



POLICE MAN'S DUTY (POLICE BOX)

*Nyoggi Police Station*

A, B. C		NAME	A		B														
N												I		G		H		T	
9~10	10~11	11~12	12~1	1~2	2~3	3~4	4~5	5~6	6~7	7~8	8~9	9~10	10~11						
	A		B		A		B	A		B		A							
B		A		B		A			A		B								
	B		A		B			B		A		B							
A		B		A		B	A		B		A								

[DUTY #II. SCHEDULE C] POLICE MAN'S DUTY

DATE	GROUP	A. B. or C.	NAME	NIGHT						
HOUR	5~6	6~7	7~8	8~9	9~10	10~11	11~12	12~1	1~2	2~
WATCH OUT OF BOX	INSPEC- TION		B		A		B		A	
WATCH IN BOX		A		B		A		B		A
PATROL	INSTR- UCTION		A		B		A		B	
FILING										
REST SUPER- INTENDENCE	RELIEF	B		A		B		A		B

POLICE MAN'S DUTY (POLICE BOX) *Npyogi Police Station*

NAME A B

NIGHT

	~10	10~11	11~12	12~1	1~2	2~3	3~4	4~5	5~6	6~7	7~8	8~9	9~10	10~11
A		B		A		B		A		B		A		
	A		B		A		B		A		B			
B		A		B		A		B		A		B		
	B		A		B		A		B		A			

# 2

Patrol Course of Policemen	Police Box #1	Course #1	—————
		Course #2	—————
	Police Box #2	Course #1	-----
		Course #2	-----
	Police Box #3	Course #1	-----
		Course #2	-----

Precinct of	Police Box #1	yellow
	Police Box #2	green
	Police Box #3	orange

Number of Guard Boxes under	Police Box #1	5. 7. 9. 10. 11. 8.
	Police Box #2	1. 2. 3. 4. 16.
	Police Box #3	6. 12. 13. 14.

[ Guard Box #15 is now closed.]

H.Q. of Civilian Guard	●	Police Box	●	Guard Box of Civilian Guard	○
------------------------	---	------------	---	-----------------------------	---

0  
5  
4  
7

CIS/PSD/RPH/gw  
21 Jul 49

Personnel Authorized to Draw  
Material fr CI Div Files

PSD

CI Div  
Attn: Lt Brewer

26-6116  
Capt Holton

The following personnel, PSD, whose signatures appear below, are authorized to draw material from the CI Div files for use by PSD:

Cpl T. M. Brezinski

*T. M. Brezinski*  
(Signature)

Pvt M. W. Coskey

*M. W. Coskey*  
(Signature)

-----H.E.P.-----

CIS/PSD/RPH/gw PSD FILE COPY RPH

26

0218

CIS/PSD/HEP/fo  
9 September 1949

Personnel Authorized to  
Draw Material fr CI Div Files

PSD

CI Div  
ATTN: Lt. Brewer

26-6116  
Capt. Holton

1. Reference IOM from PSD to CI Div, dtd 21 July 1949, subject 1  
as above.

2. Request following named EM assigned PSD be added to persons  
authotized to draw material from CI Div files for use by PSD, as this  
individual is responsible for files in PSD.

Pfc. Matthew H. Hall, RA 22453097 Matthew H. Hall

-----H.E.P.-----

CIS/PSD/HEP/fo

PSD FILE COPY

RHX

GENERAL HEADQUARTERS  
SUPREME COMMANDER FOR THE ALLIED POWERS  
Civil Intelligence Section, G-2  
Public Safety Division

APD 500  
20 May 1949

MEMORANDUM:

SUBJECT: Civilian Guards - Washington Heights

TO: Chief, Public Safety Division

1. On 30 April 1949 a conference was held by this office with Fujisawa, MPD, Supervisor Tokyo Area No. 1, about the numerous complaints received by this office concerning the inefficiency of the civilian guards of Washington Heights. Fujisawa was instructed by this office to conduct a complete investigation into the activities of the guards and to take measures to correct the situation.

2. On 17 May 1949 Fujisawa made the following verbal report concerning his findings and action taken to correct the situation:

Investigation of Existing Conditions:

Investigation revealed that there are 124 civilian personnel assigned to Washington Heights for guard purposes. The main guard headquarters (located at Fire Station) consists of a Commandant and two Assistant Commandants. The remaining personnel are divided into two groups; 61 in one group and 60 in the other. Each group has four leaders. Surrounding Washington Heights, which consists of an area of approximately 97,200,000 square feet, are 15 civilian guard boxes manned by two guards in each box. It is their duty to patrol between guard boxes. In addition to the guard boxes, there are three police boxes located at strategic entrances to the Heights. These police boxes are operated as check points. Located in each police box are two police personnel and four civilian guards (2 per shift). In addition to the guards stationed in the outer perimeter guard boxes, two guards are assigned to the Washington Heights gasoline station and two to the Heights supply warehouse. Originally, 10 civilian guards were assigned to patrolling within Washington Heights but due to sickness, regular time off, etc, the system has bogged down and there has been little or no patrolling within the Heights due to lack of personnel.

Investigation also revealed no definite system of patrolling within the Heights; no liaison between police and civilian guards within or without the Heights, and no roll call or accounting for civilian guards while on patrol.

25



Corrective Action:

Roll call to be instituted before each tour of duty.

During off time all civilian guards are to be given instructions on how to patrol and what to look for in order to make them more alert and 100% more efficient. This instruction is to be given by civilian guard staff members who have been instructed by the police through conferences.

Immediate institution of a 10 man civilian guard patrol system within the boundaries of Washington Heights. This system is to be maintained under all circumstances even if it requires taking personnel from the outer perimeter guard boxes.

A definite system of patrolling is to be set up with beats assigned. For this purpose Washington Heights has been divided into two areas. (See Photo No. 1).

As determined, Japanese police did not visit the civilian guard boxes located on the outer perimeter of Washington Heights. Under the new system they will visit each civilian guard box on their respective beats and, in addition, will patrol regular beats within Washington Heights from the three boxes located on the outer perimeter. For this purpose Washington Heights has been divided into three areas and each police box assigned a definite area. (See Photo No. 2). There will be a time lag between civilian guard and police patrols.

Heretofore, there was no liaison between Japanese police and civilian guards. Liaison has been established by telephone from the three police boxes to the civilian guard headquarters. Yoyogi Police Station has taken an active interest in Washington Heights and will advise and supervise police personnel assigned to the three police boxes located on the outer perimeter of Washington Heights in addition to advising civilian guards.

General:

Due to time off, sickness, etc, the 124 civilian personnel assigned to guard duties at Washington Heights are insufficient to properly patrol the area. It is the belief of the civilian guard headquarters at Washington Heights and MPD that the guard force should be increased by at least 10 personnel. By increasing the number of civilian guards this would relieve the police of the extra duty of patrolling inside Washington Heights. PSD support is requested.

The police would like the residents of Washington Heights to know of the present system and not to become alarmed upon seeing the guards and police making their beats. The guards have been instructed to check all vehicles for articles left therein. Articles so found will be taken to the main guard headquarters where they will be turned over to the Washington Heights custodian for return to the proper owners. Recently, approximately

*critic: From what I see of guards activities (or lack of activities) at W.H. I believe their commander could go over his schedules with one of our investigators and find a way of getting 8% more work out of his 124 men instead of asking for 8% personnel increase.*

*HSE*

13,000 yen was discovered in an unlocked vehicle. This money was returned to its proper owner.

The police would also like to have all residents call the main civilian guard headquarters if any trouble arises instead of reporting to some outside agency thereby causing undue delay.

*Fritz-What about reporting to both? WSE*

It has been found out that most of the burglaries in Washington Heights have been committed by either present or former employees.

It is felt that the present system would give Washington Heights more protection and added security.

Washington Heights is comprised of 850 houses, 2300 residents, and 2400 National employees.

