GHQ/SCAP Records(RG 331)
Description of contents

THE
NATIONAL ARCHIVES
OF THE
UNITED STATES

(1) Box no. 2187

(2) Folder title/number: (5)
Administrative Memos - Government Section -
1945 - 1952

(3) Date: Sept. 1945 - Apr. 1952

(4) Subject:

Classification	Type of record
033	e

(5) Item description and comment:

(6) Reproduction: (Yes) No

(7) Film no. Sheet no.

GS files RE

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

5 April 1952

ADMINISTRATIVE MEMORANDUM No. GS-51

SUBJECT: Organization Changes

1. Rescission Administrative Memorandums GS-49 and GS-50, dated 14 February 1952, General Headquarters, Supreme Commander for the Allied Powers, Government Section.

2. Major Albert T. Craig is announced as Executive Officer, Government Section, vice Mr. Walter E. Monagan, Jr.

FRANK RIZZO
Chief, Government Section

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

14 February 1952

ADMINISTRATIVE MEMORANDUM NO. GS-49

SUBJECT: Organization Changes

1. Rescission: Administrative Memorandum No. GS-45, 14 August 1951, General Headquarters, Supreme Commander for the Allied Powers, Government Section.

2. Mr. Walter E. Monagan, Jr., is announced as Executive Officer, Government Section, vice Major William E. Curtis, Jr.

Frank Rizzo

FRANK RIZZO
Chief, Government Section

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

14 February 1952

ADMINISTRATIVE MEMORANDUM NO. GS-50

SUBJECT: Organization Changes

Effective this date Major Albert T. Craig, 01306557, Inf, is assigned as Assistant Executive Officer, Government Section.

W. E. CURTIS, JR.
Major FA
Executive Officer

GS FILES

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

14 February 1952

ADMINISTRATIVE MEMORANDUM NO. GS-49

SUBJECT: Organization Changes

1. Rescission: Administrative Memorandum No. GS-45, 14 August 1951, General Headquarters, Supreme Commander for the Allied Powers, Government Section.

2. Mr. Walter E. Monagan, Jr., is announced as Executive Officer, Government Section, vice Major William E. Curtis, Jr.

FRANK RIZZO
Chief, Government Section

GS FILES

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

14 February 1952

ADMINISTRATIVE MEMORANDUM NO. GS-48

SUBJECT: Appointment of Fire Marshal

1. Rescission: Administrative Memorandum No. GS-47, 6 February 1952, Government Section.

2. Effective this date Major Edgar N. Jay, 0369526, Armor, is appointed Fire Marshal, Government Section; Major Charles H. Morris, 0395541, Inf, relieved.

3. Captain John W. Ervin, 0376819, FA, is appointed Deputy Fire Marshal, Government Section; 1st Lt. Clifford E. Skoglund, 02210268, Inf, relieved.

W. E. CURTIS, JR.
Major FA
Executive Officer

GS Files

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

6 February 1952

ADMINISTRATIVE MEMORANDUM NO. 48-GS

SUBJECT: Duty Personnel

1. Rescission: Administrative Memorandum No. 39, dated 22 December 1949, and Amendment No. 1, dated 20 February 1950, General Headquarters, Supreme Commander for the Allied Powers, Government Section; and Administrative Memorandum No. 42, dated 21 March 1951, General Headquarters, SCAP, Government Section.

2. Security Officers will be detailed by roster.

3. Duty hours will be as follows:

Monday through Friday:	0730 hrs thru 0800 hrs 1200 hrs thru 1300 hrs 1700 hrs until relieved
Saturday	0730 hrs thru 0800 hrs 1200 hrs until relieved
Sunday and Holidays	0730 hrs until relieved

4. Meals: Monday thru Friday the Security Officer will take his noon meal prior to 1200 hours, or subsequent to 1300 hours, and on Saturday prior to 1200 hours. Sundays and Holidays the Security Officer will be relieved for the noon meal from 1100 to 1200 hours ~~and for the evening meal from 1700 to 1800 hours~~ by the duty typist. He will be relieved for the evening meal Saturday from 1700 to 1800 hours by the Secretary to the Chief, Government Section.

5. The Security Officer will be responsible for the following routine duties:

a. At the start and termination of his tour of duty, the Security Officer will inspect the entire office with the exception of the immediate office of the Section Chief to assure that no documents classified higher than RESTRICTED have been left exposed to view. In event any such security violation is discovered, exposed classified material will be collected, secured in the Duty Officer's drawer of Safe No. 42, and the nature of the violation noted on Certificate or pertinent memorandum attached thereto. (See instructions on Security Officer's Certificate.)

b. Prior to leaving Section, at the termination of his tour of duty, each Security Officer will lock and will double-check from the outside all entrances and doors; and will inspect all safes and file cabinets indicated on the attached Certificate, appropriately checking certificate reference each safe, cabinet or door. Special care must be taken in checking the double doors of main entrance, Room 615, which if not properly secured can be opened though actually locked.

c. Upon arrival at 0730 hours, the Security Officer will obtain key to the door #614 from the Custodian's Office, and will pick up the Government Section copies of Nippon Times and other publications at the Information Desk.

d. The Security Officer will obtain by 0800 hours each day (or as soon thereafter as available) the Government Section copies of the G-2 Daily Intelligence Summary and deliver them to the Executive Officer.

e. The Security Officer is responsible for, and will personally supervise, the cleaning of the offices, paying particular attention to the office of the Chief, Government Section, which is to be cleaned as nearly after 0730 hours as possible (Cleaning details are obtained from Custodian's Office, 26-6133).

f. The main entrance of Room 615 and Door #614 will be left open since the Chief, Government Section needs immediate access to other parts of the building.

6. Disposition of Classified Material:

a. The Security Officer may receipt for classified documents up to and including SECRET only. The following persons only are authorized to sign for TOP SECRET documents:

Mr. Frank Rizzo, Chief, Government Section, - 26-7551, Ext 322

Major W. E. Curtis, Jr., Executive Officer, - 48-4572

Mr. W. E. Monagan, Jr., Special Assistant, - 85-0153

In cases of emergency or to secure advice, the Security Officer will contact the Executive Officer (Telephone number indicated above), or in his absence, the Chief of Section, Mr. Rizzo, 26-7551, Ext. 322.

7. Duty typists will be detailed by roster for duty on the following schedule:

Sundays and Holidays 0900 thru 1200 hrs

a. The duty typist will relieve the Security Officer for the noon meal from 1100 to 1200 hours.

8. It is the personal responsibility of all duty personnel to follow the schedule outlined on current duty roster, or to assure that a satisfactory substitute is provided. All substitutions will be indicated prior to the date of duty by appropriately initialling the duty roster by all parties concerned.

9. Following are instructions to be used in locating documents in the Central Files:

a. Keys are located in lower right hand drawer of Safe No. 42. Each key is numbered to correspond with the file cabinet number.

b. Index to all files, except 9b (1) below, which is located in lower right hand shelf of safe No. 42 are located in drawer No. 1, Cabinet No. 2 as follows:

(1) Main index of files--lists papers by subject alphabetically
(2) FED index - lists FEC documents by number.
(3) Memos index - subjects listed by date.
(4) Checksheet index - subjects listed by date.
(5) Radio index--subjects listed by date and cite number.

c. Each index lists the actual location of each document according to shelf number and cabinet number. Shelves are on the south wall rear of Room 615. Central file cabinets are located in center rear, Room 615.

10. Security Officer will be doubly sure to secure safe No. 42 prior to departure from tour of duty.

W. E. CURTIS, Jr.
Major FA
Executive Officer

1 Incl
Security Officer's Certificate

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

6 February 1952

ADMINISTRATIVE MEMORANDUM NO. GS-47

SUBJECT: Appointment of Fire Marshal

1. Effective this date Captain John W. Ervin, O-376819, FA, is appointed Fire Marshal, Government Section; Major Charles H. Norris, O-395541, Inf, relieved.

2. 1st Lt. Paul A. Perry, O-1339309, Inf, is appointed Deputy Fire Marshal, Government Section; 1st Lt. Clifford E. Skoglund, O-2210268, Inf, relieved.

W. E. CURTIS, JR.
Major FA
Executive Officer

GS Files

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

5 February 1952

ADMINISTRATIVE MEMORANDUM NO. GS-46

SUBJECT: Appointment of Security Officer

Effective this date, Captain John W. Ervin, FA, O-376819, is appointed Security Officer for Government Section, vice Major William E. Curtis, Jr.

W. E. CURTIS, JR.
Major FA
Executive Officer

GS Files

GENERAL HEADQUARTERS
FAR EAST COMMAND

CHECK SHEET

File No.

Subject: Designation of Section and Building Fire Marshals

Note No.	From: G-4	To: Chiefs, All SCAP and FEC Sections	Date: 15 Aug 51

1

1. The Fire Marshal, Camp Tokyo, has advised that difficulty is being encountered in maintaining contact with building and Section Fire Marshals.

2. It is requested that immediate action be taken to designate Section Fire Marshals, in accordance with the provisions of paragraph 4 of Staff Memorandum No. 60, GHQ, SCAP and FEC, 15 December 1950, and the AG notified thereof. The AG will determine seniority of designees, for the purpose of establishing Building Fire Marshals, and will give notice thereof to all Staff Sections and the Camp Tokyo Fire Marshal.

for

G. L. E.

2

From: Govt Sec To: G-4 Date: 16 Aug 51

AG has been notified of Government Section Fire Marshal and Deputy Fire Marshal designations.

1 Incl
C/N to AG

F. R.

Govt Sec

4955

H. Bettencourt 26-7358

Designation of Fire Marshal and Deputy Fire Marshal

16 August 1951

GS AG

1. Reference check note G-4 to chiefs, all SCAP and FEC Sections, dated 15 Aug 51, subject: Designation of Section and Building Fire Marshals.

1.

2. The following named officers have been designated as Fire Marshal and Deputy Fire Marshal for Government Section:

Fire Marshal - Major Charles H. Norris, 0395541 - 26-6076

Deputy Fire Marshal - Lt. Clifford E. Skoglund, 02210268 - 26-7356

Govt Sec.

- F. R. - - - - - - - - - - -

4955

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

14 August 1951

ADMINISTRATIVE MEMORANDUM NO. 68-45

SUBJECT: Organization Changes

1. Rescissions: Administrative Memorandum No. 40, 7 March 1950 and No. 43, 18 April 1951, General Headquarters, Supreme Commander for the Allied Powers, Government Section.

2. Major William E. Curtis, Jr., 0240363, FA, is announced as Executive Officer, Government Section, vice Lt. Col. Jack P. Napier.

FRANK RIZZO
Chief, Government Section

GS Files

Government Section

23 July 1951

ADMINISTRATIVE MEMORANDUM NO. GS-44

SUBJECT: Appointment of Fire Marshall

1. Effective this date Major Charles H. Norris, 0395541, Inf., is appointed Fire Marshall, Government Section; Major Crescenzo F. Guida, 0387075, Inf., relieved.

2. 1st Lt. Clifford E. Skoglund, 02210268, Inf., is appointed Deputy Fire Marshall, Government Section; Major Joseph D. McWherter, 0370236, FA, relieved.

J. D. McWHERTER, Jr.
Major FA
Acting Executive Officer

GOV Sec (Adm Memo) File

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

18 April 1951

Admin Memo No. GS-43

Subject: Appointment of Deputy Chief

Lt Col Jack P. Napier, 043657, AGC, is announced as Deputy Chief, Government Section, vice Mr. Frank Rizzo, DAC.

Frank Rizzo

Frank Rizzo
Chief, Government Section

D. S. Files

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

21 March 1951

ADMINISTRATIVE MEMORANDUM GS NO. 42

SUBJECT: Duty Personnel

1. Rescission: Administrative Memorandum No. 39, dated 22 December 1949 and Amendment No. 1, dated 20 February 1950, General Headquarters, Supreme Commander for the Allied Powers, Government Section.

2. Security Officers will be detailed by roster.

3. Duty hours will be as follows:

Monday thru Friday	0730 hrs thru 0800 hrs 1200 hrs thru 1300 hrs 1730 hrs until relieved
Saturday	0730 hrs thru 0800 hrs 1200 hrs until relieved
Sunday & Holidays (Morning Shift)	0730 hrs thru 1400 hrs
(Afternoon & Evening Shift)	1400 hrs until relieved

4. Meals: Monday thru Friday the Security Officer will take his noon meal prior to 1200 hours, or subsequent to 1300 hours, and on Saturday prior to 1200 hours. Sundays and Holidays the Security Officer will be relieved for the noon meal from 1100 to 1200 hours and for the evening meal from 1700 to 1800 hours by the duty typist. He will be relieved for the evening meal Saturday from 1700 to 1800 hours by the Secretary to the Chief, Government Section.

5. The Security Officer will be responsible for the following routine duties:

a. At the start and termination of his tour of duty, the Security Officer will inspect the entire office with the exception of the immediate office of the Section Chief to assure that no documents classified higher than RESTRICTED have been left exposed to view. In event any such security violation is discovered, exposed classified material will be collected, secured in the Duty Officer's drawer of Safe No. 42, and the nature of the violation noted on Certificate or pertinent memorandum attached thereto. (See instructions on Security Officer's Certificate.)

b. Prior to leaving Section, at the termination of his tour of duty, each Security Officer will lock and will double-check from the outside all entrances and doors; and will inspect all safes and file cabinets indicated on the attached Certificate, appropriately checking certificate reference each safe, cabinet or door. Special care must be taken in checking the double doors of main entrance, Room 615, which if not properly secured can be opened though actually locked.

c. Upon arrival at 0730 hours, the Security Officer will obtain key to the door opposite the Deputy Chief's Office from the Custodian's Office, and will pick up the Government Section copies of Nippon Times and other publications at the Information Desk.

d. The Security Officer will obtain by 0800 hours each day (or as soon thereafter as available) the Government Section copies of the G-2 Daily Intelligence Summary and the G-3 Operations Report, and deliver them to the Executive Officer.

e. The Security Officer is responsible for and will personally supervise the cleaning of the offices paying particular attention to the office of the Chief, Government Section, which is to be cleaned as nearly after 0730 hours as possible (Cleaning details are obtained from Custodian's Office, 26-6133).

f. The outside library entrance is to be securely locked at the following times:

Monday thru Friday	1800 hrs
Saturday	1300 hrs
Sunday and Holidays	All Day

The main entrance of Room 615 and the entrance opposite the Deputy Chief's Office will be left open since the Chief, Government Section needs immediate access to other parts of the building.

6. Disposition of Classified Material:

a. The Security Officer may receipt for classified documents up to and including SECRET only. The following persons only are authorized to sign for TOP SECRET documents:

Maj Gen Courtney Whitney, Chief, Gov Sec - 26-7678

Lt Col Jack P. Napier, Exec Officer - 48-4498

Captain W. E. Curtis,Jr., Chief Adm Div - 46-2942

In cases of emergency or to secure advice, the Security Officer will contact the Administrative Officer or Executive Officer respectively (telephone numbers indicated above). In such cases the Deputy Chief of Section, Mr. Rizzo, 26-7551 Ext 210 may also be notified.

7. Duty typists will be detailed by roster for duty on the following schedule:

Sundays and Holidays	0900 thru 1200 hrs 1700 thru 1800 hrs

a. The duty typist will relieve the Security Officer for the noon meal from 1100 to 1200 hours and for the evening meal from 1700 to 1800 hours.

8. It is the personal responsibility of all duty personnel to follow the schedule outlined on current duty roster, or to assure that a satisfactory substitute is provided. All substitutions will be indicated prior to the date of duty by appropriately initialling of the duty roster by all parties concerned.

9. Following are instructions to be used in locating documents in the Central Files:

a. Keys are located in lower right hand drawer of Safe No. 42. Each key is numbered to correspond with the file cabinet number.

b. Index to all files, except 9b (1) below, which is located in lower right hand shelf of safe No. 42 are located in drawer No. 1, cabinet No. 2 as follows:

(1) Main index of files - lists papers by subject alphabetically.
(2) FEC index - lists FEC documents by number.
(3) Memos index - subjects listed by date.
(4) Check sheet index - subjects listed by date.
(5) Radio index - subject listed by date and cite number.

c. Each index lists the actual location of each document according to shelf number and cabinet number. Shelves are on the south wall rear of Room 615. Central file cabinets are located in center rear Room 615.

10. Security Officer <u>will be</u> doubly sure to secure safe No. 42 prior to departure from tour of duty.

W. E. CURTIS, JR.
Captain FA
Chief, Admin. Div.

1 Incl
Security Officer's Certificate

S E C U R I T Y O F F I C E R'S C E R T I F I C A T E

Date: _____ 51

DOOR Main Office Entrance Room 615.....LOCK

DOOR Supply Room Exit to Hall Room 616.....LOCK

DOOR Library Room Exit to Hall.....LOCK

DOOR Gen Whitney's Office Room 614.....CLOSE

DOOR Coffee Room.....CLOSE

DOOR " 602 by #2 Exit.....CLOSE and LOCK After Section Chief has Departed for the Night.

Room 615 - Cabinets Located in File Library.

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	30	31									

Office Cabinets in Room 615

33	34	35	37	38	39	40	41

Cabinets in Rear Hallway and Rooms 613 and 610

51	52	53	54	55	56 59	61	62	63	64	65	55A (Rm 613)	

Safes Room 615 - 42 43 44 45 46 47

Safes Supply Room - 48

Safe General Whitney's Office - 50

Safe Room 610 - 57

Safe Room 612 - 58

Safe Room 615 - 66 P & R Div

Safe Room 613 - 57A

NOTE: All safes and cabinets are painted with white numbers on upper right hand corners.

I certify that I have this date effected a security check within Government Section to include all safes and doors listed above. This check was accomplished in accordance with provisions of Admin. Memo GS-[redacted] dated [redacted] 21 Mar 1951 [redacted]. All Security violations have been made a matter of record attached or noted hereon.

Signature _____
Security Officer

Major Napier

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
GOVERNMENT SECTION

APO 500
28 June 1950

ADMINISTRATIVE MEMORANDUM NO. 41

SUBJECT: Management Unit

The following personnel are hereby appointed as members of the Government Section Management Unit to function as prescribed in GHQ, SCAP and FEC Staff Memorandum No. 36, dated 24 June 1950, subject: Management Improvement Program:

William E. Curtis Jr. Capt FA 0240563
Maynard N. Shirven -- GS-14

JACK P. NAPIER
Major AGD
Executive Officer

Please Pub
in B.D.

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
GOVERNMENT SECTION

ADMINISTRATIVE MEMORANDUM GS No. 40 7 March 1950

SUBJECT: Organization Changes

Effective this date, Captain William E. Curtis, Jr., 0240363, FA is assigned as Assistant Executive Officer, Government Section, in addition to his other duties.

JACK P. NAPIER
Major AGD
Executive Officer

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
GOVERNMENT SECTION

20 February 1950

ADMINISTRATIVE MEMORANDUM GS NO. 39:

Amendment No. 1

SUBJECT: Duty Personnel

Administrative Memorandum GS No. 39, General Headquarters, Supreme Commander for the Allied Powers, Government Section, 22 December 1949 is amended as follows:

1. Disposition of Classified Material

a. Classified materials received after office hours should be given directly to the Section Chief, General Whitney, only when they are addressed to him personally or the subject is of an extremely urgent nature.

b. Routine papers should be placed in Duty Officer's compartment in Safe #25. These will be routed by the Message Center the following day.

c. If the Security Officer feels a matter needs immediate attention, but is not sufficiently urgent to go to General Whitney, he will follow instructions in Para 2g.

for JACK P. NAPIER
Major AGD
Executive Officer

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

ADMINISTRATIVE MEMORANDUM GS NO. 39 22 December 1949

SUBJECT: Duty Personnel

1. Rescission: Administrative Memorandum GS No. 37, dtd 9 August 1949 and Amendment No. 1, dtd 13 December 1949, General Headquarters, Supreme Commander for the Allied Powers, Government Section.

2. Effective immediately, the following, with respect to the tour of duty of Government Section Security Officers, will apply:

a. Security Officers will be detailed by roster.
b. Duty hours for Security Officers will be as follows:

Monday thru Friday, inclusive	1200 hrs thru 1300 hrs 1800 hrs until relieved
Saturday	1230 hrs until relieved
Sunday and special holidays	0800 hrs until relieved

c. Monday thru Friday, inclusive, the Security Officer will take his noon meal prior to 1200 hrs, or subsequent to 1300 hrs, and on Saturday prior to 1230 hrs. Sundays and special holidays the security officer will be relieved for the noon meal from 1100 to 1200 hrs and for the evening meal from 1700 to 1800 hrs by the typist on duty. The Security Officer will be relieved for the evening meal Saturday from 1700 to 1800 hrs by the secretary for the Chief, Government Section.

d. The Security Officer will assure that the library entrance only is securely locked at the following times:

Monday thru Friday, inclusive	1800 hrs
Saturday	1300 hrs
Sunday and special holidays	All day

The main entrance of Room 615 will be left open since the Chief, Government Section, frequently needs immediate access to the central part of the building.

e. Sunday and special holiday mornings, the Security Officer will make the necessary arrangements with the Building Custodian (26-6133) for a cleaning detail and for the door opposite the Deputy Chief's office to be opened. The Security Officer will personally supervise the cleaning of the office of the Chief, Government Section. For other days, see instructions for Charge of Quarters, para 3 (b).

f. In connection with receiving classified mail, the Security Officer may receipt for classified documents up to and including SECRET only. The following personnel are authorized to sign for TOP SECRET documents:

Brig Gen Courtney Whitney, Chief, Government Section 26-5429
Maj. Jack P. Napier, Executive Officer 46-3376
Mr. Osborne I. Hauge, Chief, Public Affairs Division 06-3812
Capt. William E. Curtis, Jr., Chief, Adm Division 46-2942

g. In cases of emergency, should the Security Officer deem it advisable, he will contact the Administrative Officer, Executive Officer, or Chief, Public Affairs Division, respectively (telephone numbers indicated above). In such cases the Deputy Chief of Section, Mr. Rizzo, 26-7551, ext 312, will also be notified.

h. The Security Officer will be responsible for the following routine checks:

(1) At the start of his tour of duty, the Security Officer will inspect the entire office with the exception of the immediate office of the Section Chief to assure that no documents classified higher than RESTRICTED have been left exposed to view. In the event of any security violation, all exposed classified material will be collected, secured in the Duty Officer's shelf in the lower right hand corner of safe No. 25, and the nature of the violation noted on attached CERTIFICATE or pertinent memorandum attached thereto. (See instructions included with Security Officer's CERTIFICATE.)

(2) Prior to leaving Section at the termination of his tour of duty, the Security Officer will lock and will double-check from the outside entrances all doors and inspect all safes indicated on the attached CERTIFICATE, making an appropriate checkmark by each safe or door noted. Special care must be taken in checking double doors which, if improperly secured, might swing open even though actually locked.

i. In the event the Security Officer determines it necessary to enter a secured office, arrangements will be made with the Building Custodian (26-6133) to unlock the door opposite the Deputy Chief's office. Only authorized personnel will be allowed this privilege and will be held strictly responsible for properly relocking this door upon departure.

3. Effective immediately, the following, with respect to the tour of duty of the Charge of Quarters, will apply:

a. The Charge of Quarters will be rotated by roster and will open the main office of Government Section daily on the following schedule:

Monday thru Friday, inclusive . . . . . 0730 hrs
Saturday . . . . . 0800 hrs

b. The Charge of Quarters will personally supervise the cleaning detail on the following schedule:

Monday thru Friday . . . . . 1200 thru 1300 hrs
1700 thru 1800 hrs
(or until Security Officer reports for duty)

4. Duty typists will be detailed by roster for duty on the following schedule:

Sundays and special holidays . . . . . 0900 thru 1200 hrs
1700 thru 1800 hrs

a. The duty typist will relieve the Security Officer for the noon meal rom 1100 to 1200 hrs and for the evening meal from 1700 to 1800 hrs with the exception of Saturday (see para 2, c).

5. It will be the personal responsibility of all duty personnel to follow the schedule outlined on current duty roster, or to assure that a satisfactory substitute is provided. All substitutions will be indicated prior to the date of duty by appropriately initialling duty roster.

6. The following instructions will be used in locating documents in the Central Files:

a. Keys are located in lower right hand drawer of Safe No. 25. Each key is numbered to correspond with the file cabinet number.

b. Index to all files, except 6b (1) below, which is located in lower right hand shelf of safe No. 25, are located in drawer No. 1, cabinet No. 2 as follows:

(1) Main index of files - lists papers by subject alphabetically
(2) FEC index - lists FEC documents by number
(3) Memos index - subjects listed by date
(4) Check sheet index - subjects listed by date
(5) Radio index - subject listed by date and cite number

c. Each index lists the actual location of each document according to shelf number and cabinet number. Shelves are located on the south wall rear of Room 615. Central file cabinets are located in center rear of Room 615.

7. Security Officer will be doubly sure to secure safe No. 25 prior to departure from tour of duty.

Jack P. Napier
JACK P. NAPIER
Major AGD
Executive Officer

1 Incl
Sedurity Officer's CERTIFICATE

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

22 November 1949

ADMINISTRATIVE MEMORANDUM NO. GS-38

SUBJECT: Appointment of Security Officer

Effective this date, Capt. William E. Curtis, Jr, O-240363, FA, is appointed Security Officer for Government Section vice Captain Henry P. Carrington.

JACK P. NAPIER
Maj. AGD
Executive Officer

GS FILES

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

ADMINISTRATIVE MEMORANDUM GS No. 37: 13 December 1949

AMENDMENT No. 1:

SUBJECT: Duty Personnel

Administrative Memorandum GS No. 37, General Headquarters, Supreme Commander for the Allied Powers, Government Section, 9 August 1949 is amended as follows:

1. Paragraph 2f is rescinded and the following substituted:

2. f. In conncection with receiving classified mail, the Security Officer may receipt for classified documents up to and including SECRET only. The following personnel are authorized to sign for TOP SECRET documents:

(Quarters)

Brig Gen Courtney Whitney, Chief, Government Section	26-5429
Maj Jack P. Napier, Executive Officer	44-3376
Mr. Osborne I. Hauge, Chief, Public Affairs Division	06-3812
Capt William E. Curtis Jr., Chief, Administrative Div.	46-2942

Jack P. Napier

JACK P. NAPIER
Major AGD
Executive Officer

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR ALLIED POWERS
Government Section

ADMINISTRATIVE MEMORANDUM GS No. 37

SUBJECT: Duty Personnel

1. Provisions of ADMINISTRATIVE MEMORANDUM GS No. 32 are rescinded herewith.

2. Effective immediately, the following, with respect to the tour of duty of Government Section Security Officers, will apply:

a. Security Officers will be detailed by roster.
b. Duty hours for Security Officers will be as follows:

Monday thru Friday, inc.....	1200 hrs thru 1300 hrs 1745 hrs until relieved
Saturday.....	1230 hrs until relieved
Sunday and special holidays.....	0800 hrs until relieved

c. Monday thru Friday, inclusive, the Security Officer will take his noon meal prior to 1200 hrs, or subsequent to 1300 hrs, and on Saturday prior to 1230 hrs. Sundays and special holidays the Security Officer will be relieved for the noon meal from 1100 to 1200 hrs and for the evening meal from 1630 to 1745 hrs by the typist on duty. The Security Officer will be relieved for the evening meal Saturday from 1700 to 1800 hrs by the secretary for the Chief, Government Section.

d. The Security Officer will assure that the library entrance only is securely locked at the following times:

Monday thru Friday inc.....	1745 hrs
Saturday.....	1300 hrs
Sunday and special holidays.....	All day

The main entrance of Room 615 will be left open since the Chief, Government Section, frequently needs immediate access to the central part of the building.

e. Sunday and special holiday mornings, the Security Officer will make the necessary arrangements with the Building Custodian (26-6133) for a cleaning detail and for the door opposite the Deputy Chief's office to be opened. The Security Officer will personally supervise the cleaning of the office of the Chief, Government Section. For other days, see instructions for Charge of Quarters, para 3 (b).

f. In connection with receiving classified mail, the Security Officer may receipt for classified documents up to and including SECRET only. The following personnel are authorized to sign for TOP SECRET documents:

	(Quarters)	
Brig Gen Courtney Whitney, Chief, Government Section	26-5429	
Maj Jack P. Napier, Executive Officer.....	37-2491	
Mr. Osborne I. Hauge, Chief, Public Affairs Division	06-3812	
Capt Henry P. Carrington, Chief, Administrative Div.	26-7791	ext 419

g. In cases of emergency, should the Security Officer deem it advisable, he will contact the Administrative Officer, Executive Officer, or Chief, Public Affairs Division, respectively (telephone numbers indicated above). In such cases the Deputy Chief of Section, Mr. Rizzo, 26-7551, ext 312, will also be notified.

h. The Security Officer will be responsible for the following routine checks:

(1) At the start of his tour of duty, the Security Officer will inspect the entire office with the exception of the immediate office of the Section Chief to assure that no documents classified higher than RESTRICTED have been left exposed to view. In the event of any security violation, all exposed classified material will be collected, secured, and the nature of the violation clearly noted on attached CERTIFICATE or pertinent memorandum attached thereto. (See instructions included with Security Officer's CERTIFICATE.)

(2) Prior to leaving Section at the termination of his tour of duty, the Security Officer will lock and will double-check from the outside entrances all doors and inspect all safes indicated on the attached CERTIFICATE, making an appropriate check-mark by each safe or door noted. Special care must be taken in checking double doors which, if improperly secured, might swing open even though actually locked.

i. In the event the Security Officer determines it necessary to enter a secured office, arrangements will be made with the Building Custodian (26-6133) to unlock the door opposite the Deputy Chief's office. Only authorized personnel will be allowed this privilege and will be held strictly responsible for properly relocking this door upon departure.

3. Effective immediately, the following, with respect to the tour of duty of the Charge of Quarters, will apply:

a. The Charge of Quarters will be rotated by roster and will open the main office of Government Section daily on the following schedule:

Monday thru Friday inc.....	0730 hrs
Saturday.....	0800 hrs

b. The Charge of Quarters will personally supervise the cleaning detail on the following schedule:

Monday thru Saturday.....	1200 thru 1300 hrs
	1700 thru 1745 hrs
	(or until Security Officer reports for duty)

4. Duty typists will be detailed by roster for duty on the following schedule:

Sundays and special holidays.....	0900 thru 1200 hrs 1630 thru 1730 hrs

a. The duty typist will relieve the Security Officer for the noon meal from 1100 to 1200 hrs and for the evening meal from 1630 to 1730 hrs with the exception of Saturday (see para 2, c).

5. It will be the personal responsibility of all duty personnel to follow the schedule outlined on current duty roster, or to assure that a satisfactory substitute is provided. All substitutions will be indicated prior to the date of duty by appropriately initialing duty roster.

JACK P. NAPIER
Maj AGD
Executive Officer

1 incl
Security Officer's CERTIFICATE

CERTIFICATE

Main Office Room 615	Door	
	Safes	1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 10 - 11 - 12 - 13
		14 - 15 - 16 - 17 - 18 - 19 - 20 - 21 - 22 - 23 - 24
		25 - 26
		27 - 28 - 29 - 30 - 31 - 32
		Hall Door
Supply Room Room 616	Door	Hall
	Safes	33 - 34
Main Office Room 615	Door	Entrance
	Safes	36 - 37 - 38
	Door	News Room Exit
Room 614 (Section Chief)	Safe	39
	Door	Close Not Lock
	Out-side safes	40 - 41 - 42
Room 613	Safes	43 - 44
Room 612	Safe	45
Room 611	Safe	46 - 47 - 48
Room 610	Safe	49 - 50

Check rear door by Coffee Bar. Close door 602 by No. 2 Exit only when Section Chief has departed for night.

I certify that I have this date effected a security check within Government Section to include all safes and doors listed above. This check was accomplished in accordance with provisions of Admin. Memo GS-37 dated 9 August 1949. All Security violations have been made a matter of record attached or noted hereon.

Signature _____

Security Officer

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

11 July 1949

ADMINISTRATIVE MEMORANDUM NO. GS-36

SUBJECT: Appointment of Security Officer

Effective this date, Capt. Henry P. Carrington, O-352502, FA, is appointed Security Officer for Government Section.

JACK P. NAPIER
Major AGD
Executive Officer

FUNCTIONS AND PROJECT

Showing Priority Rating

Section _____

Date _____

FORM A: Manpower Estimates

Function Chart Reg.	STATEMENT OF FUNCTION OR PROJECT	Priority No.	Est.* Compl Date	PERSONNEL REQUIREMENTS											
				1949				1950				1951			
				Mil	DAC	JN	FN	Mil	DAC	JN	FN	Mil	DAC	JN	FN

* Estimated date for completion (c) or relinquishment (r) to Japanese.

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

11 July 1949

ADMINISTRATIVE MEMORANDUM NO. GS-36

SUBJECT: Appointment of Security Officer

Effective this date, Capt. Henry P. Carrington, O-352502, FA, is appointed Security Officer for Government Section.

JACK P. NAPIER
Major AGD
Executive Officer

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

6 May 1949

ADMINISTRATIVE MEMORANDUM NO. GS-35

SUBJECT: Appointment of Deputy Chief

Mr. Frank Rizzo, DAC, is announced as Deputy Chief, Government Section, vice Mr. Charles L. Kades, DAC, resigned.

Courtney Whitney

COURTNEY WHITNEY
Brigadier General, U. S. Army
Chief, Government Section

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29 April 1949

ADMINISTRATIVE MEMORANDUM NO. GS-34

SUBJECT: Appointment of Fire Marshall

1. Effective this date Captain Crescenzo F. Cuida, O-397075, Inf, is appointed Fire Marshall, Government Section; Captain Thomas Dimmentes, O-35694, Inf, relieved.

2. Captain Joseph D. McWherter, O-370236, FA, is appointed Deputy Fire Marshall, Government Section; Captain Crescenzo F. Cuida, relieved.

JACK P. NAPIER
Maj AGD
Executive Officer

GS Files

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

15 September 1948

ADMINISTRATIVE MEMORANDUM NO. GS - 33

SUBJECT: Government Section SOP, Classified Documents

1. Within three days after joining Government Section and each six months thereafter, personnel will be required to read AR 380-5 and certify that the provisions therein are fully understood.

2. Immediately following the assignment of a new employee, a check will be made of local intelligence files and appropriate security clearance will be obtained pursuant to existing regulations (TM 30-218 Oct 1947, as amended by changes No. 1, 15 June 48).

3. Personnel will assure that their desks contain no documents bearing a higher classification than restricted before leaving the office at the end of the day.

4. Personnel will not place classified material in any Out Box after 1645 and any person departing the office for the day prior to 1700 will notify the Chief Clerk to assure that no further documents are placed in his In Box that day.

5. Section Security Officers will personally examine the top of each desk and all In-Out Boxes during their tours of duty and will pick up any classified document higher than Restricted found; see that these documents are properly secured for the night, and turn them over to the Executive Officer the following morning with a notation as to time picked up and the name of individual responsible for security violation.

6. It is the responsibility of the Security officer to assure personally that all safes, files containing classified material, and doors leading to the Section are properly secured prior to his departure upon completion of tour of duty.

7. No person (other than Government Section Personnel) will be permitted to examine or draw classified documents from Government Section files without prior approval of either the Executive Officer or the Chief, Administrative Division.

8. No classified information will be discussed over the telephone. All calls concerning classified information will be referred to the chief of the division concerned.

9. The central file unit will maintain a record of documents drawn from the files by personnel of Government Section and will obtain a signed receipt for any documents drawn by personnel of other sections or agencies. This receipt will clearly indicate the name, title, and staff section of individual for whose official use the document is drawn.

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10. The Chief Clerk will maintain a separate log book for recording incoming and outgoing papers bearing a classification of confidential or higher.

11. Route slips placed on classified documents will bear the same classification as the document to which attached to avoid the possibility of the route slip's obscuring the classification of the document.

12. Work sheets, carbons, drafts, or other papers containing classified information will not be thrown into waste baskets, but will be placed in the "Burn" drawer of the office safe. A commissioned officer will be detailed to supervise the burning of all classified waste material.

13. Extreme care will be exercised to assure that no classified documents are exposed within the field of vision of unauthorized persons.

14. Documents classified as confidential or higher will be distributed in folders bearing the same classification as the document contained therein, and will not be exposed on desks except when actually in use. Classified documents will be kept in folder or turned face down on desks when individuals using them are not at their desks or are in conference at their desks with personnel not authorized to have the information contained in such classified documents.

JACK P. NAPIER
Maj. AGD
Executive Officer

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

14 September 1948

ADMINISTRATIVE MEMORANDUM GS-32

SUBJECT: Duty Personnel

1. A Security Officer will be detailed by roster.

2. The Security Officer will be on duty during the following periods:

Monday, Tuesday, Thursday, Friday	1200 - 1300 1700 - 2100*
Wednesday	1200 - 2100*
Saturday	1230 - 2100*
Sunday & Holidays	0830 - 2100*

* or until released by the Section Chief.

3. A Charge of Quarters will open the office daily (except Sunday) at 0730 (Saturday 0800) and thereafter supervise the cleaning of the office of the Chief, Government Section. The CQ will also supervise the cleaning detail between 1200 and 1300 daily except Sunday and 1700 - 1745 daily except Saturday, Sunday and Holidays and will relieve the Security Officer for the evening meal Monday through Friday from 1700 to 1745.

4. Monday through Friday the Security Officer will take his noon meal prior to 1200 or subsequent to 1300 and on Saturday prior to 1230.

5. The Security Officer will be relieved for the evening meal Saturday from 1700 to 1800 by the Secretary to Chief, Government Section.

6. The Security Officer will be relieved Sundays and Holidays for the noon meal from 1100 - 1200 and for the evening meal 1630 - 1730 by the duty typist.

7. All doors to Government Section, with the exception of the door leading to the stairway opposite the Deputy Chief's Office will be securely locked by the Security Officer at times indicated below:

Monday through Friday	1745
Saturday	1300
Sunday & Holidays	All day

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8. Sunday and holiday mornings, the Security Officer will arrange with the building custodian to open the door opposite the Deputy Chief's Office and to send a detail to clean the office of the Chief, Government Section.

9. Only personnel listed below are authorized to sign for Top Secret documents:

	Qtrs. Tel. No.
B. G. Courtney Whitney	26 5429
Maj. Jack P. Napier	37 2491
Mr. Osborne I. Hauge	86 4678
Capt. Robert E. Melvin	86 7595

10. In case of emergency, the Security Officer will notify the Administrative Officer, telephone 86-7595; the Executive Officer, telephone 37-2491; or the Deputy Chief, telephone 26-7551 Ext 206.

11. Immediately upon coming on duty, the Security Officer will inspect the office to insure that no classified documents higher than "Restricted" are on the desks or otherwise exposed. He will collect any such documents found and note the name of the individual responsible for Security violations.

12. Prior to leaving the Section at the end of his tour of duty, the Security Officer will recheck all doors and all safes to assure that they are locked and will turn out all lights. Special care must be taken in checking double doors which, if improperly secured, will still swing open although locked.

13. Authorized personnel who find it is necessary to enter the office when it is locked, can arrange with the building custodian to unlock the door opposite the Deputy Chief's Office. Such personnel will be held personally responsible for relocking on their departure.

14. A duty typist will be detailed by roster for duty as follows:

Sunday & Holidays	0900 to 1230
	1630 to 1730

The duty typist will relieve the Security Officer for the noon meal from 1100 to 1200 and for the evening meal from 1630 to 1730.

15. Personnel are responsible for the tours of duty to which they are assigned on the duty roster. If for any reason it is not possible for a Security Officer or duty typist to be present on day designated, it is an individual responsibility to secure a replacement.

JACK P. NAPIER
Major AGD
Executive Officer

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

8 September 1948

ADMINISTRATIVE MEMORANDUM NO. GS-31

SUBJECT: Appointment of Security Officer

Effective this date, 1st Lt. James B. Avant, O-1047012, Inf., is appointed Security Officer for Government Section.

JACK F. NAPIER
Major AGD
Executive Officer

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

18 June 1948

ADMINISTRATIVE MEMORANDUM NO. GS-30

SUBJECT: Organizational Changes

1. The following changes in organization and personnel assignments are announced effective 21 June 1948.

2. Jack P. Napier, Major, AGD, O-43657, is relieved as Assistant Executive Officer and appointed Executive Officer vice Carl Darnell, Jr., Lt. Col., FA, O-19213, relieved.

3. Robert E. Melvin, Capt., Inf, O-1311807, is appointed Chief, Administrative Division.

4. The Public Service Qualifications Division is hereby abolished. Personnel and files of this division are transferred to the Statistics and Review Branch, Administrative Division.

COURTNEY WHITNEY
Brigadier General, U. S. Army
Chief, Government Section

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

1 June 1948

ADMINISTRATIVE MEMORANDUM NO. GS-29A

SUBJECT: Organizational Changes

Effective this date Public Service Qualifications Division is renamed Public Administration Division with the following functions:

> The Public Administration Division advises on policies concerning the Cabinet in the exercise of executive power under the Constitution of Japan and recommends measures relating to the faithful execution of the laws of the land, the conduct of affairs of state, and the relationship of the national government to local public entities; advises on policies relating to the Emperor and the Imperial House; the removal and barring of undesirable personnel from public service; and the exclusion of militaristic, ultra-nationalistic and terroristic organizations, feudalistic practices, and totalitarian devices from Japanese government and society; and supervises SCAP review of progress of Legislative Committees and other governmental agencies conducting investigations of matters of SCAP interest and of the investigatorial activities of the Public Procurators.

J. Courtney Jr. Capt FA
for COURTNEY WHITNEY
Brigadier General, U. S. Army
Chief, Government Section

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

1 June 1948

ADMINISTRATIVE MEMORANDUM NO. GS-29

SUBJECT: Appointment of Fire Marshall

1. Effective this date Captain Thomas Diamantes, O-35694, Inf., is appointed Fire Marshall, Government Section vice Major Roger W. Snow, Jr., O-380703, FA, relieved.

2. Captain Crescenzo F. Guida, O-387075, Inf., is appointed Deputy Fire Marshall, Government Section, vice Captain Thomas Diamantes.

CARL DARNELL, Jr.
Lt Col FA
Executive Officer

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

16 May 1948

ADMINISTRATIVE MEMORANDUM: GS-28 A

SUBJECT: Organization Changes

Effective 31 May 1948, Major Jack P. Napier, 043651, AGD, is relieved from assignment and duties as Chief, Public Service Qualifications Division and all other additional duties except his assignment as Paper Conservation Officer, and is assigned as Assistant Executive Officer, Government Section.

CARL DARNELL, JR.
Lt. Col. FA
Executive Officer

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

14 May 1948

ADMINISTRATIVE MEMORANDUM NO. GS-28

SUBJECT: Organization of Government Section

1. Effective 1 June 1948, the Government Section will be composed of the Section Chief, the Deputy Chief, the Executive Officer, Special Advisers, and six divisions as follows:

Administrative Division ✓
Civil Service Division ✓
Local Government Division —
Parliamentary and Political Division ✓
Public Affairs Division ✓
Public Service Qualifications Division -

2. The Deputy Chief informs and advises the Chief, Government Section, on civil affairs and represents and acts for the Section Chief during his absence.

3. The Executive Officer, under the direction of the Section Chief, coordinates all activities of Government Section, including civil service, and forms policies for the Section in all matters pertaining to administration and personnel. Maintains continuing liaison with all other staff sections; conducts conferences on matters of high level planning; advises Section Chief in matters pertaining to personnel and administration, and acts in the name of the Section Chief.

4. The Special Advisers undertake special assignments on economic, political and governmental affairs at the request of the Section Chief, and advise concerning policy matters.

5. The Divisions perform the following functions, in addition to carrying out such special assignments as may be made from time to time:

a. The Administrative Division is responsible for organizing, directing and establishing the policy for the division and for the selection and appointment of personnel for the Section. This division supervises the preparation and maintenance of personnel and supply records and requisitions and initiates pertinent reports and correspondence. Maintains statistical records and prepares comprehensive reports based upon analyses and evaluation thereof; reviews all actions taken by the Japanese Government, or its instrumentalities or agencies on matters not specifically assigned to other divisions of the Section. Organizes and directs the activities of the Interpreter and Stenographic Pools and the Section Library; reviews all outgoing correspondence for correct form and distributes incoming correspondence;

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and directs all visitors to the proper person or division. The Administrative Division maintains contact with other staff sections and is responsible for advising the Section Chief on all matters pertaining to personnel and administration.

b. The Civil Service Division is responsible for introducing, developing and effectuating a personnel program which is technically and administratively sound and meets the legal and practical needs of the Japanese situation. Is responsible for studying, planning, recommending and advising on the development and installation of an adequate system for the collection and analysis of personnel statistics, the establishment of comprehensive classification and compensation plans for the Japanese Government and the establishment of examining and training divisions and programs.

c. The Local Government Division is responsible for directing policies in all matters relating to the organization and functioning of local government. This division maintains liaison with Military Government teams in the field; conducts official conferences with high Japanese governmental officials and with all local officials. Reviews all major legislation for all functions of government in the field of local autonomy, for example: education, health and welfare, police, fire, traffic control, taxation, financing, licensing, labor, political parties, cooperatives, land reform, fishing rights reform, mutual insurance, temporary housing, city and town planning and commerce and industry.

d. The Parliamentary and Political Division is responsible for building up the Diet as the chief organ of state power and for advising both Diet and Cabinet members in the proper use of the parliamentary principles. Prepares analyses of the national political situation as reflected in the Diet for the Supreme Commander and the Section Chief, and reports the daily activities of the Diet for all GHQ Staff Sections. Implements Staff Memorandum No. 29, AG 320 (18 Mar 47) GS, and Staff Memorandum No. 21, AG 091.1 (25 Sept 47) GS. Makes recommendations concerning legislation pertaining to agriculture, forestry, fisheries, mining, communications, transportation and Diet-proposed amendments to GHQ-sponsored legislation.

e. The Public Affairs Division is responsible for developing and executing long-range programs designed to achieve occupation objectives in the fields of government and politics, especially with regard to popular understanding of the principles and techniques of democratic government and the duties and responsibilities of citizens under the terms of the new Constitution. Formulates programs designed to inform and interpret for Military Government units the meaning and implications of new or pending legislation, political developments, local government and court reforms, etc. Prepares daily news summaries for use of the Supreme Commander and the Section Chief; dispatches bi-weekly radio report to Washington describing and analyzing governmental affairs; prepares weekly and monthly analyses of governmental affairs to inform and advise the Supreme Commander, the War Department and Joint Chiefs of Staff concerning the current governmental and political situation in Japan; and undertakes special assignments for the Chief and Deputy Chief of Government Section.

f. The Public Service Qualifications Division is responsible for insuring Japanese Government compliance with SCAP directives requiring: (a) The removal of exponents of ultra-nationalism and aggression from local and national public life, from politics, industry and the field of public information. (b) The dissolution of organizations which foster militarism, nationalism or hostility to the Occupation.

Charles Dan Co.
for
COURTNEY WHITNEY
Brig. Gen. U.S. Army
Chief, Government Section

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

11 May 1948

ADMINISTRATIVE MEMORANDUM GS-27

SUBJECT: Organization Changes

1. The Special Projects Division is hereby abolished.

2. Effective immediately the Public Service Qualifications Division is reestablished for the purpose of reviewing recommendations made by the Public Service Qualifications Appeals Board of the Japanese Government.

3. Major Jack Napier (O-43657) is hereby designated as the Chief of said division. Capt. Robert Borman (O-1325859), Lt. Hans Baerwald (O-936858), and Messrs. John Brady, Douglas Scott, and Guy Wiggins are hereby assigned to this division effective this date.

4. The Administrative Division will assign necessary clerical and stenographic personnel, space and supplies to this division in order that it can accomplish its mission as a matter of urgent priority.

5. Except as provided in para. 1. all duties of the Special Projects Division are hereby transferred to the Public Affairs Division where they will be accomplished by the Public Administration Branch.

CARL DARNELL, JR.
Lt Col FA
Executive Officer

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

6 May 1948

ADMINISTRATIVE MEMORANDUM GS-46

SUBJECT: Appointment of Paper Conservation Officer

1. Effective this date, Major Jack P. Napier, 043657, AGD, is designated as Paper Conservation Officer, Government Section.

2. He will prepare as soon as possible a complete and comprehensive plan for over-all conservation of paper within Government Section.

3. Major Napier has been selected for this assignment due to his keen interest in paper conservation and for the unusual initiative he displayed in recent recommendations.

4. It is felt that Major Napier is highly qualified for the position and it is desired that Government Section personnel grant him their cooperation in the interest of paper conservation.

CARL DARNELL, JR.
Lt Col FA
Executive Officer

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File

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

4 May 1948

ADMINISTRATIVE MEMORANDUM GS-26

SUBJECT: Administrative Management Division

1. The responsibilities of the Administrative Management Division for reorganizing the internal structure of civil administration in Japan to conform to the concept of democratic government having been completed with the approval by the Cabinet for presentation to the Diet of the National Government Reorganization Bill, the remaining functions of said division are transferred eo instante to the Public Affairs Division.

2. Such remaining functions will be performed by the Public Administration Branch, hereby created within the Public Affairs Division and Captain Thomas Diamantes, Inf. (O-35694) is hereby designated as the Chief of said branch.

FOR THE CHIEF, GOVERNMENT SECTION:

Carl Darnell

Carl Darnell, Jr.
Lt. Col. FA
Executive Officer

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Admin. O.
Makino
Ashoon

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

1 April 1948

ADMINISTRATIVE MEMORANDUM GS-25

SUBJECT: Organizational Changes

Effective this date the National Government Division is redesignated as the Administrative Management Division.

COURTNEY WHITNEY
Brigadier General, U. S. Army
Chief, Government Section

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

1 March 1948

ADMINISTRATIVE MEMORANDUM GS-24

SUBJECT: Organizational Changes

The following organizational changes are effective 1 March 1948:

a. The Legislative Division is renamed Parliamentary and Political Division.

b. On the departure of Mr. Guy J. Swope for the United States, this date, the Political Affairs Division is abolished.

c. The Political Parties Branch is created in the Parliamentary and Political Division, and all personnel and records formerly of the Political Affairs Division are transferred thereto.

COURTNEY WHITNEY
Brigadier General, U. S. Army
Chief, Government Section

Attached "Table of Distribution" filed under T. of D. in Administration Cabinet

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

File

9 February 1948

ADMINISTRATIVE MEMORANDUM: GS-22

SUBJECT: Organizational Changes

Effective the date of departure of Mr. Guy A. Swope for the United States, the Political Affairs Division, Government Section, will be abolished. ETD of Mr. Swope, latter part of February 1948.

COURTNEY WHITNEY
Brigadier General, U. S. Army
Chief, Government Section

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED FORCES
Government Section

6 January 1948

ADMINISTRATIVE MEMORANDUM NO. GS-22

SUBJECT: Duty Personnel

1. Duty Personnel: Office Hours

a. A section Duty Officer and a Charge of Quarters will be detailed by roster so that the section will be staffed at all times.

b. The Duty Officer will be on duty during the following periods:

Monday through Friday	Saturdays	Sundays & Holidays
1200 - 1300 1700 - *2100	1230 - *2100	0800 - *2100

c. The Charge of Quarters will be on duty from 0730 to *2100 daily.

d. Charge of Quarters will eat at early mess and will relieve the Duty Officer for meals. The Duty Officer will at no time be absent in excess of one (1) hour for a meal.

e. A clerk-typist will be on duty during the following periods:

Saturdays	Sundays & Holidays
1300 - 1700	0900 - 1200 1300 - 1700

*Or until such time as released by the Section Chief.

2. Duties of Duty Officer

a. Incoming papers will be placed in the Duty Officer's basket in the office safe to be processed by the Administrative Officer the next morning. If a paper is received which, in the opinion of the Duty Officer, requires immediate action, he will telephone an officer in the Division concerned and give him the contents of the message; if the message is classified higher than "Restricted" he will not reveal the contents, but will notify the division officer a message has been received requiring immediate action.

b. If an outgoing message is signed for dispatch after message center personnel have left, Duty Officer will retain copies marked for this section (except the return copy) and have the Charge of Quarters deliver message to AG Radio and Cable, Room 253. He will leave a note with the retained copies showing time copies were sent to AG, and put the retained copies in the basket in the safe.

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~~21B~~

c. Only personnel listed below are authorized to sign for Top Secret documents:

	Qtrs. Tel. No.
Lt. Col. Carl Darnell, Jr.	48-2874
Lt. Col. Frank R. Harrison	37-1816
Mr. Frank E. Hays	85-4237
Mr. Osborne Hauge	85-4678
Mr. Charles Kades	46-3949

d. Prior to the departure of the Duty Officer he will inspect the office to insure that no classified documents higher than Restricted are on the desks or otherwise exposed. He will collect any such documents found, note the names of the individuals on whose desks they were found, and put them in the office safe.

e. Prior to departure at 2100 the Duty Officer is responsible for locking all exits from Room 615 (Government Section), and to assure that all exits from the following rooms have been locked: Room 618-C and 600-M (Special Projects and Courts & Laws Divisions) and Room 26 (Civil Service Division). He will also check all safes to see that they are locked and turn out all lights with the exception of those lights in the hall in front of the Deputy Chief's office and those in the small rooms at the south side of the main room which cannot be turned off. Special care must be taken with all double doors as, if improperly secured, they will still swing open although locked.

f. If it is necessary to enter the office after it has been locked by the Duty Officer, personnel may ask the building custodian's office to unlock the east door of Room 615 and no other door. When personnel depart the button lock will be set to lock the outer handle, and the door closed and locked.

g. With the exception of the necessary absence for meals and for official emergency missions requiring his presence elsewhere, the Duty Officer will remain in Room 615 at all times during his tour of duty.

3. Duties of the Charge of Quarters

a. The Charge of Quarters will report for duty at 0730 every morning.

b. He will personally supervise the cleaning of all offices of Government Section with the exception of Room 26 (Civil Service Division). This will include Rooms 600-M and 618-C (Courts & Law and Special Projects Divisions). These offices are to be thoroughly cleaned after 1700 each day and dusted every morning prior to 0800. The Section Chief's office will be cleaned every morning prior to 0800 and every day while he is absent for lunch. The Charge of Quarters will be present at alltimes when the janitors are cleaning the offices.

c. In addition to the above, the Charge of Quarters will assist the Duty Officer in carrying out his duties.

d. The Charge of Quarters will eat at early mess, 1100 for the noon meal and 1600 for the evening meal, and will relieve the Duty Officer at 1200 and 1700. He will not absent himself from Government Section without the specific approval of the Duty Officer.

e. He will log in all incoming mail and radios and inform the Duty Officer of any correspondence or radios that require immediate action.

4. Duties of the Clerk-Typist:

a. The Duty Typist will type the daily report on the Japanese press in accordance with instructions obtainable at the Chief Clerk's desk. If a holiday falls on Monday or Thursday there will be, in addition to the Japanese Press, a Bi-Weekly Report, sample and instructions obtainable at the Chief Clerk's desk. This must be prepared by 0930 and is sent by special messenger to SRS. The Duty Typist will also perform such typing duties as required by the Duty Officer.

COURTNEY WHITNEY
Brigadier General, U. S. Army
Chief, Government Section

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

3 January 1948

ADMINISTRATIVE MEMORANDUM: GS-21

SUBJECT: Organizational Changes

The following organizational changes are effective 5 January 1948:

a. Public Service Qualifications Division is renamed Special Projects Division, and records of the former PSQD, which are not necessary to the Special Projects Division, are transferred to the Administrative Division.

b. The Statistics and Review Branch is created in the Administrative Division, with Major Roger W. Snow designated Chief of the Branch.

COURTNEY WHITNEY
Brigadier General, U. S. Army
Chief, Government Section

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May Napier
File

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

4 December 1947

ADMINISTRATIVE MEMORANDUM NO. GS-20

SUBJECT: Organization of Government Section

1. Effective this date, the Government Section will be composed of the Section Chief, the Deputy Chief, the Executive Officer, Special Advisers, and ten divisions as follows:

Administrative Division
Civil Service Division
Courts and Law Division
Governmental Powers Division
Legislative Division
Local Government Division
The National Government Division
Political Affairs Division
Public Affairs Division
Public Service Qualifications Division

2. The Deputy Chief informs and advises the Chief, Government Section, on civil affairs and represents and acts for the Section Chief during his absence.

3. The Executive Officer, under the direction of the Section Chief, coordinates all activities of Government Section, including civil service, and forms policies for the Section in all matters pertaining to administration and personnel. Maintains continuing liaison with all other staff sections; conducts conferences on matters of high level planning; advises Section Chief in matters pertaining to personnel and administration, and acts in the name of the Section Chief.

4. The Special Advisers undertake special assignments on economic, political and governmental affairs at the request of the Section Chief, and advise concerning policy matters.

5. The Divisions perform the following functions, in addition to carrying out such special assignments as may be made from time to time:

a. The Administrative Division is responsible for organizing, directing and establishing the policy for the division and for the selection and appointment of personnel for the Section. This division supervises the preparation and maintenance of personnel and supply records and requisitions and initiates pertinent reports and correspondence. Maintains statistical

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records and prepares comprehensive reports based upon analyses and evaluation thereof; reviews all actions taken by the Japanese Government, or its instrumentalities or agencies on matters not specifically assigned to other divisions of the Section. Organizes and directs the activities of the Interpreter and Stenographic Pools and the Section Library; reviews all outgoing correspondence for correct form and distributes incoming correspondence; and directs all visitors to the proper person or division. The Administrative Division maintains contact with other staff sections and is responsible for advising the Section Chief on all matters pertaining to personnel and administration.

b. The Civil Service Division is responsible for introducing, developing and effectuating a personnel program which is technically and administratively sound and meets the legal and practical needs of the Japanese situation. Is responsible for studying, planning, recommending and advising on the development and installation of an adequate system for the collection and analysis of personnel statistics, the establishment of comprehensive classification and compensation plans for the Japanese Government and the establishment of examining and training divisions and programs.

c. The Courts and Law Division is responsible for policies of the Japanese Government pertaining to the administration of justice, including civil liberties, and reviews specific actions of the Attorney General's Office, the courts and the procurators.

d. The Governmental Powers Division is responsible for studies and reports on constitutional law and constitutional development and fundamental policies with respect to demobilization and demilitarization of the Japanese Government; and recommends policies concerning relationship between government and business and the Imperial institutions. Advises as to the policies concerning termination of Zaibatsu family control over Zaibatsu enterprises.

e. The Legislative Division is responsible for building up the Diet as the chief organ of state power and for advising both Diet and Cabinet members in the proper use of the parliamentary principles. Prepares analyses of the national political situation as reflected in the Diet for the Supreme Commander and the Section Chief, and reports the daily activities of the Diet for all GHQ Staff Sections. Implements Staff Memorandum No. 29, AG 320 (18 Mar 47) GS, and Staff Memorandum No. 21, AG 091.1 (25 Sept 47) GS. Makes recommendations concerning legislation pertaining to agriculture, forestry, fisheries, mining, communications, transportation and Diet-proposed amendments to GHQ-sponsored legislation.

f. The Local Government Division is responsible for directing policies in all matters relating to the organization and functioning of local government. This division maintains liaison with Military Government teams in the field; conducts official conferences with high Japanese governmental officials and with all local officials. Reviews all major legislation for all functions of government in the field of local autonomy, for example: education, health and welfare, police, fire, traffic control, taxation, financing, licensing, labor, political parties, cooperatives, land reform, fishing rights reform,

mutual insurance, temporary housing, city and town planning and commerce and industry.

g. The National Government Division is responsible for advising on policies relating to internal structure of national government; recommending measures for elimination of undesirable or undemocratic administrative procedures or practices; supervising the major reform and reorganization of national ministries and other executive agencies made necessary by the institution of autonomous governments in prefectures and municipalities. Reviews bills presented to the Diet for accomplishment of these objectives. Represents Section Chief in conferences with high officials of Japanese government and representatives of other staff sections in matters pertaining to organization and operating techniques of national government. Advises jointly with Courts and Laws and Legislative Divisions on policies concerning separation of powers between executive, legislative and judicial branches, with particular reference to the relationship of the executive branch to the legislative and judicial branches of government. Is responsible for developing and directing SCAP surveillance programs for national elections.

h. The Political Affairs Division is responsible for promoting the development and adoption of sound democratic programs, organization and practices by political parties. Keeps informed of and evaluates the activities, composition, strength, importance, platforms and objectives of political parties and reports developments and evaluations thereof. Reviews and takes necessary action with reference to registration statements and current declarations filed by political parties and other societies and organizations. Maintains liaison with key party representatives of registered political parties and advises on matters concerning their internal organization and activities.

i. The Public Affairs Division is responsible for developing and executing long-range programs designed to achieve occupation objectives in the fields of government and politics, especially with regard to popular understanding of the principles and techniques of democratic government and the duties and responsibilities of citizens under the terms of the new Constitution. Formulates programs designed to inform and interpret for Military Government units the meaning and implications of new or pending legislation, political developments, local government and court reforms, etc. Prepares daily news summaries for use of the Supreme Commander and the Section Chief; dispatches bi-weekly radio report to Washington describing and analyzing governmental affairs; prepares weekly and monthly analyses of governmental affairs to inform and advise the Supreme Commander, the War Department and Joint Chiefs of Staff concerning the current governmental and political situation in Japan; and undertakes special assignments for the Chief and Deputy Chief of Government Section.

j. The Public Service Qualifications Division is responsible for insuring Japanese Government compliance with SCAP directives requiring: (a) The removal of exponents of ultra-nationalism and aggression from local and national public life, from politics, industry and the field of public information. (b) The dissolution of organizations which foster militarism, nationalism or hostility to the Occupation.

COURTNEY WHITNEY
Brig. Gen. U.S. Army
Chief, Government Section

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

4 December 1947

ADMINISTRATIVE MEMORANDUM NO. GS-20

SUBJECT: Organization of Government Section

1. Effective this date, the Government Section will be composed of the Section Chief, the Deputy Chief, the Executive Officer, Special Advisers, and ten divisions as follows:

Administrative Division
Civil Service Division
Courts and Law Division
Governmental Powers Division
Legislative Division
Local Government Division
The National Government Division
Political Affairs Division
Public Affairs Division
Public Service Qualifications Division

2. The Deputy Chief informs and advises the Chief, Government Section, on civil affairs and represents and acts for the Section Chief during his absence.

3. The Executive Officer, under the direction of the Section Chief, coordinates all activities of Government Section, including civil service, and forms policies for the Section in all matters pertaining to administration and personnel. Maintains continuing liaison with all other staff sections; conducts conferences on matters of high level planning; advises Section Chief in matters pertaining to personnel and administration, and acts in the name of the Section Chief.

4. The Special Advisers undertake special assignments on economic, political and governmental affairs at the request of the Section Chief, and advise concerning policy matters.

5. The Divisions perform the following functions, in addition to carrying out such special assignments as may be made from time to time:

a. The Administrative Division is responsible for organizing, directing and establishing the policy for the division and for the selection and appointment of personnel for the Section. This division supervises the preparation and maintenance of personnel and supply records and requisitions and initiates pertinent reports and correspondence. Maintains statistical

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records and prepares comprehensive reports based upon analyses and evaluation thereof; reviews all actions taken by the Japanese Government, or its instrumentalities or agencies on matters not specifically assigned to other divisions of the Section. Organizes and directs the activities of the Interpreter and Stenographic Pools and the Section Library; reviews all outgoing correspondence for correct form and distributes incoming correspondence; and directs all visitors to the proper person or division. The Administrative Division maintains contact with other staff sections and is responsible for advising the Section Chief on all matters pertaining to personnel and administration.

b. The Civil Service Division is responsible for introducing, developing and effectuating a personnel program which is technically and administratively sound and meets the legal and practical needs of the Japanese situation. Is responsible for studying, planning, recommending and advising on the development and installation of an adequate system for the collection and analysis of personnel statistics, the establishment of comprehensive classification and compensation plans for the Japanese Government and the establishment of examining and training divisions and programs.

c. The Courts and Law Division is responsible for policies of the Japanese Government pertaining to the administration of justice, including civil liberties, and reviews specific actions of the Attorney General's Office, the courts and the procurators.

d. The Governmental Powers Division is responsible for studies and reports on constitutional law and constitutional development and fundamental policies with respect to demobilization and demilitarization of the Japanese Government; and recommends policies concerning relationship between government and business and the Imperial institutions. Advises as to the policies concerning termination of Zaibatsu family control over Zaibatsu enterprises.

Parliamentary & Political Division

e. The Legislative Division is responsible for building up the Diet as the chief organ of state power and for advising both Diet and Cabinet members in the proper use of the parliamentary principles. Prepares analyses of the national political situation as reflected in the Diet for the Supreme Commander and the Section Chief, and reports the daily activities of the Diet for all GHQ Staff Sections. Implements Staff Memorandum No. 29, AG 320 (18 Mar 47) GS, and Staff Memorandum No. 21, AG 091.1 (25 Sept 47) GS. Makes recommendations concerning legislation pertaining to agriculture, forestry, fisheries, mining, communications, transportation and Diet-proposed amendments to GHQ-sponsored legislation.

f. The Local Government Division is responsible for directing policies in all matters relating to the organization and functioning of local government. This division maintains liaison with Military Government teams in the field; conducts official conferences with high Japanese governmental officials and with all local officials. Reviews all major legislation for all functions of government in the field of local autonomy, for example: education, health and welfare, police, fire, traffic control, taxation, financing, licensing, labor, political parties, cooperatives, land reform, fishing rights reform,

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mutual insurance, temporary housing, city and town planning and commerce and industry.

g. The National Government Division is responsible for advising on policies relating to internal structure of national government; recommending measures for elimination of undesirable or undemocratic administrative procedures or practices; supervising the major reform and reorganization of national ministries and other executive agencies made necessary by the institution of autonomous governments in prefectures and municipalities. Reviews bills presented to the Diet for accomplishment of these objectives. Represents Section Chief in conferences with high officials of Japanese government and representatives of other staff sections in matters pertaining to organization and operating techniques of national government. Advises jointly with Courts and Laws and Legislative Divisions on policies concerning separation of powers between executive, legislative and judicial branches, with particular reference to the relationship of the executive branch to the legislative and judicial branches of government. Is responsible for developing and directing SCAP surveillance programs for national elections.

h. The Political Affairs Division is responsible for promoting the development and adoption of sound democratic programs, organization and practices by political parties. Keeps informed of and evaluates the activities, composition, strength, importance, platforms and objectives of political parties and reports developments and evaluations thereof. Reviews and takes necessary action with reference to registration statements and current declarations filed by political parties and other societies and organizations. Maintains liaison with key party representatives of registered political parties and advises on matters concerning their internal organization and activities.

i. The Public Affairs Division is responsible for developing and executing long-range programs designed to achieve occupation objectives in the fields of government and politics, especially with regard to popular understanding of the principles and techniques of democratic government and the duties and responsibilities of citizens under the terms of the new Constitution. Formulates programs designed to inform and interpret for Military Government units the meaning and implications of new or pending legislation, political developments, local government and court reforms, etc. Prepares daily news summaries for use of the Supreme Commander and the Section Chief; dispatches bi-weekly radio report to Washington describing and analyzing governmental affairs; prepares weekly and monthly analyses of governmental affairs to inform and advise the Supreme Commander, the War Department and Joint Chiefs of Staff concerning the current governmental and political situation in Japan; and undertakes special assignments for the Chief and Deputy Chief of Government Section.

j. The Public Service Qualifications Division is responsible for insuring Japanese Government compliance with SCAP directives requiring: (a) The removal of exponents of ultra-nationalism and aggression from local and national public life, from politics, industry and the field of public information. (b) The dissolution of organizations which foster militarism, nationalism or hostility to the Occupation.

for

COURTNEY WHITNEY
Brig. Gen. U.S. Army
Chief, Government Section

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

1 December 1947

ADMINISTRATIVE MEMORANDUM: GS-19

SUBJECT: Organizational Changes

Effective 10 December the following organizational changes are made:

a. Mr. Guy J. Swope is transferred to Political Affairs Division and designated Chief of the Division.

b. Mr. Carlos P. Marcum is transferred to National Government Division and designated Chief of the Division.

Carl D'Jarnell 4

COURTNEY WHITNEY
Brigadier General, U. S. Army
Chief, Government Section

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

26 November 1947

ADMINISTRATIVE MEMORANDUM NO. GS-18

SUBJECT: Organization of Government Section

1. Effective this date, the Government Section will be composed of the Section Chief, the Deputy Chief, the Executive Officer, Special Advisers, and ten divisions as follows:

Administrative Division
Civil Service Division
Courts and Law Division
Governmental Powers Division
Legislative Division
Local Government Division
The National Government Division
Political Affairs Division
Public Affairs Division
Public Service Qualifications Division

2. The Deputy Chief informs and advises the Chief, Government Section, on civil affairs and military government matters in Japan and on such other subjects as may be assigned by the Section Chief from time to time; also represents and acts for the Section Chief during his absence.

3. The Executive Officer, under the direction of the Section Chief, coordinates activities of Government Section, GHQ, SCAP; and forms policies for the Section in all matters pertaining to administration and personnel. Maintains continuing liaison with all other staff sections; conducts conferences on matters of high-level planning; advises Section Chief in matters pertaining to personnel and administration, and acts in the name of the Section Chief.

4. The Special Advisers undertake special assignments on economic, political, and governmental affairs at the request of the Section Chief, and advise concerning policy matters.

5. The Divisions perform the following functions, in addition to carrying out such special assignments as may be made from time to time:

a. The Administrative Division is responsible for organizing, directing and establishing the policy for the division and for the selection and appointment of personnel for the Section. This division supervises the preparation and maintenance of personnel and supply records and requisitions

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and initiates pertinent reports and correspondence. Organizes and directs the activities of the Interpreter and Stenographic Pools and the Section Library; reviews all outgoing correspondence for correct form and distributes incoming correspondence; and directs all visitors to the proper person or division. The Administrative Division maintains contact with other staff sections and is responsible for advising the Section Chief on all matters pertaining to personnel and administration.

b. The Civil Service Division is responsible for introducing, developing and effectuating a personnel program which is technically and administratively sound and meets the legal and practical needs of the Japanese situation. Is responsible for studying, planning, recommending and advising on the development and installation of an adequate system for the collection and analysis of personnel statistics, the establishment of comprehensive classification and compensation plans for the Japanese Government and the establishment of examining and training divisions and programs.

c. The Courts and Law Division is responsible for directing the policies of the Japanese Government pertaining to the administration of justice, through the organization and functions of the Ministry of Justice, Procurator's office, and bar associations, and reviews specific actions and disposition taken by them. Controls, advises, and, if necessary, directs revision or new enactment of basic codes and all other legislation not of an exclusively economic or political-administrative nature. Reviews and passes on all remaining bills regardless of where they originated. Advises other divisions of Government Section and counsels with other Sections of SCAP on legal problems. Encourages groups interested in reform of laws or improvement of Japanese legal institutions.

d. The Governmental Powers Division is responsible for directing policies on civil liberties under Japanese and Occupation law. This division studies and reports on constitutional law and constitutional development and fundamental policies with respect to demobilization and demilitarization of the Japanese Government; and recommends policies concerning relationship between government and business. Reviews and studies proposed legislation, cabinet orders and SCAP instructions to the Japanese Government and advises Section Chief on the adherence to accepted policies. Prepares policy recommendations regarding legal and governmental aspects of labor problems, and is responsible for recommending policy directives concerning Imperial institutions.

e. The Legislative Division is responsible for formulating plans recommending measures for developing the National Diet as the chief organ of state power, free of bureaucratic domination and feudal practices which heretofore rendered it impotent as a representative body and a democratic influence. Advises, guides and supervises the Diet and the Cabinet in using newly authorized parliamentary practices and procedures. Counsels and assists the Diet in framing laws supplementing the precedents, problems and policies arising from relations with the executive and judicial branches of government.

f. The Local Government Division is responsible for directing policies in all matters relating to the organization and functioning of local government, extending through 46 prefectures, 210 cities, 1793 towns and 8,000 villages. These policies include those governing the election of officials, powers and duties of officials and assemblies, organization of administrative departments, local political parties and decentralization of national government's powers. This division maintains liaison with Military Government teams in the field; conducts official conferences with high Japanese governmental officials and with all local officials. Reviews all major legislation in the field of local autonomy, education, health and welfare, police, fire, traffic control, taxation, labor, political parties, cooperatives, land reform, fishing rights reform, mutual insurance, temporary housing, city and town planning and commerce and industry.

g. The National Government Division is responsible for advising on policies relating to internal structure of national government; recommending measures for elimination of undesirable or undemocratic administrative procedures or practices; supervising the major reform and reorganization of national ministries and other executive agencies made necessary by the institution of autonomous governments in prefectures and municipalities. Reviews bills presented to the Diet for accomplishment of these objectives. Represents Section Chief in conferences with high officials of Japanese government and representatives of other staff sections in matters pertaining to organization and operating techniques of national government. Advises on policies concerning separation of powers between executive, legislative and judicial branches; and is responsible for developing and directing SCAP surveillance programs for national elections.

h. The Political Affairs Division is responsible for promoting the development and adoption of sound democratic programs, organization and practices by national and prefectural political parties and other political organizations. It keeps informed of and evaluates the activities, composition, strength, importance, platforms and objectives of political parties and reports developments and evaluations thereof. Reviews and takes necessary action with reference to registration statements and current declarations filed by political parties and other societies and organizations. Maintains liaison with key party representatives of registered political parties and advises on matters concerning their internal organization, platforms, programs and activities.

i. The Public Affairs Division is responsible for developing and executing long-range programs designed to achieve occupation objectives in the fields of government and politics, especially with regard to popular understanding of the principles and techniques of democratic government and the duties and responsibilities of citizens under the terms of the new Constitution Formulates programs designed to inform and interpret for Military Government units the meaning and implications of new or pending legislation, political developments, local government and court reforms, etc. Prepares daily news summaries for use of the Supreme Commander and the Section Chief; dispatches bi-weekly radio report to Washington describing and analyzing governmental affairs; prepares weekly and monthly analyses of governmental affairs to

inform and advise the Supreme Commander, the War Department and Joint Chiefs of Staff concerning the current governmental and political situation in Japan; and undertakes special assignments for the Chief and Deputy Chief of Government Section.

J. The Public Service Qualifications Division is responsible for insuring Japanese Government compliance with SCAP directives requiring: (a) The removal of exponents of ultra-nationalism and aggression from local and national public life, from politics, industry and the field of public information. (b) The dissolution of organizations that foster militarism, nationalism or hostility to the Occupation.

COURTNEY WHITNEY
Brig. Gen. U.S. Army
Chief, Government Section

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

22 November 1947

ADMINISTRATIVE MEMO: GS-17

SUBJECT: Special Projects Division

Effective this date the Special Projects Division is redesignated as Public Affairs Division.

Carl J. Jarrell Jr.

COURTNEY WHITNEY
Brigadier General, U. S. Army
Chief, Government Section

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

13 November 1947

ADMINISTRATIVE MEMO NO. GS-16

SUBJECT: Discussion of Purge Matters

1. The attention of all members of Government Section is directed to Paragraph 2, Staff Memorandum No. 13, 11 January 1947 which provides, "The directives (SCAPIN 548 and SCAPIN 550) place the initial responsibility for making decisions on subject removals on the Japanese Government and to provide the machinery whereby General Headquarters may review those decisions. All Japanese making inquiries or requests for opinions will be referred to the Japanese Government".

2. Government Section personnel will strictly adhere to the provisions of Staff Memorandum No. 13. Purge matters will not be discussed with any Japanese except those who are authorized by their Government to report matters necessary to the review of Japanese Government decisions.

3. Any Japanese expressing a desire to discuss purge matters will be referred to this administrative memorandum.

Carl Darnell, Jr.

CARL DARNELL, JR
Lt. Col. FA
Executive Officer

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

20 August 1947

ADMINISTRATIVE MEMORANDUM NO. GS-15

SUBJECT: Duty Personnel

1. Duty Personnel: Office Hours

a. A section Duty Officer and a Charge of Quarters will be detailed by roster so that the section will be staffed at all times.

b. The Duty Officer will be on duty during the following periods:

Monday through Friday	Saturdays, Sundays & Holidays
1200 - 1300	1230 - 2100*
1700 - 2100*	0800 - 2100*

c. The Charge of Quarters will be on duty from 0730 to 2100* daily.

d. Charge of Quarters will eat at early mess. ~~Duty Officer will arrange with the Duty Officer for the following day, for relief for meals. However, on Saturdays, Sundays and holidays the Charge of Quarters will relieve the Duty Officer for meals, instead of the Duty Officer for the following day.~~

e. A Clerk-typist will be on duty during the following periods:

Saturdays	Sundays & Holidays
1230	0900
1300 - 1700	0800 - 1700

2. Duties of Duty Officer

a. Incoming papers will be placed in the Duty Officer's basket in the office safe to be processed by the Administrative Officer the next morning. If a paper is received which, in the opinion of the Duty Officer, requires immediate action, he will telephone an officer in the Division concerned and give him the contents of the message; if the message is classified higher than Restricted he will not reveal the contents, but will notify the division office a message has been received requiring immediate action.

b. If an outgoing message is signed for dispatch after message center personnel have left, Duty Officer will retain copies marked for this section (except the return copy) and have the Charge of Quarters deliver message to AG Radio and Cable, Room 253. He will leave a note with the retained copies showing time copies were sent to AG, and put the retained copies in the basket in the safe.

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c. Only personnel listed below are authorized to sign for Top Secret documents:

	Qtrs Tel No.
Lt Col Carl Darnell, Jr.	48-2874
Lt Col Frank R. Harrison	37-1816
Lt Col Frank E. Hays	85-4237
Mr. Charles Kades	46-3949
Mr. Osborne Hauge	85-4678
Miss Sheila Hayes	26-7269

d. Prior to the departure of the Duty Officer ~~at 2100~~ he will inspect the office to insure that no classified documents higher than Restricted are on desks or otherwise exposed. He will collect any such documents found. Note the names of the individuals on whose desks they were found, and put them in the office safe.

e. The Duty Officer is responsible for locking all outside doors leading into the main corridors of the 6th floor. The following doors must be locked: 616, 600C, 615A, 615, 602A. He will also check all safes to see that they are locked and turn out all lights. He will see that door 615 does not swing outward when the outside door handle is pulled.

f. Keys to the above doors will be in the Security Officer's (Mr. Hauge) possession. Duty Officer will obtain keys from Mr. Hauge before 1700 hours each weekday and 1200 hours on Saturdays, Sundays and Holidays.

g. If it is necessary to enter the office after it has been locked by the Duty Officer. Personnel may ask the building custodian's office to unlock the east door of the ballroom, and no other door. When personnel departs the button lock will be set to lock the outer handle, and the door closed.

3. Duties of Charge of Quarters

a. Charge of Quarters will assist the Duty Officer in carrying out his duties. Either the Charge of Quarters or the Duty Officer will be present in the Government Section office at all times.

4. Duties of Clerk-Typist

a. Type (1) Daily Report on Japan - Note - these are outgoing radios to be typed on check sheets; (2) Report of Japanese Press, (3) Report of Actions Taken. Make available file material as requested by Chief of Section and Division Chief. Handle any urgent typing for any Division Chief.

Carl Darnell, Jr.
for
COURTNEY WHITNEY
Brigadier General, U. S. Army
Chief, Government Section

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

31 July 1947

ADMINISTRATIVE MEMO: GS 14

TO: All Personnel

1. Until further notice no member of the Government Section will appear before any committee or official group of the Diet, meeting in plenary session in the Houses of the Diet.

2. This will in no way prohibit members of the above mentioned committees or groups from visiting the Government Section for the purpose of consultation.

3. Should any case arise in which an individual of this Section feels that his presence before the Diet or any of it's committees is extremely essential to the success of the occupation, he may request approval for such appearance from the Chief, Government Section.

COURTNEY WHITNEY,
Brigadier General, U. S. Army,
Chief, Government Section.

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

18 July 1947

ADMINISTRATIVE MEMO: NO. GS: 13

SUBJECT: Reassignment of Personnel

Effective this date Mr. Ralph Peid is relieved of assignment and duties as Chief, Municipal Branch, Local Government Division and is assigned as special assistant to the Deputy Chief, Government Section.

COURTNEY WHITNEY
Brigadier General, U. S. Army
Chief, Government Section

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

14 June 1947

ADMINISTRATIVE MEMORANDUM: NO. GS-12

SUBJECT: Civil Service Division

Effective 1 June 1947 a Civil Service Division is established in Government Section. The mission of this Division is to advise the Chief, Government Section, GHQ, SCAP on programs, policies and procedures pertaining to the reform of the personnel system of the Japanese Government.

COURTNEY WHITNEY,
Brigadier General, U. S. Army,
Chief, Government Section.

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

10 June 1947

ADMINISTRATIVE MEMORANDUM:
NO. GS: 11

SUBJECT: Personnel Assignments

Effective immediately Mr. Alfred R. Hussey is assigned as Chief, Governmental Powers Division, vice Dr. Cyrus Peake resigned.

In addition Mr. Hussey will continue to perform the duties of Special Advisor to the Chief, Government Section.

COURTNEY WHITNEY,
Brigadier General, U.S. Army,
Chief, Government Section.

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

20 May 1947

ADMINISTRATIVE MEMO: NO. GS: 10

SUBJECT: Election Report Committee

1. The reorganization of the working committee to draft a report on all of April election is announced as follows:

Mr. Ralph Reid, Chairman

Mr. Guy J. Swope, National Advisor

Mr. Cecil Tilton, Local Advisor

2. The Chairman will assume office on 26 May, at which time he will be relieved of all other duties and confine his activities solely to the production of the election report.

3. It will be the duty of the committee to submit by 25 June a final detailed summary and analysis covering all five elections in one report.

COURTNEY WHITNEY
Brigadier General, U. S. Army
Chief, Government Section

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Col. Kades

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

4 June 1947

ADMINISTRATIVE MEMO: NO. GS:9

SUBJECT: Government Section Clearances on Suitability of Appointees to Principal Offices in the Public Service.

1. Staff Memorandum 13, 11 January 1947, delegates the responsibility for Administration of SCAPIN 550 (Purge) to Government Section. Within Government Section, this responsibility is exercised by Public Service Qualifications Division.

2. Government Section specialists in divisions not concerned with the Administration of SCAPIN 550 give advice as to the technical qualifications of persons recommended for appointment to principal offices in the Public Service. Where opinions are given without reference to Public Service Qualifications Division to determine eligibility under SCAPIN 550, difficulty arises in that Staff Sections receiving such opinions consider that they constitute not only clearance as to technical qualifications, but also clearance under SCAPIN 550.

3. Therefore, no formal opinions on acceptability of nominees for appointment to principal positions in the Public Service will be made without reference to Public Service Qualifications Division for determination of eligibility under SCAPIN 550.

Pa. Randall
for
COURTNEY WHITNEY
Brigadier General, U. S. Army
Chief, Government Section

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

12 May 1947

GS-8

ADMINISTRATIVE MEMORANDUM NO. 8

SUBJECT: Official Contacts between Government Section Personnel and Diet Officials and Committees.

The Legislative Division is designated as a clearing house for all official contacts between Government Section personnel and Diet officials and committees. Before advising Diet officials or committees, the Legislative Division will be consulted as to the appropriate and effective procedure for accomplishing the desired results, and conferences will be scheduled by Legislative Division, which will maintain a record containing the following information:

(1) Time and place

(2) Participants

(3) Purpose

(4) Subjects

(5) Action taken

Carl Darnell, Jr.

CARL DARNELL, JR.
[illegible] Col. FA
Executive Officer

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

28 April 1947

ADMINISTRATIVE MEMORANDUM NO. GS-7

SUBJECT: Duty Personnel

1. Duty Personnel; Office Hours

a. A section Duty Officer and a Charge of Quarters will be detailed by roster so that the section will be staffed at all times between 0800 and 2100.

b. Duty Officer and Charge of Quarters will be on duty during the following periods:

Monday through Friday	Saturdays, Sundays & Holidays	
1200 - 1300 1700 - 2100	1230 - 2100	0800 - 2100

c. Charge of Quarters will eat at early mess. Duty Officer will arrange with the Duty Officer for the following day, for relief for meals. However, on Saturdays, Sundays and holidays the Charge of Quarters will relieve the Duty Officer for meals, instead of the Duty Officer for the following day.

d. A Clerk-typist will be on duty during the following periods:

Saturdays	Sundays & Holidays
~~1200~~ 1230 - 1700	0800 - 1700

2. Duties of Duty Officer

a. Incoming papers will be placed in the Duty Officer's basket in the office safe to be processed by the Administrative Officer the next morning. If a paper is received which, in the opinion of the Duty Officer, requires immediate action, he will telephone an officer in the Division concerned and give him the contents of the message; if the message is classified higher than Restricted he will not reveal the contents, but will notify the division officer a message has been received requiring immediate action.

b. If an outgoing message is signed for dispatch after message center personnel have left, Duty Officer will retain copies marked for this section (except the return copy) and have the Charge of Quarters deliver message to AG Radio and Cable, Room 253. He will leave a note with the retained copies showing time copies were sent to AG, and put the retained copies in the basket in the safe.

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c. Only personnel listed below are authorized to sign for Top Secret documents:

	Qtrs Tel No.
Lt Col Carl Darnell, Jr.	48-2874
Lt Col Frank R. Harrison	37-1816
Lt Col Frank E. Hays	85-4237
Mr. Charles Kades	26-7741 Ext 825
Mr. Osborne Hauge	85-4678
Miss Sheila Hayes	26-7269

d. Prior to the departure of the Duty Officer at 2100 he will inspect the office to insure that no classified documents higher than Restricted are on desks or otherwise exposed. He will collect any such documents found. Note the names of the individuals on whose desks they were found, and put them in the office safe.

e. The Duty Officer is responsible for locking all outside doors leading into the main corridors of the 6th floor. The following doors must be locked: 616, 600C, 615A, 615, 602A. He will also check all safes to see that they are locked and turn out all lights. He will see that door 615 does not swing outward when the outside door handle is pulled.

f. Keys to the above doors will be in the Security Officer's (Mr. Hauge) possession. Duty Officer will obtain keys from Mr. Hauge before 1700 hours each weekday and 1200 hours on Saturdays, Sundays and Holidays.

g. If it is necessary to enter the office after it has been locked by the Duty Officer. Personnel may ask the building custodian's office to unlock the east door of the ballroom, and no other door. When personnel departs the button lock will be set to lock the outer handle, and the door closed.

3. Duties of Charge of Quarters

a. Charge of Quarters will assist the Duty Officer in carrying out his duties. Either the Charge of Quarters or the Duty Officer will be present in the Government Section office at all times.

4. Duties of Clerk-Typist

a. Type (1) Daily Report on Japan - Note - these are outgoing radios, to be typed on check sheets; (2) Report of Japanese Press, (3) Report of Actions Taken. Make available file material as requested by Chief of Section and Division Chief. Handle any urgent typing for any Division Chief.

Frank R. Harrison Lt Col

COURTNEY WHITNEY
Brigadier General, U. S. Army
Chief, Government Section

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

24 April 1947

ADMINISTRATIVE MEMORANDUM GS NO. 6

1. It has become increasingly evident that the efficiency of this Section in carrying out its primary function of dealing with the Japanese Government has lessened as a result of the absence of personnel from the office on Wednesday afternoons. Although Wednesday afternoons have been officially excluded as office hours by GHQ, officials of the Japanese Government continue to function during this period. Many important problems have been presented by them to this Section during the off duty period. The prompt solution of these problems is often imperative in order that the overall timing of the plans of SCAP not be disturbed. It is anticipated that the volume of business of the Japanese government will increase rather than decrease in the months to come.

2. Under the provisions of paragraph 3, Staff Memorandum No. 27, GHQ SCAP and FEC, dated 13 March 1947, Section Chiefs are required to maintain skeleton staffs during off duty periods to handle emergency business.

3. In view of the anticipated increase in matters of importance and to provide sufficient personnel to efficiently carry out the work of this Section during Wednesday afternoons, the Chief of the Government Section has decided that 50 per cent of the personnel of this Section is the maximum that may be allowed normal off duty hours.

4. While it is appreciated that this will no doubt work a hardship upon the majority of the personnel, the Chief of the Section is confident that members of this Section, realizing the importance of their work will accept this additional burden with the same good spirit as they have in similar exigencies in the past.

5. Division Chiefs will be responsible that their Divisions are staffed by 50 per cent of personnel on Wednesday afternoons. Persons on duty Wednesday afternoons may be granted compensatory time off the following Saturday morning.

6. The provisions of this Memorandum will become effective 30 April 1947.

Carl Darnell Jr

CARL DARNELL, JR.
Lt. Col. FA
Executive Officer

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

20 April 1947

ADMINISTRATIVE MEMORANDUM NO. GS 5

SUBJECT: Organization of Government Section

1. Effective ~~immediately~~ this date, the Government Section will consist of the Section Chief, the Deputy Chief, the Executive Officer, ~~the Chief Plans and Operations Officer~~, Special Advisers, ~~a Historian~~, ~~Chief Purge Officer~~ and ~~eight~~ ten divisions as follows:

Administrative Division
Governmental Powers Division
Political Affairs Division
Local Government Division
Courts and Law Division
Legislative Division
Special Projects Division
The National Government Division
~~Chief Purge Officer~~ Public Service qualifications Div. Civil Service Division

2. The Deputy Chief informs and advises the Chief, Government Section, on Civil Affairs and military government matters in Japan assigned to the Government Section; and on such other subjects as may from time to time be assigned by the Chief, Government Section. Represents and acts for the Section Chief during his absence.

3. The Executive Officer, under the direction of the Chief, Government Section, coordinates activities of Government Section, GHQ, SCAP. Forms policies for the section in all matters pertaining to administration and personnel. Maintains continuing liaison with all other staff sections. Conducts conferences on matters of high-level planning. Advises section chief in matters pertaining to personnel and administration. Acts in the name of the section chief.

4. The ~~Chief Plans and Operations Officer~~ Special advisers causes timely initiation of plans, makes action assignments, conducts high-level conferences, and assists section chief in conducting all the operations carried on by, as well as all matters pertaining to the Japanese Government; performing in addition the work of directing and coordinating the work of the divisions in respect to preparation of policies within their province and in all their activities and their relationship with the General and other special staff sections. Represents and acts for the Deputy Chief during his absence, and when authorized to do so, makes decisions and gives instructions to the staff on ~~his~~ their own initiative whenever he deems same advisable.

add:
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5. The Special Advisers undertake special assignments on economic, political, and governmental affairs at the request of the Chief, Government Section, and advise concerning policy matters.

6. The Historian is responsible for the preparation of a history of the Government Section available for current use, and for recording not only the past activities but projects under way.

7. The Divisions ~~and the Chief Purge Officer~~ perform the following functions, in addition to carrying out such special assignments as may from time to time be made:

a. The Administrative Division: The Chief of the Administrative Division organizes, directs, and establishes the policy for the administrative division of Government Section. He supervises the administrative personnel in preparation and maintenance of supply and personnel records and requisitions. He prepares ~~and checks~~ reports and correspondence, and organizes and directs the activities of the interpreter pool and the section library. He maintains contact with other staff sections. The division chief, as a staff officer, advises the section chief on matters pertaining to personnel and administration.

b. The Governmental Powers Division: The Chief of the Governmental Powers Division advises on policies concerning the relationship of government to private organizations; the dissolution of private agencies exercising governmental functions and powers and the establishment of public authorities in which such functions and powers are vested; the encouragement of a system of private enterprise free from monopolistic controls; the elimination of public subsidies for enterprises not under public control; and on proposals relating to imperial institutions and the relationship of government to the people.

c. Political Affairs Division: The Chief, Political Affairs Division recommends policy on all matters relating to the removal and exclusion of personnel from national and local elective and appointive posts and influential political and economic positions; keeps informed of the activities, composition, strength, importance, platforms and objectives of political parties, and reports developments; reviews and takes necessary action with reference to registration statements and current declarations filed by political parties and other societies and organizations; dissolves anti-democratic societies, associations, and organizations.

d. The Local Government Division: The Chief, Local Government Division, recommends policies on all matters relating to the organization of prefectural and municipal governments. Prepares plans and recommendations for appointments or election of local officials. Is responsible for staff supervision of local elections, and for surveillance of local political movements. Maintains liaison with Military Government teams in the field on local governmental organization matters.

e. The Courts and Law Division: The Chief, Courts and Law Division, deals with the Japanese Government with respect to reform legislation, organization of the courts, the basic legal codes. Recommends policies for the control of civil and criminal courts, public procurators, Gives legal advice to other divisions of Government Service and counsels with them on legal problems. Deals with abrogation of laws prejudicial to occupation policies. Reviews Japanese ordinances drafted pursuant to SCAP directives.

f. The Legislative Division: The Chief of the Legislative Division furnishes liaison and coordinates legislative relations between the Diet and GHQ, SCAP. Disseminates legislation and legislative information to Washington. Prepares daily and periodic reports on Diet activities for Commander in Chief, Chief of Government Section and SCAP staff sections. Initiates and supervises plans for the strengthening of the National Diet and the strengthening of the legislative process.

g. The Special Projects Division: The Chief, Special Projects Division prepares daily news summaries for use of the Supreme Commander, the Section Chief, and G-2. Dispatches daily radio report to Washington, describing and analyzing governmental and political affairs. Prepares weekly and monthly analyses of governmental affairs, special reports and press releases. Prepares and develops programs (in coordination with other staff divisions when necessary) to inform Japanese people and Eighth Army Military Government units concerning Government Section projects and programs. Prepares timely reports on political developments in Japan and on related matters. Undertakes other special projects.

h. The National Government Division: The Chief, National Government Division, advises on policies relating to the internal structure of the national government; recommends measures for the elimination of undesirable or undemocratic administrative procedures and practices in the national government; supervises the reform of the national governmental system; and advises on policies concerning the relationships between the executive, legislative and judicial agencies of the government and the organization of the national ministries.

i. The Chief Purge Officer: The Chief Purge Officer is responsible with minimum supervision and wide latitude for independent action, for supervision and review of the administration of procedures instituted by Japanese Government to implement directives contained in SCAPIN 550, and extensions thereto. He takes action necessary to assure that the Imperial Japanese Government complies with the intent of all phases of the purge and carries out inspections to determine compliance. Records and statistics concerning the purge are maintained under his direction.

COURTNEY WHITNEY
Brigadier General, U. S. Army
Chief, Government Section

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

ADMINISTRATIVE MEMORANDUM NO. GS: 4 8 April 1947

SUBJECT : Policy re SCAPIN 550.

1. The responsibility for removing and excluding undesirable personnel from public service was placed upon the Japanese Government by the purge directive of 4 January 1946 (SCAPIN 550).

2. For the purpose of discharging that responsibility, the Japanese Government has established quasi-judicial committees to determine the desirability or undesirability of persons holding or seeking positions in the government public service.

3. The Supreme Commander reserves the right to review any case at any time to determine whether the decision of the Japanese Government in the case is correct. In reviewing a case the decision of the Japanese Government will be considered as final, unless:

a. The decision is contrary to the purge directive and the implementing 1947 Imperial ordinances of the Japanese Government;

b. There is material evidence which the Japanese Government did not possess or did not consider; or

c. The decision is clearly unreasonable.

If the Japanese Government could, on due consideration of the case as a whole, reasonably have reached its conclusion, the Government's decision is conclusive. Such decision is not disturbed merely because there is room for reasonable minds to differ as to the facts and inferences. The criterion is not whether SCAP as the reviewing authority would have reached the same decision as the Japanese Government but whether there is a reasonable basis for the decision of the Government.

4. All questions relating to the purge, not originating in another staff section, are referred to the Japanese Government and all appellants from decisions of the Japanese Government are informed that appeals should be made through the appropriate appellate machinery established by the Japanese Government. No advice is given to anyone concerning the purge except by the Chief of the Political Affairs Division of the Government Section, or the Chief Purge Officer.

5. There is no official contact between members of the Section and suspected war criminals and purgees and their homes and offices are considered off-limits to members of this Section.

Courtney Whitney

COURTNEY WHITNEY
Brigadier General, U. S. Army
Chief, Government Section

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

2 April 1947

ADMINISTRATIVE MEMORANDUM NO. GS: 3

SUBJECT: Elections Report Committee.

1. The ~~appointment~~ reorganization of a working committee to draft a report on all of April elections is announced as follows:

~~Mr. Pieter K. Roest, Chairman~~
Mr. Guy J. Swope (National advisor)
Mr. Cecil Tilton (Local advisor)
Mr. Ralph Reid Chairman
~~Lt Col F. E. Hays~~ (ex-officio)

2. The Chairman will assume office on ~~15 April~~ 26 May, at which time he will be relieved of all other duties and confine his activities solely to the production of the election report.

3. It will be the duty of the committee to:

a. Submit a brief statistical report within three days after each of the five elections.

b. Submit an outline of the final report by 30 April.

c. Submit by ~~31 May~~ 25 June a final detailed summary and analysis covering all five elections in one report.

COURTNEY WHITNEY
Brigadier General, U.S. Army,
Chief, Government Section.

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

26 March 1947

ADMINISTRATIVE MEMORANDUM NO. GS: 2

SUBJECT: Briefing for Election Field Trips

1. All personnel of Government Section scheduled for election field trips during April will during hours indicated below be relieved from other duties and will attend two election orientation conferences to be conducted in the Government Section Conference Room on:

2 April 0830 - 1200 for Local Elections

3 April 0830 - 1200 for National Elections

2. Copies of Local Election pamphlet (with annex) and Hand Book for National Elections will be read by all concerned prior to the above dates.

Paul G. Hamill
for
COURTNEY WHITNEY
Brigadier General, U. S. Army
Chief, Government Section

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

26 March 1947

ADMINISTRATIVE MEMORANDUM NO. GS:1

SUBJECT: Briefing for Election Field Trips

1. All personnel of Government Section scheduled for election field trips during April will during hours indicated below be relieved from other duties and will attend two election orientation conferences to be conducted in the Government Section Conference Room on:

2 April 0830 - 1200 for Local Elections

3 April 0830 - 1200 for National Elections

2. Copies of Local Election pamphlet (with annex) and Hand Book for National Elections will be read by all concerned prior to the above dates.

COURTNEY WHITNEY
Brigadier General, U. S. Army
Chief, Government Section

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

12 February 1947

ADMINISTRATIVE MEMORANDUM NO. 1

SUBJECT: Needling

Evidently due to the cold weather a bit of impatience has become manifest in the breasts of some of our more ambitious souls. The practice of "needling" the Administrative Officer for promotions by the above mentioned ambitious souls has grown to an absurd extent.

The Administrative Officer has your interests and promotions at heart and, in fact, the job level in this Section has been raised to an amazing degree. Also remember it is not the Administrative Officer but the Civilian Personnel Section that must be convinced that your promotion is justified.

"Needling" will in no way hasten your rise to glory, the only result is an increase in your sense of frustration. If, by some miscarriage of justice, your promotion does not arrive when you expect it, see your Division Chief and relax secure in the knowledge that virtue and merit will triumph in the end. The time wasted "needling" can be better spent having a cup of coffee.

Carl Darnell Jr.

CARL DARNELL, JR.
Lt. Col. FA
Executive Officer

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

11 February 1947

ADMINISTRATIVE MEMORANDUM NO. A-5/9

SUBJECT: Organization of Government Section

1. Effective immediately, the Government Section will consist of the Section Chief, the Deputy Chief, the Executive Officer, the Chief Plans and Operations Officer, Special Advisers, a historian, and nine divisions as follows:

Administrative Division
Korean Division
Governmental Powers Division
Public Administration Division
Political Affairs Division
Local Government Division
Legal Division
Legislative Division
Special Projects Division

2. The Deputy Chief informs and advises the Chief, Government Section, on Civil affairs and military government matters in Japan assigned to the Government Section; and on such other subjects as may from time to time be assigned by the Chief, Government Section. Represents and acts for the Section Chief during his absence.

3. The Executive Officer, under the direction of the Chief, Government Section, coordinates activities of Government Section, GHQ, SCAP. Forms policies for the section in all matters pertaining to administration and personnel. Maintains continuing liaison with all other staff sections. Conducts conferences on matters of high-level planning. Advises section chief in matters pertaining to personnel and administration. Acts in the name of the section chief. Exercises general supervisors over all operations carried on by Korean Division for Government Section.

4. The Chief Plans and Operations Officer causes timely initiation of Plans, makes action assignments, conducts high-level conferences, and exercises general charge through division chiefs of all the operations carried on by, as well as all projects referred to or initiated by, Government Section in all matters pertaining to the Japanese Government; performing in addition the work of directing and coordinating the work of the divisions in respect, preparation of policies within their province and in all their activities and their relationship with the general and other special staff sections. Represents and acts for the Deputy Chief during his absence, and when authorized to do so, and makes decisions and gives instructions to the staff on his own initiative whenever he deems same advisable.

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5. The Special Advisers undertake special assignments on economic, political, and governmental affairs at the request of the Chief, Government Section, and advise concerning policy matte

6. The Historian is responsible for the preparation of a history of the Government Section available for current use, and for recording not only the past activities but projects under way

7. The Divisions perform the following functions, in additi to carrying out such special assignments as may from time to time be made:

a. The Administrative Division organizes, directs, and establishes the policy for the administrative division of Government Section. It supervises the administrative personnel in preparation and maintenance of supply and personnel records and requisitions. The division prepares and checks reports and correspondence. The division organizes and directs the activities of the interpreter pool and the section library. It maintains contact with other staff sections. The division chief, as a staff officer, advises the section chief on matters pertaining to personnel and administration.

b. The Korean Division is charged, through liaison, wit coordinating, expediting, and reporting on all operations and policies between the U. S. Military Government in Korea and the Staff Sections of SCAP and FEC. Representatives from Government Section assist in actual operating functions of Military Government.

c. The Governmental Powers Division prepares the plans and implementing instructions for the reform of the Japanese governmental system; is responsible for staff supervision of national elections; considers proposals relating to the position of the Imperial institutions, household and family; implements basic policy directives particularly with respect to the organization and administration of the Japanese government; and advises on the relationship of government to economic and financial fields

d. The Public Administration Division recommends the policy on all matters relating to the removal and exclusion of Japanese personnel from national and local elective and appointive posts and influential political and economic positions. It supervises the administration of the removal and exclusion program by the Japanese government; recommends measures for civil service reform and the elimination of undesirable or undemocratic bureaucratic practices.

e. The Political Affairs Division keeps informed of the activities, composition, strength, importance, platforms and the objectives of political parties, and reports developments. It reviews and takes necessary action with reference to the registration statements and current declarations files by political parties

and other societies and organizations; dissolves anti-democratic societies, associations, and organizations; and prepares timely reports on the political developments in Japan and on related matters.

f. The Local Government Division initiates studies and advises on policies pertaining to the reorganization of prefectural and municipal governmental subdivisions; coordinates with general and other special staff sections relative to changes in the functional operation of local government and to problems connected with local government, such as local elections, land reform, rationing, finances, and cooperation; maintains liaison with Military Government organizations in the field in coordinating practices and procedures with occupational policies regarding local government; and advises on matters of the purge in local government at the request of the Public Administrative Division.

g. The Legal Division prepares and recommends measures required to apply the basic objectives of Allied occupation to the administration of justice in Japan; advises the Japanese Government with respect to reform legislation concerning the organization of the courts and the basic legal codes; is responsible for recommending policies for the control of civil and criminal courts as well as public procurators; counsels with staff members of the Government Section and with other sections on legal problems; and reviews Japanese ordinances drafted pursuant to SCAP directives.

h. The Legislative Division furnishes liaison between the Diet and SCAP. It disseminates legislation and legislative information to Washington; prepares daily and periodic reports on the Diet activities for the Commander in Chief, the Chief of Government Section, and SCAP staff sections. It initiates and supervises plans for the strengthening of the National Legislature.

i. The Special Projects Division prepares daily news summaries for the use of the Supreme Commander, the Section Chiefs and G-2. It dispatches daily radio reports to Washington, describing and analyzing governmental affairs, special reports, and press releases. It prepares and develops programs (in coordination with other staff divisions when necessary) to inform Japanese people and Eighth Army Military Government units concerning Government Section projects and programs. It also undertakes other special projects normally of a very confidential nature for the Supreme Commander or as designated by the Section Chief.

COURTNEY WHITNEY
Brigadier General, U. S. Army
Chief, Government Section

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

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23 December 1946

ADMINISTRATIVE MEMORANDUM NO. A 5/8

SUBJECT: Project Status Reports

1. For the purpose measuring rate of progress of assignments and of insuring adequate supervision and coordination of effort within the Section, a Project Status Report system will be established and maintained under the supervision of the Chief Plans and Operations Officer.

2. Division Chiefs, and others to whom responsibilities have been assigned, will report daily to the Chief Plans and Operations Officer on the status of projects under their supervision. This report will contain an informative statement of progress (results obtained in conference, papers completed or dispatched, comments received or given, etc.). Such general statements as "working on it" etc., will not be considered adequate.

3. The Administrative Assistant to the Chief Plans and Operations Officer will contact each Division Chief, or his designee, and other persons responsible for current projects, for a daily report which will be incorporated into the Section Project Status Book. For the purpose of rendering these reports expeditiously when called for, it is suggested that internal project books or similar records be kept up to date within each division or comparable unit.

4. A written statement of the subject matter of all projects now under way in each Division will be made to Chief Plans and Operations Officer by 27 December. For the purpose of this memorandum the term "projects" shall include:

a. Action papers.

b. Assignments received from the Chief, Deputy Chief, or Chief Plans and Operations Officer, Government Section.

c. Assignments made by Administrative Memoranda.

d. Projects undertaken pursuant to GO No. 8, 1945 and Staff Memorandum No. 6, 1945, GHQ, SCAP.

e. Follow up action on memoranda or other instructions to Imperial Japanese Government.

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5. Nothing in this memorandum is to be considered as in conflict with the provisions of Administrative Memorandum No. 4, Government Section, PAD, 8 August 1946, which requires daily submission of materials to the Chief Information Officer for "Report of Action Taken" and "Daily Journal" entries. In so far as is practicable Project Status Reports will also be used by the Information Officer, thus preventing a duplication of reports, however if such information submitted orally to the Chief Plans and Operations Officer for the Project Book does not include all material required by both the Information Officer and Chief Plans and Operations Officer, Division Chiefs are responsible for making supplementary reports to the Chief Information Officer. Submission of Memoranda for Record does not relieve the Division Chief from the responsibility of making a daily Project Status Report to Chief Plans and Operations Officer.

COURTNEY WHITNEY
Brigadier General, U. S. Army
Chief, Government Section

Government Section

6 December 1946

ADMINISTRATIVE MEMORANDUM NO. A 617

SUBJECT: Appointment of Conference Committee.

1. A committee to coordinate the instruction and administration of Military Government personnel to attend a conference sponsored by the Government Section, SCAP, from 6-10 January 1947 is hereby announced.

2. The personnel in this committee is as follows:

Lt. Col. F. E. Hays, Chairman

Lt. Col. Cecil Tilton

Commander A. R. Hussey

Lt. Col. Carl Darnell, Jr.

3. All instructional material and all administrative details pertaining to the above mentioned conference will be supervised by this committee.

COURTNEY WHITNEY
Brigadier General, U. S. Army
Chief, Government Section

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

18 November 1946

ADMINISTRATIVE MEMORANDUM NO. A - 5/4

SUBJECT: Personnel Assignments.

1. Effective immediately, Mr. A. R. Hussey is assigned as Special Assistant to the Chief, Government Section, Vice Kenneth Colegrove resigned.

2. The appointment is announced of Mr. Guy J. Swope as Chief, Governmental Powers Division, Vice Hussey. Pending the arrival of Mr. Swope, Dr. C. H. Peake will function as Acting Chief, Governmental Powers Division.

for

COURTNEY WHITNEY
Brigadier General, U. S. Army
Chief, Government Section

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

15 November 1946

ADMINISTRATIVE MEMORANDUM NO. A - ~~2~~ 3

SUBJECT: Chief Legal Officer

1. Effective immediately the Chief Legal Officer, and his assistants, are established as a separate unit in the Government Section.

2. The Chief Legal Officer will report to the Chief of the Government Section through the Chief Plans and Operations Officer.

for
COURTNEY WHITNEY
Brigadier General, U. S. Army
Chief, Government Section

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