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

DAILY BULLETIN

NUMBER 69

23 March 1951

PART I - OFFICIAL

* * * * *

3. PHILIPPINE PRESIDENTIAL UNIT CITATION. The attention of all personnel who served in the Philippine Islands during the periods 7 December 1941 to 10 May 1942, inclusive, and 17 October 1944 to 4 July 1945, inclusive, is directed to GO 47 DA 28 Dec 50, which authorizes the award of the Philippine Presidential Unit Citation and prescribes the conditions under which it may be worn. Each individual who was assigned to and present for duty with a unit listed in the above GO during the periods indicated, will submit a certificate, in the case of officers, or an affidavit, in the case of enlisted men, to the appropriate unit personnel officer stating unit of assignment and inclusive dates of service, in order that entry may be made on personnel records. Unit Personnel Officers will check certificates and affidavits against available information on personnel records prior to making entry of award thereon. Information regarding the availability of this badge through normal supply channels will be furnished on receipt by this headquarters.

* * * * *

BY COMMAND OF BRIGADIER GENERAL MIIBURN:

OFFICIAL:

EARLE A. JOHNSON
Colonel, Infantry
Acting Chief of Staff

/s/ Clarence Q. Graham
/t/ CLARENCE Q. GRAHAM
Colonel, A G C
Adjutant General

C
O
P
Y

Max H. Winston
GENERAL HEADQUARTERS
FAR EAST COMMAND
APO 500

AG 510 (8 Mar 51)GA

8 March 1951

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

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

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

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

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

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

O AG 510 (8 Mar 51)GA
P Subj: Travel of Dependents Within the United States Upon Return From
Y the Far East Command, 8 March 1951

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

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

BY COMMAND OF GENERAL MacAUTHUR:

Copies furnished:

DEPTAR WASHDC
DEPTAF WASHDC
DEPTNAV WASHDC
CG SEPE SEATTLE WASH
CG SEPE FRANCISCO CALIF
CG TRAVPAC TRAVIS AFB CALIF
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CG 1503d ATW, MATS, APO 226
CO 2143d AIR WEATHER WING, APO 925

/s/ K. B. Bush
/t/ K. B. BUSH
Brigadier General, USA
Adjutant General

HC 510 (AG-MP)

1st Ind

CMA/AWN/edh

HQ, HEADQUARTERS AND SERVICE COMMAND, GHQ, FEC, APO 500, 12 March 1951

TO: Chief all Staff Sections and Unit Commanders, Headquarters and Service Command, GHQ, FEC, APO 500

1. For information and guidance.
2. This Headquarters will furnish a copy of this letter to each dependent traveling to the zone of interior by air at the time return travel is authorized.

BY COMMAND OF BRIGADIER GENERAL MILBURN:

/s/ Carl M Abel
/t/ CARL M ABEL
CAPT AGC
Asst Adj Gen

W. J. Far

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

HC 373.4 (AG)

4 January 1951

MEMORANDUM:

AIR FORCE EMERGENCY AID AND EVACUATION FACILITIES

1. Letter Headquarters Far East Air Forces, dated 23 December 1950, file AG OP-OP 373.4, subject as above, is quoted herein for the information of all unit commanders and section chiefs of this command. Copies of this memorandum will be passed to commanders of all units including detachments geographically separated from the parent unit and will be posted permanently on all section and unit bulletin boards.

2. The information contained in the below quoted letter is applicable to any type of accident which might occur and which might require use of the facilities listed.

* * *

"1. A recent hunting accident in the proximity of Mikuni, Japan on 10 December 1950, resulting in the death of a Ground Force Sergeant, indicates a need for more widespread dissemination of emergency aid and rescue facilities available through SAR units, and procedures for expeditiously contacting such units.

a. Information was received by FEAR Search and Rescue Coordination Center five and one-half hours after accident occurred.

2. It is recommended that all isolated units, CIC detachments, and rural police organizations be advised of available facilities and methods of immediate contact.

3. The following airborne aid and assistance can be rendered anywhere in the FEAR area of responsibility, weather permitting, on short notice:

a. Emergency air evacuation.

b. Emergency aerial supply (air landed or paradrop).

c. Paradrop of medical teams.

d. Air movement of medical teams.