*William G. Fritz*  
WILLIAM G. FRITZ  
Police Administrator

**PSD  
FILES**

PUBLIC SAFETY DIVISION  
ROUTING SLIP

	FROM: <u>212</u> DATE: <u>31 May 49</u>	
<u>3</u>	CHIEF OF DIVISION	<u>HEP</u>
<u>2</u>	EXECUTIVE OFFICER	<u>RJB</u>
	IDENTIFIED ASSISTANTS	
	<u>COL. G. WHITMORE</u>	<u>RJB</u>
<u>5</u>	<u>CAPTAIN NEALON</u>	<u>RJB</u>
<u>1</u>	ADMINISTRATIVE OFFICER	<u>RJB</u>
	CHIEF CLERK	
	FIRE BRANCH	
	LEGAL BRANCH	
	LIASON BRANCH	
	MAINTENANCE BRANCH	
<u>6</u>	POLICE BRANCH	<u>RJB</u>
	PRISON BRANCH	
	STAT & ANTL BRANCH	

FOR: INFORMATION/COMMENT \_\_\_\_\_  
 ACTION \_\_\_\_\_  
 APPROVAL \_\_\_\_\_ FILE 7

REMARKS:  
 Copy of attached forwarded to Sta.  
 Eaton = This looks good.  
 Are we giving Col. Mays all the assistance he needs?  
 HEP  
 Now working up plans w/ PMO for control of occupation home burglaries. ASE

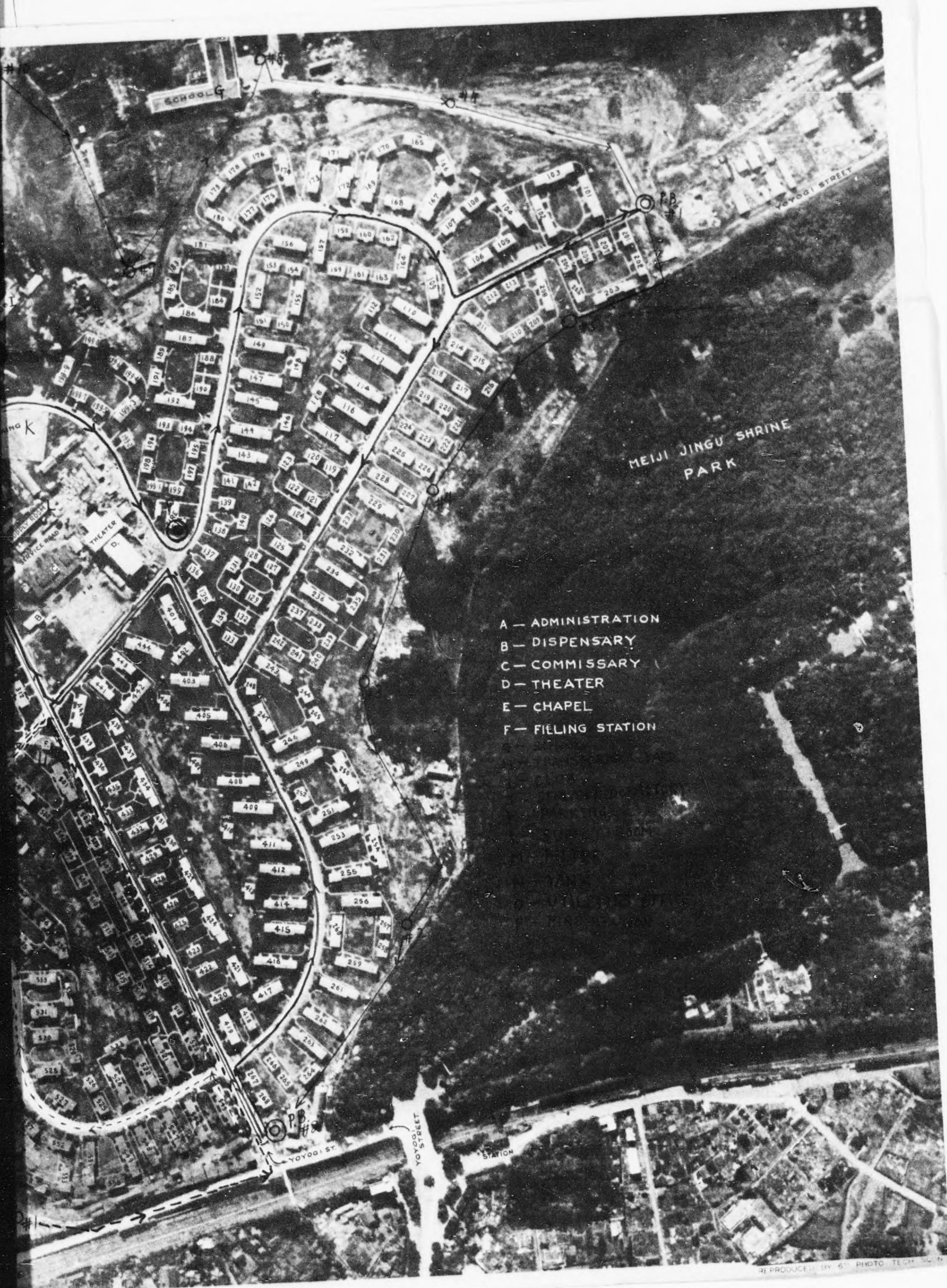




- A - ADMINISTRATION
- B - DISPENSARY
- C - COMMISSARY
- D - THEATER
- E - CHAPEL
- F - FILLING STATION



A—A  
 B—D  
 C—C  
 D—T  
 E—C  
 F—F



0879

G-2 IOM

COPY

FROM: G-2

Subject: Registered Documents

TO: T/Intell PSD  
 Hist Sec P/L  
 CI/Div Mis/Div  
 J/L CCD

JAB/bc  
 Date: 26 May 1949  
 PHONE: 26-6168  
 NAME: Lt Bundy

1. Reference C/N AG to all staff sections subject: Registered Documents, dated 25 May 1949. (Copy attached). 1

2. Request report required by reference C/N be submitted to G-2 Admin not later than 2 June 1949. Negative reports required.

1 Incl  
 as stated

----- M.N.P. -----  
 CIS/PSD/RFH/gw  
 31 May 1949

FROM: PSD/G-2 TO: G-2 Admin PHONE: 26-6116  
 NAME: Capt Holton

In compliance with request in Comment 1, a negative report is submitted by PSD/G-2. 2

1 Incl  
 n/c

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

CIS/PSD/RFH/gw  
 PSD FILE COPY RFR



COPY

GENERAL HEADQUARTERS  
FAR EAST COMMAND

CHECK SHEET

Major Conley  
26-5740

File No: AG 312.1(25 May 49) AG-OX

Subject: Registered Documents

Note  
No.  
1

From: AG

To: All Staff Sections,  
GHQ, SCAP and FEC

Date: 25 May 1949

1. Request report be submitted to the Adjutant General, attention: AG-OX, by 6 June 1949 listing the registered documents described below, held by your section as of 1 June 1949.

a. All registered documents originating in Air Forces or Naval Forces, and include:

- (1) Short Title
- (2) Long Title
- (3) Register Numbers
- (4) Date of Receipt

2. Negative reports are requested when applicable. This will not constitute the semi-annual report to be submitted 30 June 1949.

R.M.L.

COPY

*File*

GENERAL HEADQUARTERS  
SUPREME COMMANDER FOR THE ALLIED POWERS  
AND  
FAR EAST COMMAND  
APO 500

CHECK SHEET

Maj Graham  
26-5834

(Do not remove from attached sheets)

Eliminating Nonrecord Material  
and Downgrading Documents

File No: DDB 312.1(16 Aug 47) Subject:

Note  
No.  
1From: President,  
GHQ, DDBTo: All staff sections  
GHQ SCAP and FEC

Date: 17 May 1949

1. Pending issuance of revision of Staff Memorandum No. 64, GHQ SCAP and FEC, dated 20 August 1947, it is requested that the following data be included in the monthly report required by paragraph 7 thereof:

Number of unclassified documents examined  
Number of classified documents examined  
Number of documents downgraded  
Number of documents recommended for downgrading  
Number of unclassified nonrecord documents destroyed  
Number of classified nonrecord documents destroyed

2. It is further requested that lists of documents downgraded or recommended for downgrading be continued to be submitted as inclosures to the report mentioned above. Downgraded documents which have been published in GHQ Lists of Regraded Documents should not be included on lists submitted by staff sections but should be included in the report for number of documents downgraded.

3. It is requested that the new data described in paragraph 1 above be furnished beginning with the report for May, 1949. In those cases where some documents have already been destroyed during May, 1949 and a breakdown thereof was not made as to classified or unclassified it is requested that an estimated breakdown be reported. Beginning with the report for June, 1949 the numbers reported in this respect should be definite.

*William J. Graham*  
WILLIAM J. GRAHAM

Major, CAV  
President,  
GHQ, Document Downgrading Board

PSD  
FILES  
*ca*

# G-2, GHQ INTER - OFFICE MEMORANDUM

(For use within G-2 only)

**File No:** \_\_\_\_\_ **Subject:** Release of Classified Information. **Date:** KEM/md 7 March 1949

<b>FROM:</b> G-2	<b>TO:</b> DAID ATIS TID Hist J/Ln CIS F/Ln CCD PSD CIC T/Intel	<b>PHONE:</b> 26-6169 <b>NAME:</b> Maj Mayer	<b>Comment Number</b>
------------------	--	---	-----------------------

1. The following check note from the Chief of Staff is quoted for information and compliance:

1

X X X X X X

"1. The following reply was given in response to a query by the press for information on FEC troop strengths.

'This headquarters is not authorized to discuss troop strengths. Such information can be released only by Washington authorities in their own discretion.'

"2. All requests for information on troop strengths, organization, or equipment will be answered substantially as outlined in paragraph 1. Any release of information at variance with the above must have the approval of the Chief of Staff.

"3. Section chiefs will disseminate this information to personnel concerned with instructions that this directive is not to be quoted but all concerned should understand that such releases are the function of the Public Information Office. Please initial duplicate copy for return to Chief of Staff."

X X X X X X X

2. Particular attention will be paid to par 3 of the above quoted check note.

For the Assistant Chief of Staff, G-2:

-----C.S.M.-----

(COPY)

PSD COPY

22

*Groce*

8 March 1949

*File*

MEMO: To, Public Safety Division

On Wednesday morning, 9 March 1949, time 0900 hours, Dai Ichi Auditorium, Major Gillis will read Army Regulation 380-5 to all employees of CIS who have not been present at previous readings. Following is a list of your personnel employed since the last reading in July 1948:

- CHELES, Philip *PC*
- DOLINAR, Sophia *SD*
- \* JANUS, Robert *TDY*
- KINOSHITA, Shingo *SK*
- \* OSHIMA, Roy J. *Conference w/ Col Pulliam*
- RETTEW, Gilbert *GR*
- WHITE, Leslie *LAW*

*\* will be scheduled at next reading in alt  
to msa -  
gu*

*2)*

*File*  
50602

# G-2, GHQ INTER-OFFICE MEMORANDUM

(For use within G-2 only)

PSD  
FILES

**File No:** \_\_\_\_\_ **Subject:** Security Violations **Date:** 3 March 49

**FROM:** CO, TIS **TO:** PSD **PHONE:** 26-7838 **Comment**

**NAME:** Col Stark **Number**

1. The following violations of security have been brought to the attention of the TIS Security Officer:

	<u>Date</u>	<u>Room No</u>	<u>Time</u>	<u>Violation</u>
	26 Feb 49	437	1730	( Two windows unlocked.
<i>HALL</i>	28 Feb 49	337 ✓	1420	Window open.
	28 Feb 49	438 ✓	1530	Window open.
	28 Feb 49	436 ✓	1535	Window open.
<i>COCKEY</i>	1 March 49	401	2200	Three windows unlocked.

2. Request adequate steps be taken to insure there are no future violations of security of this nature.

*ms.*

-----T.N.S.-----



Permanent Record—Do not Detach

20

# G-2, GHQ INTER - OFFICE MEMORANDUM

*File*

(For use within G-2 only)

**File No:** \_\_\_\_\_ **Subject:** Security Violations **Date:** 28 Feb 49

**FROM:** CO, TIS **TO:** PSD **PHONE:** 26-7838 **NAME:** Col Stark **Comment Number**

1. The following violations of security have been brought to the attention of the TIS Security Officer:

<u>Date</u>	<u>Room No</u>	<u>Time</u>	<u>Violation</u>
18 Feb 49	437	1730	Window unlocked
21 Feb 49	430*B	1350	Window unlocked
23 Feb 49	436-437	1840	Window unlocked
24 Feb 49	430-B	2100	South side window left unlocked
24 Feb 49	432	2110	Window behind Mr Engle's desk left unlocked
24 Feb 49	436	2120	Left side window unlocked
25 Feb 49	338	1910	Window unlocked

2. Request adequate steps be taken to insure there are no future violations of security of this nature.

-----T.N.S.-----

19

*File 0242*  
50457

# G-2, GHQ INTER - OFFICE MEMORANDUM

(For use within G-2 only)

**File No:** \_\_\_\_\_ **Subject:** Security Violations **Date:** 12 February 1949

**FROM:** CO, TIS **TO:** Chief, PSD **PHONE:** 26-7838 **NAME:** Col Stark **Comment Number**

1. The following violations of security have been brought to the attention of the TIS Security Officer:

1

<u>Date</u>	<u>Room No.</u>	<u>Time</u>	<u>Violation</u>
8 Feb 49	401-A	2140	Papers on Lt. Rhienfield's desk; were not moved
8 Feb 49	432	2150	Papers on Mr. Engle's desk; were not moved

2. Request adequate steps be taken to insure there are no future violations of security of this nature.

*m.s.*

-----T.N.S.-----



*18*

PSD file  
ITED

Security Arrangements for Secretary  
Royal's Visit 29 January 1949

Col Bratton

Gen Willoughby

26-5753  
Lt Col Randall

1. G-3 (Major Todd), in making arrangements relative to security for Secretary Royal's visit to Japan, contacted G-2. Lt Col Randall, representing Counter Intelligence Section, conferred with Major Todd and informed him of the assistance which CIC would render in the provision of general security by the military police. 1
2. Whilst CIC and Tokyo-Kanagawa CIC District have been alerted and have been furnished copies of itinerary and general program involved from time of arrival of Mr. Royal until final departure. CIC are now coordinating with tactical elements and military police charged with responsibility in the various daily activities.
3. Col Pulliam has contacted the Provost Marshal (Col Chaplin) relative to assistance that may be rendered by the Japanese Police. The Japanese Police have been informed to cooperate with and lend assistance to the military police during Secretary Royal's visit. The Provost Marshal will coordinate Japanese Police participation.

Col Duff - Info  
Col Pulliam - Info

R. S. B. -----

Col Pulliam - Info

17



RESTRICTED

TENTATIVE SCHEDULE FOR VISIT OF SECRETARY OF WAR  
TO FAR EAST COMMAND

FEBRUARY 1

1700

: Estimated time of arrival at Haneda Airport.

General MacArthur will greet the party.

Guard of honor (Honor Guard Company, GHQ) and 19-gun salute

by battery from 1st Cavalry Division. To be arranged by G-3.

The following should be present to greet the party:

Chief of Staff  
Deputy Chief of Staff, SCAP  
G-1  
G-2  
G-3  
G-4  
Chief, ESS

Convoy to American Embassy with Secretary Royall, Assistant

Secretary Voorhees, Lt Gen Wedemeyer, and one aide to be

arranged by ADC, CinC. In event that Mrs. Royall accompanies

party, only the Royalls will be billeted at American Embassy.

Convoy for other members of party will be in charge of Visitors'

Bureau. Senior personnel to be billeted at Imperial Hotel.

2000

: Dinner by General of the Army and Mrs. MacArthur. Senior members  
of party will be invited.

FEBRUARY 2

0900

: Review by 1st Cavalry Division in Imperial Plaza. Lt Gen Walker

G-3  
G-4  
Chief, ESS

Convoy to American Embassy with Secretary Royall, Assistant Secretary Voorhees, Lt Gen Wedemeyer, and one aide to be arranged by ADC, CinC. In event that Mrs. Royall accompanies party, only the Royalls will be billeted at American Embassy. Convoy for other members of party will be in charge of Visitors' Bureau. Senior personnel to be billeted at Imperial Hotel.

2000

: Dinner by General of the Army and Mrs. MacArthur. Senior members of party will be invited.

FEBRUARY 2

0900

: Review by 1st Cavalry Division in Imperial Plaza. Lt Gen Walker will arrange for escorting Secretary and Party from American Embassy so as to arrive at 0900 on Plaza.

Personnel in reviewing stand to be determined by representatives of Eighth Army and G-1, GHQ.

1015-1130

: Visit to barracks of Headquarters and Service Group, GHQ (Finance Building), Brig. Gen Starr in charge; and continuation of visit to barracks of 8th Cavalry with representatives in charge to be designated by Commanding General, Eighth Army. Overall coordination by G-3, GHQ.

RESTRICTED

RESTRICTED

TENTATIVE SCHEDULE FOR VISIT OF SECRETARY OF WAR  
TO FAR EAST COMMAND

FEBRUARY 2 (Continued)

- 1200 : Luncheon to be arranged by press representatives accredited to  
SCAP in Tokyo.  
PIO to make the necessary arrangements.
- 1400-1800 : Conferences at GHQ on following subjects:  
a. Intelligence situation in Far East;  
b. Strategic situation in Far East Command;  
c. Personnel and logistic matters in which Secretary has  
interest;  
d. Economic situation in Japan.
- 2000 : Dinner at GHQ Officers' Club by Maj. Gen. and Mrs. Mueller.

