

GHQ/SCAP Records(RG 331)
Description of contents



- (1) Box no. 2395
- (2) Folder title/number: (51)
140
- (3) Date: Feb. 1951 - Sept. 1951

(4) Subject :

Classification	Type of record
034	e

(5) Item description and comment :

(6) Reproduction: Yes No

(7) Film no. _____ Sheet no. _____

Ltr, Hq Hokkaido Civil Affairs Region, APO 309, Subj: Audit of Unit
Equipment Status Report, Monthly Inventory (Reports Control Symbol
CSGLD-212), 12 Sep 51

140 (12 Sep 51)CAS-A 1st Ind

O'BRIEN/sm

GHQ, SCAP, Civil Affairs Section, APO 500

TO: Commanding General, Headquarters and Service Command, GHQ, FEC
APO 500

LHW

2 Incls
n/c

J. A. O'B.

CAS FILE COPY

7-200
18 SEP 1951
5

HEADQUARTERS
HOKKAIDO CIVIL AFFAIRS REGION
APO 309

12 September 1951

SUBJECT: Audit of Unit Equipment Status Report, Monthly Inventory
(Reports Control Symbol CSGLD-212)

THRU: Supreme Commander for the Allied Powers
ATTN: Chief, Civil Affairs Section
APO 500

TO: General Headquarters
Far East Command
APO 500
ATTN: AG Section

In compliance with letter dated 27 August 1951 your headquarters,
Subj: "Audit of Unit Equipment Status Report, Monthly Inventory"
(Reports Control Symbol CSGLD-212), is corrected and returned herewith
for month of August 1951 for this command.

FOR THE CHIEF:

2 Incls:
As attached

DAVID H. SMITH
Lt Col Inf
Deputy

RMP
Rodenmeyer/bt

EMF
EMF

LHW
LHW

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

140 () CAS-L

11 AUG 1951

SUBJECT: Appointment of Accountable Officer

TO: Commanding General
Japan Logistical Command
APO 343
ATTENTION: Ass't Chief of Staff
G-4

1. Reference letter this section, GHQ, SCAP, subject as above dated 23 August 1950 and 1st Indorsement thereto.

2. Request that an account number be established for Chemical Corps supplies in addition to those established by reference above.

3. The account is necessary in order that essential Chemical Corps supplies may be received and accounted for.

FOR THE CHIEF, CIVIL AFFAIRS SECTION:

J. A. O'BRIEN
CWO USA
Adm OFF

*Signed and dispatched by Maj Manton
at 1430 11 Aug 1951 -
OB*

CAS file

4

A-088
13 AUG 1951

file

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

HC 140 (GD)

30 March 1951

SUBJECT: Property Responsibility

TO: Chief, Civil Affairs Section
GHQ, SCAP, APO 500

1. Records at this headquarters indicate non-compliance with the provisions of Administrative Memorandum 36, this headquarters, dated 23 March 1950. Briefly, that memorandum pertains to reporting the name of the responsible property personnel, and requires that when property is transferred, a certificate be furnished by the Chief of Section or Unit Commander to this headquarters, that the transfer was accomplished in accordance with current regulations.

2. Section Chiefs and Unit Commanders of sections and units attached to this command for supply matters will comply with the provisions of Administrative Memorandum 36. It is desired that the name of the Section or Unit responsible property officer or officers be reported to this headquarters, Attention: G4, by indorsement hereon.

3. In the event that a civilian employee is indicated, reference is made to the provisions of C3, AR 35-5620, which provide that a "qualified civilian employee may be designated as responsible property officers. Such appointments will be subject to the approval of the installation commander."

4. From time to time Reports of Survey are submitted covering loss of property and frequently date and circumstances reflect that the responsible person has departed the theatre. Adherence to procedure outlined will preclude recurrence of this discrepancy.

FOR THE COMMANDING GENERAL:

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

M/R Account M-315 Q
M-99 O

FILE

F-3

APR 6 AM '51

BASIC Ltr fr Hq, Headquarters and Service Command, GHQ, FEC,
APO 500, Subj: Property Responsibility, dated 30 Mar 1951

140 ()CAS-A 1st Ind O'BRIEN/sm

GHQ, SCAP, Civil Affairs Section, APO 500

TO: Commanding General, Headquarters and Service Command, WPS
GHQ, FEC, APO 500
(Attention: G-4)

1. The current property accounts of the Civil Affairs
Section are:

M/R Account M-333 Q
M- 98 0

WOJG Garland L. Willis, W-904033, is the responsible officer
for these accounts.

2. M/R Account M-315 Q, for which CWO J. A. O'Brien,
W-2116079, was the responsible officer, was brought to a zero
balance and closed on 19 March 1951. M/R Account M-99 0
has never been assigned to this section.