4. The following procedures should be followed in order to obtain emergency assistance:

Memo, Hq, Hq & Svc Comd, HC 373.4 (AG), Subject, "Air Force Emergency Aid and Evacuation Facilities", dtd 4 Jan 51 (Cont'd).

a. Notify one of the following agencies of aid needed and pertinent details of the case:

(1) The nearest SAR unit.

(a) Ashiya Area:

1. Rescue Operations Ashiya 2161
2. Rescue Control Kasuga 66627

(b) Misawa Area:

1. Rescue Operations Misawa 2862
2. Rescue Control Misawa 2950

(c) Johnson Area:

1. Rescue Operations Johnson 5204
2. Rescue Control Johnson 5161

(2) Base Operations at the nearest Air Force Base.

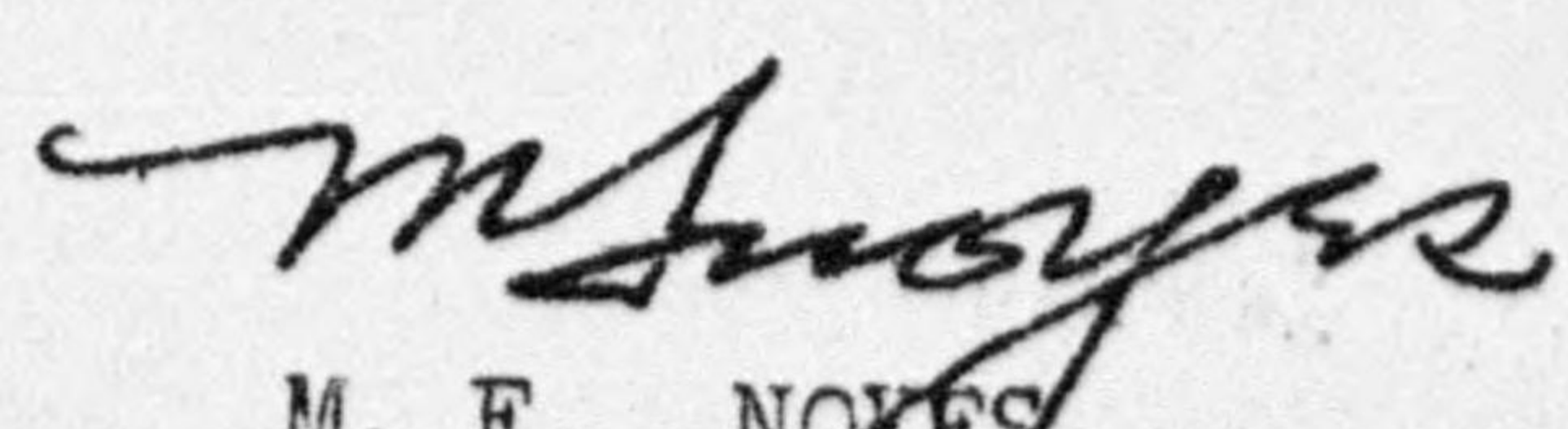
(3) Officer of the Day or Watch Officer at nearest Army or Navy installation respectively. (These latter agencies should pass the information by emergency telephone call to the Coordination Center, Headquarters FEAF, if possible, or the nearest SAR unit or Air Force Base Operations.)

(4) Staff Duty Officer, Headquarters, 314th Wing, Nagoya.

(5) SAR Coordination Center, Headquarters, Far East Air Forces, Tokyo, Telephone - Meiji 554.

5. In view of the possibility of saving lives it is urged that all occupational units be advised of the availability of the above services and methods for initiating aid requests."

BY COMMAND OF BRIGADIER GENERAL MILBURN:


M. F. NOYES
Colonel, A G C
Adjutant General

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C - O - P - Y

GENERAL HEADQUARTERS
FAR EAST COMMAND
Civilian Personnel Section

CP MEMORANDUM
No. 27-50

14 November 1950

LIMITATION ON PERSONNEL ACTIONS

1. References:

- a. WCL 20703
- b. DACPC 6, 27 Oct 1950.

