in requesting the leave.

7. It is respectfully requested that, if possible, air travel, or at least the most expeditious ship travel, be authorized for both exit and return trips, in order to minimize the time required to straighten out the writer's personal affairs.

8. Further, it is requested that current billet assignment be retained during the writer's absence, if the leave is granted (reference (a), above, paragraph 1).

2 Incls:

1. Certified copy of letter from brother, 20 September 1948
2. Certified copy of letter from father, 6 October 1948

----- MELVIN POLLARD -----

Mr. Pollard 26-8255

Application for Reemployment Leave

Melvin Pollard, GS-12 OPS
Civil Historical Section Thru: CHS

20 April 1951

1. Reference is made to: (a) CP Memorandum No. 23, 19 August 1948, as amended, and (b) telephone conversation with Miss M. Holland, OPS, 17 April 1951. The undersigned hereby respectfully requests that he be granted 60 days reemployment leave in the ZI departing about 16 June 1951 and returning about 10 September 1951. If his personal affairs, which require urgent action, can be straightened out earlier, he will try to return at an earlier date.
2. The writer understands that he will be required to sign an agreement to serve an additional two years overseas, if so required by the Department of Army, and hereby indicates his willingness to sign such a contract. He also understands that the signing of such an agreement in no way obligates the Department of the Army or the United States to guarantee employment for any specified period of time.
3. The writer understands, moreover, that the indorsement of this request by the chief, CHS, if favorable, indicates only that the section has agreed to hold the employee's position pending his return and that the position will not be filled by the permanent assignment of another employee in his absence, and further that his approval cannot in any way be construed to indicate that the section chief guarantees employment, especially if cancellation of the position is required by higher authority (reference (a), above, paragraph 1, and statement of Miss Holland, reference (b), above, paragraph 1, to the effect that there is no immediate basis for inferring that cancellation in the immediate future is contemplated, although the situation is very unstable).
4. The undersigned has served continuously overseas as a United States Navy flying officer and War Department (later, Department of the Army) employee since 10 February 1945 and continuously in an alerted overseas command since September 1944. Moreover, his father has been seriously ill with tuberculosis since 1943 (see inclosures 1-2, letters from brother and father). The writer has not seen his father or the rest of his family since August 1944, when he had seven days leave, the only leave the writer has had since October 1942, with the exception of four hours about 1947 to place his fiancée in a hospital and about three days in 1950, which were employed in seeking a new job (his present one) after an RIF. The writer was returned to inactive duty as a Lt (jg), USNR, in Japan and received a certificate of satisfactory service from the United States Government. During his employment with the War Department and the Department of the Army he has been awarded a civilian commendation and a GEQ Certificate of Achievement.

From: Hq Comdt

To: Fred E Methered, GS-12
GHS, GHQ

Capt Kregger 57-8670
Date: 14 April 1951

- 2
1. Request contained in Check Note #1 above is not favorably considered.
 2. Exclusive of dependents, as defined by the Career Compensation Act of 1949, for military personnel, and by paragraph 3d CFR 23.7 C-1, for civilian personnel, any person who normally resides in Japan will not be permitted to occupy government housing on a permanent guest status.

B. L. M.

1/1/52

52

12-17 April 1951
CHS

AG/O-S 524 (9 Mar 51)G4-M

14 March 1951

SUBJECT: Emergency Shipment of Household Goods to the United States
from Overseas

6. The other military departments are taking appropriate action to notify oversea commands of their respective services of the above statement of joint policy.

BY ORDER OF THE SECRETARY OF THE ARMY:

Copies furnished:

Director, Civilian Personnel Division, OSA
Comptroller of the Army
Chief of Information
Assistant Chiefs of Staff, General Staff, US Army
Chiefs Special Staff Divisions, US Army
Chiefs of Technical and Administrative Services
Chief of Army Field Forces
Commanding General, Continental Armies
Commanding General, Military District of Washington

/S/ EDWARD F. WITSELL
Major General, USA
The Adjutant General

AG 524 (14 Mar 51)TO

1st Ind

GENERAL HEADQUARTERS, FAR EAST COMMAND, APO 500, 7 April 1951

To: Commanding General, Eighth Army, APO 301
Commanding General, Japan Logistical Command, APO 343
Commanding General, Marianas-Bonins Command, APO 246
Commanding General, Ryukyus Command, APO 331
Commanding General, Headquarters and Service Command,
General Headquarters, Far East Command, APO 500
Commander, United States Naval Forces, Far East, Navy No. 1165
Commanding General, Far East Air Forces, APO 925
Commanding General, Philippines Command (Air Force), APO 74

1. The joint policy contained in the basic communication is forwarded for guidance.

2. It is emphasized that the provisions of paragraph 8010-2 of the Joint Travel Regulations are applicable only in exceptional or emergency circumstances when the appropriate overseas commander or other competent authority certifies that in his judgment shipment of household goods is in the best foreseeable interest of the government. Addressees are authorized to make final decision regarding shipments under

AG 524 (14 Mar 51) TO, subj: Emergency Shipment of Household Goods to the United States from Overseas, 1st Ind (continued), 7 Apr 51

the provisions of this paragraph. Reference to the appropriate overseas commander's certificate, including its date, and reference to paragraph 8010-2 of the Joint Travel Regulations will be indicated on each bill of lading or any other procurement document covering services rendered. The term "other competent authority" as used in the cited paragraph will be interpreted to include the Commander-in-Chief, Far East or higher authority.

3. Household goods will be shipped from the Far East Command in accordance with the following priority:

- a. Shipments for Bluewood personnel
- b. Shipments for medical evacuees
- c. Shipments for personnel traveling on permanent change of station orders.
- d. Shipments for personnel traveling under the provisions of paragraph 3c(2) AR 35-4880, 13 December 1948
- e. Shipments in advance of movement of dependents and/or sponsors under the provisions of paragraph 8010-2, Joint Travel Regulations as implemented herein.

4. Reference is made to paragraph 2c(1) of the basic communication. Storage at a designated service depot in the United States depends on availability of storage space at that depot. The term "for storage" will be entered in the block marked "Designated Agent to Receive Property at Destination" in paragraph 12, Standard Form 116 (Application for Transportation of Household Goods) if storage at a Service Storage Depot is desired. Shipments to any other place will show a complete address. It is recognized that the majority of individuals requesting advance shipment of household goods to storage will prefer to have their advance shipment consolidated with those household goods already stored in the United States. In order that zone of interior agencies may effect such consolidation, when feasible, a Service Storage Depot may be designated on the reverse side of Standard Form 116.

5. For all shipments requested under the provisions of paragraph 8010-2, Joint Travel Regulations, as implemented herein, the reverse side of the Standard Form 116 will include a statement signed by the sponsor

AG 524 (14 Mar 51) TO, subj: Emergency Shipment of Household Goods to the United States from Overseas, 1st Ind (continued), 7 Apr 51

to the effect that he agrees to sustain any excess costs resulting from multiple shipments or shipments in excess of his authorized weight allowance.

BY COMMAND OF GENERAL MACARTHUR:



Copies furnished:

DEPTAF, Wash 25, D. C.

(5)

CG, CEPE, Ft Mason, Calif.

(5)

CG, CEPE, Seattle, Wash (5)

DEPTAF, Wash 25, D. C. (5)

CHO, Wash 25, D. C. (5)

CDR, 12th Naval District, San Francisco, Calif. (5)

CDR, 14th Naval District, Pearl Harbor, T. H. (5)

K. D. BUSH
Brigadier General, USA
Adjutant General

DEPARTMENT OF THE ARMY
Office of The Adjutant General
Washington 25, D. C.

AGAO-S 524 (9 Mar 51)G4-M
AGAO-C

14 March 1951

SUBJECT: Emergency Shipment of Household Goods to the United States
from Overseas

TO: Commander in Chief, Far East
Commanding Generals,
US Army, Alaska
US Army, Caribbean
US Army, Europe
US Army, Pacific
US Forces in Austria
Trieste US Troops
Independent Commands under D/A
Chiefs,
Military Assistance Advisory Groups
US Army Missions
US Army Attaches

1. The joint policy set forth herein has been approved by the Secretaries of the Army, Navy and Air Force governing the return of household goods to the United States from overseas in exceptional or emergency circumstances as authorized in paragraph 8010-2 of the Joint Travel Regulations quoted below. The JTR will be effective on 1 April 1951 and paragraph 8010-2 of such regulations will be cited as the authority for shipment of household goods of military personnel under these provisions on or after that date.

"8010-2. FOR PERSONNEL STATIONED OUTSIDE THE UNITED STATES. The provisions of this subparagraph are applicable only in exceptional or emergency circumstances, such as serious illness or death, and only when the appropriate overseas commander or other competent authority certifies that in his judgment shipment of household goods is in the best foreseeable interest of the Government. Shipment of household goods is authorized at government expense for members (without regard to rank or grade) stationed outside the United States from such overseas points to any place within the United States as may be designated by the member. The weight allowance of members having no prescribed weight allowance will be restricted to that authorized for an onlisted person of the E-4 pay grade with less than 7 years service. Such shipment is authorized prior to the issuance of orders directing a change of the member's permanent duty station. Upon being subsequently assigned to a permanent duty station within the United States, shipment is authorized.

from the designated location to the current permanent duty station within the United States. Reference to the overseas commander's certificate, including its date, and reference to this subparagraph will be indicated on each bill of lading or any other procurement document covering service rendered. No other evidence of authority for shipment will be required to support such documents."

