(The Form 317 File)

Article 63. The Form 317, "Notice of Transfer of a Member", which is required to be prepared and forwarded by Company Commanders under the provisions of paragraph 4 of Article 40, shall be filed, when received by Chief of Finance, in alphabetical (AIUEO) order.

2. In order that Chief of Finance, General Group Headquarters, may install a complete and up-to-date alphabetical roster, Company Commander shall prepare and forward this form for each official, under this command (for pay purposes), to reach Chief of Finance, General Group Headquarters, at a date not later than the date prescribed in paragraph 3 of the Supplementary Provisions hereof. The form shall be forwarded even though actual transfers are not involved, as the purpose of the form, at this time, is to make the initial installation of the alphabetical roster.

(The Individual Pay File)

Article 64. The Chief of Finance, General Group Headquarters, shall prepare, for each individual uniformed member of the NPR, a File Folder. This folder shall be inscribed with the Serial Number and Name of the official.

2. The folders shall be filed in NUMERICAL SEQUENCE by SERIAL NUMBERS.

3. Into this folder shall be placed all the forms, authorizations, notices, special orders, etc., affecting the personal history and the pay and allowances of the individual. In it shall also be placed all paybook which have been turned in under the provisions of this regulation, all receipts for remittances, and any other miscellaneous documents related to pay and allowances.

(The Locator System)

Article 65. The files prescribed in the preceding three articles will constitute the General Group Headquarters Personnel Locator System; i.e. by the use of these files, it shall be possible to locate immediately the station of any uniformed member of the NPR. As provided by the said three articles, the files are arranged by:

a. Alphabetical Order (Form 317)

b. Numerical Sequence (Individual Pay File)

c. Organizational Units (Master Pay Record Cards)

2. Meticulously careful maintenance of these files is mandatory for an efficient locator system. Similarly, accurate preparation and prompt dispatch of the "Notice of Transfer" by Company Commanders is highly essential.

(The Extract of Paybook)

Article 66. Procedures for the separate posting to the Form 301, "Paybook" and the Form 316, "Master Pay Record Card", provide that such posting will be made from identical sources; i.e. Forms 300, 302, 307, etc. The two records, therefore, should be in absolute agreement. However, there may be instances, due to misrouting of forms or loss thereof in transit, etc.--- where there will be discrepancies. In such instances, the Chief of Finance, General Group Headquarters, will bring the two records (Paybook and Master Pay Record Card) into agreement by use of the Form 313, "Extract of Paybook".

2. This form shall be prepared by the Unit Pay Representative, upon the oral or written request of the Chief of Finance, General Group Headquarters. The form provides for an extract of payroll detail for a given period, to be taken from the Paybook.

3. Upon receipt of the "Extract of Paybook", the Chief of Finance, General Group Headquarters, will initiate any corrective action indicated.

Section 4. Special Provisions

(Special Income Tax Reports)

Article 67. The Unit Pay Representative shall collect from police officials who have been employed elsewhere than the NPR during the course of the taxable year, the "Notice of Income Tax Withholding", issued to such police official by previous employers. He shall enter the details of such withhold tax in the appropriate section of the paybook, for use in making the year-end tax adjustment, and shall then return the Notice to the police official.

2. In accordance with the provisions of NPR GGHQ FIN No. 88, 28 April 1951:

a. The Unit Pay Representative, upon completing the year-end adjustment of income tax, shall prepare, from the appropriate section of the Paybook, the "Notice of Income Tax Withholding", Reports Control No. GG130-2, in three (3) copies, one of which shall be delivered to the police official concerned. The other two copies shall be forwarded to the Chief of Finance General Group Headquarters, for further processing under the provisions of the Income Tax Law.

b. The Unit Pay Representative shall also prepare a "Summary of Individual Withholding Statements", Reports Control #GG103-3, in three (3) copies, two of which shall be forwarded to Chief of Finance, General Group Headquarters, for further processing.

(Special Salary Reports)

Article 68. In accordance with the publication cited in the preceding sub-paragraph, Unit Pay Representatives in co-ordination with Chief and Partial Advanced Funds Accounting Officers shall prepare once each year a "Report on Payment of Pay and Allowances", Reports Control No. GG130-4, in three (3) copies. One copy of this form shall be submitted by the 10th of February to the mayors of cities or heads of wards or villages, as applicable, where the police official is stationed.

2. A police official's station as prescribed above shall mean his station on 1 January, as follows:

a. If billeted in an NPR Camp, then the legal address of such camp.

b. If not billeted in an NPR Camp, then the legal address of his place of residence.

3. The remaining two (2) copies of the report shall be dispatched to the Chief of Finance, General Group Headquarters, for further processing in accordance with applicable laws and ordinances.

Section 5. Forms and Instructions

(Detailed Instructions for Use of Forms)

Article 69. The forms (Japanese only) prescribed by this regulation, together with detailed instructions (Japanese and English) for their use, will be found in Inclosure No. 1.

Supplementary Provisions

1. The effective date of this regulation is 1 October, 1951.

2. In issuing the revised Form 301, Paybook, as prescribed by this regulation, Unit Pay Representative shall transcribe from the old paybooks to the revised paybook the detailed record of payments made for the calendar year 1951 (beginning with the pay period 21 December 1950 to 20 January 1951). Old paybooks shall be forwarded to Chief of Finance, General Group Headquarters, when the transcription shall have been completed.

3. Company Commander will prepare Notices of Transfer of a Member as of 16 September, 1951 and will submit them to Chief Finance, GGHQ not later than 30 September,1951.

4. The provisions of NPR GGHQ PERS No. 153, 3 July 1951, Subject, "In-grade Salary Increase for NPR Personnel and Procedures for Implementation", -- are amended by the provisions of this regulation in the following respects:

a. The effective dates of ingrade salary increase are changed from the 21st day of March, June, September and December to the 16th day of March, June, September and December.

b. The effective date of ingrade salary increase for officers who became eligible for ingrade salary increase on 19 July, 3 August and 10 September 1951, -- is changed from 21 September 1951 to 16 September 1951.

c. The NPR Form No. 347, Paybook Change Order, is changed to NPR Form No. 307, Pay Rate Change Order.

5. Where there is any conflict between the provisions of this regulation, and the provisions of any previously published regulations or informal regulations or procedures, pertaining to salary and allowances, the provisions of this regulation will obtain.

END

1 Incl: Instructions and Distribution of Finance Forms.

DISTRIBUTION: "A"

/ns

Table No. 3 - Regulation Concerning Salary and Allowances
Schedule of New and Revused Payroll Forms

P3

TITLE OF FORM	NEW FORM NUMBER	PREVIOUS FORM NUMBER	TO BE PREPARED BY	RECOMMENDATIONS REQUIRED	APPROVALS REQUIRED	NO. OF COPIES TO BE PREPARED	DISTRIBUTION OF COPIES #1	#2	#3
Decleration of Loss of (Damage to) Paybook.	312	309	Police Official	Company Commander	Appropriate Higher Commander	2	Individual Pay File	Unit Pay Representative	---
Extract of Paybook	313	305	(a) Chief of Fin. GGHQ (b) Unit Pay Representative	---	---	1	Individual Pay File	---	---
Receipt For (Return) Payroll Funds	314	310 311	Unit Pay Representative	---	---	2	Official Disbursing or Returning Funds	Official Receiving Funds	---
Master Pay Record Card	316	326	Chief of Fin. GGHQ	---	---	1	Chief of Fin. GGHQ	---	---
Notice of Transfer of a Member	317	None	Company Commander of an Unit to which an Official is Transferred or Assigned.	---	---	1	Chief of Fin. GGHQ	---	---
Paybook Stock Record Card	318	None	Officials Authorized to handle Paybooks in Bulk	---	---	1	Official having Paybooks in Bulk	---	---

DECLASSIFIED E.O. 11652 SEC. 3(E) AND 5(D) OR (E) NND 7

TABLE NO. 3 - REGULATION CONCERNING
SALARY AND ALLOWANCES
SCHEDULE OF NEW AND REVISED PAYROLL FORMS

1

TITLE OF FORM	NEW FORM NUMBER	PREVIOUS FORM NUMBER	TO BE PREPARED BY	RECOMMENDATIONS REQUIRED	APPROVALS REQUIRED	NO. OF COPIES TO BE PREPARED	DISTRIBUTION OF COPIES #1	#2	#3
Initial Pay Data	300	300	(a) Police Official (b) Company Commander	---	Company Commander	3	Chief of Fin. GGHQ	Police Official	Unit Pay Representative
Logbook	301	301	Unit Pay Representative	---	---	1	Police Official	---	---
Payroll Voucher	302	302 (A-B-C)	Unit Pay Representative	---	---	3	Board of Audit	Chief of Fin. GGHQ	Unit Pay Representative
Summary of Payroll Voucher (s)	302-S	None	(a) Unit Pay Representative (b) Partial Advanced Funds Accounting Officer (c) Chief Advanced Funds Accounting Officer (d) Chief of Finance GGHQ	---	---	2	Chief of Fin. GGHQ	File - Person Preparing	---
Application For Family Deduction Under The Income Tax Law	303	362	Police Official	Company Commander	Regiment, Battalion or Camp Commander	2	Bureau Taxation	Individual Pay File	---
Application For Confirmation (or Change of Dependent Relatives	304	361	Police Official	Company Commander	Regiment, Battalion or Camp Commander	1	Individual Pay File	---	---

Inclosure No. 1.

DECLASSIFIED E.O. 11652 SEC. 3(E) AND 5(D) OR (E) NND

Table No. 3 - Regulation Concerning Salary and allowances
Schedule of New and Revised Payroll Forms

P2

TITLE OF FORM	NEW FORM NUMBER	PREVIOUS FORM NUMBER	TO BE PREPARED BY	RECOMMENDATIONS REQUIRED	APPROVAL REQUIRED	NO. OF COPIES TO BE PREPARED	DISTRIBUTION OF COPIES #1	#2	#3
Application For Authorization (Change or Stoppage) to Mess and Billet Separately	305	---	Police Official	Company Commander	Camp Commander	3	Individual Pay File	Police Official	Camp Commander
Pay Stoppage, Resumption, Deduction Order	306	None	Company Commander	---	Comapny Commander	2 (Additional)	Individual Pay File	Unit Pay Representative	(Additional - Company Commander of Assigned Unit)
Deily Rate Change Order	307	347	Company Commander		Company Commander	2	Individual Pay File	Police Official	(Additional - Company Commander of Assigned Unit)
Notice of Payroll Error	308	None	Official Detecting	---	Company Commander	3	Attached to Voucher on which error appears	Attached to Voucher on which error corrected.	Unit Pay Representative
Application For Interim Payment	309	None	Police Official	Company Commander	Company Commander or appropriate higher Commander	2	Individual Pay File	Representative	---
Receipt For Paybook	310	307	Unit Pay Representative	---	---	2	Individual Pay File	Unit Pay Representative	---
Receipt For Paybooks (Bulk)	311	325	Office authorized to issue Paybooks in Bulk	---	---	2	Issuing Official	Receiving Official	---

DECLASSIFIED E.O. 11652 SEC. 3(E) AND 5(D) OR (E) NND

INITAL PAY DATA
FORM 300

1. The purpose of this form is to provide information necessary to enable the Unit Pay Representative to prepare a paybook for new entrants into the NPR and also to enable the Chief of Finance, Pay and Allowance Section, GGHQ to open a Master Pay Record Card for the new official. It is prepared in three copies for each new entrant into the NPR and preparation will be the responsibility of the commanding officer of the first unit to which the new official is permanently assigned or attached.

2. Each form will be given a number by the Company Commander for identification purposes. Numbering will begin with #1 and the sequence of numbers will be continued through one calendar year. This number is shown in the upper right hand corner of the form.

3. Section "A" will be completed by the police official who will furnish the following information:

a. On the first line, he will print his name, date of birth and his NPR serial number; the serial number will be taken from his entrance orders.

b. On the second line, he will show:

1. His rank and step-in-grade as shown in his entrance orders.

2. The unit where he entered the NPR.

3. The date of entry into the NPR.

c. On the third line, he will show the unit to which assigned (Regiment, Battalion, Company, etc.), and the date of assignment as shown on his entrance or assignment orders.

d. On the fourth line, he will show his legal address.

e. On the fifth line, he will show his present address (if living off camp).

f. On the sixth line, he will show the name and relationship of the person to be notified in case of emergency.

g. On the seventh line, he will give the address of such person to be notified.

h. On the eighth line, he will give his address immediately before enlistment.

i. On the ninth line, he will give his address as of 1 January of the current year.

j. On the tenth line, he will state his occupation before entry into the NPR.

k. On the eleventh line, he will state his place of employment from 1 January of the current year to date of enlistment.

l. On the twelfth line, he will state the name and address of the above employer.

m. On the last line, he will certify as to the accuracy of the above statements by affixing his signature and "han" and the date of signature.

4. Section "B" of the form will be completed by the Company Commander. The three columns in this section disclose:

a. The description of the elements of salary, and the authorixation therefore.

b. The daily rates of such elements.

c. The effective date of the daily rates.

5. In making entries to these columns, the Company Commander will:

a. On the first line, cite the Special Order for the officials entrance, enter the daily rate of salary from the applicable table of daily rates, and enter the effective beginning date of salary.

b. On the second line, enter the number and date of the approved Form 304, the daily rate of dependent allowance from the applicable table, and the effective beginning date of such rate.

c. On the third and fourth lines, enter the number and dateof the approved Form 305, the daily rates and effective beginning dates of the mess allowance and billet allowance respectively.

d. On the fifth line, enter the "Gross Earning Rate" which is found by totalling the rates of a, b, and c above.

e. On the sixth line, enter the number and date of the approved Form 303; the daily rate of income tax deduction, from the applicable tables under the Income Tax Law; and the effective date of the Income Tax Deduction.

f. On the seventh line, enter the reference to daily rate and effective date of any deduction other than income tax. (At present time, there are no such deductions.)

g. On the eighth line, enter the "Gross Deduction Rate" which is found by totalling e and f above.

h. On the ninth line, enter the "Net Drawing Rate" which is found by subtracting the "Gross Deduction Rate" (g above) from the "Gross Earning Rate" (d above).

i. On the tenth line, enter the date of his signature and seal.

j. On the eleventh line, enter the designation of his unit (Company, Battalion, Regiment, etc.) and his signature and seal, together with his rank.

6. Section "B" records the posting action on this form by the Unit Pay Representative and Chief of Finance, GGHQ, viz:

a. On sub-section a, the Unit Pay Representative shows the date on which the entries from this form were made to the Paybook; and affixes his signature and seal.

b. On sub-section b, the Office of Chief of Finance, GGHQ, shows the date on which the entries from this form were made to the Master Pay Record Card; and the signature and seal of the official making the entry.

7. Company Commanders and Unit Pay Representatives shall note that the Net Drawing Rate, developed on this form, is the rate which includes all approved allowances. If all the allowances are not approved as of the date an official is first paid, then the subsequent approval of any allowances will NOT be handled on the Form 300; but will be processed as a Change in Daily Rate of Pay on the Form 307. There will also be different effective beginning dates for the various elements of pay on the Form 300, as of the date an official is first paid; i. e., the effective date of base pay may be the 1st day of the month, but the effective date of the mess and billet allowance may be the 10th day of the month. In this case, in calculating pay, the Unit Pay Representative must calculate and use the separate Net Drawing Rates for the varying dates, giving effect to applicable income tax deductions for the separate rates.

8. Distribution of Form 300:

a. First copy to GGHQ, Chief of Finance, attached to Payroll Vouchers on which first pay of official appears. After necessary checking, form will be filed in "Individual Pay File".

b. Second copy to individual official.

c. Third copy to Unit Pay Representative. (Chronological Sequence).

FORM 301

1. The purpose of this form is to provide the individual police official with a complete and up-to-date record of his pay.

2. It is prepared and posted by the Unit Pay Representative of the Unit to which the police official is assigned or attached for pay purposes, and will contain the following information:

a. Page One:

1. On lines 1 and 2, the serial number and name of the official receiving the new paybook will be entered.

2. Line 3 will show the date the paybook was issued.

3. On line 4, the title, signature, and seal of the Unit Pay Representative issuing the paybook will be entered.

b. Page Three:

1. On lines 1 through 6, entries will be transcribed from the corresponding entries on the "Initial Pay Data" (Form 300).

2. On lines 7 through 11, entries will be made showing detail of assignment, i.e., on each line will be entered the name of the unit to which the police official is assigned, the date and number of the special order assigning him to the new organization, and the signature and seal of the Commander of the Unit together with any pertinent remarks concerning the assignment.

3. On lines 12 through 14, will be entered information concerning rank and grade of salary, i.e., on each line will be entered the effective date of step increases, promotions and demotions, the new rank and salary grade and the signature and seal of the Commander of the Unit to which the police official is assigned or attached at the time of the action.

c. Page Four:

1. On lines 1 through 6 will be entered the details of the police officials dependents, on each line will be shown the name, relationship, date of birth, whether they live with the police official, the date they were approved as dependents for income allowance (Form 304), the date they were approved for income tax deduction (Form 303), the signature and seal of the Unit Commander of the unit to which the police official is assigned or attached when the dependents are approved and any remarks pertinent to the dependents.

2. On lines 7 through 11, entries will be made concerning residence of the police official outside the barracks; on each line entry will be made showing the camp where the official resided outside the barracks, the date of approval (Form 305) the type of quarters occupied (Government or Private), whether a charge is made for the quarters, the location, the signature and seal of the commander of the unit to which the police official is assigned, when approval is given to reside outside barracks, and any remarks pertinent to residing outside the barracks.

d. Page Five:

1. On lines 1 through 16, entries will be made for columns "A" through "K" from the corresponding entries on Form 300 (Initial Pay Data) for new entrants into the NPR, and from the corresponding entries on Form 307 (Daily Rate Change Order) for police officials other than new entrants.

