GHQ/SCAP Records(RG 331)
Description of contents

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(2) Folder title/number : (12)
Staff Memos AFPAC & SCAP

(3) Date : Sept. 1945 - Dec. 1945

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(7) Film no. Sheet no.

12

BOOK I

RESTRICTED

STAFF MEMOS

AFPAC
&
SCAP

1945

RESTRICTED

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

AG 311.7 (27 Dec 45)CIS

APO 500,
27 December 1945,

STAFF MEMORANDUM)
:
NO.....11)

UNAUTHORIZED USE OF ARMY POSTAL CHANNELS

1. Reference is made to Staff Memorandum No. 38, General Headquarters, United States Army Forces, Pacific, dated 4 September 1945.

2. While cited references directed cessation of censorship of communications of United States Forces and Civilians assigned or attached thereto, they do not in any manner permit military personnel or accredited civilians to act as intermediaries for unauthorized persons.

3. Information has been received that in some instances members of the United States Armed Forces are acting as intermediaries for the transmittal of mail for Japanese and other foreign nationals through the Army Postal Service. This is, in effect, opening international postal channels which have not been approved, thereby evading established civilian censorship control.

4. Instructions will be directed to all personnel of this headquarters that the acceptance of any communication by members of the military establishment or by civilians accredited thereto, for transmittal through army communication channels from persons not authorized to use such channels is strictly prohibited.

By command of General MacARTHUR:

R. J. MARSHALL,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

/H W Allen
B. M. FITCH, for
Brigadier General, U. S. Army,
Adjutant General.

RESTRICTED

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

AG 311.23 (25 Dec 45)AG

APO 500,
25 December 1945

STAFF MEMORANDUM)
:
NO.....10)

ELIMINATION OF NONESSENTIAL RADIO TRAFFIC

1. Current serious losses of experienced communications personnel require drastic reduction of electrically transmitted messages.

2. Staff section chiefs should take positive action to insure that:

a. Communications are transmitted by letter, except where the subject is of such urgency or importance that greater speed of transmission is essential.

b. Messages prepared for electrical transmission are assigned the lowest security classification and precedence consistent with their text.

3. "In the Clear" classification will be assigned to electrically transmitted messages whenever appropriate. "Priority" is the highest precedence authorized for administrative messages. (Par. 11, AR 105-25).

4. Attention is invited to schedule of Safehand Courier Service, published 2 December 1945, copy attached.

By command of General MacARTHUR:

R. J. MARSHALL,
Major General, G.S.C.,
Chief of Staff.

OFFICIAL:

B. M. FITCH,
Brigadier General, U. S. Army,
Adjutant General.

Rescinded by
SM 47/46

1 Incl:
Safehand Courier Service Schedule.

RESTRICTED

10

DECLASSIFIED PER E.O. 12958 SEC. 3(E) AND 3(D) OR (E) NNDS # 775012

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

Advance Echelon
APO 500
2 December 1945

AG 311.14 (2 Dec 45)AG

MEMORANDUM:

SAFEHAND COURIER SERVICE

1. Effective 3 December 1945, all couriers will close at the AG Distribution Center as indicated:

Destination	Closing Time
Manila and other points south	2100 I
Sixth Army, XXIV Corps and subordinate units	2100 I
Headquarters, Sixth Army only	1600 I
Eighth Army units outside Tokyo-Yokohama area	1200 I
Eighth Army and subordinate units in Tokyo-Yokohama area	1200 I & 2100 I
All other Army destinations	2100 I
All other Navy destinations	1200 I

2. All previous memoranda concerning Courier Service are rescinded.

H. W. ALLEN,
Colonel, A.G.D.,
Asst Adjutant General.

DECLASSIFIED AND NOT TRUSE SEC. 3(E) AND 3(D) OR (E) NNDS # 775012

RESTRICTED

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

AG 370.05 (20 Dec 45)GC

APO 500
20 December 1945

STAFF MEMORANDUM)
:
NO.....9)

REPATRIATION OF NON-JAPANESE NATIONALS

1. References:

a. JCS radio WX 87535, 8 December 1945.

b. Staff memorandum Number 4, GHQ AFPAC, Advance Echelon, dated 14 September 1945.

c. Staff Memorandum Number 6, GHQ SCAP, dated 28 November 1945.

2. The policies prescribed by the Joint Chiefs of Staff in radiogram WX 87535, (reference a) amplify those previously established in references b and c. Detailed policies cited in reference a, concerning the disposition of displaced persons in Japan, will be used as a guide by staff sections assigned responsibility for the initiation of staff action, in the accomplishment of appropriate general tasks outlined in references b and c.

3. The Assistant Chief of Staff, G-3, will supervise the repatriation of non-Japanese nationals from locations in the Japanese Home Island under the principles established for Japanese repatriates in compliance with reference b.

By command of General MacARTHUR:

R. J. MARSHALL,
Major General, G.S.C.,
Chief of Staff

OFFICIAL:

/s/ H. W. Allen for
/t/ B. M. FITCH
Brigadier General, U.S.Army
Adjutant General.

Rec SM 5/46

RESTRICTED

DECLASSIFIED E.O. 11652 SEC. 3(E) AND 5(D) OR (E) NND# 775012

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

AG 400.32 (11 Dec 45)OCP

APO 500
11 December 1945

STAFF MEMORANDUM)
:
NO.....8)

SUPPLIES AND SERVICES TO CIVILIAN EMPLOYEES

1. Under authority contained in General Orders No. 16, this headquarters, dated 14 November 1945, the Director, Office of Civilian Personnel, will determine the amount and types of supplies and services under the control of the United States Army to be extended to civilian employees of this headquarters.

2. The following policies will be used as guides:

a. For all employed civilians other than Japanese Nationals.

(1) The general policy authorizing the sale of subsistence, clothing, post exchange supplies and the granting of messing privileges is contained in letter, General Headquarters, United States Army Forces, Pacific, Advance Echelon, file AG 400.32 (7 Nov 45)GD, dated 7 November 1945. The amounts and extent of privileges to be authorized under this policy will be decided by the Director, Office of Civilian Personnel, based upon his determination of the needs of the applicant.

(2) Billets: Upon the recommendation of the Director, Office of Civilian Personnel, the Headquarters Commandant, General Headquarters, United States Army Forces, Pacific, Advance Echelon, will assign billets approved by the Assistant Chief of Staff, G-4. Billets will be provided for all personnel imported by the United States Army to Japan. In cases of other personnel, the Director, Office of Civilian Personnel, will carefully scrutinize each individual case and will recommend for army billets only those individuals whose services would otherwise be lost to this headquarters by reason of having no housing. Any individual having residence within reach of his place of employment by street railway service will not be recommended for army billet.

(3) Transportation: Personnel will use the transportation serving the billets in which they are quartered.

GHQ SCAP STAFF MEMO NO. 8, CONT'D

b. For employed Japanese Nationals.

(1) Establish priorities for accommodations in Japanese operated billets and messing facilities as reported available by the Military Government Section, Eighth Army, Tokyo Division.

3. All requests for supplies and services for civilian employees will be directed by Chiefs of Sections to the Director, Office of Civilian Personnel.

By command of General MacARTHUR:

R. K. SUTHERLAND,
Lieutenant General, United States Army,
Chief of Staff.

OFFICIAL:

B. M. FITCH,
Brigadier General, U. S. Army,
Adjutant General.

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

AG 400.312 (8 Dec 45)(D)
STAFF MEMORANDUM)
NO.....7)

A. P. O. 500
8 December 1945

Rescinded SM # 39/46

SUPPLY PROCEDURE

	Section
General.....	I
General and Special Staff Sections....	II
Special Troops Assigned or Attached to GHQ, AFPAC, Advance Echelon.....	III

I. GENERAL. For all elements of General Headquarters, United States Army Forces Pacific, Advance Echelon, this Staff Memorandum supercedes Staff Memorandum No. 49, General Headquarters, United States Army Forces Pacific, dated 2 October 1945. Paragraph 1, Staff Memorandum No. 3, this headquarters, dated 14 October 1945, is hereby rescinded.

II. GENERAL AND SPECIAL STAFF SECTIONS. 1. All supplies, with the exception of individual clothing and equipment and subsistence, required by General and Special Staff Sections, this headquarters, and of General Headquarters, United States Army Forces, Pacific, Advance Echelon, will be requisitioned through the Headquarters Commandant, General Headquarters, United States Army Forces, Pacific, Advance Echelon.

2. The procedure to be followed by all staff sections in requisitioning supplies will be as follows:

a. All requests will be submitted, in triplicate, on WD AGO Form No. 446 which will be complete and will indicate adequate basis.

b. Expendable and non-expendable supplies will be requisitioned separately.

c. Sections will submit requisitions two (2) days prior to the date of delivery indicated for each section on the Schedule for Delivery, inclosed herewith.

d. Requisitions, which the requisitioning agency desires to be processed as an emergency, will indicate the date delivery is required, the building and telephone number of the originating officer, and the basis for requesting special processing.

3. Requisitions for equipment in excess of authorized allowances require command approval. Such requisitions for equipment required for a period of less than ninety (90) days will be approved or disapproved by the Headquarters Commandant after coordination with the General or Special Staffs concerned, and if approved, will be forwarded to the Adjutant General for signature of command approval and dispatch to the supply agency.

(Staff Memorandum No. 7)

4. Requisitions for equipment excess to authorized allowances and which is required for a period greater than ninety (90) days will be forwarded by the Headquarters Commandant, General Headquarters, United States Army Forces, Pacific, Advance Echelon, to the Assistant Chief of Staff, G-4, for approval.

5. Procurement demands on the Japanese Government, for supplies and equipment required to fill requisitions for General Headquarters, Supreme Commander for the Allied Powers, and United States Army Forces, Pacific, Advance Echelon Staff Sections, will be initiated by the Office of the Headquarters Commandant. When it is desired that certain supplies be procured from the Japanese Government, WD AGO Form 446, in triplicate, will be forwarded to the Headquarters Commandant, Advance Echelon, and the following information included whenever possible.

a. Specifications or samples.

b. Estimated cost of supplies.

c. Exact location of supplies, if known.

d. The name of the Japanese owner of the supplies, if known.

III. SPECIAL TROOPS ASSIGNED OR ATTACHED TO GENERAL HEADQUARTERS, UNITED STATES ARMY FORCES, PACIFIC, ADVANCE ECHELON. 1. Requisitions for supplies and equipment, required by troop units, detachments and organizations assigned or attached to General Headquarters, United States Army Forces, Pacific, Advance Echelon, which are within allowances authorized by T/O&E, SLOE, T/E or T/A, will be submitted by such troops directly to the appropriate supply agency serving them.

2. Requisitions for equipment in excess of authorized allowances require command approval. Such requisitions for equipment required for a period of less than ninety (90) days will be submitted to the Headquarters Commandant, General Headquarters, United States Army Forces, Pacific, Advance Echelon, who will approve or disapprove, after coordination with the General or Special Staff concerned, and forward to the Adjutant General, if approved, for signature of command approval and dispatch to the appropriate supply agency.

3. Requisitions for equipment in excess of authorized allowances and which is required for a period greater than ninety (90) days will be forwarded by Headquarters Commandant, General Headquarters, United States Army Forces, Pacific, Advance Echelon, to the Assistant Chief of Staff, G-4, for approval.

By command of General MacARTHUR:

R. K. SUTHERLAND,
Lieutenant General, United States Army,
Chief of Staff.

OFFICIAL:

B. M. FITCH, for
Brigadier General, U. S. Army
Adjutant General.

[illegible]l Incl: Schedule fo[illegible]livery.

SCHEDULE FOR DELIVERY

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AG	Civil Intelligence	GPA	Hq Commandant	Navy Comm. Center	SCAJAP
Allied Liaison Sec.	CIS	Govt Section	Legal Section	Navy Liaison Officer	Off. Chief Signal
American Embassy	Deputy Chief Staff	G-1	IG	Ord Office	
American Red Cross	Dispensaries	G-2	Mil. Sec to C/S	Political Advisor	Statist. & Reports Sect.
CWS	OCE	G-3	Natural Resources	PRO	Surgeons Off.
Chief of Staff	Australian Liaison	G-4	Fiscal Director	CQM	Army Exchange
AMO	Billeting Office	1st Bn Supply	Utilities	All Messes	Central Purchasing Off.
I & E	British Staff Sec.	2nd Bn Supply	Laundry	All Bldg. Custodians	All other Sections
OCCIS Supply	Hq & Sv Gp Staff Section	Chinese Liaison	Economic & Scien. Section	Motor Pool	
		Office of Civilian Personnel		Finance Office	
				PX	
				Pub. Health & Welfare	

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

STAFF MEMORANDUM)
:
NO.....5)

APO 500
9 November 1945

	Section
Passes.....	I
Recreational Temporary Duty.....	II
Leaves and Furloughs.....	III
Rail Transportation Permits.....	IV

I. PASSES. The following general policies will be adhered to in order that officers concerned may control properly the circulation of personnel from this headquarters within the Tokyo area:

a. Permanent Passes. Company and similar unit commanders may issue permanent passes as prescribed in paragraph 10, AR 615-275, 2 September 1944, to personnel authorized to be absent from the unit area during off-duty hours. Personnel issued permanent passes will not be authorized to travel beyond the communities in the general proximity of their organizations.

b. Temporary Passes. Temporary passes as prescribed in paragraph 9, AR 615-275, may be issued to personnel who are authorized to be absent for periods not exceeding three days. WD AGO Form No. 7 will be issued in each case.

c. Enlisted personnel stationed in the Tokyo area will not be required to carry passes between the hours of 0600 and 2300.

d. All military personnel will be in their billets by 2300 hours, with the following exceptions:

(1) Officers.

(2) Personnel on official duty.

(3) Personnel carrying official passes.

II. RECREATIONAL TEMPORARY DUTY. 1. Recreational temporary duty not to exceed seven days in authorized recreational areas will be granted personnel with the longest overseas service or to those in need of rest and recuperation. Quotas for recreational temporary duty and recreational areas will be announced in a later directive.

2. Recreational leave areas for which temporary duty quotas have been established are OFF LIMITS to all personnel except those under competent temporary duty orders to such areas.