2. The general policy procedures to be utilized in implementation of the cited paragraph are listed in order of preference and for your guidance.

a. One shipment only is desirable and then only upon movement of dependents and/or sponsor.

b. Shipment in advance of movement of dependents and/or sponsor is permissible, and then preferably as one complete shipment.

c. When justified, more than one shipment may be made except that the number of shipments shall be limited to two (2).

(1) One advance shipment prior to the return travel of the sponsor or his dependents to a Service Storage Depot in the United States or to a point designated in the United States by the sponsor. Storage, if any, at the point designated by the sponsor shall be at the owner's expense.

(2) The second and final shipment at the time of the movement of the dependents because of exceptional or emergency circumstances or on permanent change of station of the sponsor to the continental United States in accordance with current regulations.

3. The same procedures as outlined in paragraphs 1 and 2, above, are applicable to civilian personnel, except that:

a. Shipment is authorized only to place of actual residence in the United States at time of appointment of sponsor or to point in the United States not further in distance than such residence. Storage at Government expense is not authorized in this case.

4. Sponsors will agree in advance of shipment to sustain excess costs resulting from multiple shipments or shipments in excess of authorized weight allowance.

5. Shipments in advance of the sponsor and/or his dependents will be authorized by letter order citing applicable appropriations chargeable.

CHS - CHQ - SC

ROUTING SLIP

Date APR 11 1951

M/C Log No. 50

To	Initials	For
Chief	2	Action
Special Assistant	3	Comment/Concur
Exec. Off.		Note-Return
Admin.	4	Dispatch
Personnel		Info
Library Div.		File
Spec. Proj. Br.		Initials
Pol-Soc. Aff. Div.		Signature
Economic Div.		Suspense Slip

Remarks:

B. B.

~~_____~~

(Adm. #2 - Revised 22 May 50)

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

HC 601 (AG)

12 APR 1951

SUBJECT: Termination of Authority to Enter into Private Rental Agreement

TO: **Mr. Fred R. Methered, Civil Historical Section, General Headquarters,
Supreme Commander for the Allied Powers, APO 500**

Authority to enter into private rental agreement with: _____

Aiko Kurata Methered for the purpose of renting house at

573 Chofu Chidori-cho, Ota-ku, Tokyo, Japan

is terminated as of 2 April 1951 for the following reasons:

To accept government dependent quarters.

Authority granted addressee on 6 November 1950.

BY COMMAND OF BRIGADIER GENERAL MILBURN:

A. L. HAYNES
CWO, US Army
Asst Adj Gen

COPIES TO:

- 2 Addressee
- 1 Sec Chief of Addressee
- 1 PMO
- 1 Engineers
- 1 Billeting
- 1 Surgeon
- 1 Adj Gen File

AG 201 Keniston, Muriel B.
(12 Apr 51) CHS

1st Ind

CIVIL HISTORICAL SECTION, GENERAL HEADQUARTERS, SUPREME COMMANDER FOR THE
ALLIED POWERS, APO 500, 12 April 1951.

TO: Commander-in-Chief, Far East, APO 500

Recommend approval.

NORMAN C. GAUM
Colonel, Infantry
Chief of Section

3 Incl
n/c

Admin

49

4. In case of death or other incapacity of the husband, the prospective wife's family has not ample income for her support.

5. a. The following financial arrangements have been made by the prospective husband to insure adequate support of wife, including the possibility that he may become a casualty: NSLI Policy.

b. The prospective husband is not engaged in an unusually hazardous occupation.

6. We understand fully all provisions of Circular 51, General Headquarters, Far East Command, 1949.

PROSPECTIVE SPOUSE:

APPLICANT:

Robert A. David - GS12

Munil B. Keniston MS12

CHS - GHQ - SCAP

CHS, MND SCAP

3 Incls:
Copy divorce decree
Medical Certificate for marriage
Chaplain's report of interview

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Civil Historical Section
APO 500

13 April 1951

SUBJECT: Application for Permission to Marry

THRU: Chief, Civil Historical Section

TO: Commander-in-Chief
Far East
APO 500

1. In accordance with Circular 51, General Headquarters, Far East Command, 24 September 1949, the undersigned requests permission to marry

Robert S. David	American	CHS GHQ SCAP
500	on or about	25 April 1951

2. The following information is submitted as requested in above referenced circular:

a. Prospective husband:

- (1) Marital status: Single (); Widowed (); Divorced (X);
Previous marriage annulled ()^a.
- (2) Date of termination of last marriage: 26 March 1951.
- (3) Number of previous marriages terminated by: Death of spouse (); Divorce (1); Annulment ().
- (4) Age: 35.

b. Prospective wife:

- (1) Marital status: Single (); Widowed (X); Divorced ();
Previous marriage annulled ()^a.
- (2) Date of termination of last marriage: 29 May 1943.
- (3) Number of previous marriage terminated by: Death of spouse (1); Divorce (); Annulment ().
- (4) Age: 29.

c. Length of courtship: 14 months.

3. We understand that should authority to marry be granted, the United States is in no way obligated to transport the wife or dependents to the United States, except as provided for in current Department of the Army regulations and circulars.

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA
IN AND FOR THE COUNTY OF MARICOPA

CATHLYN MOYGA CHRISTY DAVID

Plaintiff,

-vs-

ROBERT S. DAVID,

Defendant.

No. 30237, Div. 4

DECREE

THIS CAUSE coming on to be heard this 26 day of March, 1951, upon the complaint for an absolute divorce of Cathlyn Moyga Christy David; the plaintiff appearing through Hays & Webster, her attorneys, and the defendant failing to appear; and

Evidence having been duly adduced on behalf of the plaintiff in the form of her verified written interrogatories, taken pursuant to a stipulation regarding the formality thereof, which said stipulation was signed by the parties to this action, and duly spread of record herein, and the corroborating testimony of at least one credible witness, who was sworn and examined in open court, the Court makes the following findings:

1. The plaintiff has been a bonafide resident of the state of Arizona for more than one year, and of this county for a period in excess of six months prior to the filing of this action; that on or about February 27, 1951, the defendant executed a verified waiver of service of process, appearance and waiver of answer, whereby he entered his general appearance herein and waived answer and notice of hearing; that a period of twenty days has expired since the execution of said waiver; that the Court in all respects has jurisdiction in the premises.
2. That the parties hereto were intermarried at Phoenix, Arizona, on or about the fifth day of February, 1943; that there have been no children born as issue of said marriage.
3. That the parties have no community or other property subject to distribution by this Court.
4. That the allegations contained in Paragraph 4 of plaintiff's complaint are true, in substance and in fact and that she is entitled to a decree of absolute divorce from the defendant on the grounds therein all alleged.

Incl / 3

WHEREFORE, IT IS ORDERED ADJUDGED AND DECREED:

That the bonds of matrimony existing between plaintiff and defendant herein be and they are hereby dissolved; that they are released from any and all obligations thereof, and that the plaintiff be and is hereby granted a decree of absolute divorce from the defendant.

DONE IN OPEN COURT, this 26 day of March, 1951.

ENDORSED: No. 30227,
FILED: WALTER S. WILSON, CLERK,
2:05 P. M. Mar. 26, 1951,
By: C. H. Ward, Deputy.

LORNA B. LOCKWOOD,

Judge

The following certificate is attached to the original decree:

STATE OF ARIZONA }
County of Maricopa } ss.

I, WALTER S. WILSON, Clerk of the Superior Court of Maricopa County, State of Arizona, hereby certify that I have compared the foregoing copy with the original DECREES RE: CATHYLYN MOYSA CHRISTY DAVID VS ROBERT S. DAVID, in the above entitled cause No. 30227, filed in my office on the 26th day of March, A. D. 1951, and that the same is a true copy of the original and of the whole thereof.

WITNESS my hand and the seal of said Court, this 26th day of March, A. D. 1951.
WALTER S. WILSON, Clerk

By/s/ Alexander T. Spack
Deputy Clerk

A CERTIFIED TRUE COPY:

J. B. Beard
J. B. BEARD
Captain, Infantry
Summary Court

(SH 44)

CHAPLAIN'S REPORT OF PREMARITAL INTERVIEW

PROSPECTIVE GROOM: **Mr. Robert S. David**

PROSPECTIVE BRIDE: **Muriel B. Keniston**

DATE OF INTERVIEW: **10 April 1951**

The undersigned chaplain, having conducted an interview with the above named couple with particular consideration of those factors which affect the success of a marriage (i.e., age, race and religion; cultural, social, and financial background and status; etc.) proposes the following observations for the guidance of the approving authority:

- a. The applicants have known each other for the past 14 months and have a number of interests in common that should enable them to make a success of their marriage.
- b. There are no citizenship, religious or moral obstacles to a successful marriage.
- c. Recommend approval of application.

Reporting Chaplain

(Signature)

NAME (Typed) **FRANK W. GRIFFIN - Chaplain**

UNIT

FMF Base, APO 925

OFFICE TELEPHONE **26-8025**

Inclosure # ³³

HEADQUARTERS
TOKYO GENERAL DISPENSARY
8060th ARMY UNIT
APO 1052

MEDICAL CERTIFICATE FOR MARRIAGE

THIS IS TO CERTIFY THAT Keniston, Muriel
(Name)

DAC CHS, GHQ, SCAP, APO 500
(Grade) (ASN) (Address and Organization of Section)

WAS GIVEN A PHYSICAL EXAMINATION 6 April 1951 AND
(Date)

DETERMINED FREE FROM INFECTIOUS VENEREAL DISEASE, ACTIVE TUBERCULOSIS AND OTHER
MAJOR COMMUNICABLE DISEASE.