2. Columns "L" and "M" will show the reason for entries (Order No. etc.) and the signature and seal of the Unit Pay Representative posting the line.

Pages Six; Seven and Eight:

1. In columns 1 and 2, the period for which payment is being made will be shown; this will normally start with the beginning of the regular pay period; however, for new entrants into the NPR the first period will start from their date of entrance into the NPR.

2. In column 3 will be shown the number of days for which the pay is calculated. Note that where different rates are payable during the pay period, (i.e., change of rate due to promotion, change in allowances, etc.) a separate line must be used to reflect the number of days at the separate net drawing rates.

3. In columns 4 and 5 will be shown the daily rate and amount of all the regular daily payments due the police official.

4. In columns 6 and 7 will appear the description and amount of any extra payments that are paid during the period; i.e., Year-end Allowances, etc.

5. In column 8 will be shown the gross earnings (total regular earnings (column 5) plus other earnings (column 7).

6. In column 9 through 14 shall be entered the details of payroll deductions.

7. In column 15 will be shown the total deductions (the sum of columns 10, 12, and 14).

8. Column 16 will show the amount paid the police official (col. 8 less col. 15).

9. In column 17 will be shown the date the pay was paid to the police official.

10. Columns 18 through 20, will show the voucher No, page and line No. the official was paid on.

11. In columns 21 and 22, will be shown the name of the unit and the signature and seal of the Unit Pay Representative, where payment was made.

f. Page nine:

1. On line 1 will appear the police official's address as of 1 January of the ourrent year.

2. On lines 2 through 4 will appear the amount of the police official's income since I January of the current year (col. A) and the amount of tax collected (col. B); before enlistment (line 3), and after enlistment (line 4(.

3. On line 5 (Col. B) will be entered the amount of tax that was overdeducted or underdeducted. This figure will be arrived at by applying the amount of tax withheld in column B against the amount of money earned (Col. A) in accordance with the simplified tax table. In the case of an overcollection the amount will be entered with a minus mark and for undercollection the entry will be made with a plus mark.

4. On line 6, column B, will be entered the amount of tax due the Government or due the police official. This will be determined by obtaining the sum of lines 3 and 4, column B and either adding or subtracting line 5, column B. If the amount is in favor of a police official, the total will be circled.

5. In column 3 will be shown the number of approved dependents for tax purposes as of 31 December of the current year, and the disposition of the amount listed on line 6, column B.

6. On line 7 will be entered any remarks pertinent to the year-end adjustment of income tax.

g. Page ten:

1. On line one will appear the effective date of discharge and the address where the police official may be reached after discharge.

2. On line 2 will appear the name of the organization where the police official was discharged and the type and reason of the discharge; i.e. "Honorable, Retirement, etc."

3. On lines 4 through 9 will be entered the amount (col. A), the date of payment (col. B), and the method of payment (col. C) for the type of final payments listed, as well as the signature and seal of the (Partial) Advanced Funds Accounting Officer making each payment.

FORM 302 - PAYROLL RECEIPT FOR PAYMENT (PAYROLL VOUCHER)

1. The Form 302 is the official form on which the calculation and payment of salary and allowances are recorded. It is prepared by the Unit Pay Representative in three copies.

2. Only one Payroll Voucher per month shall be used by the Unit Pay Representative, and on it shall be calculated and recorded all payments, both Regular and Interim which have been made during the calendar month.

3. The first page of the payroll voucher shall be used for interim payments only. Where no interim payments are made, the identification (top) section only of the page will be completed. The "working" section, lines 1 to 25, shall be left blank, and a line drawn diagonally from the upper left hand corner on line #1 to the lower right hand corner on line #25, with the word "None" inserted (i.e ---None---).

4. Instructions for the preparation of this form, in connection with Regular Payments, are stated as follows:

a. At the top of the form there shall be shown in the spaces provided:

1. The page number of the voucher and the total number of pages; i.e. "Page #2 of Five Pages", etc.

2. Whether or not the voucher page covers Regular Payment or Interim Payment. This will be shown by circling "Regular" or "Interim", whichever is applicable.

3. The designation (Company, Battalion, Regiment, etc. and Station) of the Unit being paid.

4. The pay period.

5. The certification of the Unit Pay Representative (selfexplanatory).

6. The audit performed at the various stages (Camp, Region or Service Group Headquarters., General Group Headquarters) . Each person auditing will affix his "han" in the space provided. If no audit is performed the "han" space will be left blank.

7. The voucher No.

b. In columns 1 to 5 inclusive will be shown the identification data with respect to the official being paid; i.e., name, serial No., Rank, Step-in-Grade, and Unit to which assigned.

c. In columns 6 and 7 will be shown the page No. and line No. in the official's Paybook, to which the pay shown on the Payroll Voucher has been posted.

d. In column 8 will be shown the number of days for which the pay is calculated. In connection with the "Number of Days" column, note that:

1. The total number of days in the pay period must be accounted for in the case of each official.

2. In certain cases (of Interim Pay) the number of days may be greater than the regular number of days in the pay period; i.e. where an official separates on the 20th day of the month and receives pay accrued to the day of separation (from the 16th of the preceding month to the 20th of the month - 35 or 36 days.).

3. Where different rates are payable during the pay period, (i.e. change of rate due to promotion change in allowances, etc.), a separate line must be used to reflect the number of dates at the separate net drawing rates. For this purpose, days "Not in Service" will be shown with a "ZERO" net drawing rate.

4. Separate lines will be used to record payroll adjustments and forfeitures, with no entry made in this column.

e. In columns 9 to 16 inclusive, will be shown the daily rates and amounts of each element of an official's ordinary pay.

f. In column 17 will be shown the Ordinary Gross Earning Rate (the sum of the rates in columns 9, 11, 13 and 15).

g. In cllumn 18 will be shown the total amount of Ordinary Earning (the Ordinary Gross Earning Rate (Col. 17) multiplied by the Number of Days (Col. 8) -- or the sum of the amounts in Columns 10, 12, 14 and 16).

h. In columns 19 and 20 will be shown the details and amounts of pays other than ordinary pays (i.e. Year-End Allowances, etc).

i. In column 21 will be shown the Gross Earnings (Total Ordinary Earnings (Col. 18) plus Other Pays (Col. 20)).

j. In column 22 through column 27 shall be entered the details of payroll deductions, with the Gross Amount of payroll deductions shown in Column 28.

k. In column 29 shall be shown the NET earnings (Gross Earnings (Col. 21) less Gross Deductions (Col. 28)).

l. In column 30, the date of payment shall be entered (i.e. the 21st day of the month for regular payment--other dates for interim payment, as applicable.).

m. In columns 31 and 32, the official receiving pay shall himself affix his signature and seal, at the time of actual payment.

n. In column 33 shall be posted any references or remarks necessary to explain changes in rates, non-payments, deduction, etc..

o. Column 34 is for the use of Chief of Finance, General Group Headquarters, and shall not be completed by the Unit Pay Representative.

p. When the Unit Pay Representative shall have completed the calculation of pays for his entire unit, under the above instructions, he shall total and balance each page of the Payroll Voucher, showing the totals for each column on the last line (line below line 25) of the page. Page totals shall not be carried forward. On the last page of the voucher, immediately below the page total, shall be shown the Grand Total for Regular Payment. The Grand Total of Column 29 shall be the amount of funds which shall be authorized to request from the Advanced Funds Accounting Officer for the payment of pays.

q. In case an official is absent on pay day and does not receive his pay, the entire line or lines on which his pay appears shall be lined out on the Payroll Voucher and the fact of non-payment shown in the "Remarks" column (Col. 33).

r. When the payment of pays has been completed, the Unit Pay Representative will re-total each page of the Payroll Voucher upon which payment has been lined out; and shall derive the Grand Total of Payments actually made. Any unpaid pays shall be returned to Advanced Funds Accounting Officer under procedures previously established.

5. Instructions for the use of this form in connection with Interim Payments are stated as follows:

a. Calculation of payments and entries thereof to the form will be made in the same manner prescribed for Regular Payment.

b. On the last day of the month, upon completion of all Interim Payments, Page one of the voucher will be totalled and balanced; and the total of Interim Payments shall be carried to the last page of the Voucher and added to the Grand Total of Regular Payments. The resultant totals are the Grand Total of the monthly payroll expenditures for the Unit.

6. Distribution of Form 302.

a. 1st Copy to Board of Audit.

b. 2nd Copy to Chief of Finance, General Group Headquarters.

c. 3rd Copy to Unit Pay Representative for filing.

FORM 303 - APPLICATION FOR FAMILY DEDUCTION UNDER THE INCOME TAX LAW

1. The purpose of this form is to provide the police official with a means of declaring dependents (within the meaning of the Income Tax Law) for the purpose of determining statutory reductions in the amount of income tax payable. It is prepared upon entry into the NPR, if the new entrant has dependents, and thereafter when there is any change in the number of an official's dependents. It will be prepared in two copies.

2. The upper section of this form is a detailed statement to be made by a police official, with respect to his dependents for whom he is claiming an income tax deduction. In completing this section of the form, the official will:

a. On the first line, enter his name, rank, and serial number.

b. On the second line, enter the designation of his unit (Company, Battalion, Regiment, etc.) and the date of filing the form.

c. On the fifth through the fourteenth lines he will enter the details of his dependents; on each line he will show the name, date of birth, age, relationship, description and amount of any income, and any other details for each dependent.

d. On line sixteenth, he will affix his signature and seal, together with his rank.

3. The second section of the form provides for the recommendation of the Company Commander, who will sign and seal in the space provided, stating his rank.

4. The third section of the form provides for the recognition (Confirmation) of the listed dependents by appropriate higher commanders; i.e. Regiment, Battalion or Camp Commander. Such commander will sign and seal in the space provided, stating his rank and command.

5. The last section of the form records the date of posting action to the Form 307 (or Form 300, as applicable) by the Company Commander, who will affix his signature and seal in the space provided.

6. Distribution of Form 303

a. Fisrt copy to Bureau of Taxation Office.

b. Second copy attached to Form 300 or Form 307, accompanies Payroll Voucher to Chief of Finance General Group Headquarters, and is there filed in the "Individual Pay File."

304 - "APPLICATION FOR CONFIRMATION (OR CHANGE) OF DEPENDENTS"

1. The purpose of this form is to provide Police Officials a means of declaring dependents (within the meaning of the Pay Regulation) for the purpose of receiving an allowance for said dependents. The form will be prepared upon entrance into the NPR by officials having dependents and thereafter when there is any change in an official's dependency status. It is prepared in one copy only.

2. The upper section of this form is a detailed statement to be made by a police official, with respect to his dependents for whom he is entitled to the dependent allowance. In completing this section of the form the official will:

a. On the first line, enter his name, rank and NPR Serial Number.

b. On the second line, enter the designation of his unit (Company, Battalion, Regiment, etc.)

c. On the 5th through the 16th lines he will enter the details concerning his dependents; i.e. on each line, he will show the name, relation-ship, date of birth, age (at date of the application(, whether or not living with principal, description and annual amount of any income, - together with a certification of dependency and any pertinent remarks.

d. On line 17, he will enter the date of filing the form.

e. On the last line in this section of the form, he will affix his signature and seal, stating his rank.

3. The second section of this form provides for the recommendation of the Company Commander who will date, sign and seal the form in the space provided.

4. The third section of the form provides for the approval of the payment of the dependent allowance by appropriate higher commanders; i.e. Regiment, Battalion or Camp Commander. Such commander will date, sign and seal the form in the space provided stating his rank.

5. The last section of the Form records the date of posting action to the Form 307 (or Form 300, as applicable) by the Company Commander, who will affix his signature and seal in the space provided, stating his rank.

6. Distribution of Form 304

Only copy, attached to Form 300 or 307, accompanies Payroll Voucher to Chief of Finance General Group Headquarters, and is there filed in individual pay file.

FORM 305 - <u>APPLICATION FOR AUTHORIZATION (CHANGE OR STOPPAGE) TO MESS AND BILLET SEPARATELY</u>

1. The purpose of this form is to allow elibible police officials to request authorization to Mess and Billet separately to record such authorization, or to allow persons authorized separate messing and billeting to have such authorization changed or revoked. It is prepared in three copies.

2. The upper section of this form is a statement of criteria upon which authorizations for separate billeting are based. It will be prepared by the applicant, who will:

a. On the first line, enter his name, rank and serial number.

b. On the second line, enter the designation of his unit (Company, Battalion, Regiment, etc.(and the date of filing the form.

c. On lines 6 through 9, he will enter details as to his family; i.e. names, ralationships, dates of birth, and whether or not living with the applicant.

d. On lines 11 through 14, in the section marked "(1)", state his preference as to type of quarters desired; i.e. Gov't owned quarters on or off the post, or non-government owned quarters, showing the address, the type of transportation and the travel time to be used from residence to duty station.

e. On lines 15 and 16 in the section marked "(2)", request a change in separate billeting status previously authorized, showing his present status and the requested status.

f. On line 17, in the section marked "(3)", request cancellation of separate billeting status previously authorized.

g. On line 18, sign and seal the application.

3. In the next section of this form, on lines 19 and 20, the Company Commander will recommend approval of the application by dating, signing, and sealing the form in the spaces provided.

4. In the next section of the forms, on lines 21 to 27, the Regiment, Battalion or Camp Commander will record his approval as follows:

a: On line 21, he will show the date of his approval, which is the effective date (beginning, change or cancellation) of the mess and billet allowances.

b. On lines 22, 23 and 24, he will show which of the allowances are payable.

c. On line 25, he will enter the amount of rental to be changed for government owned quarters, type "not-free-of-charge".

d. On line 26 he will enter the date of his signature and seal.

e. On line 27, he will affix his signature and seal.

5. In the last section of this form, the Comapny Commander will record the date of posting of this Form to the Form 307 (or Form 300, as applicable) and will date, sign and seal this section in the space provided.

6. Special instructions with respect to the use of this form, are stated as follows:

a. The form need not be used when a change in billeting status will not involve a change in the billeting and mess allowance, or a change in the rental of government-owned quarters, type "not-free-of-charge".

b. With respect to officials authorized to billet and mess separately, who are permanently transferred, this form will be used in accordance with the provisions of the regulation to be published separately.

7. Distribution of Form 305

a. 1st Copy attached to Form 307 (or Form 300, as applicable) accompanies Payroll Voucher to office of Chief of Finance, General Group Headquarters, where it is filed in "Individual Pay File".

b. 2nd copy to police official.

c. 3rd copy retained by Camp Commander for files.

FORM 306 - "PAY STOPPAGE, RESUMPTION, OR DEDUCTION ORDER"

1. The purpose of this form is to provide the authority for, and notification to the Unit Pay Representative for the Stoppage of Pay, Resumption of Pay, and certain types of deduction from pay. It is normally prepared in two copies by the Unit Commander.

2. Each order will be given an identifying number by the Comapny Commander, Numbering will begin with No. 1, and the sequence of numbers will run through one calendar year. This number will be placed in the upper right hand corner of the form. The date of the order will be shown below this number on line #2.

3. On line #1 there will be shown the designation of the unit (Comapny, Battalion, Regiment, etc.) originating the order.

4. In Section #1 of the Form, on lines #3 through #8, there will be shown identification data of the police official who is the subject of the order; i.e.

a. Line #5 - Name and Serial Number.

b. Line #6 - Rank and Step-in-Grade.

c. Line #7 - Unit to which assigned.

d. Line #8 - Unit for pay purposes.

5. Sections 2 and 3 of the Form, on lines #9 through #21, contain the order for Pay Stoppage. The first column of this section shows the reasons for stoppage. The second column will show the authority for stoppage; i.e. Special Orders, Morning Report, Sick Report, etc., together with the date of such orders or reports. The third column will show the criteria on which the effective date of stoppage is based; i.e. for death, the date of death, for retirement, the last day of service, etc. The fourth column will show the beginning date of the pay stoppage; i.e. the first day for which salary and allowances shall not be paid.

6. In section 3 of the form, on lines 20 and 21, the pay status of the individual affected by the stoppage order will be shown, for the DAY PREDEEDING THE EFFECTIVE DATE OF THE STOPPAGE. Normally such individual will have been in a "FULL-PAY STATUS". However, he may have been in a "NON-PAY STATUS", due to AWOL, LWOP, etc. In this latter case, previous stoppage order and the date thereof shall be cited.

7. A tabulation of the "Determination Data" and "Effective Dates" of Pay Stoppage follows:

Reason for Stoppage	Determination Data	Effective Date
a. Death	Date of Death	Day following date of death

b. Separation - Resigned	Last day of service	Day following last day of service
c. Separation - Discharge	Last day of service	Day following last day of service.
d. Temporary Retirement	Last day of Service	Day following last day of service.
e. AWOL	First day of AWOL per Morning Report	First day of absence per Morning Report.
f. LWOP	Last day in service or Last day in Paid Leave status, which ever applies.	Day following last day in service or last day in Paid Leave Status, which ever is applicable.
g. Disciplinary Suspension	Last day of Service	Day following last day in service.
h. Illness or Injury Not in Line of Duty	Last day of Service	Day following last day in service.

8. If there is any conflict in the "Last Day of Service" in the Determination Data" column for items b, c, f and g above, as actually worked, and as indicated by competent orders, then the orders will prevail.

9. Sections 4 and 5 of the form, on lines 22 through 33, contain the order for resumption of pay which has previously been stopped. The first column of this section shows the reason for resumption. The second column shows the authority for the resumption; i.e. Special Orders, Morning Report, etc. together with the date of such orders or reports. The third column shows the effective date of pay resumption; i.e. the first day for which salary and allowances are payable.

10. Section 5 of the Form on lines 31, 32 and 33, shows the Data with respect to the pay stoppage order or orders which this resumption order terminates.

11. The effective dates of Pay Resumption, unless otherwise indicated by competent orders, shall be the First Day in Service following absence.