2. Section 1302 of the Supplemental Appropriation Act, 1951, signed 27 September 1950, requires certain changes in personnel practices in the Federal Civil Service, with those provisions of the Act relating to inter-agency transfers, reinstatements, and promotions being effective retroactive to 2 September 1950.

a. Inter-Agency Transfers. All transfers made by Federal Agencies must be made on a temporary basis. Accordingly, transfers of status employees will be made as emergency indefinite appointments. The employee will be continued under the retirement system but will have a temporary appointment in the new agency.

b. Reinstatements. Beginning 2 September 1950, reinstatements of persons having civil service status must be on a temporary basis by means of an emergency indefinite appointment.

c. Promotions. All promotions beginning 2 September 1950 must be made on a temporary basis, the word "temporary" to be inserted after the word "promotion" on the Standard Form 50 reporting the action.

3. Inasmuch as all positions in overseas areas are excepted from Civil Service appointment requirements the provisions of this Act do not pertain, with exception of the promotion limitation, so long as employees continue to occupy excepted position. However, all employees, including those who possess personal civil service status, upon return to the United States, who desire to continue Federal service, will fall within the purview of cited Act.

CP Memo No. 27-50 (Cont'd)
Subj: Limitation on Personnel Actions

4. All promotions effected by this Headquarters effective after 1 September 1950 must be considered temporary even though those effected prior to date of this memorandum are not so documented on the notification of personnel action.

5. It is requested that the contents of this memorandum be brought to the attention of all employees.

/s/ L. C. White
for R. H. CHARD
Colonel AGC

Chief, Civilian Personnel Section

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Personnel Coordinators
Ea Staff Section

Mr. J. J. J. J.
JJB

GENERAL HEADQUARTERS
FAR EAST COMMAND
APO 500

AG ORO (5 Oct 50) GA

20 November 1950

SUBJECT: National Foundation for Infantile Paralysis

TO : Commanding General, Eighth Army, APO 301
Commanding General, X Corps, APO 909
Commanding General, Japan Logistical Command, APO 343
Commanding General, Marianas-Bonins Command, APO 246
Commanding General, Ryukyus Command, APO 331
Commanding General, Headquarters and Service Command,
Far East Command, APO 500
Commanding General, Far East Air Forces, APO 925
Commanding General, Philippines Command (Air Force),
APO 74

Request that the following data, extracted from a letter from the National Foundation for Infantile Paralysis, be disseminated to members of your command:

"It is the policy of the National Foundation for Infantile Paralysis and its chapter to provide financial aid to those stricken with polio who are unable to pay the full costs of care. When the victim is stricken while within an area assigned to a chapter of the National Foundation, the hospital or doctor handling the case will direct his family to the local chapter to arrange for immediate financial aid whether in the case of civilians or dependents of members of the Armed Forces.

When the victim is a United States national and is stricken while outside the continental limits of the United States where there is no chapter of the National Foundation for Infantile Paralysis, application for aid should be made as follows:

a. Members of the Armed Forces and their dependents.
Members of the Armed Forces are entitled to treatment in government hospitals. Their dependents are privileged to receive treatment in a government hospital when space is available and is not required for military personnel. When space in a government hospital is not available or when necessary equipment and specialists are not at hand, an application for aid should be made by the nearest medical officer of the Armed Forces conversant with the case, through the commanding general or commanding admiral of the theater or sub-theater in which the victim resides, direct to the National Foundation for Infantile Paralysis, 120 Broadway, New York, N. Y., attention Armed Forces Division.

AG 080 (5 Oct 50) GA, subj: National Foundation for Infantile Paralysis, 20 Nov 50

b. Officials and employees of the State Department or other non-military departments of the United States or civilians on government business serving abroad, and their dependents. Application for aid should be made by the American Ambassador, or head of mission, serving in the country in which the case originated, through the State Department, direct to the National Foundation for Infantile Paralysis, 120 Broadway, New York, N. Y.

c. Civilians on government duty in Japan and their dependents. Application for aid should be made through the Office of Public Welfare, SCAP, direct to the National Foundation for Infantile Paralysis, 120 Broadway, New York, N. Y.

d. United States civilians abroad on non-government business or as tourists. Necessary aid for United States civilians abroad on non-government business or as tourists can be obtained upon arrival in the continental United States or in the territories or possessions thereof. The military authority commanding the area in which the civilian is stricken with polio or the American Embassy in the country in which he is under treatment are requested to communicate direct with the National Foundation for Infantile Paralysis to arrange for necessary aid for the patient upon arrival.