FEBRUARY 3

- 0900-1300 : Visit to Yokota Air Base. Luncheon  
(approx) Party to be escorted by Commanding General, FEAF from  
American Embassy.  
General Whitehead was informed by letter CofS 23 January.
- Afternoon : Open
- 1700-1830 : Reception by General and Mrs. Whitehead at their home.  
General Whitehead informed by letter CofS 23 January.
- 2000 : Dinner by Mr. and Mrs. Sebald.  
Mr. Sebald informed by CofS orally 23 January.

d. Economic situation in Japan.

2000 : Dinner at GHQ Officers' Club by Maj. Gen. and Mrs. Mueller.

FEBRUARY 3

0900-1300 (approx) : Visit to Yokota Air Base. Luncheon Party to be escorted by Commanding General, FFAF from American Embassy.

General Whitehead was informed by letter CofS 23 January.

Afternoon : Open

1700-1830 : Reception by General and Mrs. Whitehead at their home.

General Whitehead informed by letter CofS 23 January.

2000 : Dinner by Mr. and Mrs. Sebald.

Mr. Sebald informed by CofS orally 23 January.

FEBRUARY 4-5

0900 : Escort from American Embassy to Yokohama by Commanding General, Eighth Army. Visit with Eighth Army begins.

1030-1330 : Visit to Yokosuka Naval Base and luncheon.

CofS, NAVFE contacted by CofS orally 23 January, who advised that this arrangement is satisfactory and that it has been coordinated with Commanding General, Eighth Army.

FEBRUARY 5

Continuation of visit with Eighth Army. Trip to Kyoto, etc. Commanding General, Eighth Army was advised of this schedule by letter CofS 23 January.

<sup>2</sup>  
RESTRICTED

d. Economic situation in Japan.

2000 : Dinner at GHQ Officers' Club by Maj. Gen. and Mrs. Mueller.

FEBRUARY 3

0900-1300 (approx) : Visit to Yokota Air Base. Luncheon  
Party to be escorted by Commanding General, FEAF from  
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0900 : Escort from American Embassy to Yokohama by Commanding General,  
Eighth Army. Visit with Eighth Army begins.

1030-1330 : Visit to Yokosuka Naval Base and luncheon.

CofS, NAVFE contacted by CofS orally 23 January, who advised that  
this arrangement is satisfactory and that it has been  
coordinated with Commanding General, Eighth Army.

FEBRUARY 5

Continuation of visit with Eighth Army. Trip to Kyoto, etc.  
Commanding General, Eighth Army was advised of this schedule  
by letter CofS 23 January.

<sup>2</sup>  
RESTRICTED

RESTRICTED

TENTATIVE SCHEDULE FOR VISIT OF SECRETARY OF WAR  
TO FAR EAST COMMAND

FEBRUARY 6

Sunday

Return to Tokyo from Headquarters, Eighth Army at time  
to be determined.

Schedule for remainder of day undetermined.

FEBRUARY 7

Morning : Schedule undetermined.

1145-1300 : Luncheon by American Chamber of Commerce, Tokyo.

President of CofC, Mr. McEvoy, notified by letter 23 January.

He accepted orally same date.

1330 : Departure from Haneda for Korea.

Commanding General, Eighth Army, and General Coulter have

been advised of CinC's desire that latter accompany

Secretary on trip to Korea

Secretary plans to depart from Korea for Okinawa direct

on February 8.

Dispatch sent to Commanding General, USAFIK advising him

of this program.

President of CofC, Mr. McEvoy, notified by letter 23 January.

He accepted orally same date.

1330

: Departure from Haneda for Korea.

Commanding General, Eighth Army, and General Coulter have

been advised of CinC's desire that latter accompany

Secretary on trip to Korea

Secretary plans to depart from Korea for Okinawa direct

on February 8.

Dispatch sent to Commanding General, USAFIK advising him

of this program.

RESTRICTED

# G-2, GHQ INTER - OFFICE MEMORANDUM

(For use within G-2 only)

50314  
*JL*

29 Jan 49  
Date:

File No: \_\_\_\_\_ Subject: Security Violations

FROM: CO, TIS TO: Chief, PSD PHONE: 26-7838  
NAME: Col Stark

Comment  
Number

1. The following violations of security have been brought to the attention of the TIS Security Officer:

1

<u>Date</u>	<u>Rm No</u>	<u>Time</u>	<u>Violation</u>
25 Jan 49	430-B	1833	Three cabinets unlocked (contained Maps) Sgt of Guard notified
27 Jan 49	409	1815	Window unlocked
27 Jan 49	407	1830	Window unlocked

2. Request adequate steps be taken to insure there are no future violations of security of this nature.

*ms*  
-T.N.S.-



2333

Documents Being Collected  
by ATIS Documents Section

CIS/CFG/ml1  
14 Oct 48

From: Executive Group,  
CIS

To: Special Intel  
441st CIC Det  
CCD  
PSD

Phone: 26-5654  
Name: Major Gillis

1

1. The ATIS Documents Section is engaged in collecting and assembling books, documents, periodicals and other printed matter from all sources throughout Japan. These papers are periodically cataloged and forwarded to the Foreign Documents Branch, Central Intelligence Agency, Washington, D.C. The Documents Section is currently conducting a staff study to determine the extent and nature of interest of the various staff sections of GHQ in the documents being collected. An effort is being made to establish a record of such interests so that the field agents in the Documents Section can determine the type of documents of concern to GHQ. Equipped with such a yardstick, these agents would then be capable of exercising judgement and discretion in picking up such documents from Japanese and other sources.

2. It is requested that an indication of the interests of your division in this field be provided by indorsement hereon not later than 20 Oct 48 so that a consolidation of the fields of interest throughout CIS may be compiled for delivery to the ATIS Documents Section by 22 Oct 48. The statements of interest may be general in nature or, as the case may apply, specific as to type or category.

/s/ CG

-----fer-R.S.B.-----

From: PSD

To: CIS

Phone: 26-5916  
Name: Capt Nealon

CIS/PSD/JFN/sm  
20 Oct 1948

PSD FILE COPY

CIS/PSD/HEP/sm

Public Safety Division has no specific interest in Japanese documents in the public safety field, however, documents pertaining to past police, fire or prison activities may be helpful to Department of the Army agencies.

2

-----H. E. P.-----

15  
~~16~~

GENERAL HEADQUARTERS  
SUPREME COMMANDER FOR THE ALLIED POWERS  
Civil Intelligence Section, G-2  
Public Safety Division

APO 500  
12 October 1948

MEMORANDUM

SUBJECT: Security

TO: All PSD Personnel

1. Reference is made to Army Regulations 380-5.
2. Security is not only the responsibility of individual employees but is also the responsibility of each Branch Chief.
3. PSD Duty Officer Instructions (par 2 a (4) (a)) places the added responsibility on Duty Officers to assure themselves that the security of the PSD offices is adequate. This includes proper security of all classified material whether exposed or placed in desks.
4. Personnel may anticipate that a daily check of desks will be made outside of normal duty hours.
5. Periodic checks of PSD offices may be expected from outside agencies especially assigned this task.
6. There can be no excuse for any breach of security or security regulations. Violations of security are subject to disciplinary action.

R2/B  
R. T. BATTEY, II  
Lt Colonel, Inf  
Executive Officer

PSD FILE COPY

CIS/PSD/HEB/sm

75  
311.5

Security of NYK Building

CIS/PSD/RTB/sm  
7 Oct 1948

PSD

CIS

26-5916  
Lt Col Battey

1. PSD currently has eight (8) enlisted personnel billeted in the NYK Building. One (1) enlisted man has been on TDY and will return to the ZI, anticipated within the next two weeks, upon completion of such TDY. 1

2. The enlisted man holding the highest grade, corporal, is the Chief Clerk in the Administrative Branch. Further breakdown of the remaining six (6) enlisted men is as follows:

- Typists ..... 2
- Message Center ..... 2
- Files ..... 1
- Supply ..... 1

During training periods or other relief periods the functions of the file and supply personnel are performed by the Chief Clerk.

3. These men perform duty clerk or CQ functions Monday, Tuesday, Thursday and Friday from 1700, Wednesday from 1200, Saturday from 1230 and Sunday from 0800 until the duty officer releases them.

4. The loss of additional man days from this small group would place a severe handicap on the proper functioning of this Division. The work load and present paucity of personnel does not warrant additional burdens without appropriate increase in personnel.

1 Incl  
- IOM Fr Sp Int to CIS with 1 incl - - - - -H.E.P.- - - - -

PSD FILE COPY  
CIS/PSD/HEP/sm

HEP

*Secret*  
31.5  
**AX**

4693

Far Eastern Commission  
Documents

CIS/PP:HFB/ml1  
7 October 1948

CIS Exec Group

Special Intel  
CCD  
CIC  
PSD

26-5749  
Maj Buerschinger

1. Your attention is invited to paragraphs 3 and 4 of attached check sheet, subject: "Far Eastern Commission Documents". 1

2. Individuals whose names are submitted in accordance with paragraph 3 of inclosure should be cleared to handle Top Secret documents.

1 Incl  
C/S, subj: "FEC Documents",  
dtd 27 Sep 48

/s/ HFM for

-R.S.B.-

FROM: PSD TO: CIS Exec Group PHONE: 26-5916 CIS/PSD/RTB/sm  
NAME: Lt Col Battey 8 Oct 1948

PSD does not desire to nominate by name any individual under provisions of par 3, incl 1. When necessary to request or examine any specific documents PSD will initiate individual clearance requests. 2

1 Incl  
n/c

-H.E.P.-

PSD FILE

CIS/PSD/HFP/sm

WEP

3  
21  
SEC RETY

COPY

GENERAL HEADQUARTERS  
SUPREME COMMANDER FOR THE ALLIED POWERS

COPY

CHECK SHEET

26-6961  
Capt. MelvinSUBJECT: Far Eastern Commission  
Documents

FROM: Govt Sec

TO: FEC &amp; SCAP Staff Sections

DATE: 27 Sept 48

1. The following list is of documents of the Far Eastern Commission recently received and on file in Government Section.

2. These documents are available in the Government Section Library (Room 615, Dai Ichi Bldg., phone 26-6243) for the official use of all FEC and SCAP Staff Sections.

3. If not previously accomplished it is requested that Government Section be furnished the names of those individuals of your section whom it is desired by authorized to draw and/or examine these documents. Further request that this list indicate the highest type of classified material each of these individuals is cleared to handle under provisions of TM 30.218, Oct 47.

4. In the interest of paper conservation, it is requested that Gov't Section be notified if your section does not desire distribution of future lists of available FEC documents.

LIST NO. 103  
DESCRIPTION OF DOCUMENTSFEC PAPERS

206/13	Chairman of Committee No. 5: War Criminals
293/8	Travel outside Japan of Japanese Commercial Representatives
315	Norwegian request for Access to Japanese Technical and Scientific information in Japan
316	Second Annual Public Report on Commission Activities
317	Request of Swiss Legation for Information Concerning War Claims against Japan

MISCELLANEOUS PAPERS

SC-309/2	Travel of Japanese Abroad U. S. Statement
SC-297/9	Level of Economic Life in Japan: Policy Towards Japanese Shipbuilding and Shipping
SC-273/17	Conduct of Trade with Japan
CI-272/8	Replacement of Lost Cultural Objects
MI-205	United States Appropriations for Government and Relief in Occupied Areas
MI-162/1	Establishment of occupied Japan Export-Import Revolving Fund
MI-001/139	One-Hundred-Thirty-Nine Weekly Report on Japan from the Civil Affairs Division of United States Army Department
Serial No. 93	Directive to SCAP: Restitution of Looted Property

-----C.W.-----

COPY

COPY

**G-2, GHQ**

COPY

*Police*

# INTER - OFFICE MEMORANDUM

(For use within G-2 only)

CIS/CFG/ml  
Date: 2 July 1948

**File No:**

**Subject:** Security Lecture

**FROM:** Deputy Chief, CIS **TO:** CIS Exec Group **PHONE:** 26-5654  
CIS Operations **NAME:** Major Gillis  
PSD

**Comment  
Number**

1

1. All personnel of the Operations Division and Public Safety Division, both military and civilian, will assemble in the Dai Ichi Building auditorium at 0900 hours, on Thursday, 8 July 1948, for the purpose of receiving instructions with respect to security precautions to be exercised within the Civil Intelligence Section. Approximately twenty minutes will be required for the instruction which will be given by the CIS Security Officer. All installations of CIS Operations Division and Public Safety Division will be closed during this period and only duty officers will remain in the divisions.

2. All personnel attending the period of instruction will be checked off military and civilian rosters at the door of the auditorium and those who for any reason may not attend will be required to hear the instruction at a later date.

R.S.B.

READ AND INITIAL

*GRB  
JAB  
JAM  
WJX  
RUC  
JBM  
LW  
JH*

C O P Y

Permanent Record—Do not Detach

311.5

*3*

*File*

*376.2  
Security*

GENERAL HEADQUARTERS  
SUPREME COMMANDER FOR THE ALLIED POWERS  
Civil Intelligence Section, G-2  
Public Safety Division

APD 500  
30 December 1947

MEMORANDUM

SUBJECT: Security Violations

TO: Chief Prison Administrator

1. Following the Counter Intelligence Corp Security Survey in which a security check disclosed CONFIDENTIAL documents unsecured in the office of the Chief Prison Administrator, a more thorough search was made of such files.

2. Documents having a classification of CONFIDENTIAL or higher were found in eighteen (18) separate folders. The classification markings on some papers were improperly crossed out. Reference is made to AR 380-5 which specifies the manner by which documents can be down graded. Such reclassification can only be made by the originating agency or higher authority.

3. All documents in the possession of the Prison Branch or which at any time may come into the possession of the Prison Branch with classification higher than RESTRICTED will be turned over to the Administrative Branch for safe-keeping. No document classified higher than RESTRICTED will be filed or retained during non-scheduled work hours in the Prison Branch.

4. Documents are returned herewith for compliance with the above provisions.

18 Incls  
18-folders.

Copy to:  
Administrative Br.

JOHN A. BENTON  
Lt. Col., MI  
Executive Officer

PSD FILE COPY

CIS/PSD/JAB/sm

*310.12*

GENERAL HEADQUARTERS  
SUPREME COMMANDER FOR THE ALLIED POWERS  
Civil Intelligence Section, G-2  
Public Safety Division

APD 300  
16 December 1947

MEMORANDUM

SUBJECT: Counter Intelligence Corps Security Survey

TO: All Branches

1. All Branches of the Public Safety Division are commended on the excellent condition of their offices on the occasion of the Counter Intelligence Corps security survey on the night of Monday, 15 December 1947.
2. The only security violation found was in the Prison Branch where a CONFIDENTIAL paper was located.
3. All personnel are cautioned that security is a continuous, every-day business. It is easy to slip-up. The best insurance against security violations is constant observance through daily practice of security provisions.

For the Chief of Division:

*Jab*  
 JOHN A. BENTON  
 Lt. Col., MI  
 Executive Officer

PSD FILE COPY

300.5

A.M.

5

*[Handwritten signature]*  
 310.73



4301  
file

# G-2, GHQ INTER - OFFICE MEMORANDUM

(For use within G-2 only)

**File No:** \_\_\_\_\_ **Subject:** Security Precautions Against Loss of Classified Papers **Date:** 16 June 48 **CIS/CFG/all**

**FROM:** Deputy Chief, CIS **TO:** PSD

**PHONE:** 26-5654  
**NAME:** Major Gillis

**Comment Number**

1

1. A single sheet of paper classified as "Secret", which had been removed from a CIS publication, was recently found in an inside alley of the Dai Ichi Building compound. Investigation with respect to the source of the paper and the facts surrounding its loss is currently underway. However, indications point to the likelihood that it was possibly blown from a desk top through an open window in one of the CIS offices in the Dai Ichi Building. It is therefore considered appropriate, in view of the fact that practically all windows in the CIS offices are left open throughout the day during the summer season, to issue a warning to all personnel to exercise the utmost precaution with respect to leaving loose classified papers on desk tops without being properly secured by paper weights. It is quite conceivable that an outward draft of air could lift single sheets of paper from desk tops.

2. Although the incident with respect to the loss of the classified document cited in the preceding paragraph did not involve any of the installations of Public Safety Division or Civil Censorship Detachment, it is believed that this information should also be disseminated to all personnel therein in order to insure against any repetition of such security violations.

R.S.B.

*all personnel PSD, note.  
don't let this happen to "us".  
NEP.*

19

*file*

GENERAL HEADQUARTERS  
SUPREME COMMANDER FOR THE ALLIED POWERS  
Civil Intelligence Section, G-2  
Public Safety Division

APD 500  
20 January 1948

MEMORANDUM

SUBJECT: Security Violation

TO: Chief Prison Administrator

1. Your various comments on the subject of security violations recently discovered in the Prison Branch have been reviewed. Statements made or implied that security was not violated are considered to be either incorrect or not pertinent.

2. The essential facts involved are that classified documents were in the Prison Branch. Such documents were not properly safeguarded in compliance with provisions of security. Therefore, security was violated.

3. Additional points in connection with these papers are as follows:

a. Security has been violated in that classified material was transmitted by an unclassified covering memorandum.

b. Documents known to have been improperly declassified have not been correctly identified as classified.

c. The time elapse for compliance with original memorandum on this subject appears excessive and not justified.

cc: Adm Br

JOHN A. BENTON  
Lt. Col., MI  
Executive Officer

PSD FILE COPY

CIS/PSD/HEP/sm

*7*  
*310.1a*  
*[Signature]*

GENERAL HEADQUARTERS  
SUPREME COMMANDER FOR THE ALLIED POWERS  
Civil Intelligence Section, G-2  
Public Safety Division

AFPO 500  
28 August 1947

MEMORANDUM

TO: Building Custodian, Taisho Seimei Building  
SUBJECT: Security

1. A serious violation of security has come to the attention of this office. The responsibility for such violation is that of the Building Custodian. Such violation affected all branch offices of the Public Safety Division.

2. On the evening of 25 August 1947 at 2110, rooms 301 and 302 were found to be unlocked and unoccupied. In room 302 was the key-board which appears to contain keys to all rooms of the Taisho Building for all floors. Investigation indicated that a Mr. Ito was scheduled to remain in room 301 at that time. Further investigation indicated that Mr. Ito was no where in the building and was reported to have left the building.

3. The flagrant violation of security in this case is obvious. The keys were accessible and it would have been a simple matter to have entered any room in the Public Safety Division. Classified material and documents as well as physical property could have been removed.

4. The Public Safety Division as well as the two CIS units located on the fifth floor are a part of the G-2 Section, the intelligence agency of the Far East Command. It is necessary to maintain careful security measures at all times. Such necessity has been made known to the Building Custodian, and cannot be over emphasized.

5. It has also been observed that PSD personnel, other than authorized persons such as the Administrative Officer, have been allowed access to keys in the possession of the Building Custodian. Such practice is not authorized. PSD personnel, other than the Administrative Officer, or officer personnel from the Executive Office, are not authorized at any time to receive keys from the Building Custodian for access to any portion of the Public Safety Division offices.

PSD FILE

CIS/PSD/HEP/sm

A

79 369

Memo to Building Custodian, Taisho Seimei Bldg. subj: Security, dtd  
28 August 1947.

6. The laxity demonstrated in this instance indicates that provisions of security may be violated in other ways. It is recommended that a review be made of all security provisions so that any other conditions which may exist may be corrected. Matters for review may consist of utilization and control of labor, a check on the pass system, repair of locks and latches where necessary, adequate liaison with PSD Administrative Branch, and other similar measures.

7. This memorandum is being made a matter of record. Any other serious violation of security will be reported to the Commanding General, Headquarters and Service Group, together with a copy of this memorandum.

JOHN A. BENTON  
Lt. Colonel, M.I.  
Executive Officer

**GENERAL HEADQUARTERS  
FAR EAST COMMAND**

**CHECK SHEET**

(Do not remove from attached sheets)

*File  
BFL/d*

File No:

Subject: Security

Note  
No.

From: Custodian office      To: Chief of section      Date: 12 Sept. 1947  
Taisho Ins. Building      Public Safety Division

A serious violation of security has come to the attention of this office. The responsibility for such violation is that of the Public Safety Division, CIS.

On the evening of 11 September 1947 at 2102, room 701 was found to be unlocked and unoccupied. Investigation indicated that the locks were not functioning properly on several of the doors. This office has no way of finding out if such locks are not in working order and it is the duty of the officer in charge of that room to report the failure of these locks to this office so they could be repaired.

Classified material and documents as well as physical property could have been removed.

*Kalman W. Stein*  
-----  
SEC. KALMAN W. STEIN  
Building Custodian

*M*

*27  
212.1*

*Inter-Sectional Coord.*

**GENERAL HEADQUARTERS  
FAR EAST COMMAND  
CHECK SHEET**

(Do not remove from attached sheets)

File No: \_\_\_\_\_ Subject: Building information

Note  
No.

From: Custodian office to: Section chiefs Date: 8 Sept. 47  
Taisho Ins. Building

All Japanese National's will be searched when they leave this building by Japanese Security guards. Any Japanese national found to have American or Japanese government property will be turned over to the Security Officer and the CID. For the convenience of Japanese office personnel a guard will be on duty on the 5th floor to search them at 1700 hours.

The basement of this building with the exception of the barber shop is "OFF LIMITS" to all Allied Troops and personnel. Violators will be turned over to the Military police.

There will be a fire drill Monday morning 15 Sept. 1947. All personnel will leave the building as soon as the fire bell rings. There will be a testing of the fire alarm system Wednesday night 10 Sept. 1947 at 2400 hours. If you are in the building at that time do not become alarmed.

The forecast for 1 April 1948 to 31 March 1949 will be handed in to the custodian office completed not later than 1700 hours Wednesday, 10 Sept. 1947. If no forecast is submitted you can not requisition any office furniture during that period.

*Kalman W. Stein*  
-----  
PFC. KALMAN W. STEIN  
Building Custodian

PSD  
6  
38

**GENERAL HEADQUARTERS  
UNITED STATES ARMY FORCES, PACIFIC**

**CHECK SHEET**

(Do not remove from attached sheets)

File No: AG 312.1  
(10 Jun 46) AG-OM Subject: Reclassification of Documents

Note No.

From: AG To: All GHQ, SCAP and AFPAC Staff Sections Concerned. Date: 10 June 1946

1. By Memorandum, War Department General Staff, file OPD 312.1 (28 May 46) subject: Downgrading of Certain Joint and Combined Chiefs of Staff Papers, the War Department has advised that the Joint and Combined Chiefs of Staff have downgraded the following documents as indicated:

TO SECRET

- J.C.S. 1080/7
- J.C.S. 1452
- J.C.S. 1452/1
- C.C.S. 793
- C.C.S. 793/1
- C.C.S. 793/2
- C.C.S. 837

TO CONFIDENTIAL

- J.C.S. 175
- J.C.S. 175/1
- J.C.S. 175/2
- J.C.S. 405
- J.C.S. 560/1
- J.C.S. 630/8
- J.C.S. 696
- J.C.S. 696/1
- J.C.S. 696/2
- J.C.S. 696/3
- J.C.S. 1371
- \*J.C.S. 1371/1
- J.C.S. 1371/2
- \*J.C.S. 1371/3
- J.C.S. 1431/5

TO RESTRICTED

- J.C.S. 163
- J.C.S. 163/1
- J.C.S. 163/2
- J.C.S. 630/2
- J.C.S. 630/4
- J.C.S. 630/9
- J.C.S. 630/10
- J.C.S. 630/11
- J.C.S. 630/12

31

SECURITY

5  
6

C/N AG 312.1 (10 Jun 46)AG-OM

TO RESTRICTED (Cont'd)

- J.C.S. 654
- J.C.S. 654/1
- J.C.S. 654/2
- J.C.S. 654/3
- J.C.S. 965
- J.C.S. 965/1
- J.C.S. 965/2
- J.C.S. 965/3
- J.C.S. 965/4
- J.C.S. 965/5
- J.C.S. 1310
- J.C.S. 1431
- J.C.S. 1431/1
- J.C.S. 1431/2
- J.C.S. 1431/3

TO UNCLASSIFIED

- J.C.S. 90
- J.C.S. 90/1
- J.C.S. 90/2
- J.C.S. 113
- J.C.S. 187
- J.C.S. 187/1
- J.C.S. 187/2
- J.C.S. 560
- J.C.S. 1080
- J.C.S. 1080/1
- J.C.S. 1080/2
- J.C.S. 1080/3
- J.C.S. 1080/4
- J.C.S. 1080/5
- J.C.S. 1080/6

2. Records of this office indicate that only those documents which have been marked by an asterisk have been received in this headquarters.

*lws*  
for J. B. C.



*Chief Civil Intell Sec*

**GENERAL HEADQUARTERS  
UNITED STATES ARMY FORCES, PACIFIC**

**CHECK SHEET**

(Do not remove from attached sheets)

File No: AG 312.1 (12 Jun 46) AG-OM Subject: Reclassification of Messages

Note No.

From: AG

To: All GHQ AFPAC Staff Sections

Date: 12 June 1946

The following classified messages have been downgraded as indicated:

TO SECRET

<u>NUMBER</u>	<u>DATE</u>	<u>NUMBER</u>	<u>DATE</u>
CX 13941	19 June 1944	CX 18876	4 October 1944
CX 14226	27 June 1944	CX 19026	6 October 1944
CX 15124	21 July 1944	CX 19069	6 October 1944
CX 16103	13 August 1944	CX 19105	7 October 1944
CX 16195	15 August 1944	CX 19073	6 October 1944
CX 16871	30 August 1944	CX 19345	11 October 1944
CAX 11389	8 September 1944	CX 19613	17 October 1944
C 17569	10 September 1944	CX 19973	24 October 1944
CX 17574	10 September 1944	C 51072	26 October 1944
CX 17962	18 September 1944	CX 51039	26 October 1944
CX 18297	24 September 1944	CX 51811	9 November 1944
C 18359	25 September 1944	CX 52001	12 November 1944
C 18360	25 September 1944	CX 10320	27 August 1945
CX 18384	26 September 1944	CX 19808	19 June 1945
CX 18643	30 September 1944	CX 30480	3 August 1945
CX 18713	1 October 1944	CX 35553	21 August 1945

TO CONFIDENTIAL

CX 17685	4 June 1945	CX 11631	2 September 1945
CX 10363	28 August 1945	CX 13226	9 September 1945

*JMC*  
J. B. C.

30

SECURITY *X*

RESTRICTED

**GENERAL HEADQUARTERS  
UNITED STATES ARMY FORCES, PACIFIC**

**CHECK SHEET**

(Do not remove from attached sheets)

File No: AG 312.1 (12 Jun 46) AG-OM Subject: Reclassification of Messages

Note No. From: AG To: All GHQ AFPAC Staff Sections Date: 12 June 1946

The following classified messages have been downgraded as indicated:

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TO CONFIDENTIAL

CX 17685	4 June 1945	CX 11631	2 September 1945
CX 10363	28 August 1945	CX 13226	9 September 1945

*JMC*  
J. B. C.

**GENERAL HEADQUARTERS  
UNITED STATES ARMY FORCES, PACIFIC**

**CHECK SHEET**

(Do not remove from attached sheets)

File No: AG 312.1 (12 Jun 46) AG-OM Subject: Reclassification of Messages

Note No.	From:  AG	To:  All GHQ AFPAC Staff Sections	Date:  12 June 1946
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The following classified messages have been downgraded as indicated:

TO SECRET

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TO CONFIDENTIAL

CX 17685	4 June 1945	CX 11631	2 September 1945
CX 10363	28 August 1945	CX 13226	9 September 1945

*JBC*  
J. B. C.

Civil Intelligence Section, G-2

APO 500  
24 July 1946

MEMORANDUM TO: All CIS Field Grade and Junior Grade Duty Officers.

FROM : Executive Officer, CIS.

SUBJECT : Standard Operating Procedure for Handling Spot Intelligence Reports.

1. The following procedures will govern the receipt, handling and disposition of all Spot Intelligence Reports received in CIS during periods when the office is in charge of a duty officer:

a. All Spot Intelligence Reports will be briefed in accordance with attached sample on the regular CIS Spot Intelligence Report form. The form will be typed in triplicate.

b. Distribution of the completed Spot Intelligence forms will be made immediately as follows:

- (1) Original delivered to Duty Officer in G-2.
- (2) First carbon copy delivered to Chief, CIS, if on duty, otherwise place in subject officer's "In Box" for early attention the following day.
- (3) Second carbon copy delivered to Executive Officer, if on duty, otherwise in subject officer's "In Box" for early attention on following day.

42

SECRET

## Civil Intelligence Section, G-2

APO 500  
24 July 1946

MEMORANDUM TO: All CIS Field Grade and Junior Grade Duty Officers.

FROM : Executive Officer, CIS.

SUBJECT : Standard Operating Procedure for Handling Spot Intelligence Reports.

1. The following procedures will govern the receipt, handling and disposition of all Spot Intelligence Reports received in CIS during periods when the office is in charge of a duty officer:

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- (3) Second carbon copy delivered to Executive Officer, if on duty, otherwise in subject officer's "In Box" for early attention on following day.

42

Security

- (4) In the event a Spot Intelligence Report may appear to be of sufficient importance the Chief CIS, and the Executive Officer, if not on duty at the time of receipt thereof, will be reached immediately by telephone and apprised of the contents of subject report following which the normal procedures outlined above will be followed.
- (5) The original communication bearing the Spot Intelligence information will be retained and routed to CIS Central Files for filing.

WAYNE E. HOMAN,  
Lt Col Inf,  
Executive Officer.

GENERAL HEADQUARTERS  
SUPREME COMMANDER FOR THE ALLIED POWERS  
MILITARY INTELLIGENCE SECTION, GENERAL STAFF

CIVIL INTELLIGENCE SECTION  
SPOT INTELLIGENCE

Hour \_\_\_\_\_  
Date \_\_\_\_\_

To: Assistant Chief of Staff, G-2.

Subject:

1. Reason for the report.
2. Facts broken down into date or time sequence.
3. Additional remarks pertaining to case.  
(if any)

Initials of writer  
over  
Initials of  
Chief, CIS

*File*

GENERAL HEADQUARTERS  
SUPREME COMMANDER FOR THE ALLIED POWERS  
Civil Intelligence Section, G-2  
PUBLIC SAFETY DIVISION

APO 500  
28 June 1946

MEMORANDUM FOR: Public Safety Message Center Courier

1. It will be the duty of the Public Safety Division Message Center Courier to collect at 1645 hours each day, all classified papers which are to be burned.
2. The collected papers shall be delivered to the Administrative Officer who will dispose of them in accordance with Army Regulations 380-5.

*Norman B. Amonson*  
 NORMAN B. AMONSON  
 1st Lt. AGD  
 Administrative Officer

*Keith C. Rogers*  
*Jack W. Smith T/3*  
*W. J. Buttr.*  
*28 June 46*  
*J.W.S.*

*3/21*

~~*41*~~

SECURITY  
**2**



*Pub Safety*

*8*

*8 e15*

BASIC: Ltr from War Department, file AG 312.1, subject: "Downgrading of Classified Records", dated 17 April 1946.

AG 312.1 (17 April 1946)GD 1st Ind.

GENERAL HEADQUARTERS, UNITED STATES ARMY FORCES, PACIFIC, APO 500, 1 May 1946.

TO: See Distribution List.

For your information.

For the Commander-in-Chief:

- Distribution:
- CINCPAC
- CG EIGHTH ARMY
- CG PACUSA
- CG AFMIDPAC
- CG AFWESPAC
- CG XXIV CORPS
- CG USAF CHINA

*[Signature]*  
 C. E. SHUGART,  
 Colonel, A. G. D.,  
 Asst. Adjutant General.

MAILED 135 0 May 3 '46 AG GHU

*File 3121*

*53*

SECURITY

WDT/ml 1A-873

WAR DEPARTMENT  
THE ADJUTANT GENERAL'S OFFICE  
WASHINGTON 25, D. C.

IN REPLY REFER TO: AG 312.1

17 April 1946

SUBJECT: Downgrading Of Classified Records

TO: Commanding General  
United States Army Forces, Pacific  
APO #500 c/o PM, San Francisco

1. Under authority contained in Par 15 AR 380-5, the documents described in paragraph 3 below, classified by the originating agency and forwarded with other records to The Adjutant General, have been downgraded for filing purposes from "SECRET" to "RESTRICTED".

2. It is desired that all agencies furnished any of these documents or copies thereof, be informed of the change in classification.

3. List of documents:

Description of Document	Issuing Headquarters	Date
Appendices to G-4 Logistics Annex "Blacklist" 98-40.6(21358)	USAF, Pacific	8,10 Aug 45

BY ORDER OF THE SECRETARY OF WAR:

/s/ William D. Tufs  
Adjutant General

0232  
1811

SECRET

Reiteration of Strengthening Security Program

2 Aug 47

Maj Gillis

Ops, ZIS  
FSD ✓  
CCD  
✓ Wlst CIC

26-5654  
Maj Gillis

1

CICG/wc  
Wlst CIC DET

1. Attention of the chief of each division of CIS is directed to inclosed radio.

2. Continued and unrelenting emphasis must be given to all phases of the security program in force throughout CIS. In view of this second warning from the WD that active attempts are being made against the security of all U.S. overseas offices, it is reiterated that the CIS is a major intelligence agency in the Far East and a very vulnerable target for espionage agents. The information possessed by and the activities engaged in by CIS offer extremely attractive possibilities for persons interested in penetrating our security system.

1 Incl.  
Rad WX 83148, 31 Jul 47 ----- C.F.G. -----

SECRET

2

FAR EAST COMMAND  
 GENERAL HEADQUARTERS, ~~U. S. ARMY FORCES, PACIFIC~~  
 ADJUTANT GENERAL'S OFFICE  
 RADIO AND CABLE CENTER

VWD  
 bvj

# INCOMING MESSAGE

*Secret*  
 ROUTINE

31 July 47

FROM : WAR (WDGID)

TO : CINCFE

NR : WX 83148

Desired this info be disseminated to all subordinate comds including Mil Missions. Advisory Group Vienna notified direct. Active attempts against security of US Overseas Offices reported. Increase vigilance against burglary, interception, listening devices and all other methods of espionage. Letter follows.

NO SIG

ACTION: G-2

NOTE: This message has been passed to Signal Center for re-dispatch to CG EIGHTH ARMY, CG XXIV CORPS, CG PHILRYCOM, CG MARBO, CG RYKOM, USMAG MANILA for info. (1 Aug 47)

ADDED DIST: COMMANDER IN CHIEF, CHIEF OF STAFF, G-1, G-3, G-4, AG, SIGNAL, DIPLOMATIC, ASA (1 Aug 47)

34713

ROUTINE  
*Secret*

T00 : 302159  
 MCN : 58582

"This msg requires paraphrase. See paras 51 d, 51 i, and 60 a, AR 380-5."

Handling and transmission of literal plain text of this message as correspondence of the same classification has been authorized by the War Department in accordance with the provisions of paragraphs 16-C, 18-E, 53-A, 53-D (1) (2) (3), and 60-A (1) (2) (3) (4), AR 380-5, 6 March 1946.

COPY NO.

75

Joint Committee on  
Intelligence Security

CIS/PSD/HEP/sm  
28 July 1947

PSD

CIS  
ATTN: Col I D YEATON

26-5915  
Col Pulliam

1. The Public Safety Division concurs in the plans and proposals outlined in check note 1 above and the attached draft on this subject. 1

2. It is the opinion of PSD that a committee representative of the various interests is necessary to coordinate the activities on this subject and, further, that the time and effort which would be required of such a committee is fully justified. Provisions of security require increasing rather than decreased attention.

3. With the composition and mission of the committee specifically established as in the attached draft, it is felt that the real and constructive benefits of the committee will result from the exchange of ideas and discussion from actual operation.

2 Incls

- 1. Check Sheet from G-2, dtd 24 Jul 47.
- 2. Draft on Joint Committee on Intelligence Security.

H.E.P.

PSD FILE  
HEP/sm  
WFL

B

COPY

**GENERAL HEADQUARTERS  
UNITED STATES ARMY FORCES, PACIFIC  
FAR EAST COMMAND  
CHECK SHEET**

COPY

**(Do not remove from attached sheets)**

**File No.:**

**Subject:** Joint Committee on Intelligence Security

**Note No.**

**From:** G-2

**To:** A-2 FEAF (607th CIC)  
G-2, Eighth Army  
MG Section  
CPM  
PM-T  
441st CIC  
PSD

**Date:**

24 July 1947

1

1. The Assistant Chief of Staff, G-2, FEC, desires to develop a staff study on the subject of a "Joint Committee on Intelligence Security". G-2 feels that under occupation conditions the various law-enforcing and surveillance agencies operating in the same field and for the same purpose should pool their resources and operate under a "joint policy plan".

2. In order to prepare such a study and develop a letter to be submitted to the Chief of Staff for approval your comments and suggestions in writing are requested.

3. Attached is a proposed draft for your consideration.

4. Please return by 29 July, if practicable.

-----I.D.Y.-----

Please return this correspondence to  
Col R. S. Bratton (Attention: Col I.D. Yeaton)  
CIS, G-2, (Phone 2605651)

COPY

*Incl 1*

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DRAFT

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SUBJECT: Joint Committee on Intelligence Security, Far East Command.

TO : Major Commands.

1. A Far East Command occupation committee designated as the "Joint Committee on Intelligence Security", consisting of the following membership, is hereby appointed under the auspices of the Assistant Chief of Staff, G-2, GHQ, FEC, to convene at such times and places as the president thereof shall direct

(Chief of his representative of the following agencies:

A-2, FEAF; G-2, 8th Army; Military Government Section, 8th Army; CMP; PM-T; CIS; 441st CIC; and PSD.)

2. The mission of this committee is:

a. To formulate policies and to insure complete collaboration of the various law-enforcing and surveillance agencies at all levels in the execution thereof.

b. To safeguard the occupation and secure it against effects adverse to its purposes and objectives.

c. To inform the proper authorities of violations or failure to comply with existing SCAP regulations on the part of the Japanese Government.

d. To recommend to the proper authorities changes or additions to existing regulations when deemed necessary to insure a successful occupation.

3. The committee shall examine reports submitted to it and order such investigations as are necessary for the fulfillment of its mission. It shall call before it from time to time members of

*Incl 2*

COPY  
DRAFT

the various region and field units in order to obtain first hand information on local problems and clarification of SCAP policies. It shall discuss matters of mutual or overlapping interest. Minutes shall be kept of all meetings and reports rendered when necessary to the proper authorities.

BY COMMAND OF GENERAL MacARTHUR:

2

DRAFT

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SECRET

6231

0784

CIS/CFG:ag  
26 July 47

Strengthening of  
Security Program

26-5654  
Maj Gillie

CIS

Ops Div  
CCD  
Public Safety Div ✓  
CIC

1. Attention is invited to the attached radio. Careful study of its contents is directed. 1

2. It is directed that each division of CIS immediately conduct a survey of security practices and provisions in effect. Steps will be taken to consider and adopt any possible action which might be taken to strengthen the security program.

3. It is further directed that each division consider the general security of CIS and offer any constructive criticism of the present policies that are in operation and any suggestions for new practices that may improve the security program.

4. A brief report will be submitted not later than 2 August 1947 with respect to action taken in accordance with the instructions contained in the two preceding paragraphs. Subject report will indicate that definite action has been taken to conduct a thorough review of the security situation in each division and that all deficiencies have been corrected. The degree of effectiveness of the present security program will also be reported.

1 Incl  
Radio, WAR 30159, dtd 20 Jul 47

*J. R. S. B.*  
R.S.B.

PUBLIC SAFETY DIV COPY  
CIS/CFG:ag

SECRET

A

023/

JLR  
78b

FAR EAST COMMAND

GENERAL HEADQUARTERS, ~~U. S. ARMY FORCES, PACIFIC~~  
 ADJUTANT GENERAL'S OFFICE  
 RADIO AND CABLE CENTER

# INCOMING MESSAGE

*Secret*  
 ROUTINE

20 Jul 47

FROM : WAR

TO : SCAF (FOR POLAD) (PASS TO CG USAFIK FOR THE POLAD)  
 (PASS TO POLAD AT YOKOHAMA)

INFO : WD (COS)

NR : W SVC 7419 (RELAYS MSG FROM STATE DEPT TRUE TOO  
 190134/Z) (STATE CIRCULAR JUL 18, 8 AM SIGNED MARSHAL)

Reports received recently indicate continual active attempts penetrate physical security American missions and offices abroad. Military and Naval attaches alerted. This general security warning not to be interpreted indicating any special emergency any particular post. Dept realizing need improving general security conditions missions recruited and trained 30 security officers. These men experienced all phases general and technical security en route presently principal missions. Another group training. Officers will be assigned principal missions within country or geographic area with responsibility security mission and all other posts within assignment. Special care should be taken strengthen security pending arrival.

NO SIG.

30159

ROUTINE

TOO : 190545/Z

MCN : 57835

"Paraphrase not required. Handle as SECRET correspondence per para 51 f and 60 a (4) AR 380-5."

-1-

Handling and transmission of literal plain text of this message as correspondence of the same classification has been authorized by the War Department in accordance with the provisions of paragraphs 16-C, 18-E, 53-A, 53-D (1) (2) (3), and 60-A (1) (2) (3) (4), AR 380-5, 6 March 1946.

COPY NO.

37

FAR EAST COMMAND  
GENERAL HEADQUARTERS, ~~U. S. ARMY FORCES, PACIFIC~~  
ADJUTANT GENERAL'S OFFICE  
RADIO AND CABLE CENTER

# INCOMING MESSAGE

*Secret*  
ROUTINE

FROM : WAR, NR : W SVC 7419, 20 JUL 47, CONT'D

ACTION: DIPLOMATIC

INFORMATION: COMMANDER IN CHIEF, CHIEF OF STAFF, G-2, AG, USAFIK  
LO

NOTE: This message has been passed to Signal Center for redis-  
patch to CG USAFIK (POLAD) AND US POLAD YOKOHAMA for Action.

30159

ROUTINE  
*Secret*

TOO : 190545/Z  
MCN : 57835

"Paraphrase not required. Handle as SECRET correspondence per  
para 51 i and 60 a (4) AR 380-5."

-2-

Handling and transmission of literal plain text of this mes-  
sage as correspondence of the same classification has been  
authorized by the War Department in accordance with the pro- COPY NO.  
visions of paragraphs 16-C, 18-E, 53-A, 53-D (1) (2) (3), and  
60-A (1) (2) (3) (4), AR 380-5, 6 March 1946.