(Staff Memo No. 13)

III. LEAVES AND FURLOUGHS. Leaves and furloughs not to exceed seven days plus travel time may be granted to personnel whose immediate families reside within a reasonable traveling distance of the Tokyo area. Requests will be initiated by the individual concerned and will be approved by his immediate commanding officer prior to the issuance of necessary orders. This provision does not apply to reenlistment furloughs.

IV. RAIL TRANSPORTATION PERMITS. 1. Free transportation on Japanese railroads is authorized for individual personnel of the Allied Forces. For travel other than suburban runs, transportation requests for individuals and groups are to be made to the local Rail Transportation Officer who will issue tickets. Tickets are required for all but the suburban runs. Railroad tickets will not be issued to points beyond limits indicated in passes, furloughs, leave or travel orders.

2. Free transportation is authorized for individual personnel of the Allied Forces on Japanese streetcars. Tickets will not be required.

By command of General MacARTHUR:

R. K. SUTHERLAND,
Lieutenant General, United States Army,
Chief of Staff.

OFFICIAL:

B. M. FITCH, for
Brigadier General, U. S. Army,
Adjutant General.

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

AG 312 (15 Oct 45)DCSO

APO 500
15 October 1945

STAFF MEMORANDUM)
:
NO.....4)

ACTION PAPERS

1. There have been a number of recent instances of presentation by staff sections to the Chief of Staff and to the Deputy Chief of Staff for Operations of radiograms and papers which lacked the references and/or brief memoranda for record necessary for action by the approving authority.

2. It is requested that chiefs of staff sections take appropriate steps to insure that such papers are accompanied by essential supporting data in a brief and concise form. Such supporting data should not exceed the references cited in the action paper concerned, plus, if necessary for an intelligent approach to the problem, a memorandum for record of about one half page stating the essential facts upon which approval must be based.

By command of General MacARTHUR:

R. K. SUTHERLAND,
Lieutenant General, United States Army,
Chief of Staff.

OFFICIAL:

B. M. FITCH,
Brigadier General, U. S. Army,
Adjutant General.

RESTRICTED

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

AG 400.312 (14 Oct 45)GPA

APO 500
14 October 1945

STAFF MEMORANDUM)
:
NO.....3)

PROCUREMENT OF EQUIPMENT,
SUPPLIES AND SERVICES

1. ~~Procurement of equipment, supplies, and services for sections of this headquarters will be in accordance with the supply procedure established by the Headquarters Commandant in AFPAC Staff Memorandum No. 49, dated 3 October 1945.~~ Rec by SCP 7/45

2. The Headquarters Commandant will submit consolidated requisitions or procurement demands (GPA Form 1), dependent upon whether the items sought are obtainable through normal supply channels or from the Japanese, to the ASCOM representative in the Tokyo area. Items will be grouped under technical service headings.

3. Requisitions submitted by sections of this headquarters should be worded in standard terminology, be particular in details, give location of items sought, if known, and specifications and samples should be attached where such are necessary and available.

4. Requisitions submitted by sections of this headquarters should state a specific delivery date desired, and in doing so take account of the fact that several days necessarily elapse between the date of initiating a requisition and the date it can be placed on the suppliers.

5. Labor used in buildings occupied by the armed forces may continue to be procured under present procedure by the officer in charge of each facility.

By command of General MacARTHUR:

R. K. SUTHERLAND,
Lieutenant General, United States Army,
Chief of Staff.

OFFICIAL:

B. M. FITCH,
Brigadier General, U. S. Army,
Adjutant General.

RESTRICTED

3

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

AG 312.4 (10 Oct 45)AG

APO 500
10 October 1945

STAFF MEMORANDUM)
:
NO.....2)

ASSIGNMENT OF IDENTIFYING SYMBOLS

1. In order to facilitate identification of staff sections originating publications, correspondence and signal messages, the following office symbols are assigned to staff sections of this headquarters:

Supreme Commander	CC
Military Secretary	MS
Aide-de-Camp	ADC
Chief of Staff	CS
Deputy Chief of Staff	DCS
Deputy Chief of Staff for Operations	DCSO
Assistant Chief of Staff, G-1	GA
Assistant Chief of Staff, G-2	GB
Assistant Chief of Staff, G-3	GC
Assistant Chief of Staff, G-4	GD
Adjutant General	AG
Civil Communications Section	CCS
Government Section	GS
Civil Intelligence Section	CIS
Statistical and Reports Section	SRS
Public Health and Welfare Section	PH
Economic and Scientific Section	ESS
The General Procurement Agent	GPA
Civil Information and Education Section	CIE
Legal Section	LS
Natural Resources Section	NR

2. The appropriate office symbols of the originating office will be placed on:

a. Publications and basic correspondence: In the upper left hand corner immediately after the file reference.

Example:

"GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

AG 300 (3 Oct 45)GD

APO 500
3 October 1945"

(STAFF MEMO No. 2)

b. Indorsements: Immediately after the file reference.

Example:

"AG 300 (1 Sep 45)GD 1st Ind.

GENERAL HEADQUARTERS, SUPREME COMMANDER FOR THE ALLIED POWERS, APO 500, 5 October 1945.

TO: Commanding General, Far East Air Forces, APO 925."

c. Signal message forms: In the upper right-hand corner beneath the security classification. The office symbol will be separated by at least five (5) spaces from the initials of the officer originating the message and the typist preparing the message in order to avoid confusing the two groups of letters. Example: "GC WEC/rc".
(Office)

By command of General MacARTHUR:

R. K. SUTHERLAND,
Lieutenant General, United States Army,
Chief of Staff.

OFFICIAL:

B. M. FITCH,
Brigadier General, U. S. Army,
Adjutant General.

RESTRICTED

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

AG 210.31 (9 Oct 45)GA

AFO 500
9 October 1945

STAFF MEMORANDUM)
:
NO.....1)

ALLOTMENT AND PROCUREMENT OF PERSONNEL
FOR STAFF SECTIONS

1. The allotment of grades and ratings to Staff Sections in this headquarters is a primary function of Assistant Chief of Staff, G-1. All grades and ratings to staff sections must be allocated from the theater overhead authorized by the War Department. Requests for allocation of grades and ratings will be processed through Assistant Chief of Staff, G-1 for the Deputy Chief of Staff's approval. Justification for each grade or rating and each change should accompany each request. Allotment of grades and ratings from theater overhead has no connection with personnel procurement.

2. a. Requests for personnel to be procured under authorized allotments of grades and ratings will be processed by the Personnel Division of the Adjutant General's Section. Requisitions for all types of personnel from staff sections should be submitted direct to the Adjutant General in accordance with GHQ, AFPAC, Staff Memo #13 dated 10 July 1945, copy attached. In no case should personnel be requisitioned in excess of the authorized allotment.

b. Staff sections should not, in any case, prepare radios for transmission direct to the source of procurement. In cases where special personnel is desired, all pertinent information should be submitted to the Adjutant General who will take necessary action to obtain the personnel.

By command of General MacARTHUR:

R. K. SUTHERLAND,
Lieutenant General, United States Army,
Chief of Staff.

OFFICIAL:

/s/ H. S. Allen

B. M. FITCH, for
Brigadier General, U. S. Army
Adjutant General.

1 Incl:
As indicated.

RESTRICTED

COPY

RESTRICTED

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

APO 500
10 July 1945

STAFF MEMORANDUM)
:
NO..... 13)

PERSONNEL REQUISITIONS

1. All requisitions, for personnel required by the staff sections of this headquarters and Special Troops, when submitted to the Adjutant General for appropriate action, will contain the following information:

a. Requisitioning agency.
b. Grades and ratings, authorized and actual, for the requisitioning agency as follows:

GRADES AND RATINGS

OFFICERS

	*Colonel	Lt. Col.	Major	Capt	1st Lt	2nd Lt	CWO	WOJG
Authorized:								
Actual :								

*Includes General Officers.

ENLISTED

	M/Sgt	T/Sgt	S/Sgt	Sgt	Cpl	Pfc	Pvt
Authorized:							
Actual :							

c. Number of personnel being requisitioned, showing officers, warrant officers, and enlisted personnel, indicating arm or service, MOS or SSN and qualifications desired. (NOTE: Officers and warrant officers, enlisted men and WAC's should be listed in separate requisitions in order to expedite the processing of the requests).
d. Indication of recommended source of procurement: major commands, Replacement Command or Zone of Interior.
e. Number of personnel on unfilled requisitions, listing officers and warrant officers, enlisted men, and WAC's separately.

2. Requisition for personnel to be assigned to a detachment or installation which is part of Special Troops, General Headquarters, United States Army Forces, Pacific, will be submitted to Commanding General, Special Troops, General Headquarters, United States Army Forces, Pacific,

RESTRICTED

COPY

(Staff Memorandum No. 13)

for consolidation prior to being forwarded to the Adjutant General.

3. Requisition will not be submitted for personnel in excess of authorized allotment.

4. Number and qualifications of personnel should be specified when submitting personnel requisitions, The present administrative burdens of the Replacement Command, United States Army Forces, Western Pacific, obviously preclude sending personnel to a staff section for interview prior to assignment.

5. Personnel found unqualified for assignment within a staff section should be reported with reasons therefor to the Adjutant General in order that suitable replacement may be obtained if available.

By command of General MacARTHUR:

R. K. SUTHERLAND,
Lieutenant General, United States Army,
Chief of Staff

OFFICIAL:

/s/ B. M. Fitch

/t/ B. M. FITCH,
Brigadier General, U. S. Army,
Adjutant General.

AFPAC

RESTRICTED

PA

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

AG 311.23 (25 Dec 45)AG

APO 500,
25 December 1945

STAFF MEMORANDUM)
:
NO.....10)

ELIMINATION OF NONESSENTIAL RADIO TRAFFIC

1. Current serious losses of experienced communications personnel require drastic reduction of electrically transmitted messages.

2. Staff section chiefs should take positive action to insure that:

a. Communications are transmitted by letter, except where the subject is of such urgency or importance that greater speed of transmission is essential.

b. Messages prepared for electrical transmission are assigned the lowest security classification and precedence consistent with their text.

3. "In the Clear" classification will be assigned to electrically transmitted messages whenever appropriate. "Priority" is the highest precedence authorized for administrative messages. (Par. 11, AR 105-25).

4. Attention is invited to schedule of Safehand Courier Service, published 2 December 1945, copy attached.

By command of General MacARTHUR:

R. J. MARSHALL,
Major General, G.S.C.,
Chief of Staff.

OFFICIAL:

/s/ B. M. Fitch

B. M. FITCH,
Brigadier General, U. S. Army,
Adjutant General.

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1 Incl:
Safehand Courier Service Schedule.

RESTRICTED

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

Advance Echelon
APO 500
2 December 1945

AG 311.14 (2 Dec 45)AG

MEMORANDUM:

SAFEHAND COURIER SERVICE

1. Effective 3 December 1945, all couriers will close at the AG Distribution Center as indicated:

Destination	Closing Time
Manila and other points south	2100 I
Sixth Army, XXIV Corps and subordinate units	2100 I
Headquarters, Sixth Army only	1600 I
Eighth Army units outside Tokyo-Yokohama area	1200 I
Eighth Army and subordinate units in Tokyo-Yokohama area	1200 I & 2100 I
All other Army destinations	2100 I
All other Navy destinations	1200 I

2. All previous memoranda concerning Courier Service are rescinded.

H. W. ALLEN,
Colonel, A.G.D.,
Asst Adjutant General.

Col Kadel Rm 605

MK
PA GN
File

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

AG 400.32 (11 Dec 45)OCP

APO 500
11 December 1945

STAFF MEMORANDUM)
:
NO.....8)

SUPPLIES AND SERVICES TO CIVILIAN EMPLOYEES

1. Under authority contained in General Orders No. 16, this headquarters, dated 14 November 1945, the Director, Office of Civilian Personnel, will determine the amount and types of supplies and services under the control of the United States Army to be extended to civilian employees of this headquarters.

2. The following policies will be used as guides:

a. For all employed civilians other than Japanese Nationals.

(1) The general policy authorizing the sale of subsistence, clothing, post exchange supplies and the granting of messing privileges is contained in letter, General Headquarters, United States Army Forces, Pacific, Advance Echelon, file AG 400.32 (7 Nov 45)GD, dated 7 November 1945. The amounts and extent of privileges to be authorized under this policy will be decided by the Director, Office of Civilian Personnel, based upon his determination of the needs of the applicant.

(2) Billets: Upon the recommendation of the Director, Office of Civilian Personnel, the Headquarters Commandant, General Headquarters, United States Army Forces, Pacific, Advance Echelon, will assign billets approved by the Assistant Chief of Staff, G-4. Billets will be provided for all personnel imported by the United States Army to Japan. In cases of other personnel, the Director, Office of Civilian Personnel, will carefully scrutinize each individual case and will recommend for army billets only those individuals whose services would otherwise be lost to this headquarters by reason of having no housing. Any individual having residence within reach of his place of employment by street railway service will not be recommended for army billet.

(3) Transportation: Personnel will use the transportation serving the billets in which they are quartered.

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GHQ SCAP STAFF MEMO NO. 8, CONT'D

b. For employed Japanese Nationals.

(1) Establish priorities for accommodations in Japanese operated billets and messing facilities as reported available by the Military Government Section, Eighth Army, Tokyo Division.

3. All requests for supplies and services for civilian employees will be directed by Chiefs of Sections to the Director, Office of Civilian Personnel.

By command of General MacARTHUR:

R. K. SUTHERLAND,
Lieutenant General, United States Army,
Chief of Staff.

OFFICIAL:

B. M. FITCH,
Brigadier General, U. S. Army,
Adjutant General.

Col Kades
Pers 015

RESTRICTED

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

APO 500
10 December 1945

AG 230 (10 Dec 45)AG-CD

STAFF MEMORANDUM)
:
NO.....80)

EMPLOYMENT OF DISCHARGED WAC ENLISTED
PERSONNEL IN A CIVILIAN STATUS

1. Existing War Department directives require that all WAC enlisted personnel, regardless of eligibility for discharge, be released for return to the United States prior to 1 January 1946. The shortage of clerical and administrative personnel makes it desirable that qualified WAC enlisted personnel on duty in staff sections of this headquarters be offered an opportunity to be discharged in the theater and to continue in their present jobs in a civilian status. The purpose of this memorandum is to advise headquarters staff sections of the conditions under which WAC enlisted personnel may be discharged and employed by staff sections as civilian employees and of the procedures for promptly accomplishing such changes of status.