FOR THE CHIEF, CIVIL AFFAIRS SECTION:

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

2-172
5 APR 1951

CIVIL AFFAIRS FILE COPY

FILE

F-2

APR 8 AM

C O P Y

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

HC 140 (GD)

30 March 1951

SUBJECT: Property Responsibility

TO: Chief, Civil Affairs Section
GHQ, SCAP, APO 500

1. Records at this headquarters indicate non-compliance with the provisions of Administrative Memorandum 36, this headquarters, dated 23 March 1950. Briefly, that memorandum pertains to reporting the name of the responsible property personnel, and requires that when property is transferred, a certificate be furnished by the Chief of Section or Unit Commander to this headquarters, that the transfer was accomplished in accordance with current regulations.

2. Section Chiefs and Unit Commanders of sections and units attached to this command for supply matters will comply with the provisions of Administrative Memorandum 36. It is desired that the name of the Section or Unit responsible property officer or officers be reported to this headquarters, Attention: 4, by indorsement hereon.

3. In the event that a civilian employee is indicated, reference is made to the provisions of C3, AR 35-5620, which provide that a "qualified civilian employee may be designated as responsible property officers. Such appointments will be subject to the approval of the installation commander."

4. From time to time Reports of Survey are submitted covering loss of property and frequently date and circumstances reflect that the responsible person has departed the theatre. Adherence to procedure outlined will preclude recurrence of this discrepancy.

FOR THE COMMANDING GENERAL:

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

M/R Account M-315 Q
M-99 O

C O P Y

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

HC 140 (COM-M)

26 February 1951

MEMORANDUM:

MODIFICATIONS IN COST ACCOUNTING

1. There is presently in the process of development a new accounting system designed to meet the requirements of the performance budget. Until such time as this new system is developed and put into operation, the cost accounting procedures presently in effect in this command will be modified as set forth in this memorandum.

2. Civilian and Military Labor.

a. All costing and reporting of civilian and military labor will be continued under procedures prescribed in the manual "Description of New Method of Costing Civilian and Military Labor."

b. Man-hours of overtime for military labor will be reported only if the work measurement unit of basic function varies with man-hours worked.

3. Indigenous Labor.

a. The use of SCAP AGO Form No. 21 for reporting indigenous labor hours will be discontinued effective 1 February 1951.

b. Effective 1 February 1951, indigenous labor hours will be included on the Summary Military Labor Register FEC AGO Form 252, expressed in man-days only for those functions having a productive work measurement unit.

4. Work Measurement.

a. Work measurement data will continue to be accumulated and reported on DA AGO Form No. 14-158 on a functional basis only for those functions having a productive work measurement unit.

b. The work measurement units specified in TM-36-500 are not mandatory. Whenever better units can be devised, it is requested that they be brought to the attention of the Management Division, Office of Comptroller, this headquarters, so that they can be utilized as soon as practicable.

c. Productive work measurement units are those units capable of being counted or measured and vary with man-hours worked.

5. Registers of Supplies, Materials, Contracts and Services. Effective 1 February 1951, costing and reporting of supplies, materials, contracts and services will be discontinued.

FILE
FEB 28

Memo, Hq, Hq & Svc Comd, HC 140 (COM-M), Subject: "Modifications in Cost Accounting", dtd 26 Feb 51 (Cont'd).

6. References.

- a. TM-36-500, (Revised December 1950), Cost Accounting for Army.
- b. Manual, "Description of New Method for Costing Civilian and Military Labor," (Revised December 1950).
- c. Letter, Department of the Army, AGO S-130 (22 Jan 51) COM-M, "Modification of Cost Accounting," 25 January 1951.
- d. Letter, GHQ, FEC, AG 121.6 (9 Feb 51) COM-M, "Modification of Cost Accounting," 9 February 1951.

7. Rescissions.

- a. Memorandum, this headquarters, HC 121.6 (GPCOM-M), "Reporting Indigenous Labor Hours and Costs for Cost Accounting Purposes," 14 July 1950, and amendment 21 October 1950.
- b. Cost accounting memorandum No. 1, this headquarters, 14 September 1950.
- c. Cost accounting memorandum No. 2, this headquarters, 28 September 1950.
- d. Letter, this headquarters, HC 121.6 (HFS) 28 November 1950, "Cost Accounting."
- e. Unnumbered Memorandum, this headquarters, HC 121.6 (HFS) 12 January 1950, "Cost Accounting."
- f. Unnumbered Memorandum, this headquarters, HC 140 (GPFS) 31 May 1950, "Cost Accounting."

BY COMMAND OF BRIGADIER GENERAL MILBURN:

Clarence Q. Graham

CLARENCE Q. GRAHAM
Colonel, A G C
Asst Adj Gen

DISTRIBUTION:

"A"