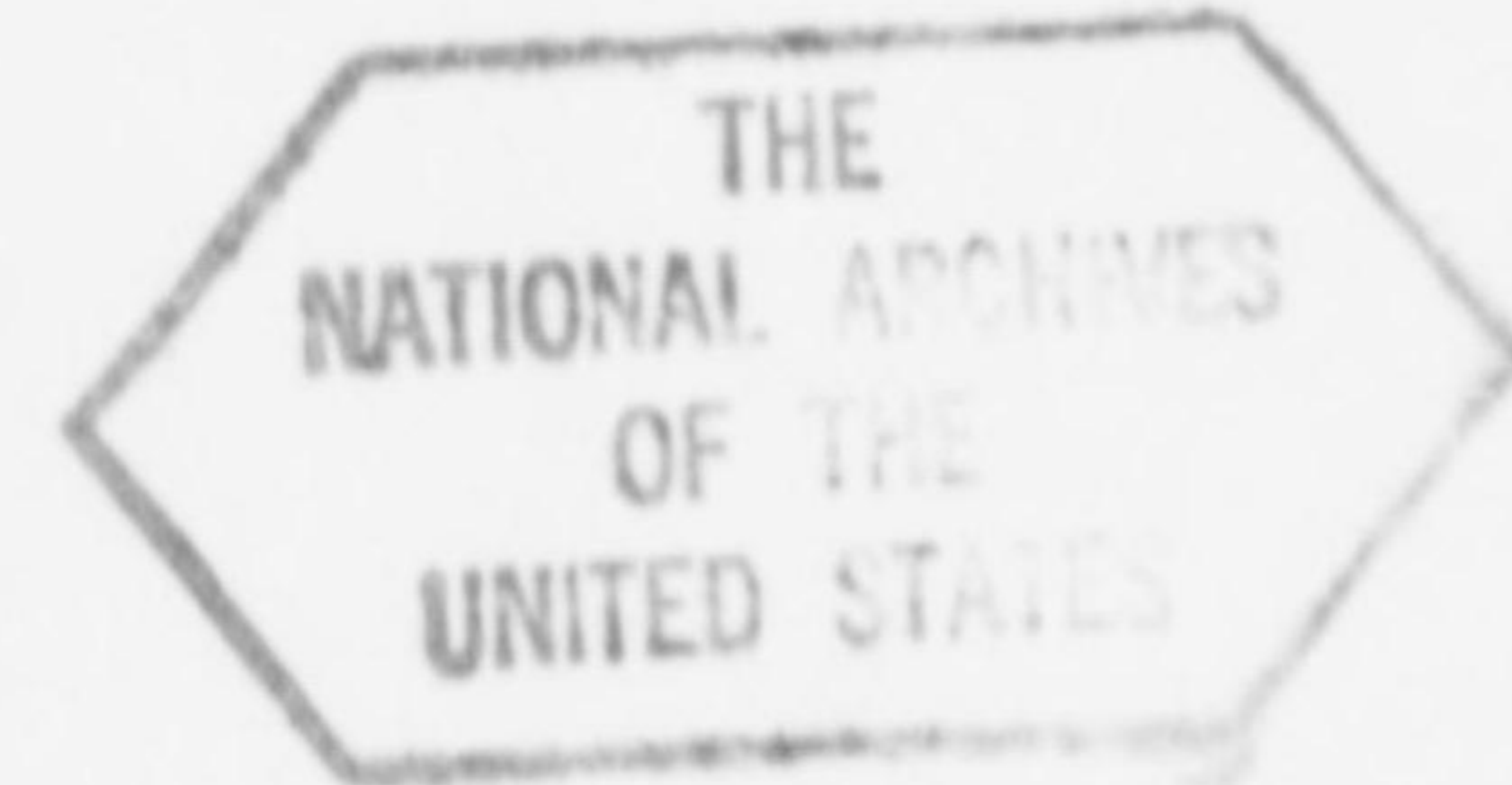


GHQ/SCAP Records(RG 331)
Description of contents



- (1) Box no. 2395
- (2) Folder title/number: (127)
300.8
- (3) Date: Dec. 1950 - July 1951

(4) Subject :

Classification	Type of record
035	e

(5) Item description and comment :

(6) Reproduction : Yes No

(7) Film no.

Sheet no.

CAS-SCAP

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

3124
HC 300.8 (COM-B)

14 July 1951

SUBJECT: Occupation Forces Procurement Regulation

TO: Chiefs, Staff Sections, GHQ, SCAP and FEC
Chiefs, Staff Sections, Hq, Headquarters and Service Command
Unit Commanders, Headquarters and Service Command
Heads of the Allied Missions in Tokyo

1. Reference is made to Occupation Forces Procurement Regulation, Headquarters Japan Logistical Command, dated 30 October 1950.

2. Pending revision of above reference, paragraph 2-301.13 is suspended and the following substituted therefor:

"2-301.13. Approval. The Commanding Officer of the fiscal station concerned will complete boxes 26 through 28. The approval herein refers to the expenditure of funds and is not to be confused with approval of the request to procure, referred to in paragraphs 2-101.1 through 2-101.4."

FOR THE COMMANDING GENERAL:

Clarence Q. Graham

CLARENCE Q. GRAHAM
Colonel, L G C
Adjutant General

14

CAP, G. C. K.
file

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

LC 300.8 (COM-B)

28 June 1951

SUBJECT: Failure to Comply with Procurement Directives

TO: Chiefs, Staff Sections, GRC, SCAP and FEC
Chiefs, Staff Sections, Hq Headquarters and Service Command
Unit Commanders, Headquarters and Service Command
Heads of the Allied Missions in Tokyo
(Attention: Receiving Officers)

1. Reference is made to paragraphs 3 and 4, Headquarters and Service Command letter, file LC 300.8 (COM-B), Subject: Occupation Forces Procurement Regulation, dated 9 April 1951, which are quoted herewith:

"3. Procurement Orders are required in all cases except for real estate and for the one-time purchase of a supply or service. Receiving officers will prepare and process a Procurement Order prior to any action taken by the contractor to deliver supplies or render services. A Procurement Order will not be prepared until a completed Procurement Demand contract has been received by the receiving officer.

"4. In those cases where the exact amount of services to be rendered is unknown, an estimate of services will be made and used as the basis of a Procurement Order. If deemed necessary, an amended Procurement Order may be processed prior to the end of the period of time for which the service is requested on the original Procurement Order. In no case will a confirming procurement order be utilized.