2. Job Allocations.- a. Civilian employees can be employed only to fill positions which have been analyzed and allocated by authorized Civilian Personnel officers. The headquarters staff section desiring the allocation of a position will prepare three (3) copies of OCT Form No. 4 (Revised), "Position Description Sheet". The nature of the position will be described as completely as possible, but the personal qualifications of a particular applicant should not be set forth in the position description. The position description will state:

(1) The degree of initiative and responsibility required of the holder of the position,
(2) The type of work to be performed,
(3) The degree of skill required, and
(4) The number and type of employees supervised.

The position description will be analyzed by a Civilian Personnel officer and a salary grade assigned commensurate with the nature of the position. The staff section concerned will then be notified of the allocation of the position.

b. Completed position description sheets will be submitted to the Civilian Personnel Office (Room 402, Trade & Commerce Building) for approval and to Civilian Personnel Division, G-1, AFWESPAC, for final allocation. In order to expedite theprocessing of position allocations for WAC enlisted personnel, the agencies concerned have agreed that representatives of staff sections may "hand process" position description forms through the Civilian

RESTRICTED

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Personnel Office for approval and thence to the Civilian Personnel Division, G-1, AFWESPAC (Captain Hurd, Classification and Wage Administration Branch, Building No. 1, Far Eastern University) for allocation. Upon receipt of a position allocation, the staff section concerned will immediately deliver one copy to the Civilian Personnel Office (Room 402, Trade & Commerce Building).

3. Application for Employment.- The enlisted applicant will prepare and submit to the Civilian Personnel Office (Room 402, Trade & Commerce Building) one (1) copy of Standard Form No. 57, "Application for Federal Employment", together with an informal memorandum from the staff section concerned indicating that the applicant is acceptable for employment as a civilian. The Civilian Personnel Office will provide the applicant with a written offer of employment in an allocated position at a Civil Service grade or rating.

4. Discharge to Accept Employment.- Upon receipt of a written offer of employment in a Civil Service position, an enlisted woman may apply for discharge to accept such employment, whether eligible for discharge under current readjustment regulations or not. The application for discharge will be addressed to the Commander-in-Chief, United States Army Forces, Pacific, through the Commanding Officer, 5200th WAC Battalion. The letter of application and first indorsement will conform to the requirements of paragraph 39, section VII, RR Circular No. 4, GHQ, AFPAC, 29 October 1945. When the application has been approved, the applicant will be transferred to a Women's Replacement & Disposition Center for purposes of discharge. Upon discharge, the applicant will promptly appear in person at the Civilian Personnel Office (Room 402, Trade & Commerce Building) and execute a civilian personnel employment agreement.

5. Civilian personnel matters in this headquarters are administered by the Civilian Personnel Office, Room 402, Trade & Commerce Building (Lieutenant J. A. Skardon, telephone: CH 350). More detailed information as to rates of pay, conditions of employment, and specific procedural problems will be furnished by that office upon request. Copies of OCT Form No. 4 (Revised), "Position Description Sheet", and Standard Form No. 57, "Application for Federal Employment", can be secured from the Depot Branch, Publications Division, Adjutant General's Office (Telephone: CH 249).

By command of General MacARTHUR:

R. K. SUTHERLAND,
Lieutenant General, United States Army,
Chief of Staff.

OFFICIAL:

for B. M. FITCH,
Brigadier General, U. S. Army,
Adjutant General.

Col Kades Rm 615

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GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

AG 313.6 (5 Dec 45)AG-OX

APO 500
7 December 1945

STAFF MEMORANDUM)
:
NO.....78)

RECORDS ADMINISTRATION
DISPOSITION OF NONCURRENT RECORDS

1. Reference is made to AR 15-15, TM 12-259, and AFPAC Circular 116, 1945.

2. This Staff Memorandum is designed to assist staff sections of this headquarters in effecting orderly disposal of accumulated records in accordance with statutory requirements.

3. Definitions.-a. Current Files.-Files to which frequent reference is made in the conduct of current administrative work.

b. Noncurrent Files.-Files which are not required or are infrequently required in the conduct of current administrative work.

c. Nonrecord Material.-Paper and documents that can be disposed of without authorization from Congress.

4. The following procedural guide is established for information and compliance by all concerned in connection with disposition of records now accumulated in the staff sections of this headquarters:

a. Screening.-Prior to preparation of records for retirement, all files will be screened, paper by paper, and nonrecord material eliminated. See Par 9, AR 15-15 for accepted categories of nonrecord material.

b. Disposition of Nonrecord Material.-(1) Confidential and Secret nonrecord material will be destroyed in accordance with AR 380-5.

(2) Restricted and unclassified nonrecord material will be destroyed by burning or any method which will render it useless.

c. Report of Nonrecord Material Destroyed.-(1) To enable the Adjutant General to submit to the War Department the report required by paragraph 6, AFPAC Circular 116, 1945 staff sections will submit to the Adjutant General on 31 March 1946, and quarterly thereafter, a report of the amount of nonrecord material destroyed during the period for which the report is submitted. Discontinued activities will report as of date of discontinuance. This report will be made in terms of file drawers of one and one-half ($1\frac{1}{2}$) linear feet of files regardless of the face size of the papers therein.

(2) This report should not be confused with certificate of destruction required by AR 380-5.

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d. Procurement of Standard Records Shipping Boxes.- Standard records shipping and storage boxes prescribed in WD Circular 104, 1945, are available for issue to sections of this headquarters. They may be procured from the Records Branch, Adjutant General's Section. No other type boxes are authorized for shipping or storage of records.

e. Packing Record Material for Storage.- File folders will be placed upright in a box in filing order, with folders facing the left end of the box when the box is viewed from hinged side. File tabs will be visible for easy access and identification. Exceptions will be made only when the peculiar size is such as to make the above arrangement impractical. NOTE: A specimen box has been prepared and is on display in the Records Branch, Adjutant General's Section.

f. List of Contents.-(1) A list of contents will be prepared for each box in four copies, to be utilized as follows:

(a) Original placed in envelope affixed to inside of box cover.

(b) Duplicate forwarded with appropriate letter of transmittal by the Records Branch, Adjutant General's Section to the Central Records Depot.

(c) Triplicate retained in Adjutant General Files.

(d) Quadruplicate retained in section retiring records.

(2) The following is a specimen list of contents:

Box No 65

AFPAC
APO 500

G-5 Section Files

(date)

LIST OF CONTENTS

File No.	Classification	Subject	No of Folders
210.31	S	Miscellaneous Orders	1-2
210.31	S	War Department Movement Orders	1-2-3
353.8	R	Athletics and Amusements	1
360.3.	S	Aviation Aids	1-2
360.3.	S	Inclosures to above subject	
- - -	-	- - - - - - - - - - - - - - -	- - -
- -	-	- - - - - - - - - - -	- -
-	-	- - - - - -	-

RADIO STRIPS

Source	Class	Opening Number	Closing Number	Opening Date	Closing Date
AGWAR	S	10,000	14,000	1 Jan 45	31 Mar 45
USAFFE	S	41,250	41,750	13 Feb 45	4 Mar 45
SWPA	S	39,350	41,499	8 Jan 45	25 Feb 45
- - -	-	- - -	- - -	- - - - -	- - - - -
- -	-	- -	- -	- - - -	- - - -
-	-	-	-	- - -	- - -

NOTE: Radio Strips are identified by Source, first and last numbers, first and last dates.

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g. Numbering and Stenciling Boxes.-(1) Numbers will be assigned by the Records Br nch, Adjutant General's Section. No other numbers may be used.

(2) Stenciling will be placed so that it can be read on the lid when reading from the hinged side of box. Boxes will be stenciled as indicated in following example:

"FROM GHQ AFPAC APO 500

G-5 Section Box 165 SHIP TO:

CENTRAL RECORDS DEPOT

NO 2 APO 75 "

h. Inspection, Clearance, and Shipment.-(1) No records may be shipped to a Central Records Depot without prior clearance from the Adjutant General, this headquarters.

(2) Sections of this headquarters desiring to retire noncurrent records will so inform the Records Branch, Adjutant General's Section. Upon receipt of such notification, a representative of the Records Branch will be made available to supervise packing of records, preparation of list of contents, numbering and stenciling of boxes. This representative will arrange for shipment of records to the Central Records Depot and will furnish section concerned a receipt for same.

By command of General MacARTHUR:

R. K. SUTHERLAND,
Lieutenant General, United States Army,
Chief of Staff.

OFFICIAL:

for B. M. FITCH,
Brigadier General, U. S. Army,
Adjutant General.

Col Kades Rm 615

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GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

Advance Echelon
APO 500
3 December 1945

AG 412.1 (3 Dec 45) GD

STAFF MEMORANDUM)
:
NO.....14)

UNAUTHORIZED USE OF ELECTRIC HEATERS

1. Several GHQ buildings in Tokyo, used for offices and billets, are to be heated wholly or in part with 1,000 watt and/or 2,000 watt electric space heaters. The installation of these electric heaters has required special wiring and the installation of additional distribution lines and transformers.

2. The removal of these electric heaters for use in private billets or other buildings, or the procurement and use of personal heaters where special wiring has not been installed, will create serious fire hazards. The interior wiring of Japanese houses and buildings is far below U. S. standards; ceiling fixture outlets normally have a capacity of 500 watts (5 amperes), while convenience outlets vary from 500 watts to 1,000 watts, the former predominating.

3. In view of the above conditions, electric space heaters will be installed and used in GHQ buildings only by the specific direction of the Headquarters Commandant. Cases of electrical trouble, such as the blowing of fuzes from circuit overloads, will be investigated by the Headquarters Commandant, who will remove unauthorized electric heaters, and report the circumstances to the offenders' Chief of Section.

4. Requests for installation of electric heaters will be submitted to the Headquarters Commandant by Chiefs of Sections for office space assigned to them, and by the building custodians for billets. A survey will be made then by the Headquarters Commandant to determine the necessity for the installation, and if electric heaters are required, installation will be made under his supervision.

By command of General MacARTHUR:

R. K. SUTHERLAND,
Lieutenant General, United States Army,
Chief of Staff.

OFFICIAL:

H. W. Allen for
B. M. FITCH,
Brigadier General, U. S. Army,
Adjutant General.

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GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

STAFF MEMORANDUM)
:
NO.....77)

APO 500
3 December 1945

PROSELYTING OF CIVILIAN EMPLOYEES

1. Staff sections of this headquarters will scrupulously avoid proselyting of civilian employees from other War Department agencies in the theater. Transfer will not be discussed with an employee of another using agency without prior approval of the agency by whom the employee is currently employed.

2. Transfers of civilian employees will be effected only with the mutual consent of the agencies concerned.

By command of General MacARTHUR:

R. K. SUTHERLAND,
Lieutenant General, United States Army,
Chief of Staff.

OFFICIAL:

for B. M. FITCH,
Brigadier General, U. S. Army,
Adjutant General.

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GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

AG 312.1 (27 Nov 45) AG-OM

APO 500
29 November 1945

STAFF MEMORANDUM)
:
NO.....76)

DESIGNATION OF CORRESPONDENCE FOR FILE

1. Before correspondence is forwarded to the Records Branch of the Adjutant General's Office for file, an entry substantially similar to the following will be made on the top sheet of each piece of correspondence, showing the staff section and the initials of the officer authorizing filing of the correspondence: "File 381 G-3"

2. Routing slips checked "For File" or separate notes will not be used to authorize the filing of correspondence. However, there is no objection to use of routing slips to forward to the Records Branch correspondence properly designated for file.

By command of General MacARTHUR:

R. K. SUTHERLAND,
Lieutenant General, United States Army,
Chief of Staff.

OFFICIAL:

for B. M. FITCH,
Brigadier General, U. S. Army,
Adjutant General.

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GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

AG 300.6 (23 Nov 45) AG-CD

APO 500
28 November 1945

STAFF MEMORANDUM)
:
NO.....75)

PREPARATION OF CORRESPONDENCE

To insure uniformity in preparation of letters and indorsements, the following procedures will be adopted by all staff sections of this Headquarters:

1. Abbreviations and Short Titles.-Abbreviations and short titles (i.e. AFWESPAC, AFMIDPAC) will not be used in letters and indorsements except in listing inclosures and in identifying the basic communication on second and subsequent pages of multiple page communications.

2. AG File Number.-a. The decimal file number will be preceded by the prefix "AG" and followed by the file date of the basic communication. The office symbol as assigned by Staff Memorandum No. 64, this Headquarters, 2 November 1945, will follow immediately after the file date. Example:

"AG 323.3 (10 Nov 45)SC".

b. A 201-file number will include the individual's name, following the decimal file number. Example:

"AG 201-DOE, John E.
(25 Nov 45)AG-PE".

3. Addresses.-a. Multiple Address Letters.-Addresses of major subordinate commands in multiple address letters will be listed in the following order:

Commanding General, Sixth Army, APO 442
Commanding General, Eighth Army, APO 343
Commanding General, Far East Air Forces, APO 925
Commanding General, United States Army Forces, Middle Pacific, APO 958
Commanding General, United States Army Forces, Western Pacific, APO 707
Commanding General, XXIV Corps, APO 235
Commanding General, Special Troops, General Headquarters, United States Army Forces, Pacific, APO 500

b. "THRU" Addressees.-When addressing correspondence to one headquarters through an intermediate headquarters, the "THRU" addressee will precede the final addressee. Example:

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"THRU: Commanding General, United States Army Forces, Western Pacific, APO 707.

TO: Commanding General, Okinawa Base Command, APO 331."

c. Use of "Attention".-When it is desired to address correspondence for the attention of a certain section or division of a headquarters, the following form will be used. Example:

"TO: Commanding General, United States Army Forces, Western Pacific, APO 707. (Attention: Recovered Personnel Division)."

