

GHQ/SCAP Records (RG 331, National Archives and Records Service)

Description of contents

- (1) Box no. 2969
- (2) Folder title/number: (8)
Standard Operating Procedure

(3) Date: July 1949

(4) Subject:

Classification	Type of record
032.2	1

(5) Item description and comment:

(6) Reproduction: Yes No

(7) Film no. Sheet no.

(Compiled by *National Diet Library*)

HEADQUARTERS
KINKI CIVIL AFFAIRS REGION
APO 25

312

1 July 1949

SUBJECT: Proper Procedure in Writing Military Letters

TO: Commanding Officer Hyogo Civil Affairs Team, APO 317
Commanding Officer Osaka Civil Affairs Team, APO 25
Commanding Officer Kyoto Civil Affairs Team, APO 301
Commanding Officer Shiga Civil Affairs Team, APO 25-3
Commanding Officer Nara Civil Affairs Team, APO 25-4
Commanding Officer Wakayama Civil Affairs Team, APO 25

1. The military letter is used for communication with military and naval personnel and between activities of the Department of the Army, the Air Forces and Department of the Navy and may not be used for communication with other Government Departments or with civil agencies.

2. Pertinent factors in writing military letters are as follows:

a. Margins:

- (1) When typed heading is used the top margin of the first page will be 3/4 inch (5 spaces down) as illustrated above. All succeeding pages will have a top margin of 1 1/4 (7 spaces down).
- (2) The left margin will be 1 1/4" (15 spaces elite type or 13 pica).
- (3) The right margin will be 3/4" (9 spaces elite type or 7 pica).
- (4) The bottom margin will be 1 1/4" (disregarding number at bottom of page)

b. The heading, including the subject, occupies the upper third of the sheet. File number and date are placed two spaces down from the bottom line of the typed heading, the subject line is placed another two spaces down, and the "THRU:" or "TO:" line is placed four spaces down from the subject. If there is a "THRU:" addressee, the "TO" line is placed four spaces down from it, as shown above. Four spaces from the last line of last addressee and the body of the letter are left blank, and five blank spaces, if only one addressee.

1 Jul 49

312
Subject: Proper Procedure in Writing Military Letters

312
1st Ind

Hq Kinki Civil Affairs Region, APO 25, 1 Jul 49

TO: Commanding Officer, Osaka Civil Affairs Team, APO 25

- 1. For information and compliance.
- 2. Letter APXAG 312.1, this headquarters, 1 December 1947, subject, "Military Correspondence," which covers in general the instructions governing the preparation of correspondence within this headquarters, is inclosed.

BY ORDER OF COLONEL O'MOHUNDRO:

3 Incls:
Added 1 incl
3. Ltr 1 Dec 49

/s/ George Minarik
/t/ GEORGE MINARIK
Captain CE
Adjutant

j. Whenever the signature is typed it will be placed five spaces below the command line or body and will start one space to the right of page center.

3. Indorsements become an integral part of the communication to which they are appended. They are numbered consecutively and follow the basic or preceding indorsement by two spaces. When a separate page or pages are required, sufficient identifying information is typed, beginning at the left margin 1 1/2 inches from the top edge of the page, to prevent separation from the basic correspondence.

4. Abbreviations normally will not be used in a letter except for the heading.

5. The indiscriminate use of capitalization or underscoring within the body of a letter is not good practice. Proper nouns, names and titles only will be capitalized in accordance with normal procedure.

BY ORDER OF COLONEL O'MOHUNDRO:

GEORGE MINARIK
Captain CE
Adjutant

5 spaces

HYOGO CIVIL AFFAIRS TEAM
APO 317

JC/hk
2 spaces
1 July 1949 ← 9 spaces →

← 15 spaces → 312
↑ 2 spaces
↓ 2 spaces

SUBJECT: Proper Procedure in Writing Military Letters

↑
4 spaces

TO: Commanding Officer
Osaka Civil Affairs Team
APO 25
ATTENTION: CE Officer

↑
5 spaces
↓

1. The Military letter XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XX
XX.

2. XXX
XX.

3. XXX
XX
XX
XXXXXXXXXXXXXXXXXXXX.

2 spaces [BY ORDER OF COMMANDING OFFICER:

↑
5 spaces
↓

WALTER KIMBALL
Major Infantry
Adjutant

1 spaces from the center of the paper

↑
7 spaces
↓

312
Subject: Proper Procedure in Writing Military Letters 1 Jul 49

4. XXXXXXXXXXXXXXXXXXXXXXXX.

1 inch [2.

(Sample)

HYOGO CIVIL AFFAIRS TEAM
APO 317

JC/hk

30 July 1949

000.8

SUBJECT: Transmittal of Material

TO: Commanding Officer
Kinki Civil Affairs Team
APO 25
ATTN: CE Officer

XX
XX
XXXXXX.

FOR THE COMMANDING OFFICER:

1 Incl: Journal (4)

WALTER KIMBALL
Major Infantry
Adjutant

(Sample X)

HYOGO CIVIL AFFAIRS TEAM
CIVIL EDUCATION SECTION

JC/hk

1 July 1949

MEMO

SUBJECT: Women's Organizations

TO: Superintendent Of Education
Hyogo Prefecture

XX
XX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX.

1 Incl: JOSEPHINE COLLETTI
I set of various pamphlets CE Officer

(Sample)

HYOGO CIVIL AFFAIRS TEAM
CIVIL EDUCATION SECTION

JC /hk

MEMO TO: Major Kimball — (モリキミトウキョウ)

27 July 1949

SUBJECT: Jeep for Field Trip

1. XXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX.

JOSEPHINE COLLETTI
CE O fficer