William A. Abele

Signature of Medical Officer

William A. Abele, Captain MC

Typed Name and Grade of Medical Officer

Incl # 2³

AG 201 David, Robert S.
(12 Apr 51) CHS

1st Ind

CIVIL HISTORICAL SECTION, GENERAL HEADQUARTERS, SUPREME COMMANDER FOR THE ALLIED POWERS, APO 500, 12 April 1951.

TO: Commander-in-Chief, Far East, APO 500

Recommend approval.

NORMAN C. CAUM
Colonel, Infantry
Chief of Section

3 Incl
n/c

Admin

48

4. In case of death or other incapacity of the husband, the prospective wife's family has not ample income for her support.

5. a. The following financial arrangements have been made by the prospective husband to insure adequate support of wife, including the possibility that he may become a casualty: NSLI Policy.

b. The prospective husband is not engaged in an unusually hazardous occupation.

6. We understand fully all provisions of Circular 51, General Headquarters, Far East Command, 1949.

PROSPECTIVE SPOUSE:

APPLICANT:

William B. Keniston Robert David 65-12
45-12

CHS - HAD SCAP

CHS-6HQ-SCAP

3 Incls:
Copy divorce decree
Medical Certificate for marriage
Chaplain's Report of Interview

GENERAL HEADQUARTERS
 SUPREME COMMANDER FOR THE ALLIED POWERS
 Civil Historical Section
 APO 500

12 April 1951

SUBJECT: Application for Permission to Marry
 THRU: Chief, Civil Historical Section, GHQ, SCAP, APO 500
 TO: Commander-in-Chief
 Far East
 APO 500

1. In accordance with Circular 51, General Headquarters, Far East Command, 24 September 1949, the undersigned requests permission to marry

Muriel B. Keniston	American	CHS, GHQ, SCAP
500	on or about	25 April 1951

2. The following information is submitted as requested in above referenced circular:

a. Prospective husband:

- (1) Marital status: Single (); Widowed (); Divorced (X);
 Previous marriage annulled ()^a.
- (2) Date of termination of last marriage, if any 25 March 1951.
- (3) Number of previous marriages terminated by: Death of spouse (); Divorce (1); Annulment ().
- (4) Age: 35.

b. Prospective wife:

- (1) Marital status: Single (); Widowed (X); Divorced ();
 Previous marriage annulled ()^a.
- (2) Date of termination of last marriage, if any 29 May 1948.
- (3) Number of previous marriages terminated by: Death of spouse (1); Divorce (); Annulment ().
- (4) Age: 29.

c. Length of courtship: 14 months.

3. We understand that should authority to marry be granted, the United States is in no way obligated to transport the wife or dependents to the United States, except as provided for in current Department of the Army regulations and circulars.

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA
IN AND FOR THE COUNTY OF MARICOPA

GATHLYN MOYCA CHRISTY DAVID
Plaintiff,

No. 30227, Div. 4

-vs-

DECREE

RONNIE S. DAVID,
Defendant.

THIS CAUSE coming on to be heard this 26 day of March, 1951, upon the complaint for an absolute divorce of Cathlyn Moyca Christy David; the plaintiff appearing through Hays & Webster, her attorneys, and the defendant failing to appear; and

Evidence having been duly adduced on behalf of the plaintiff in the form of her verified written interrogatories, taken pursuant to a stipulation regarding the formality thereof, which said stipulation was signed by the parties to this action, and duly spread of record herein, and the corroborating testimony of at least one credible witness, who was sworn and examined in open court, the Court makes the following findings:

1. The plaintiff has been a bonafide resident of the state of Arizona for more than one year, and of this county for a period in excess of six months prior to the filing of this action; that on or about February 27, 1951, the defendant executed a verified waiver of service of process, appearance and waiver of answer, whereby he entered his general appearance herein and waived answer and notice of hearing; that a period of twenty days has expired since the execution of said waiver; that the Court in all respects has jurisdiction in the premises.

2. That the parties hereto were intermarried at Phoenix, Arizona, on or about the fifth day of February, 1943; that there have been no children born as issue of said marriage.

3. That the parties have no community or other property subject to distribution by this Court.

4. That the allegations contained in Paragraph 4 of plaintiff's complaint are true, in substance and in fact and that she is entitled to a decree of absolute divorce from the defendant on the grounds therein all alleged.

Incl # / 3

WHEREFORE, IT IS ORDERED ADJUDGED AND DECREED;

That the bonds of matrimony existing between plaintiff and defendant herein be and they are hereby dissolved; that they are released from any and all obligations thereof, and that the plaintiff be and is hereby granted a decree of absolute divorce from the defendant.

DONE IN OPEN COURT, this 26 day of Marsh., 1951.

ENDORSED: No. 30227,
FILED: WALTER S. WILSON, CLERK,
2:05 P. M. Mar. 26, 1951,
By: C. H. Ward, Deputy.

LOENA E. LOCKWOOD,

Judge

The following certificate is attached to the original decree:

STATE OF ARIZONA)
) ss.
County of Maricopa)

I, WALTER S. WILSON, Clerk of the Superior Court of Maricopa County, State of Arizona, hereby certify that I have compared the foregoing copy with the original DECREE, RE: CATHLYN MOYCA CHRISTY DAVID VS ROBERT S. DAVID, in the above entitled cause No. 30227, filed in my office on the 26th day of March, A. D. 1951, and that the same is a true copy of the original and of the whole thereof.

WITNESS my hand and the seal of said Court, this 26th day of March, A. D. 1951.
WALTER S. WILSON, Clerk

By/s/ Alexander T. Speck,
Deputy Clerk

A CERTIFIED TRUE COPY:

J. B. Beard

J. B. BEARD
Captain, Infantry
Summary Court

HEADQUARTERS
TOKYO GENERAL DISPENSARY
8060th ARMY UNIT
APO 1052

MEDICAL CERTIFICATE FOR MARRIAGE

THIS IS TO CERTIFY THAT David, Robert
(Name)

DAG CHS, CHQ, SCAP, APO 500
(Grade) (ASN) (Address and Organization of Section)

WAS GIVEN A PHYSICAL EXAMINATION 6 April 1951 AND
(Date)

DETERMINED FREE FROM INFECTIOUS VENEREAL DISEASE, ACTIVE TUBERCULOSIS AND OTHER
MAJOR COMMUNICABLE DISEASE.

William A. Abele
Signature of Medical Officer

William A. Abele, Captain MC
Typed Name and Grade of Medical Officer

Incl # 2³

(SM 44)

CHAPLAIN'S REPORT OF PREMARITAL INTERVIEW

PROSPECTIVE GROOM: **Robert S. David**
PROSPECTIVE BRIDE: **Mariel B. Keniston**
DATE OF INTERVIEW: **10 April 1951**

The undersigned chaplain, having conducted an interview with the above named couple with particular consideration of those factors which affect the success of a marriage (i.e., age, race and religion; cultural, social, and financial background and status; etc.) proposes the following observations for the guidance of the approving authority:

- a. The applicants have known each other for the past 14 months and have a number of interests in common that should enable them to make a success of their marriage.
- b. There are no citizenship, religious or moral obstacles to a successful marriage.
- c. Recommend approval of application.

Reporting Chaplain

(Signature) *Frank W. Griffin*
NAME (Typed) **FRANK W. GRIFFIN - Chaplain**
UNIT **FEAF Base, APO 922**
OFFICE TELEPHONE **26-8025**

Inclosure 3³

CHS - GHQ - SCAP

ROUTING SLIP

Date APR 13 1951

M/C Log No. 10

To	Initial	For
Chief	2	Action
Special Assistant	2	Comment/Concur
Exec. Off.	1	Note-Return
Admin.	5	Dispatch
Personnel	4	Info
Library Div.		File <u>445</u>
Spec. Proj. Br.		Initials
Pol-Soc. Aff. Div.		Signature
Economic Div.		Suspense Slip

Remarks:

(Adm. #2 - Revised 22 May 50)

From: CFS

To: CHS

Holland 57-8695

Date: 10 April 1951

3

In compliance with request contained in basic checknote, the attached WD Form 84, "Employee's Statement of Grievance", is returned.

1 Incl
WD Form 84

----- R. H. C. -----

*Incl filed
in Personnel file*

CHS
APR 10 1951

(47)

Request for Check of Records

Melvin Pollard, PM, MTA
GS-12, Thru: CHS
Civil Historical Section

11 April 1951

1
(Cont'd)

3. As stated above, it is my belief that the second offense was improperly charged to me and serves to further cloud my record of traffic violations. Request that upon completion of a check of the Provost Marshal's records, a resume or summation of my offenses be furnished me by return check sheet.

1 Incl
As above

----- MELVIN POLLARD -----

From: CHS

To: PM, MTA

Col Caum 26-7509

2

Forwarded.