4. Authentication of Official Correspondence.-a. Official communications, with the exception of those intended for the signature of the Commander-in-Chief or the Chief of Staff and those which pertain to tactical operations or military intelligence, will be forwarded to the Adjutant General for signature. The originating staff section will not type the name, rank, or title of the Adjutant General on such correspondence.

b. Command Line.-(1) The command line "By command of General MacARTHUR" will be used on all correspondence prepared for authentication by the Adjutant General and addressed to subordinate headquarters, except check indorsements. Check or initial indorsements, which merely transmit, forward, or return papers to a subordinate headquarters without indicating action will be prepared without a command line.

(2) The command line "For the Commander-in-Chief" will be used on all correspondence prepared for authentication by the Adjutant General and addressed to Allied commands, the War Department, the Navy, Commonwealth or civilian agencies, and headquarters not under the jurisdiction of this command.

5. Inclosures.-Inclosures will be briefly and accurately described on the left side of the page below the body of the communication (see Specimen Letter and Specimen Indorsements attached). The inclosure number will be penciled in the lower left corner of each inclosure, using arabic numerals. Additional copies of inclosures will be penciled as follows: Incl 1^2, Incl 1^3, etc. Inclosures to inclosures will be properly penciled as follows: Incl 1 to Incl 2, Incl 2 to Incl 2, etc. Inclosures will be carefully checked to see that all are attached to the correspondence prior to its dispatch from the staff section.

6. Numbering of Pages.-The first page of a communication will not be numbered. Subsequent pages will be numbered consecutively, beginning with page 2. Arabic numerals will be used and will be centered one-half inch above the bottom of the page. Page numbers will not be set off by dashes, parentheses, or other punctuation.

7. Identifying Multiple Page Communications.-Letters and indorsements of more than one page will contain brief identification data at the top of the second and subsequent pages. On the second and subsequent pages of a basic letter, only the decimal file number, file date, and office symbol are required. Examp

On the second and subsequent pages of indorsements, more complete identification data is necessary. Example:

"BASIC: Ltr, Hq Eighth Army, file AG 230.42 (25 Oct 45)MZ, dated 29 Oct 45, subj: 'Travel Orders'."

8. Initials.-The initials of the officer originating the correspondence, together with those of the typist, will be typed on the right margin of the record copy. Officers who are authorized by staff sections to forward correspondence to the Adjutant General will initial the record copy in the right margin. Typed or written initials will not be placed on the original copy.

9. Number of Copies.-Preparation of unnecessary copies of correspondence will be avoided. Letters and indorsements delivered to the Adjutant General for authentication will consist of the following:

1 - original
1 - white tissue (courtesy copy)
1 - green or white tissue for AG Records

Additional copies, as required:

2 - copies for each additional action addressee
1 - copy for each information distributee
1 - copy marked "come-back" for return to staff section

If a letter is addressed to more than one addressee, it may be prepared so that each additional addressee receives either an original and one duplicate, or two carbon copies. In either case, only one record copy is required, but all addressees will be listed on the record copy. A letter routed "THRU" one command "TO" another will have one extra copy for the command through which the correspondence is being routed.

10. Information Copies of Indorsements.-When an information copy of an indorsement is prepared for transmission to an office outside this Headquarters, it will be accompanied by such copies of the basic letter and previous indorsements as may be necessary to provide the distributee with an understanding of the content and effect of the indorsement.

11. Arrangement of Completed Correspondence.-All papers essential to the handling of a single item of outgoing correspondence will be securely fastened together at the top and arranged as follows:

a. Copies and inclosures for dispatch to the addressee will be placed in one set with the last indorsement and copy thereof on top of the basic communication.

b. Copies to be furnished to other headquarters or sections of this Headquarters (including "come-back" copies) will be properly marked along the right margin and secured separately. The copy for each distributee will be set off an additional one-half inch to the right.

c. Copies and other papers for the Adjutant General's records will be placed at the bottom of all other correspondence and will be set off an additional one-half inch to the right.

12. Stencils.-Stencils forwarded to the Adjutant General's Office for authentication will have a "reading" copy attached. "Reading" copies may be prepared by inserting a carbon and tissue sheet behind the stencil before it is cut.

By command of General MacARTHUR:

R. K. SUTHERLAND,
Lieutenant General, United States Army,
Chief of Staff.

OFFICIAL:

for B. M. FITCH,
Brigadier General, U. S. Army,
Adjutant General.

2 Incls
1. Specimen Letter.
2. Specimen Indorsements.

SPECIMEN LETTER

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

AG 312.4 (15 Nov 45)AG-OM

APO 500
15 November 1945

SUBJECT: Standard Format for Military Letter.

TO: Commanding General, United States Army Forces, Western Pacific, APO 707.

1. The margins of a military letter are 1¼ inches (15 letter spaces, elite type) on the left side and 3/4 inch (9 letter spaces) on the right side. The right margin is kept as even as possible. On the first page the top margin is governed by the letterhead, and on the second and succeeding pages the top margin is 1¼ inches (7 line spaces). At the bottom the margin is not less than 1¼ inches (7 line spaces) exclusive of page numbering.

2. a. Paragraphs, if more than one, are numbered consecutively. Primary divisions of paragraphs are designated by lower case letters: a, b, c, d, etc.

(1) Subdivisions of primary divisions are designated by numbers in parentheses: (1), (2), (3), etc.

(a) Subdivisions of subdivisions are designated by letters in parentheses: (a), (b), (c), etc.

1. Additional subdivisions are indicated by underscored arabic numerals: 1, 2, 3, etc.

2. Subparagraphing to this extent will be avoided as far as practicable.

(b) The first line of subdivisions of subdivisions is indented as shown here.

(2) Subdivisions are indented and margined in block style in the same manner as their subdivisions.

b. The second and succeeding lines of primary divisions begin at the regular left margin.

By command of General MacARTHUR:

2 Incls
1. TM 12-253.
2. Ltr, TAG, file AG 312.4 (5 Nov 45)OB-S-SPMOT, dated 10 Nov 45, subj: "Correspondence Changes", w/3 incls.

(Signature)

SPECIMEN LETTER
Inclosure 1 to AFPAC Staff Memo No. 75, 1945

SPECIMEN INDORSEMENTS

BASIC: Ltr, GHQ, AFPAC, file 312.4 (15 Nov 45)AG-OM, dated 15 Nov 45, subj: "Standard Format for Military Letter".

AG 312.4 (15 Nov 45)XY 1st Ind

HEADQUARTERS, UNITED STATES ARMY FORCES, WESTERN PACIFIC, APO 707,
16 November 1945.

TO: Commander-in-Chief, United States Army Forces, Pacific, APO 500.

Normally, when sufficient space is available, an indorsement will begin on the last page of the basic communication or last indorsement. The first line of the indorsement will begin one-half inch (3 line spaces) below the last line of correspondence.

(Command Line)

3 Incls (Signature)
Withdrawn 1 incl--Incl 1.
Added 2 incls.
3. WD AGO Form 801.
4. AFWESPAC Staff Memo 189, 12 Nov 45.

AG 312.4 (15 Nov 45)AG-OM 2d Ind

GENERAL HEADQUARTERS, UNITED STATES ARMY FORCES, PACIFIC, APO 500,
17 November 1945.

TO: Commanding General, United States Army Forces, Western Pacific, APO 707.

Line spacing in a military letter is as follows: single spacing with a double space between paragraphs and subparagraphs. If the letter is eight lines or less, it may be double spaced.

By command of General MacARTHUR:

3 Incls (Signature)
n/c

SPECIMEN INDORSEMENTS
Inclosure 2 to AFPAC Staff Memo No. 75, 1945

f. Driver's Report - Accident (Standard Form No. 26) will be carried in the vehicle at all times and in case of injury to persons or damage to property, will be properly filled out at the scene of the accident.

g. General officers only are authorized to have vehicles reserved for individual use.

h. In so far as it is practicable a regular driver will be assigned to each vehicle. An officer desiring the use of a vehicle for recreation purposes will be granted this privilege when it is feasible to do so. A vehicle used for this purpose will not be retained overnight unless specifically authorized and will be returned to the motor pool by the officer to whom it has been dispatched.

i. All vehicles will be operated to conform with existing local regulations.

j. Vehicles will be marked as prescribed by Army Regulations.

4. Responsibility.- The commanding officer of each unit concerned is responsible for the safe operation of vehicles and will prescribe and enforce operating procedures necessary to insure safe and economical operation.

5. Staff Memorandum 19, GHQ SWPA, 6 May 1945, is rescinded.

AG 537 (26 Oct 45)DCS

II. PROMOTION POLICY UNDER READJUSTMENT.- Staff Memorandum 10, this headquarters, 6 July 1945, is rescinded.

AG 210.2 (26 Nov 45)AG

By command of General MacARTHUR:

R. K. SUTHERLAND,
Lieutenant General, United States Army,
Chief of Staff.

OFFICIAL:

B. M. FITCH,
Brigadier General, U. S. Army,
Adjutant General.

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

STAFF MEMORANDUM)
:
NO.....74)

APO 500
26 November 1945

Section

Operation of Motor Transportation
Assigned to General Headquarters,
United States Army Forces, Pacific,
in the Manila Area..... I
Promotion Policy Under Readjustment--
Staff Memorandum, rescinded..... II

I. OPERATION OF MOTOR TRANSPORTATION ASSIGNED TO GENERAL HEADQUARTERS, UNITED STATES ARMY FORCES, PACIFIC, IN THE MANILA AREA.- 1. Scope. The provisions of this Staff Memorandum will apply to GHQ activities located in the Manila area.

2. Location of Motor Pool.- The motor pool for all staff sections of GHQ is located one block north of the Peralta Apartments and operates on a 24 hour basis.

Dispatcher	Sedan Pool	Telephone CH 369
Dispatcher	Jeep Pool	Telephone CH 250-368
Dispatcher	Cargo Transportation Pool	Telephone CH 319
	Office	Telephone CH 219

3. Operation.- a. All vehicles now held on memorandum receipt will be turned in to the appropriate motor pool not later than 8 December 1945.

b. All motor vehicles operating under this headquarters will be pooled administratively and physically. All vehicles will be returned to the appropriate pool when no longer required. Overnight parking outside of the motor pool is prohibited.

c. Transportation will be provided for official business to all officers upon call to the appropriate dispatcher.

d. When requesting transportation, the dispatcher will be informed as to the approximate time the vehicle will be required. Unless it is specifically arranged with the dispatcher the driver will not wait more than one-half hour at any stop.

e. Vehicles will be assigned for individual trips by the dispatcher. A trip ticket (WD Form 48) will be furnished the driver in each case. At the time of release of the vehicle the person using the transportation will properly fill in the trip ticket before signing, indicating specifically the mileage, time of release, and whether or not an accident occurred.

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GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

APO 500
18 November 1945

STAFF MEMORANDUM)
:
NO.....70)

OFFICE HOURS

1. Staff Memorandum No. 45, this headquarters, 26 September 1945, is rescinded.

2. Except for those divisions within staff sections which are on a twenty-four hour working basis, the following will be the normal hours for this headquarters.

0800 - 1200
1330 - 1700

3. Qualified duty personnel will be present in each general and special staff section between 1200 - 1330 and 1700 - 2100 daily.

4. All sections will maintain a reduced office force for the transaction of business on Sundays and holidays. Those personnel serving on Sundays will be granted one full day off during the week, military duties permitting.

By command of General MacARTHUR:

R. K. SUTHERLAND,
Lieutenant General, United States Army,
Chief of Staff.

OFFICIAL:

for B. M. FITCH,
Brigadier General, U. S. Army,
Adjutant General.

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RESTRICTED

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

STAFF MEMORANDUM)
:
NO.....62)

APO 500
1 November 1945

ANNOUNCEMENT OF PRESIDENT, PACIFIC WARFARE BOARD

COLONEL WALTER T O'REILLY 012384 FA, is announced as president PACIFIC WARFARE BOARD, GHQ AFPAC APO 500 vice COLONEL WILLIAM ALEXANDER 04632, FA, relieved.

By command of General MacARTHUR:

R. K. SUTHERLAND,
Lieutenant General, United States Army,
Chief of Staff.

OFFICIAL:

B. M. FITCH,
Brigadier General, U. S. Army,
Adjutant General.

RESTRICTED

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

STAFF MEMORANDUM)
:
NO.....61)

APO 500
30 October 1945

PROMOTION OF ENLISTED PERSONNEL ASSIGNED TO DUTY WITH
GHQ AFPAC AND AFPAC OVERHEAD INSTALLATIONS

1. Enlisted personnel, assigned to duty with this headquarters and AFPAC overhead installations, will be required, unless exceptional circumstances exist, to serve in grade not less than the periods specified below in order to establish eligibility for promotion:

Grade	Minimum Time in Grade
From 7 to 6 or 7 to 5	Merit only
5 to 4	1 Month
4 to 3	2 Months
3 to 2	3 Months
2 to 1	4 Months

2. Outstanding performance of duty in a position commensurate to the grade for which recommended is a prerequisite. Time in grade in itself is not adequate basis for a recommended promotion. Ordinarily, promotions will be one grade at a time. Exception may be made from Grade VII to Grade V, when the circumstances warrant.

3. In order to expedite the processing of all recommendations, it is essential that information contained below be included in each recommendation:

a. Under the provisions of Staff Memorandum 61, 30 October 1945, it is recommended that the following-named enlisted personnel be promoted to grades indicated:

Present Grade	Name	ASN	Duty	Date of Induction	Date of Rank	Grade for which recommended

b. Authorized and actual strength:

	Grade I	Grade II	Grade III	Grade IV	Grade V	Grade VI or VII
Auth						
Act.						

(27)

4. Staff Memorandum 21, this headquarters, subject as above, 9 August 1945, is rescinded.

By command of General MacARTHUR:

R. K. SUTHERLAND,
Lieutenant General, United States Army,
Chief of Staff.

OFFICIAL:

B. M. Fitch

B. M. FITCH,
Brigadier General, U. S. Army,
Adjutant General.

Col Kades Rm 615

hlf file

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

Advance Echelon
APO 500
29 October 1945

AG 540 (29 Oct 45)GD

STAFF MEMORANDUM)
:
NO..... 12)

MOTOR TRANSPORTATION FOR MEMBERS OF GHQ

1. The present availability of motor transportation (sedans and jeeps) to this headquarters is not sufficient to permit the continuance of the assignment to individual officers of sedans and jeeps presently in effect, and at the same time have sufficient vehicles for adequate motor pool operation. Effective 5 November 1945, all assignments of sedans and jeeps to individual officers of this headquarters (except to general officers) will be terminated, the vehicles thus being released from assignment to be placed in the motor pool for dispatch.