2. Despite the specific directive quoted above, this headquarters continues to receive confirming procurement orders. Furthermore, this headquarters has numerous service contracts for which no Procurement Orders have been submitted by the receiving officer since 1 April 1951, the effective date of the contracts. In most of these instances, services have actually been furnished by the contractor, and are currently being furnished, either upon orders from the receiving officer or from some member of the occupation forces who claims, although without authority, to be acting for the receiving officer.

3. The procedures described above not only are not authorized, either directly or implied, but also are violations of specific, written directives of this and higher headquarters. Efforts of this headquarters to correct this situation have resulted in grossly inadequate corrective action by those activities which are responsible for compliance with published procurement directives.

Ltr, Hq, Hq & Svc Comd, LC 300.8 (COM-B), subject: "Failure to Comply with Procurement Directives," dated 28 June 1951 (Cont'd)

4. Some of the most flagrant violations are:

a. Failure of the user or potential user to submit requirements to the individual who is responsible for preparation of procurement documents (Procurement Requirements, Procurement Orders and Receiving Reports).

b. Failure of the responsible individual to prepare and submit the documents to this headquarters.

c. Delay in submission of documents.

d. Submission of incorrect documents, which causes undue delay in returning them for correction and resubmission.

e. Failure of the responsible individual to advise the users of the exact information desired.

5. The majority of the above violations are believed to be the result of lack of knowledge of correct procedures to follow in preparation and submission of documents, although this is clearly outlined in current procurement directives.

6. Timely submission of documents, correct in every detail, is imperative if this headquarters is to fulfill its mission of furnishing logistic support to Camp Tokyo. This is particularly true at the present time, when every effort should be made to effect the greatest possible economy in procuring services.

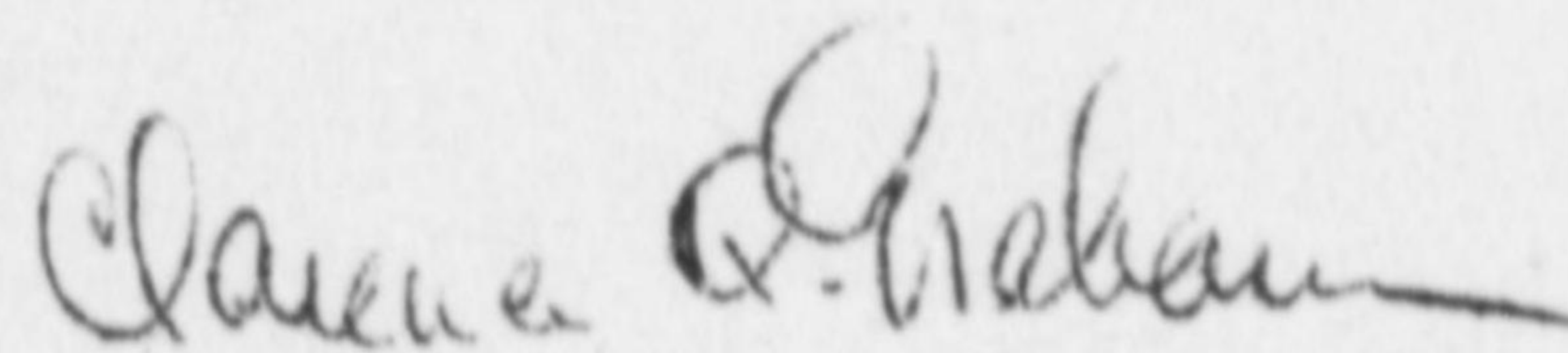
7. In order for this headquarters to effectively comply with established procurement policies, all services contractors (except for real estate and one-time purchases) under the responsibility of this headquarters are being advised that effective Sunday, 1 July, no further services will be rendered under any circumstances unless they have in their possession a properly authenticated Procurement Order, based upon their contract, or unless they are specifically so authorized and directed in each instance by the Budget and Fiscal Officer, Office of Comptroller, this headquarters.

8. Consequently, unless and until correctly prepared Procurement Orders for the months of April, May, June and July are submitted to this headquarters, no further services under Procurement Demand Service Contracts (except for real estate and one-time purchases) will be rendered. It is emphasized that Procurement Orders for July should have been submitted prior to 25 June 1951.

Ltr, Hq, Hq & Svc Comd, HC 300.8 (COM-B), subject: "Failure to Comply with Procurement Directives," dated 28 June 1951 (Cont'd)

9. In the event services are rendered in violation of the above, such services having been requested or directed by a member of the Occupation Forces, that individual so requesting or directing will be subject to disciplinary action. Such disciplinary action may cause the individual concerned to personally effect payment or repayment of the services so rendered.

FOR THE COMMANDING GENERAL:



CLARENCE C. GRAHAM
Colonel AGC
Adjutant General

CAS-SCAP
GHQ
FILE

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

HC 300.8 (COM-B)

19 June 1951

SUBJECT: Occupation Forces Procurement Regulation

TO: Chiefs, Staff Sections, GHQ, SCAP and FEC
Chiefs, Staff Sections, Hq, Headquarters and Service Command
Unit Commanders, Headquarters and Service Command
Heads of the Allied Missions in Tokyo

1. Reference is made to Occupation Forces Procurement Regulation, Headquarters Japan Logistical Command, dated 30 October 1950.

2. Pending revision of above reference, paragraph 1-302.8 is suspended and the following substituted therefor:

"1-302.8 Construction. New construction will be limited to essential operational requirements which cannot be met by expedients. New construction costing in excess of \$5,000 will not be initiated without the specific approval of the Supreme Commander for the Allied Powers."

FOR THE COMMANDING GENERAL:

Clarence Q. Graham

CLARENCE Q. GRAHAM
Colonel, A G C
Adjutant General

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

US-SCAP
FILE

HC 300.8 (COM-B)

13 June 1951

SUBJECT: Occupation Forces Procurement Regulation - Receiving Reports

TO: Chiefs, Staff Sections, GHQ, SCAP and FEC
Chiefs, Staff Sections, Hq, Hq & Svc Comd
Unit Commanders, Hq & Svc Comd
Heads of the Allied Missions in Tokyo

1. Officers responsible for preparation and distribution of Receiving Reports will henceforth ensure proper accomplishment and distribution thereof in compliance with Section V, Occupation Forces Procurement Regulations, Japan Logistical Command, dated 30 October 1950.

2. Improper preparation and unnecessary retention of reports by receiving officers impedes processing at this headquarters, through time consuming adjustment of errors and rerouting of documents.

3. The most flagrant errors discovered by this headquarters are due to nonadherence to requirements of the following paragraphs of the procurement regulation:

- a. 5-103.3 (Invoice as a Basis for Receiving Reports)
- b. 5-106 (Amendments)
- c. 5-108 (Final Reports)
- d. 5-201.10 (Signatures)
- e. 5-201.11 (Distribution)

4. Prompt payment of invoices, continuing the good will and cooperation of contractors furnishing supplies and services to the government, can only result from properly accomplished and timely submission of receiving reports.

FOR THE COMMANDING GENERAL:

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

11

C-15-500

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

HC 300.8 (COM-F)

6 June 1951

SUBJECT: Occupation Forces Procurement Regulation

TO: Chiefs, Staff Sections, GHQ, SCAP and FEC
Chiefs, Staff Sections, Hq, Headquarters and Service Command
Unit Commanders, Headquarters and Service Command
Heads of the Allied Missions in Tokyo

1. Reference is made to Occupation Forces Procurement Regulation, Headquarters Japan Logistical Command, dated 30 October 1950.

2. Pending revision of above reference, the following paragraphs thereto are changed as indicated:

a. Paragraph 2-201, thereof is amended to add:

"g. A statement, when applicable, that 'Failure to meet delivery schedule will result in extensive damage.' (See paragraph 3-210.6)."

b. Paragraph 2-203 thereof is amended to add:

"j. A statement, when applicable, that 'Failure to meet delivery schedules will result in extensive damage.' (See paragraph 3-210.6)."

c. Paragraph 2-204 thereof is amended to add:

"h. A statement, when applicable, that 'Failure to meet delivery schedules will result in extensive damage.' (See paragraph 3-210.6)."

d. Paragraph 3-210.6 thereof is amended to add:

"The sum will normally be based on a percentage of the cost of the items which are delivered late. The sum will be based on a percentage of the entire contract cost when:

- (1) The items contracted for are all required for a single operation and failure to deliver part of the order halts the entire operation.

Ltr, Hq, Hq & Svc Comd, HC 300.8 (COM-B), subject: "Occupation Forces Procurement Regulation," dated 6 June 1951 (Cont'd).

- (2) Time is of the essence and failure to deliver even a small portion of the order on time would cause extensive loss to the government.
- (3) Other circumstances appear and failure to deliver on time would result in extensive damage. (See paragraphs 2-201, 2-203, and 2-204.)"

FOR THE COMMANDING GENERAL:

Clarence Q. Graham

CLARENCE Q. GRAHAM
Colonel, A G C
Adjutant General

CAS SLAP

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

FILE
FILE

HO 300.8 (LG)

18 May 1951

MEMORANDUM:

TRAVEL OF DEPENDENTS ON LEAVE.....	<u>Section</u> I
REDUCED ALLOWANCES OF CLOTHING.....	II
FIRE & EVACUATION PLAN FOR THE FINANCE BUILDING.....	III

Section I

TRAVEL OF DEPENDENTS ON LEAVE

1. The purpose of this memorandum is to clarify current regulations and policies regarding unofficial travel of dependents between major commands of the Far East Command.
2. Dependents may travel unaccompanied between elements of the Far East Command, except Korea, if the purpose of the travel is to visit a member of the National Military Establishment in another command, and the person to be visited assumes responsibility for their billeting and care while in the command. When such proposed travel is to Japan, guarantees by the host will be as prescribed in letter, General Headquarters, Far East Command, AG 680.2 (15 Apr 48) Ga, subject: "Clearance of Houseguests", dated 7 May 1950 (Incl 1).
3. Dependents may travel unaccompanied to Japan from other areas of the Far East Command as tourists only upon presentation of proof by the person concerned that prior arrangements have been made for travel via commercial means at no expense to the government and for logistic support in non-occupation facilities. As pointed out in paragraph 21, reference 1c, Japanese hotels and inns are "on limits". Prior arrangements for accommodations may be arranged by contacting the Japan Travel Bureau, Marunouchi, Chiyoda-ku, Tokyo, Japan. Clearance to enter Japan will be as prescribed in paragraph 9b, reference 1d and Section V, Circular 11, General Headquarters, Supreme Commander for the Allied Powers, 1950.
4. Dependents may accompany principals when the principal is traveling in leave status under provisions of references 1a or b, as appropriate. Attention is especially invited to the provisions of paragraph 5c (1), reference 1a, which preclude departure on leave prior to presentation of proof that arrangements have been made for commercial transportation that will insure return to proper station by termination of leave. Prior arrangements for travel via "space-available" government transportation will not be construed as adequate proof of arrangements for return transportation. Provisions of reference 1f and g requiring prearranged logistic support will be strictly enforced. Again, when visiting occupation personnel in Japan, logistic support will be arranged as prescribed in inclosure 1.

F-9

Memo, Hq, Hq & Svc Comd, File HC 300.8 (AG), dated 18 May 1951 (Cont'd).

5. Dependents may not accompany when sponsor is traveling in a duty status.

6. Prior to commencing travel, clearance must be granted by the major commander of the island command to be visited.

7. References:

a. General Headquarters, Far East Command Circular 26, 1 August 1948, "Authorized Absences, Military Personnel."

b. General Headquarters, Far East Command Circular 53, 20 October 1950, "Leave Policies for Civilian Employees Paid from Appropriated Funds."

c. General Headquarters, Far East Command Circular 6, 15 February 1951, "Leave Policies for Civilian Employees Paid from Appropriated Funds."

d. General Headquarters, Supreme Commander for the Allied Powers Circular 3, 3 February 1950, "Control of Entry and Exit of Individuals, Cargo, Aircraft and Surface Vessels in and from Japan."

e. General Headquarters, Supreme Commander for the Allied Powers Circular 20, 29 November 1950, "Occupation Personnel Regulations."

f. Commander-in-Chief, Far East radio ZX 26727, 23 November 1950.

g. Commander-in-Chief, Far East radio ZX 29825, 16 December 1950.

8. Rescission: So much of Part 1 of Commander-in-Chief, Far East radio ZX 49807 dated 18 May 1948 as reads, "Intra-theatre travel of unaccompanied dependents for sole purpose of recreation will be permitted only if the purpose of the travel is to visit a member of the occupation forces or United States personnel in another command, and the person to be visited assumes responsibility for their billeting and care while in the command," insofar as travel to Japan is concerned, is rescinded.

SECTION II

HC 420 (GD)

REDUCED ALLOWANCES OF CLOTHING

That portion of Paragraph 1, unnumbered Memorandum, this headquarters, file and subject as above, dated 12 May 1951, as reads:

<u>ITEM</u>	<u>ALLOWANCE</u>
* * * * *	* * * * *
Shirt, cotton, khaki	2 each
* * * * *	* * * * *
Trousers, cotton, khaki	2 pair
* * * * *	* * * * *

Memo, Hq, Hq & Svc Comd, File HC 300.8 (AG), dated 18 May 1951 (Cont'd)

is amended to read:

<u>"ITEM</u>	<u>ALLOWANCE</u>
* * * * *	* * * * *
Shirt, cotton, khaki	3 each
* * * * *	* * * * *
Trousers, cotton, khaki	3 pair
* * * * *	* * * * *."

SECTION III

FIRE AND EVACUATION PLAN FOR THE FINANCE BUILDING

Paragraph 3 a, unnumbered Memorandum, this headquarters, File HC 300.8 (Fin Bldg FM), subject as above, dated 27 March 1951, is rescinded and the following substituted therefore:

"a. All personnel clearing the building through exit 1 will proceed into the lane on West side of Avenue B directly in front of the Finance Building and will remain there until recalled or until further instructions are received. Officer of the Day will cause guards to be posted in the above lane at the South end of Finance Building and at driveway entrance to Finance Building. Guards will prevent movement of vehicles into or from this lane and will prevent evacuees from crossing Avenue B. Traffic on Avenue B will not be restricted except in the above lane."

BY COMMAND OF BRIGADIER GENERAL PIBURN:

Clarence Q. Graham

CLARENCE Q. GRAHAM
Colonel, A G C
Adjutant General

DISTRIBUTION:

"A"

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

*cas - sent
File*

HC 300.8 (COM-B)

8 May 1951

SUBJECT: Occupation Forces Procurement Regulation

TO: Chiefs, Staff Sections, GHQ, SCAP and FEC
Chiefs, Staff Sections, Hq, Headquarters and Service Command
Unit Commanders, Headquarters and Service Command
Heads of the Allied Missions in Tokyo

1. Reference is made to Occupation Forces Procurement Regulation, Headquarters Japan Logistical Command, dated 30 October 1950.

2. Japanese contractors under service type PD-contracts must be notified of early termination or cancellation by the Special Procurement Board in sufficient time to permit the contractor to give employees and/or labor unions 30 days discharge notice required by Japanese law.

3. Receiving officers will submit Procurement Requirement (JLC Form 76) requesting termination in whole or in part in sufficient time to permit transmittal of the requirement to the Special Procurement Board for official notification to contractors. Failure to give such notice results in large separation payments for which services are not received.

FOR THE COMMANDING GENERAL:

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

F-8

CES SCAP

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

8 NY 8 HC 300.8 (COM-B)

20 April 1951

SUBJECT: Occupation Forces Procurement Regulation

TO: Chiefs, Staff Sections, GHQ, SCAP and FEC
Chiefs, Staff Sections, Hq, Headquarters and Service Command
Unit Commanders, Headquarters and Service Command
Heads of the Allied Missions in Tokyo

1. Reference is made to Occupation Forces Procurement Regulation, Headquarters Japan Logistical Command, dated 30 October 1950.

2. Pending revision of above reference, the following paragraphs thereof are changed or added as indicated:

a. 2-101 is amended to add:

"(2) Procurement Orders for emergency requirements estimated to cost ¥ 180,000 or less may be processed direct to the Special Procurement Bureau Job Site Supervisor. A statement as to the reason emergency procurement is necessary along with complete justification will be certified to by an officer on the face of the original copy only. The Job Site Supervisor will enter into immediate negotiations with qualified suppliers, and may issue a Letter of Award to the lowest bidder when such emergency procurement is required. The award will be signed by the Receiving Officer as representative of the Procurement Officer. All copies of the Procurement Order together with six (6) copies of the Letter of Award will be forwarded to the Procurement Branch Office for processing as above. The authority to process emergency requirements granted herein will not apply when the Fiscal Station Officer certifying the funds is physically located in Sapporo, Sendai, Tokyo, Yokohama, Nagoya, Kyoto, Osaka, Kuro or Fukuoka."

3. The above procedure is instituted to afford installations remote from Procurement Branch Offices an opportunity to obtain emergency supplies and services expeditiously. The procedure is not to be used when time permits normal processing through the Procurement Branch Office, and it will not be used within the cities detailed above, since Procurement Branch Offices are established therein normal processing is practicable. The use of emergency procedures will be kept to a minimum.

b. 5-103 is amended to read:

"5-103 Invoices. The contractor will submit an invoice in triplicate, prepared in English, containing information required by the receiving officer in preparation of the Receiving Report."

Ltr, Hq, Hq & Svc Comd, HC 300.8 (COM-B), Subject: "Occupation Forces Procurement Regulation," dtd 20 Apr 51 (Cont'd).

"a. Four copies of the invoice will be submitted for deliveries of coal (reference paragraph 5-202.3) and Port and Harbor and Stevedoring Services (reference paragraph 5-202.4).

"b. Invoices need not be submitted for Interrogation Services (reference paragraph 5-202.10), Physical Inspection Services (reference paragraph 5-202.11), Entertainment Services (reference paragraph 5-202.13), or Real Estate."

c. 5-103.3 is amended to add:

"b. The Receiving Officer will attach a copy of the invoice to the original copy of all Receiving Reports (except for Interrogation, Physical Inspection, Entertainment and Real Estate) prior to forwarding to SPB for payment."

d. 5-202.3 is amended to read:

"5-202.3 Invoices for Coal. For deliveries of coal, the contractor will prepare four copies of invoices for each shipment. The invoices will be distributed by the consignee as follows:

"a. One signed copy to the contractor.

"b. Two copies to the receiving officer.

"c. One copy for file."

e. 5-202.4 is amended to read:

"5-202.4 Invoices for Port and Harbor and Stevedoring Services. The contractor will prepare invoices in four copies for each Procurement Order. The invoices will be distributed by the Officer-in-Charge of the Port as follows:

"a. One signed copy to the contractor.

"b. Two copies to the receiving officer.

"c. One copy for file."

f. 5-202.13 a is amended to read:

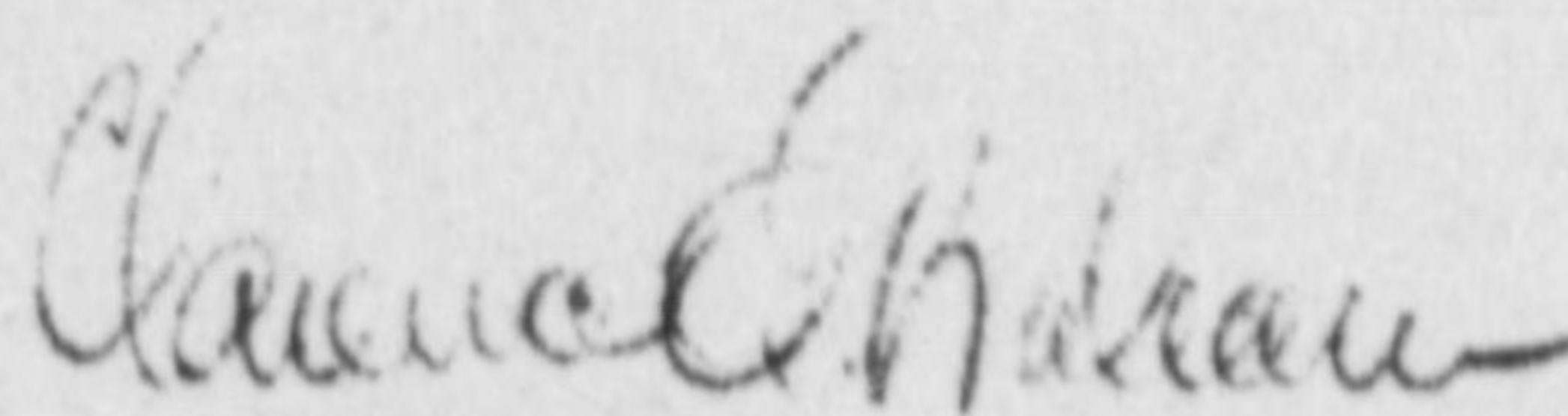
"a. At the time of performance, the performer will present six copies of the Entertainment Receipt, SPB Form 14, to the consignee, who will check, entering such changes as necessary and, following the performance, immediately sign all copies. Changes will be initialed by the consignee and the performer or his manager."

Ltr, Hq, Hq & Svc Comd, HC 300.8 (COM-E), Subject: "Occupation Forces
Procurement Regulation," dtd 20 Apr 51 (Cont'd).

g. 5-202.13 b is amended to add:

"(4) One copy to the appropriate Procurement Branch Office
for advance fiscal audit."

FOR THE COMMANDING GENERAL:



CLARENCE Q. GRAHAM
Colonel, A G C
Adjutant General

CAS *SCAP*

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

HC 300.8 (COM-B)

23 April 1951

SUBJECT: Occupation Forces Procurement Regulation

TO: Chiefs, Staff Sections, GHQ, SCAP and FEQ
Chiefs, Staff Sections, Hq, Headquarters and Service Command
Unit Commanders, Headquarters and Service Command
Heads of the Allied Missions in Tokyo

1. Reference is made to Occupation Forces Procurement Regulation, Headquarters Japan Logistical Command, dated 30 October 1950.

2. Pending revision of above reference, paragraph 2-101e thereof is amended to read:

"e. A Procurement Order for the local purchase of supplies will not exceed ¥ 1,080,000."

FOR THE COMMANDING GENERAL:

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

File

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

*CSA
gma*

HC 300.8 (COM-B)

9 April 1951

SUBJECT: Occupation Forces Procurement Regulation

TO: Chiefs, Staff Sections, GHQ, SCAP and FEC
Chiefs, Staff Sections, Hq, Headquarters and Service Command
Unit Commanders, Headquarters and Service Command
Heads of the Allied Missions in Tokyo

1. Pending revision of Occupation Forces Procurement Regulation,
JLC 30 October 1950:

- a. Paragraph 2-101.2a thereof is suspended.
- b. Paragraph 2-105 thereof is amended to read:

"2-105 Numbering. The requirement number will consist of a group of four sets of figures, divided by a dash. The first group of figures will be the fiscal station number. The second group of figures will be a consecutive sequence of numbers starting with 01 for the first requirement in each fiscal year. The third group of figures will consist of the last two digits in the fiscal year concerned. The fourth group of figures will consist of two digits representing the appropriate technical service as follows:

01 - Finance	08 - Engineer
02 - Procurement	09 - Transportation
03 - Signal	11 - Adjutant General
04 - Chemical	27 - Special Services
05 - Ordnance	29 - Troop Information & Education
06 - Medical	30 - Provost Marshal
07 - Quartermaster	

The Procurement Order will contain an order number consisting of the original PD number followed by a dash and a consecutive sequence of numbers starting with 01 for the first Procurement Order issued against each PD."

- c. Paragraph 6-401.1, is amended to add:

"Proposed reallocation of dependent housing between or among Far East Air Forces, Naval Forces, Far East, and this headquarters, or proposed releases of dependent housing will be referred to the Supreme Commander for the Allied Powers for approval."

F-6

Ltr, Hq, Hq & Svc Comd, HC 200.8 (COM-B), subject: "Occupation Forces Procurement Regulation," dated 9 April 1951 (Cont'd).

d. Paragraph 6-406.1 thereof is suspended, and the following substituted therefor:

"6-406.1 Plot Plans. Eight copies of the plot and building plans for the facility will be forwarded with the Release. Plans will clearly indicate that portion of the premises to be released and that portion to be retained. Distribution, with the Release, will be:

- (1) Procurement Branch Office - two copies
- (2) Special Procurement Bureau - three copies
- (3) Releasing Office - one copy
- (4) Owner - one copy

2. Final Receiving Reports. Receiving officers and commanders responsible for Receiving Reports (JLC Form 83) will ensure that certificate required by paragraph 5-108, Occupation Forces Procurement Regulation, JLC, 30 October 1950, appears on all copies of Final Receiving Reports.

3. Procurement Orders are required in all cases except for real estate and for the one-time purchase of a supply or service. Receiving officers will prepare and process a Procurement Order prior to any action by the contractor to deliver supplies or render services. A Procurement Order will not be prepared until a completed PD contract has been received by the receiving officer.

4. In those cases where the exact amount of services to be rendered is unknown, an estimate of services will be made and used as the basis of a Procurement Order. If deemed necessary, an amended Procurement Order may be processed prior to the end of the period of time for which the service is requested on the original Procurement Order. In no case will a confirming procurement order be utilized.

5. Reference Paragraph 3-303.3 Change Orders. When the requesting agency desires the contract to provide for change orders, the Procurement Requirement or Procurement Order will include a request for the PD to contain the actual contract price as a lesser amount, with the difference to be available as requested by change orders. JLC Form 79 - Procurement Order will be used to issue a change order to a Procurement Order. If the contract has already been issued JLC Form 76, Procurement Requirement will be used to amend the contract. In no case will work be performed prior to receipt of contract and/or amendment of contract.

FOR THE COMMANDING GENERAL:

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

DISTRIBUTION:

"A" Plus
GHQ Staff Sections
Allied Missions

CAS

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

6113

HC 300.8 (COM-B)

13 March 1951

SUBJECT: Occupation Forces Procurement Regulation

TO: Chiefs, Staff Sections, GHQ, SCAP and FEC
Chiefs, Staff Sections, Hq, Headquarters and Service Command
Unit Commanders, Headquarters and Service Command
Heads of the Allied Missions in Tokyo

1. Reference is made to Occupation Forces Procurement Regulation, Headquarters Japan Logistical Command, dated 30 October 1950.

2. Pending revision of above reference, the following paragraphs thereof are changed as indicated:

a. 3-101.4 is amended to add:

"3-101.4 Justification. Full justification must be given in each instance a Procurement Requirement specifies selection of a contractor by individual negotiation. Such justification will accompany and will be filed with original Procurement Requirement form."

b. 5-104.4 is amended to read:

"5-104.4 Real Estate. Individual Receiving Reports will be prepared quarterly for each real estate PD (JPNR type) the last day of each quarter of the Japanese fiscal year. The first Individual Receiving Reports will be prepared to cover the period 1 April - 30 June 1951."

c. 5-201.10 is amended to read:

"5-201.10 Signature. The signature of the receiving officer in block 21 and of the fiscal station officer in block 22 are required only on the original copy. Signatures on the other copies may be a facsimile."

d. 5-201.11b is amended to read:

"5-201.11 Distribution.

* * *
"b. The original and three copies to the appropriate Procurement Branch office for forwarding to the Special Procurement Bureau."
* * *

FILE

F-5 MAR 15

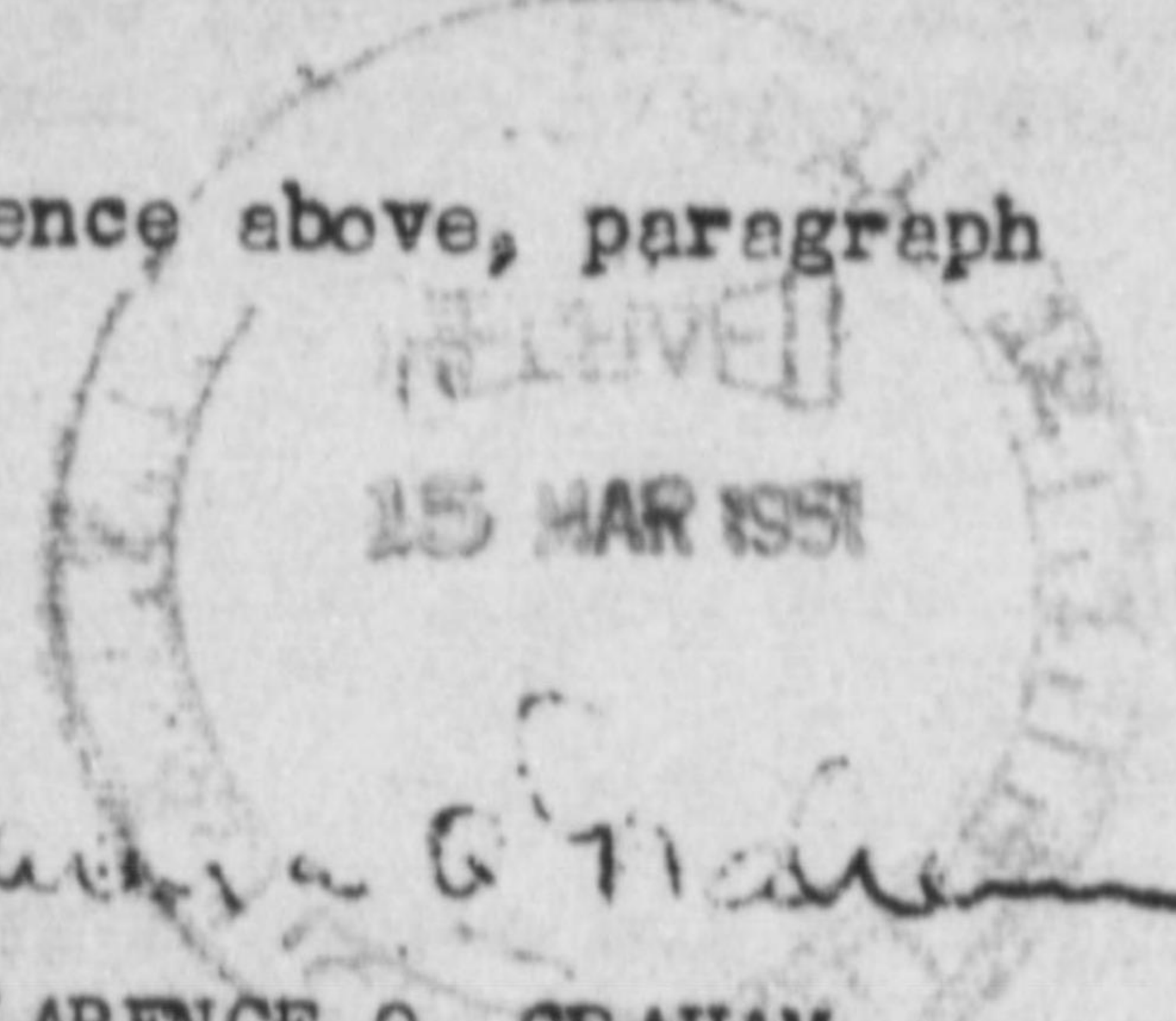
Ltr, Hq, Hq & Svc Comd, HC 300.8 (COM-B), Subject: "Occupation Forces Procurement Regulation", dtd 13 Mar 51 (Cont'd)

3. Pending revision of paragraph 1, reference above, paragraph 5-202.14 thereof, is suspended.

FOR THE COMMANDING GENERAL:

Clarence Q. Graham

CLARENCE Q. GRAHAM
Colonel, A G C
Adjutant General



CAS

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

3549
HC 300.8 (COM-B)

3 February 1951

SUBJECT: Occupation Forces Procurement Regulation

TO: Chiefs, Staff Sections, GHQ, SCAP and FEC
Chiefs, Staff Sections, Hq, Headquarters and Service Command
Unit Commanders, Headquarters and Service Command
Heads of the Allied Missions in Tokyo

1. Reference is made to Occupation Forces Procurement Regulation, Headquarters Japan Logistical Command, dated 30 October 1950.

2. Pending revision of the reference, paragraphs 6-405, 6-406, 6-407 and 6-407.1 thereof are amended to read:

a. "6-405 Procedure. Upon receipt of approved Engineer Provisional Form D-1 from this headquarters, commanders will prepare a release in ten copies for processing, unsigned, to the local Procurement branch office."

b. "6-406 Partial Release. Commanders desiring to release part of a facility other than solely removable property, will, upon receipt of approved Engineer Provisional Form D-1 from this headquarters, process a partial release as prescribed in 6-405."

c. "6-407 Former Military and Navy Installations. For former Japanese military and naval installations, not previously released on OGA Form 1, the releasing officer will prepare two additional copies of the release which will be forwarded to the Comptroller, General Headquarters, Far East Command, through Engineer Section, this headquarters. Letter of transmittal forwarding the copies will contain:

"a. Improvement valuation in dollars.

"b. Detailed description of improvements; if none, so state.

"c. Estimated value in yen as of August 1945, to be obtained from the regional office of the Ministry of Finance, Bureau of State Property."

d. "6-407.1 g. Deleted."

FOR THE COMMANDING GENERAL:

FILE

FEB 6 1951

M. F. NOYES
M. F. NOYES
Colonel, A G C
Adjutant General

CAS,
B.H.H.

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

2590
HC 300.8 (COM-B)

18 January 1951

SUBJECT: Occupation Forces Procurement Regulation

TO: Chiefs, Staff Sections, GHQ, SCAP and FEC
Chiefs, Staff Sections, Hq, Headquarters and Service Command
Unit Commanders, Headquarters and Service Command
Heads of the Allied Missions in Tokyo

1. Reference is made to Occupation Forces Procurement Regulation, Headquarters Japan Logistical Command, dated 30 October 1950.

2. Pending revision of reference, paragraph 3-105 thereof is amended by adding:

"a. When formal advertising is used as the method of contracting, responsible contractors other than those prequalified may bid. However, prior to the award, the successful bidder when not previously prequalified will be referred to the receiving officer for prequalification.

"b. The requirement for prequalification shall not apply to contracts based on Procurement Orders."

3. Pending revision of the reference, paragraph 4-106 thereof is amended to read:

"4-106 Inspection of Coal. The receiving agency is responsible for inspection of coal. Chemical test of coal samples will be accomplished by a Procurement Order issued against an engineer specialist procurement demand. The following procedure will apply:

"a. Sample will be taken in accordance with TM 5-675 as modified herein:

- (1) Samples will be submitted for each 1000 tons received. One sample will be submitted for the requirement when it is less than 1000 tons.
- (2) One 3-lb sample will be taken at random from each car lot until 1000 tons have been received or until the requirement is received when less than 1000 tons.

FILE

F-3 JAN 21 Rec'd

Ltr, Hq, Hq & Sv Comd, HC 300.8 (COM-B), Subject, "Occupation Forces Procurement Regulation", dtd 18 Jan 51 (Cont'd).

(3) Samples taken as above will be crushed, mixed, and quartered until one 3-lb sample remains.

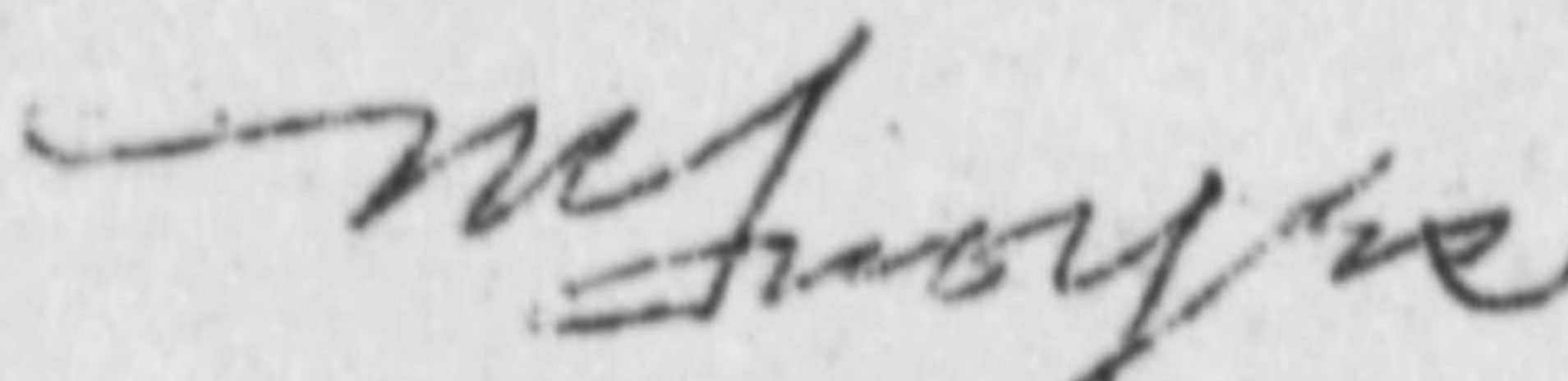
"b. Samples will be submitted to the nearest Procurement Branch office with the Procurement Order and an executed copy of Request for Coal Test, JLC Form 93 (inclosure 1), which will be reproduced locally.

When visual inspection indicates the probability of coal being below minimum acceptable standard, 'RUSH' in large, red letters will be included in the Procurement Order. Testing will be expedited. Test results will be telephoned and confirmed by letter.

"c. Two copies of test results will be forwarded to the receiving agency. When test reveals that calorific value of coal is below contract agreements, the Receiving Report will reflect the calorific value of the test result. Receiving Reports will be prepared as provided in paragraph 5-104.3c(2). Payment will be computed in accordance with calorific value indicated in the test result.

"d. When a shipment is below minimum acceptable standards, the receiving agency will request the Procurement Branch office to reject the shipment. The Procurement Branch office will inform the Special Procurement Bureau and the contractor on JLC Form 82. The contractor will replace shipment at his own expense."

FOR THE COMMANDING GENERAL:


M. F. NOYES
Colonel, A G C
Adjutant General

1 Incl:
JLC Form 93

COAL SAMPLE DATA

Coal Delivered to _____
Name of Camp or Installation

Sample Number _____ Coal _____
Begin with No. 1 for each P.D. Kind and Size

Short Tons _____ Date of Delivery _____
Represented by this sample

P.D. and Item No. _____ Date of Mailing Sample _____

Name of Supplier _____

Car or Barge No. _____

Name of Suppliers Agent
Witnessing Coal Sampling _____
Certified Correct

SIGNED _____

Typed Name and Grade

INSTRUCTIONS FOR USE OF THIS FORM

Fill out this form in duplicate for each sample of coal forwarded to nearest Procurement Branch office. The office filling out this form is to retain the duplicate copy. The original will be placed around the container (but not pasted) in such a manner that the sample and information regarding it cannot be separated in mailing and handling. The return address of the submitting installation is to be legibly painted on the outside of the container so that the address will be covered by the form.

CAS, 600

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

186 / HC 300.8 (COM-B)

8 January 1951

SUBJECT: Occupation Forces Procurement Regulation

TO: Chiefs, Staff Sections, GHQ, SCAP and FEC
Chiefs, Staff Sections, Hq, Headquarters and Service Command
Unit Commanders, Headquarters and Service Command
Heads of the Allied Missions in Tokyo

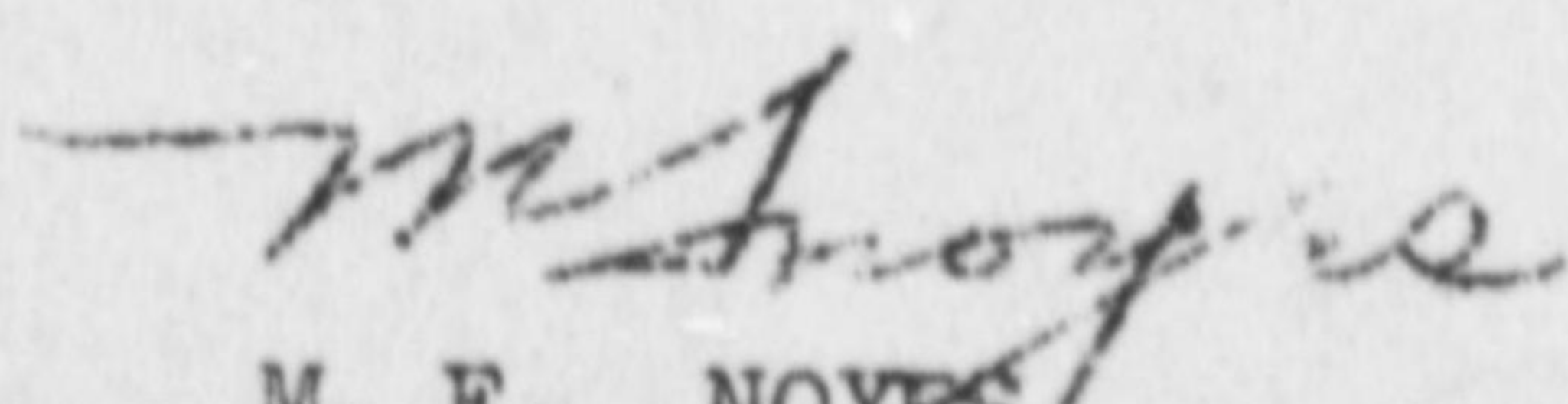
1. Reference is made to Occupation Forces Procurement Regulation, Headquarters Japan Logistical Command, dated 30 October 1950.

2. Pending revision of the reference, paragraphs 2-301.4 and 2-302.3 thereof are amended to read:

a. "2-301.4 Initiating Officer. The signature of the initiating officer is required only in block 5 of the original copy."

b. "2-302.3 Initiating Officer. The initiating officer will sign the original in block 4 after lining out the inapplicable purchase for delivery or delivered to indicate whether the Procurement Order is being used as a purchase order or a delivery order (see paragraph 2-101)."

FOR THE COMMANDING GENERAL:


M. F. NOYES
Colonel, A & C
Adjutant General

FILE

F-2

JAN 2 1951

CAS

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

1479
HC 300.8 (COM-B)

12 December 1950

SUBJECT: Occupation Forces Procurement Regulation

TO: Chiefs, Staff Sections, GHQ, SCAP and FEC
Chiefs, Staff Sections, Hq, Headquarters and Service Command
Unit Commanders, Headquarters and Service Command
Heads of the Allied Missions in Tokyo

1. Reference is made to Occupation Forces Procurement Regulation, Headquarters Japan Logistical Command, dated 30 October 1950.

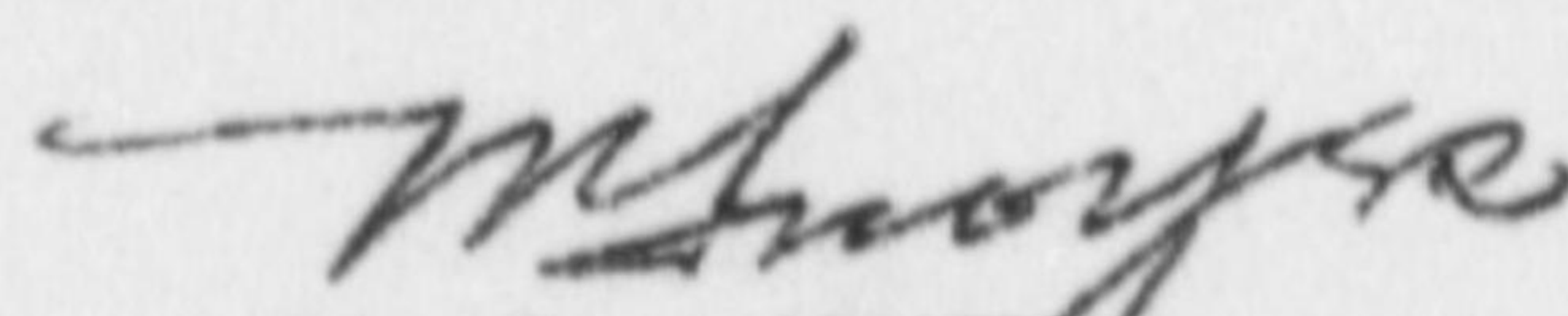
2. Pending revision of the reference, paragraph 5-202 thereof is amended to add:

"5-202.17 Discounts. Whenever contracts provide for discount for prompt payment, the Receiving Report issued thereon will be based on net rates of the contractor.

a. When Special Procurement Agency for justifiable reasons fails to pay the contractor within the discount period, the excess amount due the contractor will be added to and paid with the next month's billing.

b. When the excess amount is due on a 'final' Receiving Report, an amended 'final' Receiving Report will be issued to cover such excess."

FOR THE COMMANDING GENERAL:


M. F. NOYES
Colonel, AGC
Adjutant General

FILE

JAN 8 Rec'd

F-1