----- N. C. C. -----

Mr. M. Pollard 26-8255

Request for Check of Records

Melvin Pollard, PM, MTA
G3-12, Thru: CHS
Civil Historical Section

11 April 1951

1.
 1. Having recently received a two-hour suspension from duty without pay as the result of what was listed as a fourth traffic violation, it is requested that the records in the Provost Marshal's office, MTA, be checked to determine the validity of the number of violations noted on the delinquency report submitted for the last offense.
 2. The following facts are presented for consideration of this request:
 - a. The first offense charged me with speeding on 17 January 1947 at 40 miles per hour in a 25 mile per hour zone on Omori boulevard. Actually, I was traveling 40 miles per hour in a 35 mile per hour zone and as a consequence, was guilty of speeding, although not to the extent portrayed. A correction of the error in this offense does not remove the offense, but it does show it in its proper degree of seriousness.
 - b. The second offense was shown as having occurred on 10 June 1949 and was attributed to a failure to renew my license plates. Records in the Provost Marshal's office should reveal that I sold my car during the week prior to 10 June 1949 and did not purchase my present car until 11 June 1949. Inclosure #1 hereto (certified copy of a Bill of Sale) will verify this statement. It is felt that the delinquency report issued in this instance should have been directed to the person who owned the car on 10 June 1949, rather than to the undersigned. It is plausible to believe that the records had not been brought up-to-date to show the very recent transfer of title at the time the delinquency report was issued.
 - c. Regarding the third offense (parking on a sidewalk 17 January 1950), it is well known that for two years many residents of the Yaesu Hotel parked on the south sidewalk, which is over twenty-five feet wide, solely in order to expedite passage of traffic between the street car tracks and the curb. For this parking apparently several residents of the Yaesu Hotel received courtesy tickets.
 - d. My two-hour suspension from duty was adjudged because of parking in an area not marked with a white line or a sign prohibiting parking; the black markers in the asphalt are not readily discernible. It is recommended that white lines be painted on the asphalt to clearly indicate to motorists that parking is not permitted.

CHS - GHQ - QAP

ROUTING SLIP

Date APR 11 1951

M/C Log No. 10

To	Initials	For
Chief	2	Action
Special Assistant		Comment/Concur
Exec. Off.	1	Note-return
Admin.	3	Dispatch
Personnel		Info
Library Div.		File 3
Spec. Proj. Br.		Initials
Pol-Soc. Aff. Div.		Signature
Economic Div.		Suspense Slip
_____		To Library

Remarks:

(Adm. #2 - Revised 22 May 50)

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
APO 500

AG 201 METHERED, Fred R.
(24 Mar 51)GA

3 APR 51

Mr. Fred R. Methered
CHS, GHQ, FEC, APO 500
c/o PM, San Francisco, Calif.

Dear Sir:

Reference is made to your request of 24 March 1951 for permission for your wife, Mrs. Aiko Methered, to sell her home and furnishings for convertible yen.

Authority is granted Mrs. Methered to sell her home and furnishings for convertible yen provided she now possesses a convertible yen account or is authorized by the Japanese Government to possess a convertible yen account.

If she does not have a convertible yen account or should she not be authorized by the Japanese Government to possess such an account her property may be sold for non-convertible yen only.

Very truly yours,

C. A. BARNES
Lt Col, AGC
Asst Adj Gen

Copies to: CHS

M/R: 1. Basic is c/n fr Fred R. Methered, GS-12, Civ Hist Sec, GHQ, requesting permission for his Japanese wife, Aiko Methered, to engage in trade for the purpose of selling her house and furnishings for convertible yen.

2. Civil Historical Sec recommends approval.

3. Legal Sec perceives no legal objection to such request provided Aiko Methered is authorized by the Japanese Govt to possess a convertible yen account.

4. Provided she is authorized to possess a convertible yen account by the Japanese Govt, JA concurs with LS and recommends that she be granted authority to sell her property.

5. Occupationaires are permitted to possess convertible yen accounts provided the Japanese Govt authorizes it. Mrs. Methered is a Japanese natl, resident of Japan, and also a dependent of a member of the occupation, therefore she is entitled to both MPC's and yen.

6. If subj indiv is considered as Jap natl resident of Japan rather than a dependent of a member of the occupation, she would be auth under present regs to sell her property for non-convertible yen. Prov she is considered as a dep of a member of the occupation SCAP Cir 20 would preclude her from acquiring yen by the sale of this property. Since indiv has dual status it is considered appropriate to auth her to sell the property for dollars only if she has a dollar account.

Maj Ross/md CA/CFAD 26-5930

CHS - GHQ - SO

ROUTING SLIP

Date MAR 30 1951

M/C Log No. 26

To	Initial	For
Chief	2	Action
Special Assistant	3	Comment/Concur
Exec. Off.	1	Note-return
Admin.	5	Dispatch
Personnel	4	Info
Library Div.	6	file
Spec. Proj. Br.		Initials
Pol-Soc. Aff. Div.		Signature
Economic Div.		Suspense Slip
		To Library

Remarks:

(Adm. #2 - Revised 22 May 50)

CHS

Ltr, DEPTAR AGAO-S 323.361 (G1-M), Subj: Payment of Basic Allowances for Quarters under Various Circumstances of Marriages, 12 Mar 51

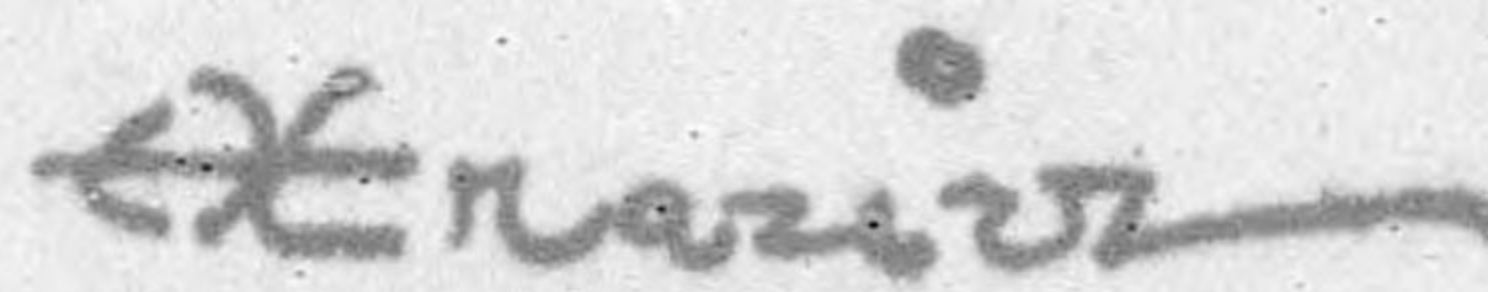
AG 240 (12 Mar 51)GA 1st Ind

GENERAL HEADQUARTERS, FAR EAST COMMAND, APO 500, 29 March 1951

TO: Commanding General, Japan Logistical Command, APO 343
Commanding General, Marianas-Bonins Command, APO 246
Commanding General, Ryukyus Command, APO 331
Commanding General, Headquarters and Service Command,
General Headquarters, Far East Command, APO 500
Commander, United States Naval Forces, Far East, Navy No. 1165
Commanding General, Far East Air Forces, APO 925
Commanding General, Philippines Command (Air Force), APO 74

1. For information and appropriate action.
2. With regard to the provisions of paragraph 1c of policy statement contained in basic communication, Commander-in-Chief, Far East policy permits assignment to married quarters of male enlisted - female officer marriage combinations, or vice versa, under the following circumstances:
 - a. The male member is entitled to public quarters under law and Commander-in-Chief, Far East policy.
 - b. Quarters assigned are commensurate with rank or grade of the male member.
 - c. Suitable married quarters are available.
 - d. Parties are not precluded by distance between duty stations from living together.

BY COMMAND OF GENERAL MacARTHUR:



H. FRAZIER
Major, AGC
Asst Adj Gen

C O P YDEPARTMENT OF THE ARMY
Office of The Adjutant General
Washington 25, D. C.AGAO-S 323.361 (4 Mar 51)G1-M
AGAO-C

12 March 1951

SUBJECT: Payment of Basic Allowances for Quarters under Various
Circumstances of MarriagesTO: Commander in Chief, Far East
Commanding Generals,
US Army, Alaska
US Army, Caribbean
US Army, Europe
US Army, Pacific
US Forces in Austria
Trieste US Troops
Continental Armies
Military District of Washington

1. The following policy statement which has been issued by the Personnel Policy Board, OSD, to the Secretaries of the Military Departments and which sets forth in detail provisions for basic allowances for quarters for all of the various combinations of marriages and dependency of members of the uniformed services, is quoted for your information and guidance. This policy has been framed to meet the legal requirements of the Career Compensation Act of 1949, the Dependents Assistance Act of 1950, and at the same time to be equitable and just to members of the Armed Forces affected.

POLICY STATEMENT

"1. Marriages where both parties concerned are members of the uniformed services with no other dependents and are stationed at the same or adjacent posts or installations:

a. Male enlisted - female enlisted: Eligibility for assignment to married quarters, or to payment of 'single' basic allowance for quarters in lieu thereof, rests with the male member. Female member has no entitlement: (1) to married quarters, nor (2) to 'single' quarters allowance unless single quarters are not available for assignment to her.

b. Male officer - female officer: Eligibility for assignment to married quarters, or to payment of 'single' basic allowance for quarters in lieu thereof, rests with the male member. Female member has no entitlement: (1) to married quarters, nor (2) to 'single' quarters allowance unless single quarters are not available for assignment to her.

c. Male enlisted - female officer, or vice versa: Assignment to married quarters under these circumstances is presumed to be embarrassing to the personnel concerned and it is not considered to be in the best interest of the services. Accordingly, such assignments will not be made. In lieu thereof, certification will be provided for the male member to the effect that 'no suitable married quarters are available', and entitlement will be established for payment of 'single' basic allowance for quarters.

C O P Y

C O P Y

Female member has no entitlement: (1) to married quarters, nor (2) to 'single' quarters allowance unless single quarters are not available for assignment to her.

"2. Marriages where both parties concerned are members of the uniformed services with no other dependents and where such parties are precluded by distance from living together: In such cases both parties concerned are to be considered as members without dependents.

"3. Marriages where both parties concerned are members of the uniformed services and either or both have dependents other than spouse. In all cases, entitlement to married quarters rests with either or both and either or both may be entitled to basic allowance for quarters provided for members with dependents when not assigned quarters, depending on dependency status of each of the members.