12. Sections 6 and 7 of the form, on lines 34 and 35, contain the order for Pay Deduction. On line 34 will be shown the reason for the deduction, citing Special Orders or other authority. On line 35 the extent and method of the deduction will be shown.

13. On line 35, the Company Commander will affix his signature and seal.

14. On the last section of the form, on lines 36, 37, 38 and 39, the Unit Pay Representative will record his action: i.e.

a. On line 37, he will show the date of posting the order to the Pay-book.

b. On line 38, he will show in case the official affected by the order is not assigned to his Unit, the date of dispatching an additional copy of the form to the Company Commander of the Unit to which official affected by the form is assigned.

c. On line 39, the Unit Pay Representative will affix his signature and seal.

15. Comapny Commander and Unit Pay Representatives shall note the following points with respect to the use of this form:

a. It requires at least two separate forms to complete the cycle of payment interuption; i.e. a pay stoppage order and a pay resumption order. The use of one form, by completing both the "Stoppage" and "Resumption" sections at the same time is prohibited.

b. More than one "Pay Stoppage Order" can be issued; i.e. where Death follows Illness or Injury Not In Line of Duty, or where Disciplinary Suspension follows AWOL, etc - where there is no return to service intervening. It is mandatory that separate orders be issued for each reason for pay stoppage.

c. One form may be used to effect payroll deductions, as these normally will be concerned with disciplinary forfeitures, the method and extent of which will be clearly defined by the disciplining authority.

16. Distribution of Form 306.

a. First copy, accompanies payroll voucher to office of Chief of Finance General Group Headquarters, where it is filed in the "Individual Pay File".

b. Second copy retained by Unit Pay Representative.

c. Additional copy, if order applies to an official on detached service, to the Company Commander of the Unit to which the official is assigned.

FORM 307 "DAILY RATE CHANGE ORDER"

1. The purpose of this form is to provide notification to and authorization for permanent changes in the daily rates of salary, allowances and deductions (Article 53 of Regulation). The form will be used to accomplish permanent changes as distinguished from the non-permanent changes for which the Form 306 (Pay Stoppage - Resumption Reduction Order) is employed. This form 307 will be prepared by the Company Commander in two copies.

2. Each Form will be given a number by the Company Commander for identification purposes. Numbering will begin with No. 1, and the sequence of number will be carried through one calender year. This number is shown in the upper right hand corner of the form.

3. The Form is divided into three sections, viz.;

a. The first section, lines 1 through 17 contain the data concerning the pay change and the authentication of the company Commander.

b. The second section, lines 18, 19 and 20, record the posting action taken by the Unit Pay Representative.

c. The third section, line 21 and 22, record the posting action taken by Chief of Finance, General Group Headquarters.

4. In executing this form the Company Commander will:

a. On line #1, enter the name, rank, and serial number of the official whose pay is effected by the form.

b. On line #2, enter the designation of the Unit (Company, Battalion, Regiment, etc) to which the official is assigned.

c. On line #3, enter the date of the order (date of execution by Company Commander).

d. On line #5 to line #14 inclusive, enter the complete details of pay, both before change and or changed. There are four columns to provide this informations, viz.;

1. The first column records the elements of salary, allowances and deductions.

2. The second column records from the Paybook the daily rates of salary, allowances and deductions prior to change.

3. The third column records the daily rates of salary, allowances, and deductions, as changed by this Form 307.

4. The fourth column records the effective date of such changes.

e. On line 14, in the third column, calculate the "Daily Net Drawing Rate" as changed, by subtracting from the "Gross Earning Rate" on line 10, the "Gross Deduction Rate" on line 13.

f. On lines 15 and 16, enter the reason and authorization for change, citing supporting documents such as Special Orders (promotion, demotion), Forms 303, 304 (Changes in Dependency Status) and Form 305 (Change in Separate Billeting Status).

g. On line 17, sign and seal the form, stating his rank.

5. On lines 18, 19 and 20, the Unit Pay Representative will enter the date on which the pay changes have been posted to the paybook; and will sign and seal this section of the form, showing his rank and the date of signature.

6. On lines 20 and 21, Chief of Finance General Group Headquarters will enter the date on which the pay changes have been posted to the Master Pay Record Card. This section of the form will be signed and sealed by the official making the entry.

7. In forwarding this form to the Unit Pay Representative for action, the Company Commander will attach the documents (Special Orders, Forms 303, 304, and 305) which support the pay changes.

8. Distribution of Form 307

a. First copy accompanies Payroll Voucher to office of Chief of Finance, where, after processing, it is filed in the "Individual Pay File".

b. Second copy is given to the police official concerned.

c. Additional (information) copy (if official concerned is on detached service with the Unit processing the pay change) dispatched to the company Commander of the Unit to which the official is assigned.

FORM 308

1. The purpose of this form is to provide a notification of errors on the payroll voucher to the Unit Pay Representative concerned in order that the necessary action may be taken to adjust any salary overpayments and underpayments.

2. The form is prepared in three copies, and is initiated by the duly authorized official detecting the error. (Duly authorized officials are the Advanced Funds Accounting Officers, Payroll Auditors in the Office of Chief of Finance, General Group Headquarters, Staff Auditors in the Office of Comptroller General Group Headquarters and the Unit Pay Representative himself).

3. The form is divided into two principal sections, the first of which is completed by the originating official and details the error. The second section discloses the corrective action taken by the Unit Pay Representative with the approval of the Company Commander.

4. In preparing this form, the originating official will:

a. Enter on line #1, the name, rank and serial number of the official in whose pay the error has been made.

b. Enter on line #2, the designation (company, battalion, regiment, etc.) and station of the official in whose pay the error has been made.

c. Enter on line #3, the number, date, page and line of the Payroll Voucher on which the error appears.

d. Enter in Part I, lines 5 through 23, the details of the error, corrected calculations, the amount of overpayment and underpayment, and a statement as to the apparent source of the error. This information is shown by the columns in Part I, as follows:

1. In column 1, lines 7 to 19, is the printed description of pay and allowances, in the order in which they appear on the Payroll Voucher.

2. In columns 2, 3 and 4 will be entered the number of days, the daily rate and the total amount of each item of pay and allowances, as actually made on the Payroll Voucher.

3. In columns 5, 6, and 7, will be entered the number of days, the daily rate and the total amount of each item of pay and alowances, as these should have been calculated.

4. In column 8, will be entered the amount of any overpayment disclosed by comparison of the amount in column 7 to the amount in column 4.

5. In column 9 will be entered the amount of any underpayment disclosed by comparison of the amount in column 7 to the amount in column 4.

e. Enter on lines 20 and 21 a detailed statement as to the source of the apparent error; e.g. error in multiplication (addition), error in rates, error in number of days, etc.

f. Sign seal and date this section of the form, showing his unit, on lines 21, 22 and 23.

5. Upon receipt on the Form 308, the Unit Pay Representative, will investigate the error, and will then:

a. In Part 2, lines 24 through 30, state the result of his investigation and the corrective action taken, Part 2 consists of three sections, viz.:

1. Lines 25 and 26 will be used when the reported error has been wholly verified by the investigation.

2. Lines 27, 28 and 29 will be used when the reported error has been partially verified.

3. Line 30 and below will be used when the reported error has been found to be wholly unsubstantiated.

b. Upon correction of errors on the next ensuing payroll voucher, insert on the appropriate lines in Part 2 above, the line, page, number and date of the Payroll Voucher on which the correction has been accomplished.

6. On lines 32 and 33, on the right side, the Company Commander will approve the action taken by affixing his signature and seal, stating his rank and station. On the same lines on the left side, the Unit Pay Representative will sign and seal the form stating his rank and station.

7. Distribution of Form 308.

a. First copy attached to Chief of Finance, General Group Headquarters, File Copy of Form 302, Payroll Voucher, on which payroll error appears. (First copy is completed only as far as Part. 1.)

b. Second copy, attached to Chief of Finance, General Group Headquarters, file copy of Form 302, Payroll Voucher, on which payroll error has been corrected.

c. Third copy retained for files by Unit Pay Representative making correction.

FORM 309 - APPLICATION FOR INTERIM PAYMENT

1. The purpose of this form is to provide a means whereby a police official may receive a payment of salary on days other than regular pay days.

2. The form is prepared in two copies by the applicant as follows:

a. On line 1, will be entered the name, rank and salary grade, and serial number of the police official concerned.

b. On line 2, will appear the unit of the police official.

c. On line 4, will be entered the period for which the police official wishes to draw his pay.

d. On line 7, will be entered the reason the police official wishes to draw an interim payment.

e. On lines 8 and 9, will be entered the period of the last pay received by the police official.

f. On lines 10 and 11, will be entered the date the form is submitted and the rank, signature and seal of the official concerned.

g. On line 13, will be entered the date the form is recommended for approval.

h. On line 14, will be entered the rank, signature and seal of the commander of the Unit to which the police official is assigned or attached.

i. On line 16, will be entered the date this application is approved.

j. On line 17, will be entered the rank, signature and seal of the next higher Commander than the recommending authority.

k. On lines 18 and 19, will appear the amount of yen paid as an interim payment, the date of payment and the page, line and number of the Form 302 (Payroll Voucher) the payment was made on.

l. On line 20, will be entered the rank, signature and seal of the Unit Pay Representative making the payment.

3. Distribution:

a. One copy to General Group Headquarters.

b. One copy to the Unit Pay Representative concerned.

FORM 310 - RECEIPT FOR PAYBOOK

1. The purpose of this form is to provide the Unit Pay Representative with a receipt for paybooks issued to individuals.

2. The form is prepared by the Unit Pay Representative in two copies as follows:

a. On line 1, will be shown the name, rank and salary grade, and serial number of the police official concerned.

b. On line 4, will be shown the date the paybook was issued.

c. On line 5, will be entered the signature and seal of the official receiving the paybook.

3. Distribution is as follows:

a. One copy to Finance Section, General Group Headquarters,

b. One copy filed by Unit Pay Representative concerned.

FORM 312

1. The purpose of this form is to provide a means for police officials to receive a new paybook in the event of loss, damage, etc. to the old one.

2. It is prepared in two copies, by the individual, as follows;

a. On lines 1 and 2, will be entered the name, rank and salary grade, serial number and unit of the police official concerned.

b. Section A on line 7 will be entered the inclusive dates of the period for which the police official was last paid.

On lines 8 and 9 will be shown the statement of facts surrounding the loss of or damage to the paybook, the date the form is submitted and the signature and seal of the police official concerned.

c. Section B:

1. On lines 12 and 13, will be the date the form is recommended for approval and the signature and seal of the Unit Commander.

2. On lines 16 and 17, will be the date the form is approved and the signature and seal of the next higher commander than the unit.

d. Section C:

1. On line 18 will appear the date a new paybook is prepared for the Police Official Concerned.

2. On line 21 will appear the signature and seal of the person in the Finance Section General Group Headquarters preparing the new paybook.

3. Distribution is as follows:

a. One copy to General Group Headquarters.

b. One copy retained by the Unit Pay Representative.

FORM 313 "REQUEST FOR EXTRACT FROM PAYBOOK"

1. The purpose of this form is to provide a method of bringing the Master Pay Record Card and the paybook into agreement. It will be prepared in one copy.

2. The first section will be prepared by the Finance Section, General Group Headquarters, and will contain the following:

a. On the first line will appear the location of the Partial or Advanced Funds Accounting Officer, under whose jurisdiction comes the Unit Pay Representative who has access to the pay book of the police official concerned (Partial or Advanced Funds Accounting Officer will forward the form to the applicable Unit Pay Representative).

b. On the second line, entry will be made showing the period for which an extract is desired.

c. On the third line, entry will be made showing the date the desired information is to be received in the Finance Section, General Group Headquarters.

d. On the fourth line, entry will be made showing the name, serial number, rank and salary grade of the police official concerned.

e. On the fifth line, will be entered the unit to which the police official is assigned or attached.

3. The second section of the form will be prepared by the Unit Pay Representative of the unit to which the police official concerned is assigned or attached.

a. Lines 6 through 18 will be transcribed from the corresponding entries on page 6, 7 or 8 of the paybook.

b. On line 19, the Unit Pay Representative will enter his rank, signature and seal.

c. On line 20, he will enter the organization for which he is Unit Pay Represnetative.

4. The third section will be executed by the (Partial) Advanced Funds Accounting Officer to which the form was submitted by the Unit Pay Representative for transmittal to the Finance Section, General Group Headquarters.

a. Line 21 will show the date the completed form was submitted to General Group Headquarters by the (Partial) Advanced Funds Accounting Officer.

b. On line 22, will appear the signature and seal of the Partial or Advanced Funds Accounting Officer submitting the form to General Group Headquarters.

5. The last section of the form will be executed by the Finance Section, General Group Headquarters, and will show:

a. On line 23, the date the extract was compared with the Master Pay Record Card.

b. On line 24, the signature and seal of the official in Finance Section General Group Headquarters who made the comparison.

6. Distribution of Form 313; One copy through financial channels to the Unit Pay Representative concerned and return.

FORM 316 "MASTER PAY RECORD CARD"

1. The purpose of this form is to provide in General Group Headquarters a complete financial record, for all police officials in the NPR, for reference and audit purposes. It is prepared by the Finance Section General Group Headquarter immediately upon receipt of the Form 300 (Initial Pay Data).

2. At the top of the Form there shall be shown in the indicated spaces:

1. The Serial No., Name, and rank and salary grade of the police official after entry into the NPR. The rank and salary grade will be changed whenever it is indicated on Form 307 (Daily Rate Change Order).

2. Date of Birth, Date of Enlistment in the NPR and the Unit or Company assigned to. The Unit will be changed whenever it is indicated on Form 317 (Notice of Transfer).

3. Date a paybook was issued to the police official.

3. In the second section of the form the following information will be entered:

a. In Column 1 through 14, initial entries will be made from the corresponding entries on the form 300 (Initial Pay Data) and thereafter changes will be made in accordance with the corresponding entries on the "Daily Rate Change Order" (Form 307).

b. In Column 15, 16 and 17 will be shown the number of approved dependents for allowance purposes and the total daily rate of dependent allowances. This information will be obtained from the Form 304 (Application for Confirmation or Change of Dependents) attached to the Form 300 (Initial Pay Data) or 307 (Daily Rate Change Order).

c. In Column 18 will be shown the effective date and number of the Form 300 (Initial Pay Data) or Form 307 (Daily Rate Change Order) concerning dependent allowance.

d. Columns 19 and 20 will show any remarks and the effective date of the Form 300 or 307 authorizing or stopping messing and billet allowances.

e. Columns 21, 22 and 23 will show information concerning income tax deductions.

1. Column 21 will show the number of approved dependents, for income tax exemption of the police official, this will be obtained from the Form 303 (Application for Family Deduction Under the Income Tax Law) attached to the Form 300 (Initial Pay Data) or 307 (Daily Rate Change Order).

2. Columns 22 and 23 will show the amount of tax withheld and the Number and Date of the Form 300 or 307 authorizing or changing the amount of tax withheld.

f. In Column 24 will be shown any remarks pertinent to the daily rates of pay.

4. In the third section of the Form, the following information will be entered.

a. In Columns 1, 2 and 3, will be shown the Number, page and line of the payroll receipt Voucher (Form 302) on which the police official was paid.

b. Entries in Columns 4 through 27 will be made from corresponding entries for the police officials concerned on the Form 302 (Payroll Voucher).

FORM 317 "NOTICE OF TRANSFER"

1. The purpose of this form is to provide the Finance Section General Group Headquarters with a complete and up to date alphabetical roster of NPR Personnel as well as a means of locating the individual and the Unit to which he is assigned or attached.

2. The form will be prepared, and submitted directly to the Finance Section General Group Headquarters, by the Commanding Officer to which the police official is newly assigned or attached and will contain the following information:

a. In the first item will be entered the first 3 syllabaries of the name of the police official concerned (3 syllables, Katakana).

b. In the second item will be printed the name of the police official (last name first) in Kanji, with the furigana above, his rank and serial number.

c. In items 3, 4 and or 5 will be entered the name of his former permanently assigned unit (item 3) and also where he was detached (item 4) if applicable, and the date of his departure for his new unit (item 5).

d. In items 6, 7 and or 8 will be entered the name of his present permanent organization (item 6) and also, if applicable, where he is further detached (item 7) and the date of his arrival at his new unit (item 8).

e. In items 9 and 10 the signature, rank and seal of the Unit Commander of the Unit to which the police official is newly assigned or attached will be entered.

3. It should be noted that this form will be used for detached service or long periods of TDY at one place, only if the period of time is expected to be one month or longer in duration.

11.

Lt. Col Albert

Circulate

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GENERAL GROUP HEADQUARTERS
NATIONAL POLICE RESERVE
Etchujima, Fukagawa, Koto-ku, Tokyo

NPR REGULATION NO. 10-2. 24 August 1951

Regulation for Organization and Structure of units of National Police Reserve will be fixed as follows by order of Director General, National Police Reserve Headquarters.

Hayashi Keizo

HAYASHI, KEIZO
Senior Superintendent
Chief, General Group

REGULATION CONCERNING ORGANIZATION & STRUCTURE OF UNITS OF NATIONAL POLICE RESERVE

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CHAPTER I

GENERAL PROVISIONS

ARTICLE 1. The purpose of this Regulation is to provide the organization of certain headquarters within the National Police Reserve and to clarify the duties and responsibilities of police officials assigned thereto.

ARTICLE 2. The provisions of Articles 3 thru 67 shall apply to General Group Headquarters, Service Group Headquarters, and Region Headquarters, except as may be indicated therein.

