

147
HQ Ref. File

CIVIL AFFAIRS UNIT

DECLASSIFIED
Authority AND 88 3076

DECLASSIFIED

Authority AWD883078

1

DECLASSIFIED
Authority NND 88 3078

Hq Ref file

Inf on Civil Affairs Unit

R E S T R I C T E D

**GENERAL HEADQUARTERS
USAFIP NORTH LUZON
CAMP SPENCER**

INSTRUCTIONAL NOTES ON CIVIL AFFAIRS

This is not a directive. It is a set of notes prepared for the instruction and use of Civil Affairs Officers, mostly extracted from USAFFE Circular No. 7, dated January 13, 1945.

1. organization:

A. GHQ

1. officers:

- 1 Colonel, Chief Civil Affairs
- 1 Major, Executive Officer, C. A.
- 1 Captain, MC, Medical Officer
- 1 1st Lieut., Legal Officer
- 1 2nd Lieut., Relief & Welfare Officer

2. Enlisted personnel

- 1 Master Sergeant
- 1 Technical sergeant
- 2 Sergeants
- 2 Corporals
- 1 Private first class
- 7 Privates

Total-- 5 officers and 14 enlistedmen.

B. Provinces and Districts:

1. In each province, there will be one 1st Lieut. and one 2nd Lieutenant designated as Provincial Civil Affairs Officers, with five enlisted men in each headquarters (1 sergeant, 1 corporal, 1 private first class, and 2 privates).

2. Two or more provinces will consist a district.

A Civil Affairs officer, with rank of at least a Captain, will be assigned District Civil Affairs officer. He will be directly responsible to the Chief Civil officers for the discipline, instructions and efficiency of the Civil Affairs Officers within his

- 2 -

district. His enlisted personnel will consist of
1 technical sergeant, 1 sergeant, 1 corporal and
1 private.

2. Policy;

A. Proclamation;

The Commanding General, USAFFE's policy toward
the Filipino people is expressed in the proclamations
attached hereto and marked "Annex A".

B. General;

The Civil Affairs are not combat units and are
organized to assist field commanders in the adminis-
tration of civil affairs and relief.

C. Initial control of Civil Affairs will be exercised
thru the tactical chain of command.

d. Whenever practicable, civil administration and
relief will include;

1. Appointment of temporary officials and as-
sistance in restoration of essential civil adminis-
tration. The promptness by which provincial and municipal
officials assume full measure of responsibility for
civil government is an indication of efficiency on the
part of Civil Affairs Officers operating in that
section.

2. Administration of relief.

3. Establishment of public safety.

4. Control and isolation of communicable diseases
among civilian population.

5. Arrangement for purchase and distribution of

- 3 -

supplies.

6. Assistance to Counter Intelligence Corps and Intelligence Officers.

7. Stimulation of local food production and fishing.

8. Institution of measures for health and sanitation.

9. Assistance in the re-opening of schools.

10. Assistance thru Commonwealth representatives in the selection and preparation of local officials for administration of civil affairs and relief.

E. Assistance will be rendered to acting or permanent provincial and municipal officials after their appointment by the Commonwealth Government in civil administration and relief, gradually diminishing such assistance and finally withdrawing it as the municipal officials assume complete responsibility.

F. The Commonwealth Government reserves to itself the power of permanent appointment and removal of civil officials.

G. Philippine civilians will not be tried by military commissions, provost courts or court-martial unless expressly ordered by General Headquarters, S W P A.

1. Restrictions will be placed upon the rights of the Philippine people only to the extent required by military necessity.

2. Detention will be resorted to only when military security considerations dictate.

- 4 -

3. As a general rule, the determination of guilt or innocence of Filipinos charged with crimes committed as a result of collaboration with the Japanese and punishments to be applied will be a responsibility of the Commonwealth Government. However, Army commanders will retain complete authority in their areas of responsibility in dealing with suspected collaborators as required by military courts.

4. The trial of violators of Philippine Laws will be conducted by Commonwealth courts when established.

3. Functions of Civil Affairs Officers;

A. Chief, Civil Affairs:

1. He will be responsible for the execution and supervision of duties assigned to CA officers.

2. He and his officers will utilize the services of qualified local personnel to the maximum extent possible.

3. Appointment of temporary provincial and municipal officials

B. The Executive officer will attend to the correspondence, filing, administration of personnel and such other duties as may be delegated by the Chief Civil Affairs Officers.

C. The Legal officer;

1. Preparation of public instructions and other legal papers.

2. Assisting persons asserting claims against the United States or the Philippine Government.

3. Ascertaining the availability of the local

- 5 -

Justices of the peace. Civil Affairs Section is authorized to appoint Justices of the Peace, properly appointed before the war, after approval of the CIC detachment in the area, pending action by the Commonwealth government.

4. He will assume the duties of Public Safety officer, and as such, he will cooperate with members of the CIC. Be particularly vigilant to aid and maintain proper relation between the guerrillas and civilian populations. Guerrillas are military forces and have no responsibility for civil government in liberated areas. The CA officers act as Liaison officers between the guerrilla forces and the civil government.

D. The medical officer:

1. To allocate and coordinate the activities of local physicians and nurses employed in the provinces and municipalities for the care of civilian population.
2. He will prescribe for the establishment and operation of free hospitals, clinics, and dispensaries for the treatment of civilians.
3. The procurement of medical equipment and supplies and distribution of same.
4. The institution of measures for the prevention, control, and treatment of epidemic among civilians and the prevention of the spread from civilian to military personnel
5. Keeping himself informed of the causes of

civilian deaths in occupied areas.

4. price fixing

The selling price of basic commodities and charges for certain personal services have been fixed by Executive Order #24, as amended by Executive Order No. 26 of the Commonwealth Government, a copy of which is attached and marked "Annex B". These prices are maximum prices. Appropriate adjustment below these prices should be made by provincial and municipal officials where local conditions, age or condition of property or similar factors warrant. Additional price lists may be issued to cover items not included in orders of the Commonwealth. Where additional prices lists are issued, copies should be sent to the Civil Affairs section, USAFIP, NL, so that a measure of uniformity may be maintained.

5. civilian population

The selling, gift, or exchange of any military supplies, including food, by individual soldiers or by units, is prohibited unless authorized by GHQ or by delegated authority.

6. commerce and trade

The reopening of normal channels of commerce and trade will be encourage as soon as the military situation permits.

7. Education

A. schools will be reopened as soon as military situation permits and after clearance of teachers, texts, and doctrines by CIC.

- 7 -

B. Combat units will not requisition schools buildings for their own use except when no other shelter is available.

7. Investigations:


A. The investigation of spies, pro-Japs and collaborators will be taken care of by S-5 Sections as prescribed by G-5, USAFIP, NL in accordance with the commanding officer's USAFIP, NL orders.

B. Regimental and other unit commanders will concern themselves with the tactical operation of their units and will deal with civilians only insofar as it is necessary in connection with their immediate tactical operations.

BY ORDER OF COLONEL VOLCKMANN:

E. R. MONTILLA
Lt. Col., USAFVE
G-5

A TRUE COPY:


RICHARD KYLE
Chief, Statistics Branch
Records and Fiscal Division

2-92

DECLASSIFIED
Authority: 100583078