2. The effective date above is prescribed in order to permit section chiefs to request the GHQ Commandant, through the office of the Assistant Chief of Staff, G-4, this headquarters, for assignments, other than those prescribed above, considered to be operationally necessary, with justification therefor.

By command of General MacARTHUR:

H. W. Allen

H. W. ALLEN,
Colonel, A.G.D.,
Asst Adjutant General.

(16)

Col Kades
Room 415

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

Advance Echelon
APO 500
25 October 1945

AG 311 (25 Oct 45)SC

STAFF MEMORANDUM)
:
NO.....11)

HANDLING OF CLASSIFIED MESSAGES

1. In conformance with recent changes in security regulations, certain classified messages, including copies of messages dispatched by this headquarters, will now be delivered bearing the following notation:

> "Handling and transmission of the literal plain text of this message as correspondence of the same classification has been authorized by the War Department in accordance with the provisions of Paragraphs 44g and 53a (3) (changes No. 3) of AR 380-5, 15 March 1944."

2. Literal copies of such messages may be made by any recipient, providing each copy is marked in accordance with Paragraph 1, above.

3. Messages marked as above may be transmitted by any means, such as official mail, courier, etc., providing regulations governing the handling and transmission of classified correspondence are observed. They may also be reenciphered by any authorized War Department, joint, combined or Allied cryptographic system without necessity of paraphrasing.

4. If the information in such a message becomes unclassified, it may be released to nonmilitary agencies, allied governments or the general public without paraphrasing. The plain text which is released, however, must not contain information or references that would associate it with the plain or cryptographed text of any message not marked as indicated above.

5. All security regulations, including paraphrasing instructions, of AR 380-5 continue to apply to all classified messages not specifically marked as indicated in paragraph 1.

(Staff Memorandum No. 11)

6. The War Department regulation prohibiting reply or reference to a classified message by a message of lower security classification remains in effect.

By command of General MacARTHUR:

R. K. SUTHERLAND,
Lieutenant General, United States Army,
Chief of Staff

OFFICIAL:

B. M. FITCH,
Brigadier General, U. S. Army,
Adjutant General.

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

Advance Echelon
APO 500
13 October 1945

AG 091 (13 Oct 45)GC

STAFF MEMORANDUM)
NO..... 2/1)

REVISION OF ANNEXES TO STAFF MEMORANDUM NO. 2

Annexes "A" and "B" to Staff Memorandum No. 2, this headquarters, dated 6 September 1945, are recinded and the attached Annexes "A" and "B", dated 10 October 1945, will be substituted therefor.

By command of General MacARTHUR:

R. K. SUTHERLAND,
Lieutenant General, United States Army,
Chief of Staff.

OFFICIAL:

B. M. FITCH, for
Brigadier General, U. S. Army,
Adjutant General.

2 Incls:

Incl 1. Annex "A" to Staff Memo No. 2
(Revised 10 Oct 45)

Incl 2. Annex "B" to Staff Memo No. 2
(Revised 10 Oct 45)

2(a)

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

AG 322.01 (11 Oct 45)AG

STAFF MEMORANDUM)
:
NO.....3/1)

Advance Echelon
APO 500
11 October 1945

NAVAL LIAISON OFFICER REPRESENTING
C-IN-C BRITISH PACIFIC FLEET

Paragraph 1 of Staff Memorandum No. 3, this headquarters, dated 8 September 1945, is amended to delete Sqdn Leader Maurice B. Callow, RAF, and to add the following officers:

Sqdn Leader H. M. I. McIvor, RAAF
Lt (sp) V. E. Jaynes, RNZNVR

By command of General MacARTHUR:

R. K. SUTHERLAND,
Lieutenant General, United States Army,
Chief of Staff.

OFFICIAL:

B. M. FITCH,
Brigadier General, U. S. Army,
Adjutant General.

3(a)

ANNEX "A"
(Revised 10 Oct 45)

DIRECTIVE NUMBER ONE
(General Order No. 1)

JAPANESE ACTION ANALYSIS

(1) Paragraph	(2) Japanese Agency	(3) Action	(4) When	(5) Agency Responsible	(6) Agencies Primarily Concerned
DIRECTIVE NO. 1 (G.O. No. 1)	Imperial Government and Imperial GHQ	Issuance of G.O. No. 1 and any necessary amplifying instructions to Armed Forces and civilian agencies for full and complete compliance.	Immediately	G-3	All
I (a)	Senior Jap Commanders of all ground, sea, air and auxiliary forces within Generalissimo Chiang Kai-Shek's Area of responsibility	Establish contact with and surrender unconditionally to the Generalissimo	As Directed	G-3	CONGENCHINA
I (b)	Senior Jap Commanders of all ground, sea, air and auxiliary forces within the C-in-C Soviet Forces in the Far East's area of responsibility	Establish contact with and surrender unconditionally to the C-in-C, Soviet Forces in the Far East.	As Directed	G-3	C-in-C, Soviet Forces in Far East
I (c)(1)	Senior Jap Commanders of all ground, sea, air and auxiliary forces within SACSEA'S area of responsibility	Establish contact with and surrender unconditionally to SACSEA	As Directed	G-3	SACSEA
I (c)(2)	Senior Jap commanders of all ground, sea, air and auxiliary forces within C-in-C, Australian Military Forces area of responsibility	Establish contact with and surrender unconditionally to C-in-C, Australian Military Forces	As Directed	G-3	C-in-C, Australian Military Forces

(1) Paragraph	(2) Japanese Agency	(3) Action	(4) When	(5) Agency Responsible	(6) Agencies Primarily Concerned
I (d)	Senior Jap Commanders of all ground, sea, air and auxiliary forces within CINCPAC'S area of responsibility	Establish contact with and surrender unconditionally to CINCPAC	As Directed	G-3	CINCPAC
I (e)	Senior Jap Commanders of all ground, sea, air and auxiliary forces within CINCAFPAC'S Area of responsibility.	Establish contact with and surrender unconditionally to CINCAFPAC	As Directed	G-3	AFPAC Commanders of occupation Forces
I (f)	All Japanese Armed Forces Commanders	Disarm all forces of Japan and deliver intact and in safe and good condition all weapons and equipment at such times and at such places as may be prescribed by the respective Allied Commanders indicated in paragraphs I(a), I(b), I(c)(1), I(c)(2) and I(d).	As Directed	G-3 (Delivery) G-4 (Distribution)	All Occupation Force Commanders (for Areas concerned.
I (f)	Imperial Government	Orders the Japanese Police Force to remain at their posts and be responsible for the preservation of law and order.	Until otherwise directed	CIS	CIS, All Occupation Force Commanders
II (a)	Imperial GHQ	Lists of all land, naval, air and anti-aircraft units, showing locations and strengths in officers and men	Without Delay	G-2	G-3, FEAF, AAO, FLTLOSCAP, All Occupation Force Commanders, (for areas concern
II (b)	Imperial GHQ	Lists of all aircraft, military, naval and civil, giving complete info as to number, type, location and condition of such aircraft.	Without Delay	G-2	FEAF, All Occupation Force Commanders (for areas concerned)

(1) Paragraph	(2) Japanese Agency	(3) Action	(4) When	(5) Agency Responsible	(6) Agencies Primarily Concerned
II (c)	Imperial GHQ	Lists of all Jap and Jap-controlled naval vessels, submarines, surface and auxiliary naval craft, in or out of commisi on and under cinst ruction, giving their positions, condition and m ovement.	Without Delay	FLTLOSCAP	FLTLOSCAP, CINCPAC
II (d)	Imperial GHQ	Lists of all Jap an d Jap-controlled m erchant ships of over 100 gross tons, in or out of commision and under construction, including merchant ships formerly belonging to any of the United Nations which are now in Jap hands , giving their positions, condition and movement.	Without Delay	G-2	FLTLOSCAP, CINCPAC
II (e)	Imperial GHQ	Complete and detailed info, accompanied by maps, showing locations and layouts of all mines, minefields and other obstacles to movement by land, sea or air, and the safety lanes in connect on therewith .	Without Delay	G-2	G-2, CCE, CINCPAC, FEAF, All Occupation Force Commanders (for areas cnmerned)
II (f)	Imperial GHQ	Locations and descriptions of all Milit ary installations, airfields, seaplane bases, defenses, ports and naval bases, storag e depots and fortified areas.	Without Delay	G-2	G-3, G-4, CCE, CINCPAC, FEAF, All Occupation Force Commanders (for areas concerned)
II (g)	Imperial GHQ	Locations of all cam ps and other places of detention of POW and Civilian Internees.	Without Delay	G-1	Same
III	Armed Forces Commanders and Civil Aviation Authorities.	Insure all aircraft remain grounded until otherwise directed	Immediately	G-3	All Occupation Force Commanders (for areas concerned).

(1) Paragraph	(2) Japanese Agency	(3) Action	(4) When	(5) Agency Responsible	(6) Agencies Primarily Concerned
IV	Imperial GHQ	Maintain without damage, immobilize pending instructions from SCAP, and render harmless, jettison or discharge all explosives from all Jap or Jap-controlled Naval or Merchant vessels.	Immediately	FLTI CSCAP	CINCPAC, Naval Commanders of Occupation Forces
V(a)	Military and Civil Authorities con-	Remove according to SCAP instructions all mines and obstacles to movement by land, sea and air.	According to Instructions	Commanders of Occupation Forces (for areas concerned)	Same
V (b)	Military and Civil Authorities concerned	Reestablish all navigational aids	Immediately	Commanders of Occupation Forces (for areas concerned)	Commanders of Occupation Forces (for areas concerned), CINCPAC, FEAF.
V (c)	Military and Civil Authorities concerned.	Keep safety lanes open and marked.	Immediately	Commanders of Occupation Forces (for areas concerned)	Commanders of Occupation Forces (for areas concerned), CINCPAC, FEAF.
VI (a)	Military and Civil Authorities concerned.	Pending further instructions from SCAP, hold intact and in good condition: All arms, military equipment and stores.	Immediately	Commanders of Occupation Forces (for areas concerned)	Commanders of Occupation Forces (for areas concerned) G-2, G-4,
(b)		All transportation and communications facilities and equipment.	Immediately	Commanders of Occupation Forces (for areas concerned)	Commanders of Occupation Forces (for areas concerned) G-2, G-4, C Sig O.

(1) Paragraph	(2) Japanese Agency	(3) Action	(4) When	(5) Agency Responsible	(6) Agencies Primarily Concerned
(c)	Military and Civil Authorities Concerned	Military, air and naval installations and establishments.	Immediately	Commanders of Occupation Forces for Areas Concerned	Commanders of Occupation Forces (for Areas concerned), G-2, G-4, FEAF
(d)	Military and Civil Authorities Concerned	All factories, plants, etc., technical data, inventions, patents, etc., concerned with war materials.	Immediately	Ec and Sc Sect	Ec and Sc Sect, G-4, Commanders of Occupation Forces (for Areas concerned)
VII	Imperial GHQ	Furnish SCAP lists of all items covered in paragraphs (a), (b) and (d) of Section VI above.	Without Delay	Ec and Sc Sect	Ec and Sc Sect, G-4, Army, Navy and Separate Corps Commanders Concerned
VIII	Imperial GHQ	Cease manufacture of all arms, munitions and implements of war.	Immediately	Ec and Sc Sect	Ec and Sc Sect, CIS, Commanders of Occupation Forces (for Areas Concerned)
IX (a)	Imperial GHQ	Insure safety and well-being of POW's and Civilian Internees in Jap hands pending relief by SCAP.	Immediately	G-1	G-1, G-4, Commanders of Occupation Forces (for areas concerned)
IX (b)	Imperial GHQ	Deliver camps, stores and records to Representative of POW's or Civilian Internees.	Immediately	G-1	G-1, G-4, Commanders of Occupation Forces (for Areas Concerned)
IX (c)	Imperial GHQ	As directed by SCAP, transport POW's and Civilian Internees to safety for acceptance by Allied authorities.	As Directed	G-1	G-1, G-4, Commanders of Occupation Forces (for Areas Concerned)

(1)	(2)	(3)	(4)	(5)	(6)
Paragraph	Japanese Agency	Action	When	Agency Responsible	Agencies Primarily Concerned
IX (d)	Imperial GH.	Furnish complete lists of all POW's and Civilian Internees and locations thereof to SCAP	Without Delay	G-1	Same
X	Military and Civil Authorities	Aid and assist occupation of Japan and Japanese-controlled areas.	Immediately	Commanders of Occupation Forces (for Areas Concerned)	Same
XI	Imperial GH. and Appropriate Japanese Officials	Prepare to collect and deliver all arms in possession of civilians.	On instructions	CIS (collection and delivery) G-4 (disposition)	Same
XII	Imperial GH.	Advise SCAP the earliest date and time at which information called for in Parts II, VII and IX (d) can be submitted.	Immediately	G-2	Same

ANNEX "B"
(Revised 10 Oct 45)

DIRECTIVE NUMBER TWO

JAPANESE ACTION ANALYSIS

(1) Paragraph PART II	(2) Japanese Agency	(3) Action	(4) When	(5) SCAP Agency Responsible	(6) Agencies Primarily concerned
1	Imperial GHQ	Adjust boundaries of First & Second General Armies	Without Delay	G-3	Same
2 a	CG, First General Army	Report in person to CG, Eighth Army in Tokyo for instructions.	As Directed	Eighth Army	Same
2 b	CG, Second General Army	Report by radio (SCAP facilities) to CG, Sixth Army, for instructions.	Without Delay	C Sig O	Sixth Army
2 c	CG, 17th Area Army	Report as previously directed to CG, XXIV Corps for instructions.	-	USAFIK	Same
2 d	Senior Representative Impor'l Naval Gen Staff	Report to CINCPAC for U.S. Naval instructions.	As designated by CINCPAC	FLTLOSCAP	CINCPAC
2 e	Ryukyus Commanders	Receive direct instructions from CG, Tenth Army.	At appropriate	Tenth Army (Completed)	Same
3 a	Imperial GHQ	Submit detailed information regarding the location of all places of Japanese Imperial GHQ	On Demand	G-2	Same
3 b	Imperial GHQ	Submit detailed organization charts showing chain of command of all Japanese Armed Forces (including Naval Units).	On Demand	G-2	G-2, G-3, Occupation Force Commanders, CINCPAC
4	Imperial GHQ	Provide full and complete information as specified regarding all units of the Japanese Armed Forces down to include Independent Regiments (including Naval Units).	Without Delay	G-2	G-2, G-3, Occupation Force Commanders, CINCPAC

ANNEX "B"
(Revised 10 Oct 45)

DIRECTIVE NUMBER TWO

JAPANESE ACTION ANALYSIS

(1) Paragraph PART II	(2) Japanese Agency	(3) Action	(4) When	(5) SCAP Agency Responsible	(6) Agencies Primarily concerned
1	Imperial GHQ	Adjust boundaries of First & Second General Armies	Without Delay	G-3	Same
2 a	CG, First General Army	Report in person to CG, Eighth Army in Tokyo for instructions.	As Directed	Eighth Army	Same
2 b	CG, Second General Army	Report by radio (SCAP facilities) to CG, Sixth Army, for instructions.	Without Delay	C Sig O	Sixth Army
2 c	CG, 17th Area Army	Report as previously directed to CG, XXIV Corps for instructions.	-	USAFIK	Same
2 d	Senior Representative Imper'l Naval Gen Staff	Report to CINCPAC for U.S. Naval instructions.	As designated by CINCPAC	FLTLOSCAP	CINCPAC
2 e	Ryukyus Commanders	Receive direct instructions from CG, Tenth Army.	At appropriate	Tenth Army (Completed)	Same
3 a	Imperial GHQ	Submit detailed information regarding the location of all places of Japanese Imperial GHQ	On Demand	G-2	Same
3 b	Imperial GHQ	Submit detailed organization charts showing chain of command of all Japanese Armed Forces (including Naval Units).	On Demand	G-2	G-2, G-3, Occupation Force Commanders, CINCPAC
4	Imperial GHQ	Provide full and complete information as specified regarding all units of the Japanese Armed Forces down to include Independent Regiments (including Naval Units).	Without Delay	G-2	G-2, G-3, Occupation Force Commanders, CINCPAC

(1) Paragraph	(2) Japanese Agency	(3) Action	(4) When	(5) SCAP Agency Responsible	(6) Agencies Primarily Concerned
5	Imperial GHQ	Remain responsible for disarmament of Japanese Armed Forces as instructed by Commanders of Occupation Forces.	Until Action Completed.	G-3 (delivery) G-4 (disposition)	Commanders of Occupation Forces.
6	Imperial GHQ	Conduct the speedy and orderly demobilization of all Japanese Armed Forces	Until Action Completed	G-1	Commanders of Occupation Forces.
7	Imperial GHQ	Continue the maintenance and administration of Japanese Armed Forces until demobilized	Until Action Completed.	G-4 (Maintenance) G-1 (Administration)	Commanders of Occupation Forces
8 a	Imperial GHQ	Issue instructions to open all boom defenses and remove them within 14 days, disconnect all controlled minefields and remove all demolition charges.	Without Delay	FLTLOSCAP	Naval Commanders of Occupation Forces
8 b	Imperial GHQ	Issue instructions to re-establish sea and air navigation aids	Without Delay	FLTLOSCAP G-3 (Air)	FEAF, Naval Commanders of Occupation Forces.
8 c	Imperial GHQ	Issue instructions to continue to operate all pilotage services	Without Delay	FLTLOSCAP	Naval Commanders of Occupation Forces.
8 d	Imperial GHQ	Issue instructions that all Japanese personnel concerned in operations at sea and air ports continue normal duties.	Without Delay	FLTLOSCAP G-3 (Air)	FEAF, Naval Commanders of Occupation Forces
8 e	Imperial GHQ	Issue instructions to render inoperative all weapons of Japanese warships or merchant ships	Without Delay	FLTLOSCAP	Naval Commanders of Occupation Forces.
9	Imperial GHQ	Direct Japanese personnel on ships to remain aboard pending further instructions.	Without Delay	FLTLOSCAP	Naval Commanders of Occupation Forces
10 a	Imperial GHQ	Deliver to SCAP detailed information re coastal convoy routes, searched channels and navigational aids.	Without Delay	G-2	FLTLOSCAP, Commanders 5th and 7th Fleets.

(1) Paragraph	(2) Japanese Agency	(3) Action	(4) When	(5) SCAP Agency Responsible	(6) Agencies Primarily Concerned
10 b	Imperial GHQ	Deliver to SCAP lists of naval ammunition and naval fuel stocks	Without Delay	G-2	G-4, FLTLOSCAP, Commanders 5th and 7th Fleets
10 c	Imperial GHQ	Deliver to SCAP list of Japanese Hospital Ships	Without Delay	G-2	FLTLOSCAP for CINCPAC, G-4, Ch Surg
10 d	Imperial GHQ	Deliver to SCAP 10 copies each of all nautical and aviation charts, etc.	Without Delay	OCE	FLTLOSCAP, CINCPAC, G-2, FEAF, OCE
10 e	Imperial GHQ	Deliver to SCAP triangulation and tidal data for MARIANAS and CAROLINES	Without Delay	OCE	FLTLOSCAP, CINCPAC, G-2
11 a	Imperial GHQ and Imperial Government	Deliver to SCAP 2 copies each of topographic maps of all scales	Within 21 days	OCE	Same
11 b	Imperial GHQ and Imperial Government	Deliver to SCAP 2 copies of all geodotic data in connection with topographic surveys	Within 21 days	OCE	Same
11 c	Imperial GHQ and Imperial Government	Deliver to SCAP survey data captured by Japanese in MANILA	Within 21 days	OCE	Same
12	Imperial GHQ	Take steps to mark all mines, minefields and obstacles to movement by land, sea and air.	Immediately	OCE	Commanders of Occupation Forces
13	Imperial GHQ	Insure that Japanese minesweepers remain available and submarine mines will be swept	Immediately	FLTLOSCAP	Naval Commanders of Occupation Forces
14	Imperial GHQ	Make safe and remove all land mines, demolitions, concealed explosives, booby traps, etc.	Earliest Practicable Date	OCE	Commanders of Occupation Forces
15 a	Imperial GHQ and Imperial Governent	Provide SCAP with complete info re cables, telegraph, radio and telephone facilities	On Call	C Sig O	Same

(1) Paragraph	(2) Japanese Agency	(3) Action	(4) When	(5) Agency Responsible	(6) Agencies Primarily Concerned
15 b	Imperial GHQ and Imperial Government	Maintain intact all communications facilities	-	C Sig O	Same
15 c	Imperial GHQ and Imperial Government	Facilitate SCAP censorship and supervision of Japanese communications.	Upon Demand	CIS	CIS, C Sig O
15 d	Imperial GHQ an Imperial Government	Insure that Senior Representatives of communications agencies are available for instructions	On Call	C Sig O	Same
16 a	Imperial GHQ	Submit statement to SCAP regarding health of Japanese Armed Forces	Without Delay	Chief Surgeon	Same
16 b	Imperial GHQ	Submit to SCAP a station list covering hospital facilities	Without Delay	G-4	G-4, Chief Surgeon
17	Imperial Government	Insure that names of all towns, municipalities and cities are posted in English as described	None stated	OCE	Commanders of Occupation Forces
18	Imperial GHQ	Make available detailed info re Japanese recruiting and discharge methods	On Demand	G-1	Same
PART III					
2 a	Imperial GHQ and Imperial Government	Submit list of POW and Civilian Internee Camps, giving complete data as described	Within 48 hours	G-1	Same
2 b	Imperial GHQ and Imperial Government	Submit marked map of 1:100,000 scale plotting location of each POW or Civilian Internee Camp	Within 48 hours	G-1	Same
2 c	Imperial GHQ and Imperial Government	Submit marked maps of 1:100,000 scale of areas in which POW or Civilian Internee Camps are located	Within 48 hours	G-1	Same

(1) Paragraph	(2) Japanese Agency	(3) Action	(4) When	(5) SCAP Agency Responsible	(6) Agencies Primarily Concerned
3 a	Imperial GHQ and Imperial Government	Instruct all Camp Commanders to read quoted statement to assembled POW or Internees	Upon Receipt of Directive	G-1	Same
3 b	Imperial GHQ and Imperial Government	Turn over complete control of all Camps to Senior POW or designated Internee	Upon Receipt of Directive	G-1	Same
3 c	Imperial GHQ and Imperial Government	Insure that necessary administrative supply functions are continued at all Camps to provide rations, medical care, shelter, clothing and bathing facilities, as described	Upon Receipt of Directive	G-4	G-1, G-4
3 e	Imperial GHQ and Imperial Government	Maintain POW camp organization intact to account for personnel rosters and records	Upon Receipt of Directive	G-1	Same
3 f	Imperial GHQ and Imperial Government	Be prepared to provide transportation and supplies for movement of POW and Internees	Upon Receipt of Directive	G-4	G-1, G-4
3 g	Japanese POW and Internee Camp Commanders	Dispatch, through Imperial GHQ, to SCAP info giving complete data on POW and Internees as described	Upon Receipt of Directive	G-2	Same
4	Imperial GHQ	Transmit to SCAP the info regarding POW and Internees receive from Japanese Camp Commanders	Without Delay	G-1	Same
PART IV					
1	Imperial Government	Place at disposal of Occupation Forces all local resources required for their use as directed by Representatives of SCAP or the Occupation Force Commanders	On Demand	G-4	G-4, U.S. Army Commanders of Occupation Forces
2.	Imperial Government	Establish one central agency and required sub-agencies to provide info and receive requisitions for areas and facilities required	-	G-4	G-4, U.S. Army Commanders of Occupation Forces

(1) Paragraph	(2) Japanese Agency	(3) Action	(4) When	(5) SCAP Agency Responsible	(6) Agencies Primarily Concerned
3	Imperial Government	Furnish Allied Occupation Forces with petroleum products, storage and distribution facilities as required	Specific Requirements at later date	G-4	Same
4.	Imperial Government	Provide, through central agencies established in each major area, labor in quantities and skill as designated by SCAP and the Commanders of Occupation Forces	None Stated	G-4	G-4, U.S. Army Commanders of Occupation Forces
5	Imperial Government	Furnish to Occupation Forces all buildings required, including categories as described	None Stated	G-4	G-4, U.S. Army Commanders of Occupation Forces
6	Imperial GHQ	Make available selected airfields as required, Safeguard all Japanese aircraft and equipment. Prepare and present to Allied Representatives complete lists of serviceable equipment and facilities.	On Demand	G-4	FEAF
PART V					
1	Imperial GHQ	Make available in the TOKYO area a radio-photo and still photo laboratory complete	Immediately	C Sig O	Same
2	Representatives of Imperial GHQ	Report to Chief Signal Officer with full info concerning photo personnel, equipment and film to be thereafter available on demand	Within 48 hours	C Sig O	Same
3	Imperial GHQ and Imperial Government	Continue normal operation of weather agencies. Preserve all meteorological data and equipment intact. Submit to SCAP a station list of weather installations	Without Delay	G-3	FEAF, G-2, OCE, C Sig O
4 a	Imperial Government	Furnish to Chief Surgeon, SCAP, description of public health measures in force	Without Delay	Public Health and Welfare	Public Health and Welfare, Chief Surgeon, G-1

(1) Paragraph	(2) Japanese Agency	(3) Action	(4) When	(5) SCAP Agency Responsible	(6) Agencies Primarily Concerned
4 b	Imperial Government	Furnish to Chief Surgeon, SCAP, data on current epidemics	Without Delay	Public Health and Welfare	Public Health and Welfare, Chief Surgeon, G
4 c	Imperial Government	Furnish to Chief Surfeon, SCAP, status of medical supplies	Without Delay	Public Health and Welfare	Public Health and Welfare, Chief Surgeon, G-
4 d	Imperial Government	Furnish to Chief Surgeon, SCAP, list of hospitals and other medical institutions	Without Delay	Public Health and Welfare	Public Health and Welfare, Chief Surgeon, G
5	Imperial Government	Discontinue all voice broadcasts for public information in languages other than Japanese	Forthwith	PRO	PRO, CIS, G-2, C Sig O
ANNEX 3	Imperial GHQ	Adjust boundaries of Japanese Naval Organization to correspond with those set forth for the Japanese Army. Direct Japanese Naval Commander to report to respective U.S. Naval Fleet Commanders as SCAP Naval Representatives, for instructions	Without Delay	FLTLOSCAP	Naval Occupation Force Commanders
4.	Imperial GHQ and Imperial Government	Report Japanese merchant vessels over 100 tons, fully manned, to CINCPAC or his designated representatives for operating instructions	None stated	FLTLOSCAP	CINCPAC

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

AG 370.2 (21 Sep 45)MG
STAFF MEMORANDUM)
:
NO.....6)

Advance Echelon
APO 500
21 September 1945

REPORTING OF NON-MILITARY ACTIVITIES

1. In order to provide the War Department with information concerning non-military activities of this theater, a paragraph will be added to the daily radio dispatch prepared by Operations Division, G-3.

2. All significant action taken by the various staff sections, other than strictly military matters, will be included. Actions being considered or in process of preparation will not be included. Directives issued, important political and economic decisions or actions, civil disorders, penalties invoked on the Japanese for violation of instructions, and similar material that will enable the War Department to have full information concerning the relations between the occupation forces and the Japanese government and people, are desired.

3. Effective immediately, each staff section will submit appropriate material, in condensed telegraphic form, to the Executive Officer, Military Government Section, Forestry Building, by 1000 hours daily. Negative reports are not required.

4. All material for these reports will be classified Secret.

By command of General MacARTHUR:

R. K. SUTHERLAND,
Lieutenant General, United States Army,
Chief of Staff.

OFFICIAL:

For Harold Fair
B. M. FITCH,
Brigadier General, U. S. Army,
Adjutant General.

SECRET

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

Advance Echelon
A.P.O. 500

15 September 1945

STAFF MEMORANDUM)
:
NO.....5)

MOVEMENT OF ADVANCE ECHELON GENERAL HEADQUARTERS

1. The Advance Echelon, General Headquarters, United States Army Forces, Pacific, will move from Yokohama to Tokyo via motor transportation on Monday, 17 September 1945.

2. The following procedure for the movement will be followed:

a. Office supplies and equipment:

(1) All office equipment and supplies of each section will be ready for movement upon close of office on Sunday, 16 September 1945.

(2) Truck transportation will be assigned to each section as required and will be marked for that section and available at the Customs Building (Main Entrance) according to a schedule to be issued later by the Headquarters Commandant.

(3) Each section will arrange to have one (1) officer at the Customs Building (Yokohama) and one at the Dai Ichi Building (Tokyo) to supervise the loading and unloading of his section's equipment. Each truck load of office equipment will be accompanied by a guard from the section for the trip.

(4) Loading and unloading details from the sections, if required, will be called for by the Headquarters Commandant.

(5) Upon arrival at Tokyo, all section personnel will report as soon as possible to the section offices in Tokyo to set up equipment.

(6) The Headquarters Commandant is given the over-all responsibility for this move.

b. Personal baggage:

(1) Footlockers stored with the Headquarters Commandant in Yokohama will be moved without further arrangements.

SECRET 5

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

Advance Echelon
APO 500
14 September 1945

AG 091.4 (14 Sep 45)

STAFF MEMORANDUM)
:
NO.....4)

REPATRIATION OF JAPANESE NATIONALS

Supervision of the repatriation of Japanese nationals, including military personnel, from locations outside the Japanese home islands, will be the responsibility of the Assistant Chief of Staff, G-3.

By command of General MacARTHUR:

R. K. SUTHERLAND,
Lieutenant General, United States Army,
Chief of Staff.

OFFICIAL:

B. M. FITCH,
Brigadier General, U. S. Army,
Adjutant General.

AG Publ.

RESTRICTED

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

Advance Echelon
APO 500
8 September 1945

STAFF MEMORANDUM)
:
NO.....3)

NAVAL LIAISON OFFICER REPRESENTING
C-IN-C BRITISH PACIFIC FLEET

1. At the request of the Supreme Commander for the Allied Powers, a naval liaison officer representing the Commander-in-Chief, British Pacific Fleet, has been ordered to duty with this headquarters. His office will consist of the following personnel:

Commander C. S. Sheppard, RN
Sqdn Leader Maurice B. Callow, RAF
Lt (sp) Frederick M. P. O'Hara, RNVR

2. The following information concerning the Liaison Officer is furnished:

Full Title: Liaison Officer of the Commander-in-Chief, British Pacific Fleet, with the Supreme Commander for the Allied Powers.

Short Title: BNLOSCAP

Office: Temporarily with British Staff Section.

3. The duties of this Section are to act as liaison between the Supreme Commander for the Allied Powers and the Commander-in-Chief, British Pacific Fleet. He is available to officers in General Headquarters as adviser on all matters pertaining to the Royal Navy and Dominion Navies.

4. Personnel assigned this group will be billeted with this headquarters.

By command of General MacARTHUR:

R. K. SUTHERLAND,
Lieutenant General, United States Army,
Chief of Staff.

OFFICIAL:

B M Fitch
B. M. FITCH,
Brigadier General, U. S. Army,
Adjutant General

3

RESTRICTED

Publications

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

Advance Echelon
APO 500
6 September 194

STAFF MEMORANDUM)
:
NUMBER.....2)

1. In action by this headquarters on the various requirements imposed by Directive No. 1 (General Order No. 1), Office of the Supreme Commander for the Allied Powers, 2 September 1945, and Directive No. 2, Office of the Supreme Commander for the Allied Powers, 3 September 1945, responsibility for Staff action to insure compliance by the Japanese Imperial Government and/or Japanese Imperial General Headquarters, and for receipt, evaluation and dissemination to interested agencies of data submitted by the Japanese, is indicated in Column 5, Annexes "A" and "B" hereto. Dissemination will be made of pertinent data to agencies listed in Column 6.

2. For the information of Staff Sections this headquarters, certain requirements for action by Japanese agencies subordinate to the Japanese Imperial Government and the Japanese Imperial General Headquarters are also listed in Annexes "A" and "B". Action in these cases is the responsibility of the Allied or U.S. Occupation Force Commands indicated.

3. Requests by interested Staff Sections for additional action or dissemination of data under Directives No. 1 and No. 2 will be addressed to the Staff Section designated in Annex "A" or "B" as responsible for the item concerned.

By command of General MacARTHUR:

R. K. SUTHERLAND,
Lieutenant General, United States Army
Chief of Staff.

OFFICIAL:

B. M. Fitch
B. M. FITCH,
Brigadier General, U. S. Army,
Adjutant General.

2 Incls:
Incl 1 - Annex "A" - Action Analysis, Directive No. 1
Incl 2 - Annex "B" - Action Analysis, Directive No. 2

Copies to:
Staff, GHQ

2

ANNEX "A"

DIRECTIVE NUMBER ONE
(General Order No. 1)

JAPANESE ACTION ANALYSIS

(1) Paragraph	(2) Japanese Agency	(3) Action	(4) When	(5) Agency Responsible	(6) Agencies Primarily Concerned
DIRECTIVE NO. 1 (G.O. No. 1)	Imperial Government and Imperial GHQ	Issuance of G.O. No. 1 and any necessary amplifying instructions to Armed Forces and civilian agencies for full and complete compliance.	Immediately	G-3	All
I (a)	Senior Jap Commanders of all ground, sea, air and auxiliary forces within Generalissimo Chiang Kai-Shek's Area of Responsibility	Establish contact with and surrender unconditionally to the Generalissimo	As Directed	G-3	COMGENCHINA
I (b)	Senior Jap Commanders of all ground, sea, air and auxiliary forces within the C-in-C Soviet Forces in the Far East's area of responsibility	Establish contact with and surrender unconditionally to the C-in-C, Soviet Forces in the Far East.	As Directed	G-3	C-in-C, Soviet Forces in Far East
I (c)(1)	Senior Jap Commanders of all ground, sea, air and auxiliary forces within SACSEA'S area of responsibility.	Establish contact with and surrender unconditionally to SACSEA.	As Directed	G-3	SACSEA
I (c)(2)	Senior Jap Commanders of all ground, sea, air and auxiliary forces within C-in-C, Australian Military Forces' area of responsibility.	Establish contact with and surrender unconditionally to C-in-C, Australian Military Forces	As Directed	G-3	C-in-C, Australian Military Forces

(1) Paragraph	(2) Japanese Agency	(3) Action	(4) When	(5) Agency Responsible	(6) Agencies Primarily Concerned
I (d)	Senior Jap Commanders of all ground, sea, air and auxiliary forces within CINCPAC'S area of responsibility	Establish contact with and surrender unconditionally to CINCPAC.	As Directed	G-3	CINCPAC
I (e)	Senior Jap Commanders of all ground, sea, air and auxiliary forces within CINCAFPAC's Area of Responsibility.	Establish contact with and surrender unconditionally to CINCAFPAC.	As Directed	G-3	AFPAC Commanders of Occupation Forces
I (f)	All Japanese Armed Forces Commanders	Disarm all forces of Japan and deliver intact and in safe and good condition all weapons and equipment at such times and at such places as may be prescribed by the respective Allied Commanders indicated in paragraphs I(a), I(b), I(c)(1), I(c)(2) and I(d).	As Directed	G-3 (Delivery) G-4 (Disposition)	All Occupation Force Commanders for Areas Concerned
I (f)	Imperial Government	Orders the Japanese Police Force to remain at their posts and be responsible for the preservation of law and order.	Until otherwise directed	Military Govt	All Occupation Force Commanders
I (a)	Imperial GHQ	Lists of all land, naval, air and anti-aircraft units, showing locations and strengths in officers and men.	Without Delay	G-2	G-3, All Occupation Commanders (for area concerned)
II (b)	Imperial GHQ	Lists of all aircraft, military, naval and civil, giving complete info as to number, type, location and condition of such aircraft.	Without Delay	G-2	FEAF, All Occupation Force Commanders (for areas concerned)

(1) Paragraph	(2) Japanese Agency	(3) Action	(4) When	(5) Agency Responsible	(6) Agencies Primarily Concerned
II (c)	Imperial GHQ	Lists of all Jap and Jap-controlled naval vessels, surface and submarines and auxiliary naval craft, in or out of commission and under construction, giving their positions, condition and movement.	Without Delay	G-2	CINCPAC, FLTLOSCAP
II (d)	Imperial GHQ	Lists of all Jap and Jap-controlled merchant ships of over 100 gross tons, in or out of commission and under constructions, including merchant ships formerly belonging to any of the United Nations which are now in Jap hands, giving their positions, condition and movement.	Without Delay	G-2	FLTLOSCAP and CINCPAC
II (e)	Imperial GHQ	Complete and detailed info, accompanied by maps, showing locations and lay-outs of all mines, minefields and other obstacles to movement by land, sea or air, and the safety lanes in connection therewith.	Without Delay	G-2	G-2, CINCPAC, FEAF, All Occupation Force Commanders (for areas concerned), LE
II (f)	Imperial GHQ	Locations and descriptions of all Military installations, airfields, seaplane bases, defenses, ports and naval bases, storage depots and fortified areas.	Without Delay	G-2	G-3, G-4, OCE, CINCPAC FEAF, All Occupation Force Commanders (for areas concerned)
II (g)	Imperial GHQ	Locations of all camps and other places of detention of POW and Civilian Internees.	Without Delay	G-1	Same
III	Armed Forces Commanders and Civil Aviation Authorities	Insure all aircraft remain grounded until otherwise directed.	Immediately	G-3	All Occupation Force Commanders (for areas concerned)

(1) Paragraph	(2) Japanese Agency	(3) Action	(4) When	(5) [redacted] Agency Responsible	(6) Agencies Primarily Concerned
IV	Imperial GHQ	Maintain without damage, immobilize pending instructions from SCAP, and render harmless, jettison or discharge all explosives from all Jap or Jap-controlled Naval or Merchant vessels.	Immediately	FLTLOSCAP	CINCPAC, Naval Commanders of Occupation Forces
V (a)	Military and Civil Authorities concerned	Remove according to SCAP instructions all mines and obstacles to movement by land, sea and air.	According to Instructions	Commanders of Occupation Forces (for areas concerned)	Same
V (b)	Military and Civil Authorities concerned	Re-establish all navigational aids.	Immediately	Commanders of Occupation Forces (for areas concerned)	Commanders of Occupation Forces (for areas concerned), CINCPAC and FEAF.
V (c)	Military and Civil Authorities concerned	Keep safety lanes open and marked.	Immediately	Commanders of Occupation Forces (for areas concerned)	Commanders of Occupation Forces (for areas concerned), CINCPAC and FEAF.
VI	Military and Civil Authorities Concerned	Pending further instructions from SCAP, hold intact and in good condition:			
(a)		All arms, military equipment and stores.	Immediately	Commanders of Occupation Forces (for areas concerned)	Commanders of Occupation Forces (for areas concerned), G-2 and G-4.
(b)		All transportation and communications facilities and equipment.	Immediately	Commanders of Occupation Forces (for areas concerned)	Commanders of Occupation Forces (for areas concerned) G-2 and G-4, C Sig O

(1)	(2)	(3)	(4)	(5)	(6)
Paragraph	Japanese Agency	Action	When	Agency Responsible	Agencies Primarily Concerned
(c)	Military and Civil Authorities Concerned	Military, air and naval installations and establishments.	Immediately	Commanders of Occupation Forces for Areas Concerned	Commanders of Occupation Forces for Areas Concerned, G-2 and G-4 FEAF
(d)	Military and Civil Authorities Concerned	All factories, plants, etc., technical data, inventions, patents, etc., concerned with war materials.	Immediately	Commanders of Occupation Forces for Areas Concerned	Commanders of Occupation Forces for Areas Concerned, G-2 and G-4
VII	Imperial GHQ	Furnish SCAP lists of all items covered in paragraphs (a), (b) and (d) of Section VI above.	Without Delay	G-2	G-4, Military Govt, Army, Navy and Separate Corps Commanders Concerned
VIII	Imperial GHQ	Cease manufacture of all arms, munitions and implements of war.	Immediately	Military Govt	Military Government
IX (a)	Imperial GHQ	Insure safety and well-being of POW's and Civilian Internees in Jap hands pending relief by SCAP.	Immediately	G-1	G-1, G-4 and Commanders of Occupation Forces for Areas Concerned
IX (b)	Imperial GHQ	Deliver camps, stores and records to Representative of POW's or Civilian Internees.	Immediately	G-1	G-1, G-4 and Commanders of Occupation Forces for Areas Concerned
IX (c)	Imperial GHQ	As directed by SCAP, transport POW's and Civilian Internees to safety for acceptance by Allied authorities.	As Directed	G-1	G-1, G-4 and Commanders of Occupation Forces for Areas Concerned

(1) Paragraph	(2) Japanese Agency	(3) Action	(4) When	(5) Agency Responsible	(6) Agencies Primarily Concern
IX (d)	Imperial GHQ	Furnish complete lists of all POW's and Civilian Internees and locations thereof to SCAP	Without Delay	G-1	Same
X	Military and Civil Authorities	Aid and assist occupation of JAPAN and Japanese-controlled areas.	Immediately	Commanders of Occupation Forces (for areas concerned)	Same
	Imperial GHQ and Appropriate Japanese Officials	Prepare to collect and deliver all arms in possession of civilians.	On instructions	Military Govt	Military Government and G-4
XIII	Imperial GHQ	Advise SCAP the earliest date and time at which information called for in Parts II, VII and IX (d) can be submitted.	Immediately	G-2	Same

ANNEX "B"

DIRECTIVE NUMBER TWO

JAPANESE ACTION ANALYSIS

(1) Paragraph PART II	(2) Japanese Agency	(3) Action	(4) When	(5) SCAP Agency Responsible	(6) Agencies Primarily Concerned
1	Imperial GHQ	Adjust boundaries of First & Second General Armies	Without Delay	G-3	Same
2 a	CG, First General Army	Report in person to CG, Eighth Army in TOKYO for instructions	As Directed	Eighth Army	Same
2 b	CG, Second General Army	Report by radio (SCAP facilities) to CG, Sixth Army, for instructions	Without Delay	C Sig O	Sixth Army
2 c	CG, 17th Area Army	Report as previously directed to CG, XXIV Corps for instructions.	-	USAFIK	USAFIK
2 d	Senior Representative Imper'l Naval Gen Staff	Report to CINCPAC for U.S. Naval instructions	As designated by CINCPAC	FLTLOSCAP	CINCPAC
2 e	Ryukyus Commanders	Receive direct instructions from CG, Tenth Army	At appropriate	Tenth Army	Same
3 a	Imperial GHQ	Submit detailed information regarding location of Japanese Imperial GHQ	On Demand	G-2	Same
3 b	Imperial GHQ	Submit detailed organization charts showing chain of command of all Japanese Armed Forces (including Naval Units)	On Demand	G-2	G-2, G-3, Occupation Force Commanders and CINCPAC
4	Imperial GHQ	Provide full and complete information as specified regarding all units of the Japanese Armed Forces down to include Independent Regiments (including Naval Units)	Without Delay	G-2	G-2, G-3, Occupation Force Commanders and CINCPAC

(1) Paragraph	(2) Japanese Agency	(3) Action	(4) When	(5) SCAP Agency Responsible	(6) Agencies Primarily Concerned
5	Imperial GHQ	Remain responsible for disarmament of Japanese Armed Forces as instructed by Commanders of Occupation Forces.	Until Action Completed	G-3 (delivery) G-4 (disposition)	Commanders of Occupation Forces
6	Imperial GHQ	Conduct the speedy and orderly demobilization of all Japanese Armed Forces	Until Action Completed	G-1	Commanders of Occupation Forces
	Imperial GHQ	Continue the maintenance and administration of Japanese Armed Forces until demobilized	Until Action Completed	G-4(Maintenance) G-1(Administration)	Commanders of Occupation Forces
8 a	Imperial GHQ	Issue instructions to open all boom defenses and remove them within 14 days, disconnect all controlled minefields and remove all demolition charges	Without Delay	FLTLOSCAP	Naval Commanders of Occupation Forces
8 b	Imperial GHQ	Issue instructions to re-establish sea and air navigation aids	Without Delay	FLTLOSCAP G-3 (Air)	FEAF and Naval Commanders of Occupation Forces
8 c	Imperial GHQ	Issue instructions to continue to operate all pilotage services	Without Delay	FLTLOSCAP	Naval Commanders of Occupation Forces
8 d	Imperial GHQ	Issue instructions that Japanese personnel concerned in operations at sea and air ports continue normal duties	Without Delay	FLTLOSCAP G-3 (Air)	FEAF and Naval Commanders of Occupation Forces
8 e	Imperial GHQ	Issue instructions to render inoperative all weapons of Japanese warships or merchant ships	Without Delay	FLTLOSCAP	Naval Commanders of Occupation Forces
9	Imperial GHQ	Direct Japanese personnel on ships to remain aboard pending further instructions	Without Delay	FLTLOSCAP	Naval Commanders of Occupation Forces
10 a	Imperial GHQ	Deliver to SCAP detailed information re coastal convoy routes, searched channels and navigational aids	Without Delay	G-2	FLTLOSCAP and Commanders 3rd, 5th and 7th Fleets

(1) Paragraph	(2) Japanese Agency	(3) Action	(4) When	(5) SCAP Agency Responsible	(6) Agencies Primarily Concerned
10 b	Imperial GHQ	Deliver to SCAP lists of naval ammunition and naval fuel stocks	Without Delay	G-2	G-4, FLTLOSCAP and Commanders 3rd, 5th and 7th Fleets
10 c	Imperial GHQ	Deliver to SCAP list of Japanese Hospital Ships	Without Delay	G-2 G-4	FLTLOSCAP for CINCPAC, G-4
10 d	Imperial GHQ	Deliver to SCAP 10 copies each of all nautical and aviation charts, etc.	Without Delay	G-2	FLTLOSCAP, CINCPAC, FEAF and CE
10 e	Imperial GHQ	Deliver to SCAP triangulation and tidal data for MARIANAS and CAROLINES	Without Delay	G-2	CINCPAC
11 a	Imperial GHQ and Imperial Government	Deliver to SCAP 2 copies each of topographic maps all scales	Within 21 days	G-2	CCE
11 b	Imperial GHQ and Imperial Government	Deliver to SCAP 2 copies of all geodetic data in connection with topographic surveys	Within 21 days	G-2	CE
11 c	Imperial GHQ and Imperial Government	Deliver to SCAP survey data captured by Japanese in MANILA	Within 21 days	G-2	CE [illegible]
12	Imperial GHQ	Take steps to mark all mines, minefields and obstacles to movement by land, sea and air	Immediately	CE	Commanders of Occupation Forces
13	Imperial GHQ	Insure that Japanese minesweepers remain available and submarine mines will be swept	Immediately	FLTLOSCAP	Naval Commanders of Occupation Forces
14	Imperial GHQ	Make safe and remove all land mines, demolitions, concealed explosives, booby traps, etc.	Earliest Practicable Date	CE	Commanders of Occupation Forces
15 a	Imperial GHQ and Imperial Government	Provide SCAP with complete info re cables, telegraph, radio and telephone facilities	On Call	C Sig O	Same

(1) Paragraph	(2) Japanese Agency	(3) Action	(4) When	(5) SCAP Agency Responsible	(6) Agencies Primarily Concerned
15 b	Imperial GHQ and Imperial Government	Maintain intact all communications facilities	-	C Sig O	Same
15 c	Imperial GHQ and Imperial Government	Facilitate [illegible] SCAP [illegible] censorship and supervision of Japanese communications.	Upon Demand	CIC [illegible]	CIC and C Sig O
1[illegible]	Imperial GHQ and Imperial Government	Insure that Senior Representatives of communications agencies are available for instructions	On Call	C Sig O	Same
16 a	Imperial GHQ	Submit statement to SCAP regarding health of Japanese Armed Forces	Without Delay	Chief Surgeon	Same
16 b	Imperial GHQ	Submit to SCAP a station list covering hospital facilities	Without Delay	G-4	G-4 and Chief Surgeon
17	Imperial Government	Insure that names of all towns, municipalities and cities are posted in English as described	None stated	CE	Commanders of Occupation Forces
18	Imperial GHQ	Make available detailed info re Japanese recruiting and discharge methods	On Demand	G-1	Same
PAR[illegible]II					
2 a	Imperial GHQ and Imperial Government	Submit list of POW and Civilian Internee Camps, giving complete data as described	Within 48 hours	G-1	Same
2 b	Imperial GHQ and Imperial Government	Submit marked map of 1:100,000 scale plotting location of each POW or Civilian Internee Camp	Within 48 hours	G-1	Same
2 c	Imperial GHQ and Imperial Government	Submit marked maps of 1:100,000 scale of areas in which POW or Civilian Internee Camps are located	Within 48 hours	G-1	Same

(1) Paragraph	(2) Japanese Agency	(3) Action	(4) When	(5) SCAP Agency Responsible	(6) Agencies Primarily Concerned
3 a	Imperial GHQ and Imperial Government	Instruct all Camp Commanders to read quoted statement to assembled POW or Internees	Upon Receipt of Directive	G-1	Same
3 b	Imperial GHQ and Imperial Government	Turn over complete control of all Camps to Senior POW or designated Internee	Upon Receipt of Directive	G-1	Same
3 c	Imperial GHQ and Imperial Government	Insure that necessary administrative supply functions are continued at all Camps to provide rations, medical care, shelter, clothing and bathing facilities, as described	Upon Receipt of Directive	G-4	G-1 and G-4
3 e	Imperial GHQ and Imperial Government	Maintain POW camp organization intact to account for personnel rosters and records	Upon Receipt of Directive	G-1	Same
3 f	Imperial GH Q and Imperial Government	Be prepared to provide transportation and supplies for movement of POW and Internees	Upon Receipt of Directive	G-4	G-1 and G-4
3 g	Japanese POW and Internee Camp Commanders	Dispatch, through Imperial GHQ, to SCAP info giving complete data on POW and Internees as described	Upon Receipt of Directive	G-1	Same
4	Imperial GHQ	Transmit to SCAP the info regarding POW and Internees received from Japanese Camp Commanders	Without Delay	G-1	Same
PART IV	Imperial Government	Place at disposal of Occupation Forces all local resources required for their use as directed by Representatives of SCAP or the Occupation Force Commanders	On Demand	G-4	U.S. G-4 and/Army Commanders of Occupation Forces
2	Imperial Government	Establish one central agency and required sub-agencies to provide info and receive requisitions for areas and facilities required	-	G-4	U.S. G-4 and/Army Commanders of Occupation Forces.

(1) Paragraph	(2) Japanese Agency	(3) Action	(4) When	(5) SCAP Agency Responsible	(6) Agencies Primarily Concerned
3	Imperial Government	Furnish Allied Occupation Forces with petroleum products, storage and distribution facilities as required	Specific Requirements at later date	G-4	Same
4	Imperial Government	Provide, through central agencies established in each major area, labor in quantities and skill as designated by SCAP and the Commanders of Occupation Forces	None Stated	G-4	U.S. G-4 and/Army Commanders of Occupation Forces
5	Imperial Government	Furnish to Occupation Forces all buildings required, including categories as described	None stated	G-4	U.S. G-4 and/Army Commanders of Occupation Forces
6	Imperial GHQ	Make available selected airfields as required. Safeguard all Japanese aircraft and equipment. Prepare and present to Allied Representatives complete lists of serviceable equipment and facilities.	On Demand	G-4	FEAF
PART V					
1	Imperial GHQ	Make available in the TOKYO area a radio-photo and still-photo laboratory complete	Immediately	C Sig O	Same
2	Representatives of Imperial GHQ	Report to Chief Signal Officer with full info concerning photo personnel, equipment and film, to be thereafter available on demand	Within 48 hours	C Sig O	Same
3	Imperial GHQ and Imperial Government	Continue normal operation of weather agencies. Preserve all meteorological data and equipment intact. Submit to SCAP a station list of weather installations	Without Delay	G-2	FEAF
4 a	Imperial Government	Furnish to Chief Surgeon, SCAP, description of public health measures in force	Without Delay	Chief Surgeon	Chief Surgeon, G-4 and G-1

(1) Paragraph	(2) Japanese Agency	(3) Action	(4) When	(5) SCAP Agency Responsible	(6) Agencies Primarily Concerned
4 b	Imperial Government	Furnish to Chief Surgeon, SCAP, data on current epidemics	Without Delay	Chief Surgeon	Chief Surgeon, G-4 and G-1
4 c	Imperial Government	Furnish to Chief Surgeon, SCAP, status of medical supplies	Without Delay	Chief Surgeon	Chief Surgeon, G-4 and G-1
d	Imperial Government	Furnish to Chief Surgeon, SCAP, list of hospitals and other medical institutions	Without Delay	Chief Surgeon	Chief Surgeon, G-4 and G-1
5	Imperial Government	Discontinue all voice broadcasts for public information in languages other than Japanese	Forthwith	PRO	PRO, G-2 and C Sig O
ANNEX 3	Imperial GHQ	Adjust boundaries of Japanese Naval Organization to correspond with those set forth for the Japanese Army. Direct Japanese Naval Commanders to report to respective U.S. Naval Fleet Commanders as SCAP Naval Representatives, for instructions	Without Delay	FLTLOSCAP	Naval Occupation Force Commanders
4	Imperial GHQ and Imperial Government	Report Japanese merchant vessels over 100 tons, fully manned, to CINCPAC or his designated representatives for operating instructions	None stated	FLTLOSCAP	CINCPAC

Publications

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GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

AG 322.01 (4 Sept 45)

STAFF MEMORANDUM)
:
NO.....1)

Advance Echelon
APO 500
4 September 1945

NAVAL LIAISON OFFICER REPRESENTING
C-IN-C US PACIFIC FLEET

1. At the request of the Supreme Commander of the Allied Powers, a Navy Liaison Officer representing the Commander-in-Chief, Pacific Fleet, has been ordered to duty with this headquarters, and the office will consist of the following personnel:

Name	Date of Commission
Rear Admiral J. J. Ballentine, USN	21 April 1943
Capt. H. H. Smith-Hutton, USN	21 June 1942
Capt. J. L. Melgaard, USN	20 July 1943
Lt. W. D. Davies, USNR	1 Oct 1943
Lt. P. M. P. Pence, USNR	1 April 1944
Lt. (jg) G. L. Spencer, USNR	1 Feb 1944
Lt. (jg) C. F. McClellan, USNR	1 Jul 1945
Ens. J. D. Smithson, USNR	26 Oct 1944

2. The following information concerning the liaison officer is furnished:

Full title:

Liaison Officer of the Commander-in-Chief, U. S. Pacific Fleet, with the Supreme Commander for the Allied Powers.

Short title:

FLTLOSCAP

Room Number:

Room 31, Customs Building

Telephone number:

2 - 1330

RESTRICTED

(Staff Memorandum No. 1

3. In a broad sense Rear Admiral Ballentine will be considered as a head of Section. His principal duties are to act as liaison officer between the Supreme Commander for the Allied Powers and the Commander-in-Chief, U. S. Pacific Fleet. He is available to Officers in General Headquarters as advisor on all Naval matters. Much time will be saved, if dispatches and communications originating in General Headquarters and addressed to CinCPac are discussed with, and routed through, the Navy Liaison Officer.

4. It is expected that Rear Admiral Ballentine will be given the necessary facilities in this headquarters to carry out his duties. He will have access to all matters of naval interest and will receive copies of incoming and outgoing letters and dispatches concerning Naval matters, including letters and dispatches pertaining to the Army Air Force, which are of interest to the Navy in connection with Naval Aviation.

5. Personnel assigned this group will be billeted with this headquarters.

By command of General MacARTHUR:

R. K. SUTHERLAND,
Lieutenant General, United States Army,
Chief of Staff

OFFICIAL:

B M Fitch

B. M. FITCH,
Brigadier General, U. S. Army,
Adjutant General.