ARTICLE 3. Each General Headquarters shall have a Chief and Deputy Chief, and also have the following agencies:

1. Aides.
2. Medical Director (General Group Headquarters only).
3. Director of Staff Divisions and Sections (not provided in General Group Headquarters)
4. Secretariat.
5. Comptroller Division (General Group Headquarters only).
6. Divisions of Executive Staff:
   - (1) Personnel.
   - (2) Information.
   - (3) Operations.
   - (4) Service and Supply.
7. Sections of Special Staff:
   - (1) General Affairs.
   - (2) Headquarters Commandant (General Group Headquarters only).
   - (3) Judge Advocate.
   - (4) Police.
   - (5) Inspector.
   - (6) Special (Region Headquarters only).
   - (7) Medical.
   - (8) Engineer.
   - (9) Finance.
   - (10) Stores.
   - (11) Weapons.
   - (12) Communications.
   - (13) Chemical (not provided in Region Headquarters)
   - (14) Transportation (not provided in Region Headquarters)

2. Each Division and Section shall have necessary branches.

ARTICLE 4. To General Headquarters shall be attached schools and other necessary agencies.

CHAPTER II

CHIEF AND DEPUTY CHIEF OF GENERAL HEADQUARTERS

ARTICLE 5. The Chief of General Group shall be Senior Superintendent, direct and command the General Group Headquarters and the units of his command under the direction of the Director General of the National Police Reserve(hereinafter referred to as "the Director General").

ARTICLE 6. The Chief of General Group shall, subject to the direction and supervision of the Director General, control administrative functions of the General Group Headquarters and shall supervise the administrative functions of the units of his command.

ARTICLE 7. The Deputy Chief of General Group shall be Senior Superintendent. He shall assist the Chief of General Group and shall be responsible to the Chief of General Group for the coordination and arrangement of functions within the Headquarters.

2. In case of absence of the Chief of General Group, and in regard to matters prescribed specifically by the Chief of General Group, the Deputy Chief of General Group shall perform the duties and exercise the authority of the Chief of General Group in place of the latter.

ARTICLE 8. The Chief of Service Group shall be Senior Superintendent, and shall, subject to the direction of the Chief of General Group, direct and command the Service Group Headquarters and the units of his command.

ARTICLE 9. The Chief of Service Group shall, subject to the direction and supervision of the Chief of General Group, control the administrative functions of the Service Group Headquarters and the units of the Service Group.

ARTICLE 10. The Deputy Chief of Service Group shall be Assistant Senior Superintendent. He shall assist the Chief of Service Group and, as directed by the Chief of Service Group, control his subordinates in the performance of assigned duties.

2. In case of absence of the Chief of Service Group, and in regard to matters prescribed specifically by the Chief of Service Group, the Deputy Chief of Service Group shall perform the duties and exercise the authority of the Chief of Service Group in his stead.

ARTICLE 11. The Chief of Region shall be Senior Superintendent or Assistant Senior Superintendent, and shall, subject to the direction of the Chief of General Group, direct and command the Region Headquarters and the units of his command.

ARTICLE 12. The Chief of Region shall, subject to the direction and supervision of the Chief of General Group, control the administrative functions of the Region Headquarters and shall supervise the administrative functions of the units of his command.

ARTICLE 13. The Deputy Chief of Region shall be Assistant Senior Superintendent or Superintendent I Class. He shall assist the Chief of Region and, as directed by the Chief of Region, control his subordinates in the performance of assigned duties.

2. In case of absence of the Chief of Region and in regard to the matters prescribed specifically by the Chief of Region, the Deputy Chief of Region shall perform the duties and exercise the authority of the Chief of Region in place of the latter.

CHAPTER III - STAFF AGENCIES

SECTION I - GENERAL PROVISIONS

ARTICLE 14. General Headquarters shall have a Director of Staff Divisions and Sections, a Comptroller Division and Divisions of the Executive Staff as planning, coordinating and supervisory organs, to assist the Chief; Sections of the Special Staff as routine and technical operations organs; and a Secretariat, conducting general affairs relative to coordinating function of Director of Staff Divisions and Sections.

2. The Comptroller and Chief of each Division of the Executive Staff shall continuously interchange information and opinions on their duties, and shall assist the Chief of General Headquarters by development of complete plans and programs and by cooperative supervision over the execution thereof.

ARTICLE 15. All officers assigned to a Headquarters must keep in close contact within the Headquarters, and with immediate superior, subordinate, and adjacent units and cooperate with each other.

ARTICLE 16. The Comptroller and Chief of each Division of the Executive Staff shall, according to their assigned functions, coordinate the related duties of the Chiefs of Sections of the Special Staff, having them investigate and study the work assigned to them and asking for their recommendations.

ARTICLE 17. Chiefs of Sections shall submit recommendations and give advice concerning their respectively assigned duties to the Chief and Deputy Chief of General Headquarters, Director of Staff Divisions and Sections, the Comptroller and Chiefs of Executive Staff Divisions; and relieve the Comptroller and Chiefs of Executive Staff Divisions of related routine duties.

2. They shall normally submit recommendations and give advice to the Chief and Deputy Chief of General Headquarters and Director of Staff Divisions and Sections through the Comptroller or Chief of Division of the Executive Staff concerned. However, in case they are specifically requested to do so, or in case of urgent necessity, they may submit recommendation or advice directly; in this case they shall subsequently report the matter to the Comptroller or the Chief of Executive staff division concerned.

ARTICLE 18. The Director of Staff Divisions and Sections, the Comptroller, Chiefs of Executive Staff Divisions and Chiefs of Sections cannot exercise command authority over subordinate units by reason of their staff assignments except when they are delegated to exercise command or in case a concurrent command function is specifically provided for.

ARTICLE 19. The Staff officials named in the preceding Article may, according to the duties assigned to them, establish a close contact with their immediate subordinate units and assist their Chief in the exercise of supervision pertaining to the status of execution of orders and the duties of the units.

SECTION II

AIDES

ARTICLE 20. Aides will be assigned to the Chief and the Deputy Chief of General Headquarters.

ARTICLE 21. Aides act as personal assistants to the Chief or the Deputy Chief to whom assigned, rather than as staff officials with specific prescribed duties. Their duties shall be as prescribed by the officers to whom they are assigned in each case.

ARTICLE 22. The Chief of General Group shall dispatch, from the General Group Headquarters to the National Police Reserve Headquarters, two officers who shall be assigned as Aide to the Director General and Aide to the Assistant Director General.

2. They shall perform such duties as may be required by the Director General and Assistant Director General, respectively.

SECTION III

MEDICAL DIRECTOR

ARTICLE 23. The Medical Director designated for General Group Headquarters shall serve as a special advisor to the Chief of General Group concerning medical and sanitary matters, submitting recommendations to him and answering his inquiries concerning those matters.

ARTICLE 24. The Medical Director shall direct and supervise all functions of the Chief of Medical Section, coordinating with the Chief of Service and Supply Division regarding items (8) to (11) of Article 46.

SECTION IV

DIRECTOR OF STAFF DIVISIONS AND SECTIONS

ARTICLE 25. The Director of Staff Divisions and Sections shall direct and supervise Chiefs of Executive Staff Divisions and Chiefs of Special Staff Sections, and, shall be responsible to the Chief of General Headquarters for the following duties:

(1) Directs and coordinates all staff organs of the headquarters, and assists the Chief of General Headquarters pertaining to the general functions of the unit.

(2) Formulates and decides policies, with the approval of the Chief of General Headquarters, for the general operation of the staff organs of the headquarters.

(3) Coordinates the relations and the work of the staff organs within the headquarters, and their relations with higher, subordinate and adjacent units.

(4) Requests the opinions of the staff organs, and transmits thoroughly the orders of the Chief of General Headquarters to those concerned.

ARTICLE 26. In the General Group Headquarters, the Deputy Chief of General Group shall exercise the authority of the Director of Staff Divisions and Sections.

SECTION V

SECRETARIAT

ARTICLE 27. The Secretariat shall have a Chief of Secretariat and other necessary officers and policemen.

ARTICLE 28. The Secretariat shall be under the direction of the Chief of Secretariat, who shall be responsible to the Director of Staff Divisions and Sections.

ARTICLE 29. The Chief of Secretariat shall act as executive officer to the Chief and Deputy Chief of General Headquarters and Director of Staff Divisions and Sections and shall perform duties pertaining to the following matters:

(1) Internal administrative, clerical and miscellaneous affairs for the officers of the Chief and Deputy Chief of General Headquarters and the Director of Staff Divisions and Sections.

(2) Reception of persons visiting the Chief and Deputy Chief of General Headquarters and the Director of Staff Divisions and Sections on official business.

(3) Supervises the staff message control.

(4) Such other matters as may be assigned by the Chief and Deputy Chief of General Headquarters or Director of Staff Divisions and Sections.

SECTION VI

COMPTROLLER DIVISION

ARTICLE 30. The Comptroller Division shall be under the direction of a Comptroller who shall be responsible to the Chief of General Group.

ARTICLE 31. The officers assigned to the Comptroller Division shall, according to duties assigned, and in close cooperation with the Executive Staff Divisions, assist the Chief of General Group in the efficient operation of financial functions and management improvement functions, performing collection and analysis of information, recommendations pertaining to formulation of policies, plans and programs, drafting of orders, supervision over the execution of orders, and other related duties in their sphere of interest.

2. They shall not exercise command of any elements of the command or become engrossed in the details of routine work, and their activities will not be limited to the units of any particular type.

ARTICLE 32. The Comptroller Division shall have a Deputy Comptroller, Chiefs of branches, and other necessary officers and policemen.

ARTICLE 33. The Deputy Comptroller shall assist the Comptroller and in case of absence of the Comptroller and in regard to the matters prescribed specifically by the Comptroller, the Deputy Comptroller shall perform the duties and exercise the authority of the Comptroller in his stead.

ARTICLE 34. Chiefs of Branches shall be responsible to the Comptroller for their assigned functions, directing their subordinate policemen under his order as Chiefs of Branches.

ARTICLE 35. The Comptroller shall perform the following duties, cooperating with Executive Staff Divisions:

(1) Matters concerning the establishment and staff supervision of execution of principles, policies and procedures prescribed by the Director General in connection with the following matters:

a. Budget formulation and budget execution;

b. Accounting procedures;

c. Auditing;

d. Progress and statistical reporting.

(2) Matters concerning the organization structure and managerial procedures relating to the functions listed in sub-items (a), (b), (c), and (d) of the preceding items;

(3) Staff supervision over finance affairs.

(4) Matters concerning continuous management surveys and analysis.

(5) Others designated by the Chief or Deputy Chief of General Group.

ARTICLE 36. In Service Group Headquarters and Regional Headquarters, the Director of Staff Divisions and Sections shall perform the Comptroller type functions pertaining to budget and management improvement, including reports control.

SECTION VII

DIVISIONS OF EXECUTIVE STAFF

ARTICLE 37. Each Division of the Executive Staff shall be under the direction of a Chief of Division who shall be responsible to the Chief of General Headquarters.

ARTICLE 38. The officers assigned to the Executive Staff Divisions shall, according to duties assigned and in close cooperation with each other and the Comptroller Division, assist the Chief of General Headquarters in the efficient operation of command functions as a whole, performing collecting and analysis of information, estimate of the situation, recommendations pertaining to formulation of policies, plans and programs, drafting of orders, supervision over the execution of orders, and other related duties pertaining to their assigned functions.

2. They shall not exercise command of any elements of the command or become engrossed in details of routine work, and their activities will not be limited to the units of any particular type.

ARTICLE 39. The officers assigned to the Executive Staff Divisions shall, according to their assigned duties and in close cooperation with each other, assist the Chief of Unit regarding the preparation of plans and orders pertaining to tactical police operations, and in giving necessary advice to subordinate units to have orders thoroughly executed.

2. Plans and orders indicated in the preceding paragraph shall be consolidated and the complete orders pertaining to tactical police operations shall be reproduced and distributed as follows:

(1) Operations Orders, by the Chief of Operations Division;

(2) Administrative Orders, by the Chief of Service and Supply Division.

ARTICLE 40. In General Group Headquarters, each Executive Staff Division shall have a Deputy Chief of Division, Chiefs of Branches and other necessary officers and policemen; provided that in Service Group Headquarters and Regional Headquarters each Executive Staff Division need not have a Deputy Chief.

ARTICLE 41. Each Deputy Chief of Division shall assist his Chief, and in case of absence of the Chief and in regard to the matters prescribed specifically by the Chief, he shall perform the duties and exercise the authority of the Chief in his stead.

ARTICLE 42. Chiefs of Branches shall be responsible to the Chief of Division for their assigned functions, directing their subordinate policemen under his order as the Chiefs of Branches.

ARTICLE 43. The Chief of Personnel Division shall perform duties concerning the following matters:

(1) The enforcement plans of personnel affairs;

(2) Promotion, separation, status, rewards and punishment;

(3) The enforcement and direction of legal affairs, inspection affairs, and maintenance of order and morale;

(4) The enforcement and direction of recruitment plan;

(5) The enforcement and direction of various systems of welfare;

(6) Others designated by the Chief of General Headquarters or by the Director of Staff Divisions and Sections.

ARTICLE 44. The Chief of Information Division shall perform the duties concerning the following matters:

(1) The collection and filing of various informations in connection with police activities;

(2) Contact of information;

(3) Research and statistics in connection with police activities;

(4) Others designated by the Chief of General Headquarters or by the Director of Staff Divisions and Sections.

ARTICLE 45. The Chief of Operations Division shall perform the duties concerning the following matters:

(1) The establishment of police activities enforcement plan;

(2) The enforcement and direction of police activities;

(3) The enforcement and improvement plan of organization and allotment of units;

(4) The establishment of the enforcement plan of education and training;

(5) The enforcement and direction of education and training;

(6) Others designated by the Chief of General Headquarters or by the Director of Staff Divisions and Section.

ARTICLE 46. The Chief of Service and Supply Division shall perform duties concerning the following matters:

(1) The establishment of plan to be equipped;

(2) The establishment of plan for procurement, distribution and maintenance of equipment (including communication materials, weapons and vehicles; hereinafter referred to the same) and supply plan thereof;

(3) The establishment of specifications of equipments;

(4) The establishment of plans for procurement, distribution and custody of clothing, subsistence supplies, and other commodities, and supply plan thereof;

(5) The establishment of enforcement plan of transportation;

(6) The establishment of enforcement plan of evacuation;

(7) Direction and supervision of construction and maintenance;

(8) The enforcement and direction of medical and sanitary administration;

(9) The enforcement and direction of service and education of the medical and sanitary personnel;

(10) Investigation and study of medical and sanitary affairs;

(11) The establishment of plans for procurement, distribution and custody of materials for medical treatment and sanitation, and supply plan thereof;

(12) Control of handling of property;

(13) Others designated by the Chief of General Headquarters or by the Director of Staff Divisions and Sections.

SECTION VIII

SECTIONS OF SPECIAL STAFF

ARTICLE 47. Each Section of Special Staff shall be under the direction of a Chief of Section who shall be responsible to the Chief of General Headquarters.

ARTICLE 48. The officers assigned to each Section shall, according to their assigned duties, assist the Chief of General Headquarters and other Staff officials on matters pertaining to their respective technical, tactical or administrative field, in performing collection of information, estimate of the situation, recommendations, drafting of orders, technical supervision over the execution of orders and other related uties.

2. They shall, according to their assigned duties, perform routine and detailed work pertaining to their respective specialized technical or administrative fields, relieving the Staff Divisions of those routine duties.

ARTICLE 49. The Chief of a Unit may be a member of a Section concurrently. In this case the duties and authority of the two assignments must not be confused.

2. In case indicated in the preceding paragraph, the Director of Staff Divisions and Sections shall coordinate the duties concerned.

ARTICLE 50. Each Section shall have a Deputy Chief of Section, Chiefs of Branches and other necessary officers and policemen; provided that in the Service Group Headquarters and Regional Headquarters such a Section need not have the above mentioned personnel.

ARTICLE 51. The Deputy Chief of Section will assist the Chief of Section, and in case of absence of the Chief of Section and in regard to the matters prescribed specifically by him, the Deputy Chief of Section shall perform the duties and exercise the authority of the Chief of Section in his stead.

ARTICLE 52. Chiefs of Branches shall be responsible to the Chief of Section for their assigned functions, directing their subordinate policemen under his order as Chiefs of Branches.

ARTICLE 53. The Chief of General Affairs Section shall perform duties concerning the following matters:

(1) Delivery, receipt, preservation and disposition of all documents except those pertaining to field operations and those which are prescribed to be disposed by other agencies in laws, cabinet orders, ordinances, rules and regulations;

(2) Authentication of documents indicated in the preceding item;

(3) Custody of the seals of the General Headquarters and the Chief thereof;

(4) Preservation of personnel records and strength returns;

(5) Publication and distribution of orders and instructions (except tactical orders) and of station lists of units;

(6) Preservation of official records and reproduction service for the Headquarters;

(7) Operational work of the personnel affairs and welfare of the Headquarters based upon formulated policies;

(8) Administration of civilian personnel employed by the unit;

(9) Such other matters as may be assigned by the Chief of General Headquarters or Director of Staff Divisions and Sections, or indicated by the related Chief of Division.

ARTICLE 54. The Headquarters Commandant shall perform duties concerning the following matters:

(1) Internal security for the General Headquarters;

(2) Maintenance and administration of buildings and grounds of the General Headquarters and equipment pertaining thereto;

(3) Quartering and messing of all uniformed personnel assigned or attached to the General Headquarters;

(4) Administration and operation of the General Headquarters Motor pool;

(5) Supervision over the administration of all uniformed personnel assigned or attached to the General Headquarters;

(6) Such other matters as may be assigned by the Chief of General Headquarters or the Director of Staff Divisions and Sections, or indicated by the related Chief of Division.

ARTICLE 55. The Chief of Judge Advocate Section shall perform duties concerning the following matters:

(1) Clarification of questions of law, claims, and duty status;

(2) Disposition of legal problems in criminal and civil cases and legal assistance to the NPR members;

(3) Legal reviews on charges of disciplinary cases;

(4) Such other matters as may be assigned by the Chief of General Headquarters or the Director of Staff Divisions and Sections, or indicated by the related Chief of Division.

