

INSTRUCTIONS FOR USE OF GPA FORM 1
(Local reproduction of this form is not authorized)

1. This form will be used for the procurement of all Japanese supplies and facilities except labor, enemy surrendered facilities, equipment held for reparations, and facilities of United States, Allied, and Neutral nationals.
2. The procurement demand number assigned this demand will be used for subsequent receipts and releases of the supplies and facilities hereon and will consist of a three group letter and number combination as follows: First group—A four letter code to indicate the prefectural area and administrative region wherein the demand is prepared (not necessarily where processed to the Japanese), see Incl 4**. Second group—A single consecutive numerical sequence starting with one, covering all procurement demands irrespective of approving or using agency, for a particular prefectural area. Third group—A consecutive letter sequence for amendments to a particular procurement demand starting with the letter A for the first amendment. Illustration: KYTE-5 or KYTE-5-A.
3. Limit a particular procurement demand to a single approving staff section, to a single prefecture, and to supplies and facilities of either a total (outright) or monthly (rental) relative value.
4. Describe as completely as possible including, if known, Japanese name, type, quality, grade, model, rated capacity, and other descriptive nomenclature of the item. Include complete address in case of real estate or construction work. Construction demands will be cross-referenced to real estate demands which procured the site.
5. In describing items desired, use nomenclature equivalent to that listed in Incls 7 to 10**.
6. Indicate, when appropriate, materials, equipment, labor, and supervision furnished by the occupation forces to the Japanese in the fulfillment of the demand.
7. If a single account code is not applicable to all items on the demand, enter after each item described, the proper account code given in Incl 5**.
8. Detach the lower half of all except the last page, if more than one page is required.
9. Under "Suggested Source", indicate names and addresses of possible Japanese suppliers, contractors, or service companies.
10. Under "Deliver To", indicate the name of the officer who will have direct contact with the Japanese property owner or contractor in the case of real estate, construction work, or services.
11. Under "Remarks and Instructions", include the following, if appropriate:
 - a. Packing and shipping instructions.
 - b. "Delivery already made", and reason for necessity of issuing such confirmation demand.
 - c. Reference to any attached statements, sketches, plot plans, maps, overlays, drawings and specifications.
12. All copies of the procurement demand will be signed.
13. If the military government unit preparing and processing the demand is the same, only the second of the two "Military Government Unit" blocks will be completed.
14. List of papers in connection with procurement, number of copies and by whom prepared:

a. Procurement demand, GPA Form 1	6 copies	Military government unit
b. Unit requisition	3 copies	Requesting unit
c. Plot and building plans	5 copies	Requesting unit
d. Specifications as to rehabilitation and operation desired	5 copies	Requesting unit
e. Construction drawings	2 copies	Appropriate staff section
f. Construction specifications	2 copies	Appropriate staff section
15. Distribution of papers and number of copies:

a. Central Records	1 copy	of 14a above
b.* Military government unit	1 copy	of a, b, c and d
c. Appropriate staff section	1 copy	of a, b, c, d, e and f
d. Requesting Unit	1 copy	of a, b, c and d
e. Japanese Liaison Office	1 copy	of a, c and d
f. Japanese supplier	1 copy	of a
g. or Japanese property owner	1 copy	of a, c and d
h. or Japanese contractor	1 copy	of a, e and f
16. Amended demands will be prepared and distributed in the same manner.
17. Military Government will forward Central Records copy directly to Military Government Section, Headquarters Eighth Army, APO 343, attention Procurement Division.
18. Japanese Liaison Office will enter name and address of Japanese supplier, contractor, or service company under "Suggested Source", if none is indicated.
19. Changes in the source (delivery point) and date and method of delivery will be coordinated with the military Government unit and will be corrected on the form by the Japanese Liaison Office before signature and return.

* When demand is prepared by one military government unit and forwarded to another military government unit for processing on the Japanese, extra copies of each paper must be made for the files of the processing unit.

