

GHQ/SCAP Records(RG 331)
Description of contents



- (1) Box no. 3279
- (2) Folder title/number: (6)
Conservation Board
- (3) Date: May 1947 - Dec. 1947

(4) Subject :

Classification	Type of record
032	m

(5) Item description and comment :

(6) Reproduction: Yes No

(7) Film no. _____ Sheet no. _____

**GENERAL HEADQUARTERS
FAR EAST COMMAND**

Adm. File

CHECK SHEET

(Do not remove from attached sheets)

File No: _____ Subject: Conservation of Office Supplies
From: SRS To: GHQ Office Supplies Conservation Board Date: 26 December 1947

Note No.

1. The following steps have been taken within the section to conserve office supplies subsequent to the last visit of the GHQ Office Supplies Conservation Board, that were not the result of specific suggestions by the Board at the time of its visit.

- a. All penalty matter in possession of Section personnel has been turned in, inventoried, and is strictly controlled by Administrative Officer.
- b. See Par. 2 a below.

2. The following forms or publications have been eliminated since the last visit of the Board.

a. Forms:

- Personnel - Pay Roll Roster
- Personnel - Pay Roll Personal Services
- Personnel - Military Government Expenditures
(Continued under paragraph 3 below)

3. The additional forms or publications listed below have been initiated and produced subsequent to the Board's visit.

- Editorial - Edit. #11 - Gazette Log
- Statistics - Stat. #7 - Drafting Records

2a. Forms (contd.)

- Editorial - Edit. #9 - Routing Slip
- Editorial - Edit. #10 - Clearance, Associated Sections
- Historical - Hist. #1 - Status Report

b. Publications:

- Sumation of U. S. Army Military Government Activities in Korea.

(over)

CHECK LIST

1. Are publications reviewed periodically for the purpose of consolidation or discontinuance? (yes) (~~no~~)
2. Are both sides of paper utilized in all publications where practicable? (yes) (~~no~~)
3. Are distribution lists kept to an absolute minimum? (yes) (~~no~~)
4. Are control measures against waste during duplicating effective? (yes) (~~no~~)
5. Are forms within the section standardized to the maximum and is each form justified? (yes) (~~no~~)
6. Are discarded filing materials being salvaged whenever possible with the view of reusing file folders, index folders, file guides, etc? (yes) (~~no~~)
7. Are supply personnel exercising adequate control of requisitioning and issuance of office supplies? (yes) (~~no~~)
8. Are personnel using regulation margins, single spacing, a minimum of blank space whenever applicable, and omitting unnecessary fly leaves and title pages in publications? (yes) (~~no~~)
9. Are papers which are self explanatory being distributed without using cover memos and routing slips? (yes) (~~no~~)
10. Are reproduction procedures so established that an increase in frequency in reproduction of publications rather than quantity is carried out to minimize the possibility of obsolescence and deterioration? (yes) (~~no~~)
11. Are personnel using salvaged paper for scratch paper, note pads, draft paper, reproduction of office forms, etc? (yes) (~~no~~)
12. Are personnel removing paper clips and metal file fasteners from documents prior to destruction or burning? (yes) (~~no~~)
13. Are supplies issued from a central distributing point? (yes) (~~no~~)
14. Are personnel using office supplies for personal use? (~~yes~~) (no)
15. Are courtesy copies of intra-office and intra-headquarters correspondence to which a reply is not expected being eliminated? (yes) (~~no~~)
16. Are checknotes placed immediately after the preceding checknote when there is space remaining on a sheet? (yes) (~~no~~)
17. Are envelopes being used where they are not necessary? (~~yes~~) (no)
18. Are stencils being out before drafts are approved? (~~yes~~) (no)
19. Are divider sheets with tabs being used? (~~yes~~) (no)

**GENERAL HEADQUARTERS
FAR EAST COMMAND**

Adm File

CHECK SHEET

(Do not remove from attached sheets)

File No: _____ Subject: Conservation of Office Supplies

Note
No.

From: GHQ Office Supplies Conservation Board
To: Statistics and Reports Section
Date: 18 December 47

1. Reference GHQ FEC Order No. 145-18 dated 4 June 1947 appointing a board of officers to be known as "GHQ Office Supplies Conservation Board" and amendment thereto, GHQ FEC Order No. 322-5, dated 17 December 1947.
2. It is requested that current office practices and conservation procedures regarding office supplies be reviewed. A formal resurvey of GHQ by the "GHQ Office Supplies Conservation Board" will be made commencing 1 February 1948. Exact dates of specific visit to each staff section will be confirmed later by telephone.
3. Attached hereto for completion by the staff section is a check list of conservation measures applicable in general to all staff sections. This completed check list and the desired information on the front side thereof will be furnished the Board not later than 30 December 1947.
4. The personal attention of Section Chiefs, as well as of their designated representatives, to the matter of conserving office supplies within their section, is requested.

GAG
G. A. G.



SRS - GHQ - SCLP
ROUTING SLIP

Date DEC 18 1947

M/C Log No. 59

To	Initials	For	
Chief	<i>TJ</i>	Action	<i>2</i>
Executive	<i>TJ</i>	Comment or Concur	
Personnel		Note-Return	
Radio		Dispatch	
Editorial		Info	
Statistical		File	<i>2</i>
Admin.	<i>2 TJM</i>	Initials	
Historical		Signature	
Library		Suspense Slip to Library	

Remarks:

*Cap Hicks
Prepare draft and
send through Exec Office
prior to 25 Dec. Maj Byers*

*See
On 20 Jan - have Adm. office
give me resume of survey he
should make re compliance with
Paper Conservation Program
(Adm #2 - 6 Aug 47) *etc**

File
Tmk

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Statistics and Reports Section

22 August 1947

MEMORANDUM TO: Chief, Statistics and Reports Section

SUBJECT : Conservation of Office Supplies

1. GHQ Office Supplies Conservation Board made a survey of office practices and procedures currently in effect in SRS on 1 August 1947. Following measures have been effected as a result of notes taken by Executive and Administrative Officers and of Ltr, GHQ Office Supplies Conservation Board, 3 August 1947, subject: "Survey of Office Practices and Procedures":

a. Following forms revised:

Japanese Attendance Report - all Japanese employees can now be listed on one form.