ARTICLE 56. The Chief of Police Section shall perform duties concerning the following matters:

(1) Exercise of operational control over all Safety units attached to the Headquarters, and not assigned or attached to subordinate commands;

(2) Maintenance of order discipline;

(3) Recommendations for the allocation and operation of Safety units;

(4) Traffic control in the event of group activities of the units for operations, movements and others;

(5) The prevention and disposition of offenses prescribed in Article 13, item 1, of the Enforcement Order for the National Police Reserve Order, for the purpose of maintenance of order within the elements of the NPR;

(6) Direction, supervision and coordination of the Safety Units;

(7) Recommendations concerning requirements of Safety units equipment and supplies;

(8) Such other matters as may be assigned by the Chief of General Headquarters or the Director of Staff Divisions and Sections, or indicated by the related Chief of Division.

2. In regard to the matters indicated in items (4) and (5) of the preceding paragraph, a close contact must be established with the National Rural Police, Police of Autonomous Entities and Public Procurators Office.

ARTICLE 57. The Chief of Inspector Section shall perform duties concerning the following matters:

(1) Inspection of units and agencies, as prescribed by the Chief of General Headquarters;

(2) Investigation of necessary matters as a result of inspection;

(3) Recommendations for improvements as a result of inspection;

(4) Such other matters as may be assigned by the Chief of Unit or the Director of Staff Divisions and Sections, or indicated by the related Chief of Division.

2. In regard to inspections indicated in the preceding paragraph, cooperation with the related organs must be established in order to obtain their assistance and inform them of results of inspection.

ARTICLE 58. The Chief of Special Section shall perform the duties concerning the following matters:

(1) Advice on the allocation and operation of special regiment units;

(2) Supervision over the specific technical training of the special regiment;

(3) Supervision over the observation, meteorology, communication and liaison between special and cooperating units;

(4) Review on requirements of ammunition of special units, recommendations for the distribution, supervision over the distribution and the investigation of supply conditions necessary for the above activities;

(5) Recommendations concerning requirements of special regiment for equipment and supplies;

(6) Such other matters as may be assigned by the Chief of General Headquarters or the Director of Staff Divisions and Sections, or indicated by the related Chief of Division.

2. Normally, in Regions the Special Regimental Commander will serve concurrently as Chief of Special Section of the Region Headquarters concerned.

ARTICLE 59. The Chief of Medical Section shall perform duties concerning the following matters:

(1) Exercise of operational control over all medical units attached to the Headquarters and not assigned or attached to subordinate commands.

(2) Health and sanitation

(3) Advice on the allocation and operation of medical troops, hospitals and other medical and sanitary facilities.

(4) Enforcement of training of the NPR personnel concerning sanitation and first aid and technical supervision over training of medical units.

(5) Investigation, study and reports pertaining to health and sanitation of the command.

(6) Determination of requirements, custody, distribution, repair, maintenance and salvage of sanitary and medical equipment and supplies.

(7) Recommendations concerning requirements of medical units for equipment and supplies.

(8) Such other matters as may be assigned by the Chief of General Headquarters or the Director of Staff Divisions and Sections, or indicated by the related Chief of Division or the Medical Director in General Group Headquarters.

ARTICLE 60. The Chief of Engineer Section shall perform duties concerning the following matters:

(1) Exercise of operational control over all Engineer Units attached to the General Headquarters, and not assigned or attached to subordinate commands;

(2) Advice on the allocation and operations of Engineer troops;

(3) Management of the administrative property of the Government of Japan;

(4) Construction and repairs of camps, warehouses, hospitals, schools, etc. and utilities therein;

(5) Construction and destruction of roads, railways, bridges, defensive works, etc.

(6) Enforcement of training pertaining to Engineer functions, and technical supervision over the training of Engineer units;

(7) Investigation and study of Engineer matters;

(8) Field surveys, preparation and distribution of maps;

(9) Determinations of requirements, custody, distribution, repair, maintenance and salvage of Engineer equipment and supplies;

(10) Recommendations concerning requirements of Engineer units for equipment and supplies;

(11) Adequate fire protection

(12) Such other matters as may be assigned by the Chief of General Headquarters or the Director of Staff Divisions and Sections, or indicated by the related Chief of Division.

2. Normally, in Regions the Engineer Battalion Commander will serve concurrently as Chief of the Engineer Section of the Region Headquarters concerned.

ARTICLE 61. The Chief of Finance Section shall perform duties concerning the following matters:

(1) Exercise of operational control over all Finance units attached to the General Headquarters, and not assigned or attached to subordinate commands;

(2) Recommendations for allocation and operation of Finance units;

(3) Receipt and disbursement of funds and accounting therefor;

(4) Settlement of Accounts of expenditures and revenues;

(5) Certifying of contracts;

(6) Custody of money accounting records;

(7) Enforcement of training of Finance business and technical supervision over the training of Finance units;

(8) Recommendations concerning requirements of Finance units for equipment and supplies;

(9) Such other matters as may be assigned by the Chief of General Headquarters or the Director of Staff Divisions and Sections, or indicated by the Comptroller or related Chief of Division.

ARTICLE 62. The Chief of Stores Section shall perform duties concerning the following matters:

(1) Exercise of operational control over all Stores units attached to the General Headquarters, and not assigned or attached to subordinate commands;

(2) Advice on the allocation and operation of Stores troops;

(3) Enforcement of training to Stores activities, and technical supervision over the training of the Stores units;

(4) Investigation and study of Stores activities and supplies;

(5) Determination of requirements, custody, distribution, repair, maintenance and salvage of Stores equipment and supplies;

(6) Recommendations concerning requirements of Stores units for equipment and supplies;

(7) Such other matters as may be assigned by the Chief of General Headquarters or the Director of Staff Divisions and Sections, or indicated by the related Chief of Division.

ARTICLE 63. The Chief of Weapons Section shall perform duties concerning the following matters:

(1) Exercise of operational control over all Weapons units attached to the General Headquarters, and not assigned or attached to subordinate commands;

(2) Advice on the allocation and operation of Weapons troops;

(3) Enforcement of training concerning Weapons functions, and technical supervision over the training of Weapons units;

(4) Investigation and study of vehicles and vehicle equipment, weapons and supplies;

(5) Consolidation of requirements, development of specifications, custody, distribution, repair, maintenance and salvage of vehicles and vehicle equipment and supplies;

(6) Determination of requirements, custody, distribution, basic repai and maintenance of weapons and of accessories and supplies necessary to perform maintenance of weapons, as directed by the Chief of General Group;

(7) Determination of requirements, custody, distribution, repair, maintenance, and salvage of materials and supplies necessary to perform the maintenance of vehicles;

(8) Recommendations concerning requirements of Weapons units for equipment and supplies;

(9) Such other matters as may be assigned by the Chief of units or Director of Staff Divisions and Sections, or indicated by the related Chief of Division.

ARTICLE 64. The Chief of Communications Section shall perform duties concerning the following matters:

(1) Exercise of oporational control over all communications units attached to the General Headquarters, and not assigned or attached to subordinate commands;

(2) Advice on the allocation and operations of Communications troops and coordination of Communications Services;

(3) Enforcement of Communications training and technical supervision over the training of Communications units;

(4) Investigation and study of communications and Communications supplies;

(5) Technical examination of Communications equipment and recommendation for its maintenance and effective use;

(6) Supervision over installation, maintenance and operation of the Communications system;

(7) Supervision over the utilization of photographic services, etc.;

(8) Supervision over the use of codes and ciphers;

(9) Determination of requirements, custody, distribution, repair, maintenance and salvage of Communications facilities and supplies;

(10) Recommendations concerning requirements of Communications units for equipment and supplies;

(11) Such other matters as may be assigned by the Chief of General Headquarters or the Director of Staff Divisions and Sections, or indicated by the related Chief of Division.

ARTICLE 65. The Chief of Chemical Section shall perform duties as prescribed by the Chief of General Group and approved by the Director General.

ARTICLE 66. The Chief of Transportation Section shall perform duties concerning the following matters:

(1) Exercise of operational control over all Transportation units attached to the Headquarters, and not assigned or attached to subordinate commands;

(2) Transportation of troop, units and supplies;

(3) Advice on the allocation, and operation of Transportation troops;

(4) Enforcement of training concerning transportation, and technical supervision over the training of Transportation units;

(5) Recommendation concerning requirements of Transportation units for equipment and supplies;

(6) Investigation and study of transportation services;

(7) Technical supervision over transportation services in the NPR;

(8) Such other matters as may be assigned by the Chief of General Headquarters or Director of Staff Divisions and Sections, or indicated by the related Chief of Division.

ARTICLE 67. When a General Headquarters does not have one or more of the Sections of the Special Staff listed in these Regulations, the indicated duties of the Chiefs of Sections concerned shall be performed by the Division to which the duties are related, unless otherwise prescribed by the Chief of General Headquarters.

CHAPTER IV

REGIMENTAL AND BATTALION HEADQUARTERS

ARTICLE 68. The Regimental Headquarters shall have a Chief of Regiment, a Deputy Chief of Regiment, Chiefs of Branches, and other necessary officers and policemen.

ARTICLE 69. The Chief of Regiment shall be superintendent I Class or Superintendent II Class. He shall, subject to the direction of the Chief of Region, direct and command the units of his command, and shall control the administrative functions of the Regimental Headquarters and exercise supervision over the administrative functions of the units of his command.

ARTICLE 70. The Deputy Chief of Regiment assists the Chief of Regiment; incase of the temporary absence of the latter, and in regard to matters specifically prescribed by him, the Deputy Chief of Regiment exercises the authority of the Chief of Regiment in his stead.

ARTICLE 71. The Regimental Headquarters shall have sections of Personnel, Information, Operations, and Service and Supply and other necessary sections.

2. Each Section shall be under the direction of a Chief of Section who shall be responsible to the Chief of Regiment.

ARTICLE 72. In the Regimental Headquarters, the Chiefs of Sections shall perform the duties and exercise the authority of the Chiefs of Divisions and Chiefs of Sections.

ARTICLE 73. The provisions of the preceding three (3) Articles and Article 68 shall be applied to the organization of the Battalion Headquarters, provided that unnecessary sections may be omitted.

ARTICLE 74. The Chiefs of Separate Battalions shall be Superintendent II Class and shall, subject to the direction of the Chief of Region, direct and command the units of their command and shall supervise the administrative functions of the units of their command respectively.

CHAPTER V

OTHERS

ARTICLE 75. Other than as provided for in these Regulations, the detailed regulations concerning the organization of units Headquarters shall be prescribed by the Chief of General Group.

SUPPLEMENTARY PROVISIONS:

1. These Regulations shall come into force as from 10 August 1951.

2. For the time being, procurement contracting will be accomplished by Service and Supply Division until the Chief of General Group prescribes otherwise by the approval of the Director General.

3. Regardless of the provisions of sub-paragraph 5, paragraph 1, Article 56, the time of the enforcement of functions as the judicial police official will be directed by the Chief of General Group in particular.

4. The attached charts illustrate the organization of General Group Headquarters, Service Group Headquarters, and Regional Headquarters, respectively.

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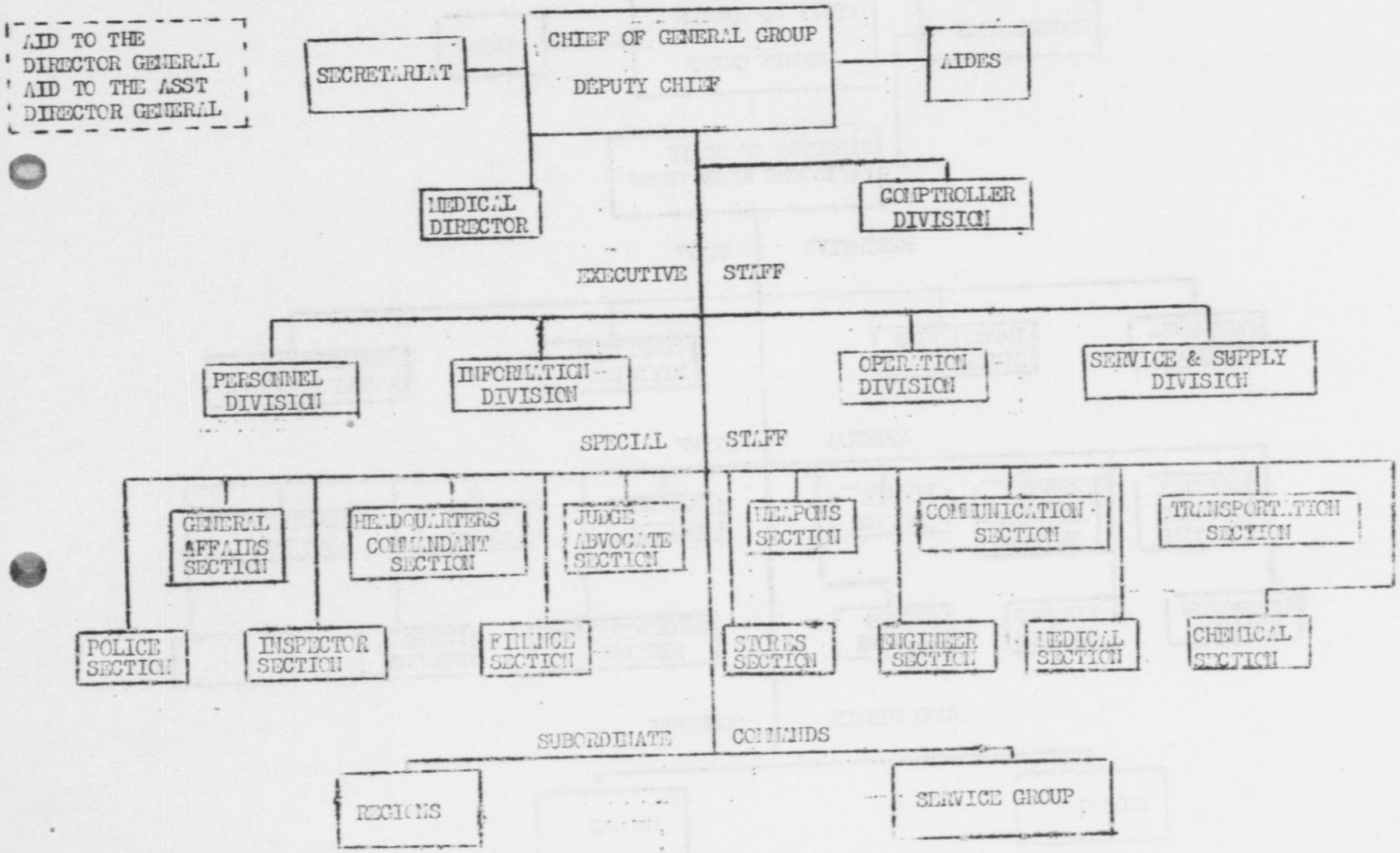
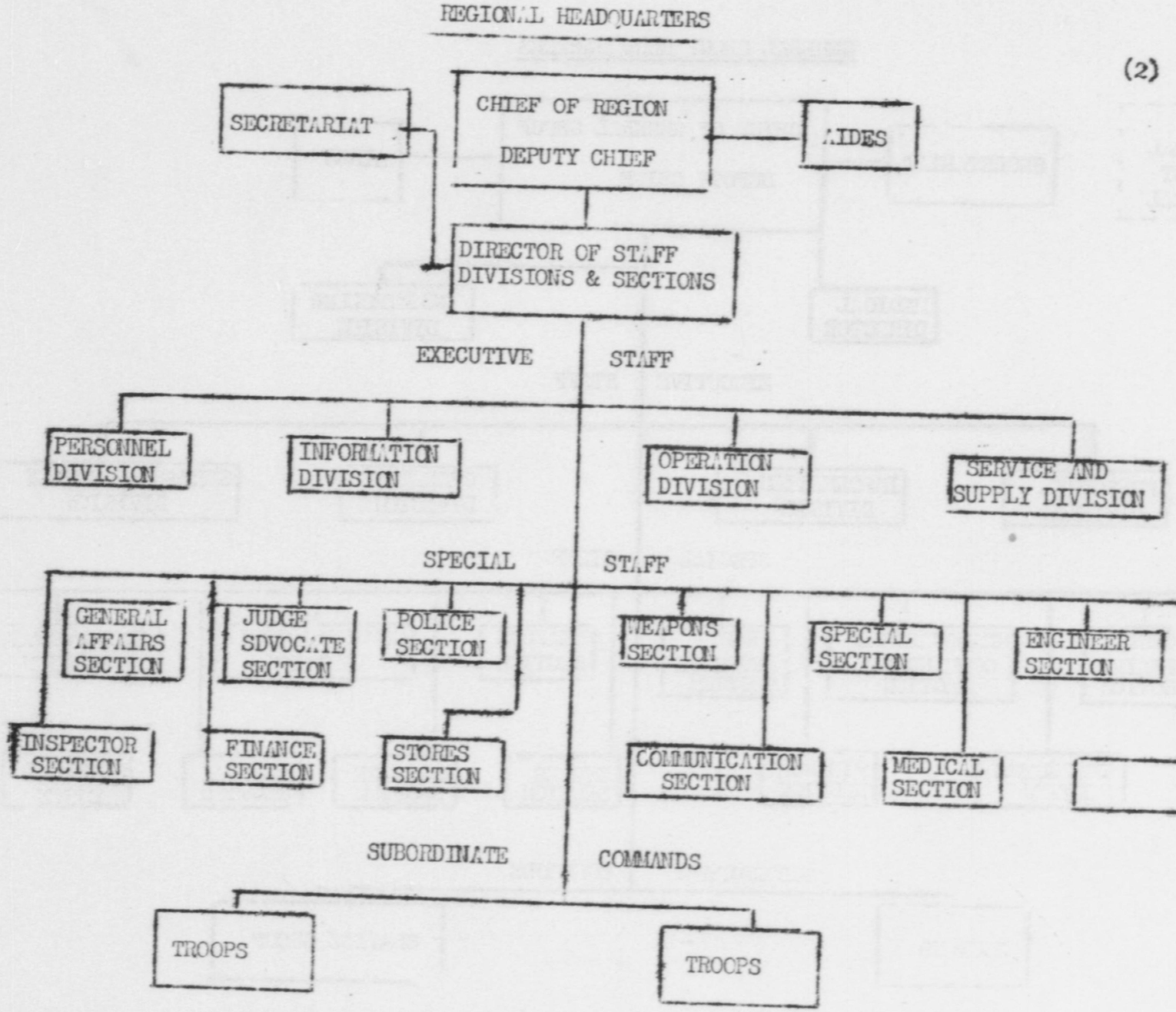
GENERAL GROUP HEADQUARTERS