"4. Marriages where only one party is a member of the uniformed services, and there are no other dependents: With respect to female members married to civilian husbands, the law does not recognize the husband as a dependent unless he is in fact dependent upon the female member for more than one-half support. Therefore, the female member would be considered as a member without dependents for the purpose of assignment to quarters and entitlement to basic allowance for quarters unless she has established that her husband is a dependent as defined in Section 102(g) of the Career Compensation Act of 1949, as amended. Policies governing male members married to civilians are clearly established in existing regulations.

"5. Marriages where only one party is a member of the uniformed services and such member has dependents other than spouse: Policies governing such cases are established and covered in existing regulations.

"6. This policy shall include members in grades E-4 with less than seven (7) years' service, E-3, E-2 and E-1 until the termination or repeal of the Dependents Assistance Act of 1950 (April 30, 1953)."

2. Army Regulations No. 210-10, 12 January 1950, as amended, is being further amended accordingly.

BY ORDER OF THE SECRETARY OF THE ARMY:

/s/t/

EDWARD F. WITSELL
Major General, USA
The Adjutant General

Copies furnished:

Comptroller of the Army
Assistant Chiefs of Staff, General Staff, US Army
Chiefs, Special Staff Divisions, US Army
Chief of Army Field Forces
Chiefs of Administrative & Technical Services
Commandant, Command & General Staff College

2

C O P Y



CHS - 04 - SCAP

ROUTING SLIP

Date MAR 23 1951
 M/C Log No. 16

To	Initials	For
Chief	2: <i>[initials]</i>	Action 2
Special Assistant	3: <i>[initials]</i>	Comment/Concur.
Exec. Off.	1: <i>[initials]</i>	Note-return
Admin.	4: <i>[initials]</i>	Dispatch
Personnel		Info
Library Div.		File 4
Spec. Proj. Br.		Initials
Pol-Soc. Aff. Div.		Signature
Economic Div.		Suspense Slip
		To Library

Remarks:

Not applicable to C.H.S.
J B R

GENERAL HEADQUARTERS
FAR EAST COMMAND

CHECK SHEET

(Do not remove from attached sheets)

Miss Weidman
57-8906

File No: 200,6-A

Subject: Employee Suggestion #182

Note
No.

From: Executive Secretary To: Civ Historical Date: 27 March 1951
Suggestion Committee
CPS

1

1. Inclosure #1 is a suggestion which was submitted and accepted for use in the Civil Affairs Section. It is believed that it can be used to advantage in other sections and is transmitted herewith for your investigation, appropriate action and report.

2. Inclosure #2 is a check note which Civil Affairs made effective and circulated as a direct result of suggestion #182.

3. Return of completed report (inclosure #3), attached in duplicate within 15 days of this date is requested.

3 Incls:

- 1. Sugg. #182
- 2. C/n fr CA
- 3. Invest. & Progress Rpt

-----D. M. W.-----

Travel Orders Issued In Sections

#182

During the time that I have been assigned to Civil Affairs headquarters in Tokyo I have been aware of the cumbersome and time consuming procedure necessary to obtain a railroad ticket when making official trips to the eight Civil Affairs Regions. I believe that a study of the situation might well result in a change of procedures which would save money for the government and be much more convenient for those employees concerned with making official field trips.

Under present regulations, when making application for an official travel ticket, an employee first presents a copy of his orders to an office located in the main GHQ Bus Terminal, Tokyo. There the necessary number of Transportation Order forms No. 8A 61 are typed out while the employee waits and are then delivered to him. Notices are posted that, except in the case of emergency, one must report to the Bus Terminal during the regular daytime working hours for completion of the Transportation Order forms. This means that the 30 odd civilian employees who travel regularly from the Civil Affairs headquarters must apply in person during working hours Or have some other employee obtain the forms. I have the approximate time it takes to go to the Bus Terminal obtain the Transportation Orders, visit the RTO to pick up the train ticket, and return to our headquarters, set about $1\frac{1}{2}$ hours when making the trip both ways via GHQ bus. Multiplying $1\frac{1}{2} \times 70$ (estimated number of trips taken by civilian personnel per month) gives 67.5 hours estimated to be spent by personnel of this headquarters for this function. The majority of civilian personnel of this headquarters are of the ratings GS-12 and GS-13. That means that 8.4 working days per month for persons of these high ratings is spent in this relatively unimportant clerical function, which time could better be spent directed toward the professional aspects of the positions. As a corrective action it is recommended that:

1. The function of writing the Transportation Order be placed with the administrative office of this headquarters so that the trip to the GHQ Bus Terminal during ordinary working hours would not be necessary. Train tickets could be obtained at the RTO on the employees own time, and notice of this could be made a matter of record for all to observe.
2. As an alternative the Transportation Order writing department could be kept open after working hours and employees advised to call at those times. This however, would result in some of the Bus Terminal personnel working overtime.

The figures given above apply to civilian personnel of this headquarters (Civil Affairs Section) alone. I am quite certain that the above discussion could be related to other Sections which employ personnel who travel considerable time with the result that a great saving of high paid professional time which could be devoted to regular duties rather than to a purely clerical procedure.

Final #1

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

CHECK SHEET

CWO O'Brien
64-0129

(Do not remove from attached sheets)

File No:

Subject: Preparation for Travel

Note
No.

From: Administration To: All Divisions Date: 10 Nov 1950

1. Military or civilian personnel of the Civil Affairs Section who are scheduled to travel by rail will leave one (1) copy of TDY orders in the Administration Office four (4) days prior to the date on which travel is scheduled to begin.

2. Reservations will be made by the administrative sergeant major and transportation orders and tickets picked up by messenger. Tickets will be ready for the traveler by 1500 of the day following the day on which the orders are left in the Administration Office.

-----J.A.O'B.-----

Ind 712

EMPLOYEE SUGGESTION INVESTIGATION AND PROGRESS REPORT

SUGGESTION:

Travel Orders Issued in Sections

TO:

Civ Historical

: SUGGESTION NO.

182

Subject suggestion is transmitted herewith for your investigation, appropriate action and report. Return of completed report, in duplicate, and enclosures within 15 days of this date is requested.

EXEC. SECY., EMPLOYEE SUGGESTION COMMITTEE

: DATE

Dorothy M. Widman

: 27 March 1951

- | | |
|--|---|
| <p>1. Is the basic idea expressed in this suggestion: <input type="checkbox"/> Usable? <input type="checkbox"/> Already in effect? <input type="checkbox"/> A new idea at this activity? <input type="checkbox"/> Impractical? <input type="checkbox"/> In partial effect?</p> | <p>: Answer one of the following statements in space provided under comments:
 1. If suggestion is not recommended for adoption, give reasons for rejecting the proposal. <input type="checkbox"/></p> |
| <p>2. If in partial effect, are there ideas contained in this suggestion which would add further improvements? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> | <p>: 2. If idea is not in full operation, give action to be taken to effect full utilization of the idea. <input type="checkbox"/></p> |
| <p>3. Is (adoption) or (continued operation) of the basic idea recommended? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> | <p>: 3. If suggestion is not in operation, but recommended for adoption, state action taken toward effectation, scheduled date of placement into operation, and estimated annual savings, benefits to morale, health, safety, etc. <input type="checkbox"/></p> |
| <p>4. If already in effect, who originated it? _____
When? _____</p> | <p>: 4. If idea is in operation, give estimated annual savings, benefits to morale, health, safety, etc., and date placed into operation. <input type="checkbox"/></p> |

COMMENTS:

USE REVERSE SIDE FOR ADDITIONAL COMMENT

Signature of investigator : Date : Approved by Section Head : Date

and 713

EMPLOYEE SUGGESTION INVESTIGATION AND PROGRESS REPORT

SUGGESTION: Travel Orders Issued in Sections

TO: Civ Historical : SUGGESTION NO. 182

Subject suggestion is transmitted herewith for your investigation, appropriate action and report. Return of completed report, in duplicate, and enclosures within 15 days of this date is requested.

EXEC. SECY., EMPLOYEE SUGGESTION COMMITTEE : DATE
W. M. ... : 27 March 1951

- | | |
|---|---|
| <p>1. Is the basic idea expressed in this suggestion: <input type="checkbox"/> Usable?
 <input type="checkbox"/> Already in effect? <input type="checkbox"/> A new idea at this activity? <input type="checkbox"/> Impractical? <input type="checkbox"/> In partial effect?</p> | <p>: Answer one of the following statements in space provided under comments:
 1. If suggestion is not recommended for adoption, give reasons for rejecting the proposal. <input type="checkbox"/></p> |
| <p>2. If in partial effect, are there ideas contained in this suggestion which would add further improvements? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> | <p>: 2. If idea is not in full operation, give action to be taken to effect full utilization of the idea. <input type="checkbox"/></p> |
| <p>3. Is (adoption) or (continued operation) of the basic idea recommended? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> | <p>: 3. If suggestion is not in operation, but recommended for adoption, state action taken toward effectation, scheduled date of placement into operation, and estimated annual savings, benefits to morale, health, safety, etc. <input type="checkbox"/></p> |
| <p>4. If already in effect, who originated it? _____
 When? _____</p> | <p>: 4. If idea is in operation, give estimated annual savings, benefits to morale, health, safety, etc., and date placed into operation. <input type="checkbox"/></p> |

COMMENTS:

USE REVERSE SIDE FOR ADDITIONAL COMMENT

Signature of investigator : Date : Approved by Section Head : Date

nd 43

EMPLOYEE SUGGESTION INVESTIGATION AND PROGRESS REPORT

SUGGESTION:

Travel Orders Issued in Sections

TO:

Civ Historical

: SUGGESTION NO.