** Inclosure references are to Eighth Army Operational Directive.

Account Code (If Applicable to all Items): See below Demand No. JPNZ - 9602-0
(Read Instructions on Back of this Form)

Item No.	Specific Description of Items Desired	Unit	Quantity
1.	<p>Effective 1 August 1948, amend JPNZ 9602-B as follows: Delete Item 1 and Insert the following: Nippon Times Delete from Delivery Schedule: 52. Reports Div., MG Sec a/c 107-0-11-100-1 Insert: 52. Reports Div., MG Sec. Hq. 8th Army a/c 107-0-11-100-1</p> <p>NOTE: Item 52 was delivered at rate indicated on JPNZ 9602, 9602-A, and 9602-B from 1 January 48 - 31 July 48. Items 1-51 to remain as listed on JPNZ 9602-B</p> <p>VAL *(selected by J.G.)</p>	<p>Subs " "</p>	<p>153 75 35</p>

(Detach Along this Line for Additional Pages)

Suggested Source: Nippon Times, 1-chome, Uchisaiwai-cho, Chiyoda-ku, Tokyo
Name Address City Prefecture

(Japanese Delivery) (Occ/Force/Pck/Wp) Authority for Restricted Item: Amendment
Delete One Letter Reference or Signature

Delivery Required: See JPNZ 9602-B Ship By: (Air) Water (Rail) (Road)
Delete Three

Deliver To: E.R. Lind, CWO, AG Sec Hq 8th Army, Kanagawa, Rec. Off. by 7th Base for shipment to above
Name of Receiving Officer Organization Location Prefecture Phone

Requested By: E.R. Lind, CWO AG Hq. 8th Army, Kanagawa
Name of Requesting Officer Organization Location Prefecture Phone

Approved By: E.R. Lind, CWO AG Sec 8th Army, Kanagawa
Name of Approving Officer Staff Section Headquarters Prefecture Phone

Remarks and Instructions: Balance on JPNY 2946, JPNY 2947 & JPNY 2948.
Breakdown per AG & G-4 c/s (Proc #4645) dtd 12 July 48

(Space for Mil. Govt. Unit Preparing and Forwarding Demand to Another Mil. Govt. Unit)

Unit Mil. Govt. Hq. & Hq. Co. Prefecture Typed: Mil. Govt. Officer Rank Branch

(Space for Mil. Govt. Unit Processing Demand to Japanese)

Unit 8th Procurement Section Mil. Govt. Hq. & Hq. Co. Japan Prefecture Signed: s/ Richard H. Moore Mil. Govt. Officer Rank Branch

Dated: 21 July 1948 Typed: RICHARD H. MOORE, LT. COL. FA

(Space for Japanese Only)

P. D. Received By: s/ H. Kihara SPB 2 Aug '48
Signature City Prefecture Date

Edward Holway

CERTIFIED TRUE COPY Edward Holway Major Chemical Corps

INSTRUCTIONS FOR USE OF GPA FORM 1
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3. Limit a particular procurement demand to a single approving staff section, to a single prefecture, and to supplies and facilities of either a total (outright) or monthly (rental) relative value.
4. Describe as completely as possible including, if known, Japanese name, type, quality, grade, model, rated capacity, and other descriptive nomenclature of the item. Include complete address in case of real estate or construction work. Construction demands will be cross-referenced to real estate demands which procured the site.
5. In describing items desired, use nomenclature equivalent to that listed in Incls 7 to 10**.
6. Indicate, when appropriate, materials, equipment, labor, and supervision furnished by the occupation forces to the Japanese in the fulfillment of the demand.
7. If a single account code is not applicable to all items on the demand, enter after each item described, the proper account code given in Incl 5**.
8. Detach the lower half of all except the last page, if more than one page is required.
9. Under "Suggested Source", indicate names and addresses of possible Japanese suppliers, contractors, or service companies.
10. Under "Deliver To", indicate the name of the officer who will have direct contact with the Japanese property owner or contractor in the case of real estate, construction work, or services.
11. Under "Remarks and Instructions", include the following, if appropriate:
 - a. Packing and shipping instructions.
 - b. "Delivery already made", and reason for necessity of issuing such confirmation demand.
 - c. Reference to any attached statements, sketches, plot plans, maps, overlays, drawings and specifications.
12. All copies of the procurement demand will be signed.
13. If the military government unit preparing and processing the demand is the same, only the second of the two "Military Government Unit" blocks will be completed.
14. List of papers in connection with procurement, number of copies and by whom prepared:

a. Procurement demand, GPA Form 1	6 copies	Military government unit
b. Unit requisition	3 copies	Requesting unit
c. Plot and building plans	5 copies	Requesting unit
d. Specifications as to rehabilitation and operation desired	5 copies	Requesting unit
e. Construction drawings	2 copies	Appropriate staff section
f. Construction specifications	2 copies	Appropriate staff section
15. Distribution of papers and number of copies:

a. Central Records	1 copy	of 14a above
b.* Military government unit	1 copy	of a, b, c and d
c. Appropriate staff section	1 copy	of a, b, c, d, e and f
d. Requesting Unit	1 copy	of a, b, c and d
e. Japanese Liaison Office	1 copy	of a, c and d
f. Japanese supplier	1 copy	of a
g. or Japanese property owner	1 copy	of a, c and d
h. or Japanese contractor	1 copy	of a, e and f
16. Amended demands will be prepared and distributed in the same manner.
17. Military Government will forward Central Records copy directly to Military Government Section, Headquarters Eighth Army, APO 343, attention Procurement Division.
18. Japanese Liaison Office will enter name and address of Japanese supplier, contractor, or service company under "Suggested Source", if none is indicated.
19. Changes in the source (delivery point) and date and method of delivery will be coordinated with the military Government unit and will be corrected on the form by the Japanese Liaison Office before signature and return.

* When demand is prepared by one military government unit and forwarded to another military government unit for processing on the Japanese, extra copies of each paper must be made for the files of the processing unit.

** Inclosure references are to Eighth Army Operational Directive.

PROCUREMENT DEMAND
On Imperial Japanese Government

Account Code (If Applicable to all Items): See below Demand No. JINZ 9602-B
(Read Instructions on Back of this Form)

Item No.	Specific Description of Items Desired	Unit	Quantity
	Effective 1 July 1948, amend JINZ 9602 A as follows:		
	Delete: Item #1		
	Insert: Item #1		
1.	Nippon Times c/c 73402430	Subs	193
	Delete: Delivery points and subscriptions.		
	Insert: The following delivery points and subscriptions.		
	1. Hokkaido District a/c 107-4-11-100-1	"	4
	2. Tohoku MG Region a/c 107-4-11-100-1	"	2
	3. Aomori MG Team a/c 107-4-11-100-1	"	5
	4. Akita MG Team a/c 107-4-11-100-1	"	1
	5. Iwate MG Team a/c 107-4-11-100-1	"	1
	6. Yamagata MG Team a/c 107-4-11-100-1	"	1
	7. Miyagi MG Team a/c 107-4-11-100-1	"	1
	8. Fukushima MG Team a/c 107-4-11-100-1	"	1
	9. Kanto MG Region a/c 107-4-11-100-1	"	2
	10. Niigata MG Team a/c 107-4-11-100-1	"	1
	11. Nagano MG Team a/c 107-4-11-100-1	"	1
	12. Gunma MG Team a/c 107-4-11-100-1	"	1
	13. Tochigi MG Team a/c 107-4-11-100-1	"	1
	14. Ibaragi MG Team a/c 107-4-11-100-1	"	1
	15. Saitama MG Team a/c 107-4-11-100-1	"	1

(Detach Along this Line for Additional Pages)

PROCUREMENT DEMAND
On Imperial Japanese Government

JFNZ 9602 B

Account Code (If Applicable to all Items): _____ Demand No. _____
(Read Instructions on Back of this Form)

Item No.	Specific Description of Items Desired	Unit	Quantity
16.	Chiba MG Team a/c 107-4-11-100-1	subs	10
17.	Yamaguchi MG Team a/c 107-4-11-100-1	"	1
18.	Tokai-Hokuriku MG Region a/c 107-1-11-100-1	"	2
19.	Ishikawa MG Team a/c 107-1-11-100-1	"	1
20.	Toyama MG Team a/c 107-1-11-100-1	"	1
21.	Gifu MG Team a/c 107-1-11-100-1	"	1
22.	Aichi MG Team a/c 107-1-11-100-1	"	1
23.	Saizuoka MG Team a/c 107-1-11-100-1	"	1
24.	Mie MG Team a/c 107-1-11-100-1	"	2
25.	Kinki MG Region a/c 107-1-11-100-1	"	5
26.	Fukui MG Team a/c 107-1-11-100-1	"	1
27.	Shiga MG Team a/c 107-1-11-100-1	"	1
28.	Nara MG Team a/c 107-1-11-100-1	"	1
29.	Wakayama MG Team a/c 107-1-11-100-1	"	2
30.	Kyoto MG Team a/c 107-1-11-100-1	"	10
31.	Osaka MG Team a/c 107-1-11-100-1	"	1
32.	Hyogo MG Team a/c 107-1-11-100-1	"	2
33.	Chugoku MG Region a/c 107-0-11-100-1	"	1
34.	Tottori MG Team a/c 107-0-11-100-1	"	1
35.	Okayama MG Team a/c 107-0-11-100-1	"	1
36.	Shimane MG Team a/c 107-0-11-100-1	"	1
37.	Hiroshima MG Team a/c 107-0-11-100-1	"	15
38.	Yamaguchi MG Team a/c 107-0-11-100-1	"	4
39.	Shikoku MG Region a/c 107-0-11-100-1	"	1
40.	Kagawa MG Team a/c 107-0-11-100-1	"	1
41.	Ehime MG Team a/c 107-0-11-100-1	"	1
42.	Tokushima MG Team a/c 107-0-11-100-1	"	1

Account Code (If Applicable to all Items): _____ Demand No. JFNZ 9602 B
(Read Instructions on Back of this Form)

Item No.	Specific Description of Items Desired	Unit	Quantity
43.	Kochi MG Team a/c 107-0-11-100-1	subs	1
44.	Kyushu MG Region a/c 107-0-11-100-1	"	2
45.	Fukuoka MG Team a/c 107-1-11-100-1	"	10
46.	Oita MG Team a/c 107-1-11-100-1	"	1
47.	Nagasaki MG Team a/c 107-1-11-100-1	"	1
48.	Kumamoto MG Team a/c 107-1-11-100-1	"	1
49.	Miyasaki MG Team a/c 107-1-11-100-1	"	6
50.	Kagoshima MG Team a/c 107-1-11-100-1	"	1
51.	Saga MG Team a/c 107-1-11-100-1	"	1
52.	Reports Div MG Section a/c 107-0-11-100-1	"	75

Delete: Del Req 1 Jan 48 - 30 June 48.
Insert: Del Req 1 July 48 - 31 Mar 49.

NOTE: To be delivered at indicated number of subscriptions for delivery points 1-52 to 7th Base Post Office, Yokohama, properly wrapped and addressed.

Unit Receiving Officers will forward information as to total number of copies received monthly to reports Div, MG Sec, Hq 8th Army, for preparation of consolidated GPR-2.
Item was delivered at rate indicated on WJK/ht JFNZ 9602 & 9602A from 1 Jan- 30 June 48
Selected by J.G.

(Detach Along this Line for Additional Pages)

Suggested Source: Nippon Times, 1-chome, Uchisaiwai-cho, Chiyoda-ku, Tokyo
Name Address City Prefecture #3.

(Japanese Delivery) (Occ Forms Pick/Up/Restricted Item): Line Item 1-52, 8 Army G Forecast
Delete One Letter Reference or Signature

Delivery Required: As indicated above. Ship By: (Air/Water/Rail/Road) Delete Three
Calendar Date or Period Base for shipment to above

Deliver To: E. R. Lind, CWO, AG Sec., Hq. 8th Army, Kanagawa, Rec. Off. by 7th
Name of Receiving Officer Organization Location Prefecture Phone

Requested By: E. R. Lind, CWO AG Sec., Hq 8th Army, Kanagawa
Name of Requesting Officer Organization Location Prefecture Phone

Approved By: E. R. Lind, CWO AG S 8th Army, Kanagawa
Name of Approving Officer Staff Section Headquarters Prefecture Phone

Remarks and Instructions: No. 3 Forecast

(Space for Mil. Govt. Unit Preparing and Forwarding Demand to Another Mil. Govt. Unit)

Mil. Govt. Hq. & Hq. Co. _____ Prefecture _____ Typed: _____ Mil. Govt. Officer _____ Rank _____ Branch _____

(Space for Mil Govt. Unit Processing Demand to Japanese)

8th Proc. Section _____ Japan _____ Signed: Albert Fregosi
Mil. Govt. Hq. & Hq. Co. Prefecture Mil. Govt. Officer Rank Branch

Dated: 3 June 1948 Typed: ALBERT FREGOSI, LT. COL., CE

(Space for Japanese Only)

P. D. Received By: _____ Signature _____ Date JUN. 17, 1948

INFORMATION COPY I CORPS
REF SEC 1a 8th A.C. 22.24 MAR 1948

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14. List of papers in connection with procurement, number of copies and by whom prepared:

a. Procurement demand, GPA Form 1	6 copies	Military government unit
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c. Appropriate staff section	1 copy	of a, b, c, d, e, and f
d. Requesting Unit	1 copy	of a, b, c and d
e. Japanese Liaison Office	1 copy	of a, c and d
f. Japanese supplier	1 copy	of a
g. or Japanese property owner	1 copy	of a, c and d
h. or Japanese contractor	1 copy	of a, e and f
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17. Military Government will forward Central Records copy directly to Military Government Section, Headquarters Eighth Army, APO 343, attention Procurement Division.
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PROCUREMENT DEMAND
On Imperial Japanese Government

Account Code (If Applicable to all Items) : see below Demand No. JINZ 9602 B
(Read Instructions on Back of this Form)

Item No.	Specific Description of Items Desired	Unit	Quantity
	Effective 1 July 1948, amend JINZ 9602 A as follows:		
	Delete: Item #1		
	Insert: Item #1		
1.	Nippon Times c/c 73402430	Subs	193
	Delete: Delivery points and subscriptions.		
	Insert: The following delivery points and subscriptions.		
	1. Hokkaido District a/c 107-4-11-100-1	"	4
	2. Tohoku MG Region a/c 107-4-11-100-1	"	2
	3. Honori MG Team a/c 107-4-11-100-1	"	5
	4. Akita MG Team a/c 107-4-11-100-1	"	1
	5. Iwate MG Team a/c 107-4-11-100-1	"	1
	6. Yamagata MG Team a/c 107-4-11-100-1	"	1
	7. Miyagi MG Team a/c 107-4-11-100-1	"	1
	8. Fukushima MG Team a/c 107-4-11-100-1	"	1
	9. Kanto MG Region a/c 107-4-11-100-1	"	2
	10. Niigata MG Team a/c 107-4-11-100-1	"	1
	11. Nagano MG Team a/c 107-4-11-100-1	"	1
	12. Gunma MG Team a/c 107-4-11-100-1	"	1
	13. Tochigi MG Team a/c 107-4-11-100-1	"	1
	14. Ibaragi MG Team a/c 107-4-11-100-1	"	1
	15. Saitama MG Team a/c 107-4-11-100-1	"	1

(Detach Along this Line for Additional Pages)

PROCUREMENT DEMAND
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JFN 9602 B

Item No.	Specific Description of Items Desired	Unit	Quantity
16.	Chiba MG Team a/c 107-4-11-100-1	subs	10
17.	Yamanashi MG Team a/c 107-4-11-100-1	"	1
18.	Tokai-Hokuriku MG Region a/c 107-1-11-100-1	"	2
19.	Ishikawa MG Team a/c 107-1-11-100-1	"	1
20.	Toyama MG Team a/c 107-1-11-100-1	"	1
21.	Gifu MG Team a/c 107-1-11-100-1	"	1
22.	Aichi MG Team a/c 107-1-11-100-1	"	1
23.	Saizuoka MG Team a/c 107-1-11-100-1	"	1
24.	Mie MG Team a/c 107-1-11-100-1	"	1
25.	Kinki MG Region a/c 107-1-11-100-1	"	2
26.	Fukui MG Team a/c 107-1-11-100-1	"	5
27.	Shiga MG Team a/c 107-1-11-100-1	"	1
28.	Nara MG Team a/c 107-1-11-100-1	"	1
29.	Wakayama MG Team a/c 107-1-11-100-1	"	1
30.	Kyoto MG Team a/c 107-1-11-100-1	"	2
31.	Osaka MG Team a/c 107-1-11-100-1	"	10
32.	Hyogo MG Team a/c 107-1-11-100-1	"	1
33.	Chugoku MG Region a/c 107-0-11-100-1	"	2
34.	Tottori MG Team a/c 107-0-11-100-1	"	1
35.	Okayama MG Team a/c 107-0-11-100-1	"	1
36.	Shimane MG Team a/c 107-0-11-100-1	"	1
37.	Hiroshima MG Team a/c 107-0-11-100-1	"	1
38.	Yamaguchi MG Team a/c 107-0-11-100-1	"	15
39.	Shikoku MG Region a/c 107-0-11-100-1	"	4
40.	Kagawa MG Team a/c 107-0-11-100-1	"	1
41.	Ehime MG Team a/c 107-0-11-100-1	"	1
42.	Tokushima MG Team a/c 107-0-11-100-1	"	1

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(Read Instructions on Back of this Form)

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44.	Kyushu MG Regional a/c 107-0-11-100-1	"	2
45.	Fukuoka MG Team a/c 107-1-11-100-1	"	10
46.	Oita MG Team a/c 107-1-11-100-1	"	1
47.	Nagasaki MG Team a/c 107-1-11-100-1	"	1
48.	Kumamoto MG Team a/c 107-1-11-100-1	"	1
49.	Miyasaki MG Team a/c 107-1-11-100-1	"	6
50.	Kagoshima MG Team a/c 107-1-11-100-1	"	1
51.	Saga MG Team a/c 107-1-11-100-1	"	1
52.	Reports Div MG Section a/c 107-0-11-100-1	"	75

Delete: Del Req 1 Jan 48 - 30 June 48.

Insert: Del Req 1 July 48 - 31 Mar 49.

NOTE: To be delivered at indicated number of subscriptions for delivery points 1-52 to 7th Base Post Office, Yokohama, properly wrapped and addressed.

Unit Receiving Officers will forward information as to total number of copies received monthly to reports Div, MG Sec, Hq 8th Army, for preparation of consolidated GPA-2.

Item was delivered at rate indicated on WJK/ht JPNZ 9602 & 9602A from 1 Jan- 30 June 48 + Selected by J.G.

(Detach Along this Line for Additional Pages)

Suggested Source: Nippon Times, 1-chome, Uchisaiwai-cho, Chiyoda-ku, Tokyo

Name: _____ Address: _____ City: _____ Prefecture: _____

(Japanese Delivery) (Occ Force Pick Up) Authority for Restricted Item: Line Item 1-52, 8 Army G Forecast
Delete One Letter Reference or Signature

Delivery Required: As indicated above. Ship By: (Air) (Water) (Rail) (Road)

Calendar Date or Period: _____ Base for shipment to: _____

Deliver To: E. R. Lind, CWO, AG Sec., Hq. 8th Army, Kanagawa, Rec. Off. by 7th
Name of Receiving Officer Organization Location Prefecture Phone

Requested By: E. R. Lind, CWO AG Sec., Hq 8th Army, Kanagawa
Name of Requesting Officer Organization Location Prefecture Phone

Approved By: E. R. Lind, CWO AG S 8th Army, Kanagawa
Name of Approving Officer Staff Section Headquarters Prefecture Phone

Remarks and Instructions: No. 3 Forecast

(Space for Mil. Govt. Unit Preparing and Forwarding Demand to Another Mil. Govt. Unit)

Mil. Govt. Hq. & Hq. Co. _____ Prefecture _____ Typed: _____
Unit _____ Mil. Govt. Officer _____ Rank _____ Branch _____

8th Army Proc. Section (Space for Mil. Govt. Unit Processing Demand to Japanese)
Army xxxxxxxxxxxxxxxxxxxx Japan
Mil. Govt. Hq. & Hq. Co. _____ Signed: *Albert Fregosi*
Unit _____ Prefecture _____ Mil. Govt. Officer _____ Rank _____ Branch _____

Dated: 3 June 1948 Typed: _____
Albert FREGOSI, LT. COL., CG

(Space for Japanese Only)

P. D. Received By: *W. Kihama* Signature _____ City _____ Prefecture _____ Date: JUN. 17. 1948

RECEIVING OFFICER

INSTRUCTIONS FOR USE OF GPA FORM 1
(Local reproduction of this form is not authorized)

1. This form will be used for the procurement of all Japanese supplies and facilities except labor, enemy surrendered facilities, equipment held for reparations, and facilities of United States, Allied, and Neutral nationals.
2. The procurement demand number assigned this demand will be used for subsequent receipts and releases of the supplies and facilities hereon and will consist of a three group letter and number combination as follows: First group—A four letter code to indicate the prefectural area and administrative region wherein the demand is prepared (not necessarily where processed to the Japanese), see Incl 4**. Second group—A single consecutive numerical sequence starting with one, covering all procurement demands irrespective of approving or using agency, for a particular prefectural area. Third group—A consecutive letter sequence for amendments to a particular procurement demand starting with the letter A for the first amendment. Illustration: KYTE-5 or KYTE-5-A.
3. Limit a particular procurement demand to a single approving staff section, to a single prefecture, and to supplies and facilities of either a total (outright) or monthly (rental) relative value.
4. Describe as completely as possible including, if known, Japanese name, type, quality, grade, model, rated capacity, and other descriptive nomenclature of the item. Include complete address in case of real estate or construction work. Construction demands will be cross-referenced to real estate demands which procured the site.
5. In describing items desired, use nomenclature equivalent to that listed in Incls 7 to 10**.
6. Indicate, when appropriate, materials, equipment, labor, and supervision furnished by the occupation forces to the Japanese in the fulfillment of the demand.
7. If a single account code is not applicable to all items on the demand, enter after each item described, the proper account code given in Incl 5**.
8. Detach the lower half of all except the last page, if more than one page is required.
9. Under "Suggested Source", indicate names and addresses of possible Japanese suppliers, contractors, or service companies.
10. Under "Deliver To", indicate the name of the officer who will have direct contact with the Japanese property owner or contractor in the case of real estate, construction work, or services.
11. Under "Remarks and Instructions", include the following, if appropriate:
 - a. Packing and shipping instructions.
 - b. "Delivery already made", and reason for necessity of issuing such confirmation demand.
 - c. Reference to any attached statements, sketches, plot plans, maps, overlays, drawings and specifications.
12. All copies of the procurement demand will be signed.
13. If the military government unit preparing and processing the demand is the same, only the second of the two "Military Government Unit" blocks will be completed.
14. List of papers in connection with procurement, number of copies and by whom prepared:

a. Procurement demand, GPA Form 1	6 copies	Military government unit
b. Unit requisition	3 copies	Requesting unit
c. Plot and building plans	5 copies	Requesting unit
d. Specifications as to rehabilitation and operation desired	5 copies	Requesting unit
e. Construction drawings	2 copies	Appropriate staff section
f. Construction specifications	2 copies	Appropriate staff section
15. Distribution of papers and number of copies:

a. Central Records	1 copy	of 14a above
b.* Military government unit	1 copy	of a, b, c and d
c. Appropriate staff section	1 copy	of a, b, c, d, e and f
d. Requesting Unit	1 copy	of a, b, c and d
e. Japanese Liaison Office	1 copy	of a, c and d
f. Japanese supplier	1 copy	of a
g. or Japanese property owner	1 copy	of a, c and d
h. or Japanese contractor	1 copy	of a, e and f
16. Amended demands will be prepared and distributed in the same manner.
17. Military Government will forward Central Records copy directly to Military Government Section, Headquarters Eighth Army, APO 343, attention Procurement Division.
18. Japanese Liaison Office will enter name and address of Japanese supplier, contractor, or service company under "Suggested Source", if none is indicated.
19. Changes in the source (delivery point) and date and method of delivery will be coordinated with the military Government unit and will be corrected on the form by the Japanese Liaison Office before signature and return.

* When demand is prepared by one military government unit and forwarded to another military government unit for processing on the Japanese, extra copies of each paper must be made for the files of the processing unit.

** Inclosure references are to Eighth Army Operational Directive.