REGIONAL HEADQUARTERS
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CHIEF OF REGION
DEPUTY CHIEF
AIDES
DIRECTOR OF STAFF
DIVISIONS & SECTIONS
EXECUTIVE
STAFF
PERSONNEL DIVISION
INFORMATION DIVISION
OPERATION DIVISION
SERVICE AND SUPPLY DIVISION
SPECIAL
STAFF
GENERAL AFFAIRS SECTION
JUDGE SDVOCATE SECTION
POLICE SECTION
WEAPONS SECTION
SPECIAL SECTION
ENGINEER SECTION
INSPECTOR SECTION
FINANCE SECTION
STORES SECTION
COMMUNICATION SECTION
MEDICAL SECTION
SUBORDINATE
COMMANDS
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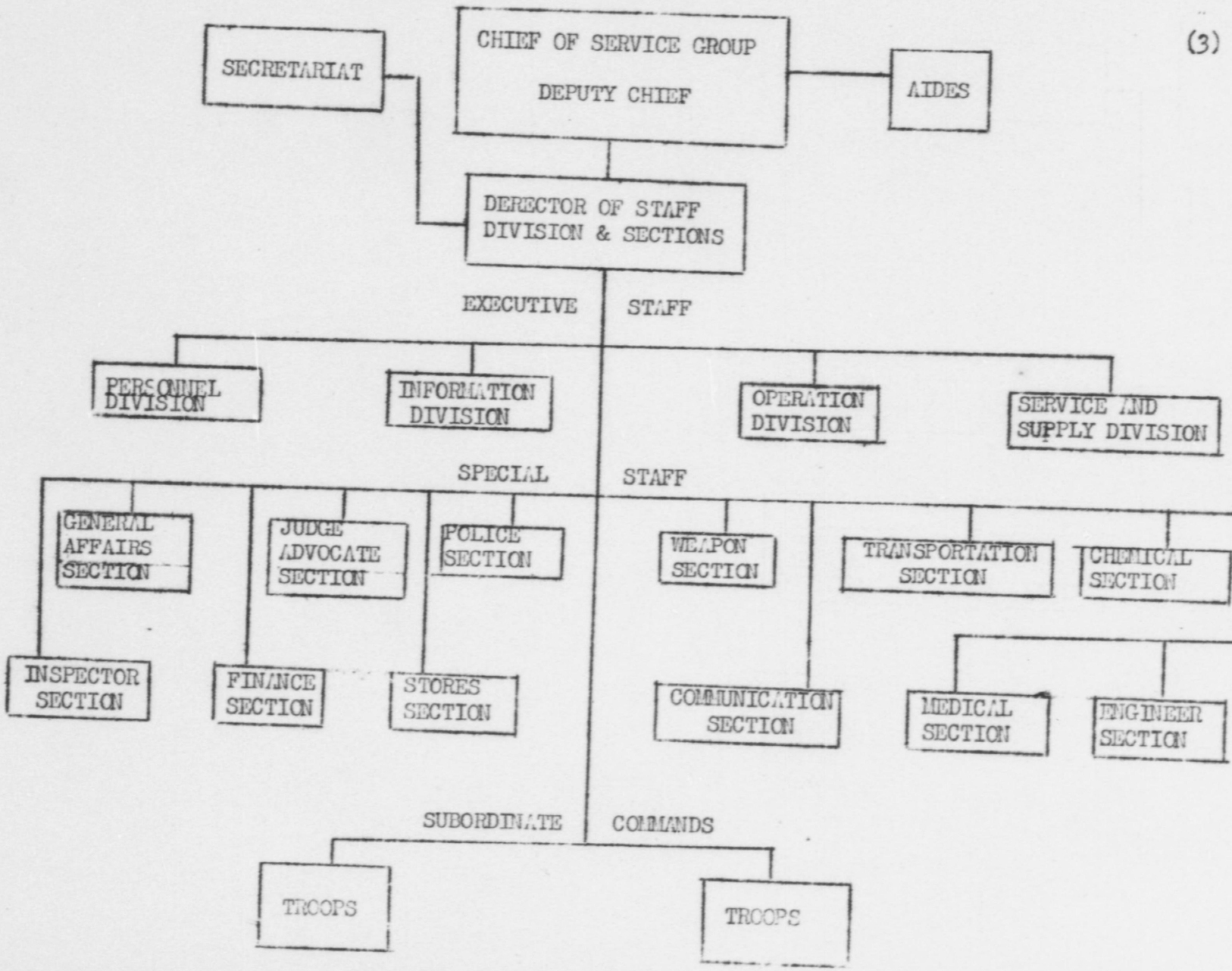
SERVICE GROUP HEADQUARTERS



GENERAL GROUP HEADQUARTERS
NATIONAL POLICE RESERVE
Etchujima, Fukagawa, Koto-ku, Tokyo

NPR REGULATION NO. 30-8. 14 August 1951

Regulation for the reports control system of the units of the National Police Reserve shall be fixed as follows by order of Director General, NPR Headquarters.

for HAYASHI, KEIZO
Senior Superintendent
Chief, General Group

REGULATION FOR REPORTS CONTROL SYSTEM FOR THE UNITS OF THE NATIONAL POLICE RESERVE

ARTICLE 1. PURPOSE:- The purpose of this Regulation is to establish a system of reports control which will accomplish the following objectives:

(1) Coordinated establishment of requirements for reports adequate to provide the information and statistical data necessary to formulate plans and programs, and to supervise and review the progress of execution thereof.

(2) Minimum expenditure of time and effort by all concerned in the preparation, processing, and use of reports.

(3) Promulgation of complete and clearly understandable instructions, forms, and procedures for reporting.

(4) Establishment only of reports that are required for actual use, and prevention of unnecessary duplicating, erroneous, or misleading reports.

(5) To insure that no section of a headquarters calls upon subordinate agencies for information that is available in another section of the headquarters.

ARTICLE 2. CLASSIFICATION OF REPORTS AND DEFINITION OF REPORT CONTROL SYMBOL:- A report as prescribed in this Regulation is narrative or statistical information transmitted from one agency to another on either a periodic basis, as required basis, or one-time basis, as follows:

(1) Recurring report - a report which is submitted regularly at prescribed intervals of time, such as daily, weekly, monthly, etc.

(2) As required report - a report which is submitted upon each occurrence of a prescribed event or situation.

4.

(3) One-time report - a special report prepared one time only.

2. Reports control symbol - a symbol of identification for a controlled report which is assigned by the reports control office to indicate approval of the requirement of the report, and to authorize the preparation and submission of the report by prescribed reporting agencies.

ARTICLE 3. EXEMPT REPORTS:- Exempt reports, which are of the types listed below, are not subject to reports control:

(1) Certain technical information reports covering only information matters submitted for use of information divisions or sections.

(2) Reports concerning tactical field operations engaged in by units of the NPR.

(3) Reports of inspection, audit, efficiency evaluation, personnel background investigations, and investigations specially ordered by the chief of units.

(4) Individual reports of physical examination, and technical reports of clinical or laboratory diagnosis test, or analysis.

(5) Reports required by law, or by direction of proper authority, to be submitted to agencies external to the NPR.

(6) Information or statistical data submitted from one staff agency to another within the same headquarters in the course of coordinated staff functioning.

ARTICLE 4. REPORTS CONTROL PROVISIONS AND PROCEDURES:- 1. All the reports which are not included in the category of exempt reports are subject to reports control. Each proposed publication or communication which includes provisions for establishing revision or discontinuance of a report subject to reports control, is subject to examination and concurrence by the reports control officer of the unit concerned. This provision applies equally to reports required by a unit to compile information for the preparation of a report to be submitted to higher headquarters.

2. Each approved controlled report will be assigned a reports control symbol which will identify the unit establishing the report and insludo a series number. The reports control symbol and the series number of the General Group Headquarters are as indicated in the attached sheet.

3. Subordinate headquarters shall prescribe the form of reports control symbol used thereat, and series designation.

4. On all forms used in preparation and submission of a controlled report, the reports control symbol will be included in a prominent position on the face of all copies of the form reproduced.

5. Reports submitted by letters or other communications will use the approved title of the report followed by the reports control symbol as the subject of the communication.

6. Each publication or communication establishing, revising or discontinuing a controlled report will include in the subject, or immediately adjacent thereto, the reports control symbol applicable.

ARTICLE 5. DETERMINATION OF AUTHORITY FOR A REQUESTED REPORT:- 1. Each unit or activity of the NPR, subordinate to General Group Headquarters, which receives a request from any agency of the units of the NPR for a report which does not include a reports control symbol, but which is evidently subject to reports control pursuant to this Regulation, or concerning which there is reasonable doubt as to whether the report requested is subject to reports control, will make inquiry thru channels immediately and by the most expeditious means appropriate, to obtain a decision from the appropriate headquarters exercising reports control authority prior to preparation of the report.

ARTICLE 6. STAFF RESPONSIBILITY FOR REPORTS CONTROL:- 1. The Comptroller shall be responsible for operation of reports control at General Group Headquarters, and shall exercise staff supervision over principles, policies and procedures related to reporting throughout the units of the National Police Reserve.

2. Reports control procedure shall be established at Service Group Headquarters and at each Region Headquarters to insure that reports required by those headquarters conform to the standards prescribed in Article 1 of this Regulation. At those headquarters the Director of Staff Divisions and Sections shall be responsible for reports control.

3. The provisions of the preceding paragraph shall apply mutatis mutandis to regiment and battalion headquarters. For these headquarters "Director of Staff Divisions and Sections" shall read "Executive".

ARTICLE 7. DUTIES OF REPORTS CONTROL OFFICERS:- Each reports control officer is responsible for the following duties:

(1) The examination of and recommended concurrence or nonconcurrence with each proposed directive which includes provisions for initiating, revising, or discontinuing a report subject to reports control. Matters subject to examination and concurrence of the reports control officer include:

9

(a) Title of Report.

(b) Form to be used, if any.

(c) Contents of the report with respect to standards prescribed in Article 1 of this Regulation.

(d) Frequency of submission.

(e) At what unit level the report will be compiled and submitted.

(f) Number of copies to be submitted, and to what units.

(2) Giving advice to the initiating agency as to reasons in case of nonconcurrence, together with such suggestions for revision as may be appropriate. If disagreement persists between the reports control officer and a staff agency desiring to establish, revise or discontinue a report, the matter will be referred to appropriate higher headquarters for decision.

(3) Continual review of controlled reports previously established, and recommendations to using agencies regarding revision or discontinuance of existing reports when such action seems necessary.

(4) Stimulating the establishment of needed reports to provide essential information and data.

(5) Assigning, revising, and rescinding of reports control symbols for all reports over which he exercises reports control jurisdiction.

(6) Maintaining a current file of controlled reports, to include as a minimum:

(a) Copy of the official publication or communication requiring each controlled report to be submitted, together with revisions or amendments, if any.

(b) Copy of each blank form provided to be used by reporting agencies in preparation of reports.

(c) Register of Reports Control Symbols.

(d) Current file of controlled reports submitted to the unit to which he is assigned. This file is to be maintained regardless of files maintained by other agencies in the unit of such reports as pertain to their activities. However, it is not required to include copies of routine detailed reports submitted with considerable frequency if the information therein is otherwise available for use and filed in summarized form at appropriate intervals.

(7) Preparation for publication semi-annually of a list of all existing controlled reports under his jurisdiction, for distribution to all subordinate reporting agencies concerned and to each higher headquarters in the chain of command. These lists will include the following information regarding each report:

(a) Reports Control Symbol.

(b) Title of the report, and form number, if any.

(c) Frequency of submission.

(d) Security classification.

(e) Designation of the publication or communication which established the report, and any other documents containing instructions pertaining to preparation of the report.

(f) Agencies required to submit the report.

(8) Preparation or supervision of preparation of administrative reports required by the chief of unit concerned, or by higher headquarters, involving combination and correlation of information and statistical data related to more than one staff division or section.

(9) Facilitate the use of information and statistical data for management survey and analysis.

ARTICLE 8. Determination of security classification of reports (Secret, Confidental, Restricted, or unclassified) is not a reports control function. However, all the controlled reports as indicated in Article 4 shall be subject to reports control, though they may be classified.

ARTICLE 9. This regulation is in no way intended to restrict subordinate commanders from reporting any incident or situation to the next higher commander when deemed appropriate.

SUPPLEMENTARY PROVISION

This Regulation will take effect as from 16 August 1951.

- END -

DISTRIBUTION : "B"

TRAINING BRANCH

16 March 1951

MEMORANDUM FOR: Lt Col Thomas

SUBJECT: Comments on Proposed NPR Regulations

1. Pursuant to your request, my comments on the attached regulation proposed by the Director General, NPR are contained in paragraph 2 below.

2. a. This document seeks to establish regulation's pertaining to formal courtesy and certain policy concerning the use of ceremonies as used for "Honors". It must be further implemented in Training Instructions, if approved.

b. Detailed comments.

Chapter I - General - Seems to be an establishment of general titles etc. Presumed to be as NPR wants it.

Chapter II a. Regarding the policy of saluting. It appears to follow our own system in general, with the exception that they unduly complicate the procedure by adding position superiority, and by having all ranks saluted, rather than limiting personnel salutes to officers. (They also exempt a person from saluting if he is in the company of an officer.)

b. The salute by bowing prescribed in case of civilian dress appears to conform to oriental custom.

c. The use of "Present Arms" with a rifle is out of order at this time since this is not done with a carbine.

d. Article 48 is different from our system.

e. General Comment. I do not believe that we should attempt to impose our own customs upon the NPR any further than they have integrated them into this chapter.

Chapter III a. This chapter puts into regulation the provisions as to the "what", "when", "where", "for whom", and to some extent the "how" of conducting ceremonies. The implementing instructions to cover the details of how the troops actually perform, must be incorporated into the TI on ceremonies which is to be rewritten anyway.

8.

b. I take no exception to anything shown in this chapter.

3. No recommendations for concurrence can be made on such a matter as this without an extensive study of every detail.

DALE T. ELLIOTT
Lt. Col., Inf.
Training Branch

Log of Formal Courtesy - NPR

Thomas to Elliott	—	16 Mar	(2 Hr d/line)
Elliott to Webb	—	16 Mar	
Webb to S-3	—	16 Mar	
S-3 to XO	—	17 Mar	
XO to S-3	—	?	
S-3 to Webb	—	19 Mar	
Webb to Elliott	—	19 Mar	
Elliott to Yokoda & Nakamura	—	22 Mar	
Nakamura to Elliott	—	26 Mar	
Elliott + Yokoda + NRR Hq	—	Various conferences	
Draft to Yokota for study	—	26 April	
Conferences + 2nd Draft to Yokota	—	?	
Elliott to Muzyk	—	11 May	
Muzyk to S-3	—	19 May	
S-3 to Elliott	—	24 May	
Elliott to Muzyk	—	4 June	
Muzyk - Elliott Conference	—	8 June	

Regulation No. _____

Neil Normal Courtesy

Regulation on Formal Courtesy of the National Police Reserve.

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The Regulation on Formal Courtesy of the National Police Reserve

Chapter I General Provisions

(Prospectus of the Regulation)

Article 1. The indication of courtesy by the NPR policemen and units shall be executed accordingly to the manners as prescribed in this Regulation.

(Objective of the Regulation)

Article 2. The Regulation is objected to clearly signify the manners of courtesy to the policemen thus to regulated the disciplinary act of the unit, to achieve the mutual unity in fact by conformity of their minds in faithfulness.

(Courtesy as classified in this Regulation)

Article 3. Formal courtesy as prescribed in this Regulation will be classified into Salute and Ceremony.

(Definitions on the terms of language)

Article 4. The following items will show the terms of language and definitions as employed in this Regulation

(1) Keisatsu Kan (Policeman)
Policeman of the National Police Reserve.

(2) Kanbu (Officers) Policemen ranking from Inspector II Class and higher.

(3) Shiho (Sergeants) Policemen in the rank of Sergeant I,II,III Class.

(4) Keisa (Patrolmen) Senior Patrolman, Patrolman I,II Class.

(5) Sokanbu (HQ Division of the chiefs-in-General)
..... GG HQ, SG HQ, Reg. HQ.

(6) Butai Honbu (Unit HQ)
..... HQ Division of the Chiefs-in-General, Regiment HQ, Battalion HQ, Schools and corresponding organizations thereof.

(7) Butai (Unit) Group of policemen in unit formation.

(8) Chōkan (Director General) Director General of the National Police Reserve.

(9) Jichō (Assistant Director General)

Assistant Director General of the National Police Reserve.

(10) Sokan (Chief-in-General)

Chief of GG, Chief of SG, Chief of Region.

(11) Dantaicho (Chief of unit)

All chiefs of units, of and higher than the battalion, Chiefs of various NPR schools, and Chiefs of organizations corresponding thereto.

(12) Jōkan (Superior)... All superiors in ranks or in the line of Command.

(13) Jōshi (Senior Superior)...Officers.

(14) Kyokan (Instructor)..Policeman instructing in school or lectures belonging to the external relations.

(15) Gakusei (Student)... Officer attending lessons at school.