Edit #2 - Summation Draft Routing Slip - cut to half-page size.

Edit #6 - Editorial Routing Slip - cut to sixth-page size.

b. Following forms redesigned to half-page size and run on back of present forms:

Pers #8 - Clearance Certificate

Pers #9 - Statement of Desires

c. Pers Form #20 will be run on salvage stock when present stock exhausted.

d. Check sheet transmitting advance summations to Sections is stamped "Confidential". Summations are not stamped. New stencil cut for check sheet in half-page size, to be run when present stock exhausted.

e. In addition to forms listed in Par. 1a, b, c and d, stencils have been cut for the following redesigned forms, to be run when present stock exhausted:

Pers - Field Ration Authorization - third-page size

Pers - Commuter Certificate - half-page size

Pers - Referral Slip - half-page size

Adm #2 - Routing Slip - quarter-page size

Adm #4 - Duty Officer's Log - half-page size

Edit #4 - Reproduction Copy Routing Slip - 8 x 10 $\frac{1}{2}$ " size.

f. The following forms have been ordered discontinued, per instructions of Chief of Section:

Edit #9 - Editorial Routing Slip (printed at Boonjudo)

Edit #10 - Clearance, Associated Sections.

4

g. Letter of transmittal to WDCSA, dated 25 August 1947, forwarding thirty (30) copies of Daily Gazette, has been revised to include a paragraph requesting notification of minimum needs for this publication, in view of the severe paper shortage.

h. Brig. Quilliam, IPS - N.Z., has been removed from direct distribution of Japan Summation, and referred to G-2 Foreign Liaison for distribution. He receives no other publications from SRS.

i. Distribution of publications to USAFIK has been reduced as follows:

	Old	Revised
(1) Japan Summation	25	10
(2) Korea Summation	100	100
(3) Ryukyus Summation	5	4
(4) Daily Gazette	2	0
(5) Index and Catalog	25	5
(6) Daily Radio Japan and Korea	1 ea	0

j. Distribution of "Allocation of Staff Responsibilities for Execution of Policies Adopted by the Far Eastern Commission" has been reduced from 77 to 50 as a result of replies to check sheet, SRS, 8 August 1947.

k. Distribution of other publications has been reduced as follows as result of replies to check sheet, SRS, 8 August 1947.

	Old	Revised as of 22 Aug 47
Daily Gazette	161	112 119
Daily Radio Japan	40	33
Ryukyus Radio	40	32
SCAPIN-A's	128	111 112
Index	633	607
Catalog	633	603
Japan Summation	819	799
Korea Summation	841	815
Ryukyus Summation	823	766

T M B Hicks
 T. M. B. HICKS
 Captain, Infantry
 Administrative Officer

GENERAL HEADQUARTERS
FAR EAST COMMAND
GHQ OFFICE SUPPLIES CONSERVATION BOARD

3 August 1947.

SUBJECT: Survey of Office Practices and Procedures.

TO : Statistics and Reports Section, GHQ, SCAP.

1. In accordance with GHQ-FEC Order No. 145-18 dated 4 June 1947, the GHQ Office Supplies Conservation Board has made a survey of the office practices and procedures currently in effect in your section; and has reviewed the extensive conservation measures that have already been initiated by the section. As a result of the aforementioned survey, the Board recommends that the following additional measures be taken with a view to further conservation of office supplies:

a. Certain administrative forms should be revised as indicated to representatives of the section; and the use of salvaged mimeograph paper for the reproduction of administrative forms should be extended to all such forms that do not require the use of both sides of the paper.

b. The Distribution list for Allocation of Staff Responsibilities for Execution of FEC Policies should be reviewed to determine if this distribution can be reduced.

c. Distribution lists of catalogs of SCAPINs and SCAPIN-As and of index of SCAPINs should be screened to determine whether or not those agencies that are receiving a relatively large number of copies actually require the number received.

2. In accordance with paragraph 1. b. of the order referred to in paragraph 1. above, the foregoing recommendations will be implemented by the section or a report made without delay to the Chief of Staff indicating the reason for non-concurrence with the Board's recommendations.

SEOTTO
S. E. OTTO,
Lt Col GSC
Chairman

GHQ OFFICE SUPPLIES CONSERVATION BOARD.

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Statistics and Reports Section

31 July 1947

MEMORANDUM TO: GHQ Office Supplies Conservation Board

SUBJECT : Conservation Measures

1. Reference is made to your letter, 30 July 1947. The following conservation measures have been placed in effect since 1 May 1947:

a. Salvage paper is being used to prepare work drafts of Summations, Historical Monographs, SCAPIN and SCAPIN-A Catalogs, SCAPIN Index and correspondence; for mounting file copies of subject matter clipped by Library; in reproducing forms whenever practicable (See Paragraph 2, listing forms); and for test runs on the mimeograph machine.

b. Unclassified waste paper is being collected from specially marked boxes in each Division and is processed by Supply personnel for re-use as salvage paper. Personnel have been instructed not to crumple waste paper. Destruction of waste is limited to that paper which cannot be used for forms, scratch pads, drafts or test mimeograph copies.

c. A check is made of mimeograph runs to ensure that unnecessary copies are not run off.

d. Reproduction of forms is controlled by the Administrative Officer, who makes monthly check of all stocks of forms on hand in Divisions. No new forms may be mimeographed without approval of the Chief of Section.

e. Written correspondence within SRS is held to a minimum, both sides of the paper is used for such correspondence and margins are reduced.

f. All personnel have been prohibited using Government issue envelopes, paper and other office supplies in personal correspondence.

g. No envelopes are used for correspondence routed through General Headquarters except when required by security, and a positive check to prevent such use is made at Message Center. Envelopes are re-used in Divisions until they are worn out. Used envelopes are obtained from AG Distribution and issued.

