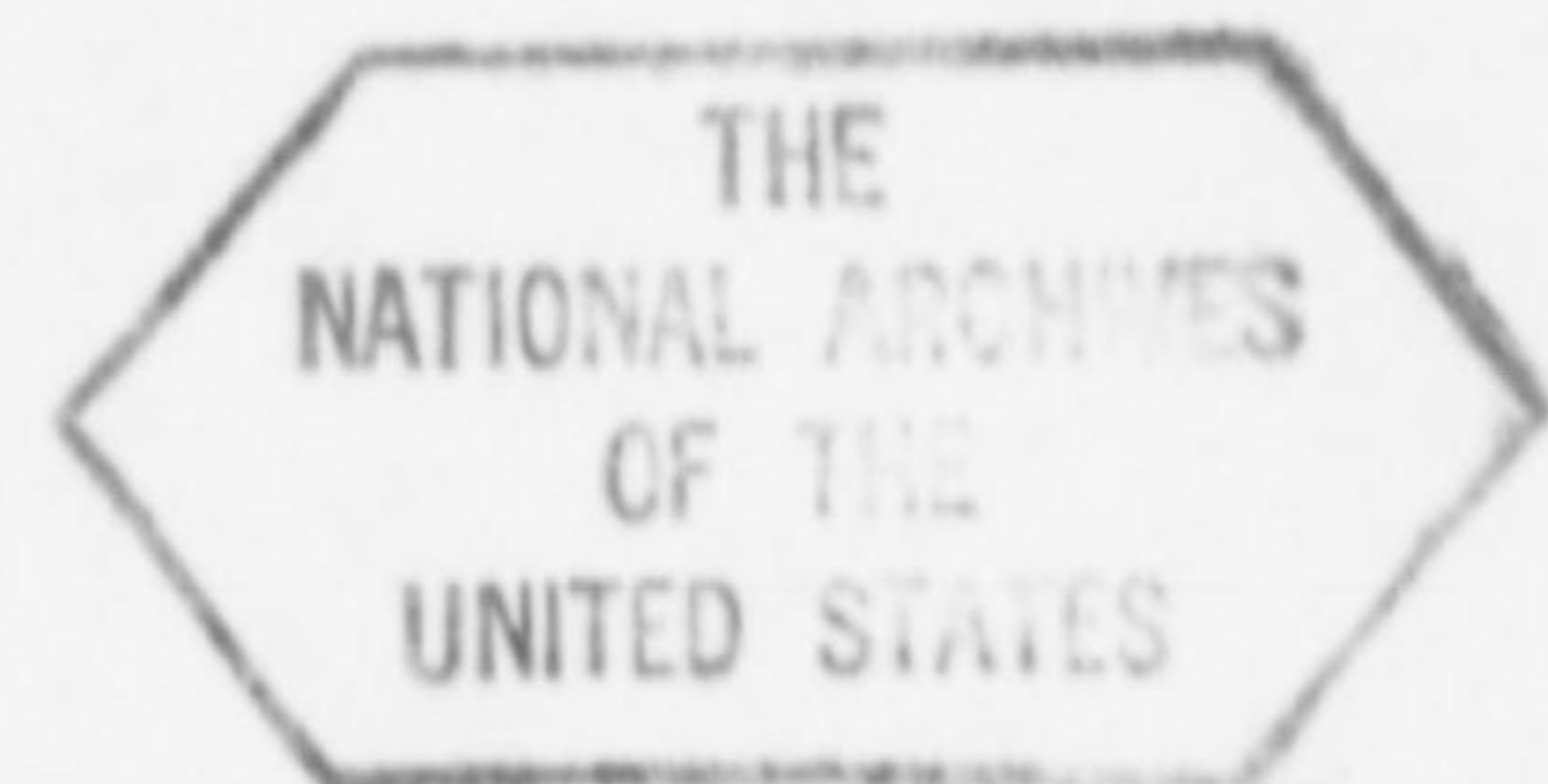


GHQ/SCAP Records(RG 331)
Description of contents



- (1) Box no. 2395
- (2) Folder title/number: (100)
240
- (3) Date: Feb. 1951 - Oct. 1951

(4) Subject:

Classification	Type of record
033	e

(5) Item description and comment:

(6) Reproduction: Yes No

(7) Film no.

Sheet no.

240(19 Oct 51)CAS-A

3rd Ind

200

SUBJECT: Charges and Credits - Pay Accounts of Transferred Members

GHQ, SCAP, CIVIL AFFAIRS SECTION, APO 500

TO: Chief, Kinki Civil Affairs Region, APO 15

For necessary action.

FOR THE CHIEF, CIVIL AFFAIRS SECTION:

J. A. O'BRIEN
CWO USA
Adm Off

from Dept of Army, AG, Washington DC, subj as above, dtd 19 Oct 51

CAS FILE COPY

K-202

15 NOV 1951

11

240(19 Oct 51)CAS-A

3rd Ind

SUBJECT: Charges and Credits - Pay Accounts of Transferred Members

GHQ, SCAF, CIVIL AFFAIRS SECTION, APO 500

TO: Chief, Hokkaido Civil Affairs Region, APO 309

For necessary action.

FOR THE CHIEF, CIVIL AFFAIRS SECTION:

J. A. O'BRIEN
CWO USA
Adm Off

Ltr from Dept Army, AG, Washington DC - subj as above, dtd 19 Oct 51

CAS FILE COPY

K-201
15 NOV 1951
10

240(19 Oct 51)CAS-A

3rd Ind

SUBJECT: Charges and Credits - Pay Accounts of Transferred Members

GHQ, SCAP, CIVIL AFFAIRS SECTION, APO 500

TO: Chief, Kyushu Civil Affairs Region, APO 1105

For necessary action.

FOR THE CHIEF, CIVIL AFFAIRS SECTION:

J. A. O'BRIEN
CWO USA
Adm Off

from Dept of Army, Office of Adj Gen, Washington DC, subject as above,
dtd 19 Oct 51

CAS FILE COPY

K 200

1 - NOV 1951

9

HEADQUARTERS
KANTO CIVIL AFFAIRS REGION
APO 500

Lt Col Niblock/am

ADM 240

16 October 1951

SUBJECT: Allocation of Funds for Payment of Per Diem

TO: SUPREME COMMANDER FOR THE ALLIED POWERS
Attention: Chief, Civil Affairs Section
APO 500

1. Request an additional allocation of \$250.00 for pyament for per diem in connection with TDY travel of personnel, this headquarters, during the month of October 1951.

2. The allocation of \$1,100.00 which was made to this headquarters by the Comptroller, GHQ, FEC, on Obligation Authority Advice #72-52, is now insufficient because of the recent assignment of additional personnel to this headquarters.

FOR THE CHIEF:

/s/t/ GEO. B. NIBLOCK, Jr.
Lt Col, Infantry
Deputy Chief

240 (16 Oct 51)CAS-A 1st Ind

O'BRIEN/sm

GHQ, SCAP, Civil Affairs Section, APO 500

TO: Commander-in-Chief, Far East, APO 500
Attention: Comptroller Section

LHW

Recommend approval.

FOR THE CHIEF, CIVIL AFFAIRS SECTION:

J. A. O'BRIEN
CWO, USA
Adm Off

7-230
18 OCT 1951
8

CAS FILE COPY

WJ
FRAZEE/jbp

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
CIVIL AFFAIRS SECTION
APO 500

P A F

L H W

30 July 1951

240 CAS-C

SUBJECT: Performance of Duty of Unit Pay Representative

TO: Chief, Hokkaido Civil Affairs Region, APO 309
Chief, Kanto Civil Affairs Region, APO 500
Chief, Kinki Civil Affairs Region, APO 15
Chief, Kyushu Civil Affairs Region, APO 1105
Senior Advisor, NPR Service Group
Senior Advisor, General Group School Center, NPR
Senior Advisor, Camp McKnight

1. Reference: Letter, General Group Headquarters, National Police Reserve, subject: Designation of Unit Pay Representatives, NPR GGHQ FIN No. 37, dated 6 March 1951, a copy of which is attached.

2. Reports from field inspections indicate that some NPR units have been providing the Unit Pay Representative with permanently assigned assistants to perform the duties of his position. This action is not in consonance with policy which is to limit the use of more than one person for this duty, except at such times when the work load is greatly increased. Normally, the computation of the special year end allowance or year end adjustment of income tax are the only projects on which additional assistance may be required.

3. Request that necessary guidance be furnished NPR units to assure minimum use of personnel for this function. Due consideration must be given the Unit Pay Representative as an "Accounting Officer", and his inherent responsibility for the handling and accounting of Japanese government funds.

FOR THE CHIEF, CIVIL AFFAIRS SECTION:

1 Incl:
As stated above

J. A. O'Brien
J. A. O'BRIEN
CWO USA
Adm Off

DISTRIBUTION

5 cys Each Region
2 cys Each Camp
CAS STAFF

CAS file cy - approved draft atchd

7
9-363-369
31 JUL 1951

C O P Y

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

NPR GGHQ FIN No. 37

6 March 1951

SUBJECT: Designation of Unit Pay
Representatives

BY ORDER OF SENIOR SUPT HAYASHI:

TO: Chief, All Region Headquarters
Chief, Service Group Headquarters
Headquarters Commandant,
General Group Headquarters
Commanding Officer All Camps

/s/ Yamazu, Zen-e
YAMAZU, ZEN-E, Supt 1st Class
Chief General Affairs Section

1. GENERAL

a. Prompt payment of salaries has a direct effect upon the spirit and morale of NPR personnel. In view of this fact as well as the importance of the job, NPR unit commanders will direct and supervise this activity as one of the basic responsibilities of their office.

b. The amount of money handled by each unit pay representative averages around ¥1,000,000 per month, assuming that approximately 200 members make up a unit. The operations represented by this amount can be broken down into: calculation of pay; entry in paybooks; receipts; applications for family allowances; applications for income tax reduction due to dependents; applications for billeting and mess allowances; reports of change of pay; extracts of paybooks, etc.; which are a few of the detailed administrative operations involved.

2. ASSIGNMENT AND STATUS OF UNIT PAY REPRESENTATIVES

Unit pay representatives shall be formally designated in written orders by Camp Commanders (in case of GGHQ, Sv Gp Hq, and Regional Hq, responsible officers similar to camp commanders) by no later than 20 March 1951. They are "Accounting Officers" under the Accounts Law (Law No. 35 of 1947) as amended. They must be officials with a rank preferably not lower than Inspector Second Class, and never lower than Sergeant First Class. This may be a duty in addition to their assignment as Executive Officer, Mess Officer or other position of responsibility.

3. In selection of unit pay representatives consideration must be given to the background of the individual. Personnel assigned this responsibility must be honest, dependable and have a good basic education. Camp or Unit Commanders will take necessary action to remove any personnel that is not thoroughly qualified as a Unit Pay Representative from such duty.

-END-

DISTRIBUTION: "C" and "F"

C O P Y

Incl #1

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
CIVIL AFFAIRS SECTION
APO 500

JWP
FRAZEE/jbp

P A F *fwk*

L H W

30 July 1951
OK

240 CAS-C

SUBJECT: Performance of Duty of Unit Pay Representative

TO: Chief, Hokkaido Civil Affairs Region, APO 309
Chief, Kanto Civil Affairs Region, APO 500
Chief, Kinki Civil Affairs Region, APO 15
Chief, Kyushu Civil Affairs Region, APO 1105
Senior Advisor, NPR Service Group
Senior Advisor, General Group School Center, NPR
Senior Advisor, Camp McKnight

1. Reference: Letter, General Group Headquarters, National Police Reserve, subject: Designation of Unit Pay Representatives, NPR GGHQ FIN No. 37, dated 6 March 1951, a copy of which is attached.

2. Reports from field inspections indicate that some NPR units have been providing the Unit Pay Representative with permanently assigned assistants to perform the duties of his position. This action is not in consonance with policy which is to limit the use of more than one person for this duty, except at such times when the work load is greatly increased. Normally, the computation of the special year end allowance or year end adjustment of income tax are the only projects on which additional assistance may be required.

3. Request that necessary guidance be furnished NPR units to assure minimum use of personnel for this function. Due consideration must be given the Unit Pay Representative as an "Accounting Officer", and his inherent responsibility for the handling and accounting of Japanese government funds.

FOR THE CHIEF, CIVIL AFFAIRS SECTION:

1 Incl:
As stated above

J. A. O'BRIEN
CWO USA
Adm Off

DISTRIBUTION

5 cys Each Region
2 cys Each Camp
CAS STAFF

C O P Y

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

6 March 1951

NPR GGHQ FIN No. 37

SUBJECT: Designation of Unit Pay
Representatives

BY ORDER OF SENIOR SUPT HAYASHI:

TO: Chief, All Region Headquarters
Chief, Service Group Head-
quarters
Headquarters Commandant,
General Group Headquarters
Commanding Officer All Camps

/s/ Yamazu, Zen-e
YAMAZU, ZEN-E, Supt 1st Class
Chief General Affairs Section

1. GENERAL

a. Prompt payment of salaries has a direct effect upon the spirit and morale of NPR personnel. In view of this fact as well as the importance of the job, NPR unit commanders will direct and supervise this activity as one of the basic responsibilities of their office.

b. The amount of money handled by each unit pay representative averages around ¥1,000,000 per month, assuming that approximately 200 members make up a unit. The operations represented by this amount can be broken down into: calculation of pay; entry in paybooks; receipts; applications for family allowances; applications for income tax reduction due to dependents; applications for billeting and mess allowances; reports of change of pay; extracts of paybooks, etc.; which are a few of the detailed administrative operations involved.

2. ASSIGNMENT AND STATUS OF UNIT PAY REPRESENTATIVES

Unit pay representatives shall be formally designated in written orders by Camp Commanders (in case of GGHQ, Sv Gp Hq, and Regional Hq, responsible officers similar to camp commanders) by no later than 20 March 1951. They are "Accounting Officers" under the Accounts Law (Law No. 35 of 1947) as amended. They must be officials with a rank preferably not lower than Inspector Second Class, and never lower than Sergeant First Class. This may be a duty in addition to their assignment as Executive Officer, Mess Officer or other position of responsibility.

3. In selection of unit pay representatives consideration must be given to the background of the individual. Personnel assigned this responsibility must be honest, dependable and have a good basic education. Camp or Unit Commanders will take necessary action to remove any personnel that is not thoroughly qualified as a Unit Pay Representative from such duty.

-END-

DISTRIBUTION: "C" and "F"

C O P Y

Incl #1

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

CAS. J. S. J.
10 May 1951

HC 240 (AG)

MEMORANDUM:

FOR COMPLIANCE

SOLDIERS' DEPOSITS

1. It has come to the attention of this headquarters that on occasion certain unit commanders have allowed enlisted persons to accept funds from individuals for deposit to their Soldier's Deposit account. This routine wherever practiced in this command will be discontinued forthwith. Deposits will be made in strict compliance with paragraph 2, SR 35-1550-1, SOLDIERS' or AIRMEN'S DEPOSITS, which provides that, "Deposits may be made through commanding or personnel officers to disbursing or class B agent officers." It is further provided that, "Commanders will insure that personnel under their jurisdiction are advised to make deposits only with authorized persons." **FILE**

2. It has come to the further attention of this headquarters that on occasion unit commanders, personnel officers and individuals have allowed Soldiers' Deposit Books (WD AGO Form No. 14-38) to stay on file in orderly rooms and personnel offices from month to month. This routine, wherever practiced in this command will also be discontinued forthwith. In accord with provisions of paragraph 4 a referenced SR, "The deposit book will remain in possession of the depositor, except when entries are to be made therein - - -".

3. Depositors will be advised that it is their privilege and duty to check the balance indicated in their Soldier's Deposit Book occasionally with the balance shown in the official records of the Disbursing Officer to the end that any differences may be discovered and corrected.

BY COMMAND OF BRIGADIER GENERAL PIBURN:

Clarence Q. Graham

CLARENCE Q. GRAHAM
Colonel, A G C
Adjutant General

DISTRIBUTION:
"AF"

F-6

HEADQUARTERS
KINKI CIVIL AFFAIRS REGION
APO 15

9 April 1951

240

SUBJECT: Return of DAC Check
(Wray, Alice L)

TO : SUPREME COMMANDER FOR THE ALLIED POWERS
Attention: Chief, Civil Affairs Section (Personnel)
APO 500

Returned herewith is check #277,508, \$168.36 for Miss Alice L. Wray,
who has returned to the ZI for leave.

FOR THE CHIEF:

1 Incl:
Check #277,508

/s/ Sterlin C. Moore
STERLIN C. MOORE
Major Infantry
Deputy Chief

240 (9 April 51) CAS-A

1st Ind

GHQ, SCAP, Civil Affairs Section, APO 500

TO: Chief, Kinki Civil Affairs Region, APO 15

Receipt acknowledged.

FOR THE CHIEF, CIVIL AFFAIRS SECTION:

1 Incl
w/d

J. A. O'BRIEN
CWO USA
Adm Off

CA FILE COPY

mk
KLOCKSIEM/lk

RAA
59
WPS

F-5

D-467
14 APR 1951

CAS

Ltr, DEPTAR AGAO-S 323.361 (GI-M), Subj: Payment of Basic Allowances for Quarters under Various Circumstances of Marriages, 12 Mar 51

AG 240 (12 Mar 51)GA 1st Ind

GENERAL HEADQUARTERS, FAR EAST COMMAND, APO 500, 29 March 1951

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

1. For information and appropriate action.

2. With regard to the provisions of paragraph 1c of policy statement contained in basic communication, Commander-in-Chief, Far East policy permits assignment to married quarters of male enlisted - female officer marriage combinations, or vice versa, under the following circumstances:

a. The male member is entitled to public quarters under law and Commander-in-Chief, Far East policy.

b. Quarters assigned are commensurate with rank or grade of the male member.

c. Suitable married quarters are available.

d. Parties are not precluded by distance between duty stations from living together.

BY COMMAND OF GENERAL MacARTHUR:

H. Frazier

H. FRAZIER
Major, AGC
Asst Adj Gen

FILE

APR 1 1951

F-4

C O P Y

DEPARTMENT OF THE ARMY
Office of The Adjutant General
Washington 25, D. C.

AGAO-S 323.361 (4 Mar 51)G1-M
AGAO-C

12 March 1951

SUBJECT: Payment of Basic Allowances for Quarters under Various
Circumstances of Marriages

TO: Commander in Chief, Far East
Commanding Generals,
US Army, Alaska
US Army, Caribbean
US Army, Europe
US Army, Pacific
US Forces in Austria
Trieste US Troops
Continental Armies
Military District of Washington

1. The following policy statement which has been issued by the Personnel Policy Board, OSD, to the Secretaries of the Military Departments and which sets forth in detail provisions for basic allowances for quarters for all of the various combinations of marriages and dependency of members of the uniformed services, is quoted for your information and guidance. This policy has been framed to meet the legal requirements of the Career Compensation Act of 1949, the Dependents Assistance Act of 1950, and at the same time to be equitable and just to members of the Armed Forces affected.

POLICY STATEMENT

"1. Marriages where both parties concerned are members of the uniformed services with no other dependents and are stationed at the same or adjacent posts or installations:

a. Male enlisted - female enlisted: Eligibility for assignment to married quarters, or to payment of 'single' basic allowance for quarters in lieu thereof, rests with the male member. Female member has no entitlement: (1) to married quarters, nor (2) to 'single' quarters allowance unless single quarters are not available for assignment to her.

b. Male officer - female officer: Eligibility for assignment to married quarters, or to payment of 'single' basic allowance for quarters in lieu thereof, rests with the male member. Female member has no entitlement: (1) to married quarters, nor (2) to 'single' quarters allowance unless single quarters are not available for assignment to her.

c. Male enlisted - female officer, or vice versa: Assignment to married quarters under these circumstances is presumed to be embarrassing to the personnel concerned and it is not considered to be in the best interest of the services. Accordingly, such assignments will not be made. In lieu thereof, certification will be provided for the male member to the effect that 'no suitable married quarters are available', and entitlement will be established for payment of 'single' basic allowance for quarters.

C O P Y

C O P Y

Female member has no entitlement: (1) to married quarters, nor (2) to 'single' quarters allowance unless single quarters are not available for assignment to her.

"2. Marriages where both parties concerned are members of the uniformed services with no other dependents and where such parties are precluded by distance from living together: In such cases both parties concerned are to be considered as members without dependents.

"3. Marriages where both parties concerned are members of the uniformed services and either or both have dependents other than spouse. In all cases, entitlement to married quarters rests with either or both and either or both may be entitled to basic allowance for quarters provided for members with dependents when not assigned quarters, depending on dependency status of each of the members.

"4. Marriages where only one party is a member of the uniformed services, and there are no other dependents: With respect to female members married to civilian husbands, the law does not recognize the husband as a dependent unless he is in fact dependent upon the female member for more than one-half support. Therefore, the female member would be considered as a member without dependents for the purpose of assignment to quarters and entitlement to basic allowance for quarters unless she has established that her husband is a dependent as defined in Section 102(g) of the Career Compensation Act of 1949, as amended. Policies governing male members married to civilians are clearly established in existing regulations.

"5. Marriages where only one party is a member of the uniformed services and such member has dependents other than spouse: Policies governing such cases are established and covered in existing regulations.

"6. This policy shall include members in grades E-4 with less than seven (7) years' service; E-3, E-2 and E-1 until the termination or repeal of the Dependents Assistance Act of 1950 (April 30, 1953)."

2. Army Regulations No. 210-10, 12 January 1950, as amended, is being further amended accordingly.

BY ORDER OF THE SECRETARY OF THE ARMY:

/s/t/

EDWARD F. WITSELL
Major General, USA
The Adjutant General

Copies furnished:

Comptroller of the Army
Assistant Chiefs of Staff, General Staff, US Army
Chiefs, Special Staff Divisions, US Army
Chief of Army Field Forces
Chiefs of Administrative & Technical Services
Commandant, Command & General Staff College

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Civil Affairs Section
APO 500

Copy
R.R.A./J.A.O.

240 ()CAS-A

SUBJECT: Indigenous Personnel Expenditure Report

D- TO: Chief, Hokkaido Civil Affairs Region, APO 309
Chief, Tohoku Civil Affairs Region, APO 547
Chief, Kanto Civil Affairs Region, APO 500
Chief, Tokai-Hokuriku Civil Affairs Region, APO 710
Chief, Kinki Civil Affairs Region, APO 15
Chief, Shikoku Civil Affairs Region, APO 1050
Chief, Chugoku Civil Affairs Region, APO 182
Chief, Kyushu Civil Affairs Region, APO 1105

1. Reference: Letter, CAS, GHQ, SCAP, dtd 29 March 1950
subject: "Indigenous Personnel Expenditure Report".
2. Submission of Employee Record Card required by reference
letter will be discontinued effective immediately.

FOR THE CHIEF, CIVIL AFFAIRS SECTION:

J. A. O'BRIEN
CWO USA
Adm Off

R.A.
CA FILE COPY

D-14A

8 APR 1951

APR 8 AM

F-3

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Civil Affairs Section
APO 500

240 () CAS-A

SUBJECT: Indigenous Personnel

TO: Civilian Personnel Clerk
Hokkaido Civil Affairs Region, APO 309
Tohoku Civil Affairs Region, APO 547
Kanto Civil Affairs Region, APO 500
Tokai-Hokuriku Civil Affairs Region, APO 710
Kinki Civil Affairs Region, APO 15
Shikoku Civil Affairs Region, APO 1050
Chugoku Civil Affairs Region, APO 182
Kyushu Civil Affairs Region, APO 1105

1. Reference:

a. Ltr, Hq, Tokyo Labor Liaison Office, AGL 240, Subject:
"Prevailing Wages of Skilled Workers and Common Laborers Employed
by the Allied Forces", dtd 30 Jan 51.

b. Ltr, Tokyo Labor Liaison Office, AGL 240, Subject:
"Wages of Clerical Workers and Service Personnel Employed by the
Allied Forces", dated 30 January 1951.

2. Reference letters transmitted for your information.

3 Incls
As indicated

R. A. ANDERSON
Chief, Personnel Division

CA FILE COPY

C-936
F-2 29 MAR 1951

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

HC 240 (AG-MP)

12 February 1951

SUBJECT: Payment of Basic Allowances for Quarters

TO : Chief, Army Security Agency
CO, 441st CIC Detachment
CO, 720th MP Battalion
CO, 71st Sig Svc Battalion
CO, TIS, GHQ, FEC, 8233d Army Unit
CO, GHQ TID, 8241st Army Unit
CO, FEC Printing and Publications Center, 8234th Army Unit
Chief, All Civil Affairs Regions (TIRU: Chief, Civil Affairs
Section, GHQ, SCAP, APO 500)

Department of the Army radio DA 43934, 1 February 1951, is quoted for information and guidance:

"1. EXECO 10204 dtd 15 Jan 51 proscribes regulations eff 1 Feb 51 governing pmt of basic alws for qrs under Career Compensation Act. Changes affecting pmt are listed below.

A. Term fld duty as used in AR 35-1465 and TM 14-501 is changed to read: "Term fld duty shall mean svc by a member under orders with trp operating against enemy, actual or potential, or svc with trp on maneuvers, war games, fld exercises, or similar types of opn".

B. Term perm sta as used in AR 35-1465, 35-4520, TM 14-501 and 14-502 for purpose of pmt of basic alws for qrs is changed to read: "Term perm sta shall mean place on shore where member is asg to duty, or home yard or home port of ship in which member is required to perform dy, under orders in ea case which do not in terms prov for termination thereof; and any sta on shore or any rec ship where member is asg and in fact occupies, with his dependents, if any, qrs under jruis of any of uniformed svc shall also be deemed during such occupancy to be his perm sta: Provided, that in case of members of NG, ANG or Res components of any of uniformed svc on AD for tng, place where tng dy is being performed shall be deemed to be perm sta of such members for purposes of these regulations", proviso quoted above changes provisions of para 5 B, AR 35-3420 to provide that tng sta is now perm sta for purpose of pmt of basic alws for qrs. Hence member without dependents on tng dy is not entitled to basic alws for qrs when qrs are aval at tng sta.

FILE
FEB 13
F-1

BASIC: Ltr to Hq, Hq & Svc Comd, GHO, FEC, APO 500, HC 240 (AG-MP),
"Payment of Basic Allowances for Quarters", 12 Feb 1951

"2. New subj. Par 3, AR 35-4520 and para 19, 20, and 21, AR 35-4810 which are based on EXECO 9871 as amended, remain in effect for pmt of tvl subs and qrs alws until eff date of Joint Tvl Regulations under Career Compensation Act.

"3. New subj. Initial distr of parents dependency affidavit has been made. Ea disb off was furn 100 copies direct and stocks are aval through normal supply channels. Date for filing such affidavit under para 17, DA Cir 48, 50 is extended to 28 Feb 51 for purpose of continuing credit for basic alws for off with dependent parents."

BY COMMAND OF BRIGADIER GENERAL MILBURN:

A. W. Mack

A. W. MACK
WOJG USA
Asst Adj Gen