(16) Seito (Pupil)... Sergeants and Patrolmen attending lessons at school.

(17) Taiki (Unit Standard)... NPR Standard.

(Ceremonial salute)

Article 5. Policeman or unit participating in ceremony will not execute the salute other than the Ceremonial salute.

(Title of policeman)

Article 6. Policeman will be normally addressed by combining the official title or rank to his last name. However honorific title will not be supplemented thereto.

? Provided that in certain cases his official title or rank may be simply addressed.

2. Superior may call the junior in his last name simply.

(Introduction of oneself)

Article 7. Policeman when on interview with an unacquainted superior shall introduce himself by announcing his name attached with his official title or rank.

(Abbreviation on the nomination of ranks)

Article 8. The ranks of policemen may be abbreviated and used as shown in the subsequent manner, Provided that the manners herein will not be applied in official correapondence and statements, Itto Keisatsu Sei...(Issei) Spdt. I class

Nito Keisatsu Sei... (Nisei) Spdt. II class

Keisatsu Shicho ... (Shicho) Senior Insp.

Itto Keisatsu Shi ... (Isshi) Insp. I class

Nito Keisatsu Shi ... (Nishi) Insp. II class

Itto Keisatsu Shiho ... (Isshiho or Shiho) Sgt. I class

Nito Keisatsu Shiho ... (Nishiho or Shiho Sgt II class

Santo Keisatsu Shiho ... (Sanshiho or Shiho) Sgt. III class.

Keisacho ... (Keisa) Senior Patrolmen.

Itto Keisa ... (Issa or Keisa) Patrolman I class

Nito Keisa ... (Nisa or Keisa) Patrolman II class

Chapter II Salutes.

Section 1. General

(Spirit in saluting)

Article 9. The salute is the indication of thorough acknowledgment of membership and expression of respect to the NPR, therefore it shall be executed strictly with respectfulness neither to fall into ignorance nor mere formality.

(Principle in saluting)

Article 10. Policeman, except in cases specially prescribed, shall render his salute whenever he meets or recognizes a person entitled ~~recognizes a person entitled~~ to salute.

2. Salute as prescribed in the preceding paragraph shall be rendered first by the junior and returned by the superior, be exchanged mutually between those in the equivalent ranks.

3. Policemen when in circumstances unidentificable shall exchange salutes regardless to their ranks.

4. Normally when saluting, the position shall be resumed after the saltue has been returned.

(Persons entitled to the salute)

Article 11. Persons entitled to the salute are as follows.

(1) Director General and Assistant Director General.

(2) Senior superiors.

(3) Sergeants and Patrolmen as superiors in the Company assigned.

(4) Sergeants and Patrolmen as superiors in positions attached.

2. The salute to senior superior will be applied to the persons entitled to salute as prescribed in Items (1), (3), (4), of the preceding paragraph.

3. It is an indicatinn of courtesy to salute to an acquainted superior even if he is not qualified as a person entitled to salute.

(Duty on returning a salute)

Article 12. Policeman shall always return the salute to any one whenever a salute has been offered.

(To senior superiors [redacted] more than 1)

Article 13. Salute to senior superiors when more than 1 of them are together should be executed by facing the highest in their ranks.

(To an acquainted senior superior)

Article 14. Policeman when meeting an acquainted senior superior shall salute to him even if the senior superior will not be clothed in uniform.

(Salute while walking)

Article 15. Salute while walking shall be executed in quick time march. Provided that the salute to an uncased Unit Standard shall be executed after first halting.

(Abridgment of salute)

Article 16. In circumstances as prescribed in the subsequent Items, salute may not be executed unless otherwise provided therefor.

(1) When in duty indoors (to include recess hours)

Provided that to exclude the cases when reporting to a superior or meeting the Chief of unit in hallways.

(2) Carrying articles with both hands or otherwise in positions such as in work etc., of making the salute impracticable.

(3) When driving a vehicle

(4) When occupied in field training, drill, group work or in attending lessons.

(5) In cases when to hinder the performance of duties as in escort, guard and operation.

(6) When joined in formation

(Provided that when in case a member will be addressed by an officer he shall assume the posture of "attention".)

(7) When in accompany with a senior superior.

(8) When participating in an athletic game

(9) When taking a bath.

(10) As a patient in bed.

(11) Other occasions as specially prescribed.

2. Policeman when in doubt to the application of the preceding paragraph shall execute a salute.

(The National Anthem)

Article 17. Policeman whenever hears the National Anthem played or blowed shall stand at "Attention".

Provided that to except those which are of in training practice.

Article 18. The Chief of unit in order to regulate the salutes may prescribe the details thereof within the scope of this Regulation.

Section II. Saluting indoors.

(Definition for indoors)

Article 19. The term "indoors" is construed normally to include the office of the Chiefs of units, Officers'room, offices, halls, quarters, bed-rooms reception rooms, dressing-rooms, bath rooms, patientswards, dispensary, medical operation rooms and hallways.

The term "outdoors" will include guard hourses, weapons' storehouses, garages, store houses, workshops, shopshouses, warehouses, kitchens, gymnasiums, drill halls and other roofed inclosures as used for drills or physical exercises by units.

(Salute indoors)

Article 20 Salute indoors shall be normally executed uncovered and by hand, facing the one to be saluted.

Provided that in case when armed, outdoor's salute shall be executed always.

2. The term "under arm" is meant by carrying an arm or having light weapons or equipment pertaining to arms attached to person.

(Reporting to a senior superior)

Article 21. Policeman when entering the office of a senior superior, knocks and enters, upon entering salutes to the person in the highest rank, halts about two paces from the senior superior whom he is purposed to see, salutes and says - so and so have come to report (or announces his purpose) to so and so (attaching the title or rank of the senior superior).

2. When the business is completed, the policeman salutes, executes about face and departs.

(Returning a salute)

Article 22. When a senior superior receives a salute as prescribed in the preceding Article, will normally returns his salute in his seated position.

2. Person equivalant in ranks, when rendered a salute as prescribed in the preceding Article shall normally stand up and return the salute.

(Reporting to a superior other than officers)

Article 23. The preceding two Articles will apply correspondinly in the case of reporting to a superior other than officers.

(When a senior superior enters a room-living room etc.)

Article 24. When a senior superior enters a living-room, bed-room, reception-room, or tent, men present shall stand up and salute, hold at "Attention" until the senior superior directs otherwise ar leaves the room.

When more than 1 persons are present, the first to perceive the senior superior commands "Attention".

2. In case of the preceding paragraph juniors unarmed shall always remove their headdress.

(On senior superior entering a room - officees etc.)

Article 25. When a senior superior enters a room such as in office or secreation room, those occupied at work or at play will not execute a salute.

They neither shall stand at "Attention" otherwise told by the senior superior to do so.

2. Sergeants and Patrolmen seating in the office with a senior superior on performance of their routine duties may not necessarily estand up when addressed.

(On senior superior entering a room-mess hall)

Article 26. Sergeants and Policemen eating may remain seated and continue eating when a senior superior enters a mess hold unless the senior superior directs them to do so.

2. An individual personally addressed by a senior superior shall chase to eat and sit at "Attention" until the conversation is ended.

(When the relative Chief of unit enters a room)

Article 27. When in case the relative Chief of Unit will be on situations as prescribed in the preceding two Articles, providions in Article 24 shall be applied correspondingly.

(Salute when in lesson or at work.)

Article 28. Salute when occupied in lesson or at work shall be normally executed by the Instructor or the supervisor only.

Provided that in occasions when considered necessary, the Instructor or supervisor shall command "Attention" setting the members at rise and salutes.

(Salute to an Instructor)

Article 29. When an Instructor enters a classroom the student highest in rank (or the one previously designated) shall command "At rise" or "Attention" and executes a salute when the Instructor assumes his position on the platform, then commands "at ease" and the members will be seated at once.

2. The manners as prescribed in the preceding paragraph will be applied correspondingly at the end of the lesson. Provided that the command "At case" shall be normally given after the Instructor leaves the Classroom.

(Salute on occasion of receiving a written order or awards.)

Article 30. Policemen when on accasion of receiving a written order or certificate of merit etc. shall execute a salute at about 3 paces from the offerer, steps forward pertinently, receives the article, holds and keeps it in the left hand, steps back to the distance of 3 paces, salutes and resumes his first position.

2. In occasions when seneral persons will be in receiving and the written orders are to be collectively offered to a representative, other persons shall salute simultaneously with the one representing thereof.

(Salute of policeman when in civilian clothes)

Article 31. Salute by a policeman in civilian clothes shall be executed by the manner in the following sequence, facing the entitled person in salute, standing at attention with his eyes attached to the person, bends the upper part of his body about 15 degress aslant holding his head erecly in the direction naturally with the upper part of his own body.

(In dinner parties etc.)

Article 32. When present with superiors at a regular dinner party or social meeting etc., it is courteous to be seated and leaving the room after the

superiors.

When in case necessary of leaving in the midst of the time he shall do so after notifying it to a superior.

Section III Salute outdoors.

(Salute outdoors)

Article 33. Saluting in outdoors shall be always executed without removing the headdress.

2. Salute outdoors will be divided into three classifications; the hand salute, present arms and rifle salute.

(Salutes as classified)

Article 34. Hand salute shall be executed in case when unarmed or armed with carbine.

2. Present arms and rifle salute shall be executed only in case when armed with a rifle.

(Salute on way)

Article 35. Policemen when meeting each other on the way or by-passing shall salute by facing the person to whom the salute shall be rendered to. The return salute shall be executed in the same manner.

(Salute on way)

Article 36. Policeman, while in halt, by-passed by a senior superior shall face him at "Attention", and renders his salute.

(Reporting to a senior superior)

Article 37. Policeman when in approaching a senior superior shall halt at about 6 paces from him, and renders the salute.

(Salute to units)

Article 38. Policeman when meeting or being by-passed by a unit led by a senior superior shall salute to the leader thereof.

Provided that salutes will not be rendered to units actually occupied in escort duty or in field training or works.

(Salute to units)

Article 39. Policeman when rendered a salute by a unit shall return his salute to the person leading the unit.

(Salute to the deceased)

Article 40. Policeman when meeting a funeral of a policeman on way shall render his salute to the caisson regardless of rank.

(Saluting in vehicles)

Article 41. Policemen when riding on vehicles shall adjust his posture and salute when meeting a senior superior.

Provided that persons driving the vehicles will adjust his posture only but does not salute.

(Policeman when accompanying a superior)

Article 42. Policeman when accompanying a superior shall walk in the left side or rear of the superior, when more than 1 are accompanying they should walk on both sides or at rear. Provided that person in guide will be exepted thefeof.

(Courtesy on riding vehicles)

Article 43. Policeman when accompanying a superior on riding vehicles, the superior enters first and leaves in inverse.

2. The seats in vehicles are ranked in the sequence of right, left and center.

(Courtesy on boarding a vessel)

Article 44. Policeman when accompanying a superior on boarding a vessel, shall have the superior first and leave in inverse.

Provided that in boats and smaller wessels the superior will enter after and leave in inverse.

(Correspondings)

Article 45. The provisions of Articles 21, 30 and 31 will be applied carrespondingly to the salute outdoors.

Section 4. Salute by unit.

(Salutes as per the size of units)

Article 46. Unit salute shall be normally executed by each independant section, platoon or company, while in Battalion and higher units, the salute will be executed by the battalions while in halt and by the companies while in march.

(Salute by units in halt)

Article 47. Salute of a unit in halt shall be executed in a manner, firstly adjusting the formation of the unit, commanding them to "Attention" and salute by the leader.

2. Salute as prescribed in the preceding paragraph shall be rendered when the person to receive the salute will approach at the distance about 8 paces from the unit, and the person who renders the salute shall face him along as he passes.

(Salute by a unit in march)

Article 48. Salute by a marching unit will be rendered only by the person leading the unit.

2. Salute as prescribed in the preceding paragraph shall be executed in "Quick time march". Provided that in circumstances, leader may only salute in "Quick time march" leaving the unit in "Reute step march".

(Unit salute to be executed to a policeman)

Article 49. Unit salute to be rendered to a policeman will be executed only to persons higher in rank than the unit leader.

(Salute between units)

Article 50. Salute between units shall be first executed by the unit lower in the ranks of the leaders and shall be mutually exchanged between units equivalant of the ranks of the leaders.

(Salute while at rest)

Article 51. Unit when falling out at rest during the course of field training or of works normally will not execute a unit salute

2. In circumstances as prescribed in the preceding paragraph salute will be rendered individually

(Salute to the Unit Standard)

Article 52. Salute to the Unit Standard shall be conformed to the manner of salute to the unit.

Provided that this will not be applicable to Unit Standard under cover.

2. Unit Standard normally will not return the salute.

(Salute by unit in vehicles)

Article 53. Salute by a unit in vehicle will be rendered only by the leader and the rest will remain at adjusting their posture and will not salute.

(Correspondings)
Article 54. Provisions of Article 40 will be applied correspondingly to the salute by units.

Section 5. Saluting on guard duty.

(Saluting on guard gate)
Article 55. The guards should line up in row armed with rifle in front of the guard house or out of the gate and execute a salute in occasions whenever the guard gate will be passed by the objects as prescfibed in each of the following Items.

Provided that this may not be applicable after sunset.

(1) Uncovered Unit Standard.

(2) Director General, Assistant Director General
Chief of General Group and Deputy Chief of General Group.

(3) Relative Chief-in-General and Deputy Chief-in-General.

(4) Relative Chief of Regiment.

(In case of a Separate or Detached Battalion and units corresponding thereto or in schools, Chief of Battalion, Chief of units and Chiefs of schools are to be included herein.)

2. Salutes as prescribed in the preceding paragraph shall be exeeuted in the manner of all member's salute.

(Salute on entrance gate)
Article 56. Whenever an officer whom of rank higher than the chief of guard will pass through the entrance gate, the persons in the guard house shall adjust their posture and the chief of guard (or the highest person in rank) will render the salute.

2. As to persons other than those as prescribed in the preceding paragraph the chief of guard only will render or return the salute.

(Presentation and identification of certificate of leave)
Article 57. Sergeants and Patrolmen when passing through the guard gate shall adjust their posture and present their certificate of leave,

Provided that, this may be excepted in case of units.

(Salute by guard)

Article 58. A guard shall salute to those as prescribed in Article 55 and to officers.

2. Guard after a challenge will not salute regardless of persons, however, this may not be applicable in case when recognition is made as of senior superior.

3. Guard will not salute when in conversation with a senior superior. Provided that this may not be applicable in case when the senior superior salutes.

(Return salute by a guard)

Article 59. A guard when rendered a salute shall return the salute whenever it will not impede the performance of his duty.

Chapter III Ceremonies

Section 1. General

(Ceremonial occasions)

Article 60. Ceremonies will be performed in occasions such as in the announcement or award of honour, public address or notification and in the demonstration of the training status of a unit.

(Forms of ceremonies as classified)

Article 61.. Ceremonies as are provided in this GG Regulation are to include as follows.

(1) Unit review.

(2) Unit escort.

(3) Escort in row.

(4) Official assignment arrival and departure.

(5) Recruiting and discharge.

(6) Official Commendation

(7) Display of the National Flag.

(Performance of ceremonies)

Article 62. Ceremonies as prescribed in the preceding Article unless otherwise designated shall be ordered or executed by the chief of unit.

(Detailed provisions concerning the ceremony)

Article 63. Chief of GG will prescribe the details as to the ceremonies provided in this GG Regulation

Section 2. Review

(Occasions for the performance of Review)

Article 64. Reviews will be performed on the Anniversary of NPR establishment and other occasions as will be specially prescribed or be ordered.

(Execution of review)

Article 65. The Chiefs of units will execute the performance of Review.

(Reviewing officer and General Review Commander)

Article 66. The Reviewing officer other than specially prescribed shall be of the Chief of unit or whom as designated by the Chief of unit.

2. The relative Chief of unit shall designate the General Review Commander.

(Anniversary of the NPR establishment)

Article 67. On the Anniversary of the NPR establishment Director General or Chief of GG will usually be the Reviewing officer in Tokyo, while in other stationing area, the chief of unit will be the Reviewing officer and will execute the Review.

2. Chief of unit upon deliberation with the Chief of school may allow the students and pupils within the area to participate in the Review as of the preceding paragraph.

(Salute of units joining in the Review)

Article 68. Units participating in the Review will not salute other than to the Reviewing officer, Generql Review Commander and the relative Chief of unit while in the area.

(In dividuals present at Review)

Article 69. Officers and others whom were allowed to be present or to observe the Review may stay in line at positions or accompany the Reviewing officer as will be designated by the General Review Commander.

(The sequence of the Review)

Article 70. Review shall be normally performed in the following sequence

(1) Adjusting in formation.

All participating units shall adjust and assume their designated positions.

Individuals in join and observers present shall follow the same manner.

(2) Salute to the Reviewing officer. When required, the Music band will play "At Salute".

The salute will be executed in the manner of all member's salute.

(3) Report by the General Review Commander.

The General Review Commander will report the numbers of personnel participating, to the Reviewing officer.

The participating units shall assume the posture at "Attention".

(4) Inspection

The Reviewing officer will make round inspection of the units.

Individuals accompanying shall follow the Reviewing officer.

The General Review Commander will be on guide of the Reviewing officer.

Units will execute the all member's salute by each battalion or company.

(5) Parade, Each unit shall move to the parading line successively and demonstrate the parade.

(6) Adjusting in formation.

Each unit shall line up in formation and adjust their proper positions as been previously designated.

(7) Salute to the Reviewing officer.

2. As in occasions when announcement of honour will be held concurrently with the parade, it shall be held in order next to the inspection of units, the individual whom to be honoured will observe the performance of the parade.

(The order of the units in the formation of their positions)

Article 71.. The order of the units in the formation of their positions shall be normally arranged in the sequence to start with the unit of show marching speed, while to the equivalency thereof it shall be in the order of Common Regiment, Special Battalion, Special Regiment and Service Group.