h. Files are stripped of paper clips.

i. Carbon paper is obtained from Machine Records Unit and trimmed to letter size to supplement the inadequate regular supply.

j. Supply personnel maintain a record of all expendable items issued and enforce conservation by limiting issues. Only designated

representatives of Divisions may draw supplies. Old typewriter ribbons are required in exchange for new ribbons, in order to check the actual condition of the old ribbons.

k. In preparing studies for the Chief of Staff, divider sheets have been eliminated and tabs are placed on the actual material to which reference is made in basic communication.

l. Requests for additional copies of tables or maps shown in the Summation are not honored except at the request of Section Chiefs or or Executives.

m. All SRS publications are printed on both sides of the sheet, except for "Allocation of Staff Responsibilities for Execution of Policies Adopted by the Far Eastern Commission" of which only a one-page supplement per month is required.

n. Administrative Officer inspects all desks within the Section periodically to locate stocks of office supplies.

2. Forms used by SRS:

a. Executive Office:

Form No. 1 - Status Report. To be reproduced on salvage stock.

b. Personnel Office:

- (1) Form No. 1-Status Report. Uses both sides of sheet.
- (2) Form No. 2-Register "A" (for all Divisions))
- (3) Form No. 3-Register "B" (for all Divisions)) Both sides of
- (4) Form No. 4-Daily Register) sheet used.
- (5) Form No. 5-Master Register)
- (6) Form No. 6-Ltr. Violation of Administrative Regulations.
- (7) Form No. 7-Report of Efficiency Rating
- (8) Form No. 8-Clearance Certificate) To use salvage stock and
- (9) Form No. 9-Statement of Desires) be reduced to half-page.
- (10) Field Ration Authorization - To use one-third page.
- (11) Commuter Certificate) To use one-half page.
- (12) Referral Slip)
- (13) Kyoto Travel Request - Uses one-half page.
- ✓(14) Payroll Roster-Foreign National
- (15) Check sheet authorizing mess pass. (CP Form No. 114)
- ✓(16) Payroll for Personal Services
- ✓(17) Personnel Payroll, Military Government Expenditures.
- (18) Monthly Report of Labor - Uses both sides of sheet.
- (19) Absence and Travel Authority - Uses one-half page.
- (20) Labor Requisition *To run on salvage stock*
- (21) Personal History Statement - Uses both sides of sheet
- (22) Receipt for meal coupons
- (23) Attendance Record-Japanese Nationals.
- (24) WD Civilian Employees Residing in Tokyo Area Returning to Zone of Interior
- (25) Report on Officers Returning to ZI for Reassignment

c. Administrative Divisions:

- (1) Form No. 1-Status Report. To use salvage stock.
- (2) Form No. 2-Routing Slip. To use salvage stock and size reduced to quarter-page size.
- (3) Form No. 3-Memorandum Receipt. Uses salvage stock.
- (4) Form No. 4-Duty Officer's Log. Uses salvage stock. To be reduced to half-page size.
- (5) Form No. 5-Vehicle Dispatch Record.) Using salvage stock.
- (6) Form No. 6-Incoming Radio Log) To be reproduced on
- (7) Form No. 7-Incoming Communications Log) both sides of sheet
- (8) Form No. 8-Outgoing Radio Log) for maximum usage.
- (9) Form No. 9-Outgoing Communications Log)
- (10) Form No. 10-Daily Journal)
- (11) Form No. 11-Flow Sheet) Uses both sides
- (12) Form No. 12-Register of Incoming Class-) of sheet.
- ified Documents.
- (13) Check Sheet, Advance Copies Summation. To be reduced to half-page size.
- (14) Tax Exemption Certificate.

d. Editorial Division:

- (1) Form No. 1-Status Report. Uses both sides of sheet.
- (2) Form No. 2-Summation Draft Copy Routing Slip) To use
- (3) Form No. 3-Correction Sheet) salvage
- (4) Form No. 4-Reproduction Copy Routing Slip. To) stock.
- be reduced to 8x10 1/2" size.)
- (5) Form No. 5-Section Identifying Slip, Summation)
- (6) Form No. 6-Editorial Document Routing Slip. To)
- be reduced one-third page size.)
- (7) Form No. 7-Daily Operations Report)
- (8) Form No. 8-Reports Received from Special Staff)
- Sections for Daily Operations Report)
- ✓(9) Form No. 9-Routing Slip. Printed at Boonjudo Plant on Japanese Stock. To be reduced to half-page size.
- ✓(10) Form No. 10-Clearance by Associated Sections. To be reduced to half-page size.

e. Statistical Divisions:

- (1) Form No. 1-Status Report) To use
- (2) Form No. 2-Chart Check Sheet) salvage stock
- (3) Form No. 3-Chart Check Sheet)
- Continued Charts.)
- (4) Form No. 4-Corrections)
- (5) Form No. 5-Chart Specifications) Using both sides of
- (6) Form No. 6-Source and Content) sheet.

f. Historical Division:

- ✓(1) Form No. 1-Status Report. Uses salvage stock.
- (2) Form No. 2-Monograph Routing Slip. Using both sides.
- (3) Form No. 3-Review on Working Level of Historical Monograph.

g. Library Division:

- (1) Form No. 1-Status Report) To use
- (2) Form No. 2-Receipt for) salvage stock.
- Documents.)

new form

OK

3. Publications: Being printed on both sides of sheet, except 3 c.
- a. Semi-Monthly Operations Report Ryukyus. Mimeographed by SRS.
 - b. Section Two of Operations Report Japan. Mimeographed by SRS.
 - c. Allocation of Staff Responsibilities for Execution of Policies Adopted by the Far Eastern Commission. Printed by Adjutant General.
 - d. Catalog of Administrative Directives (SCAPIN-A's) to the Japanese Government. Printed by Eighth Army Plant, Boonjudo.
 - e. Catalog of SCAP Directives to the Japanese Government. Printed by Eighth Army Plant, Boonjudo.
 - f. Index of SCAP Directives to the Japanese Government. Mimeographed by SRS. Covers printed by Eighth Army Plant, Boonjudo.
 - g. Summation of United States Army Military Government Activities in the Ryukyu Islands. Printed by Eighth Army Plant, Boonjudo.
 - h. Summation of United States Army Military Government Activities in Korea. Printed by Eighth Army Printing Plant, Boonjudo.
 - i. Daily Gazette. Mimeographed by SRS.
 - j. Supplement to Daily Gazette - Secret and Confidential Documents. Mimeographed by SRS.
 - k. Style Book, Volumes I & II. Mimeographed by SRS.
 - l. Summation of Non-Military Activities in Japan. Printed by Eighth Army Printing Plant, Boonjudo.

C. H. UNGER
Colonel, Cavalry
Chief

GENERAL HEADQUARTERS
FAR EAST COMMAND
GHQ OFFICE SUPPLIES CONSERVATION BOARD

30 July 1947

SUBJECT: Survey of Office Practices and Procedures.

TO : Statistics and Reports Section, GHQ, SCAP.

1. Reference GHQ, FEC Order No. 145-18, dated 4 June 1947, appointing a board of officers to be known as "GHQ Office Supplies Conservation Board".

2. In accordance with the provisions of the reference quoted in paragraph one, it is planned that the GHQ Office Supplies Conservation Board will visit your section in the near future. Exact date will be confirmed later by telephone.

3. The Board desires to confer with the Chief of Section or a designated representative empowered to act for him in matters pertaining to the conservation of office supplies.

4. It is requested that the following material and information be made available to the Board at the time of its visit to your section:

- a. A written report of all conservation measures that have been put into effect in the section since 1 May 1947, and any additional measures that are planned.
- b. A list of all office forms (routing slips, intra-office memorandums, etc.) that are peculiar to the section, and a sample of each.
- c. A list of publications produced by the section and distributed either within or outside of the section; indicating by whom and by what process the publication is reproduced; and, a sample of each and its distribution list.

S.E. Otto

S. E. OTTO,
Lt Col GSC,
Chairman

GHQ OFFICE SUPPLIES CONSERVATION BOARD.

0900 Friday 1 August 1947

B

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Statistics and Reports Section

20 July 1947

MEMORANDUM TO: Chief, Statistics and Reports Section

SUBJECT: Supplementary Recommendations for Conservation of Office Supplies.

1. The following recommendations for conservation of office supplies are made as a result of visits of GHQ Board to sections of the headquarters. In general, this section more than compares favorably with the other sections which have been visited to date.

2. Recommend that a letter be written to WDCSA stating that due to limited paper stocks in this theater, in the future it will be possible to forward only 50 copies of each Summation and suggesting that additional copies be reproduced at Washington from the negatives which are now forwarded with the advance distribution. At the present time, 450 Japan Summations and 500 each Korea and Ryukyus Summations are forwarded to Washington. This would make it possible to cut the printings at EIGHTH Army Printing Plant from 1000 copies to 600 Japan and 650 Korea and Ryukyus Summations. These summations are printed on US Army stocks, which will eventually become exhausted. The War Department is issuing office supplies and paper on the basis of a troop strength in the GHQ, rather than on the basis of its missions, and insists on continuing to so limit the issue.

3. This Section has already made an effort to reduce the distribution of all its publications. To effect continuing economy, recommend that in August a check sheet accompany each publication, stating that this will be the last issue forwarded to the Section concerned, unless the needs of the Section with justification are stated in reply. *check plus last 6 months*

4. All publications are now printed on both sides for SRS. Recommend that this be continued as a policy for all publications. *OK*

5. Recommend a direct order in writing to all personnel prohibiting the use of Government issue envelopes, paper and other office supplies in personal correspondence.

6. Recommend that all personnel inspect their desks under supervision of Division Chiefs to locate "buried" stocks of office supplies, particularly stationery, to be turned into Supply for reissue.

7. Use both sides of paper in correspondence within SRS. This Section already holds such correspondence to a minimum. Reduce all margins on such correspondence. *Give me any remaining copies.*

8. Recommend action on forms as indicated, when the present supply of forms is exhausted:

- a. Administrative Division: (Uses 12 forms)

*After clearance with Air Chiefs -
Have Admin. Div. set up small forms
and those that are to be changed*

*Check quantity effort to cut down on paper
6 mos. to see if it holds correspondence*

*Conduct paper supply
Down*

Let me know where you get all this salvage stock

Use salvage stock:

- #1 - Status Report *OK*
- #2 - Routing Slip (white copy); also redesign to get four copies to the sheet. *OK*
- #3 - Memorandum Receipt (supply) *OK*
- #4 - Duty Officers Log is already using salvage stock. This form should be redesigned to get two reports on one page, when present stock is exhausted. If no salvage stock available at that time, the form could be run off on both sides, so that four reports are contained on one sheet. *No business to do report*

The following forms are using salvage stock and should be run off on both sides in the future in order to attain maximum usage:

- #5 - Vehicle Dispatch Record *OK*
- #6 - Incoming Radio Log *OK*
- #7 - Incoming Communications Log *OK*
- #8 - Outgoing Radio Log *OK*
- #9 - Outgoing Communications Log *OK*

Use both sides of paper:

- #11 - Flow Sheet (maintained by all Divisions) *OK*
- #12 - Register of Incoming Classified Documents. *OK*

Eliminate:

- #10 - Daily Journal, Administrative Division. This journal is maintained as a formality only. Its actual functions are performed by the Message Center Logs and Memos for Record. *Check SOP then talk to me*

b. Executive Office: (Uses one form)

Use salvage stock for #1 - Status Report when present stock exhausted. *OK*

c. Personnel Office: (Uses ²⁵~~27~~ forms)

Use both sides, to be accomplished at once:

- #2 - Register "A" (for all Divisions) *OK*
- #3 - Register "B" (for all Divisions) *OK*
- #4 - Daily Register *OK*
- #5 - Master Register *OK*

Use salvage stock, when present supply exhausted:

- #8 - Clearance certificate *+ ? reducing to 1/2 sheet length*
- #9 - Statement of Desires

Redesign to obtain indicated copies per page, when present stocks exhausted.

- Field Rations Authorization - three per page. *OK*
- Commuter Certificate - two per page. *OK*

Redesign:

- Referral Slip - two per page. *OK*

#1 - Status Report now uses both sides of sheet. *?*

Other personnel forms are prescribed forms and should not be run on salvage stock because they are transmitted to other sections for file.

d. Editorial Division: (Uses 10 forms)

Use salvage stock when present supply exhausted:

- #2 - Summation Draft Copy Routing Slip *OK*

- #3 - Correction Sheet *OK*
- #4 - Reproduction Copy Routing Slip (redesign to fit on 8"x10 1/2" paper) *OK*
- #5 - Section Identifying Slip, Japan Summation *OK*
- #6 - Editorial Document Routing Slip (redesign to get three to a page) *OK*
- #7 - Daily Operations Report *OK*
- #8 - Reports Received from Special Staff Sections for Daily Operations Report for Period *OK*

concerned in by Dir Chief

Redesign to obtain two per page of #10 - Clearance by Associated Section of Material in Summation, when present stock exhausted. *OK*

- #1 - Status Report now uses both sides of sheet. *OK*
- #9 - Routing Slip (Red Bordered) is printed at Boonjudo on Japanese stock. Approximately 2500 of these forms are on hand. Recommend that two forms be printed per page in the future. *OK*

e. Statistical Division: (Uses six forms)

Use salvage stock when present supply exhausted:

- #1 - Status Report *concern*
- #2 - Chart Check Sheet *concern*
- #3 - Chart Check Sheet, Continued Charts *concern*
- #4 - Corrections to be Made *concern*

OK concerned in by Dir Chief

Use both sides of sheet:

- #5 - Chart Specifications *concern*
- #6 - Source and Content *concern*

f. Historical Division: (Uses three forms)

- #1 - Status Report (now uses salvage stock) *OK*
- #2 - Monograph Routing Slip (use both sides of sheet) *OK*
- #3 - Review on Working Level of Historical Monograph (this form does not lend itself to revision or use of salvage stock).

OK. if Dir Chief concerned

g. Library Division: (Uses two forms)

Use salvage stock when present supply exhausted:

- #1 - Status Report *OK*
- Receipt Form for Documents *concern*

Let me see form now in use

9. Recommend that all personnel be instructed not to crumple waste paper, and that all such paper be placed in a box in each Division. Waste would be collected by Supply for classification. Destroy only waste paper which can not be used as salvage stock for forms, test copies on mimeograph machine and as scratch pads.

Provide box for paper that they can't use as necessary materials

10. Supply maintains a record of all expendable supplies issued to Divisions. Supplies are issued in a niggardly fashion in order to force conservation.

11. Mimeograph operator uses only salvage paper for test runs. A check is

made to insure that unnecessary copies are not run off.

TMB Hicks
T. M. B. HICKS
Captain, Infantry
Administrative Officer

1. The following check when present shall be conducted:

1 - Status Report
2 - Check Report, Continued Items
3 - Check Report, Discontinued Items
4 - Check Report, New Items

2. The following check when present shall be conducted:

1 - Status Report (use same as above)
2 - Check Report (use same as above)

3. The following check when present shall be conducted:

1 - Status Report
2 - Check Report, Continued Items
3 - Check Report, Discontinued Items
4 - Check Report, New Items

4. The following check when present shall be conducted:

1 - Status Report
2 - Check Report, Continued Items
3 - Check Report, Discontinued Items
4 - Check Report, New Items

5. The following check when present shall be conducted:

1 - Status Report
2 - Check Report, Continued Items
3 - Check Report, Discontinued Items
4 - Check Report, New Items

6. The following check when present shall be conducted:

1 - Status Report
2 - Check Report, Continued Items
3 - Check Report, Discontinued Items
4 - Check Report, New Items

7. The following check when present shall be conducted:

1 - Status Report
2 - Check Report, Continued Items
3 - Check Report, Discontinued Items
4 - Check Report, New Items

8. The following check when present shall be conducted:

1 - Status Report
2 - Check Report, Continued Items
3 - Check Report, Discontinued Items
4 - Check Report, New Items

9. The following check when present shall be conducted:

1 - Status Report
2 - Check Report, Continued Items
3 - Check Report, Discontinued Items
4 - Check Report, New Items

10. The following check when present shall be conducted:

1 - Status Report
2 - Check Report, Continued Items
3 - Check Report, Discontinued Items
4 - Check Report, New Items

11. The following check when present shall be conducted:

1 - Status Report
2 - Check Report, Continued Items
3 - Check Report, Discontinued Items
4 - Check Report, New Items

*File
TMM
CMO*

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Statistics and Reports Section

9 June 1947

MEMORANDUM TO: Chief, Statistics and Reports Section

SUBJECT : Conservation of Office Supplies

1. A supplementary study of use of office supplies within SRS has been conducted in anticipation of call for information by GHQ Office Supplies Conservation Board. I conclude that use of such supplies is not excessive.

2. Average monthly consumption of supplies:

	ADM.	EXEC.	LIB.	HIST.	EDIT.	STAT.	TOTAL
Envelopes							
8½ x 11½	7	7	5	7	13	6	45
10 x 15	5	5	3	4	8	3	28
5 x 11½	4	4	3	4	8	3	26
6½ x 9½	4	3	2	3	6	2	20
4 1/8 x 9½	7	7	5	6	13	4	42
4½ x 9½	4	4	3	4	8	3	26
Cards, 3 x 5	10		4000		90		4100
Paper, bond (ream)							
8 x 10½	1	1	1				3
8 x 13				4	3		7
Paper, manifold (ream)							
8 x 10½	1	1					2
8 x 13				1	1		2
Paper, carbon (pkg)	1	1		4	3		10
Paper, mimeograph (ream)							
8 x 10½	1				50		51
8 x 13					6		6
Stencils (quire)	2	1			13		16
Board, bristol 22 x 30						36	36
Clamps, paper #2 (bx)	4	4	4	4	5	4	25
Clips, paper, wire (bx)	3	3	3	3	4	3	19
Fasteners (bx)	3	2	2	2	2	2	13

	ADM.	EXEC.	LIB.	HIST.	EDIT.	STAT.	TOTAL
Pencils	5	6	8	10	25	22	76
Ribbon, typewriter	2	2	1	6	9	2	22
Staples (bx)	1		9		1		11

3. Editorial Division

a. Main use of stationery within Editorial Division is for preparation of the Japan, Korea and Ryukyu Summations:

Work Draft - Duplicate
(Scrap paper is being used.)

Final Draft - Quadruplicate
(One to C/S, one to PIO, one to Editor and one for reproduction typing.)

Reproduction Copy - Duplicate
(Prepared on paper from Eighth Army Printing Plant, Boonjudo.)

b. SCAPIN Status Report is prepared in triplicate, using paper from Boonjudo Plant.

c. SCAPIN and SCAPIN-A Catalogs prepared in:

Rough Draft - one copy on scratch paper

Reproduction copy - one original.

d. Daily Gazette, SCAPIN Index and Daily Radio are mimeographed. Radio transmission copy is prepared in six copies - four for AG, one for SRS comeback and one for SRS hold.

4. Historical Division

Monographs are prepared as follows:

First Draft - Single copies, written and revised by author.

Second Draft - Effort is being made to use scrap paper.

Third Draft - " " " " " " " " " "

Fourth Draft - Duplicate. (One copy to working level, Associate Section; One copy to Editorial Division.)

Fifth Draft - Duplicate. Revised according to comments on Fourth Draft. (One copy to Chief, Associate Section; One copy remains in Historical Division.)

Sixth Draft - Triplicate. (Two copies to Chief of Staff; One copy retained in Historical Division.)

5. Library Division

Average of 4000 cards, 3 x 5, per month is consumed in building Index of Union Catalog files. Clippings are being stapled on scrap paper for filing.

6. Statistical Division

Absolute minimum of stationery supplies is used and the Division mainly consumes printed forms. Old manila envelopes are being used to contain charts and no new envelopes are in use at the present time. Envelopes are reused until they are worn out.

7. Executive Office and Administrative Division

a. Use of stationery is confined to required reports and transmission of drafts. There is no evidence of excessive use.

b. Waste box of mimeograph machine is being checked daily, in order to salvage usable paper. Extra copies are being held to a minimum.

c. Scrap paper is being trimmed to legal size sheets and a supply has been distributed to all Divisions. Division chiefs have agreed to use scrap paper as much as possible.

d. All correspondence is checked through message center. No envelopes are being used for routing papers through General Headquarters, except when required for security purposes.

8. Mimeograph Forms

A total of sixty-two (62) mimeographed forms are used in SRS for routing slips, required reports, message center and supply records. These forms are already on hand in the Section. All new forms are approved by the Chief, SRS. Forms are run off and control exercised by Administrative Division.

9. Business within the Section is transacted either verbally or by use of routing slips. Written correspondence within the Section is held to an absolute minimum.

10. As a conservation measure, SRS has requested that distribution of publications from other sources be reduced to the amounts shown on attached routing list.

11. Recommended methods of holding expenditure of office supplies to a minimum:

a. Message Center to check all outgoing correspondence for unnecessary copies and envelopes.

- b. Administrative Division to maintain check of waste paper.
- c. Administrative Division to make weekly physical check of office supplies actually on hand in Divisions, as a control for issue of such supplies.
- d. Adoption of all measures outlined in "Suggested Conservation Measures", inclosure to Ltr. GHQ FEC, AG 210.453 AGPO, 4 June 47, Subject: Order 145-18, appointing the GHQ Office Supplies Conservation Board.

T M B Hicks
T. M. B. HICKS
Captain, Infantry
Administrative Officer

GENERAL HEADQUARTERS
FAR EAST COMMAND
APO 500

AG 210.453 AGPO

4 Jun 47

SUBJECT: Order 145-18

TO: Officers concerned, GHQ, FEC APO 500

1. A Board of Officers to be known as "GHQ Office Supplies Conservation Board" is appointed to meet at GHQ FEC APO 500 at the call of the senior member of the board.

a. The function of this board will be to survey office practices and procedure in GHQ to determine economies in the use of office supplies and to make appropriate recommendations to:

(1) The Chief of Staff in respect to procedures affecting two or more staff sections.

(2) The Chief of the Section when only one staff section is concerned, reporting results of surveys to the Chief of Staff.

b. Section Chiefs will implement the recommendations made by the board in accordance with par 1a (2) above or will report without delay to the Chief of Staff the reason for non-concurrence with the board's recommendations.

2. The board will visit and investigate all GHQ SCAP and FEC staff sections, and agencies, and will call upon Chiefs of Staff sections for such information as may be needed to carry out its functions. A list of suggested conservation measures is attached. (Incl 1)

3. In addition to the foregoing the board during its investigations will review type of requirements of staff sections for office supplies, especially paper, to determine and make recommendations as to that type which can be met by procurement from indigenous sources.

(Ltr O 145-18, 4 Jun 47, cont'd)

DETAIL FOR THE BOARD

Lt Col Samuel E. Otto 019030 GSC, SGS
Lt Col Harry J. Nelson 020053 MAC, G-4 Sec
Lt Col George A. Gould 028968 AGD, AG Sec
Capt Thomas M. B. Hicks 0379455 INF, S and R Sec

BY COMMAND OF GENERAL MacARTHUR:

W. L. Day
W. L. DAY
Major AGD
Asst Adj Gen

1 Incl "Suggested Conservation Measures"

DISTRIBUTION:

All Staff Sections, GHQ, SCAP and FEC (1)
4 officers concerned (3 each)

SUGGESTED CONSERVATION MEASURES

Economies in the use of paper and other office supplies to be effected within General Headquarters without delay will include, but not be limited to, the following:

1. Reduction in written correspondence wherever informal handling is adequate.
2. Reduction in numbers of copies to only those required for essential files and records.
3. Elimination of non-essential reports and portion of reports.
4. Elimination of publications which are non-essential to the operation of General Headquarters.
5. Utilization of both sides of paper where practicable.
6. Maximum utilization of salvaged bond and other waste paper as scratch pads.
7. Prohibition of the use of Government owned envelopes, paper and other items in personal correspondence.
8. Distribution of papers within General Headquarters without envelopes, except where essential for security purposes.
9. Saving large manila type envelopes received through the mail or used for security purposes within General Headquarters for repeated use.
10. Return of all excess office supplies to distribution channels.
11. Examination of intra-section correspondence to ascertain the communications which are not necessary to the receiving section, with subsequent advice by telephone to the initiating section to discontinue or restrict future distribution to the receiving section.
12. Reduction to a minimum of space lost by excessive margins.
13. Reproduction of a minimum number of copies of all mimeographed correspondence.
14. Maximum use of the telephone and personal visits to eliminate voluminous series of checknotes.
15. Elimination of unnecessary courtesy copies.

Incl 1

STATISTICS AND REPORTS
Routing and Filing

Revised 3 June 1947

<u>TYPE COMMUNICATION</u>	<u>ROUTING</u>	<u>FILE</u>
<u>Newspapers (Daily)</u>		
Mainichi (8)	Radio, Exec, Stat - 1 copy Library - 3 copies Edit - 4 copies	Library
Nippon Times (9)	Radio, Stat - 1 copy Exec, Hist - 1 copy Library - 3 copies Edit - 4 copies	Library
Stars & Stripes (9)	Radio, Stat - 1 copy Exec, Hist - 1 copy Library - 3 copies Edit - 4 copies	Library
Tokyo News (1)	Library - 1 copy	Library
<u>Newspapers (Weekly)</u>		
Oriental Economist (5)	Hist - 1 copy Edit - 2 copies Library - 1 copy Stat - 1 copy	Historical Editorial (1) Library Statistical
<u>Newspapers (Bi-Monthly)</u>		
Digest Service (Rengo Service) (1)	Library - 1 copy	Library
<u>Newspapers (Monthly)</u>		
Bound copies Nippon Times (1)	Library - 1 copy	Library
Bound copies Stars and Stripes (1)	Library - 1 copy	Library
G-3 Operations Report, Weekly (1)	Exec, Edit, Stat, Library - 1 copy	Library
Memos for Jap Govt, SCAPIN's & SCAPIN-A's (5)	Library - 3 copies Editorial - 1 copy Stat, Hist - 1 copy	Library Historical
Official Gazette from G-2 Jap Liaison (3)	Library - 1 copy Edit - 1 copy Exec, Stat, Hist - 1 copy	Library Historical

<u>TYPE COMMUNICATION</u>	<u>ROUTING</u>	<u>FILE</u>
Memo ATIS, Notification of shipment of Jap Documents (1)	Edit, Library - 1 copy	Library
List Rpts & Data submitted by Jap Govt to GHQ (Daily) (1)	Library - 1 copy	Library
Washington Wkly Rpt on Japan to Far Eastern Commission (1)	Exec, Radio, Edit Stat, Library- 1 copy	Library
List of ESS/RS Economic Rpts (2)	Library - 1 copy Edit, Stat, Hist - 1 copy	Library
Daily Press Analysis CIE (1)	Exec, Edit, Stat, Library - 1 copy	Library
Daily Press Translations and Summaries ATIS (3)	Library - 2 copies Edit, Stat, Library - 1 copy	Library Library
Daily Press Releases PIO (4)	Library - 3 copies Exec, Edit, Stat - 1 copy	Library
The Diet from Govt Sec (2)	Library - 1 copy Edit, Hist - 1 copy	Library Historical
Time Magazine Weekly (2)	Library - 2 copies	Library
Civil Affairs in Occupied and Liberated Territories, Weekly Digest of Public Opinion (4)	Library - 1 copy Edit - 1 copy Exec, Radio, Hist - 1 copy Stat - 1 copy	Library
FEC Documents filed in Govt Library (1)	Library - 1 copy	Library
NRS Special Reports (2)	Library - 1 copy Edit, Stat, Hist - 1 copy	Library Historical
NRS Weekly Summary (2)	Library - 1 copy Edit, Stat, Hist - 1 copy	Library
PH&W Weekly Bulletin (3)	Stat - 1 copy	Statistical Library Editorial
Material from ACJ Agenda (3) (28 copies to Washington)	Library - 1 copy Hist - 1 copy Edit, Stat, Hist - 1 copy	Library Historical Historical
Press Release, Bureau Public Information Korea (2)	Library - 1 copy Edit, Stat, Lib - 1 copy	Library Library
SCAPIN Status Reports (1)	Exec, Edit. - 1 copy	Editorial

<u>TYPE COMMUNICATION</u>	<u>ROUTING</u>	<u>FILE</u>
Contemporary Japan, Review East Asiatic Affairs (2)	Library - 1 copy Edit, Stat, Hist - 1 copy	Library Historical
Memos for Board of Trade (1)	Library - 1 copy	Library
Memos for Ministry of Home Affairs (1)	Library - 1 copy	Library
Memos for Central Liaison Office (CPC) (2)	Library - 1 copy Edit - 1 copy	Library
List of Recurring Reports (2)	Library - 1 copy Adm - 1 copy	Library Administrative
<u>Radios</u>		
Mil Govt Daily Rpts, USAFIK (3)	Radio, Stat - 1 copy Library - 1 copy Exec, Edit - 1 copy	Library
WAR Radios (Directives) (3)	Radio - 1 copy Adm - 1 copy Exec, Edit, Stat, Library - 1 copy	Radio Administrative Library
State Dept Current Events Radios (3)	Hist - 1 copy Radio - 1 copy Exec, Edit, Stat, Library - 1 copy	Historical Radio Library
Bi-Monthly Ryukyus Radio Report (3)	Library - 1 copy Edit - 1 copy Exec, Radio, Stat - 1 copy	Library Editorial Statistical
Periodical Summary (1)	Exec, Adm	Administrative
FEC General Orders (2)	Exec, Adm	Administrative
FEC Circulars (2)	Exec, Pers, Adm	Administrative Personnel
SCAP Circulars (2)	Library - 1 copy Exec, Pers, Adm - 1 copy	Library Administrative
FEC Special Orders (2)	Exec, Adm	Administrative
SCAP General Orders (2)	Library - 1 copy Exec, Pers, Adm - 1 copy	Library Administrative
SCAP & FEC Staff Memos (2)	Library - 1 copy Exec, Pers, Adm - 1 copy	Library Administrative

<u>TYPE COMMUNICATION</u>	<u>ROUTING</u>	<u>FILE</u>
Personnel News Letter (1)	Exec, Adm - 1 copy	Administrative
Daily GHQ Bulletin (2)	Adm - 1 copy Exec, Library - 1 copy	Administrative Library
Sugamo Prison Roster (1)	Transmitted to Washington	
SRS Comeback of Transmittal of Reports (1)	Exec, Adm - 1 copy	Administrative
JCS & SWNCC Directives (1)	Exec, Adm - 1 copy	Administrative
Downgrading Documents (2)	Library - 1 copy Adm - 1 copy	Library Administrative
Training Memos GHQ FEC (1)	Exec, Adm - 1 copy	Administrative
Section Two Daily Operations Radio (SRS Comeback)	Exec, Adm - 1 copy	Administrative

GENERAL HEADQUARTERS
 SUPREME COMMANDER FOR THE ALLIED POWERS
 Statistics and Report Section

6 May 1947

MEMORANDUM TO: Chief, Statistics and Reports Section

SUBJECT : Conservation of Stationery Supplies.

1. A study of use of office supplies within SRS has been conducted in compliance with Section I, Daily Bulletin No. 102, GHQ, 1 May 1947. I conclude that use of such supplies is not excessive.

2. Average monthly consumption of supplies:

	ADM.	EXEC.	LIB.	HIST.	EDIT.	STAT.
Envelopes	24	24	20	24	48	20
Paper, Bond (Ream)	1	1	1	4	3	--
Paper, Manifold (Rm.)	1	1	--	1	1	--
Paper, Mimeo. (Ream)	-	-	--	--	120	--
Cards, 3x5	-	-	2500 9000	--	-- 100	--

3. Business within the section is transacted either verbally or by use of routing slips. Written correspondence within the section is held to an absolute minimum.

4. Editorial Division:

a. Main use of stationery within Editorial Division is for preparation of the Japan, Korea, and Ryukyus Summations:

Work Draft - - Duplicate.

(Recommendation has been made to Chief, SRS, that scrap paper be used.)

Final Draft - - Quadruplicate.

(One to C/S, one to PRO, one to Editor and one for reproduction typing.)

Reproduction Copy - - Duplicate.

(Prepared on paper from Eighth Army Printing Plant, Bunjudo.)

b. Scapin Status Report is prepared in triplicate, using paper from Bunjudo plant.

c. Scapin and Scapin-A catalogs prepared in:

Rough draft - - one copy on scratch paper

Reproduction copy - - one original.

d. Daily Gazette, Scapin Index and Daily Radio are mimeographed.

Adm:

1. See Chgs TMM

15. 2. File TMM

5. Historical Division:

- Monographs are prepared as follows:
- First Draft) Single copies, written and revised by
- Second Draft) author. Effort is being made to use
- Third Draft) scrap paper.
- Fourth Draft - ~~Triplicate~~. (one copy to working level, associate section; ~~one copy to Chief, SRS;~~ one copy to Editorial Division.)
- Fifth Draft - ~~Triplicate~~. Revised according to comments on Fourth Draft. (~~one copy to Chief, SRS;~~ one copy to Chief, associate section; one copy remains in Historical Division.)
- Sixth Draft ~~Triplicate~~. All copies forwarded to Chief of Staff, *one to be retained.*

as a main draft is completed all copy of previous drafts are destroyed

6. Library Division:

About 2500 index cards, 3x5, are consumed a month in building Index and Union Catalog files. Clippings are being stapled on scrap paper for filing.

7. Statistical Division:

Practically no stationery supplies are used. Division uses printed forms almost exclusively. Old manila envelopes are being used to contain charts and no new envelopes are in use at the present time. Envelopes are reused until they are worn out.

8. Executive Office and Administrative Division:

- a. Use of stationery is confined almost exclusively to required reports and transmission of drafts. There is no evidence of excessive use.
- b. Waste box of mimeograph machine is being checked daily, in order to salvage usable paper. Extra copies are being held to a minimum.
- c. Scrap paper is being trimmed to legal size sheets and distributed to all divisions. All division chiefs have agreed to use scrap paper as much as possible.
- d. All correspondence is checked through message center. No envelopes are being used for routing of papers through General Headquarters, except when required for security purposes.

9. Mimeographed Forms:

A total of forty seven (47) mimeographed forms are used in SRS for routing slips, required reports and message center and supply records. Supplies of these forms are already on hand in SRS Divisions. I am convinced that each of these forms serves a specific purpose and that use of them is not excessive.

TMB Hicks
 T. M. B. HICKS
 Capt, Inf.
 Supply Officer

Q Q FILE

Board of Officers

SRS

G-4
Attn: Lt. Col. D. J. Cook
(Supply)

CHU/dbk
2 June 1947

(1)

In compliance with telephone conversation this date, the name of Capt. F. M. E. Hicks is submitted as a member of the Board of Officers directed by the Chief of Staff to survey the consumption and conservation of expendable office supplies.

----- G. H. U. -----