182

Subject suggestion is transmitted herewith for your investigation, appropriate action and report. Return of completed report, in duplicate, and enclosures within 15 days of this date is requested.

EXEC. SECY., EMPLOYEE SUGGESTION COMMITTEE

: DATE

27 March 1951

1. Is the basic idea expressed in this suggestion: Usable? Already in effect? A new idea at this activity? Impractical? In partial effect? : answer one of the following statements in space provided under comments:
: 1. If suggestion is not recommended for adoption, give reasons for rejecting the proposal.
2. If in partial effect, are there ideas contained in this suggestion which would add further improvements? Yes No : 2. If idea is not in full operation, give action to be taken to effect full utilization of the idea.
3. Is (adoption) or (continued operation) of the basic idea recommended? Yes No : 3. If suggestion is not in operation, but recommended for adoption, state action taken toward effecting, scheduled date of placement into operation, and estimated annual savings, benefits to morale, health, safety, etc.
4. If already in effect, who originated it? _____ : 4. If idea is in operation, give estimated annual savings, benefits to morale, health, safety, etc., and date placed into operation.
- When? _____

COMMENTS:

USE REVERSE SIDE FOR ADDITIONAL COMMENT

Signature of investigator

: Date

: Approved by Section Head : Date

and #33

FILE INDEX SHEET

AG file No.: 230

Subject C/N: Civilian Personnel

Transferred to: Exex. Safe (Secret)

Subject: Submission of Monthly Airlift Allocation
Requirements from ZI to the FEC

Date: 27 March 1951

Request to Sell Property

Fred R. Methered G-1
GS-12, CHS CHQ Thru: CHS

24 March 1961

1. For provisions of SEAP Circular No. 20, 29 November 1960, Section XIV, paragraph 29, undersigned requests that permission be granted his wife, Aiko Methered, to engage in trade for the purpose of selling house, owned by her prior to registration of marriage, and any part of furnishings desired by the purchaser. The house is located at 573 Chofu Chideri-cho, Ota-ku, Tokyo-to, and price asked is \$4,500 in convertible yen, plus the Japanese Government tax charges and sums agreed upon for furniture, the latter not to exceed \$750.00.

----- Fred R. Methered -----

From: CHS

To: G-1

Capt. Beard 26-7136
24 March 1961

2. Recommend approval.

----- H. C. C. -----

Admin. Copy

(42)



From: G-1 To: Hq Comdt (Attn Staff JA) Date: 22 Mar 51
 Thru: CBS

3 Noted.

5 Incls
n/c

----- W. A. B. -----

*Method
Delinquency Report*

(41)

CHS - CHS - SCAP

ROUTING SLIP

Date MAR 22 1951

M/C Log No. 42

To	Initial	For
Chief	2	Action
Special Assistant	3	Comment/Concur
Exec. Off.	1	Note-Return
Admin.	1	Dispatch
Personnel		Info
Library Div.		File
Spec. Proj. Br.		Initials
Pol-Soc. Aff. Div.		Signature
Economic Div.		Suspense Slip
		To Library

Remarks:

To be sent to Hq Cndt.

(Adm. #2 - Revised 22 May 50)

CHS -- GHQ -- SCA

ROUTING SLIP

Date MAR 22 1951

M/C Log No. 4

To	Initial For	
Chief	2 OK	Action
Special Assistant	3 OK	Comment/Concur.
Exec. Off.	1 X	Note-return
Admin.	5 X	Dispatch
Personnel	4 X	Info
Library Div.		File (104) 46
Spec. Proj. Br.		Initials
Pol-Soc. Aff. Div.		Signature
Economic Div.		Suspense Slip
		To Library

Remarks:

To be forwarded to Hq Cmbdt.

Col Graham/mm
26-6151

Report of Delinquency

G-1

Hq Comdt (Attn Staff JA)
Thru: GHS

21 Mar 51

- 1
1. Recommendation contained in 1st Ind, GHS to G-1, 20 Mar 51, that Mr. Pollard be suspended from duty and pay for a period of two hours is approved. Implementation of the suspension will be effected by CPS to whom these papers should be forwarded.
 2. No further action is required.

2 Incls

1. Ltr fr Hq & Sv Comd, 13 Mar 51, w/Rpt of Del-POLLARD, Melvin
2. G-1 ltr to GHS, 17 Mar 51, w/1st Ind, 20 Mar 51

----- W. A. B. -----



AG 253.94 (20 Mar 51) OHS 1st Ind

CIVIL HISTORICAL SECTION, GENERAL HEADQUARTERS, SUPREME COMMANDER FOR THE ALLIED POWERS, 20 March 1951.

TO: Assistant Chief of Staff, G-1, General Headquarters, Far East Command, APO 500

1. Action required by basic communication has been accomplished. Mr. Pollard made no official comment. It is recommended that he be suspended from his duties for a period of two hours without pay.

1 Incl
n/c

NORMAN C. CAUM
Colonel, Infantry
Chief of Section

*Malcolm
Pollard*

Admin

CHS - Q - SCAP

ROUTING SLIP

DATE MAR 19 1951

Date _____
M/C Log No. 10

To	Initial	For
Chief	<u>2</u>	Action
Special Assistant	<u>3</u>	Comment/Concur
Exec. Off.	<u>1</u>	Note-return
Admin.	<u>4</u>	Dispatch
Personnel		Info
Library Div.		File <u>✓</u>
Spec. Proj. Br.		Initials
Pol-Soc. Aff. Div.		Signature
Economic Div.		Suspense Slip
		To Library

Remarks:

(Adm. #2 - Revised 22 May 50)

GENERAL HEADQUARTERS
FAR EAST COMMAND
OFFICE OF THE ASSISTANT CHIEF OF STAFF, G-1
APO 500

AG 253.94 (17 Mar 51)GA

17 March 1951

SUBJECT: Report of Delinquency.

TO : Chief, Civil Historical Section
General Headquarters
Supreme Commander for the Allied Powers
APO 500

1. The attached report of delinquency of a civilian employee on duty with your Staff Section calls for investigation and action.

2. This action requires that addressee personally read the pertinent facts to the individual named in the report and obtain his oral explanation provided he does not object. If this is the first offense of this individual and the offense is a minor one, the case may be closed by a warning and oral administrative admonition, and report to that effect by indorsement hereon. If it is a second offense or is a case that requires disciplinary action, the facts will be reported by indorsement with recommended action.

W. A. BEIDERLINDEN
Major General, GSC
Asst Chief of Staff, G-1

1 Incl
Ltr fr HQ & Sv. Comd,
13 Mar 51; w/ rpt of
Del-POLLARD, Melvin

REPORT OF ARREST -DELINQUENCY- INCIDENT					CASE NO.
STRIKE OUT WORDS NOT APPLICABLE					
UNIT Office of the Provost Marshal		LOCATION Tokyo, APO 500		RECORD OF ARREST NO.	
TO: Commanding General, Hq & Svc Comd GHQ FRC		AP0 500		DATE 8 March 1951	
LAST NAME-FIRST NAME-MIDDLE INITIAL POLLARD, MELVIN			ARMY SERIAL NO.		GRADE Civilian (GS-12)
ORGANIZATION CHS GHQ SCAP			POST, CAMP, OR STATION Hq & Svc Comd GHQ APO 500		
DATE OF ARREST 7 March 1951	TIME 1326 hrs	PLACE OF ARREST OR INCIDENT Intersection of Ginza St & St. Lukas Ave		ADDRESS OF ARREST	
RACE	COLOR OF EYES	COLOR OF HAIR	COMPLEXION	HEIGHT	WEIGHT
HOW DRESSED			CONDITION OF CLOTHING		CHECK ONE OF THE FOLLOWING <input type="checkbox"/> SURRENDERED TO MILITARY POLICE <input type="checkbox"/> SURRENDERED TO CIVIL AUTHORITIES <input type="checkbox"/> APPREHENDED BY MILITARY POLICE <input type="checkbox"/> APPREHENDED BY CIVIL AUTHORITIES
UNDER INFLUENCE OF LIQUOR (Remarks, if any) <input type="checkbox"/> YES <input type="checkbox"/> NO					
OFFENSE OR INCIDENT Violation of Par 10d(4), Adm Memo #58, Hq & Sv Cpt GHQ FRC, dtd 6 Aug 49:					
DESCRIPTION OF OFFENSE OR INCIDENT (Use reverse side if necessary) Vehicle lic no 1-4091, Ford sedan, black, registered to Melvin POLLARD, civilian, was parked in crosswalk. 17 Nov 47 - Speeding 40 in 25 mph zone. Previous Offenses: 10 Jun 49 - Traf Viol - failure to renew lic plates. (DR). 17 Jan 50 - Traf Viol - parked on sidewalk. (Courtesy Ticket issued).					
NAMES OF ARRESTING MILITARY (Or Civil) POLICE					
NAME (Last, first, middle initial)		GRADE	SERIAL NO.	ORGANIZATION	
WITNESSES					
NAME (Last, first, middle initial)		GRADE OR TITLE	SERIAL NO.	ORGANIZATION OR ADDRESS	
Veninger, William E.		Opl	RE53009061	Co C 720th MP Bn APO 500	
Goedders, Gerald J.		Opl	RA16284372	Co B 720th MP Bn APO 500	
DISPOSITION OF OFFENDER (Including date and time)			REMARKS		
Offender was not present.					
EVIDENCE (Give complete description and disposition)				RIGHT THUMB	
ENCLOSURES (//) 3 - CG Hq & Svc Comd GHQ					
DISTRIBUTION (See Sec. VI, WD Cir. 140, 1945) 1 - PH GHQ FRC					
SIGNATURE OF REPORTING OFFICER <i>Joe Kolesar</i> JOE KOLASAR			ORGANIZATION Opns Officer		
GRADE Major Armer					

DESCRIPTION OF INJURIES NOTED AT TIME OF ARREST

[Faint, illegible text describing injuries]

DESCRIPTION OF OFFENSE OR INCIDENT (Continued)

[Faint, illegible text describing the offense or incident]

[Faint, illegible text, possibly containing a signature or additional details]

INSTRUCTIONS FOR USE OF FORM

1. This form will be used to report all arrests, delinquencies, or incidents.
2. Full particulars in the case, including names and addresses of all persons involved and all witnesses, including their statements if available, will be forwarded with this report. It is of the **UTMOST IMPORTANCE** that the interests of the United States be protected in all cases where personal injury is a factor and in all cases wherein Government vehicles or equipment are involved.
3. Reports of disciplinary action taken will or will not be requested in accordance with existing instructions.
4. Forwarding of the report will conform to prescribed policies.

1500 hours 13 March 1951 - 18 March 1951

GENERAL HEADQUARTERS
 FAR EAST COMMAND
 APO 500

CHS

AG 510 (8 Mar 51)GA

8 March 1951

SUBJECT: Travel of Dependents Within the United States Upon Return From
 the Far East Command

TO: Commanding General, Eighth Army, APO 301
 Commanding General, Japan Logistical Command, APO 343
 Commanding General, Marianas-Bonins Command, APO 246
 Commanding General, Ryukyus Command, APO 331
 Commanding General, Headquarters and Service Command,
 General Headquarters, Far East Command, APO 500
 Commander, United States Naval Forces, Far East, Navy No. 1165
 Commanding General, Far East Air Forces, APO 925
 Commanding General, Philippines Command (Air Force), APO 74

1. It has come to the attention of this Headquarters that many dependents are arriving at West Coast ports in the United States under the mistaken impression that they are entitled to transportation to their ultimate destination in the zone of interior via air at government expense. Travel of dependents at government expense within the zone of interior, including those traveling under Project "Bluewood", is limited to land transportation only.

2. Dependents may, if they desire, make their own arrangements for air travel within the zone of interior with a commercial air line. Upon completion of travel via this means to their ultimate destination in the United States, they may claim reimbursement on a mileage basis for the cost equal to land transportation under the provisions of appropriate fiscal and travel regulations.

3. If air travel is desired within the zone of interior, arrangements can be made and tickets purchased at offices of commercial air lines serving the zone of interior before the dependent leaves the Far East Command. When purchasing such onward transportation from the West Coast from one of these overseas ticket offices, upon presentation of proper evidence that such onward transportation involves a part of international travel, e.g. a copy of the individual's travel orders, purchase may be made at the full zone of interior rate without the payment of the normal 15% federal transportation tax.

4. While traveling from the Far East Command to the West Coast by aircraft under the operational control of Military Air Transport Service, personnel are normally limited to 65 pounds of baggage. However, under provisions of Circular No. 41, General Headquarters, Far East Command, 12 August 1949, each dependent, regardless of age or sex may be authorized as much as 100 pounds of baggage. On the other hand, the normal allowance of baggage for each passenger two or more years of age traveling within the United States via commercial airline is only 55 pounds. For each pound of excess over this allowance the average charge is one half of

AG 510 (8 Mar 51) GA

Subj: Travel of Dependents Within the United States Upon Return From
the Far East Command, 8 March 1951

one percent of the full-ticket fare. This difference in weight allowance between travel by Military Air Transport Service aircraft and commercial airlines should be made clear to all dependents departing the Far East Command in order to save embarrassment and inconvenience on the part of all concerned.

5. It is desired that this information be given wide dissemination. In addition, a copy of this letter will be furnished each dependent traveling to the zone of interior by air.

BY COMMAND OF GENERAL MacARTHUR:

K B Bush

K. B. BUSH

Brigadier General, USA
Adjutant General

Copies furnished:

DEPT R W SHDC

DEPT F WASHDC

DEPTN V W SHDC

CG SEPE SEATTLE WASH

CG SFPE SAN FRANCISCO CALIF

CG TR.VP.C TRAVIS AFB CALIF

CG ARMY SIX PRESIDIO SFR.N CALIF

CG 1503d ATW, MTS, APO 226

CG 2143d AIR WEATHER WING, APO 925



CHS - Q - SCAP

ROUTING SLIP

Date MAR 9 1951

M/C Log No. 38

To	Initial	For
Chief	2	Action
Special Assistant	5	Comment/Concur
Exec. Off.	1	Note-return
Admin.	5	Dispatch
Personnel	4	Info
Library Div.		File
Spec. Proj. Br.		Initials
Pol-Soc. Aff. Div.		Signature
Economic Div.		Suspense Slip
		To Library

Remarks:

(Adm. #2 - Revised 22 May 50)

GENERAL HEADQUARTERS
FAR EAST COMMAND

CHECK SHFET

Mr. White 57-8755

(Do not remove from attached sheets)

File No: _____ Subject: Performance Appraisal and Rating
Program - Civilian Employees

From: CPS

To: All Staff Sections
GHQ SCAP & FEC
Hq & Sv Command

Date: 25 Jan 1951

1. Effective 29 December 1950, the civilian employee Efficiency Rating system was superseded by the Performance Appraisal program promulgated by the Department of Army pursuant to the Performance Rating Act of 1950 (Public Law 873, 81st Congress).

2. Pending issuance of a formal publication on the subject, the attached advance material from the Department of Army is forwarded in order that chiefs of sections and supervisors may acquaint themselves with the new program and take such action as is immediately required.

3. The program is summarized, briefly, as follows: a. Only three adjective ratings are used, "Satisfactory," "Outstanding," and "Unsatisfactory." It is expected that the bulk of employees will be rated "Satisfactory"; the recommended rating of "Outstanding" must meet certain criteria, must be supported in writing, and the supervisor must be prepared to justify his recommendation in person if so requested by the Performance Rating Committee; certain safeguards, including a warning letter, are required to insure that the rating of "Unsatisfactory" is carefully weighed.

b. No rating form is used.

c. Retention credits for reduction-in-force purposes are accorded as follows: "Outstanding", 5 credits; "Satisfactory", 1 credit; "Unsatisfactory"; no credits.

d. The first rating an employee receives in any position is an entrance rating which is assigned by the Civilian Personnel Section. In all cases, entrance ratings will be "Satisfactory."

e. An employee's performance will be appraised and a performance rating given as of the last day of the 6th complete calendar month after he has been assigned an entrance rating, and thereafter as of the last day of the 12th complete calendar month after the due date of the last official performance rating.

f. The Civilian Personnel Section will provide each staff section, monthly, a list of employees due to be appraised and rated as of the last day of each month. The section chief is responsible for notifying appropriate supervisors that appraisals are due.

g. The chief of section is responsible for (1) assuring that all supervisors under his jurisdiction are properly trained, (2) taking appropriate action to meet the requirements of the regulations, (3) approving supervisors' recommendations for ratings of "Unsatisfactory," and (4) reviewing requests from supervisors for the award of "Outstanding" ratings and forwarding such recommendations as are concurred in to the Performance Rating Committee.

h. The immediate supervisor is responsible for determining the performance requirements of the job and discussion of the requirements with the employee not later than 30 days after the employee enters a new position, and for action required by paragraph 6 below.

i. The immediate supervisor is responsible for (1) making an appraisal of the employee's performance compared to the performance requirements as established in accordance with preceding paragraph g, (2) assigning the rating of "Satisfactory" by verbal discussion with the employee and appropriate notation on the Employee Record Card (WD Form 80), and (3) making recommendations, in writing, to the chief of section for assignment of ratings of "Outstanding" and "Unsatisfactory." The rating of "Satisfactory" is not further reviewed after assignment by the supervisor unless the rating is appealed by the employee.

j. Employees have the right to appeal ratings of "Satisfactory" and "Unsatisfactory." "Satisfactory" ratings may be appealed to either the GHQ Performance Rating Committee or to the Performance Rating Board of Review, Civil Service Commission, Washington, D. C., but not to both. "Unsatisfactory" ratings may be appealed first to a GHQ Grievance Committee and then to the Board of Review in Washington. Appeals must be initiated not less than 30 days from date the employee is notified of his rating.

k. The GHQ Performance Rating Committee will approve or disapprove recommendations for the award of "Outstanding" ratings and will reappraise "Satisfactory" ratings when so requested by the employee.

4. For the interim period between 29 December 50 and the first entrance or performance rating given an employee, the following apply:

a. For purposes of step increases and assignment to reduction-in-force subgroups, all employees who have efficiency ratings of "Good," "Very Good," and "Excellent" are accorded, by the Civilian Personnel Section, an official interim rating (as distinguished from the official entrance rating received upon entering a new position) of "Satisfactory." This rating will remain in effect until the employee is given either an official entrance or performance rating under the new program.

b. Employees who have efficiency ratings of "Fair" are considered as having no rating until given either an entrance or performance rating; such employees are not eligible for step increases until rated "Satisfactory" or better.

c. Employees who have efficiency ratings of "Unsatisfactory" are considered as unsatisfactory under the new regulations; adverse actions in process under the efficiency rating system will be continued.

d. Any employee whose performance is presently unacceptable will be given immediately a warning letter by the section to which assigned, a copy of which will be forwarded to the Civilian Personnel Section; official performance rating will then be given three months from date of the employee's receipt of the warning letter.

5. In converting from the efficiency rating system to the performance rating program, due dates for performance ratings will be based on the date of the employee's last official efficiency rating unless he has been accorded an entrance rating under the new program.

6. Performance requirements will be clarified through discussions with employees presently on the rolls at the earliest possible date, but in any event prior to 31 March 51. As of 31 March 51, all employees who have not been given an official entrance or performance rating under the new program will be given an official performance rating.

7. It is requested that supervisors be furnished copies of this check-note and attached material in order that they may take immediate action to comply with the provisions thereof. It is further requested that all employees in your section be apprised of the new program.

1 Incl
DA CPPL 17-50

fcw
R. H. C.

CIVILIAN PERSONNEL AND PAYROLL LETTER NO. 17-50

PERFORMANCE APPRAISAL
PROGRAM

Department of the Army
Civilian Personnel Division
Office of the Secretary
Washington 25, D. C.

DEPARTMENT OF THE ARMY
CIVILIAN PERSONNEL DIVISION
OFFICE OF THE SECRETARY
WASHINGTON 25, D. C.

15 December 1950

CIVILIAN PERSONNEL AND PAYROLL LETTER NO. 17-50

1. Transmitted herewith are the following materials for the use of all echelons in installing the Performance Appraisal Program.
 - a. proposed regulatory materials on performance appraisal as submitted to the Civil Service Commission.
 - b. check list of actions to be taken by civilian personnel officers.
 - c. suggested outline for discussion with supervisors.
 - d. suggested notice to employees.
2. The regulatory materials pertaining to appeals are not included in this advance copy. These sections will be included in the printed regulation to be distributed through normal distribution channels as soon as printing is completed, presumably early in January of 1951.
3. The check list for use of civilian personnel offices indicates actions which must be or are recommended to be taken on or before 29 December 1950, during the interim period 29 December 1950 through 31 March 1951, and actions to be taken on a continuing basis. To assure that supervisors and employees will be informed of the provisions of the new performance appraisal plan which replaces the efficiency rating system in the Department of the Army, it is suggested that each supervisor be scheduled to participate in a discussion of the new plan. It is further recommended that the proposed discussion outline or a summary thereof be reproduced and given to supervisors either prior or immediately following the discussion. After such discussion has been held, it is recommended that a notice, setting forth the general provisions of the plan, be given general posting and distribution throughout each installation, and that supervisors be encouraged to answer employee questions concerning the new plan.

BY AUTHORITY OF THE SECRETARY OF THE ARMY:

- 4 Attachments
 1. Proposed regulatory materials on performance appraisal
 2. Check list
 3. Suggested Outline
 4. Suggested Notice to Employees

/s/A. H. Onthank
A. H. ONTHANK
Director of Civilian Personnel

ATTACHMENT NO. 1

DEPARTMENT OF THE ARMY
Washington 25, D. C.
29 December 1950

FOREWORD

1. Transmitted herewith are advance instructions for the installation of the Army Establishment Performance Appraisal Program pursuant to the Performance Rating Act of 1950. These instructions are for preliminary review and training purposes.

2. Effective 29 December 1950, instructions concerning efficiency ratings as provided in CFR E1 are superseded and ratings made pursuant thereto are cancelled, except as provided in paragraph 8c.

3. The commanding officer is responsible for the effective application of this performance appraisal and improvement method to the end that:

a. The work force is more effectively developed and utilized through appraisal of strengths and weaknesses as compared to requirements and through planned action to improve the performance and utilization of employees.

b. The appraisal plan becomes an integral part of the commander's more comprehensive activities for the development of an effective work force.

4. Every effort has been made to keep procedural methods simple and to keep records to a minimum so that time and effort can be concentrated on the objectives rather than on the mechanics of the program. No rating forms are used. Only three adjective ratings are used: "Satisfactory," "Outstanding," and "Unsatisfactory." The rating of "Satisfactory" is not reviewed unless the employee appeals. After the entrance rating has been recorded, no further entry is made in the personnel office records unless a rating of other than "Satisfactory" is given.

5. Under the new regulation, the supervisor is made completely responsible for the rating of "Satisfactory." His rating is reviewed only upon request by the employee. The few ratings other than "Satisfactory" are very carefully considered and are approved above the supervisory level because they affect other parts of the organization and involve major benefits and penalties.

6. There are four basic steps in carrying out these regulations:

a. Requirements. Requirements for satisfactory performance are developed and discussed with employees to give them guidance as to how to perform satisfactorily.

b. Appraisal. Actual performance is observed and evaluated to determine the adequate, strong or weak aspects of employee performance and the reasons for strong or weak points.

c. Planning. Plans for improvement of employees to overcome weak aspects of performance and for best utilization of strong aspects are developed

on the basis of the appraisal. Other parts of the employee utilization program contribute to the execution of these plans.

d. Rating. Evaluations of performance are made on the basis of the appraisal to advise the employee of his official standing and for use as the basis of administrative action as required by law.

7. Upon approval by the Department of the Army and the Civil Service Commission, organizations within the Army Establishment now operating standards of performance programs pursuant to the principles set forth in Civilian Personnel Pamphlet No. 29, Standards of Performance, 10 June 1948, will continue such programs provided that they comply fully with the Performance Rating Act of 1950 and Civil Service Regulations issued pursuant thereto.

8. The following instructions will govern during the interim period after 28 December 1950, the date of cancellation of ratings made pursuant to CPR E1, Efficiency Ratings, and until ratings under these regulations are provided for all employees.

a. For purposes of step increases and of assigning of employees to reduction-in-force subgroups, all employees who have efficiency ratings of "Good," "Very Good" and "Excellent" under CPR E1 will be accorded an official interim rating of "Satisfactory." This rating will be recorded on the Service Record Card, WD AGO form 76A. Pursuant to these instructions, Classification Act employees with ratings of "Satisfactory" will be eligible for step increases and all "Satisfactory" employees will be continued in reduction-in-force subgroups 1 and 2 as preference eligibles and non-preference eligibles respectively. There is no automatic relationship between performance ratings and step increases for Wage Board employees.

b. Employees with efficiency ratings of "Fair" under CPR E1 will be considered as having no ratings until given either entrance or performance ratings under CPR P4. No entry will be made on the Service Record Card until the employee is rated under CPR P4. Such employees will be continued in reduction-in-force subgroups 3 and 4 as preference eligibles and non-preference eligibles respectively and will not be eligible for step increases until rated as "Satisfactory" or better under CPR P4. Service Record Cards, WD AGO form 76A, for such employees will be flagged to prevent processing of step rate increases. Actions to reduce employees in the pay steps of a grade on the basis of "Fair" ratings given under CPR E1 will be either completed by 28 December or dropped.

c. Employees with efficiency ratings of "Unsatisfactory" under CPR E1 will be considered as "Unsatisfactory" under CPR P4. This rating will not be further recorded. Employees with ratings of "Unsatisfactory" will be continued in reduction-in-force subgroups 3 and 4 as preference eligibles and non-preference eligibles respectively and will not be eligible for step ^{rate} increases until rated as "Satisfactory" or better under CPR P4. Service Record Cards of these employees will be flagged to prevent processing of step rate increases. Employees who would ordinarily be given the rating of "Unsatisfactory" may be re-assigned, changed to lower grade or removed pursuant to the provisions of parts 8, 9 and 22 and any citations of CPR E1 as authority will be amended accordingly.

d. Any employee whose performance is unacceptable at the time these regulations are installed will be given a warning letter, as prescribed in these regulations, so as to satisfy the warning requirement before 31 March 1951. Warning letters issued before 29 December under CPR E1 will be valid for ratings after 29 December under CPR P4 if they specified a warning period of ninety days or more. If the period specified was less than ninety days, new letters must be issued. These may be issued before 29 December if desired.

e. Employees will be given official entrance ratings on and after 29 December 1950 as provided in these regulations.

f. As of 31 March 1951, all employees who have not been given either an official entrance or performance rating under CPR P4 will be given an official performance rating. These ratings will continue until superseded by a regular anniversary rating.

g. Due dates for performance ratings will be fixed pursuant to instructions in CPR P4 and will be based on the date of the last official rating accorded under CPR E1 unless the employee has been accorded an entrance rating under CPR P4 as differentiated from the interim rating accorded on 29 December. For example:

- (1) An employee who was given an official efficiency rating as of 30 June 1950, who has not changed jobs and who does not change jobs will be given an interim rating as of 29 December, be given a performance rating as of 31 March 1951, be given a performance rating as of 30 June 1951 and be given further performance rating as of 30 June 1952.
- (2) An employee who was given an official efficiency rating as of 28 February 1950, who has not changed jobs and who does not change jobs will be given an interim rating as of 29 December, an official performance rating as of 28 February 1951 and a further performance rating as of 28 February 1952. He will not be rated as of 31 March 1951.
- (3) An employee who changes jobs on 15 January 1951 will have had an interim rating as of 29 December and will be given an official entrance rating as of 15 January 1951, a six-months official performance rating as of 31 July 1951 and a further performance rating as of 31 July 1952. He will not be rated as of 31 March 1951.

h. The personnel office will furnish each division (or organizational unit of similar level) monthly with a list of employees due ratings during the month. Division chiefs will be responsible for notifying supervisors on the basis of these lists.

i. No retention credits will be given for efficiency or performance ratings in connection with reductions in force effective after 28 December 1950 and until all employees affected have official ratings under the new plan. Retention credits will then be accorded all employees on the following basis: