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Headquarters, World War II)

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Government Section
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CONFIDENTIAL

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 300.6 (31 Dec 46)AG

APO 500
31 December 1946

STAFF MEMORANDUM)
:
NO.....64) (SCAP & AFPAC)

RESCISSION OF STAFF MEMORANDUMS

The Staff Memorandums listed below, being obsolete or having been superseded by other publications, are rescinded, except insofar as they rescind other Staff Memorandums.

a. GHQ, SCAP series (1945):

All Staff Memorandums in this series are rescinded and, with the publication of this Staff Memorandum, this series ceases to exist.

b. GHQ, SCAP series (1946):

NUMBER	DATE	SUBJECT
14 (Sec II)	11 Mar 46	Procedure for Requesting Exemption from Requisition.
16	21 Mar 46	Procedure for Repatriation of Allied, Neutral and Non-Japanese Enemy Nationals (Except Diplomats, Koreans, Chinese & Formosans).
17	25 Mar 46	Suspense Procedure on Incoming Radiograms.
20	28 Mar 46	Regulations Pertaining to AG Records.
27	10 Apr 46	Report on UN Nationals, Axis, Looted, and Misc. Types of Property.
37	3 Jun 46	Removal and Exclusion of Undesirable Personnel from Public Office.
38	5 Jun 46	Distribution of SCAP Reports.
47	19 Jun 46	Communications Instructions.

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AUTHORITY NND 741032 SEC. 3(E) AND 3(J) OR (E) NNDB # 741012

c. GHQ, AFPAC (Advance Echelon):

All Staff Memorandums in this series are rescinded and, with the publication of this Staff Memorandum, this series ceases to exist.

d. GHQ, AFPAC series (1945):

All Staff Memorandums in this series are rescinded and, with the publication of this Staff Memorandum, this series ceases to exist.

e. GHQ, AFPAC series (1946):

NUMBER	DATE	SUBJECT
9	28 Feb 46	Readjustment of Enlisted Personnel.
15	9 Mar 46	Publications.
25	3 Apr 46	Early Relief from Active Duty of Military Govt/Civil Affairs Officers to Accept Civilian Positions in Mil. Govt/Civ. Affairs.
26	4 Apr 46	Physical Inventory of Government Property.
28	12 Apr 46	Attendance at Army Education Program Schools.
29	12 Apr 46	Army of Occupation Medal.
30	15 Apr 46	Conferences in Tokyo.
40	7 May 46	Restriction on Old Style Stamped One Hundred Yen Notes.
41	8 May 46	Temporary Duty of Rep. of Civ. Affairs Div., WD.
48	31 May 46	Smallpox Vaccination.
49	4 Jun 46	Daily Report of Change of Officer Personnel.
54	11 Jun 46	Awards of Decorations to British Subjects.
58	15 Jun 46	Immunization Requirements for Personnel on Duty with GHQ, AFPAC.

AUTHORITY NND 963012 BY NARA DATE 12-30-96

(SM 64)

61 18 Jun 46 Procedure for Processing Recommendation for Award of the Army Commendation Ribbon.

67 25 Jun 46 Certificate of Achievement.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

DECLASSIFIED E.O. 11652 SEC. 3(E) AND 3(J) OR (E) NNDG # 775012

EXO Admin 7th GS
File

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 210.6 (11 Dec 46)GA

APO 500
29 December 1946

STAFF MEMORANDUM)
:
NO.....63) (SCAP & AFPAC)

APPOINTMENT OF DEPUTY FIRE MARSHAL AND ASSISTANT FIRE MARSHALS

1. Colonel C. A. Mahoney, Headquarters and Service Group, General Headquarters, United States Army Forces, Pacific, is appointed Deputy Fire Marshal, General Headquarters, Supreme Commander for the Allied Powers, and United States Army Forces, Pacific.

2. Assistant Fire Marshals are appointed for each office building occupied by General Headquarters, Supreme Commander for the Allied Powers, and United States Army Forces, Pacific, as follows:

BUILDINGS	ASSISTANT FIRE MARSHAL	PHONE NO.
(DI) Dai Ichi, M-16	Lt Col Harold H. Capers, G-1	2-5006
(FOB) Forestry, M-23	Lt Col Percy Bouck, ESS	2-5363
(MD) Meiji, M-47	Colonel P. J. Atkinson, PMS	2-3387
(RTB) Radio Tokyo, M-85	Lt Col John F. Harvey, PRO	2-2559
(TSB) Teikoku Sogo, M-102	Colonel H. E. Pulliam, PS	2-3241
(NYK) Nippon Yusen Kaisha, M-75	Colonel Archibald W. Stuart, ATIS	23-7541 EX 2
(NNKK) Nippon Nenryoki, M-69	Major A. A. Gagne, CCD	2-2794
(CPO) Central Post Office M-14	Captain C. M. DeBoer, District Postal Station, Dist I	2-5058
(HBA) Hypothec Bank Annex, M-37	Major C. R. Lucas, AG-AD	2-5181
(SB) Shibusawa, M-96	Major J. F. Wood, CPO	2-2456
(MMB) Mitsui Main Bank, M-60	Mr. M. B. Morgan, DS	2-2440

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DECLASSIFIED E.O. 11652 SEC. 3(E) AND 3(J) OR (E) NNDM # 773012

(SM 63)

BUILDINGS	ASSISTANT FIRE MARSHAL	PHONE NO.
(WMB) War Ministry, M-113	Colonel V. Walbridge, IMTFE	2-3096
(MSB) Mitsubishi Shoji, M-58	Colonel Franklin W. Staiger, EO	2-3135
(BOC) Bank of Chosen, M-65	Lt Col John R. Longshore	23-6294
(ERB) Economic Research, M-19	Lt Col A. C. Deutsch, ESS	2-2401
(KB) Kokubu	Major K. M. Bryman, CPC	2-2367

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

DECLASSIFIED E.O. 12958 SEC. 3(E) AND 3(D) OR (E) NNDG # 773012

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 671 (11 Dec 46)GA

APO 500
29 December 1946

STAFF MEMORANDUM)
:
NO.....62) (SCAP & AFPAC)

FIRE INSTRUCTIONS FOR OFFICE BUILDINGS
OCCUPIED BY GENERAL HEADQUARTERS

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I. REFERENCES. 1. Reference is made to the following:

a. Army Regulations 25-20.

b. Army Regulations 100-80.

c. Army Regulations 105-260.

d. Army Regulations 210-10.

e. Army Regulations 210-390.

f. Army Regulations 420-5.

g. Army Regulations 700-10.

h. Army Regulations 700-25.

i. Army Regulations 850-20.

j. Army Regulations 850-65.

k. Army Regulations 850-300.

l. Field Manual 5-25, 12 May 1945.

m. Training Manual 1-430, 24 April 1942.

n. Training Manual 3-250, 5 December 1940.

o. Training Manual 5-315, 23 March 1944.

p. Training Manual 5-687, 15 January 1946.

q. Training Manual 9-1900, 18 June 1945.

r. Training Manual 10-250, 1 March 1946.

s. Memorandum 51, Headquarters, Headquarters and Service Group, General Headquarters, United States Army Forces, Pacific, 23 September 1946.

II. GENERAL PROVISIONS. 2. Purpose. These regulations are published in order to clarify and coordinate fire defense measures for the protection of personnel, records, and activities of General Headquarters, Supreme Commander for the Allied Powers, and United States Army Forces, Pacific.

3. Responsibility. a. The Commanding General, Headquarters and Service Group, General Headquarters, United States Army Forces, Pacific, is responsible for supply and maintenance of light fire fighting equipment and signs required by staff sections of General Headquarters, Supreme Commander for the Allied Powers, and United States Army Forces, Pacific. He will provide and maintain heavy fire protection equipment and personnel to operate same for each building occupied by staff sections. This will include procurement of assistance from Eighth Army Fire Fighting Units in Tokyo; the Japanese Fire Department, Tokyo, and the Provost Marshal, Tokyo, to prevent fires and to extinguish fires should they occur or be of such magnitude as to require assistance.

b. The Fire Marshal, assisted by the Deputy Fire Marshal, General Headquarters, is responsible for the preparation of plans for fire prevention in buildings occupied by staff sections of General Headquarters, Supreme Commander for the Allied Powers, and United States Army Forces, Pacific. He will also recommend the appointment of assistant fire marshals of buildings occupied, and coordinate their plans on fire prevention activities in these buildings with the Commanding General, Headquarters and Service Group, General Headquarters, United States Army Forces, Pacific.

c. Assistant fire marshals are responsible for the preparation of fire plans and regulations for their respective buildings. They will designate an assistant and will also be assisted by the staff section fire marshals designated below. Contact will be maintained with the building custodian in all matters pertaining to fire prevention and fire fighting affecting their buildings.

d. Each staff section, General Headquarters, Supreme Commander for the Allied Powers, and United States Army Forces, Pacific, is responsible for fire defense precautions pertaining to the personnel, records, and space occupied by the staff section.

III. BUILDING FIRE MARSHALS. 4. Designation. General Headquarters will appoint assistant fire marshals for each building occupied by staff sections. The persons so designated will be announced initially, with their telephone numbers, in a staff memorandum, Supreme Commander for the Allied Powers, and United States Army Forces, Pacific. This information will be posted in a conspicuous place at the outside entrance to the building custodian's office. Changes in designation will be similarly announced and posted.

5. Duties. In addition to other duties, the building fire marshal shall perform the following:

a. Prepare building fire protection plan in coordination with staff section fire protection plans, and any other fire protection plans of the occupants of the building. This plan will also include arrangements for outside assistance in case of a fire of magnitude.

b. Maintain a list of General Headquarters staff section fire marshals in the building, showing their names, telephone numbers (office and residence), and location.

c. Be familiar with and maintain a file of fire protection plans submitted by each staff section in the building.

d. Insure that fire guards are instructed in the procedure to be followed in case of fire where special precaution or action is necessary to safeguard valuable records or supplies maintained by staff section.

IV. STAFF SECTION FIRE MARSHALS. 6. Designation. Each staff section General Headquarters, Supreme Commander for the Allied Powers, and United States Army Forces, Pacific, will appoint a senior officer of the staff section as "Staff Section Fire Marshal." Where staff sections occupy more than one building, a staff section fire marshal will be appointed for each

building occupied by divisions of the staff section. The name of the staff section fire marshal in each building, telephone number (office and residence) and location (room and floor) in the building will be furnished to the building fire marshal.

7. Duties. In addition to other duties, staff section fire marshals will:

a. Prepare the staff section fire defense plan, paying particular attention to:

(1) Assignment to office personnel of definite duties relating to fire defense.

(2) Safeguarding official records from damage by fire.

(3) Coordinating section fire plan and evacuation of offices with building fire plan.

b. Make a daily check for serviceability of fire fighting equipment and for fire hazards within the space occupied by the section; also take action to correct deficiencies noted.

c. Take action to procure suitable fire fighting or fire defense equipment and fire escape signs affecting the section.

d. Hold section fire drills as needed.

V. FIRE PLANS. 8. Preparation. a. Staff section fire marshals will prepare fire protection and defense plans for their respective sections which will include the provisions of this Staff Memorandum, in addition to other pertinent subject matter. The plan will be approved by the chief of the staff section and its contents made known to the personnel of that section. One copy will be delivered, safe hand, to the building fire marshal, one copy will be posted on the section bulletin board, and other copies filed or disposed of as required.

b. Building fire marshals' plans prepared under the provisions of this Staff Memorandum and Memorandum 51, Headquarters, Headquarters and Service Group, General Headquarters, United States Army Forces, Pacific, 23 September 1946, will be in coordination with the fire plans of the various staff sections quartered in the building. A copy of the building fire plan will be furnished to each staff section in the building, and one copy posted in a conspicuous place in the building custodian's office.

VI. FIRE PREVENTION. 9. Survey. Surveys and inspections will be conducted by all fire marshals with a view to eliminating fire hazards.

(SM 62)

Fire hazards or deficiencies in serviceability or quantity of fire fighting equipment, observed by fire marshals, will be corrected by them or, if not under their jurisdiction, reported to the proper authority. Particular attention will be given to proper marking of all exits used as fire escapes. Under no condition will fire escape exits be blocked; nor will fire escapes or stairways be used for storage or office space.

10. Equipment. a. Light fire fighting equipment, such as hand operated chemical fire extinguishers, fire buckets filled with water, water cans or barrels, sand, axes, crowbars, and similar tools, should be provided for each room or hallway. This equipment will be suitably marked and stored in a conspicuous place, easily accessible and out of danger from damage by normal activities. Where gasoline or other volatile combustible material is used, the foam type extinguisher will be provided. Extinguishers should not be placed closer than twenty feet from the place where fire from gasoline may originate. The staff section fire marshal will submit to the building custodian a request for light fire fighting equipment required for the space occupied by the staff section. He will also request the building custodian to replace or repair unserviceable fire fighting equipment when necessary.

b. Heavy fire fighting equipment, such as fire hydrants, fire hose, automatic sprinkler systems, fire alarms, fire escapes and equipment supplied by outside agencies, is a responsibility of the building custodian. This equipment will be inspected, tested, and maintained in serviceable condition by the building custodian under supervision of the building fire marshal.

VII. SAFETY PRECAUTIONS. 11. By Personnel. a. All personnel of each staff section will be instructed as to the location of fire escapes and the plan for evacuation of the section in case of fire. Certain members of the staff section will be instructed in the use of the fire fighting equipment located in the space occupied by the section. Other members of the section will be instructed in the procedure to be followed in safeguarding official records and United States Army property.

b. When directed by the building fire marshal with the approval of the Fire Marshal, General Headquarters, Supreme Commander for the Allied Powers, and United States Army Forces, Pacific, the building custodian will provide fire guards and firemen to protect all General Headquarters' offices at night or when not occupied by staff section personnel. This personnel when provided will be instructed in special procedures or precautions necessary to safeguard staff section records and property.

12. Valuable Records. Staff section fire plans will contain specific provisions for safeguarding valuable official records and property. The provisions and instructions will be brought to the personal

attention of the building fire marshal by the staff section fire marshal.

VIII. ACTICN TO BE TAKEN ON OUTBREAK OF FIRE. 13. Standing Operating Procedure. Each staff section and subsection where a section occupies office space in more than one building will prepare a Standing Operating Procedure for the section and post it in conspicuous places in the office. The Standing Operating Procedure will include the following:

In case of fire, your mission is to:

(1) Spread the alarm, notify personnel in danger.

(2) Attempt to put out the fire, use hand extinguisher.

(3) Notify building fire marshal.

(4) Save and protect lives and evacuate office.

(5) Save valuable records and protect goverrment property.

(6) Close fire doors, and shut off ventilating systems.

(7) Evacuate casualties and all persons in danger.

(8) Mobilize all fire fighting equipment and personnel.

IX. FIRE CONTROL MEASURES. 14. Control Procedure. a. The best control of fires is to prevent them by:

(1) Enforcement of fire regulations.

(2) Proper disposal of cigarettes and lighted matches.

(3) Prompt removal of all fire hazards.

(4) Correct arrangement, insulation and ventilation of heat producing devices.

(5) Proper installation of electric lines and equipment.

(6) Control of ignition sources, such as smoking, static sparks, sparks produced by welding, grinding, and friction in areas where highly combustible material is stored or handled.

b. Control and extinguishment of fires by:

(1) Smothering or exclusion of combustion supporting oxygen. This can be accomplished by the use of sand, foam extinguisher, wet blankets or other smothering article.

(2) Cooling of material below kindling point. This is accomplished by the application of water or fire extinguishing liquids, usually contained in hand fire extinguishers having directions for use printed on the container.

(3) Starvation or removal of material feeding the fire; this includes surrounding the fire with fire proof material to prevent the spread of the blaze; closing fire doors, ventilating systems, and other openings to stop all drafts.

c. Report fires by dividing them into three classes:

(1) Ordinary combustible materials burning; report as Class "A" fires.

(2) Liquids burning; report as Class "B" fires.

(3) Fires involving electrical equipment; report as Class "C" fires.

d. When fires are discovered and reported to the fire marshal or fire department, they should be reported by class. This information enables the fire department or other fire fighting personnel to arrive at the scene of fire with proper equipment prepared to take prompt action to bring the fire under control.

X. COMMAND AT SCENE OF FIRE. 15. Fire Fighting. Command responsibility at the scene of a fire will be strictly adhered to as follows:

a. The staff section fire marshal will assume operational control of fire fighting when the fire is confined to space occupied by the section and additional assistance is not required.

b. The building fire marshal or a previously designated assistant will assume operational control of fire fighting where the fire affects more than one staff section, parts of the building not occupied by General Headquarters, and when staff section personnel are absent.

c. The fire marshal or fire chief, Eighth Army Engineer Fire Fighting Unit, will assume operational control of all fire fighting equipment at scene of fire when this unit arrives or is employed.

d. The senior officer present at a fire will assume authority until a fire marshal arrives to take charge. No officer, regardless of rank, will assume authority over the fire marshal or commander of the trained army fire fighting personnel or unit. Until the arrival of the trained personnel, the fire marshal noted above will be in charge. The orders of fire marshal and army fire fighting personnel will be obeyed. Violations will be reported by the officer in charge to the Fire Marshal, General Headquarters, Supreme Commander for the Allied Powers, and United States Army Forces, Pacific.

16. Civilian Fire Department. The Fire Marshal, Tokyo Area, appointed by the Commanding General, Eighth Army, will coordinate fire fighting action between United States Army units and personnel under his control with civilian fire department arriving at scene of fire.

XI. FIRE DRILLS. 17. Conduct. Each staff section fire marshal will hold a fire drill for the section once each quarter. These drills will be coordinated with the building fire marshal so that any confusion and disturbance to other occupants of the building will be held to a minimum. Lack of equipment, of personnel training in fire fighting duties, or information as to fire plan procedure which are observed during the fire drill, will be corrected or reported to the building fire marshal.

XII. REPORTS. 18. Data. The information required for making reports on loss or damage to government property will be forwarded by staff section fire marshals to the Commanding General, Headquarters and Service Group, General Headquarters, United States Army Forces, Pacific, in accordance with section IV, Memorandum 51, Headquarters, Headquarters and Service Group, General Headquarters, United States Army Forces, Pacific, subject: Fire Regulations, 23 September 1946.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley

JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 334 (23 Dec 46)GB

APO 500
23 December 1946

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

(SCAP & AFPAC)

OFFICIAL RELATIONS AND CONTACTS
WITH FOREIGN MISSIONS

1. a. Rescission. Staff Memorandum 41, General Headquarters, Supreme Commander for the Allied Powers, 9 June 1946, is rescinded.

b. Reference. Circular 12, General Headquarters, Supreme Commander for the Allied Powers, 5 December 1946.

2. The following memorandum has been dispatched to the Chiefs of all Foreign Missions in Japan:

"GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

AG 334 (9 Jun 46)GB

APO 500
9 June 1946

MEMORANDUM FOR: CHIEFS OF FOREIGN MISSIONS IN JAPAN.

SUBJECT: Official Relations and Contacts with the Imperial Japanese Government, with Staff Sections of GHQ, and with United States Occupational Forces.

1. All official business with the Imperial Japanese Government, with Staff Sections of GHQ, and with United States Occupational Forces will henceforth be conducted through either the Diplomatic Section or the Foreign Liaison Sub-section, G-2 Section, of this headquarters.

a. The Diplomatic Section has responsibility in diplomatic matters connected with SCAP and in Japanese Foreign Office relations with foreign governments.

b. The Foreign Liaison Sub-section, G-2 Section, has responsibility in all other matters.

2. Official business, whenever practicable, will be transacted in writing.

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3. Members of the Allied Council for Japan will continue to submit their requests for information through the Secretary General thereof, who will use either the facilities of the Diplomatic Section or of the Foreign Liaison Sub-section, G-2 Section, as indicated.

FOR THE SUPREME COMMANDER:

/s/ JOHN B. COOLEY,
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General."

3. The Diplomatic Section or G-2 Section will take appropriate action on all communications received from Foreign Missions.

4. No representative of a Foreign Mission will be received in a staff section of GHQ unless prior arrangements therefor have been made by the Diplomatic Section or G-2 Section.

5. No member of a group operating in Japan from a government other than the United States will be assigned, attached to, or authorized to be employed in any staff section of GHQ, except the International Prosecution Section, without the approval of the Chief of Staff in each case.

6. No magazines, books, motion pictures, news and photograph releases or other instruments of mass information received from a foreign agency will be disseminated in Japan except under the provisions of SCAP Circular 12, 5 December 1946.

7. Information given to foreign agencies will be only that which is unclassified, has received complete staff action where appropriate, and has the concurrence for such release of all interested staff sections.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley

JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 400 (6 Dec 46)CE

APO 500
23 December 1946

STAFF MEMORANDUM)
:
NO..... 60) (SCAP & AFPAC)

CONSERVATION OF CONSTRUCTION SUPPLIES AND EQUIPMENT

1. The necessity to conserve construction materials and supplies has been called to the attention of major subordinate commands in Occupation Instructions, General Headquarters, Supreme Commander for the Allied Powers, and Operations Instructions, General Headquarters, United States Army Forces, Pacific for the occupation of Japan and Korea, and subsequently thereto by a series of directives, portions of which are quoted below:

a. From letter, General Headquarters, United States Army Forces, Pacific, AG 400.8 (13 Jun 45)GD, subject, "Conservation of Supplies and Equipment," dated 13 June 1945.

"3. ...it is desired that a program of conservation of supplies and equipment be instituted within your command....

"4b. Inclusion as a subject of Inspection by Inspectors General of activities in connection with conservation and maintenance in lower echelons, implementation of conservation programs by organization and unit commanders....."

b. From letter, General Headquarters, United States Army Forces, Pacific, AG 411 (27 Jun 46)CE, subject, "Conservation of Construction Materials," dated 27 June 1946.

"2. The construction of the above facilities will require the careful use of all available construction materials, as the requirements of the housing program in the United States are so great as to limit quite drastically the construction materials that may be obtained from the Zone of Interior, and the economy of Japan was so sorely strained by the war that it is not in a position to produce large quantities of materials. Consequently, any wastage or misuse of available materials will result in a reduction of facilities needed by the occupation forces.

"3. The first aim of all commanders must be to ensure that the troops under their command are adequately housed and provided with satisfactory operational facilities. The provision of recreational

facilities and the further improvement of housing facilities must await the completion of basic requirements. Dependent housing, while important, must be phased in relation to other requirements and not prosecuted at a higher rate than troop housing or operational facilities."

c. From letter, General Headquarters, United States Army Forces, Pacific, AG 400.8 (5 Sep 46)CE, subject, "Conservation of Construction Supplies and Equipment," dated 5 September 1946.

"3. There are three distinct fields in which conservation of construction materials must be exercised:

"a. The first lies in the review of requests for and in the approval of new construction projects. Theater construction policies prescribe maximum allowances for various types of facilities. Development of facilities for all personnel to the maximum extent authorized is desirable but must be considered as a long range program which can be obtained only when and if construction supplies become less critical. The fact that certain facilities are authorized by the policy does not require the provision of such facilities. Commanders of all echelons must review all requests for new construction to determine that the construction requested is a definite requirement, that an existing facility cannot be used to achieve the purpose, that the request is within the provisions of the pertinent construction policy, and that an appropriate priority is accorded to the project so that it does not interfere with projects of greater importance. Rigid control of requests and of authorization for new construction is the most important feature in conservation of construction supplies.

"4. In order to insure close supervision of authorization for new construction, it is desired that all requests for either new construction or temporary work which are forwarded to General Headquarters, United States Army Forces, Pacific, for approval, bear the personal signature of the commander of each echelon of command through which the request is processed."

d. From letter, General Headquarters, United States Army Forces, Pacific, AG 400.8 (1 Nov 46)CE, subject, "Conservation of Construction Materials and Supplies," dated 1 November 1946.

"3. Serious difficulties are being encountered in securing from Japanese production or from the Zone of Interior the construction materials required to provide essential troop and dependent housing operational facilities. Reference 1a (*AFPAC Circular 8, 1 February 1946, as amended by AFPAC Circular 24, 1 April 1946) prescribes the basic space allowances permitted for various types of facilities but does not prescribe the standards of interior finish, furnishings and decorations. The control of these latter items was delegated to you (*Commanding Generals, Eighth Army; Pacific Air Command, United States Army; and Headquarters and Service Group, General Headquarters, United States Army Forces, Pacific).

*(Inserts supplied for clarity.)

"4. In view of the necessity for conservation of construction materials and supplies, it is felt that close scrutiny should be maintained, not only over the space allowances provided, but also over the standards of interior fittings, furnishings and decorations. Such things as elaborate neon and other types of electric signs and decorations, such as murals, large decorative mirrors and hangings, elaborate furnishings in enlisted men's and officers' clubs, far beyond that necessary for adequate recreation and enjoyment, have appeared in various facilities and indicate that reasonable standards are being exceeded.

"5c. It is desired that the Commanding General, Headquarters and Service Group, General Headquarters, cooperate with the Commanding General, Eighth Army, in conserving construction materials and supplies, and publicize to his command the policies enunciated herein and the necessity therefor."

2. Requests for new construction and for repair and maintenance projects will be handled in the following manner:

a. New Construction. ("Non-recurring" work such as erection of new structures or substantial alterations to existing structures, generally performed by a construction contractor).

(1) Requests will be made by custodian, addressed to Headquarters Commandant, General Headquarters , United States Army Forces, Pacific.

(2) Requests will be made in triplicate, giving detailed location of construction site, including name of building, street address, and room number in which construction is desired.

(3) Telephoned requests for construction will not be accepted.

b. Repair and Maintenance. ("Recurring" work including repair, adjustment, overhauling, and upkeep of existing structures or installations, plumbing, heating, refrigeration, electricity, and sewage).

Requests will be made by telephone to Maintenance Section, Service Battalion, Headquarters and Service Group, GHQ, AFPAC.

c. Residents of apartments will make request for repair and maintenance projects through the custodian of their housing area. Residents of separate dependent houses will contact the section listed in the preceding subparagraph for repair and maintenance projects.

3. The measures directed in the foregoing are equally applicable to office facilities, to billeting, housing, recreation facilities for military and civilian personnel, and to individual abodes, and apply both to sections of the headquarters and to individual members thereof. Section chiefs of General Headquarters will publicize the policies to all members of their sections and require strict compliance therewith when submitting requests for materials or facilities. Requests for change or improvement in facilities for any section will bear the personal signature of the section chief.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley

JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

G S

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 241 (13 Nov 46)FD

APO 500
23 December 1946

STAFF MEMORANDUM)
:
NO.....59)

(SCAP & AFPAC)

PAYMENT OF OFFICERS OF GHQ STAFF SECTIONS

1. In order to decrease the work load on transportation facilities and to minimize the loss of time involved in drawing monthly pay, sections of this headquarters may utilize the class A agent system for paying officers.

2. Each section of this headquarters which desires that its officers be paid by class A agent officers will request the Adjutant General's Section to publish orders appointing a designated officer as class A agent officer to the Disbursing Officer, 240th Finance Disbursing Section, for the purpose of making these payments.

3. Each section will furnish the Finance Officer, 240th Disbursing Section, the name of the officer designated, with Signature Cards (WD Form 35) accomplished in duplicate, and with a list of all the officers to be paid by the agent officer. This list in duplicate will be furnished the Finance Officer monthly two weeks prior to the end of each month.

4. Each agent officer so appointed will obtain cash and vouchers at the finance office on the date designated as payday. Agent officers will render their returns to the Finance Officer within twenty-four hours after completion of the payments.

5. The initial payments under this plan will be made on 31 December 1946. Agent officer will insure that the funds in their custody are adequately safeguarded at all times. They will be held pecuniarily responsible for all funds entrusted to their care.

6. Officers assigned to sections of General Headquarters after payment lists for each month have been submitted to the Finance Officer will make individual arrangements with the Finance Officer for that month's pay; but may be paid by the agent officers on subsequent paydays.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 400.8 (21 Dec 46)GD

APO 500
21 December 1946

STAFF MEMORANDUM)
:
NO.....58) (SCAP & AFPAC)

CONSERVATION OF ELECTRICITY AND COAL

1. Due to heavy demands and low production of coal, an emergency in both the coal and electrical power situation in Japan has been created. This has been further accentuated due to the winter months being the dry months which automatically causes a drop in hydro-electric power production.

2. Agreements have been reached by representatives of this Headquarters and officials of Japanese power companies to conserve power and coal during the present shortages. All nonessential industries will cease to operate, street lights will be turned off and excessive use of appliances in Japanese homes will be curtailed.

3. It is desired that members of the Occupation Forces in billets, office buildings and dependent housing conserve electricity and coal during the winter months in order to avert a serious crisis. In addition to the normal measures used to conserve electricity and coal, the following action will be taken:

a. No electric signs will be operated except where use is imperative, such as directional signs. All outside lights with the exception of security and safety lights and inside lights in all unoccupied rooms will be turned off.

b. Only rooms used continually will be heated and room temperatures will be maintained at 68-70 degrees. When retiring, stoves and furnaces will be banked and electric heaters will be turned off. Where adequate heat is derived from coal or gas, no electric heaters will be used. Maximum cooking will be accomplished on each stove burner.

c. Leaky water faucets will be repaired and only as much water as is necessary will be used in order to reduce pumping operations to a minimum.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

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AG 370.5 (29 Nov 46)AG-OM

APO 500
20 December 1946

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

STAFF MEMORANDUM)
:
NO.....57) (AFPAC)

TRANSFER OF FUNCTIONS AND RESPONSIBILITIES
OF THE HISTORICAL DIVISION

The functions and responsibilities of the Historical Division, G-3 Section, General Headquarters, United States Army Forces, Pacific, are transferred to the Assistant Chief of Staff, G-2, General Headquarters, United States Army Forces, Pacific, effective 22 November 1946.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 010.5 (3 Dec 46)GC

APO 500
10 December 1946

STAFF MEMORANDUM)
:
NO.....56) (SCAP)

PROCEDURES FOR INSURING ENFORCEMENT
OF DIRECTIVES TO IMPERIAL JAPANESE GOVERNMENT

1. Rescission. Staff Memorandum 7, General Headquarters, Supreme Commander for the Allied Powers, 13 February 1946, is rescinded.

2. This memorandum is published to clarify procedures for insuring the enforcement of directives issued by the Supreme Commander for the Allied Powers to the Imperial Japanese Government.

3. Staff sections initiating staff actions in matters charged to them by SCAP general orders and staff memorandums are responsible for continuing staff action to insure the enforcement of the Supreme Commander's directives and instructions to the Japanese Government.

4. Occupation Instructions 4, General Headquarters, Supreme Commander for the Allied Powers, 20 September 1946, charges the commanders of the occupation forces with the general responsibility for surveillance of Japanese compliance with SCAP directives; for reporting the results of such surveillance to the Supreme Commander; and for the execution of such enforcement as may be directed.

5. Staff sections initiating actions which result in the formulation of directives to the Imperial Japanese Government which are identified by a SCAP index number will:

a. Determine the degree of surveillance that will be necessary, which will be one or a combination of the following:

(1) Surveillance by agencies of the occupation forces.

(2) Field inspections by representatives of the section, coordinated with military government echelons of the occupation forces, as deemed necessary by the section chief concerned.

(3) None required, in the case of reports called for or other direct actions, the accomplishment of which will be self-evident to the section.

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Restricted

(SM 56)

b. Prepare command instructions to the occupation forces concurrently with each directive hereafter issued to the Japanese Government, specifying the manner in which surveillance of Japanese compliance with the directive will be accomplished, as determined in accordance with paragraph 5a above. Command instructions will make reference to the SCAP index number of the directive to which they are related. In case surveillance is to be performed by the occupation forces, command instructions will clearly indicate the type desired:

(1) Routine - To be covered in normal weekly "Occupation Activities Reports."

(2) Special - Indicating particular actions or reports required.

c. Prepare an accompanying communication entitled, "Information of General Application Pertaining to Directive Number (SCAPIN ___), file AG ___; (Date), (Office Symbol), this headquarters, (Date), subject: _____," when, in the opinion of the section chief, such action will be necessary in order to give the occupation forces a more comprehensive background for the accomplishment of proper surveillance. This memorandum will be separate and distinct from the command instructions which are to be forwarded to the major headquarters of the occupation forces in connection with each directive in accordance with paragraph 5b above, and will be distributed to the occupation forces with the directive. It will be in the nature of a memorandum for record for the directive to which it applies. No fixed form is prescribed for this document, as each one should be drawn up as a particular case. However, the first paragraph will read, "With reference to Memorandum Number (SCAPIN ___) this headquarters to the Imperial Japanese Government, the following is published for the information of all concerned." The memorandum should, in general, outline the purpose of the directive including the results that it is desired to accomplish. It should explain the approved interpretation placed on points raised in the directive by this headquarters. Any detailed information available on the methods by which the Japanese are expected to implement the directive should be given. The document should close with a general statement of the responsibilities of the occupation forces in the surveillance of the directive. This statement will not be in the nature of orders but of background information. Reference should be made in connection with this closing statement to the fact that command instructions pertaining to the execution of surveillance will follow through command channels.

d. Pass to the occupation forces information subsequently received from the Imperial Japanese Government on plans or actions being taken by them to implement the directives of the Supreme Commander when such information will contribute to more effective surveillance.

(SM 56)

e. Process surveillance reports received from the occupation forces and be responsible for initiating resultant actions directing enforcement by occupation forces or further action by the Imperial Japanese Government or both.

6. Field inspections in Japan by representatives of staff sections for surveillance of Japanese compliance with the directives of this headquarters will be coordinated with the Military Government Section of the Eighth Army. Field inspections for the purpose of observing the military government activities of occupation forces will be coordinated through command channels.

7. Certain operational functions pertaining to Japan as a whole which are or may be specifically charged to staff sections of this headquarters in general orders from time to time, will continue to be carried out under direct control of this headquarters. Direct communication in technical matters not involving command relations is authorized.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

Draft

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 311.23 (Nov 46) AG-OC APO 500

1946

STAFF MEMORANDUM)
:
NO. . . . .) (SCAP & AFPAC)

PROCEDURES FOR PREPARATION AND PROCESSING OF SIGNAL MESSAGES

1. The receipt, processing and preparation of signal messages at General Headquarters, Supreme Commander for the Allied Powers and General Headquarters, United States Army Forces, Pacific will be governed by the provisions of this memorandum.

2. Incoming Messages. a. Receipt and Distribution. All official messages for General Headquarters, Supreme Commander for the Allied Powers and General Headquarters, United States Army Forces, Pacific will be received at the Radio and Cable Center, Adjutant General's Office, where action responsibility will be determined and assigned and the message reproduced and distributed to interested staff sections.

b. Change of Action Responsibility. In the event that a staff section other than the one to which action was assigned, is to take action on a message, a properly accomplished AFPAC AGO Form 58, "Change of Action Request" (Inclosure 1) will be submitted to the Radio and Cable Center. When a request for change of action is made by telephone, Form 58 should follow. Any reference over the telephone to a classified message will be by cite number or, if a Navy message, by the time of origin, rather than by subject.

c. Suspense Procedure.

(1) Radio and Cable Center, Communications Branch, Adjutant General's Office is responsible that:

(a) A suspense file of unanswered messages is maintained.

(b) A report of messages on which action is not completed within a prescribed period is rendered to the Chief of Staff.

(2) Each staff section to which action on a message has been assigned is responsible that:

(a) Reply is made or other final action taken within three (3) days from date of message (shown in upper right hand corner) or

(b) Radio and Cable Center is furnished the estimated date of reply to a message (suspense date) when final reply cannot be made within the prescribed three (3) days.

Draft 55-a

(SM) Draft

(3) The executive, or designated representative of each staff section, will maintain a list showing current status of messages charged to the section, and, by daily visits to Radio and Cable Center, will furnish the information required by sub-paragraphs (2) (a) or (b) above.

3. Outgoing Messages. a. Preparation.

(1) Form. Except as indicated in sub-paraph 3 a (1) (a), requests for the transmission of outgoing messages will be submitted to AG Radio and Cable Center by originating staff sections in form substantially as that indicated in Inclosure No. 2. The necessary memorandum for record showing the staff coordination and concurrences will be included. Only one copy of the form need be submitted. The message should be written in reading rather than in radio-transmission form.

(a) Single address messages to Commanding General, Pacific Air Command, United States Army, or to Commanding Officer, 7th Army Air Communications Service Wing, regardless of their precedence priority and single address messages to Commanding General, Eighth Army, below precedence classification of operational-priority, will be prepared on Message forms and processed under the provisions of paragraph 23, Staff Memorandum 34, General Headquarters, Supreme Commander for the Allied Powers and United States Army Forces, Pacific, 19 October 1946.

(2) The originating staff section will be responsible for the following:

(a) Indication of the addressees, both action and information, and the precedence priority applicable to each.

(b) Indicating the security classification.

(c) Effecting the necessary staff coordination and concurrence.

(d) Preparation of the necessary memorandum for record, showing the staff coordination and concurrences.

(e) Wording the message.

(f) Indicating the sections or agencies to which information copies should be furnished, including the Commander-in-Chief if the current message is in answer to one on which it appeared that he had been furnished a copy.

(g) Indicating by the signature of a duly authorized officer that the message is approved for dispatch.

(SM)

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(3) The Adjutant General will be responsible for the following:

(a) Rewriting the messages in radio-transmission form, authenticating them and sending them to the Signal Center for transmission.

(b) Reproducing the messages in form, similar to that used for incoming messages, and distributing copies to the sections and agencies indicated by the originators.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

2 Incl:
1. Change of Action Request Form.
2. Outgoing Message.

Draft

Draft

GENERAL HEADQUARTERS
SCAP and AFPAC

_____
(Office of Origin)

_____ 1946

Memorandum for Radio and Cable Center (Suspense Section), AGO.

SUBJECT: Change of Action on Radiograms.

CITE NUMBER	CONTROL NO.	ORIGINATOR	MSG DATE

Request that action on above radiogram be changed as follows:

FROM: _____ TO: _____
(Staff Section) (Staff Section)

REQUESTED BY: _____
(Signature) (Telephone)

Space below this line for use of Radio and Cable Center

_____
(Action changed - date and initials) (Posted by)

Incl 1

Draft

Draft

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

Date: 26 November 1946

From: G-4

To: AG Radio and Cable Center

1. Request the dispatch of the following confidential radiogram:

"From : CINCAFPAC

To : TAG.....Priority

Info : AFWESPAC.....Routine
HAMPAC.....Priority
HICPAC.....Routine

The staif section originating a request for the dispatch of a radio should have the text of the message typed in reading copy form as in this sample. Figures should be shown as numbers; i.e., 1234, and the phonetic alphabet should not be used for isolated letters. The message should be doubled spaced."

Send copies to:

G-1
G-4 (Return)
IG

APPROVED BY:

JOHN A. DOE,
Major, GSC,
G-4

CONFIDENTIAL

Incl 2

Draft

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 210.481 (24 Oct 46)GA

APO 500
9 December 1946

STAFF MEMORANDUM)
:
NO.....55) (SCAP & AFPAC)

ROTATION OF PERSONNEL

1. a. Rescission. Staff Memorandum 19, General Headquarters, United States Army Forces, Pacific, 25 March 1946, is rescinded.

b. References.

(1) Section II, Circular 272, War Department, 9 September 1946.

(2) Staff Memorandum 40, General Headquarters, Supreme Commander for the Allied Powers and United States Army Forces, Pacific, 1 November 1946.

2. a. Commissioned personnel eligible for return to the Zone of the Interior by reason of having completed the normal or maximum foreign service tour as provided in section II, Circular 272, War Department, 9 September 1946, will be reported by staff sections to the Adjutant General, General Headquarters, United States Army Forces, Pacific, on the twenty-fifth day of the seventh month preceding the month in which the individual becomes eligible (Reports Control Symbol WDGPA-31). The report will be submitted on the attached form (Inclosure 1).

b. Officers agreeing to serve in the theater for one year after the arrival of dependents, and by reason of such agreement will be required to serve beyond the normal or maximum overseas tour, will be reported by staff sections to the Adjutant General, General Headquarters, United States Army Forces, Pacific, as set forth in paragraph 2a, on the twenty-fifth day of the seventh month preceding the month in which the agreement terminates. Effective at once, changes of category statement to provide for one year of service after arrival of an individual's dependents will be permitted only when it is apparent that the signer's dependents will arrive in the theater at least one year prior to the expiration date of maximum overseas tour of the applicant (Section II, Circular 272, War Department, 1946).

(SM 55)

3. a. Officers, except general officers and officers referred to in paragraph 2b, who desire to remain overseas beyond the normal tour prescribed in section II, Circular 272, War Department, 9 September 1946, will make application in duplicate on the attached form (Inclosure 2). Applications will be forwarded to the Adjutant General, General Headquarters, United States Army Forces, Pacific, through chiefs of general and special staff sections for approval. Applications made by chiefs of general and special staff sections will be forwarded to the Chief of Staff. Applications for extension must be approved prior to completion of the 24th month of continuous overseas service of the current tour in the case of male officers and prior to completion of the 18th month in the case of female officers. The Adjutant General, General Headquarters, United States Army Forces, Pacific, will file the original of the approved application with the WD AGO Form 66-1, 66-2, or 66-3 of the individual.

b. Enlisted personnel will make application for extension of the normal overseas tour to the Commanding General, Headquarters and Service Group, General Headquarters, United States Army Forces, Pacific. Prior to approval, applications will be submitted to the chief of the appropriate staff section for his recommendation.

c. War Department policy intends that extension beyond the normal overseas tour will be granted only for well established reasons and in the best interests of the service. The chiefs of general and special staff sections will scrutinize carefully each application as to the military necessity for, or advisability of extension before approving the request. When it cannot be anticipated reasonably that an individual's services will be needed for the period of the requested extension, the forwarding indorsement will indicate the approximate length of time the applicant's services can be used in his present assignment, his military occupational specialty or specification serial number and position title, and recommendation as to whether his qualifications and general efficiency index warrant the extension. The Adjutant General, General Headquarters, United States Army Forces, Pacific, will take final action as to approval.

d. Extensions beyond the maximum overseas tour may be granted in cases of senior key individuals who are urgently needed in the theater. Requests for such extension will be held to the minimum. All requests will be submitted to the Assistant Chief of Staff, G-1, setting forth all facts required for justification of the request. Final approval of such extensions must be obtained from the War Department.

e. It is the responsibility of the chiefs of general and special staff sections that officers do not volunteer for periods in excess of those permitted by signed category statements.

(SM 55)

4. Officers who are now eligible or who will become eligible for return to the Zone of the Interior under the provisions of section II, Circular 272, War Department, 9 September 1946, between the date of this memorandum and 31 January 1947, will be enroute to the Zone of the Interior not later than 31 January 1947.

5. Replacements required for individuals returned to the Zone of the Interior under the provisions of section II, Circular 272, War Department, 9 September 1946, will be requisitioned by staff sections and by the Commanding General, Headquarters and Service Group, General Headquarters, United States Army Forces, Pacific, through normal requisition channels (reference 1b (2) above) on the first day of the fourth month preceding the month in which the individual is scheduled for return.

6. On the first day of each month, staff sections will report to the Adjutant General, General Headquarters, United States Army Forces, Pacific, those officers to be returned to the Zone of the Interior during that month by reason of having completed their normal or maximum overseas tours, or any extension thereof. The report will include the following:

a. Name (last name, first name, middle initial).

b. Rank.

c. Army serial number.

d. Arm or service.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

2 Incls:
1. Report on Off Ret to ZI for Reasgmt
2. Application for Extension of Overseas Tour

Inclosure 1

REPORT ON OFFICERS RETURNING TO Z I
FOR REASSIGNMENT

RACE	ETA IN USA	GRADE	NAME	ASN	BRANCH	MOS		CATEGORY	DATE DUE FOR SEPARATION	REC.STA NO IN Z I	DAYS LEAVE DESIRED	OTHER THAN AC OF ON DUTY WITH AAF UNIT OR INSTALLATION
						SSN	TITLE					

RE[illegible]

_____
(Section)

Subject: Voluntary Extension of
Overseas Tour for Officers _____ 1946

To :

1. I volunteer to serve in the theater for a period of _____ months beyond the normal overseas tour of _____ months which I will complete on _____.

2. a. I am in the Regular Army.

b. I have signed a Category _____ volunteer statement.

AG 210.45 (Off)

1st Ind.

To:

1. _____ approved.

2. This extension is believed advisable and in the best interests of the government.

3. It can be reasonably anticipated that applicant's services will be needed in this section for the requested period of extension.

4. Remarks.

Inclosure 2

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 130 (5 Nov 46)FD

APO 500
3 December 1946

STAFF MEMORANDUM)
:
NO.....54)

(SCAP & AFPAC)

FUNDING OPERATIONS

1. Rescissions. Staff Memorandum No. 31, General Headquarters, Supreme Commander for the Allied Powers, 4 May 1946, and Staff Memorandum No. 38, General Headquarters, United States Army Forces, Pacific, 4 May 1946, are rescinded.

2. The Economic and Scientific Section is responsible for the following:

a. Procurement of yen currencies for the use of Allied Occupation Forces, missions and delegations in Japan and Okinawa, including maintenance of necessary accounts and records to indicate sources, available supply, control and disposition of such currencies.

b. Assuring that the Chief Finance Officer or authorized Finance Agent of each Allied Occupation Force, mission or delegation in Japan accounts for receipts and disbursements of yen currencies by their respective forces, missions and delegations.

3. The Chief, Economic and Scientific Section is authorized direct communication with:

a. The Bank of Japan concerning transactions relative to funding operations.

b. Allied Occupation Forces, missions and delegations concerning funding matters of a routine nature.

4. The Fiscal Director, United States Army Forces, Pacific, is responsible for the following:

a. Procurement of Japanese yen from the Economic and Scientific Section, General Headquarters, Supreme Commander for the Allied Powers, as required for use by the United States Armed Forces in Japan and Okinawa and accounting for Korean yen used by the United States Armed Forces in Korea.

b. Accounting for yen currencies in payment of obligations arising out of operations and activities of the United States Armed

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Forces in Japan and Korea, which are paid from funds other than those appropriated by the Congress of the United States.

5. The Fiscal Director, United States Army Forces, Pacific, may retain, as required, accounts at the Bank of Japan, Tokyo, the Yokohama Specie Bank, Tokyo and the National City Bank of New York, Tokyo and communicate directly with these banks for the purpose of effecting transactions incident to the funding of United States Forces.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 386.3 (31 Mar 46)GD

APO 500
2 December 1946

STAFF MEMORANDUM)
:
NO.....53) (SCAP & AFPAC)

DISPOSITION OF ENEMY EQUIPMENT IN JAPAN

1. Rescission. Staff Memorandum 22, General Headquarters, Supreme Commander for the Allied Powers, dated 31 March 1946, is rescinded.

2. All requests from allied governments received for enemy equipment captured in Japan, will be referred to the Assistant Chief of Staff, G-4.

3. In processing such requests, the Assistant Chief of Staff, G-4, will cause such investigations as necessary to establish the validity of the requirement to be made, and will authorize deliveries, in accordance with announced policies of the State, War, and Navy Coordinating Committee and the Joint Chiefs of Staff.

4. The Assistant Chief of Staff, G-4, is responsible that quarterly reports of authorization for deliveries of equipment to other nations are forwarded to the Joint Chiefs of Staff.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 014.1 (20 Nov 46)GA

APO 500
2 December 1946

STAFF MEMORANDUM)
:
NO.....52) (AFPAC)

MILITARY GOVERNMENT IN THE RYUKYU ISLANDS

1. a. Rescissions.

(1) Staff Memorandum 36, General Headquarters, Supreme Commander for the Allied Powers, 28 May 1946.

(2) Staff Memorandum 47, General Headquarters, United States Army Forces, Pacific, 28 May 1946.

b. Reference. Field Manual 101-5, 19 August 1940.

2. The Assistant Chief of Staff, G-1, is charged with the formulation of policies, planning for and supervision of activities at General Headquarters, United States Army Forces, Pacific, concerning the operation of Military Government in the Ryukyu Islands, south of 30° North latitude.

3. Special Staff Sections of General Headquarters, Supreme Commander for the Allied Powers, will furnish technical advice and assistance to the Assistant Chief of Staff, G-1, on matters concerning this operation of Military Government in the Ryukyus as required.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 300.8 (8 Nov 46)GA

APO 500
29 November 1946

STAFF MEMORANDUM)
:
NO.....51) (SCAP & AFPAC)

CLEARANCE TO CHINA

1. Rescission. Staff Memorandum 32, General Headquarters, United States Army Forces, Pacific, 25 April 1946, is rescinded.

2. All military or civilian personnel on duty with General Headquarters, Supreme Commander for the Allied Powers, and General Headquarters, United States Army Forces, Pacific, who are required to enter the China theater on temporary duty must receive clearance prior to entry which will be incorporated in the order directing the travel, if practicable.

3. a. Requests to make staff visits to China will be submitted to the Assistant Chief of Staff, G-1, who will forward them to the Deputy Chief of Staff with recommendation as to approval or disapproval. Upon receipt of approval from the Deputy Chief of Staff, the Assistant Chief of Staff, G-1, will request the necessary clearance and forward the approved request to the Adjutant General, General Headquarters, United States Army Forces, Pacific. The Adjutant General will issue the necessary orders upon receipt of clearance from China.

b. A radio requesting clearance will be attached and will be addressed to the pertinent commander as shown below:

(1) For personnel destined for Nanking and Shanghai: Chief, Army Advisory Group, APO 909, information copy to Commanding Officer, Shanghai Detachment.

(2) For personnel destined to Peiping: Commanding General, Peiping Headquarters Group, APO 912.

(3) For personnel reporting direct to the Consulate General, Foreign Liquidation Commission, Assistant Military Attache, American Graves Registration Service, and Air Transport Command in Shanghai: Direct to these commands and agencies, information copy to Chief, Army Advisory Group, China, APO 909.

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(SM 51)

c. Requests for staff visits and radios requesting clearance will each contain the following:

(1) Names of individuals desiring clearance.

(2) Reasons necessitating travel to China.

(3) Length of time to be spent in China.

(4) Place or places to be visited.

(5) Estimated time of arrival in China.

d. Requests for staff visits with radio attached should reach the Assistant Chief of Staff, G-1, at least 15 days prior to the estimated time of arrival in China. When it is impossible to comply with this time limitation, the request will indicate the reasons therefor.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 230.14 (25 Jul 46)GA

APO 500
29 November 1946

STAFF MEMORANDUM)
:
NO.....50) (SCAP & AFPAC)

CIVILIAN PERSONNEL

1. Rescissions and Reference.

a. Rescissions.

(1) Staff Memorandum 3, General Headquarters, Supreme Commander for the Allied Powers and United States Army Forces, Pacific, 11 July 1946.

(2) Staff Memorandum 8, General Headquarters, Supreme Commander for the Allied Powers, 11 December 1945.

(3) Staff Memorandum 10, General Headquarters, Supreme Commander for the Allied Powers, 3 March 1946.

(4) Staff Memorandum 23, General Headquarters, Supreme Commander for the Allied Powers, 6 April 1946.

(5) Staff Memorandum 25, General Headquarters, Supreme Commander for the Allied Powers, 8 April 1946.

(6) Staff Memorandum 42, General Headquarters, Supreme Commander for the Allied Powers, 10 June 1946.

(7) Staff Memorandum 46, General Headquarters, Supreme Commander for the Allied Powers, 19 June 1946.

(8) Staff Memorandum 52, General Headquarters, Supreme Commander for the Allied Powers, 6 July 1946.

(9) Staff Memorandum 11, General Headquarters, United States Army Forces, Pacific, 4 March 1946.

(10) Staff Memorandum 51, General Headquarters, United States Army Forces, Pacific, 10 June 1946.

(11) Staff Memorandum 71, General Headquarters, United States Army Forces, Pacific, 6 July 1946.

(12) Staff Memorandum 77, General Headquarters, United States Army Forces, Pacific, 3 December 1945.

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(13) Letter, file AG 230 (20 Dec 45)OCP, subject: Civilian Personnel Standard Operating Procedure for GHQ, SCAP, 20 December 1945.

b. Reference. War Department Civilian Personnel Regulations.

2. Purpose. The purpose of this memorandum is to provide Section Chiefs with policies on the administration of civilian personnel matters, based on War Department Civilian Personnel Regulations. Each Section Chief will insure that all employees in his section are advised as to the policies contained herein.

3. Civilian Personnel Coordinator. Each staff section will appoint a civilian personnel coordinator, who will maintain records and act as liaison officer with the Civilian Personnel Section on matters affecting civilians assigned to his section. The name of the individual appointed as civilian personnel coordinator will be reported in writing to the Civilian Personnel Section; and any change will be likewise reported.

4. Registration of Civilian Employees. Civilian employees arriving for duty at General Headquarters, United States Army Forces, Pacific, will report to the Civilian Personnel Section.

5. Transportation, Leave, and Reemployment Upon Expiration of Tour of Duty. a. A civilian employee of the War Department who has completed his specified tour of overseas duty, unless his agreement is extended, will be returned at government expense to the point of engagement, or, in the case of ex-military personnel, to the place of entry into the armed forces.

b. All employees being returned to their place of engagement for any cause are required to remain on duty until notification has been received from the port giving a definite date of departure. Employees will be excused from duty without charge to leave for a sufficient period of time to allow them to make transportation arrangements.

6. Notice of Resignations. A thirty (30) day written notice is required for all resignations to allow for the recruitment of replacements. Resignations and discharges for cause require that return transportation costs be borne by the employee.

7. Promotion and Placement Policy. Employees will be assigned to duties commensurate with their abilities and the needs of the command. Vacancies in higher graded positions will be filled by promotion, transfer, and/or reassignment. Employees not being utilized at their highest skills and whose services are needed in a position in another section where their higher skill will be utilized, will be considered for transfer to such position by the Civilian Personnel Section.

(SM 50)

8. Appointment of Dependents as Civilian Employees of the War Department. Until such time as dependents of military and civilian personnel arrive in the occupied area, their employment by the occupation forces is prohibited. Dependents as employees will not be assigned to the same staff sections as their husbands, wives, or parents.

9. Proselyting of Civilian Employees. a. Members of staff sections will not proselyte employees of other staff sections.

b. Offers for transfers or commitments to employ civilian personnel will not be made to any employee until the employee has secured written release from the operating unit to which he is presently assigned and has been referred to the staff section concerned by the Civilian Personnel Section on a referral slip.

10. Allotment of Positions. The allotment of grades and ratings of civilians to staff sections will be as authorized by the Assistant Chief of Staff, G-1. Personnel will not be requisitioned in excess of the authorized allotments.

11. Position Descriptions. A position description, War Department Form 74, certifies that the employee has been assigned, or, in the case of a vacancy, will be assigned to the work described. Each Section Chief is responsible for the proper preparation of position descriptions within his section. The description will be prepared objectively, concretely, precisely, and fully - a factual word-picture of the work which the person occupying the position does, or, in the case of a vacancy, will do.

12. Position Surveys. Recurring surveys of positions in the various staff sections will be made by personnel of the Civilian Personnel Section to determine whether there have been changes in the duties and responsibilities of the positions.

13. Salary Adjustments. Whenever an employee occupying a position subject to the Classification Act is changed to a lower grade position subject to that Act, except for actions taken by reason of inability to perform work or by reason of unsatisfactory performance of the work, his salary rate will be established as follows:

a. If the existing rate is identical with one of the salary rates of the lower grade, it will be retained.

b. If the existing rate is above the maximum salary rate of the lower grade, the rate will be reduced to the maximum salary rate of the lower grade.

14. Training Policy. Opportunity will be given each employee to achieve maximum advancement through training and development. On-the-job training will be given through such supervisory and non-supervisory

programs as may be necessary to aid Chiefs of sections in effectuating and maintaining an efficient work force. Orientation will be given each new employee to enable him to adjust readily to his position.

15. Employee Relations Policy. a. Chiefs of sections have the primary responsibility for maintaining employee morale. Efforts will be made to establish through counselling and employee services a satisfactory working environment and relationship among all employees and between employees and supervisors. The objective of good employee morale is to realize maximum production through a stable and efficient work force.

b. Employee Rights and Obligations.

(1) Employees have the right to join or refrain from joining, any group or union which has for its purpose the bettering of conditions of employees with relation to their employment, without interference, coercion, restraint, or fear of discrimination or reprisal because of such membership or non-membership. The standing of employees who are members of such group organization or unions will not be affected as long as their loyalty to the government service, together with the ability to perform their duties, is assured.

(2) The employees of the War Department have an obligation to support and defend the Constitution, to carry out the duties of their positions to the best of their ability, and to conduct themselves during and outside working hours in a manner which will reflect credit on the War Department and General Headquarters, United States Army Forces, Pacific. They should also manifest a cooperative spirit in their relations with fellow employees and supervisors.

c. Employees will be advised in advance of any changes in employees relations policies.

16. Leave Policy. a. The leave differential, as authorized by War Department Civilian Personnel Regulations, will be applied to all employees paid at United States Civil Service rates.

b. Sick and annual leave may be granted employees as provided in War Department Civilian Personnel Regulations.

c. Maternity leave not in excess of six (6) months on initial grant to include sick, annual, and leave without pay, may be granted permanent employees in legitimate cases upon presentation of a statement from a medical officer showing the expected date of confinement. Where justified by medical certificate, the leave may be extended to one (1)

year. If an employee, either permanent or temporary, resigns instead of taking maternity leave, she is entitled to all accumulated and accrued annual and sick leave to the close of the last day of duty, provided a properly executed medical certificate is presented. Resignations for such purposes will be considered "compelling personal reasons" for the purpose of furnishing return transportation to the place of engagement at no expense to the employee.

d. Section Chiefs may permit short rest periods during the daily tour of duty when it will serve to maintain the efficiency of the employee. A fifteen (15) minute rest period is authorized during each four (4) hour period, duties permitting. Failure to take such rest periods during each four (4) hour period will not permit the accumilation of such time for the purpose of taking excused time at a later date, or to increase the fifteen (15) minutes authorized for each four (4) hour period.

e. When employees are absent because of illness resulting from administratively required vaccinations, the time lost will be considered as excused absence, provided the necessity for the absence is certified by the medical officer administering the vaccinations.

f. Emergency leave may be granted employees, who have had one (1) year or more government service, to visit the continental United States, but not more often than once a year. Leave granted for this purpose will begin on the day following the last day of actual duty and will continue until the employee reports for duty after returning from such leave. Transportation to the continental United States will be at no expense to the Government. Requests for emergency leave to the continental United States of employees who have served less than one (1) year will be processed as separations.

17. Hours of work and Overtime Policy. a. The regularly scheduled, basic work week will be the first 40 hours, usually Monday through Friday.

b. Overtime duty required of any employee for irregular or occasional duty outside the regularly scheduled hours of duty (first 40 hours) will be paid for at the rate of time and one-half.

c. Compensatory time off may be granted in lieu of paid overtime to all per annum employees. Such time off will be taken within the basic work week on the basis of one (1) hour off for each hour worked, and not on a time and one-half basis. Such time off must

(SM 50)

have been requested by the employee and should be taken during the same (or the next) pay period in which it was worked.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley

JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 620 (16 Aug 46)GD

APO 500
27 November 1946

STAFF MEMORANDUM)
:
NO.....49) (SCAP & AFPAC)

ASSIGNMENT OF DEPENDENT HOUSING

1. Rescissions and References.

a. Rescissions. Staff Memorandum 22, General Headquarters, Supreme Commander for the Allied Powers and United States Army Forces, Pacific, 26 August 1946, and Amendment No. 1 thereto, 18 October 1946, are rescinded.

b. References:

(1) Staff Memorandum 19, General Headquarters, Supreme Commander for the Allied Powers, 26 March 1946.

(2) Staff Memorandum 14, General Headquarters, Supreme Commander for the Allied Powers and United States Army Forces, Pacific, 30 July 1946.

(3) Information Bulletin 8, General Headquarters, United States Army Forces, Pacific, 7 June 1946.

2. Responsibility for Assignment. a. The Headquarters Commandant, General Headquarters, United States Army Forces, Pacific, is responsible for the assignment of housing in the Tokyo area to military and civilian personnel of the United States. He will publish detailed instructions concerning the inspection, selection, and assignment of available housing, in accordance with the policy outlined in this memorandum.

b. The assignment of dependent housing to Allied personnel in the Tokyo area will be as directed by this headquarters.

c. For the purposes of this memorandum, the Tokyo area is defined as the area within the heavy brown boundary indicating the bombed area on the Second Edition of Map, "Tokyo and Vicinity," 1/40,000, published by the Chief Engineer, General Headquarters, United States Army Forces, Pacific, February 1946.

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3. Types of Dependent Housing. The types of dependent housing available in the Tokyo area are as follows:

a. Japanese residences - complete or partial occupancy.

b. Community housing - two and three bedroom houses.

c. Apartments - one and two bedrooms.

d. Quonset huts - full or one-half quonsets.

e. Billets.

4. Assignment. a. Dependent housing will be assigned to military and civilian personnel according to individual selection, based on seniority. Separate seniority lists, military and civilian, will be published and a proportionate share of the housing will be applied to each list. Seniority of military personnel will be determined by date of rank within grade. Seniority of civilian personnel will be determined by Civil Service ratings for War Department civilian employees and by annual pay for other civilians, and cumulative overseas service since 7 December 1941. Dependent housing, once assigned to an individual, will not be withdrawn for reassignment to incoming senior military or civilian personnel except as indicated in paragraph 4b (1) below. All assignments will remain fixed until such time as the available housing is in excess of requirements. Requests for assignments of housing not on the published list of available housing will not be considered.

b. Assignment of types will be as follows:

(1) General Officers' Residences. General officers will be assigned residences for dependents according to individual selection and seniority. Such assignments will be tentative pending embarkation of the general officer's dependents from the United States, at which time the assignment will become permanent. During the period of tentative assignment, a residence will be subject to selection by incoming general officers according to seniority. General officers with no dependents present or scheduled to arrive in the Tokyo area are not authorized to occupy a residence as a billet.

(2) Japanese Residences. Assigned to the following:

(a) Field grade military personnel, War Department civilian employees with ratings of CAF-12, P-5

and above and other authorized civilians whose annual pay is over $7,300.

(b) Company grade military personnel, War Department civilian employees with ratings of CAF-7 to CAF-11 inclusive, P-2 to P-4 inclusive, CPC-10, SP-8, and other authorized civilians whose annual pay is between $4,200 and $7,300 and who have large families which cannot be accommodated adequately in other housing.

(3) Community Housing. Assigned as prescribed in paragraph 4c (2) below, subject to the following conditions:

(a) Three bedroom houses:

1. To individuals with four (4) or more dependents.

2. To individuals with three (3) dependents, when dependents other than wife are of different sex and both over five (5) years of age.

(b) Two bedroom houses:

1. To individuals with three (3) or more dependents.

2. To individuals with two (2) dependents, when the dependent other than wife is over two (2) years of age.

(4) Apartments. Assigned to military personnel (company grade and above), War Department civilian employees with ratings of CAF-7, P-2, CPC-10, SP-8 and above and other authorized civilians whose annual pay is $4,200 and above.

(a) Two bedroom apartments:

1. To individuals with three (3) or more dependents.

2. To individuals with two (2) dependents, when the dependent other than wife is over two (2) years of age.

(b) One bedroom apartments:

1. To individuals with two (2) dependents, one of whom is less than two (2) years of age.

2. To individuals with one (1) dependent.

(5) Quonset Huts. Assigned to military personnel (company grade and below), War Department civilian employees with ratings of CAF-11, P-4, CPC-10, SP-8 and below and other authorized civilians whose annual pay is $7,300 and below.

(a) Full quonset - to individuals with two (2) or more dependents, when the dependents other than wife are over two (2) years of age.

(b) One-half quonset -to individuals with one (1) dependent, and to individuals with two (2) dependents, one of whom is less than two (2) years of age.

(6) Billets. Assigned to individuals who elect to remain in present billets with dependents only when the billet involved is a mixed billet and no additional space is required.

c. Reassignment.

(1) Preference in moving to more desirable accommodations, when availability permits, will be in accordance with the following priorities:

(a) Individuals assigned to quonset huts.

(b) Individuals assigned to isolated Japanese residences.

(c) Individuals who elected to remain in present billets.

(d) Individuals assigned to Japanese residences other than (b) above.

(e) Individuals who desire to change assignment within quarters to be permanently occupied.

(2) At such time as availability of community housing permits, assignments will be made in accordance with the following:

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Type	No. of Bedrooms	Grade
A-1 (one story)	2	Lt, WO, EM, War Department civilian employees with ratings of CAF-9, P-3, CPC-10, SP-8 and below and other authorized civilians below $5,600.
A-1a (two story)	2	"
A-2 (one story)	3	"
A-2a (two story)	3	"
B-1 (one story)	2	Captains and above, War Department civilian employees with ratings of CAF-10, P-4 and above and other authorized civilians $5,600 and above.
B-1a (two story)	2	"
B-2 (one story)	3	"
B-2a (two story)	3	"
C-1 (one story)	4	Large families

d. Exceptions. Exceptions to the above policies will be made only when the appropriate type of housing is not available. In the event an exception is made, the individual will occupy the type other than for which he is eligible, with the understanding that it is a temporary arrangement and that adjustments will be made as housing of the appropriate type becomes available.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

DECLASSIFIED E.O. 11652 SEC. 3(E) AND 3(D) OR (E) NND# 773012

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 624 (22 Nov 46)GD

APO 500
25 November 1946

STAFF MEMORANDUM)
:
NO.....48) (SCAP & AFPAC)

POLICIES RELATING TO THE PROVISION OF
PRIVATE RESIDENCES FOR ALLIED PERSONNEL

1. a. Rescission. Staff Memorandum 19, General Headquarters, Supreme Commander for the Allied Powers, 26 March 1946, is rescinded.

b. Reference. Paragraph 2a, letter GHQ USAFPAC, AG 624 (10 Feb 46)GD, subject, "Movement of Dependents to Japan," 10 February 1946.

2. The following policy relating to the provision of Japanese private residences for families of Allied personnel will be observed:

a. In residences to be taken over, the Japanese owners or residents will be permitted to occupy appropriate sections of the residence taken for occupancy by Allied personnel wherever practicable.

b. Where it is not practicable for Japanese residents to continue to occupy a portion of the residence, suitable quarters into which they may move will be provided prior to their ejection; in which case, a fair distribution of the furniture of the residence to be taken will be made.

c. In each principal area of Japan, a board composed of officers of settled judgment will be appointed to survey all residences listed for occupancy by Allied personnel. This board will consult the Japanese residents, determine appropriate division of the residences for occupation as between the Japanese resident and the Allied occupant, arrive at conclusions with respect to complaints which already may have been submitted, listen to complaints which may be submitted at time of inspection, and make recommendations as to final action to be taken. Where a satisfactory division of the residence cannot be arranged, and it is determined that the residence is to be taken for Allied occupancy, the board will follow through to insure the establishment of the Japanese occupants in other locations, or report the residence as not available.

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(SM 48)

3. The purpose of the foregoing policy is to minimize the impact upon the Japanese housing situation of the provision of residences for families of Allied personnel.

4. In conducting surveys, boards will limit their dissemination of information to Japanese residents to that necessary for determination of a satisfactory decision in each case. It is not considered advisable that these policies become of general knowledge at this time except to the Allied personnel directly concerned.

5. The administration of these policies is made the responsibility of the Assistant Chief of Staff, G-4.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

Restricted

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 370.05 (11 Oct 46)GC

APO 500
22 November 1946

STAFF MEMORANDUM)
:
NO.....47) (SCAP & AFPAC)

REPATRIATION

1. Rescissions. Staff Memorandum 5, General Headquarters, Supreme Commander for the Allied Powers, 30 January 1946, and Staff Memorandum 32, General Headquarters, Supreme Commander for the Allied Powers, 12 May 1946, are rescinded.

2. Primary staff responsibility for the supervision of repatriation is established as follows:

a. G-3 for:

(1) Mass repatriation in vessels controlled by United States Army Forces, Pacific, and Shipping Control Authority, Japan, throughout the Western Pacific.

(2) Mass repatriation, between commands in the Western Pacific, in naval amphibious vessels controlled by Commander-in-Chief, Pacific Fleet.

(3) Mass repatriation to areas under United States Army Forces, Pacific, from other commands in the Western Pacific in shipping under the control of these commands.

b. G-1 for repatriation of individuals to and from United States Army Forces, Pacific, areas not covered in paragraph 2a above.

c. G-4 for transportation used in repatriation, except as noted in paragraph 2a above.

3. The Western Pacific is defined, for the purposes of this memorandum, as that portion of the Asiatic-Pacific Theater west of the 180th meridian.

4. Memorandum to the Imperial Japanese Government, file AG 370.05 (7 May 46)GC, (SCAPIN-927), 7 May 1946, subject, "Repatriation," is a directive to the Imperial Japanese Government governing mass repatriation of Chinese, Formosans, Koreans and Ryukyuans in Japan to their homelands, and Japanese from the Western Pacific and the Asiatic mainland to Japan.

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AUTHORITY FOR DOD DIR. 5200.9 SEC. 3(E) AND 3(D) OR (E) NNDB # 775012

(SM 47)

All policy or procedure directives to the Imperial Japanese Government concerning mass repatriation will be published as amendments or additions to the above cited memorandum.

5. Staff sections proposing to issue directives concerning mass repatriation will submit them to G-3 who is charged, for this purpose, with responsibility for integration of policy revisions and coordination with other area commanders concerned.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 500 (29 Oct 46)HC

APO 500
22 November 1946

STAFF MEMORANDUM)
:
NO.....46) (SCAP & AFPAC)

TROOP INFORMATION PROGRAM

1. a. Rescission. Staff Memorandum 43, General Headquarters, United States Army Forces, Pacific, 16 May 1946, is rescinded.

b. References.

(1) Section IX, Circular 100, War Department, 3 April 1946.

(2) Memorandum 65, Headquarters and Service Group, General Headquarters, United States Army Forces, Pacific, 23 October 1946.

2. As stated in section IX, Circular 100, War Department, 3 April 1946, subject: Troop Information Program, the mission of the Troop Information Program (short title TIP), is to inform the soldier on matters of significance to him in connection with his military duties, to afford a source of general information in order that he may understand and evaluate his responsibilities as a soldier and a citizen, and to provide an opportunity for free discussion with his fellows on these topics.

3. Military personnel will be given a minimum of one undivided hour per week, during normal duty hours, of training under the Troop Information Program. Headquarters and Service Group, General Headquarters, United States Army Forces, Pacific, has inaugurated the Troop Information Program with three one-hour Troop Information Programs scheduled to be conducted each week within the company organization on Monday, Wednesday and Friday from 1300 to 1400.

4. Chiefs of staff sections will require attendance at one TIP each week. Company commanders, Headquarters and Service Group, General Headquarters, United States Army Forces, Pacific, will insure maximum attendance and maintain records of absentees in order that they attend subsequent sessions. Attendance of personnel will be scheduled so as to effect minimum interference with normal operations.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 581.1 (25 Oct 46)GD

APO 500
21 November 1946

STAFF MEMORANDUM)
:
NO.....45) (SCAP & AFPAC)

REQUESTS FOR AIR PRIORITIES

1. Staff Memorandum 35, General Headquarters, United States Army Forces, Pacific, 2 May 1946, is rescinded.

2. It is the responsibility of the interested staff section or other agency concerned to secure proper clearances through G-1 for travel to or from other theaters, including the Zone of the Interior, prior to the submission of requests for priority for air travel originating in the Tokyo area.

3. a. Requests for air priorities for travel originating in Tokyo will be submitted as prescribed in paragraphs 3b and c, to the G-4 Section, General Headquarters, Air Liaison Station, located in the lobby of the Air Transport Command City Ticket Office, Taisho Insurance Building.

b. When the travel to be performed requires publication of travel orders, a request for air priority, GHQ Form TPA-1, in duplicate (Inclosure 1), will be submitted by the Adjutant General. The G-4 Section, General Headquarters, Air Liaison Station will inform the Adjutant General of the priority granted so that it may be included in orders.

c. When competent orders for air travel are in the possession of the individual and orders do not include a priority, a request for air priority, GHQ Form TPA-1, in triplicate, will be submitted by the staff section or agency concerned, together with one copy of the orders authorizing air travel. Priority will be established and individual concerned will be given two (2) copies of the completed GHQ Form TPA-1, which are necessary in order to be ticketed by Air Transport Command.

4. Requests for air priorities for travel originating in the United States and destined for Tokyo will be submitted by staff sections concerned to the Transportation Division of G-4 (Room 533, Dai Ichi Building). Requests, prepared on GHQ Form TPA-1 in duplicate, should be accompanied by a stencil for the radio granting the priority. A blank space on the stencil of two lines at the end of the radio will be provided for insertion of the

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priority. On all such radios, information addressees will include:

ATC, Gravelly Point, Va.
FAIRPAC
HICPAC
GUMPAC

Radios pertaining to cargo shipments will be accompanied by GHQ Form TPA-2 (Inclosure 2), part one completed, in duplicate.

5. Requests for air priorities for revenue traffic will be submitted as prescribed in paragraphs 3 and 4 above on ATC Form PT 42-A (Inclosure 3).

6. Forms listed as inclosures may be obtained from the Publications Branch of the Adjutant General's Office.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

3 Incls
1. GHQ Form TPA-1
2. GHQ Form TPA-2
3. ATC Form PT 42-A

DECLASSIFIED AUTH: PROJ SEC. 3(E) AND 3(D) OR (E) NNDG # 779012

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 380.01 (8 Nov 46)AG-OM

APO 500
18 November 1946

STAFF MEMORANDUM)
:
NO.....44) (SCAP & AFPAC)

TOP SECRET CONTROL OFFICERS

1. Staff Memorandum 7/1, General Headquarters, Supreme Commander for the Allied Powers, and United States Army Forces, Pacific, 23 September 1946, is rescinded.

2. Under the provisions of paragraph 27b, Army Regulations 380-5, 15 August 1946, Top Secret Control Officers are appointed for staff sections as indicated below:

OFFICE OF THE COMMANDER-IN-CHIEF

COL HERBERT B. WHEELER
CWO VIRGIL H. LEWIS

OFFICE OF THE CHIEF OF STAFF
AND
SECRETARY, GENERAL STAFF

COL LeGRANDE A. DILLER
COL SIDNEY L. HUFF
LT COL FRANK J. SACKTON
CWO WALTER L. HICKLE
CWO LIONEL C. MARTIN
WOJG GEORGE CREPACK

SECRETARIAT, ALLIED COUNCIL FOR JAPAN

COL JOHN W. HAMMOND

G-1

BRIG GEN WILLIAM A. BEIDERLINDEN
COL RICHARD R. COURSEY
COL CHARLES W. DONNELLY
COL CHARLES G. DUNN
COL GEORGE H. FORST
COL CLARENCE R. PECK

G-1 (CONT'D)

LT COL PAUL S. CULLEN
LT COL WALTER F. ELLIS
LT COL WILLIAM J. HENRY
LT COL SETH F. HUDGINS
LT COL CLARENCE T. MARSH
LT COL REAVUS C. MAYS
LT COL MAURICE G. MILLER
LT COL CHARLES R. MURRAY
LT COL ROBERT B. SULLIVAN
1ST LT RAYMOND D. BARRETT
CWO FRANK MURRAY

G-2

COL PHILIP H. BETHUNE
COL RUFUS S. BRATTON
COL RUSSELL G. DUFF
COL FRANCIS R. HOEHL
COL COLLIN S. MYERS
COL BORIS T. PASH
COL HOWARD E. PULLIAM
COL RONALD L. RING
COL FREDERICK D. SHARP
COL ARCHIBALD W. STUART
COL ERIC H. F. SVENSSON
LT COL LEROY W. AUSTIN

44

G-2 (CONT'D)

LT COL FRANK O. BLAKE
LT COL HOMER C. BLAKE
LT COL OMAR D. BROWN
LT COL WILLIAM H. BROWN
LT COL ALFRED K. DuMOULIN
LT COL GERALD GRIFFIN
LT COL HOWELL H. JORDAN
LT COL SAMUEL W. KOSTER
LT COL ROBERT P. McQUAIL
LT COL CHARLES M. MYRICK
LT COL JAMES P. PEARSON
LT COL JOHN H. RANDALL
LT COL JAMES W. ROBBINS
LT COL DAVID S. TAIT
LT COL DAVID L. WILLITTS
LT COL LANDON A. WITT
MAJ HAROLD N. BOWEN
MAJ WALLACE C. BOWER
MAJ JOSEPH S. CARUSI
MAJ AMOS B. CHURCHILL
MAJ NILES L. ERICKSON
MAJ CHARLES F. GILLIS
MAJ KYLE R. JACKSON
MAJ JAMES W. SCHNEIDER
MAJ ROGER G. SEELY
MAJ HOMER WIDMANN
CAPT WALTER E. DALEY
CAPT MELVIN C. GREEN
CAPT CHARLES R. HILL
CAPT VERNON C. HOYT
CAPT PAUL V. LIBBY
CAPT LEWIS P. ORR
CAPT ROBERT S. SUMNER
1ST LT FRANCES C. NIELSEN (WAC)
2D LT RALPH W. FRIEDRICH
2D LT FRANCIS T. MOTOFUJI
CWO JAMES C. SNOWDEN

G-3

COL WALTER A. DUMAS
LT COL EDWARD O'DONOHUE
MAJ CHARLES S. CUMINGS
1ST LT JAMES J. MALONEY
CWO STEWART W. FREYBERGER

G-3 (CONT'D)

WOJG ELTON L. HAASE

G-4

COL ALBIN N. CALDWELL
COL GUNNARD W. CARLSON
COL HAROLD E. EASTWOOD
COL ANDREW E. FORSYTH
COL WILLIAM J. GLASGOW, JR.
COL CHARLES R. HUTCHISON
COL JOSEPH A. McNERNEY
COL ROGER W. MOORE
COL MAURICE V. PATTON
COL DONALD A. POORMAN
COL STATEN E. RALL
LT COL ALFRED ASHMAN
LT COL CHARLES BODNER
LT COL JOHN M. CHRISTENSEN, JR.
LT COL FRED D. FARRAR
LT COL MAURICE B. GULLION
LT COL WILLIAM B. HAWTHORNE
LT COL W. BRUCE LOGAN
LT COL JOHN D. STEVENS
LT COL MALCOLM G. TROUP
LT COL FRANK S. WARING
MAJ GEORGE T. CHILDERS
MAJ HERBERT M. FISH, JR.
MAJ MATTHEW G. HARPER, JR.
MAJ JAMES W. REED
CAPT GEORGE J. CRUMP
CAPT MATTHEW E. KELLY, JR.
CAPT EDWARD C. WOLFERT
1ST LT STANLEY W. DAVIS
1ST LT THOMAS J. GALLAGHER
2D LT STANLEY E. CHARM
2D LT RICHARD D. RIVER
CWO GEORGE B. GROVER
CWO CARL J. KELLER

ADJUTANT GENERAL'S OFFICE

COL CHARLES J. BARRY, JR.
COL GEORGE R. CONNOR
COL JOHN B. COOLEY
COL JOSEPH S. HARBISON

ADJUTANT GENERAL'S OFFICE (CONT'D)

COL CLEO Z. SHUGART
LT COL BENJAMIN D. GULLETON
LT COL GEORGE A. GOULD
LT COL RALPH G. HERSEY
LT COL ELMER L. KOUP
LT COL JOHN H. LOWELL
LT COL WILLIE C. McMILLION
LT COL JOHN W. MANN
LT COL JOSEPH R. MARTZ
LT COL ARTHUR E. O'LEARY
LT COL CLARENCE E. SHEEN
LT COL ROY C. ULMER
MAJ WILLIAM W. ALLEN
MAJ EDMUND BOGASKI
MAJ GLENN L. CLINEBELL
MAJ RICHARD E. EATON
MAJ CLIFFORD R. LUCAS
MAJ WILLIAM Y. McCACHERN
MAJ GODFREY B. NEMEC
MAJ MAURICE M. RADCLIFFE
MAJ AUGUST J. REHE
MAJ JOHN P. RICHARDS
MAJ WALTER A. TAYLOR
MAJ GILBERT THOMPSON
CAPT JOHN A. DALY
CAPT VICTOR W. DIEDIKER
CAPT BUFORD T. DOUGHERTY
CAPT JOSEPH M. EBBITT
CAPT HENRY J. GRIFFIN
CAPT RICHARD E. GUTHRIE
CAPT JAMES A. HACKER
CAPT CARL W. HANNAH
CAPT ROBERT L. JOHNS
CAPT BRODIE E. KEISLER
CAPT JOHN D. MORIARTY
CAPT MARIO F. NICOTERA
CAPT JAMES L. RYBURN
CAPT BERTRAM B. SMITH
1ST LT CHARLES S. HYMERS
1ST LT FREDERICK W. OBITZ
1ST LT IRVING W. VENO
2D LT CHARLES M. BERKEY
2D LT WILLIAM I. FOX
2D LT HARRY M. LEHRBACH
2D LT WILLIAM A. TORPEY

ADJUTANT GENERAL'S OFFICE (CONT'D)

CWO FRANK C. COUCH
CWO JAMES H. DOWDY
CWO KENNETH H. FRAZIER
CWO EDWIN E. FULK
CWO WILLIAM C. GAER
CWO THOMAS E. PERRY
CWO LANGAN E. SHEA
CWO CLYDE W. WILLIAMS
CWO ROBERT C. ZELLER
WOJG FREDERICK V. GOWEN
WOJG SHERMAN M. MOYER
WOJG JOHN T. PARZNIK
WOJG DAVID PRINE

ANTIAIRCRAFT OFFICE

BRIG GEN WILLIAM F. MARQUAT
LT COL ROBERT C. LESLIE
LT COL RICHARD T. CASSIDY
CWO ROBERT P. GILMORE

OFFICE OF THE CHIEF ENGINEER

MAJ GEN HUGH J. CASEY
BRIG GEN HERBERT B. LOPER
COL DAVID G. HAMMOND
COL BRUCE D. RINDLAUB
COL HORACE F. SYKES
LT COL JOHN P. BUEHLER
LT COL LOUIS M. ETHERTON
MAJ SAMUEL GRAY IV
CAPT HARRY C. BARNES
1ST LT LUTHER B. JOHNSON
BENNO C. HIBLER (CIV)
DONALD SCHLINDWEIN (CIV)

CIVIL INFORMATION AND EDUCATION SECTION

LT COL DONALD R. NUGENT
LT COL THOMAS B. SUMMERS
MAJ WILLIAM BAKER
1ST LT GLENNA K. CREW (WAC)

(SM 44)

OFFICE OF THE CHIEF SIGNAL OFFICER

BRIG GEN SPENCER B. AKIN
COL EDWARD A. ALLEN
COL GILBERT HAYDEN
COL FRANCIS J. MAGEE
LT COL JAMES B. BUCHANAN
LT COL CHARLES F. FELL
LT COL ANDREW P. FOSTER
LT COL ROBERT E. KIMBALL
LT COL JAMES M. KIMBROUGH, JR.
LT COL JOHN G. URBAN
MAJ RALPH B. BELON
MAJ MARSHALL A. BERARD
MAJ RICHARD W. COUCH
MAJ JOSEPH F. CROSBY
MAJ GRIFFIN L. DAVIS
MAJ EARL J. HOLLIMAN
MAJ STANLEY A. KRETLOW
CAPT CASMIR J. AKSOMAITIS
CAPT CLARENCE A. FLEMING
CAPT ALPHUS W. HALL
CAPT ELMER E. LINCOLN
CAPT BROOKMAN R. PAINTER
1ST LT WILLIAM A. ELLIS
1ST LT THOMAS C. NIBLOCK
1ST LT HAROLD S. SIMS
2D LT ROBERT D. BATLEY
2D LT JAMES E. DALZELL
CWO CHARLES R. CRANK
CWO FRANK C. SWOLLEY
WOJG HAROLD E. JOHNSON
MARGUERITE W. BOGMAN (CIV)
BENJAMIN E. TENNYSON (CIV)

INFORMATION AND EDUCATION SECTION

COL WILLIAM J. NIEDERPRUEM
LT COL FRANCIS C. MYERS
LT COL CARROLL F. E. NELSON

CHEMICAL SECTION

COL GEOFFREY MARSHALL
MAJ JOHN W. FITZPATRICK
MAJ OWEN V. KELLER
MAJ RUSSELL M. TEGNELL

GENERAL SECRETARY, INTERNATIONAL MILITARY TRIBUNAL, FAR EAST

COL VERN WALBRIDGE
LT COL GEORGE W. HANLEY
CAPT ROLAND J. SCHWARTZ
2D LT ANDY POPA

GENERAL PROCUREMENT AGENT

COL KELLY H. LEWIS
MAJ JONATHAN L. JOHNSON
1ST LT HARRY A. LIEBERMAN

NATURAL RESOURCES SECTION

LT COL HUBERT G. SCHENCK
LT COL HEINZ WEISEMANN
MAJ MATILDA PFLAUMER (WAC)
MAJ MAURICE W. ROCHE
MAJ DAVID I. WALSH
HENRY F. CLIPPINGER, JR. (CIV)

DIPLOMATIC SECTION

GLEN ABBEY (CIV)
GEORGE ATCHESON, JR. (CIV)
MAX W. BISHOP (CIV)
GLEN BRUNER (CIV)
JOHN W. BURNETT (CIV)
ROLLAND H. BUSHNER (CIV)
J. DIXON EDWARDS (CIV)
U. ALEXIS JOHNSON (CIV)
RICHARD A. POOLE (CIV)
WILLIAM J. SEBALD (CIV)
WOJG HUBERT L. STONE

HEADQUARTERS COMMANDANT

MAJ PHILIP R. SEAVER
CAPT JAMES W. LINN

CIVILIAN PERSONNEL SECTION

COL EMMETT M. CONNOR
LT COL LAWRENCE G. ALEXANDER
CAPT WILLIAM H. JAMES

(SM 44)

GENERAL ACCOUNTING SECTION

COL HANDY V. BROWN
LT COL EMMANUEL FRANKLIN
CAPT WALTER I. KEISEL
1ST LT ROBERT C. MELSON

FISCAL DIRECTOR

COL JAMES B. ROTHNIE
COL HAROLD S. RUTH
LT COL EDWARD J. BERRY
CAPT GEORGE A. SEAMANDS
GORDON D. OSBORN (CIV)

OFFICE OF THE CHIEF QUARTERMASTER

COL WILLIAM F. CAMPBELL
LT COL ARTHUR L. GARNER
LT COL ANDY D. YATES
MAJ JAMES V. LOFTUS
MAJ MICHAEL A. RIVISTO
CAPT WALTER A. FISHER
CAPT ROBERT L. HUTTON
CAPT HARRIET E. KILDUFF (WAC)
CAPT HUNG E. TAM

LEGAL SECTION

MAJ THEODORE R. C. KING
CAPT JOHN R. PRITCHARD
CWO CLAUDE A. MUZZY
JULIUS BASSIN (CIV)
ALVA C. CARPENTER (CIV)

CHIEF PROVOST MARSHAL

COL POLK J. ATKINSON
COL WILLIAM G. PURDY
LT COL JOHN E. MURRAY
1ST LT JOHN P. PROSNAK
1ST LT JAMES R. F. WOODS
CWO JOHN P. ROWAN

CIVIL COMMUNICATIONS SECTION

CAPT JAMES L. McDONALD

GOVERNMENT SECTION

BRIG GEN COURTNEY WHITNEY
LT COL CARL DARNELL, JR.
LT COL FRANK R. HARRISON
LT COL FRANK E. HAYS
MAJ JACK P. NAPIER
1ST LT ROSALIND LANGSTON (WAC)
OSBORNE I. HAUGE (CIV)

PUBLIC RELATIONS OFFICE

LT COL JOHN F. HARVEY
CWO PLEASANT B. WITT

ECONOMIC AND SCIENTIFIC SECTION

BRIG GEN WILLIAM F. MARQUAT
MAJ FRANKLIN C. DAVIS
MAJ ROGER W. KEMP
VALENTINE J. DeSANTA, JR. (CIV)
SHERWOOD M. FINE (CIV)
MAYER H. HALFF (CIV)
PHILIP LEVIN (CIV)

OFFICE OF THE CHIEF ORDNANCE OFFICER

BRIG GEN URBAN NIBLO
COL JOHN W. CAVE
COL JAMES W. FREEMAN
LT COL JEAN E. ENGLER
LT COL OSCAR C. KREISER
LT COL AYRES W. STODDARD
CAPT J. RICHARD BROWDER

OFFICE OF THE CHIEF SURGEON

COL ALBERT R. DREISBACH
MAJ HILLAS B. BROCKETT
MAJ FREDERICK H. GIBBS

CHIEF OF SPECIAL SERVICES

LT COL JUSTIN G. DOYLE
LT COL WARREN H. HOOVER
MAJ HAL P. COSTOLO
CAPT RICHARD E. BOLES

(SM 44)

INTERNATIONAL PROSECUTION SECTION

LT COL THEODORE GOULSBY
CAPT TURNER D. WHITE
1ST LT M. REED LAWTON

PUBLIC HEALTH AND WELFARE SECTION

COL CRAWFORD F. SAMS
COL JOSEPH U. WEAVER
CAPT GEORGE F. POLLOCK

STATISTICAL AND REPORTS SECTION

COL CHARLES H. UNGER
MAJ IADIMIR C. ADAMSKI
MAJ STEPHEN SILVASY

CHIEF CHAPLAIN

MAJ JOHN C. RADLINSKI

CIVIL PROPERTY CUSTODIAN

BRIG GEN PATRICK H. TANSEY
LT COL CARL L. RICKENBAUGH
LT COL FRANKLIN R. SIBERT
CAPT KINGSLEY M. BRYMAN
CAPT JAMES G. PIPER

INSPECTOR GENERAL

COL HOMER P. DITTEMORE
COL EDWARD J. DWAN
1ST LT ALPHA A. ADAMS

ARMY EXCHANGE CENTRAL PURCHASING OFFICE

LT COL VERNON R. STOLLE
MAJ JAMES F. WOOD, JR.

THEATER JUDGE ADVOCATE

COL FRANKLIN P. SHAW
LT COL THOSS B. BECK
LT COL CARL B. FLOM
CAPT RICHARD F. BURNETT
CAPT ANTHONY P. CONLON
CAPT WILLIAM T. LOGAN
CAPT FRANCIS A. SADOWSKI

TRANSPORTATION SECTION

BRIG GEN FRANK S. BESSON, JR.
COL ALEX B. MacNABB
LT COL DONALD R. CHANGNON
LT COL HENRY D. LIND
1ST LT RICHARD O. BAIRD

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 353.01 (1 Nov 46)GC
STAFF MEMORANDUM)
NO.....,43)

APO 500
15 November 1946

(SCAP & AFPAC)

SUPPLEMENTARY EDUCATION AND TRAINING OF OFFICERS

1. Reference. Section II, War Department Training Circular 9, 13 August 1946.

2. Purpose. Information contained in this staff memorandum is published to assist chiefs of staff sections in the determination of officers required to attend the courses of instruction prescribed in the above cited reference.

3. Responsibility. The Commanding General, Headquarters and Service Group, General Headquarters, United States Army Forces, Pacific, is charged with the responsibility for establishing and conducting the courses of instruction contained in the reference Training Circular, insofar as they apply to commissioned officers of all components of the Army of the United States on duty with General Headquarters, Supreme Commander for the Allied Powers and United States Army Forces, Pacific.

4. Scope of Instruction. a. The program of instruction contained in reference paragraph 1, includes subjects of a branch immaterial nature, a knowledge of which all commissioned officers should have early in their service. The program is divided into fifteen courses, each composed of two or more subcourses, requiring a total of 202 study and class hours. Appendix A to this staff memorandum gives a brief summary of subject matter covered. A complete description is contained in reference Training Circular.

b. The courses will be completed in a period of instruction of approximately 6 to 9 months, but in any event each officer required to attend the courses will complete the required instruction within 1 year of the time he becomes eligible to attend.

5. Selection of officers to attend. a. Chiefs of staff sections are charged with the responsibility of determining which officers of their section are required to attend the program of instruction. The following officers on active duty will attend all courses, unless excused from a particular course by the chiefs of staff sections concerned as provided in paragraph 5b:

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(1) Officers integrated into the Regular Army under Circular 392, War Department, 1945.

(2) Officers commissioned in the Regular Army on or after 1 January 1941.

(3) Officers, other than those included in (1) and (2) above, who, through lack of experience or instruction at service schools, do not possess the knowledge covered in the courses.

b. Officers of the categories listed above may be excused from attendance at a particular course, only if prior attendance at a service school or actual duty experience clearly show that they possess all the knowledge covered by such course. Officers may not be exempted from a subcourse or subcourses of any course (paragraph 4a). Officers will not be required to repeat courses successfully completed in other commands.

6. Reports. a. The attached mimeograph form, Appendix B, is for convenience of the chiefs of staff sections in the initial reporting of officers required to attend the prescribed program of instruction and will be submitted in duplicate to the Commanding General, Headquarters and Service Group, General Headquarters, United States Army Forces, Pacific, not later than 27 November 1946.

b. Names of officers who are required to attend the program of instruction and who join staff sections after submission of initial list will be reported promptly to the Commanding General, Headquarters and Service Group, General Headquarters, United States Army Forces, Pacific

7. Records. The Commanding General, Headquarters and Service Group, General Headquarters, United States Army Forces, Pacific, will maintain adequate records in order to comply with the provisions of paragraph 5 of reference Training Circular. Notification of the successful completion of each course by each officer will be forwarded to the custodian of the officers' WD AGO Form 66-1 (Officers' Qualification Card) for entry thereon.

8. Recommendations. Recommendations are desired from chiefs of staff sections indicating the most suitable hours for holding class instruction, and other suggestions which will facilitate the accomplishment of this required supplementary education and training of officers

with the minimum disruption to efficient functioning of their respective staff sections. Recommendations will be forwarded direct to the Commanding General, Headquarters and Service Group, General Headquarters, United States Army Forces, Pacific.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

2 Incls:
1. Appendix A - Summary of Programs of Instruction.
2. Appendix B - Form for Report (6 copies).

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

SUMMARY of PROGRAMS OF INSTRUCTION

APPENDIX A to
Staff Memo 43, 1946.

Subcourse (subject title)	Study Hours	Class Hours
Course A. Indoctrination		
History of the Army		2
Organization of the Armed Forces to include Ground, Air and Naval Forces	2	4
Organization and Equipment of Associated Ground Combat and Service Units	2	6
Course B. Customs and courtesies of the Service		
Customs		2
Military courtesy and honors	1	2
Discipline	1	1
The uniform		1
Course C. Leadership and command responsibilities		
Leadership	1	2 ✓
Responsibilities of Commanders	1	2 ✓
Course D. Administration		
Army Regulations	1	2 ✓
Service Records, WD AGO Form 20, Efficiency Reports	2	4
Duty Roster and Sick Report	1	2
Morning Report	2	2
Unit funds	1	3
Duties of PX officer, and inventory and auditing officer	1	2
Pay and allowances for all personnel	1	2 ✓
Military correspondence	1	1 ✓
Administrative staff officers	1	1 ✓
Course E. Personnel management		
Principles		5
Classification	3	2
Selective measures	1	2
Individual differences		1
Utilization and assignment		3
Accounting	1	1
Requisitioning		1
Conservation of manpower		2

Subcourse (subject title)	Study Hours	Class Hours
Course F. Supply procedures		
Company supply (general)	1	2
Unit supply	1	3
Supply procedure of technical services	1	3
Course G. Staff Functioning		
Higher unit staff functions	1	2 ✓
Lower unit staff functions	1	2 ✓
Course H. Methods of instruction and training procedure		
Fundamentals of military instruction	1	1
Preparation	1	2
Presentation	1	2
Training aids	1	2
Publications and projected aids	1	1
Conferences and demonstrations	1	1
Estimate of training situation	1	1
War Department Publications	1	1
Directives, programs and schedules	1	1
Applicatory problems and exercises	1	2
Course I. Military courts and boards		
Military courts and boards	4	8
104th AW	1	1
Duties of claims and investigating officers	1	2
Course J. Public relations		
Public relations problems		1
Public relations		1
Course K. Hygiene and sanitation		
Hygiene	½	1
Sex hygiene	½	1
Insect-borne diseases	½	1
Sanitation	½	2

APPENDIX A to Staff Memo 43, 1946 (Cont'd).

Subcourse (subject title)	Study Hours	Class Hours
Course L. Mess manangement		
Army messes	1	1
Rations	1	2
Principles of nutrition, menus	1	2
Food preparation	1	2
Food storage and conservation	1	2
Mess operation	1	3
Mess equipment	1	2
Mess inspections		2
Course M. Troop movement		
March methods and technique	1	1
Planning and reconnaissance	1	1
Computations, march graphs, and tables	1	2
Control and execution of motor marches	1	2
Rail movement and loading	½	2
Ship movement and loading	½	1
Course N. Automotive maintenance		
Maintenance (First Echelon)	1	3
Organization maintenance records	1	2
Inspections	1	2
Course O. Information and education		
I&E Mission, need and organization	½	1
Troop information program	½	1
Information centers and media	½	1
Army education program	½	1

APPENDIX B to Staff Memo
43, 1946.
Report of Officers required
to attend courses for Supple-
mentary Education and Training
of Officers.

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

STAFF SECTION _____ Date _____

NAME	COURSE															
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	TOTAL

GS
Lit

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 510 (1 Nov 46)GA

APO 500
13 November 1946

STAFF MEMORANDUM)
NO.....42) (SCAP & AFPAC)

VOLUNTEER STATEMENTS IN CONNECTION WITH
MOVEMENT OF DEPENDENTS

1. a. Rescission. Staff Memorandum 65, General Headquarters, United States Army Forces, Pacific, 21 June 1946, is rescinded.

b. Reference. Section II, Circular 272, War Department, 9 September 1946.

2. Officers may change from any category to Category VI in order to provide for one year of service in the theater after arrival of dependents provided:

a. The change in category will result in a longer period of volunteer service than current category, and

b. The change will not require an extension of overseas service beyond the maximum limits of 36 months for male and 27 months for female officers as provided in section II, Circular 272, War Department, 9 September 1946.

3. The effective date of a Category VI statement will be the date of arrival of officer's dependents in this theater. Officers desiring to change to Category VI will sign a statement with dates omitted and forward to G-1, Attention Dependents and Billeting Control Division, together with the application for movement of dependents.

4. These statements will be retained by G-1 until arrival of dependents, at which time the proper date will be entered and the statement filed with the Adjutant General, General Headquarters, United States Army Forces, Pacific.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 210.2 (31 Oct 46)GA

APO 500
4 November 1946

STAFF MEMORANDUM)
:
NO.....41) (SCAP & AFPAC)

PROMOTION OF COMMISSIONED OFFICERS

1. a. Rescissions. The following staff memorandums are rescinded:

(1) Staff Memorandum 12, General Headquarters, Supreme Commander for the Allied Powers, 9 March 1946.

(2) Staff Memorandum 14, General Headquarters, United States Army Forces, Pacific, 9 March 1946.

b. References.

(1) Circular 66, General Headquarters, United States Army Forces, Pacific, 10 August 1946.

(2) Circular 92, General Headquarters, United States Army Forces, Pacific, 4 October 1946.

2. Recommendations for promotion of commissioned officers will be submitted in the form prescribed by Circular 66, General Headquarters, United States Army Forces, Pacific, 10 August 1946, as amended by Circular 92, General Headquarters, United States Army Forces, Pacific, 4 October 1946. Recommendations will be signed by the Section Chief and forwarded to the Adjutant General, General Headquarters, United States Army Forces, Pacific, ATTENTION: AG-PO. A table showing authorized grades and actual strength in grade for the section will be attached, but not listed as an inclosure.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

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Admin 1946 File

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 200.3 (28 Oct 46)GA

APO 500
1 November 1946

STAFF MEMORANDUM)
:
NO.....40) (SCAP AND AFPAC)

MILITARY PERSONNEL REQUISITIONS

1. Rescissions. The following Staff Memorandums, General Headquarters, United States Army Forces, Pacific, are rescinded except insofar as they rescind other publications:

a. Staff Memorandum 13, 10 July 1945.

b. Staff Memorandum 24, 12 August 1945.

c. Staff Memorandum 11, 4 March 1946.

d. Staff Memorandum 60, 17 June 1946.

2. This Staff Memorandum is published to assist staff sections in the proper personnel requisitioning procedure.

3. Each staff section, General Headquarters, Supreme Commander for the Allied Powers and United States Army Forces, Pacific, authorized military personnel, will submit requisitions to the Adjutant General, ATTENTION: AG-OP, not later than the fifth of each month for the personnel needed by the end of the succeeding month. Officer personnel, other than section chiefs, and enlisted personnel will be requisitioned on AFPAC AGO Forms 111 and 111-1 respectively. Requisitions for section chiefs will be submitted to the Assistant Chief of Staff, G-1, 90 days in advance of the date on which a replacement is required.

4. Military personnel requisitions will be prepared as follows:

a. Retainable strength will be entered on line c, AFPAC AGO Forms 111 and 111-1 for officer personnel and enlisted personnel respectively. Retainable strength as of the last day of the next succeeding month will be determined by taking into consideration all personnel assigned as of the last day of the preceding month and deducting the number scheduled for return to the United States or reassignment within General Headquarters or this theater. Deductions will include all personnel eligible under the following:

(1) Existing separation criteria.

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(2) Announced criteria for return as surplus.

(3) Return for reason of termination of enlistment or volunteer period.

(4) Return on completion of 30 months overseas service.

(5) On orders for return to the United States.

(6) Transfer to another command for reassignment.

(7) Emergency furlough or leave when return to the theater is not contemplated.

(8) Dependency discharges.

b. Individuals will be considered losses as of the date on which they are scheduled to proceed to the disposition center for separation or return to the United States, or to depart for another assignment within General Headquarters, United States Army Forces, Pacific, or this theater.

c. The number of personnel requested on previous requisitions and not assigned with an EDCMR on or prior to the last day of the preceding month will be entered on line b of AFPAC AGO Forms 111 and 111-1 for officer personnel and enlisted personnel respectively.

d. Authorized table of allotment or table of organization strengths as of the first day of the second succeeding month will be entered on line e of AFPAC AGO Forms 111 and 111-1 for officer personnel and enlisted personnel respectively.

e. Number of personnel requisitioned, line a, will not exceed the shortages as computed by subtracting the total sum of line b, "Number of personnel on previous requisitions not filled," and line c, "Actual assigned strength," from line e, "Authorized allotment."

5. Requisitions will be submitted for the military occupational specialty of the lowest skill necessary in the proper performance of assigned duties.

6. Requests for the assignment of personnel by name from within the theater will be submitted only when individuals possess exceptional qualifications. Such requests will state the special skills of each individual and the type of duties to which he will be assigned. Requests for individuals by name will be held to an absolute minimum.

(SM 40)

7. Staff sections having operational supervision of overhead and T/O units assigned to General Headquarters, Supreme Commander for the Allied Powers, and United States Army Forces, Pacific, are responsible for such units submitting requisitions to meet personnel requirements.

8. Individuals surplus to the operating needs of any section will be reported, as soon as it is determined that a surplus exists, to the Adjutant General, ATTENTION: AG-OP, by name, grade, serial number, and primary and secondary military occupational specialty.

9. AFPAC AGO Forms 111 and 111-1 may be obtained from the Publications Branch of the Adjutant General's Office.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

2 Incls
1. AFPAC AGO Form 111
2. AFPAC AGO Form 111-1

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 014.1 (15 Oct 46)LS

APO 500
30 October 1946

STAFF MEMORANDUM)
:
NO.....39) (SCAP & AFPAC)

CIVIL ACTIONS IN JAPANESE COURTS

1. Rescission. Staff Memorandum 9, General Headquarters, Supreme Commander for the Allied Powers, 24 February 1946, is rescinded.

2. Japanese Courts have been divested of all jurisdiction in civil claims against United Nations nationals or organizations (including corporations) attached to or accompanying the Allied Armed Forces.

3. Japanese Courts will retain jurisdiction in civil cases affecting other United Nations nationals, subject to review by Legal Section, General Headquarters, Supreme Commander for the Allied Powers.

4. The Commanding General, Eighth Army, is responsible for supervision of Japanese Courts exercising civil jurisdiction over United Nations nationals and organizations, including authority to suspend proceedings at any time in order adequately to protect their rights, but not including authority to remove unacceptable court personnel. This authority is retained by General Headquarters, Supreme Commander for the Allied Powers.

5. Government Section is the staff section within General Headquarters, Supreme Commander for the Allied Powers, responsible for advising the Supreme Commander on matters relating to the supervision of civil cases involving United Nations nationals or organizations.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 040 (16 Oct 46)ESS

APO 500
30 October 1946

STAFF MEMORANDUM)
:
NO.....38) (SCAP & AFPAC)

JAPANESE CENSUS DATA

1. Rescission. Staff Memorandum 8, General Headquarters, Supreme Commander for the Allied Powers, 16 February 1946, is rescinded.

2. The furnishing of expert evaluation of Japanese census data is the responsibility of the Economic and Scientific Section.

3. The Research and Statistics Division, Economic and Scientific Section, should be consulted on matters relating to Japanese census, population and manpower problems in general.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 380.01 (24 Oct 46)SGS

APO 500
29 October 1946

STAFF MEMORANDUM)
:
NO.....37)

(SCAP & AFPAC)

SAFEGUARDING MILITARY INFORMATION

1. Reference. Army Regulations 380-5, 15 August 1946.

2. The Chief of each Staff Section will insure that all personnel of his section are thoroughly conversant with the provisions of Army Regulations 380-5, 15 August 1946, Safeguarding Military Information. Personnel reporting for duty in a section will be given an orientation on the subject as part of their processing in the section.

3. It is the general policy of the United States Government, as a matter of long-established international custom and courtesy, to treat as confidential all correspondence and negotiations being carried on between an agency of the United States Government and the representative of a foreign government. The premature announcement or disclosure of such matters, even though not specifically classified, is not authorized. To avoid such disclosures, all matters in this category will be treated as classified while they are still in process of correspondence or negotiation.

4. All discussion pertaining to the subject of a classified communication or document will have the same classification and must be treated accordingly. When classified matters are to be discussed in a conference, the individual convening the conference will limit the attendance to the minimum number essential for the purpose and will be responsible that all persons attending are authorized representatives of their sections. The individual in charge will announce the classification of the material being discussed and remind the members that any notes made must be treated as classified matter. The names of the persons attending will be recorded and filed with the minutes of the conference.

5. No person solely by virtue of his grade or position is entitled to knowledge or possession of classified matter. Discussion of classified matters will be confined to official channels and to persons entitled by virtue of their official duties to such knowledge. Either public or private discussion of classified information with or in the presence or hearing of any person not authorized to have knowledge thereof is strictly forbidden.

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(SM 37)

6. Section Chiefs are responsible that all classified matter in their sections is proporly safeguarded during and after working hours. Safes or files containing classified material will be locked when offices are closed or unoccupied.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley

JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 300.5 (24 Oct 46)SGS

APO 500
29 October 1946

STAFF MEMORANDUM)
:
NO.....36) (SCAP & AFPAC)

ACTION PAPERS

1. Rescission. Staff Memorandum 4, General Headquarters, Supreme Commander for the Allied Powers, 15 October 1945, is rescinded.

2. It is desired that Chiefs of Sections take appropriate action to insure that papers submitted to the Chief of Staff for consideration are complete in all details and are accompanied by all essential supporting data.

3. Papers which require action on the part of the Chief of Staff should have complete staff coordination prior to submission and should include the following:

a. The proposed action paper in draft or final form.

b. A brief memorandum for record stating the essential facts upon which recommendation for approval of the action is based.

c. Copies of all references in reading form, cited in the action paper and the memorandum for record.

d. The name of the individual giving concurrence or non-concurrence for interested staff sections, placed opposite his section designation on the draft of the action paper or the AG record copy, if in final form, together with his initials when it is practicable to obtain them.

e. In cases involving a difference of opinion among staff sections, the staff section having primary interest will present the conflicting views and supporting data on which a decision is to be based.

4. The Office of the Chief of Staff is not a "THRU" office. Papers will not be routed through the Chief of Staff to another staff section. If a section desires to call the Chief of Staff's attention to some item of important information, this should be done by a separate check note rather than by sending the entire action through the Chief of Staff. Similarly, papers should not be forwarded as a matter of routine

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through another staff section to the Chief of Staff unless prior coordination has determined that the intervening section's action will be to give formal concurrence to the paper. All papers forwarded to the Chief of Staff for consideration will be signed by the Chief of the initiating section.

5. If the draft copy of an action paper is approved by the Chief of Staff or the Deputy Chief of Staff, that copy will be forwarded to the Adjutant General for file.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley

JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

CONFIDENTIAL

DRAFT

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

APO 500

STAFF MEMORANDUM)
:
NUMBER . . .)

1. In order to clarify procedures for insuring the enforcement of the directives issued by the Supreme Commander for the Allied Powers to the Imperial Japanese Government, the following instructions are published.

2. Staff Sections initiating ~~staff~~ actions in matters charged to them by SCAP General Orders and Staff Memorandums, are responsible for continuing staff action to insure the enforcement of the Supreme Commander's orders and instructions to the Japanese Government.

3. Annex 8 to Operations Instructions 4/48, this Headquarters, 29 November 1945 charges the commanders of the Occupation Forces with the general responsibility for ~~surveillance of~~ Japanese compliance with SCAP directives; for reporting the results ~~of such surveillance~~ to the Supreme Commander; and for ~~the execution of such enforcement~~ as may be directed.

OBSERVING- TAKING SUCH ACTIONS AS WILL INSURE OBEDIENCE.

4. Staff Sections initiating actions which result in the formulation of Directives to the Imperial Japanese Government which are identified by a SCAP Index Number will:

a. Determine the ~~degree of surveillance~~ extent of observation that will be necessary, which will be one or a combination of the following:--

(1) ~~Surveillance~~ OBSERVATION by agencies of the Occupation Forces.

(2) Field inspections by representatives of the Section, coordinated with Military Government echelons of the Occupation Forces; ~~as deemed essential by the Section Chief concerned.~~

(3) None required;--In the case of reports called for or other direct actions, the accomplishment of which will be self evident to the section.

b. Prepare command instructions to the Occupation Forces concurrently with each directive hereafter issued to the Japanese Government, specifying the manner in which ~~surveillance~~ of Japanese observation

CONFIDENTIAL

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SPECIFIC OBSERVATION 15

compliance with the directive will be accomplished, as determined in accordance with par 4 a above. Command instructions will make reference to the SCAP Index Number of the directive to which they are related. In case ~~surveillance is~~ to be performed by the Occupation Forces, command instructions will clearly indicate the type desired:

(1) Routine - To be ~~covered~~ REPORTED in ~~normal~~ weekly "Occupation Activities Reports."

(2) Special - Indicating particular actions or reports required.

c. Prepare an accompanying communication entitled, "Information of General Application Pertaining to Directive Number (SCAPIN) OBSERVATION ," when, in the opinion of the Section Chief, such action will be necessary in order to give the Occupation Forces a more comprehensive background for the accomplishment of proper ~~surveillance~~. This memorandum will be separate and distinct from the command instructions which are to be forwarded to the major Headquarters of the Occupation Forces in connection with each directive in accordance with 4 b above, and will be distributed to the Occupation Forces with the directive. It will be in the nature of a memorandum for record for the directive to which it applies. No fixed form is prescribed for this document as each one should be drawn up as a particular case. However, the first paragraph will read, "with reference to Memorandum Number (SCAPIN) ___ this Headquarters to the Imperial Japanese Government, the following is published for the information of all concerned." The memorandum should, in general, outline the purpose of the directive including the results that it is desired to accomplish. It should explain the approved interpretation placed on points raised in the directive by this Headquarters. Any detailed information available on the methods by which the Japanese are observing expected to implement the directive should be given. The document compliance with should close with a general statement of the responsibilities of the Occupation Forces in ~~the surveillance of~~ the directive. This statement will not be in the nature of orders but of background information. Reference should be made in connection with this closing statement to the fact that command instructions ~~pertaining to the execution of surveillance~~ will follow through command channels.

ATTACHED. SEE 2nd DRAFT

d. Pass to the Occupation Forces information ~~subsequently~~ received from the Imperial Japanese Government on plans or actions being taken by them to implement the directives of the Supreme Commander when such information will contribute to more effective ~~surveillance~~. OBSERVATION OF COMPLIANCE

e. Process ~~surveillance~~ reports received from the Occupation Forces and be responsible for initiating ~~resultant~~ actions directing enforcement by Occupation Forces or further action by the Imperial Japanese Government or both.

5. Field Inspections in Japan by representatives of Staff Sections for ~~surveillance of~~ observing Japanese compliance with the directives of this Headquarters will be coordinated with the Military Government Section of the Eighth Army. Field Inspections for the purpose of observing the Military Government activities of Occupation Forces will be coordinated through Command Channels.

6. Certain operational functions pertaining to Japan as a whole which are or may be specifically charged to Staff Sections of this Headquarters in General Orders from time to time, will continue to be carried out under direct control of this Headquarters. Direct communication in technical matters not involving command relations is authorized. 47.

By command of General MacARTHUR:

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

OFFICIAL:

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

Col Hays
7-17

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 315.5 (8 Oct 46)AG-OD

APO 500
19 October 1946

STAFF MEMORANDUM)
:
NO.....35) (SCAP & AFPAC)

RULES GOVERNING THE USE OF
ADJUTANT GENERAL'S RECORDS

1. Rescission. Staff Memorandum 20, General Headquarters, United States Army Forces, Pacific, 28 March 1946, is rescinded.

2. In order to provide the maximum security for classified documents and maintain control over the official files of the headquarters, the following rules will be observed by all staff sections.

a. Each section will furnish the Adjutant General, Attention: AG-OX, a list of the personnel of their sections who are authorized to obtain official files from the Records Branch. Only personnel authorized to handle secret and confidential documents will be listed.

b. Files will not be removed from the Records Branch except when personally signed for by an individual whose name appears on the authorized list of his particular section.

c. Files being returned will be hand-carried to the reference counter of the Records Branch and will not be returned through regular distribution center channels.

d. In order to secure clearance from responsibility for files removed from the Records Branch, personnel returning them will obtain the original "Charge-out slips" at the time the files are surrendered.

e. One of the charge slips attached to the cover of a file will be filled out, detached, and returned to Records Branch when the file is transferred direct from one staff section to another.

3. a. Staff sections receiving official correspondence from outside sources will enter thereon date of receipt and send either the original correspondence or a copy to the Records Branch for recording.

b. Staff sections dispatching correspondence direct to an

outside agency will send a copy of the correspondence to the Records Branch if recording is required.

4. When knowledge exists of the expected arrival of an important communication, distribution will be facilitated if the staff section concerned furnishes advance information to the Distribution Branch, Adjutant General's Office (Telephone 2-2316).

5. Staff sections initiating correspondence to be recorded by the Adjutant General may obtain the appropriate file number by calling the Records Branch, Adjutant General's Office (Telephone 2-2746).

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

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Model

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

CHECK SHEET

(Do not remove from attached sheets)

File No. AG 312.1 (1 Oct 46)AG-OX Subject: Personnel Authorization for Receipt of Files.

Note No.

From: To: AG Records Br. Date:

The personnel listed below are authorized to request and receipt for files from the AG Records Branch for use by this section. This authorization will include all files except those with Top Secret classification.

	NAME - (TYPED)	GRADE	SIGNATURE (Init.)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

(Signature)

(Name and Grade - Typed)

(Chief of Branch or Section)

AFPAC AGO Form No. 37

EXO Edmonds 7RN GS
File

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 300.6 (28 Oct 46)AG-OM

APO 500
17 November 1946

STAFF MEMORANDUM)
:
NO.....34)
:
AMENDMENT NO...1)

(SCAP & AFPAC)

CORRESPONDENCE

1. Paragraph 4e (2) is amended to read: Advance copies of memorandums to the Imperial Japanese Government and any information pertaining thereto will not be furnished by a staff section to the Imperial Japanese Government or any other agency not of this headquarters without approval by the Chief of Staff prior to release by the Adjutant General for distribution.

2. Paragraph 6a is amended to read: When an information copy of correspondence, except correspondence addressed to individuals and organizations outside the military establishment, is being prepared for a distributee within or outside this headquarters, the distributee will be indicated on the original and all copies at the left margin, two line spaces below the inclosure listing. Example:

Copies furnished
XXIV Corps
AFWESPAC
G-2
IG

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
UNITED STATES ARMY FORCES, PACIFIC

AG 300.6 (5 Oct 46)AG-OM

APO 500
19 October 1946

STAFF MEMORANDUM)
:
NO.....34) (SCAP & AFPAC)

CORRESPONDENCE

1. a. Rescissions.

(1) The following staff memorandums, General Headquarters, United States Army Forces, Pacific, are rescinded except insofar as they rescind other publications:

(a) Staff Memorandum 15, 14 July 1945.

(b) Staff Memorandum 76, 29 November 1945.

(c) Staff Memorandum 5, 14 January 1946.

(d) Staff Memorandum 62, 18 June 1946.

(2) The following staff memorandums, General Headquarters, Supreme Commander for the Allied Powers, are rescinded except insofar as they rescind other publications:

(a) Staff Memorandum 11, 5 March 1946.

(b) Staff Memorandum 40, 8 June 1946.

(c) Staff Memorandum 49, 27 June 1946.

b. References.

(1) Army Regulations 340-15.

(2) Army Regulations 340-20.

(3) Technical Manual 12-253.

(4) Field Manual 100-10.

(5) Section V, Circular 235, War Department, 7 August 1946.

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(SM 34)

2. TM 12-253, "Correspondence," prescribes the methods to be followed in the preparation of correspondence. The following supplemental procedure will be followed by all staff sections of this headquarters.

3. Channels of Communication. a. Foreign Governments.

(1) Important communications from General Headquarters, Supreme Commander for the Allied Powers, to foreign governments or agencies will be routed through the Diplomatic Section for identification and addressing, and then to the Adjutant General for authentication and dispatch to the American Mission or Consular Office located in the country concerned, or to Foreign Liaison Section, G-2, for delivery to the appropriate Diplomatic Mission in Japan. A copy of the communication, marked "Diplomatic Section," will be attached.

(2) Communications of a routine nature dealing with international trading operations may be dispatched to the American Consular Office located nearest the foreign agency for which the communication is intended, with information copy to the Diplomatic Section.

(3) The provisions of this paragraph are not applicable to communications addressed to the Imperial Japanese Government. (See paragraph 4c, d, and e.)

b. Technical Channels of Communication. The technical channel of communication as contemplated by the provisions of paragraph 17, Field Manual 100-10, may be employed to free the command channel of the many technical details which are handled by Chiefs of Special Staff Sections. Matter contained in correspondence within the technical channel should not require the action of any other staff officers of either command. It will be confined to normal technical operations of the service which the special staff officer represents, and to such information and reports as have been authorized by higher commanders. Nothing that requires the announcement of a new policy or a variation from prescribed methods will be handled through technical channels.

4. Special Instructions for Staff Sections of General Headquarters, Supreme Commander for the Allied Powers. a. Correspondence prepared by staff sections of General Headquarters, Supreme Commander for the Allied Powers, will bear the following letterhead:

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

b. The command line "BY COMMAND OF GENERAL MacARTHUR" will be used when writing to United States Army commands within the theater under the jurisdiction of Supreme Commander for the Allied Powers. For all other addressees, the command line "FOR THE SUPREME COMMANDER" will be used.

c. Memorandums to the Imperial Japanese Government will be prepared to conform to format of Inclosure 2, and are designated as follows:

(1) Directives. Memorandums containing matters of substance or establishing basic policies and instructions generally in amplification thereof.

(2) Administrative Directives. Memorandums other than those mentioned in preceding subparagraph.

d. The Adjutant General will:

(1) Assign consecutively and chronologically a SCAP Index Number (SCAPIN) to memorandums referred to in paragraphs 4c (1) and 4c (2), using letter "A" as suffix to SCAPIN number to distinguish Administrative Memorandums from those mentioned in paragraph 4c (1).

(2) Distribute memorandums referred to in paragraph 4c (1) in accordance with an approved distribution list maintained by Statistical and Reports Section.

(3) Distribute administrative memorandums referred to in paragraph 4c (2) as follows:

(a) As directed by the initiating section on the AG Records copy.

(b) Standard distribution to the following:

Chief of Staff, U. S. Army
Commanding General, 8th Army
Deputy Chief of Staff
Statistical and Reports Section
Public Relations Office

(4) Furnish the initiating section 35 copies of the memorandum to the Imperial Japanese Government.

e. The following procedure will govern the preparation and processing of memorandums to the Imperial Japanese Government:

b. The command line "BY COMMAND OF GENERAL MacARTHUR" will be used when writing to United States Army commands within the theater under the jurisdiction of Supreme Commander for the Allied Powers. For all other addressees, the command line "FOR THE SUPREME COMMANDER" will be used.

c. Memorandums to the Imperial Japanese Government will be prepared to conform to format of Inclosure 2, and are designated as follows:

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(a) As directed by the initiating section on the AG Records copy.

(b) Standard distribution to the following:

Chief of Staff, U. S. Army
Commanding General, 8th Army
Deputy Chief of Staff
Statistical and Reports Section
Public Relations Office

(4) Furnish the initiating section 35 copies of the memorandum to the Imperial Japanese Government.

e. The following procedure will govern the preparation and processing of memorandums to the Imperial Japanese Government:

(SM 34)

(1) All memorandums addressed to the Imperial Japanese Government will be forwarded to the Adjutant General for signature and dispatch, and will consist of an original and 2 copies for the Imperial Japanese Government, a copy for Adjutant General Records Branch, and a prepared stencil for effecting required distribution. When it is considered necessary by the initiating staff section, the memorandum to the Imperial Japanese Government will contain instructions to furnish General Headquarters, Supreme Commander for the Allied Powers, promptly with two (2) copies in English of the Imperial Japanese Government's implementing directive.

(2) No advance copies of memorandums to the Imperial Japanese Government nor any information pertaining thereto will be furnished to the Imperial Japanese Government, Public Relations Office, or any other agency by a staff section prior to release by the Adjutant General for distribution, without approval of the Chief of Staff.

(3) The signed original "SCAPIN" memorandum to the Imperial Japanese Government will not be dispatched until the mimeographed copies for Commanding General, Eighth Army, have been delivered to Eighth Army courier through the Adjutant General's Distribution Section.

(4) An appropriate Memorandum for Record will accompany all memorandums addressed to the Imperial Japanese Government. If an originating staff section deems it necessary that the signed original memorandum to the Imperial Japanese Government receive immediate delivery, or that delivery be delayed for any reason, a statement to that effect will be incorporated as the last paragraph of the Memorandum for Record. (See paragraph 19.)

(5) Memorandums calling for statistical reports will be forwarded to Statistical and Reports Section for clearance prior to issue.

f. The Statistical and Reports Section will prepare a monthly index of directives referred to in paragraph 4c (1), and will make the same distribution as for SCAP memorandums, paragraph 4d (2).

5. Number of Copies. a. Letters and indorsements delivered to the Adjutant General for authentication will consist of the following:

1 - original (bond paper)
1 - courtesy copy (white tissue)
1 - Adjutant General's Records copy (tissue)

Additional copies, as required (carbon copies optional):

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

b. A multiple-address letter or indorsement will be prepared so that each address listed will receive two copies of the letter or indorsement. If identical letters are dispatched to different addressees, although not prepared as a multiple-address letter, one records copy will be sufficient provided all addressees are listed thereon. A letter routed "THRU" one command "TO" another will have one copy for the command through which the correspondence is being routed. Preparation of unnecessary copies of correspondence will be avoided.

6. Information Copies. a. When an information copy of correspondence is being prepared for a distributee within or outside this headquarters, the distributee will be indicated on the original and all copies at the left margin, two line spaces below the inclosure listing. Example:

Copies furnished:
XXIV CORPS
AFWESPAC
G-2
IG

b. When an information copy of an indorsement is prepared for a distributee within or outside this headquarters, it will be accompanied by such copies of basic communication and previous indorsements as may be necessary to provide all pertinent information.

7. The following margins will be observed when preparing correspondence:

a. Top margin:

(1) First page - one inch.

(2) Second and succeeding pages - one and one-fourth inches.

b. Left margin - one and one-fourth inches.

c. Right margin - three-fourths inch.

d. Bottom margin - one and one-fourth inches, excluding page number.

8. File number. a. The decimal file number will be prefixed by the abbreviation "AG" and followed by the file date of the basic communication. The office symbol of the originating office will follow the file date. Example:

AG 323.2 (27 Sep 46)SC

b. A "201-file" number will include the individual's name, following the decimal file number. No indication of status (i.e., officer, enlisted, civilian) need be shown. Example:

AG 201-DOE, John E.
(27 Sep 46)AG-PE

c. The file number cited should be that assigned on Adjutant General Records stamp in upper right corner of the correspondence. File numbers for correspondence not previously processed by Adjutant General Records Branch may be obtained by telephone from File Number Service, Records Branch.

9. Addresses. a. Letters and indorsements will be addressed to the commanding officer or officer-in-charge of an organization, rather than to the headquarters or office. Example:

The Provost Marshal General, War Department, Washington 25, D. C.

b. In addressing letters and indorsements, the word "headquarters" will not be included in the addressee line.

c. Multiple-Address Letters. Major subordinate commands in multiple-address letters and indorsements will be listed in the following order:

Commanding General, Eighth Army, APO 343
Commanding General, Pacific Air Command, United States Army, APO 925
Commanding General, XXIV Corps, APO 235
Commanding General, United States Army Forces, Western Pacific, APO 707
Commanding General, United States Army Forces, Middle Pacific, APO 958
Commanding General, Headquarters and Service Group, General Headquarters, United States Army Forces, Pacific, APO 500