All requests for aid should state: name of patient, age, involvement, place and date of onset, occupational status, home address of patient, attendant and equipment required and where patient is at the time hospitalized."

BY COMMAND OF GENERAL MacARTHUR:

s/ H. Frazier
t/ H. FRAZIER
Major, AGC
Asst Adj Gen

BASIC: Ltr, GHQ, FEC, file AG 080 (5 Oct 50) GA, subject,
"National Foundation for Infantile Paralysis",
dtd 20 Nov 50.

HC 080 (AG)

1st Ind

HQ, HEADQUARTERS AND SERVICE COMMAND, GHQ, FEC, APO 500, 24 Nov
1950

TO: Section Chiefs, Hq, Hq & Sv Comd, and
Unit Commanders, Hq & Sv Comd, GHQ, FEC, APO 500

For information and dissemination to all members of your
organization.

BY COMMAND OF BRIGADIER GENERAL MILBURN:

/s/ M. F. Noyes
/t/ M. F. NOYES
Colonel, AGC
Adjutant General

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"A"

Miss Smith

GENERAL HEADQUARTERS
FAR EAST COMMAND
APO 500

14 April 1950

AG 386.3 (30 Mar 50)PM

SUBJECT: Confiscation of Counterfeit United States Currency

TO: *** **
Commanding General, Headquarters and Service Group, General
Headquarters, Far East Command, APO 500
*** **

1. Reference is made to SR 35-520-1, AFR 173-25, 26 May 1949. Paragraph 4 of these regulations requires all disbursing officers to confiscate any counterfeit United States Currency (or Military Payment Certificates) presented for exchange, give receipt for same and attempt to secure information regarding the source of such counterfeit currency.

2. Effective this date, pending revision of Circular 19, General Headquarters, Far East Command, 1949, all United States Occupation Force Personnel, military and civilian, in the Far East Command, whose employment entails the receipt, disbursement or handling of Military Payment Certificates will confiscate any counterfeit United States Currency or Military Payment Certificates, which are presented for exchange, tendered as payment, or otherwise come into their possession. A receipt will be given for the counterfeit currency and an attempt made to secure information concerning the source of such counterfeit currency and any information obtained regarding its source will be transmitted at once to the nearest Provost Marshal for further investigation by the appropriate Army Criminal Investigation Division or Air Force Office of Special Investigations Unit and report in accordance with referenced regulations, paragraph 1, above, and Far East Command directives.

3. Indigenous personnel employed in positions to accept payments in United States Currency, to include Military Payment Certificates, will be instructed to call their immediate supervisor upon discovery of any counterfeit or presumed counterfeit currency and further action will then be taken by the supervisor in accordance with paragraph 2, above.

BY COMMAND OF GENERAL MacARTHUR:

/s/ John C O'Byrne
/t/ JOHN C O'BYRNE
Lt Col, AGD
Asst Adj Gen

BASIC: Ltr fr GHQ FEC, file AG 386.3 (30 Mar 50)PM, subject, "Confiscation of Counterfeit United States Currency", dtd 14 April 1950

HC 386.3 (HX)

1st Ind

HQ, HEADQUARTERS AND SERVICE GROUP, GHQ, FEC, APO 500, 17 April 1950

TO: Sec Chiefs & Unit Commanders, Hq & Svc Gp, GHQ, FEC, APO 500

For necessary action. This letter will be brought to the attention of all personnel whose employment entails the receipt, disbursement or handling of Military Payment Certificates.

BY COMMAND OF MAJOR GENERAL WEIBLE:

A L HAYNES
CWO USA
Asst Adjutant

DISTRIBUTION:
"A"

Handwritten initials and a checkmark in the top left corner.

COPY

GENERAL HEADQUARTERS
FAR EAST COMMAND

CHECK SHEET

(Do not remove from attached sheets)

File No:

Subject: Relationship between SCAP Sections
and Civil Affairs Organizations

Note From: CofS
No.

To: Civil Affairs Section Date: 9 January 1950

1. Reference is made to G. O. #24, 29 December 1949, which established a Civil Affairs Section of this headquarters. The purpose of this check note is to provide a tentative guide covering the procedure which sections will follow in their dealings with Civil Affairs field units. As experience is gained in the use of this new organizational structure, it is expected that changes in this procedure guide will be proposed.

2. The Civil Affairs Section is, in effect, a headquarters for the Regions. The relationship of the Regions with the Chief of the Civil Affairs Section is similar to that existing between the divisions of any other SCAP section and its chief. It follows that the personnel of the Civil Affairs Section must continue to be thoroughly conversant with the activities carried on by its field units. The activities of the Civil Affairs Section will be operational in character, as opposed to policy making. The policy making responsibility of other SCAP sections in their respective fields will continue as heretofore. As a consequence, the Civil Affairs Section will have no cause for contact with Japanese Government agencies at the national level.

3. Functions of the Civil Affairs Section:

- a. Provide operational direction to the Regions.
- b. Maintain close liaison with appropriate SCAP sections in order to be familiar with the conditions which give rise to missions assigned to field units.
- c. Transmit information received from the field units to the appropriate GHQ staff sections.

4. Directives setting forth missions placed upon field units will receive the usual staff coordination, the latter henceforth to include the Civil Affairs Section. Such directives, after approval, will be finalized by the initiating section and dispatched through the AG.

5. Except under unusual circumstances, there should be no necessity for direct communication between SCAP sections and the Civil Affairs Teams in the field. Transmission of instructions, requests for reports, etc., will be accomplished through the Civil Affairs Section.

Distribution:

ALL SCAP Sections

/s/ E.M.A.
/t/ E.M.A.-----

Miss Smith -5

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

ADMINISTRATIVE MEMORANDUM
NUMBER 35

16 March 1950

NARCOTICS AND STIMULANTS

1. Effective immediately, it shall be unlawful for any personnel of this command to introduce into any of the areas of this command, or to use or possess at any time or place, without proper medical authority, narcotics or any instrument that may be used to administer, dispense or carry narcotics, such as syringes hypodermic needles, ampules, or wax papers of a type used to carry narcotics

2. It shall also be unlawful to introduce into any area of this command, or to possess, give, sell, buy, receive or use at any time or place without proper medical authority, any stimulant of the benzedrine group such as appear under the local trade names of "Methylpropamin", "Philopon", or "Propamin", or any other related central nervous system stimulant, or to introduce into any of the areas of this command any instrument for the administration, dispensation or transportation of such stimulants as outlined under narcotics in paragraph 1.

3. Commanders down to and including detachment level, will read this memorandum to the troops under their command on three (3) consecutive days immediately upon publication of this memorandum. Copies of this Standing Order will be prominently and permanently posted on all bulletin boards in this command.

BY COMMAND OF MAJOR GENERAL WEIBLE:

OFFICIAL:

LEONARD S CARROLL
Lt Col AGD
Adjutant

/s/ A L Haynes
/t/ A L HAYNES
CWO USA
Asst Adjutant

DISTRIBUTION:
"A"

Smith - S

GENERAL HEADQUARTERS
FAR EAST COMMAND
Civilian Personnel Section
APO 500

3 June 1950

CP MEMORANDUM

No 15-50

LEAVE OF ABSENCE IMMEDIATELY PRIOR TO RETURN TO ZI

1. References. a. Department of Army Civilian Personnel Regulation
LI.6-2f. Folder title/number (15)

b. Staff Memorandum 55, GHQ SCAP and FEC, 20 December 1949.

c. GHQ Group Civilian Personnel Regulation 18-3a(3), 27 May 1948.

d. Checknote 1, G-1, subject, "Leave of Absence in Japan Prior
to Return to ZI.", 2 May 1950.

2. Rescissions. a. Civilian Personnel Memorandum 39-49, subject,
"Postponement of Separation and/or Date of Departure," 19 December 1949.

b. Civilian Personnel Memorandum 10-50, subject, "Leave of Absence
Immediately Prior to Return to ZI," 15 May 1950.

3. In view of the fact that, during their employment, many employees
are unable to avail themselves of leave within the command, it is the es-
tablished policy of this Headquarters that, upon written request through the
section chief to the Civilian Personnel Officer, up to a maximum of 30 calendar
days leave of absence may be granted immediately prior to return to the ZI.
The granting of such leave does not automatically entitle employees to Special
Service rest hotel facilities, the provisions of reference 1b being applicable.

a. Reference 1a prohibits the granting of leave immediately prior to
separation without return to duty status, consequently, favorable consider-
ation will not be given to pre-separation leave requests filed by locally-
separating employees.

b. The Civilian Personnel Officer ordinarily will not give favorable
consideration to: (1) requests for postponement of departure date, for the
purpose of taking leave, after booking arrangements for return travel have
been completed; (2) requests for leave filed by employees who are being sep-
arated for reasons other than convenience of the government.

4. In order that there may be a clear understanding of the necessity
for close coordination between the employee and the Civilian Personnel
Section, it is desired that all employees availing themselves of pre-separation
leave be apprised of the following:

a. Not less than 10 days in advance of sailing date, the employee must make an appointment with Packing and Crating Branch, Headquarters and Service Group, for packing and crating of household goods; hold baggage must be delivered to the warehouse not less than 5 days in advance of sailing date.

b. The employee must be present to turn over his household goods for packing and crating; the use of an agent for this purpose is not acceptable to Headquarters and Service Group.

c. The disposition of household goods prior to beginning of leave is undesirable for the following reasons:

- (1) Storage space in GHQ warehouse is limited to 72 hours, at conclusion of which shipment is effected to the ZI.
- (2) Government storage space is not available at ZI ports, consequently, household goods arriving in advance of owner would be subject to commercial storage at owner's expense.

d. Space allocations on ships returning to the ZI are not received in the Civilian Personnel Section in sufficient time to permit passenger booking prior to the beginning of a 30-day leave period.

5. Application for leave will be made by checknote addressed to the Civilian Personnel Officer through the chief of the employing section. Application will be initiated, preferably, as soon as the employee is aware of his impending departure, (see paragraph 3b(1)), and will be prepared as shown in the following example:

"Annual leave and/or leave without pay under the provisions of Civilian Personnel Memorandum 15-50 for the period from _____ (Date) to _____ (Date)

a. Leave is requested for the purpose of (travel, negotiation for another position, etc.)

b. I (will, will not) accomplish packing and crating of effects during the period of leave.

c. (If packing and crating is to be accomplished during leave period) I will report to the Civilian Personnel Section as instructed.

d. (If packing and crating is to be accomplished subsequent to leave period) I will report to the Civilian Personnel Section on the first work-day after expiration of period of authorized leave.

e. I understand that, if my employing section cannot utilize my services between the date of expiration of authorized leave period and my actual date of departure, this period will be charged to annual leave or leave without pay."

If the employee is being reduced in force, his services will not be utilized by the employing section subsequent to expiration of leave period. The employing section will include in the indorsement to the leave application a statement as to whether or not the employee's services can be utilized between expiration of leave and date of departure.

6. Applications will be routed to the applicable E.U. technician for approval; in any case where the technician is of the opinion that the application should be disapproved, it will be referred to the Chief, Operations Division for decision. Disapproved applications will be returned by Operations Division to the employee through his section. If approved, the technician will so note on the application and will forward it immediately to the Administration Division. Administration Division will notify the employee of the approval by checknote which will also contain instructions and information based on the following:

a. In the event the employee is to accomplish preparations for departure (packing and crating) during leave period, booking will be made for the first available transportation after expiration of leave; this may be as early as the day following expiration of leave period, or, by necessity, may be considerably later. A date will be established upon which the employee will first be required to report by telephone to the Administration Division regarding orders and booking; subsequent dates for reporting will be established at the time of the first report.

- (1) When the employing section has indicated that the employee's services can be utilized between expiration of leave and departure date, the employee will report to his section at the beginning of business on the first work-day following expiration of leave. Employee will be returned to a duty status on the section time and attendance report even though departure date is so near at hand as to necessitate granting of excused absence for the purpose of final clearance.
- (2) When the employing section has indicated that the employee's services cannot be utilized between expiration of leave and departure date, he will be required to report to Administration Division daily, by telephone, after firm booking has been accomplished, in order to receive port call. Employee will report to Administration Division on the last work-day prior to sailing date for final clearance. Administration Division will notify the employing section of the departure date in order that the employee may be dropped from the time and attendance report on the day of departure.

b. In the event the employee is not to accomplish preparations for departure during the leave period, booking will be made for the first available transportation which will allow sufficient time for completion of departure arrangements. The employee is required to report by telephone to the Administration Division on the first work-day following expiration of leave period.

- (1) When the employing section has indicated that the employee's services can be utilized between expiration of leave and departure date, the employee will report to his section at the beginning of business on the first work-day following expiration of leave. Employee will be returned to a duty status on the section time and attendance report. Final arrangements for departure will then be accomplished in the normal manner.
- (2) When the employing section has indicated that the employee's services cannot be utilized between expiration of leave and departure date, the provisions of paragraph 6a(2) will apply.

7. Employees will continue to be carried against their established positions during period of pre-separation leave.

8. It is desired that this memorandum be brought to the attention of all employees desiring pre-separation leave.

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/s/ R. H. Chard
/t/ R. H. CHARD
Colonel, AGD
Civilian Personnel Officer

C O P Y

Miss Quill - 3

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

5 June 1950

HC 300.4 (GPAG)

SUBJECT: Official Travel of Personnel within Japan

TO : Unit Commanders, Headquarters and Service Group,
General Headquarters, Far East Command, APO 500

1. References.

- a. Administrative Memorandum Number 78, this headquarters, dated 14 October 1949, subject, "Passenger Transportation by Rail".
- b. Administrative Memorandum Number 22, this headquarters, dated 2 February 1950, subject, "Travel Orders".
- c. Administrative Memorandum Number 21, this headquarters, dated 1 February 1950, subject, "Orders, Bulletins and Memoranda".
- d. Letter, General Headquarters, Far East Command, dated 9 March 1950, AG 300.4 (9 Mar 50)AG-PO, subject, "Authority to Issue Orders" with 1st indorsement, this headquarters, HC 300.4 (HX), 10 May 1950.

2. Authorization for addressee commanders to publish orders is contained in reference 1 c, above. Authorization for addressee commanders to publish orders involving official travel is contained in reference 1b, and 1d, above, (reference 1d pertains to Civil Affairs Regions only).

3. For the information of all concerned, the following clarification of "official travel status" of personnel travelling within Japan as a result of change of station or upon arrival of dependents in Japan, and interim travel until permanent quarters are assigned near place of duty, is published. Attention is particularly invited to paragraphs 2a(5)(a) and (d) and 2a(6) reference 1a, above.

a. Transfer within Japan.

- (1) Upon intra-Japan transfers of personnel, official travel will be authorized for movement of principal of family and dependents to new station.
- (2) Where movement of dependents is not concurrent with movement of principal, official travel may be authorized the principal only for travel from place of duty to place of home until quarters are assigned near place of duty for his dependents.
- (3) Publication of "blanket" travel orders is prohibited. A travel order will be published for each trip authorized.

BASIC: Ltr, Hq, Hq & Svc Gp, HC 300.4 (GPAG), subject, "Official Travel of Personnel within Japan", 5 June 50 (Cont'd)

3. a. (4) Detached service for travel en route to new station is authorized for military personnel, Interim trips for visits to family until dependents have been assigned quarters near place of duty must be on a leave status.

(5) Interim trips by dependents to principal's place of duty will be at their own expense. Only one movement upon assignment of quarters at new station is authorized as official travel.

b. Arrival of Dependents in Japan from points outside Japan.

(1) Where assignment of temporary housing in Special Services Hotels is made upon arrival of dependents in Japan, official travel is authorized for principal to Yokohama, for dependents and principal from Yokohama to Special Services Hotel, and return of principal to place of duty.

(2) Subsequent authorization for official travel by principal between place of duty and Special Services Hotel, while dependents are assigned thereto for quarters, may be obtained by presentation of request to the headquarters which normally publishes travel orders for the principal.

(3) Subsequent travel by dependents will be at their own expense, except that upon being assigned permanent quarters, official travel orders may be obtained upon request to the headquarters which normally publishes travel orders for the principal, for the travel from the Special Services Hotel to place of assignment of quarters.

BY COMMAND OF MAJOR GENERAL WEIBLE:

/s/ Leonard S Carroll
/t/ LEONARD S CARROLL
Lt Colonel AGD
Adjutant General

DISTRIBUTION:

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