2. 2. Units related to school shall normally join in the left flank of each relative unit with regard to their elements.

(Detailed provisions)

Article 72. As to the details of formation, march and sequence etc. of the Review, manners as related in the manual shall be followed and be designated by the General Review Commander.

Section 3 Escort.

(Classification and duties of escort)

Article 73. Escort will be classified into unit escort and escort guard.

2. Unit escort will be on guard duty of route-ways while guard escort will be on guard of a billet. Provided in case when barracks are concurrently used as billets, escort guard may not be ordered.

(Occasions of attaching the escort)

Article 74. Escort will be attached in occasions which will fall under each of the following Items.

(1) When Director General, Assistant Director General, Chief of GG and Assistant Chief of GG will be on departure or arrival at the station area of a unit on execution of official duty.
Provided that this will be excepted in their usually stationed area.

(2) When the Chief of unit in the rank of Senior Superintendent or Assistant Senior Superintendent will be on assignment arrival or departure.

(3) When specially ordered by the Chief of unit.

2. Escort will not be attached when declined by the emtitled person.

(A period of escort guard)

Article 75. Escort guard in occasions as provided in the preceding Article will be attached during the length of their stay.

(The position and situation of the unit escort)

Article 76. The unit escort will line up near the entrance of a railway station, pier, town and street or near the barracks, will be on guard in the front and rear on route-ways.

(Salute of the unit on escort)

Article 77. Unit on escort will salute only to persons entitled to the escort. The salute will be executed in the manner of all member's salute. Provided that the individual guard on duty shall execute the salute normally.

(The time for the unit escort duty)

Article 78. Unit escort will be ordered and attached regardless of time whether in day or might.

(Organization of escorts)

Article 79. The organization of the unit escort, escort guard and post guard is to be referred to annex chart No. 1.

Section 4. Formation in row.

(Occasions to execute the formation in row)

Article 80. Formation in row will be executed on greeting the arrival or departure in occasions that will fall under the providions of the following Items.

Provided that this will not be executed at time of darkness, but attendance will be made only by officers.

(1) When in occasions as provided in Par. 1, Art. 74 of this Regulation,

(2) When Chief of Regiment, Chiefs of Separate or Detached Bn. will be on assignment arrival or departure.

2. When declined by the entitled person, the mumbers of men will be decreased or otherwise will not be executed.

(Situation of the unit formation in row)

Article 81 Formation in row will be usually executed on one side or on both sides near the barracks.

2. The sequence of the position in row will be ranked in higher to the direction of approach of the entitled person.

(Salute by the formation in row)

Article 82. Salute in the formation in row, will be executed to the entitled person only.

2. Salute as prescribed in the preceding paragraph shall be executed in the manner of all member's salute.

(Organization of the formation in row)

Article 83. Organization of the formation in row shall be referred to annex chart No. 1.

Section 5. Ceremonies on assignment arrival or departure

(Occasions when ceremony on assignment arrival shall be executed)

Article 84. Ceremony on assignment arrival shall be executed in the purpose of making official announcements within the unit or school, whenever an officer will be newly assigned to Regiment, Battalion, HQ unit of the HQ Division of Chief-in-General or to school. Provided that this may not be applicable to officers whom are not usually positioned in their duties within the unit and to those of ranks equivalent or lower than a Company chief.

(Execution of ceremony on assignment arrival)

Article 85. Ceremony on assignment arrival will be executed by lining the relative unit in formation and to have the announcement made by the chief of the unit.

Provided that on occasions when a chief of unit will be on assignment arrival the highest officer will execute the ceremony.

(Sequence of the ceremony)

Article 86. Ceremony on assignment arrival shall be normally executed in the following sequence.

(1) Adjusting the formation.

The officer on assignment arrival will assume his position on the side of the executing officer, at the central front of the unit.

(2) Salute to the Unit Standard.

Salute shall be executed in the manner of all member's salute.

(3) Salute to the executing officer.

Salute to be executed in the manner of all member's salute.

(4) Announcement

Announcement shall be made on the rank, position and name of the officer on arrival.

(5) Salute to the officer on arrival

Salute to be executed in the manner of all member's salute.

(6) Address or greetings.

Address shall be given by the officer on arrival in case of the chief of unit and greetings other than thereof.

(7) Parade to be limited only on occasions of Chiefs of Regiment or Battalion chiefs.

(8) Salute to the Unit Standard.

Unit standard retreats.

2. The parade as provided in the preceding paragraph will be abridged pertinently.

(Officer assigned to HQ Division of Chief-in-General)

Article 87. As to the officer assigned on arrival to HQ Division of Chief-in-General, the ceremony on assignment arrival will not be executed, while the relative Chief of Division and Section shall make the introduction personally.

Provided that as to the Chief of GG, Assistant Chief of GG and Chief of HQ units the provisions of the preceding Article will be applied correspondingly.

(Ceremony on departure etc.)

Article 88. On occasions of officers on departure, the ceremony will be held correspondingly to that of the assignment arrival or else greetings may be made pertinently.

Section 6. Ceremonies on Recruit and Discharge

(Occasions of executing the Recruit and Discharge ceremonies)

Article 89. Recruit and discharge ceremonies will be held periodically on recruit and discharge of the NPR policemen.

(Execution of Recruit and Discharge ceremonies)

Article 90.. Recruit and Discharge ceremonies shall be executed in each camp.

(Sequence of the Recruit ceremony)

Article 91. Recruit ceremony shall be executed normally in the following sequence.

(1) Adjusting in formation

Policemen on recruit will line up in the front of the formation.

(2) Salute to the Unit Standard.

Salute will be executed in the manner of all member's salute.

(3) Salute to the Chief of unit.

Salute in the manner of all member's salute.

(4) Address by the Chief of unit

(5) Pledge of oath by the recruits.

The recruits shall salute to the Chief of unit.

(6) Parade

Executed by excepting the recruits.

(7) Salute to the Unit Standard

The Unit Standard retreats.

(8) Salute to the Chief of unit

Salute in the manner of all member's salute.

2. The parade as prescribed in the preceding paragraph may be abridged pertinently.

(Discharge ceremony)

Article 92. Discharge ceremony shall be executed in the manner correspondingly to the Recruit ceremony.

Provided that presentation of certificates and papers of merit will be held in the sequence next to the address of the Chief of unit.

(Extraordinary occasions of recruit and discharge)

Article 93. As to policemen on recruit or discharge unperiodically, the Chief of unit shall present the certificates etc. and offer his address

Section 7. Ceremony of Official Commendation

Article 94. Ceremony on Official commendation will be executed normally on occasions of awarding a Badge of distinguished service or a Badge of merit.

2. Awards of a Certificate of good attendance, Words of praise, Certificate of merit, Letter of appreciation will be executed concurrently

with the Ceremony of Official commendation, or otherwise will be occasioned correspondingly in the manner thereof.

(Sequence of the Ceremony of Official commendation)

Article 95. Ceremony of Official commendation shall be executed in the following sequence.

(1) Adjusting in formation

Policemen who are to receive the awards shall take their positions at the side of the offerer in the central front of the unit.

(2) Salute to the Unit Standard.

All member's salute.

(3) Salute to persons to be awarded.

All member's salute

(4) Announcement and award.

(5) Salute to the Unit Standard.

The Unit Standard retreats.

(6) Salute to the offerer.

All member's salute.

Section 8. Ceremony of Hoisting and display of the National Flag.

Article 96. The Japanese National Flag shall be hoisted daily at the HQ Divisions of Chiefs-in-General and at every camps.

2. The Flag will be hoisted and displayed from the opening hour until the closing hour of the daily office rountine.

(Types of the Flag)

Article 97. The National Flag will be classified into 3 types.

Type No. 1 Flag on Ceremonies and Holidays.

Type No. 2 Normal Flag.

Type No. 3 Stormy weather Flag.

and shall refer to annex chart No. 2 on their size and day of display.

2. The types of flag to be displayed shall be determined by the Duty officer of the day.

(Mourning Flag)

Article 98. The display of Mourning Flag is mean[ght] by displaying the National Flag lowering it from the top of the flag pole or flag-post to

indicate mourning.

(Hoisting and retreating of the National Flag)

Article 99. The Duty officer of the day shall supervise the hoisting and retreating of the National Flag and shall be responsible thereof.

2. The Guard unit of the National Flag shall perform the Hoisting and retreating of the Flag.

3. The Guard unit of the National Flag shall be of a Chief (Senior Patrolman) and two policemen (Patrolmen)

(Occasions on displaying the Mourning Flag)

Article 100. The Duty officer of the day shall execute the display of the Mayrning Flag on occasions as provided in the following Items.

(1) As directed to indicate

National Mourning. (During the period as designated)

(2) Occasions on the decease of policemen on official duty.

(During the period of the corpse layed in state within the camp)

(The play or blow of the National Anthem)

Article 101. The Chief of unit may give orders to play or blow the National Anthem on occasions of hoisting or reatreat of the National Flag.

Supplementary provision.

This Regulation will be put into forth from the date of it's issue.

Annex chart No. 1

	Unit escort	escort guard	Unit in row
Director General Assistant Director General Chief of General Group	A platoon commanded by a Captain	A platoon commanded by Inspector II Class. Guard post will be of Single guard.	1/3 of the whole units in the relative station area
Deputy Chief of General Group Chief of Service Group Chief of Region	Asquad commanded by aplatoon leader	Same as above.	1/3 of the sub-ordinate units in the relative station area.
Deputy Chief of Service Group Deputy Chief of Region	A section commanded by a Sgt. I class.		1/4 of the sub-ordinate units in the relative station area.
Remarks	1. Unit in escort will employ motor or other vehicles whenever practicalbe. 2. For mation of units in row will be executed by all of the units if the relative station area when on occasions of arrival and departure of the Chief of Separate battalion, of the Regiment and of the units higher than thereof. 3. As to the arrival and departure of the chiefs of Units, the Units under their command will pertinently execute the reception and greetings within the camp.		

Annex chart No. 2

Type of the flag	Size of flag. Height	Width	Diameter of the red circle	Date of display
(Type No. 1) Flag on ceremonies and Holidays	9.1 (Jap.ft.)	13.0 (Jap.ft)	5.46 (Jap.ft.)	1 Jan. New Year's Day 15 Jan. Adults' Day 21 Mar. ~~Start of spring~~ Vernal Equinox 29 Apr. Emperor's Birthday 3 May Anniversary of the Japanese Constitution 5 May Children's Day 10 Aug. Anniversary of the NPR establishment 23 Sept. ~~Start of autumn.~~ Autumnal Equinox 3 Nov. Culture Day 23 Nov. Labour Thanks giving Day Other date as designated by the Chief of GC
(Type No. 2) Normal flag	7.0 (Jap.ft)	10.0 (Jap.ft)	4.2 Jap.ft.)	On clear weather Provided that, to exept the days which the Normal flag or the flag on stormy weather will be displayed.
(Type No.3) Flag on stormy weather	4.2 (Jap.ft)	6.0 (Jap.ft)	2.52 (Jap.ft)	On Stormy or windy days. On clear weather when designated by the Chief of unit.

DRAFT

OPERATIONS DIVISION

June 1951

MEMORANDUM TO: Chief, Personnel Division

SUBJECT: Courtesy and Ceremonies

1. The proposed NPR Regulation concerning Formal Courtesy (Tab-B) which was submitted to this division for rewriting has been processed as follows:

a. A review of the NPR draft revealed a set of articles which were neither complete within themselves, nor which could be adequately complimented by existing training literature. The problem indicated the necessity of establishing both regulations and instructional material simultaneously.

b. Instruction Book 1-1-1 (Drill & Ceremonies) currently in print is unsatisfactory as a compliment to any general regulation on the subjects to be covered, since it was translated and printed without regard to the Japanese customs and the desires of the NPR Headquarters, and omitted courtesy altogether.

c. For guidance as to general factors requiring coverage, the following documents were used:

(1) (U.S.) FM 22-5 (1946) "Leadership, Courtesy and Drill," Chapter 3.

(2) (U.S.) FM 2205 (1950) "Drill and Ceremonies," Chapters 9 and 12.

(3) (U.S.) AR 600-25, "Salutes and Ceremonies."

(4) (U.S.) AR 600-30, "Honors to Persons."

DRAFT

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SUBJECT: Courtesy and Ceremonies (Cont'd)

(5) (NPR) NPR Notice #2, dated 2 Feb. 1951, "Notice Concerning Display of the Japanese National Flag."

d. Numerous conferences were held with the authors of the NPR Draft, Tab-B, in order to determine the intent of the various Articles.

2. As a result of the above mentioned study, two separate documents have been prepared covering the subject as follows:

a. Draft NPR Regulation # _____, setting forth those factors which should be established as law.

b. Draft IB# _____ which implements the regulation in detail as to advice and instructions in methods of accomplishing the provisions of the regulations.

3. a. In compiling the documents mentioned in a., above, effort was made to integrate all NPR desires as to their own customs into the more workable and complete format of the U.S. counterparts. Many of the NPR proposals have been altered or dropped completely since they were either impractical, incongruous, or repetitious. All U.S. Customs included have been converted to forms workable within NPR units.

b. Due to the nature of the material contained in these documents, discussions, coordination, and further improvements could go on indefinitely; however, the text presented in the inclosures is deemed appropriate for submission at this time.

4. a. To facilitate review of the project, the inclosed material has been arranged as follows:

(1) Tab A - Accounting Sheet for material originating in the NPR Draft. By reference to this sheet, the disposition

SUBJECT: Courtesy and Ceremonies (Cont'd)

of any NPR "Article" may be determined; conversely, provisions of the proposed IB (Tab D) which had their source in the NPR draft, can be located by cross reference.

(2) Tab B - The Original Draft Regulation as submitted by NPR Headquarters, "Formal Courtesy of the NPR."

(3) Tab C - Recommended Regulation, "Honors, Salutes, and Flags."

(4) Tab D - Recommended I.B., "Formal Courtesy and Ceremonies."

b. Tabs C. and D. are marked in color to denote significant changes of policy which are recommended.

(1) _ _ _ _ - Denotes a deviation from U.S. policy.

(2) _ _ _ _ - Denotes deviation in policy from that proposed by NPR draft, Tab B.

5. If Tab C is approved for publication as a NPR Regulation and Tab D is approved for publication as an Instruction Book. This will permit the rescinding of NPR Notice #2 and Chapter 9, IB 1-1-1.

6. Your concurrence and/or comments including the concurrence of the Personnel Division, GOHq, is requested.

WILLIAM M. ALBERGOTTI
Lt. Col., Arty
Chief, Operations Division

4 Incls:
Tab A - Accounting Sheet
Tab B - NPR Original Draft
Tab C - Recommended Regulation
Tab D - Recommended I.B.

CIVIL AFFAIRS SECTION (ANNEX)
Operations Division

FROM: Elliott DATE 8 Aug

TO:

Lt Col Webb, Div Chief	
Lt Col Thomas, Exec	
Maj Dapper, Asst Exec	
Lt Col Elliott, Tr Br Chief	
Lt Col Muzyk	
Lt Col Logan	
Lt Col Moore	
Lt Col Gauthier	a/s
Lt Col Hughett, P&O Br Chief	
Maj Justice	
Capt Hamilton	

FOR:

Approval	
Action	
Comment	
Concurrence	
Information	✓
Return	
Circulation	
File	✓

REMARKS:

NTE

File

(Not to Leave the Section)
CIVIL AFFAIRS SECTION
Intra Office Routing Slip

FROM: Adm~~occk~~ Operations Division DATE: 8 August 19 51

SUSPENSE DATE: _____

TO:

CHIEF		OPERATIONS	
EXECUTIVE		LOGISTICS	
ASST EXECUTIVE		COMPTROLLER	
PERSONNEL	1	MEDICAL	
CASA INFORMATION		SCHOOL	

ADMINISTRATION
Mil Personnel
Supply
Civ Personnel

FOR:

Approval		Information	
Action	1	Return	
Comment		Sign & Dispatch	
Concurrence		File	

- -

Remarks:

1. Reference is made to Memorandum, this Division, dated 20 June 1951, subject: "Courtesy and Ceremonies" (with 4 inclosures).

2. Current plans provide for the republication of many of the early manuals printed for the NPR including IB 1-1-1 (Drill and Ceremonies). If approval of reference material is obtained at an early date, it can be included in the revised IB 1-1-1, thereby saving the cost of printing a separate manual.

3. Since a large group of new personnel are expected to begin recruit training in October 1951, it is a matter of urgency that appropriate instructional material on Formal Courtesy be published by that time.

4. In order that this Division may adjust its plans for the publication and distribution of the material contained in the inclosures to the reference memorandum, information is requested as to the date by which its return may be expected.

ROBERT L. WEBB
Lt Col Inf
Chief, Operations Division

5/

CIVIL AFFAIRS SECTION (ANRRA)
Operations Division

FROM: Elliott DATE 19 June

TO:

Lt Col Albergotti, Div Chief	4 3 PCR
Lt Col Thomas, Exec	
Maj Dapper, Asst Exec	
Lt Col Webb, Tr Br Chief	② RHW
Lt Col Muzyk	①
Lt Col Elliot	
Lt Col Logan	
Lt Col Moore	
Maj Gauthier	
Maj Hughett, P&O Br Chief	
Maj Coleman	
Maj Justice	
Capt Hamilton	

FOR:

Action (Approval & Rel ft)	4
Comment	
Concurrence	
Information	
Return	
File	

REMARKS:

1. For approval of draft memo to Chief, Personnel Div.
2. Upon approval of attached draft, a second copy of the entire document including the memo to C Por. Div. will be given to the Trng. Br. GG Ops Div for their restudy and comment on the proposed publications.
3. Former intra division correspondence is attached for information. Please return it for our files.

DLE

19 JUNE '47

T. Col Thomas: