

- (3) When the requesting agency denies the allegation of error on the part of Occupation Forces, appropriate reply together with pertinent data and recommendations will be forwarded to the Procurement Section for decision under paragraph 4-107.

4-105 Post-shipment Inspection. When an item is determined to be unsatisfactory after acceptance, the following procedure will be followed:

a. The using agency will submit a written request to the Procurement Section through the requesting agency for reinspection containing the following:

- (1) Manufacturer's name.
- (2) PD number.
- (3) Item and lot number.
- (4) Nomenclature.
- (5) Quantity to be rejected.
- (6) Reason for rejection.

b. The Procurement Section will reinspect the items and take action provided for in paragraph 4-104. Rejections will be made known to the Special Procurement Bureau, the contractor and the using agency on Japan Logistical Command Form 82, Post-Shipment Rejection.

4-106 Inspection of Coal. Receiving agencies will submit samples of coal received to the Procurement Section for testing purposes. A sample will be submitted for each 1,000 tons received. When the requirement calls for less than 1,000 tons, one sample will be forwarded for the entire requirement. Samples will be accompanied by sufficient data to permit identification of shipments.

a. Samples will be taken in the following manner:

- (1) One 3-lb. sample will be taken at random for each shipment until 1,000 tons have been received or until the entire requirement is received when that requirement is for less than 1,000 tons.
- (2) The sample will be entirely mixed and quartered until one 3-lb. sample remains. Such sample will be forwarded to the Procurement Section.

b. Two copies of the test results will be forwarded to the receiving agency.

c. When the test reveals the coal to be below

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established specifications, the Special Procurement Bureau and the contractor will be notified to:

- (1) Replace the shipment at the contractor's expense, or
- (2) Reduce the unit price of the coal according to the terms of the contract.

4-106.1 Visual Inspection. When the receiving agency receives a shipment of coal which appears to be below the minimum acceptable standard, the agency will take two 3-lb. samples.

- a. One sample will be forwarded to the Procurement Section.
- b. The second sample will be delivered:
 - (1) To the nearest Procurement Branch office listed in paragraph 1-205, with a request for an emergency test, or
 - (2) To an approved commercial or university laboratory for test. Funds for this test will be provided by the receiving agency. Test results will be delivered to the nearest Procurement Branch office.
- c. The Procurement Section will notify the Special Procurement Bureau, the receiving agency and the contractor on Japan Logistical Command Form 82, Post-Shipment Rejection, if the shipment is to be rejected.

4-107 Disputes. Any disputes between the Procurement Section and other agencies concerning inspection or the results of such inspection, which cannot be resolved between the parties, will be referred to this headquarters, attention: Assistant Chief of Staff, G-4, for determination.

SECTION V -- RECEIVING AND PAYING

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SECTION V
RECEIVING AND PAYING

Part 1 -- Receiving

5-101 Receiving Report. The Receiving Report, Japan Logistical Command Form 83, is the instrument on which the receiving officer receipts for supplies, services, construction and real estate furnished by contractors fulfilling requirements under a PD. It is also an instrument by which the Occupation Forces authorize expenditure of Japanese Government funds in support of the Occupation Forces' procurement requirements.

5-102 Responsibility for Preparation. Commanders authorizing expenditure of funds allocated to their commands by the Supreme Commander for the Allied Powers or allotted by a major command are responsible through the receiving officers of organizations assigned or attached to their commands for the preparation and distribution of the Receiving Report. Commanders and receiving officers will maintain a suspense system to ensure that Receiving Reports are prepared and submitted when required.

a. To facilitate the maintenance of such systems, one copy of each PD processed will be forwarded to the receiving officer and to the appropriate responsible commander.

5-103 Invoices. The contractor will prepare in English an invoice in two copies detailing therein the information required by the receiving officer to prepare the Receiving Report.

a. Three 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.

5-103.1 Time for Submission of Invoices.

a. For supplies, the invoice will accompany the shipment or be transmitted to arrive with or in advance of the shipment.

b. For services and construction, the invoice will be submitted not later than the fifth day of the month following the calendar month covered by the invoice.

5-103.2 Review of Invoices. The receiving officer and the contractor, or the Special Procurement Bureau, will check and initial all corrections on the invoice. Upon completion of the audit of the invoice against the delivery, the receiving officer will sign and

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return one copy to the contractor as a hand receipt.

5-103.3 Invoice as Basis for Receiving Report. The receiving officer will prepare a Receiving Report in a minimum of eight copies, based upon the invoice(s) submitted by the contractor. Receiving Reports will be issued only for those items authorized by the related PD.

a. Additional copies may be prepared when required pursuant to paragraph 1-104.

5-104 Time for Preparation and Submission. Receiving Reports for supplies, services and construction will ordinarily be prepared and submitted to the fiscal station officer for certification of funds and distribution not later than the tenth day of the month following the calendar month covered by the Receiving Report.

5-104.1 Construction. Receiving Reports will be prepared monthly for construction PD's. Negative reports are required.

5-104.2 Services. Receiving Reports will be prepared monthly for service PD's. Negative reports are required.

5-104.3 Supplies. The following procedure will apply to preparation of Receiving Reports for supplies:

a. Single Delivery. For those PD's against which a single delivery is to be made, the Receiving Report will be prepared at the time of delivery.

b. Continuing Delivery. For those PD's against which continuing deliveries are to be made (ice, newspapers, etc.), a consolidated Receiving Report will be prepared monthly.

c. Multiple Delivery. For those PD's against which more than one but not continuing delivery is to be effected, the receiving officer may, with the concurrence of the contractor:

- (1) Prepare a Receiving Report at the time of each delivery.
- (2) Prepare a consolidated monthly Receiving Report.
- (3) Prepare the Receiving Report at the time of final delivery, when deliveries are all to be made within a calendar month.

d. Hand Receipts. When a Receiving Report is not prepared at the time of delivery, the receiving officer will furnish a hand receipt (reference paragraph 5-103.2) to the contractor for all deliveries, excepting continuing deliveries.

5-104.4 Real Estate. Consolidated Receiving Reports will be prepared quarterly for real estate PD's as of the last day of each quarter of the Japanese fiscal year to cover all real estate within

one branch area of responsibility. Areas are listed in paragraph 1-205. (Reference paragraph 5-202.14).

a. The initial report for each PD will cover the period from the date of occupancy to the end of the quarter during which the premises were occupied.

- (1) The date of occupancy is the date upon which the owner is deprived of the use of his property.

b. The final report for each PD will cover the period from the first day of the quarter during which the property is released to the date upon which the property is accepted for release by the Special Procurement Bureau.

5-105 Disputes and Differences. When there is a difference of opinion between the receiving officer and the contractor or the Special Procurement Bureau concerning the content, preparation or distribution of the Receiving Report, the dispute will be referred to the appropriate Procurement Branch office, listed in paragraph 1-205, for arbitration.

5-106 Amendments.

5-106.1 Prior to Payment. Amended Receiving Reports may be issued by the receiving officer prior to payment thereon by the Special Procurement Bureau. An amended Receiving Report will have the same receipt number assigned the superseded Receiving Report. It will be the responsibility of the fiscal station officer to recall and destroy all certified copies of the superseded Receiving Report to preclude duplicate payment.

5-106.2 After Payment. Once payment has been accomplished, a Receiving Report may not be amended and adjustments will be effected by issuance of:

a. A subsequent Receiving Report when final payment has not been made.

b. A second final Receiving Report when final payment has been made, and further payment is due to the contractor.

c. A letter request to the Special Procurement Bureau to effect the reimbursement from the contractor when:

- (1) Final payment has been completed and the contractor has been overpaid.
- (2) Final payment has not been accomplished, and the amount due from the contractor is greater than the amount owing to him on the balance of the contract.

5-106.3 Statement of Adjustment. In each case when an amended

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Receiving Report, second final Receiving Report, or letter request to the Special Procurement Bureau is issued, the receiving officer will include therein an appropriate explanation of the adjustment to be made.

5-106.4 Limitations. Above adjustments will be made only against the contract upon which the Receiving Report has been based. Reductions in or amendments to Receiving Reports of the same contractor under different contracts will not be effected.

5-107 Dates. Receiving Reports will be dated by indicating the month in writing, not figures, e.g., 1 June 1950; not 1-6-50.

5-108 Final Reports. The last Receiving Report to be issued against a PD will contain on its face the statement, "Issuance of this Receiving Report certifies that delivery of the requirement described in the related PD has been completed".

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blocks 14 through 17 to correspond to that shown in the PD.

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

5-201.11 Distribution. The receiving officer will present a minimum of eight copies (see paragraph 5-103.3) of the Receiving Report to the fiscal station officer for certification of availability of funds and distribution as follows:

- a. Retain one copy for file.
- b. The original and three signed copies to the appropriate Procurement Branch office for forwarding to the Special Procurement Bureau.
- c. One copy to this headquarters, attention: Procurement Section.
- d. Balance to the receiving officer who will send one copy to the contractor for presentation to the Special Procurement Bureau when requesting payment. The receiving officer will retain one copy and will distribute the remaining copies as directed by the responsible commander. (See paragraph 5-103.3).

5-202 Special Instructions. Specific receipting instructions included in the PD, general instructions set forth in paragraph 5-201, and the following instructions will be followed when applicable:

5-202.1 Costs. Costs in the form of taxes, transportation, handling, packing, crating, storage, etc., when such costs are not included in the unit price of the item and when authorized by the contract, will be separately itemized on the Receiving Report showing the yen unit cost and the yen total cost by item.

5-202.2 Shipment Outside Japan. For PD's which provide for shipment to consignees outside Japan, commanders designated by this headquarters will prepare and execute the Receiving Report as the agent of the receiving officer when representatives of that officer are not available. Such commanders will reconcile the Receiving Report with invoices, cross-reference all pertinent documents by PD number, attach the invoices to the Receiving Report, and forward all copies to this headquarters.

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

- a. One signed copy to the contractor.
- b. One copy to the receiving officer.

Part 2 -- Preparation of Forms

5-201 Receiving Report. The following instructions are applicable to the Receiving Report:

5-201.1 Receiving Unit. The official designation, APO and Japanese address of the receiving unit will be inserted in block 2.

5-201.2 Contractor. The name and address of the Japanese contractor as found in the PD will be inserted in block 3.

5-201.3 Receipt Number. The receipt number inserted in block 1 will be the same as the Procurement Demand number on the related PD, except that the PD amendment number (the second group of two digits), will be deleted and a receipt number suffix added. Receipt number suffixes will consist of a consecutive sequence of numbers from 01 for each PD. This block will be left blank in real estate Receiving Reports.

5-201.4 Terms of Delivery. "X" in the applicable word in block 5 to agree with block 7 of the Requirement (reference paragraph 2-301.8).

5-201.5 Type of Delivery. "X" in the applicable word in block 6 depending on the type of delivery being made. For final deliveries, see paragraph 5-108. This block will be left blank in real estate Receiving Reports.

5-201.6 Item Number. The item number(s) to be inserted in column 7 will agree with the appropriate item number in the related PD. Items not delivered will be indicated. (See paragraph 5-202.14 for real estate).

5-201.7 Description. Enter in column 8 the description of the item received as enumerated in the related PD. Special instructions for the following specific services will be found in paragraph 5-202:

Armed Forces Radio Service
Construction
Special Service Hotels
Cost Plus Fixed Fee Contracts
Interrogation Services
Physical Inspection Services
Repair of Floating Equipment
Entertainment
Real Estate.

5-201.8 Cost. Enter in column 11 the unit cost for each item as provided for in the PD or invoice, whichever is the lower. Extend the total cost to column 12 and the grand total cost to block 13.

5-201.9 Certification. Enter the accounting classification in

Part 2 -- Preparation of Forms

5-201 Receiving Report. The following instructions are applicable to the Receiving Report:

5-201.1 Receiving Unit. The official designation, APO and Japanese address of the receiving unit will be inserted in block 2.

5-201.2 Contractor. The name and address of the Japanese contractor as found in the PD will be inserted in block 3.

5-201.3 Receipt Number. The receipt number inserted in block 1 will be the same as the Procurement Demand number on the related PD, except that the PD amendment number (the second group of two digits), will be deleted and a receipt number suffix added. Receipt number suffixes will consist of a consecutive sequence of numbers from 01 for each PD. This block will be left blank in real estate Receiving Reports.

5-201.4 Terms of Delivery. "X" in the applicable word in block 5 to agree with block 7 of the Requirement (reference paragraph 2-301.8).

5-201.5 Type of Delivery. "X" in the applicable word in block 6 depending on the type of delivery being made. For final deliveries, see paragraph 5-108. This block will be left blank in real estate Receiving Reports.

5-201.6 Item Number. The item number(s) to be inserted in column 7 will agree with the appropriate item number in the related PD. Items not delivered will be indicated. (See paragraph 5-202.14 for real estate).

5-201.7 Description. Enter in column 8 the description of the item received as enumerated in the related PD. Special instructions for the following specific services will be found in paragraph 5-202:

Armed Forces Radio Service
Construction
Special Service Hotels
Cost Plus Fixed Fee Contracts
Interrogation Services
Physical Inspection Services
Repair of Floating Equipment
Entertainment
Real Estate.

5-201.8 Cost. Enter in column 11 the unit cost for each item as provided for in the PD or invoice, whichever is the lower. Extend the total cost to column 12 and the grand total cost to block 13.

5-201.9 Certification. Enter the accounting classification in

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blocks 14 through 17 to correspond to that shown in the PD.

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

5-201.11 Distribution. The receiving officer will present a minimum of eight copies (see paragraph 5-103.3) of the Receiving Report to the fiscal station officer for certification of availability of funds and distribution as follows:

- a. Retain one copy for file.
- b. The original and three signed copies to the appropriate Procurement Branch office for forwarding to the Special Procurement Bureau.
- c. One copy to this headquarters, attention: Procurement Section.
- d. Balance to the receiving officer who will send one copy to the contractor for presentation to the Special Procurement Bureau when requesting payment. The receiving officer will retain one copy and will distribute the remaining copies as directed by the responsible commander. (See paragraph 5-103.3).

5-202 Special Instructions. Specific receipting instructions included in the PD, general instructions set forth in paragraph 5-201, and the following instructions will be followed when applicable:

5-202.1 Costs. Costs in the form of taxes, transportation, handling, packing, crating, storage, etc., when such costs are not included in the unit price of the item and when authorized by the contract, will be separately itemized on the Receiving Report showing the yen unit cost and the yen total cost by item.

5-202.2 Shipment Outside Japan. For PD's which provide for shipment to consignees outside Japan, commanders designated by this headquarters will prepare and execute the Receiving Report as the agent of the receiving officer when representatives of that officer are not available. Such commanders will reconcile the Receiving Report with invoices, cross-reference all pertinent documents by PD number, attach the invoices to the Receiving Report, and forward all copies to this headquarters.

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

- a. One signed copy to the contractor.
- b. One copy to the receiving officer.

- c. One copy for file.

5-202.4 Invoices for Port and Harbor and Stevedoring Service. The contractor will prepare invoices in three 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. One copy to the receiving officer.
- c. One copy for file.

5-202.5 Procurement Orders. The receiving officer will prepare at least once monthly a Receiving Report for each contractor who submits invoices for items purchased through the medium of a Procurement Order.

5-202.6 Armed Forces Radio Service. When the contractor submits his invoice, he will also present the original copies of the transmitter log for review by the receiving officer.

- a. The Receiving Report will show the quantity of completed service delivered to the receiving officer during the month. The quantity will be expressed in groupings and units as provided for in the PD and will be itemized on the invoice.

5-202.7 Construction. The Receiving Report will show the quantity of completed construction work delivered to the receiving officer during the month for each item number. The quantity will be expressed in terms of units of quantity specified in the PD. When units of quantity are not specified in the PD, the quantity will be expressed in terms of the percentage of total work specified in the PD which has been completed and delivered during the period covered by the Receiving Report.

- a. When change orders are specifically authorized in the PD, such change orders will be listed as separate items on the Receiving Report whether or not they result in an additional expenditure of funds. In addition to listing the change orders by number, the Receiving Report will show a brief summary of the changes to the project made by the change order together with the unit cost and the total cost thereof, when applicable.

5-202.8 Special Service Hotels. Invoices will be submitted to the officer-in-charge of each hotel, who will attach his copy to the staff section copy of the Receiving Report.

- a. The Receiving Report will be prepared by the officer-in-charge for submission to the receiving officer in nine copies.

- b. Unit of quantity will be expressed as:

- (1) Facility rate.

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- (2) Bed days used.
- (3) Daily guests (not using bed spaces).
- (4) Emergency repairs.

5-202.9 Cost Plus Fixed Fee Contracts. Insert in column 8, after the description of service, an item for the fixed fee and an item for each allowable cost as set forth in the PD.

a. Insert in column 12 the total cost for each item as approved on the invoice covering the service.

b. The sum of the items above will be entered in block 13 as the grand total cost.

5-202.10 Interrogation Services. Not later than the tenth day following the end of the month, the contractor will submit to the receiving officer the original copies of all Interrogation Services Receipts not previously covered by a Receiving Report. Invoices need not be presented by the contractor.

a. For each item on the Receiving Report, the receiving officer will enter from the Interrogation Services Receipt the sum of the yen total cost. The sum of the yen total cost for all items will be entered as the grand total cost.

b. The Receiving Report will reflect the total number of individuals required to appear and the total number of man days of services furnished.

5-202.11 Physical Inspection Services. The contractor will furnish service upon receipt of Physical Inspection Receipt, Japan Logistical Command Form 54, certified by unit labor officers from the examinee. Upon completion of the requested physical inspection, the contractor will complete Part 2 of the receipt and will deliver one copy to the receiving officer. Invoices need not be presented by the contractor.

a. The receiving officer will prepare consolidated monthly Receiving Reports in ten copies for each contractor based on the Physical Inspection Receipts.

5-202.12 Repairs of Floating Equipment. One copy of the invoice required by paragraph 5-103 will be supported by a copy of the Procurement Order covered by the invoice.

a. The Receiving Report will list separately for each vessel the name or Army or Navy designation of the vessel followed by a list of all completed Procurement Orders and their total yen value entered in the invoice. The date the unit entered the shipyard and date on which the work was completed will also be shown.

5-202.13 Entertainment. Invoices need not be presented by the contractor.

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

b. The consignee will distribute the copies as follows:

- (1) Three copies to the performer for transmission to the Special Procurement Bureau Entertainment Booking Section within two days following the performance.
- (2) One copy to the receiving officer.
- (3) One copy to file.

c. Not later than five days following the performance, the Special Procurement Bureau will furnish the receiving officer with a completely evaluated copy of the Entertainment Receipt. This copy will detail the exact charges which will be paid the performer upon presentation of the Receiving Report.

d. The receiving officer will prepare for each major contractor indicated on the Entertainment Receipts eight copies of the Receiving Report.

e. The evaluated copy of the Entertainment Receipt will be attached to the appropriate staff section copy of the Receiving Report.

5-202.14 Real Estate. Each PD for real estate held by a receiving officer will be given a separate item number in column 7. The PD number will be inserted in column 8 opposite its item number. Each item shown on the related PD will be given a separate sub-item letter starting with "a" for the first item, which letter will be inserted in column 7. The unit and total cost of each sub-item will be inserted in columns 11 and 12, respectively. The following example will be used as a guide in preparing real estate Receiving Reports:

7 ITEM NUMBER	8 DESCRIPTION OF ITEM	9 UNIT	10 QUANTITY RECEIVED	11 UNIT COST	12 TOTAL COST
1 a	JPNR-167 - Vacant Land - Zama Land 0115-1-091-436-05	sq ft	1000	5.00	5000.00
2 a	JPNR-192 - Office Bldg - Yokohama Land & Bldg 0115-1-091-436-05	sq ft	1000	9.00	9000.00
b	Furniture 0115-1-091-439-05			550.00	550.00

5-202.15 Rejected Supplies. When supplies are rejected pursuant to paragraph 4-101.2, the Receiving Report will reflect only

Part 3 -- Payments

5-300 Scope of Part. This part sets forth the types of payment authorized to the Special Procurement Bureau.

5-301 Advance Payments. An advance payment is one made prior to the time the contractor begins to fulfill the terms of the contract.

a. Ordinarily, advance payments will not be authorized for contractors fulfilling Occupation Forces' requirements. When unusual provisions in the contract warrant such payments, the contractor will petition the appropriate Special Procurement Bureau, setting forth full justification. These petitions and the recommendations of such Bureau will be forwarded through the Procurement Branch office to the appropriate major command or staff section of this headquarters for approval prior to authorization of such payments. Advances will not exceed 30 per cent of the total contract.

b. Receiving Reports authorizing these payments will be issued by receiving officers, bearing the following statement on the face of the receipt: "NO SERVICE RENDERED - ADVANCE PAYMENT". The amount of the advance payment will be entered in the appropriate space on the Receiving Report by the receiving officer.

c. Deduction of the advance payment from subsequent Receiving Reports will be accomplished by entries made on the subsequent Receiving Reports by the station fiscal officer.

d. So-called advance monthly payments are not authorized.

5-302 Partial Payment. A partial payment is one complete payment made against a partial delivery reflected by a Receiving Report. The only partial payments authorized are those defined above. Payment of a part of the total of any completed Receiving Report is not authorized.

5-303 Final Payment. A final payment is the last payment made to a contractor fulfilling the terms of a PD. A final payment will be authorized by a Receiving Report covering that part of the completed contract not previously receipted for.

a. Only one complete payment is authorized against a final Receiving Report, unless exception is granted in writing by the Procurement Section.

5-304 Interest. Payment will be made to the contractor within the time limit set by Japanese law after presentation of a legal request for payment accompanied by a Receiving Report and such other papers as are required by Japanese law. Failure to pay the contractor within the limitation period imposes a responsibility to pay interest on the amount due at the current legal rate.

a. The Special Procurement Bureau will prepare the SCAP

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AGO Form 20, Miscellaneous Expenditure Voucher, in an amount equal to interest payments due. After certification of availability of funds by the fiscal station officer, the Special Procurement Bureau is authorized to effect payments.

- (1) Instructions for the preparation and distribution of the form are on the reverse of the form. An additional copy will be provided for the receiving officer, fiscal station officer and the Procurement Section.

SECTION VI -- RELEASE

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SECTION VI

RELEASE

Part 1 -- General

6-100 Scope of Part. This part sets forth general regulations pertaining to the release of indigenous personal property, removable property and real property procured through the Japanese Government.

6-101 Japanese Government Agency. The Special Procurement Agency has been charged by the Japanese Government with responsibility for receiving and receipting for procured property released by the Occupation Forces.

6-102 Effecting Release. The release of procured property will be initiated by means of a Procurement Release, Japan Logistical Command Form 85, hereinafter called Release, processed to the appropriate Special Procurement Bureau through the area Procurement Branch office.

6-103 Approval. Prior approval of this headquarters is not required for the release of Japanese procured property, except real estate.

6-103.1 Authority. The Commanding Generals, Far East Air Forces, Headquarters and Service Command, the Commander, Naval Forces, Far East, and this command have been delegated authority, within their respective areas of responsibility, to determine when property is surplus to the needs of their forces and to dispose of it by release through the channels by which acquired.

6-103.2 Real Estate. Final determination of when real estate is surplus to the needs of the Occupation Forces in other than the Tokyo area is a responsibility of the Commanding General, this command. Removable property procured with real estate may be determined to be excess by the commands listed in paragraph 6-103.1.

6-103.3 Real Estate in Tokyo Area. The Supreme Commander for the Allied Powers will determine when real estate is surplus to the requirements of the Occupation Forces in the Tokyo area.

6-104 Channels of Communication. Direct communication for purposes of releasing procured property is authorized between releasing officers and Procurement Branch offices.

6-105 Absolute Releases. Except when otherwise directed by this headquarters, releases effected under this regulation will be absolute and unconditional.

6-106 Evaluation. For purposes of evaluation, the Release will indicate an estimate of the present worth of the item expressed as a percentage of the original value. Monetary value will not be shown.

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Improvements to the property will be indicated in the same manner.

6-107 Classified Matter. Requests for release will be so arranged that all classified matter supporting the request can be withdrawn, leaving sufficient information to permit the forwarding of the release and its attached supplementary data without violation of security regulations. The approved release received in the Procurement Branch office for processing to the Special Procurement Bureau will be unclassified.

Part 2 -- Personal Property

6-200 Scope of Part. This part sets forth policy and procedure for the release of personal property which is determined to be excess to current requirements.

6-201 Definition. Personal property is defined to include:

- a. Equipment and supplies procured under a supply type PD or incident to a service procured under a service or construction type PD.
- b. Furniture and furnishings found on the premises not included in the original PD contract or in the inventory of removable property procured with the real estate, and not otherwise identified.
- c. Property acquired with a surrendered installation.

6-202 Delegated Authority. Regional post commanders within the areas of responsibility of this headquarters are delegated authority to determine when personal property is excess to the needs of their commands.

- a. The authority to determine property to be excess to units of the Far East Air Forces, Headquarters and Service Command, and Naval Forces, Far East, rests with the Commander concerned.

6-203 Processing. The releasing officer will prepare the Release in five copies for transmittal, unsigned, to the nearest Procurement Branch office listed in paragraph 1-205.

- a. The Procurement Branch office will review the Release for completeness and compliance with regulations, assign a release number, and forward all copies to the local Special Procurement Bureau.

- b. The Special Procurement Bureau will

- (1) Take possession of the property at the Occupation Forces installation.
- (2) Sign all copies of the Release as the Japanese Government representative.
- (3) Obtain the signature of the releasing officer on all copies.
- (4) Retain two copies, deliver one copy to the releasing officer and forward two copies to the Procurement Branch office.

6-204 Type of Release. Release of personal property will be final.

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6-205 Limitations. Personal property which, because of deterioration or damage, has no value other than salvage will not be released under this regulation. Such property will be treated as salvage and disposed of in accordance with the applicable directives pertaining to salvage of U.S. Government property.

Part 3 -- Removable Property

6-300 Scope of Part. This part sets forth the policy and procedures for the release of removable property procured with real estate when such property is determined to be excess to current requirements.

6-301 Excess Removable Property. Removable property becoming excess to the needs of the building with which it was procured will be released. Transfer of such property to other buildings is prohibited without prior approval of this headquarters. The request for authority to transfer property of this nature will be made in the form of a Requirement as set forth in paragraph 2-101.2. A supply type PD will be issued therefor.

6-301.1 Lost Property. Removable property which becomes lost, totally destroyed, or otherwise unaccounted for will be released for the purpose of cutting off the rental thereon.

a. A confirming demand is not required for the purpose of reimbursing the owner for loss or damage to his property. Claims for damages arising out of occupancy of real estate will be settled by the Special Procurement Agency under pertinent Japanese law.

6-302 Delegated Authority. The provisions of paragraph 6-202 pertain hereto.

6-303 Type of Release. The Release for removable property only will be a partial Release. A final Release is possible only when the removable property is released together with the real property as set out in paragraph 6-405.

6-304 Processing. Release will be initiated by the preparation of ten copies of the Release, Japan Logistical Command Form 85, for processing, unsigned, to the Special Procurement Bureau through the area Procurement Branch office listed in paragraph 1-205.

a. The Procurement Branch office will review the Release for completeness and compliance with regulations, check the items against the appropriate PD or inventory of removable property, and forward all copies to the Special Procurement Bureau.

b. The Special Procurement Bureau will:

- (1) Take possession of the property.
- (2) Sign the Release.
- (3) Obtain the signature of the releasing officer.
- (4) Make the following distribution:
 - (a) Retain four copies (one to be the original).

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(b) Two copies to Procurement Branch office
(one to be signed).

(c) Four copies to the releasing officer.

c. The releasing officer will:

- (1) Retain one copy.
- (2) Forward one copy to the facility custodian.
- (3) Forward one copy to the fiscal station officer.
- (4) Forward one copy to this headquarters,
attention: Engineer Section.

6-304.1 Amended PD's. Upon receipt of a copy of the Release, the Procurement Section will issue an administrative amendment to the PD, setting forth therein the new rental price for the retained property.

Part 4 -- Real Estate

6-400 Scope of Part. This part sets forth the policy and procedures for the release of real estate, including land, buildings, installed equipment and removable property procured with the real estate when such property is determined to be excess to current requirements.

6-401 Property to be Released. All real estate not currently in use and for which no immediate need exists, and such real estate which is vacated subsequent to the publication of this regulation will be released to the Japanese Government economy at the earliest practicable date. Retention of such property is limited by the provisions of paragraph 1-302.6.

6-401.1 Requirements of Other Units. Prior to the release of real estate, the releasing officer will contact elements of other commands within the area wherein the property to be released is situated to determine if there is an immediate need for such property.

6-401.2 Destruction of Property. Buildings razed, destroyed by fire, or otherwise totally destroyed will be released for the purpose of cutting off the rental thereon. The provisions of paragraph 6-301.1a govern.

6-402 Delegated Authority. Authority to initially determine real estate to be excess to current needs is delegated subject to the provisions of paragraph 6-103.2 to:

- a. Commanders of Northern Command and Southwestern Command for property outside the Tokyo and Yokohama areas.
- b. General Officer Commanding, British Commonwealth Occupation Force.
- c. Commanding General, Yokohama Command -- after concurrence of Japan Logistical Command unit or section concerned.
- d. Commanding Officer, Camp Zama.
- e. Commanding Officer, Eta Jima School Command.

6-402.1 Other Commands. Authority to determine real estate excess to units of the Far East Air Forces, Headquarters and Service Command, and Naval Forces, Far East, rests with the commander concerned.

6-403 Removal of Improvements. Improvements of real estate accomplished by Occupation Forces may be removed before return to the Japanese Government when such action is deemed economically feasible or of military necessity. Such removal will be restricted to equipment or other supplies procured in the U.S. or other allied country for utilization by the Occupation Forces, except that removal of equipment or other supplies of Japanese origin may be accomplished only when such removal will make the procurement of like equipment or supplies from Japanese sources unnecessary.

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6-404 Petitions for Release of Real Estate. Petitions for the release of real estate will be directed to the Special Procurement Bureau in the area where the real estate is located. Petitions will be screened by the Special Procurement Bureau for adequacy of information and justification. If the petition has merit, it will be forwarded to the nearest Procurement Branch office, together with the recommendations and comment of the Special Procurement Bureau, for delivery to the appropriate Post Commander for his consideration.

a. Petitions for the release of real estate in the Yokohama area will be forwarded through the Yokohama Liaison and Coordination Office.

6-404.1 Action by Post Commander. The post commander will present the petition for consideration at the first scheduled meeting of the post planning board. When it is determined that the facility is excess, release action will be initiated as set forth hereunder. When it is determined that the facility is not excess, the petition will be returned through the same channels. A copy of the petition and reasons for denial will be forwarded to this headquarters for future reference.

6-404.2 Appeal. Appeal of the decision of the post commander will be forwarded to this headquarters through Japanese Government channels. Decisions of this headquarters will be made known to the post commander.

6-405 Procedure. Commanders desiring to release real estate will prepare a Release in ten copies for processing, unsigned, to this headquarters. Upon approval by this headquarters, all copies will be forwarded to the Special Procurement Bureau through the local Procurement Branch office.

6-405.1 Action by Procurement Branch office. The Procurement Branch office will review the Release for completeness and compliance with regulations, check the items against the PD, inventory of removable property, and partial releases, if any, and forward all copies to the Special Procurement Bureau.

6-405.2 Action by Special Procurement Bureau. The Special Procurement Bureau will

- a. Take possession of the property.
- b. Sign all copies of the Release as the Japanese Government representative.
- c. Obtain the signature of the releasing officer on all copies.
- d. Make the following distribution:
 - (1) Retain four copies (one to be the original).
 - (2) Submit two copies to the Procurement Branch office.

- (3) Submit four copies to the releasing officer who will
 - (a) Retain one copy.
 - (b) Forward one copy to the facility custodian.
 - (c) Forward one copy to the fiscal station officer.
 - (d) Forward one copy to the Engineer Section, this headquarters.

6-406 Partial Release. Commanders desiring to release part of a facility, other than solely removable property, will process a partial Release as set out in paragraph 6-405.

6-406.1 Plot Plans. Five copies of the plot and building plans for the facility will be forwarded with the Release. The plans will clearly indicate that portion of the premises to be released and that portion to be retained. Distribution will be made, together with the Release, as follows:

- a. Procurement Branch office -- two copies.
- b. Special Procurement Bureau -- one copy.
- c. Releasing Officer -- one copy.
- d. Engineer Section -- one copy.

6-406.2 Amended PD. Upon receipt of a copy of a partial real estate Release, the Procurement Section will issue an administrative amendment to the PD, setting forth therein the new rental price for the property which is retained.

6-407 Supplemental Data. The releasing officer will forward the following supplemental data to the Engineer Section, this headquarters, together with the copy of the Release as set forth in paragraph 6-405.2.

- a. WD AGO Form 1266, Part D - 6 copies.
- b. WD AGO Form 1266, Part E - 3 copies.

6-407.1 Improvements and Damages. The letter of transmittal forwarding the reports required by paragraph 6-407 will contain the following information:

- a. The estimated dollar value of improvements made through the use of Zone of Interior stocks which are not removed pursuant to paragraph 6-403.
- b. The estimated dollar value of improvements made under PD instruments or by labor requisitioned personnel.

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c. The estimated amount of procured improvements in square feet.

d. Authority for such improvements.

e. A brief description of such improvements.

f. The estimated dollar value of changes which decrease the original value of the property.

g. For former Japanese Military and Naval installations only, the releasing officer will prepare an additional copy of the release to be forwarded direct to the Comptroller Section, General Headquarters, Far East Command. The letter of transmittal forwarding the copy will contain the estimated value in yen as of the original date of occupancy. The yen value will be obtained from the regional office of the Ministry of Finance, Bureau of State Property.

- (1) The above will not apply to former military or naval installations which had previously been released on OGA Form 1 and subsequently reprocured.

6-408 Reparations Equipment. Reparations equipment in procured installations will be returned to the custody of the Civil Affairs Section, General Headquarters, Far East Command, upon release of the installation as above.

Part 5 -- Preparation of Forms

6-500 Scope of Part. This part sets forth instructions for the proper preparation and execution of the Release. Instructions included hereunder deal only with items requiring explanation or direction. The titles of items not included are self-explanatory.

6-501 Release Number.

6-501.1 Personal Property. The Release number assigned for the release of personal property will be inserted by the Procurement Branch office in Space 1 and will consist of a consecutive series of four digits starting with 0001 preceded by the letters JPNX. Upon exhaustion of the JPNX series, a new series will be used starting with the letters JPNU, JPNV and JPNW.

6-501.2 Real Estate. The Release number used for the release of real estate or removable property procured therewith will be inserted by the releasing officer. The number assigned will be the PD number under which the property was procured, except that the PD amendment number (the second group of two digits), when used, will be deleted and a release number suffix added. Suffixial Release numbers for each PD will consist of a consecutive sequence of numbers from 01 for the first partial Release.

6-502 Date of Release. The date of release will be inserted in Space 3 by the Special Procurement Bureau. The date to be inserted will be the date the property reverts to Japanese Government control.

6-503 Specific Description. The description of the item being released should be the same as the description of the item on the related PD or in the attachments thereto. For items of personal property, insert a complete detailed nomenclature for purposes of identification and evaluation.

6-504 Percentage of Value. Insert in Column 9 the percentage of the original value of the item computed under provisions of paragraph 6-106.

6-505 Property Accountability. The accountable property officer will complete Space 10 only on the Occupation Forces' copies of the Release.

6-506 Signatures.

6-506.1 Accountable Property Officer. The signature of the accountable property officer is required only on the copy of the Release delivered to him. This copy relieves him of his accountability.

INCLOSURE 1 TO OCCUPATION FORCES PROCUREMENT REGULATION

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PROCUREMENT REQUIREMENT (CONTINUATION SHEET)				Sheet _____ of _____ Sheets Procurement Requirement No. _____	
Item No.	Description of Item	Quantity	Unit	Estimated Unit Price	Estimated Total Cost
TOTAL THIS SHEET					

PROCUREMENT REQUIREMENT					1. Date _____	
					Sheet of Sheets	
2. Requesting Unit Designation, APO Number & Japanese Address					3. Requesting Unit Identification No.	
4. Receiving Officers Staff Title, Unit & Japanese Address						
5. It is requested that the items listed below and on attached continuation sheets be purchased for delivery as indicated below. The items listed are not available in depot stock and procurement authority exists for their purchase.						
Signature _____						
Typed Name & Rank _____						
6. Receiving Point				7. Delivery F.O.B.		
				<input type="checkbox"/> Factory <input type="checkbox"/> Receiving Point		
8. Delivery Schedule						
9. Item No.	10. Description of Item	11. Quantity	12. Unit	13. Estimated Unit Price	14. Estimated Total Cost	
15. Procurement Requirement No.			16. Total, including amount from Continuation Sheets, if any.			
17. The items listed above and on attached continuation sheets are properly chargeable to the following accounting classification,						
<input type="checkbox"/> The available balance of which is sufficient to cover the estimated cost <input type="checkbox"/> Funds have been budgeted for						
18. Appropriation		19. Command	20. Fiscal Station	21. Project & Object	22. Total Yen	
23. Date		24. Typed Name, Grade & Organization of Fiscal Officer		25. Signature of Fiscal Officer		
APPROVED						
26. Date		27. Typed Name, Grade & Organization		28. Signature		
29. TO SPB: You are required to (ISSUE INVITATIONS TO BID) (NEGOTIATE) for the supplies, services or real estate listed hereon and on attached continuation sheet, if any, and to report the results thereof on JLC Form 78, for the approval of the Procurement Section, Japan Logistical Command, prior to the execution of a contract.						
Date _____			Signature _____			
			Typed Name & Rank _____			
			_____ Branch, JLC Procurement Section			

SHEET _____ OF _____ SHEETS 葉 中の 葉		PROCUREMENT DEMAND AND CONTRACT 調達要求書及契約書 (INVITATION BID AND AWARD) 入札公告 入札取決通知書		PROCUREMENT DEMAND NO. _____ 調達要求書番号				
FORWARD TO _____ SPECIAL PROCUREMENT BUREAU 受領先 特別調達局		CONTRACT PAID AND ADMINISTERED BY _____ SPECIAL PROCUREMENT BUREAU 契約支拂及担当先 特別調達局		REQUIREMENT NO. _____ 調達手続番号				
DIV 部 SECTION 課 ADDRESS 所在地		DIV 部 SECTION 課 ADDRESS 所在地		INVITATION NO. _____ DATE _____ 公告番号 日附				
DIV 部 SECTION 課 ADDRESS 所在地		DIV 部 SECTION 課 ADDRESS 所在地		CONTRACT NO. _____ DATE _____ 契約書番号 日附				
INVITATION FOR BID 入札公告書								
SEALED BIDS, IN DUPLICATE, SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED ON BOTH SIDES OF THIS FORM AND THE DOCUMENTS ATTACHED HERETO NUMBERED _____ WILL BE RECEIVED AT THE OFFICE INDICATED ABOVE UNTIL _____ O'CLOCK _____ M.(JST)(JDS) TIME. (DATE), AND AT THAT TIME PUBLICLY OPENED, FOR FURNISHING THE SUPPLIES AND SERVICES OR BOTH SPECIFIED IN THE SCHEDULE. 明細書に規定された商品又は役務又は双方の提供につき、この書式の願書及び添付の第 _____ 号書類に規定される条件により封書した入札書二部は上記の場所所に於て昭和 _____ 年 _____ 月 _____ 日午 _____ 時(日本標準時間)(日本夏時間)までに受領され公開される。								
SCHEDULE 明細書								
ITEM NO. 品目番号	REQUIREMENT ITEM NO. 調達手続品目番号	COMMODITY 種類	QUANTITY REQUIRED 必要量	UNIT 単位	QUANTITY BID 入札数量	DELIVERY SCHEDULE 納入予定	UNIT PRICE F O B RECEIVING POINT FACTORY 埠頭 F O B 受領地	TOTAL PRICE 合計金額
RECEIVING OFFICER: 受領官			RECEIVING POINT: 受領地			PROCUREMENT DEMAND ON THE JAPANESE GOVERNMENT 日本政府に対する調達要求 TO: SPA 東京特別調達庁 YOU ARE DIRECTED TO PROCURE THE ITEMS DESCRIBED HEREON UPON THE TERMS AND CONDITIONS STATED HEREIN. THE ITEMS TO BE OBTAINED BY THIS CONTRACT ARE AUTHORIZED AND ARE CHARGEABLE IN AN AMOUNT NOT EXCEEDING _____ TO ACCOUNTING CLASSIFICATION _____ 本書記載の調達品に基き取極の品目の調達を命ずる。本契約書により調達される品目は金額 _____ と納入範囲 _____ により認可され且つその支拂は同科目に対して課せらるべきである。		
IN COMPLIANCE WITH THE ABOVE INVITATION TO BID, AND SUBJECT TO ALL THE CONDITIONS THEROF, THE UNDERSIGNED OFFERS AND AGREES, IF THIS BID IS ACCEPTED WITHIN _____ DAYS FROM THE DATE OF OPENING, TO FURNISH ANY OR ALL OF THE ITEMS UPON WHICH THE UNDERSIGNED HAS QUOTED PRICES AT THE PRICE SET OPPOSITE EACH ITEM, DELIVERED AT THE DESIGNATED POINTS, AND WITHIN THE TIME SPECIFIED. IT IS UNDERSTOOD THAT THE SPA RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS, IN WHOLE OR IN PART. 上記の入札公告により、そのすべての条件に従って下名はこゝ入札書が開札の日から _____ 日以内に落札決定通知を受けるときは下名が値をつけ且納品で提供し指定の場所及び月日に納入することを申出で同意致します。 調達庁は一部又は全部の入札を部分的に又は全体的に拒否する権利を留保するものであることを認承致します。			BRANCH, JAP LOG COMD PROCUREMENT SECTION 支部、在日兵站司令部調達部			SIGNED _____ DATE _____ 署名 日附		
NAME AND ADDRESS OF COMPANY SUBMITTING BID (ROMAJI) 入札書提出会社名及住所(ローマ字)			SIGNATURE OF PERSON AUTHORIZED TO SIGN THIS BID (ROMAJI) 本入札書署名責任者の署名(ローマ字)			AWARD BY THE JAPANESE GOVERNMENT 日本政府に対する落札決定通知書		
NAME AND ADDRESS OF COMPANY SUBMITTING BID (KANJI) 入札書提出会社名及住所(漢字)			SIGNATURE OF PERSON AUTHORIZED TO SIGN THIS BID (KANJI) 印 本入札書署名責任者の署名(漢字)			ACCEPTED AS TO ITEMS NUMBERED _____ 次の番号の品目が受領される		
COMPANY INKAN 全社印			OFFICIAL TITLE (ENGLISH AND KANJI) 官職(英語及漢字)			BY _____ TITLE _____ DATE _____ 氏名 官職 日附		

JLC FORM 78

DECLASSIFIED E.O. 11652 SEC. 3(F) AND 5(D) OR (E) NNDG # 775 015

SHEET NO. _____ <small>番 号</small> OF _____ SHEETS <small>箇中の</small>	NAME AND ADDRESS OF COMPANY SUBMITTING BID <small>入札書提出の会社名及住所</small>	CONTINUATION SHEET <small>継 続 紙</small> (PROCUREMENT DEMAND AND CONTRACT) <small>調達要求書及契約書</small>	PROCUREMENT DEMAND NO. _____ <small>調達要求書番号</small> REQUIREMENT NO. _____ <small>調達子目番号</small> INVITATION NO. _____ <small>公告番号</small> CONTRACT NO. _____ <small>契約書番号</small>					
<small>SCHEDULE 明細書</small>								
ITEM NO. <small>品目番号</small>	REQUIREMENT ITEM NO. <small>調達子目番号</small>	COMMODITY <small>種 類</small>	QUANTITY REQUIRED <small>必要数量</small>	UNIT <small>単位</small>	QUANTITY BID <small>入札数量</small>	DELIVERY SCHEDULE <small>納入予定</small>	UNIT PRICE FOB RECEIVING POINT <small>工場受領地</small>	TOTAL PRICE <small>合計金額</small>

JLC FORM 78 A

DECLASSIFIED E.O. 11652 SEC. 3(F) AND 5(D) OR (E) NNDG # 775 015

PROCUREMENT ORDER					1. Date _____ Sheet of Sheets	
2. Requesting Unit Designation, APO Number & Japanese Address					3. Procurement Order No. JPN _____	
4. It is requested that the items listed below and on attached continuation sheets be (DELIVERED) (PURCHASED FOR DELIVERY) as indicated below. The items listed are not available in depot stock and procurement authority exists for their purchase. Signature _____ Typed Name & Grade _____						
5. Receiving Point				6. Delivery F.O.B. <input type="checkbox"/> Factory <input type="checkbox"/> Receiving Point		
7. Delivery Schedule						
8. Item No.	9. Description of Item	10. Quantity	11. Unit	12. Estimated Unit Price	13. Estimated Total Cost	
14. Total, including amount from Continuation sheets.						
15. I certify that the items listed above and on attached continuation sheets are properly chargeable to the following accounting classification, the available balance of which is sufficient to cover the estimated total cost.						
16. Appropriation		17. Command	18. Fiscal Station	19. Project & Object	20. Total Yen	
21. Date		22. Typed Name, Grade & Organization of Fiscal Officer		23. Signature of Fiscal Officer		
APPROVED						
24. Date		25. Typed Name, Grade & Organization		26. Signature of Commanding Officer		
27. TO SPB: You are required to (ISSUE INVITATIONS TO BID) (NEGOTIATE) for the items listed hereon and on attached continuation sheets, and to report the results thereof on JLC Form 78, for approval of the _____ Procurement Branch prior to the execution of a contract. Signature _____ Date _____ Typed Name & Rank _____ _____ Branch, Japan Log Comd Procurement Section						

SPECIFICATION AND SAMPLE RESULTS		Date _____ Log No. _____
Part A REQUEST FOR SPECIFICATION AND/OR SAMPLE APPROVAL		
1. Nomenclature of Item _____	2. P.D. No. _____ JPN _____	3. Item No. _____
4. Approval Requested for <input type="checkbox"/> Specification <input type="checkbox"/> Pilot Sample	5. Date Submitted to Procurement Section _____	
6. Manufacturer's Name _____	7. Manufacturer's Address & Telephone No. _____	
8. Signature _____ Typed Name _____ Title _____		
Part B REQUESTING AGENCY ACTION		
9. Specification <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	10. Pilot Sample <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	
11. Reason for Rejection _____		
12. Four copies of *(Approved) (Disapproved) Specification are attached for Procurement Section, Headquarters Japan Logistical Command.		
Date _____	Signature _____	
Requesting Agency Designation _____	Typed Name _____	
_____	Title _____	
_____	Telephone No. _____	
Part C PROCUREMENT SECTION ACTION		
13. Permission to Commence Production is Hereby *(Granted) (Denied).		
Remarks: _____		
Signature _____ (Quality Control Engineer)	Signature _____	
Typed Name _____	Typed Name _____ Chief, Materials Testing Service, Procurement Section, Headquarters Japan Log Comd.	
Date _____		
*Delete one.		

PROCUREMENT DEMAND		Date _____	
SHIPPING APPROVAL		Log No. _____	
Part A REQUEST FOR SHIPPING AND/OR TEST APPROVAL			
1. Nomenclature of Item		2. P.D. No. JPN _____	3. Item No.
4. Quantity on Order	5. Quantity to be Shipped	6. Lot No.	7. Balance to be Mfg.
		8. Date Test is Desired	
9. Location of Test		10. Manufactured by	
11. Address & Telephone No. of Manufacturer		12. Signature _____	
		Typed Name & Title _____	
Part B SCHEDULE DATA			
13. Date Test will be Performed		14. Means by which Manufacturer was notified.	
		<input type="checkbox"/> Telephone <input type="checkbox"/> Letter <input type="checkbox"/> Messenger	
15. Remarks			
Part C TEST RESULTS			
16. Date of Test	17. No. of Items Tested	18. No. of Items Unsatisfactory	19. No. of Items Rejected
20. Reasons for Rejection			
21. No. of Items not Repairable		22. No. of Items Repairable	
23. Remarks			
24. Date of Shipment	25. Estimated Date of Arrival	26. Shipped via	
Part D SHIPPING AND/OR TEST APPROVAL			
27. Approval is hereby *(granted) (denied) to the above manufacturer for the shipment of _____ items manufactured for the Occupation Forces as a result of a Procurement Demand whose number is indicated in 2 above.			
28. Approval for shipment without inspection of _____ items *(is) (is not) authorized.			
Signature _____ (Test Engineer)		Signature _____ (Chief of Test Center)	
Typed Name _____		Typed Name _____	
		Name of Test Center _____	
		Signature _____ (Chief MTS)	
		Typed Name _____ Chief, Materials Testing Service, Procurement Section, Headquarters Japan Log Comd.	
Part A <u>only</u> to be filled in by contractor. *Delete one.			

POST SHIPMENT REJECTION		Date _____ Log No. _____
1. Name of Manufacturer		
2. Address of Manufacturer		3. Telephone No.
4. Nomenclature of Item	5. P.D. No. JPN _____	6. Item No.
7. Freshment Log No.	8. Date Item Received	9. Receiving Report <input type="checkbox"/> Signed <input type="checkbox"/> Not Signed Date _____
10. Number of Items Inspected	11. Number of Items Unsatisfactory	
12. Number of Items Rejected	13. Value	14. Bill of Lading No.
15. Reason for Rejection		
16. Instructions to Manufacturer and Japanese Government		
17. Manufacturer is to request Pre-shipment Inspection from Procurement Section, Headquarters Japan Logistical Command, prior to reshipment of the items.		
Signature _____ (Inspector) Typed Name _____	Signature _____ (Chief, Quality Control) Typed Name _____	Signature _____ (Chief, MIS) Typed Name _____ Chief, Materials Testing Service, Procurement Section, Headquarters Japan Log Comd.

RECEIVING REPORT				1. Sheet ___ of ___ Sheets	
Receipt No. JPN _____					
2. Receiving Unit Designation, APO Number & Japanese Address					
3. Items Received From _____ Contractor's Name & Address					
4. Date Received		5. Delivery F.O.B. <input type="checkbox"/> Factory <input type="checkbox"/> Receiving Point		6. Delivery <input type="checkbox"/> Partial <input type="checkbox"/> Final	
SUPPLIES, SERVICES & REAL ESTATE, RECEIVED, INSPECTED & ACCEPTED					
7. Item No.	8. Description of Item	9. Quantity Received	10. Unit	11. Unit Cost	12. Total Cost
				13. Grand Total	
ACCOUNTING CLASSIFICATION				18. Total Paid _____	
14. Appropriation	15. Command	16. Fiscal Station	17. Project & Object	19. Paid By _____	
				20. Check No. _____	
21. RECEIVING OFFICER'S CERTIFICATE I certify that the items listed on this report have been received and entered on appropriate accountable records. Signature _____ Typed Name & Rank _____ Organization _____ Date _____			22. FISCAL OFFICER'S CERTIFICATE I certify that funds are available in the above accounting classification in the amount shown as the grand total of this receiving report. Signature _____ Typed Name & Rank _____ Organization _____ Date _____		

CONTRACTOR'S EFFICIENCY RATING		1. Date _____ P.D. No. _____ Contract No. _____
2. Contractor's Name & Address		
3. Description of Work and Location		
4. Date Contract Awarded	5. Date Work Initiated	6. Date of Completion
7. Delivery Date on P.D.	8. Delivery Date Extended to	9. Contract Price ¥ _____
10. Occupation Force Receiving Officer		
11. Occupation Force Project Engineer		
12. Contractor's Field Supervisor		
13. Japanese Government's Field Supervisor		
Function	Japanese Government's Rating	Receiving Officer's Rating
14. Liaison with Supervisor		
15. Adherence to Working Schedules		
16. Technical Methods Employed		
17. Field Management		
18. Labor Supervision		
19. General Workmanship		
20. Equipment & Plant Facilities		
21. Economical Use of Materials		
22. Maintenance of Equipment		
23. Percentage of Work Subcontracted		_____ %
24. Percentage of Plant Capacity Utilized	A. Occupation Force Work	_____ %
	B. Other Work	_____ %
MATERIAL SUPPLY DATA		
25. Materials Furnished by Occupation Force		_____ %
26. Materials Furnished by Contractor		_____ %
27. Materials Furnished from Other Sources		_____ %
28. Japanese Government's General Rating _____ Signature _____ (J.G. Representative) Typed Name _____ Title _____ _____ Bureau, Special Procurement Agency	29. Receiving Officer's General Rating _____ Signature _____ (Receiving Officer) Typed Name _____ Rank _____ Organization _____ Date _____	

PROCUREMENT RELEASE		Sheet <u> </u> of <u> </u> Sheets		
2. Releasing Unit Name, APO & Japanese Address				
3. Date of Release		4. Type of Release <input type="checkbox"/> Partial <input type="checkbox"/> Final		
5. Item No.	6. Specific Description of Items Released	7. Unit	8. Quantity Released	9. % of Original Value
10. Dropped from the Property Records of:				
_____ (Organization)		By _____ (Property Officer) Date _____		
CERTIFICATE				
11. Certified correct as to items & quantity listed except as noted & initialed.				
Signature _____		Signature _____		
Typed Name & Rank _____		Typed Name _____		
Organization _____		Title _____		
Date _____		Date _____ Bureau, Special Procurement Agency		

CHS - CHQ - SCAP

ROUTING SLIP

Date JUN 4 1951
M/C Log No. 19

To	Initial	For
Chief	2	Action
Special Assistant	3	Comment/Concur
Exec. Off.	1	Note-return
Admin.	4	Dispatch
Personnel		Info
Library Div.		File
Spec. Proj. Br.		Initials
Pol-Soc. Aff. Div.		Signature
Economic Div.		Suspense Slip
		To Library

Remarks:

Adm -
Attach informal memo of
all now rec'd and its
internal distribution.
J B R

(Adm. #2 - Revised 22 May 50)

INTERNAL DISTRIBUTION OF NEWSPAPERS AND PERIODICALS

Nippon Times - - - - - 3 copies daily - - - - - Library

Nippon Times (Bound)- - - - - 1 copy monthly - - - - - Library

Mainichi Papers - - - - - 3 copies daily - - - - - Library

Tokyo News - - - - - 1 copy daily - - - - - Library

Jiji Home News - - - - - 1 copy daily - - - - - Library

Japan Review - - - - - 1 copy weekly - - - - - Library

Digest Service - - - - - 1 copy weekly - - - - - Library

Oriental Economist - - - - - 3 copies weekly- - - - - Library & Stat. Unit

Japan Economic Weekly - - - - - 1 copy weekly - - - - - Library

Journal of Finance - - - - - 1 copy monthly - - - - - Library
and Commerce

Monthly Circular Survey
of Economic Conditions - - 1 copy monthly - - - - - Library

On the 14th of June 1951 Miss Tachikawa called and cancelled the following periodicals:

1. Jiji Home News - cancelled as of 14 June 1951.
2. Tokyo News - cancelled as of 31 October 1951.
3. Digest Service - cancelled as of 31 October 1951.
4. Japan Economic Weekly - cancelled as of 31 August 1951.

B.B.

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

HC 400.12 (AG)

1 June 1951

SUBJECT: Procurement of Newspapers and Periodicals

TO: Chief, Civil Historical Section, GHQ, SCAP, APO 500

1. References:

a. Part 2 Manual of Budget and Fiscal Administration of Japanese Appropriated Funds October 1950.

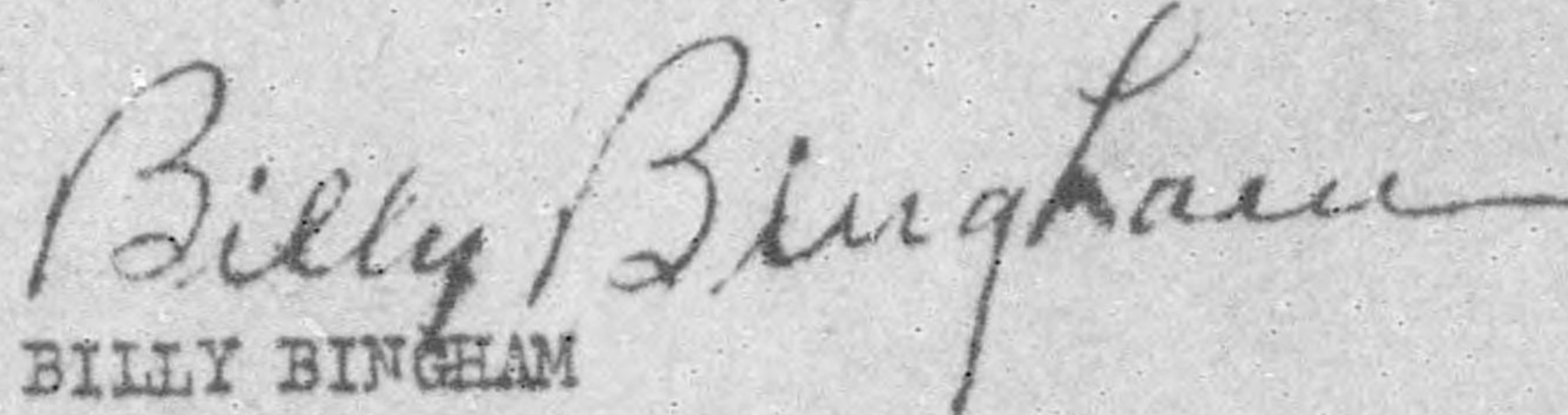
b. Section 2, Part 1, Occupation Forces Procurement Regulations.

2. It is requested that the head of each activity review requirements with a view of reducing the quantities in accordance with present needs.

3. Contractors must be given a 30 day termination notice. It is urgent, therefore, that this headquarters be notified promptly as requirements are decreased.

4. Not less than monthly reviews should be made and each time there is a change in Mission or reduction of personnel.

FOR THE COMMANDING GENERAL:



BILLY BINGHAM
1st Lt AGC
Asst Adj Gen

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

HC 400.12 (AG)

1 June 1951

SUBJECT: Procurement of Newspapers and Periodicals

TO: Chief, Civil Historical Section, GHQ, SCAP, APO 500

1. Reference:

a. Part 2 Manual of Budget and Fiscal Administration of Japanese Appropriated Funds October 1950.

b. Section 2, Part 1, Occupation Forces Procurement Regulations.

2. It is requested that the head of each activity review requirements with a view of reducing the quantities in accordance with present needs.

3. Contractors must be given a 30 day termination notice. It is urgent, therefore, that this headquarters be notified promptly as requirements are decreased.

4. Not less than monthly reviews should be made and each time there is a change in Mission or reduction of personnel.

FOR THE COMMANDING GENERAL:

Billy Bingham
BILLY BINGHAM
1st Lt AGC
Asst Adj Gen

M. Hutchinson

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Civil Historical Section

APO 500
8 June 1951

MEMORANDUM:

SUBJECT: Procurement of Periodicals.

1. In accordance with letter, Subject: Procurement of Newspapers and Periodicals, HC 400.12 (AG), dated 1 June 1951, Hq., Hq & Sv Comd., CHQ FEC, APO 500, a continuing review of requirements of newspapers and periodicals is necessary with a view of reducing the quantities in accordance with present needs.

2. At the present time, the Civil Historical Section receives the following listed newspapers and periodicals:

*Suggest
query ussr
further*

- a. Nippon Times — *Bonnet Reef + the hotel ads.*
- b. Nippon Times (Bound)
- c. Mainichi Papers — *Salmagundi Tokyo. Great.*
- d. Tokyo News
- e. Jiji Home News
- f. Japan Review
- g. Digest Service
- h. Oriental Economist
- i. Japan Economic Weekly
- j. Journal of Finance & Commerce
- k. Monthly Circular Survey of Economic Conditions

3. It is desired that you indicate with an X in the () opposite each publication listed in para. 2 which publications are absolutely essential to the successful completion or execution of your duties. Further request that you sign and return this memorandum at the earliest practicable time.

FOR THE CHIEF OF SECTION:

J. R. Beard
J. R. BEARD
Captain, Infantry
Executive Officer

[Signature]
(Signature of individual submitting report)

Race

112

*Dr M. David*GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Civil Historical SectionAPO 500
8 June 1951

MEMORANDUM:

SUBJECT: Procurement of Periodicals.

1. In accordance with letter, Subject: Procurement of Newspapers and Periodicals, HC 400.12 (AG), dated 1 June 1951, Hq., Hq & Sv Comd., GHQ FEC, APO 500, a continuing review of requirements of newspapers and periodicals is necessary with a view of reducing the quantities in accordance with present needs.

2. At the present time, the Civil Historical Section receives the following listed newspapers and periodicals:

- a. Nippon Times
- b. Nippon Times (Bound)
- c. Mainichi Papers
- d. Tokyo News
- e. Jiji Home News
- f. Japan Review
- g. Digest Service
- h. Oriental Economist
- i. Japan Economic Weekly
- j. Journal of Finance & Commerce
- k. Monthly Circular Survey of Economic Conditions

3. It is desired that you indicate with an X in the () opposite each publication listed in para. 2 which publications are absolutely essential to the successful completion or execution of your duties. Further request that you sign and return this memorandum at the earliest practicable time.

FOR THE CHIEF OF SECTION:

M. B. David
(Signature of individual submitting
report)

J. B. Beard
J. B. BEARD
Captain, Infantry
Executive Officer

*Mr. Reese*GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Civil Historical SectionAPO 500
8 June 1951

MEMORANDUM:

SUBJECT: Procurement of Periodicals.

1. In accordance with letter, Subject: Procurement of Newspapers and Periodicals, HC 400.12 (AG), dated 1 June 1951, Hq., Hq & Sv Comd., GHQ FEC, APO 500, a continuing review of requirements of newspapers and periodicals is necessary with a view of reducing the quantities in accordance with present needs.

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- b. Nippon Times (Bound)
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- d. Tokyo News
- e. Jiji Home News
- f. Japan Review
- g. Digest Service
- h. Oriental Economist
- i. Japan Economic Weekly
- j. Journal of Finance & Commerce
- k. Monthly Circular Survey of Economic Conditions

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FOR THE CHIEF OF SECTION:

Wells m Reese
(Signature of individual submitting
report)

J. B. Beard
J. B. BEARD
Captain, Infantry
Executive Officer

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Civil Historical Section

Miss Troy
APO 500
8 June 1951

MEMORANDUM:

SUBJECT: Procurement of Periodicals.

1. In accordance with letter, Subject: Procurement of Newspapers and Periodicals, HC 400.12 (AG), dated 1 June 1951, Hq., Hq. & Sv Comd., GHQ FEC, APO 500, a continuing review of requirements of newspapers and periodicals is necessary with a view of reducing the quantities in accordance with present needs.

2. At the present time, the Civil Historical Section receives the following listed newspapers and periodicals:

- a. Nippon Times
- b. Nippon Times (Bound)
- c. Mainichi Papers
- d. Tokyo News
- e. Jiji Home News
- f. Japan Review
- g. Digest Service
- h. Oriental Economist
- i. Japan Economic Weekly
- j. Journal of Finance & Commerce
- k. Monthly Circular Survey of Economic Conditions

3. It is desired that you indicate with an X in the () opposite each publication listed in para. 2 which publications are absolutely essential to the successful completion or execution of your duties. Further request that you sign and return this memorandum at the earliest practicable time.

FOR THE CHIEF OF SECTION:

Troy
(Signature of individual submitting report)

J. B. Beard
J. B. BEARD
Captain, Infantry
Executive Officer

*Mr Miller*GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Civil Historical SectionAPO 500
8 June 1951

MEMORANDUM:

SUBJECT: Procurement of Periodicals.

1. In accordance with letter, Subject: Procurement of Newspapers and Periodicals, HC 400.12 (AG), dated 1 June 1951, Hq., Hq & Sv Comd., GHQ FEC, APO 500, a continuing review of requirements of newspapers and periodicals is necessary with a view of reducing the quantities in accordance with present needs.

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- () a. Nippon Times
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- () e. Jiji Home News
- () f. Japan Review
- () g. Digest Service
- () h. Oriental Economist
- () i. Japan Economic Weekly
- () j. Journal of Finance & Commerce
- () k. Monthly Circular Survey of Economic Conditions

3. It is desired that you indicate with an X in the () opposite each publication listed in para. 2 which publications are absolutely essential to the successful completion or execution of your duties. Further request that you sign and return this memorandum at the earliest practicable time.

FOR THE CHIEF OF SECTION:

Walton Miller
(Signature of individual submitting
report)

J. B. Beard
J. B. BEARD
Captain, Infantry
Executive Officer

Dr. Nicol

GENERAL HEADQUARTERS
 SUPREME COMMANDER FOR THE ALLIED POWERS
 Civil Historical Section

APO 500
 8 June 1951

MEMORANDUM:

SUBJECT: Procurement of Periodicals.

1. In accordance with letter, Subject: Procurement of Newspapers and Periodicals, HC 400.12 (AG), dated 1 June 1951, Hq., Hq & Sv Comd., CHQ FEC, APO 500, a continuing review of requirements of newspapers and periodicals is necessary with a view of reducing the quantities in accordance with present needs.

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- d. Tokyo News
- e. Jiji Home News
- f. Japan Review
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- h. Oriental Economist
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FOR THE CHIEF OF SECTION:

J. B. Beard
 J. B. BEARD
 Captain, Infantry
 Executive Officer

Alexander O. Nicol
 (Signature of individual submitting
 report)

*Miss White*GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Civil Historical SectionAPO 500
8 June 1951

MEMORANDUM:

SUBJECT: Procurement of Periodicals.

1. In accordance with letter, Subject: Procurement of Newspapers and Periodicals, HC 400.12 (AG), dated 1 June 1951, Hq., Hq & Sv Comd., GHQ FEC, APO 500, a continuing review of requirements of newspapers and periodicals is necessary with a view of reducing the quantities in accordance with present needs.

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- d. Tokyo News
- e. Jiji Home News
- f. Japan Review
- g. Digest Service
- h. Oriental Economist
- i. Japan Economic Weekly
- j. Journal of Finance & Commerce
- k. Monthly Circular Survey of Economic Conditions

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FOR THE CHIEF OF SECTION:

Barbara E White
(Signature of individual submitting report)

J. B. Beard
J. B. BEARD
Captain, Infantry
Executive Officer

*Dr. Tays*GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Civil Historical SectionAPO 500
8 June 1951

MEMORANDUM:

SUBJECT: Procurement of Periodicals.

1. In accordance with letter, Subject: Procurement of Newspapers and Periodicals, HC 400.12 (AG), dated 1 June 1951, Hq., Hq & Sv Comd., GHQ FEC, APO 500, a continuing review of requirements of newspapers and periodicals is necessary with a view of reducing the quantities in accordance with present needs.

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- h. Oriental Economist
- i. Japan Economic Weekly
- j. Journal of Finance & Commerce
- k. Monthly Circular Survey of Economic Conditions

3. It is desired that you indicate with an X in the () opposite each publication listed in para. 2 which publications are absolutely essential to the successful completion or execution of your duties. Further request that you sign and return this memorandum at the earliest practicable time.

FOR THE CHIEF OF SECTION:

George Tays
(Signature of individual submitting
report)

J. B. Beard
J. B. BEARD
Captain, Infantry
Executive Officer

Dr. Cahn

GENERAL HEADQUARTERS
 SUPREME COMMANDER FOR THE ALLIED POWERS
 Civil Historical Section

APO 500
 8 June 1951

MEMORANDUM:

SUBJECT: Procurement of Periodicals.

1. In accordance with letter, Subject: Procurement of Newspapers and Periodicals, HC 400.12 (AG), dated 1 June 1951, Hq., Hq. & Sv Comd., GHQ FEC, APO 500, a continuing review of requirements of newspapers and periodicals is necessary with a view of reducing the quantities in accordance with present needs.

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FOR THE CHIEF OF SECTION:

A. R. Cahn
 (Signature of individual submitting report)

J. B. Beard
 J. B. BEARD
 Captain, Infantry
 Executive Officer

Mr. Sasaki

GENERAL HEADQUARTERS
 SUPREME COMMANDER FOR THE ALLIED POWERS
 Civil Historical Section

APO 500
 8 June 1951

MEMORANDUM:

SUBJECT: Procurement of Periodicals.

1. In accordance with letter, Subject: Procurement of Newspapers and Periodicals, HC 400.12 (AG), dated 1 June 1951, Hq., Hq & Sv Comd., GHQ FEC, APO 500, a continuing review of requirements of newspapers and periodicals is necessary with a view of reducing the quantities in accordance with present needs.

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- () h. Oriental Economist
- () i. Japan Economic Weekly
- () j. Journal of Finance & Commerce
- () k. Monthly Circular Survey of Economic Conditions

3. It is desired that you indicate with an X in the () opposite each publication listed in para. 2 which publications are absolutely essential to the successful completion or execution of your duties. Further request that you sign and return this memorandum at the earliest practicable time.

FOR THE CHIEF OF SECTION:

Susumu Sasaki
 (Signature of individual submitting report)

J. P. Beard
 J. P. BEARD
 Captain, Infantry
 Executive Officer

None of these periodicals & newspapers crosses my desk.

Miss Fish

GENERAL HEADQUARTERS
 SUPREME COMMANDER FOR THE ALLIED POWERS
 Civil Historical Section

APF 500
 8 June 1951

MEMORANDUM:

SUBJECT: Procurement of Periodicals.

1. In accordance with letter, Subject: Procurement of Newspapers and Periodicals, HC 400.12 (AG), dated 1 June 1951, Hq., Hq & Sv Comd., GHQ FEC, APO 500, a continuing review of requirements of newspapers and periodicals is necessary with a view of reducing the quantities in accordance with present needs.

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- () b. Nippon Times (Bound)
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- () d. Tokyo News
- () e. Jiji Home News
- () f. Japan Review
- () g. Digest Service
- (X) h. Oriental Economist
- () i. Japan Economic Weekly
- () j. Journal of Finance & Commerce
- (X) k. Monthly Circular Survey of Economic Conditions

3. It is desired that you indicate with an X in the () opposite each publication listed in para. 2 which publications are absolutely essential to the successful completion or execution of your duties. Further request that you sign and return this memorandum at the earliest practicable time.

FOR THE CHIEF OF SECTION:

Rada Fish
 (Signature of individual submitting
 report)

J. P. Beard
 J. P. BEARD
 Captain, Infantry
 Executive Officer

*The ones checked are the only copies that
 cross my desk.*

Mr. Koba

GENERAL HEADQUARTERS
 SUPREME COMMANDER FOR THE ALLIED POWERS
 Civil Historical Section

APO 500
 8 June 1951

MEMORANDUM:

SUBJECT: Procurement of Periodicals.

1. In accordance with letter, Subject: Procurement of Newspapers and Periodicals, HC 400.12 (AG), dated 1 June 1951, Hq., Hq & Sv Comd., CHQ FEC, APO 500, a continuing review of requirements of newspapers and periodicals is necessary with a view of reducing the quantities in accordance with present needs.

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FOR THE CHIEF OF SECTION:

Thomas Koba
 (Signature of individual submitting report)

J. B. Beard
 J. B. BEARD
 Captain, Infantry
 Executive Officer

*Mr. Habel*GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Civil Historical Section

APO 500

8 June 1951

MEMORANDUM:

SUBJECT: Procurement of Periodicals.

1. In accordance with letter, Subject: Procurement of Newspapers and Periodicals, HC 400.12 (AG), dated 1 June 1951, Hq., Hq & Sv Comd., GHQ FEC, APO 500, a continuing review of requirements of newspapers and periodicals is necessary with a view of reducing the quantities in accordance with present needs.

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FOR THE CHIEF OF SECTION:

M. E. Habel
(Signature of individual submitting report)

J. B. Beard
J. B. BEARD
Captain, Infantry
Executive Officer

Mr. Mithred

GENERAL HEADQUARTERS
 SUPREME COMMANDER FOR THE ALLIED POWERS
 Civil Historical Section

AFPO 500
 8 June 1951

MEMORANDUM:

SUBJECT: Procurement of Periodicals.

1. In accordance with letter, Subject: Procurement of Newspapers and Periodicals, HC 400.12 (AG), dated 1 June 1951, Hq., Hq & Sv Comd., CHQ REC, APO 500, a continuing review of requirements of newspapers and periodicals is necessary with a view of reducing the quantities in accordance with present needs.

2. At the present time, the Civil Historical Section receives the following listed newspapers and periodicals:

- (x) a. Nippon Times *perhaps for only another month or two.*
- () b. Nippon Times (Bound)
- () c. Mainichi Papers
- () d. Tokyo News
- () e. Jiji Home News
- () f. Japan Review
- () g. Digest Service
- () h. Oriental Economist
- () i. Japan Economic Weekly
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FOR THE CHIEF OF SECTION:

J. B. Beard

J. B. BEARD
 Captain, Infantry
 Executive Officer

Fred R. Mithred
 (Signature of individual submitting
 report)

*Miss Ketchum*GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Civil Historical SectionAPO 500
8 June 1951

MEMORANDUM:

SUBJECT: Procurement of Periodicals.

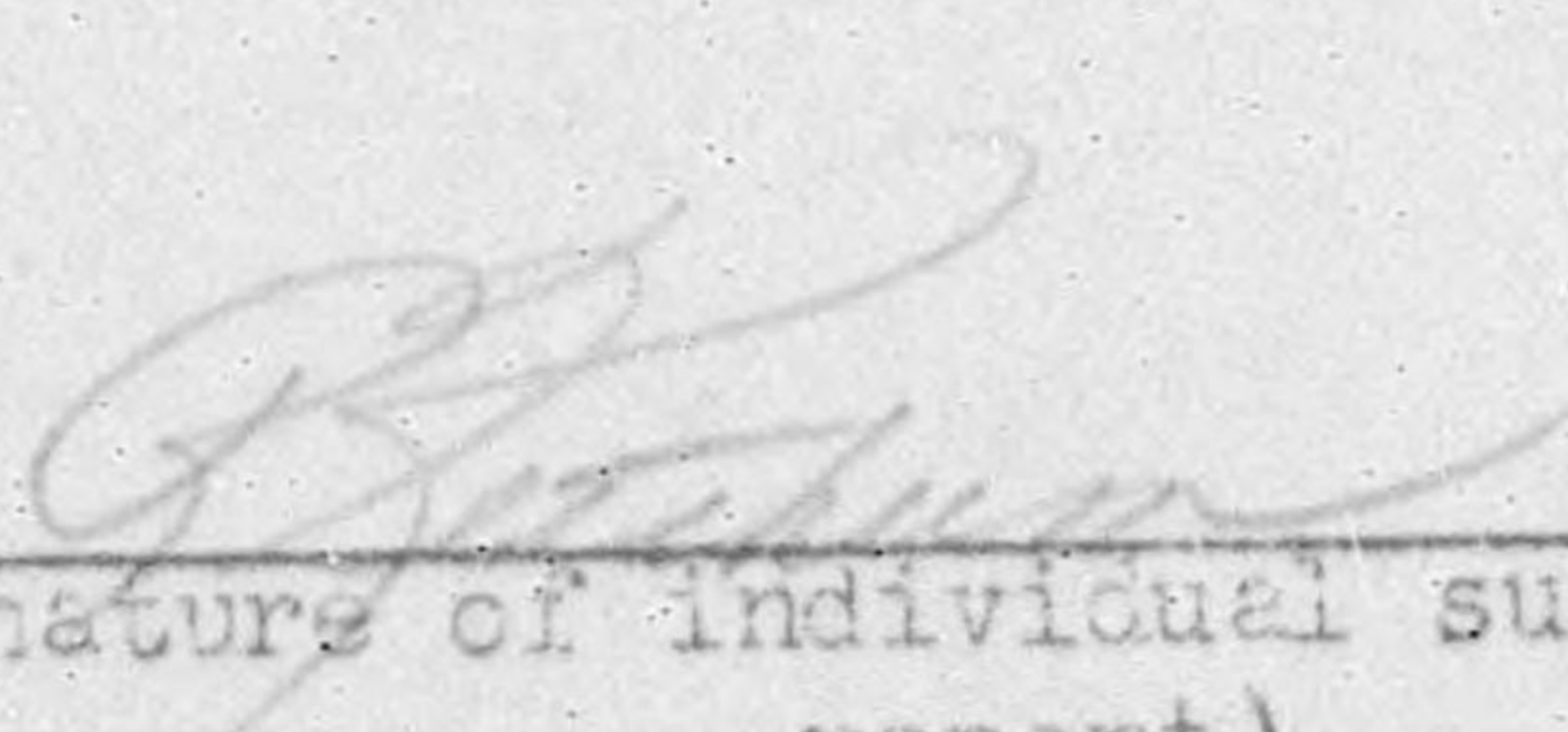
1. In accordance with letter, Subject: Procurement of Newspapers and Periodicals, HQ L00.12 (AG), dated 1 June 1951, Hq., Hq & Sv Comd., CHQ FEC, APO 500, a continuing review of requirements of newspapers and periodicals is necessary with a view of reducing the quantities in accordance with present needs.

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FOR THE CHIEF OF SECTION:


(Signature of individual submitting report)*J. B. Beard*
J. B. BEARD
Captain, Infantry
Executive Officer

M. David

GENERAL HEADQUARTERS
 SUPREME COMMANDER FOR THE ALLIED POWERS
 Civil Historical Section

APO 500
 8 June 1951

MEMORANDUM:

SUBJECT: Procurement of Periodicals.

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2. At the present time, the Civil Historical Section receives the following listed newspapers and periodicals:

- a. Nippon Times
- b. Nippon Times (Bound)
- c. Mainichi Papers
- d. Tokyo News
- e. Jiji Home News
- f. Japan Review
- g. Digest Service
- h. Oriental Economist
- i. Japan Economic Weekly
- j. Journal of Finance & Commerce
- k. Monthly Circular Survey of Economic Conditions

3. It is desired that you indicate with an X in the () opposite each publication listed in para. 2 which publications are absolutely essential to the successful completion or execution of your duties. Further request that you sign and return this memorandum at the earliest practicable time.

FOR THE CHIEF OF SECTION:

J. B. Beard
 J. B. BEARD
 Captain, Infantry
 Executive Officer

M. David
 (Signature of individual submitting report)

*Dr. Battistini*GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Civil Historical SectionAPO 500
8 June 1951

MEMORANDUM:

SUBJECT: Procurement of Periodicals.

1. In accordance with letter, Subject: Procurement of Newspapers and Periodicals, HC 400.12 (AG), dated 1 June 1951, Hq., Hq & Sv Comd., CHQ FEC, APO 500, a continuing review of requirements of newspapers and periodicals is necessary with a view of reducing the quantities in accordance with present needs.

2. At the present time, the Civil Historical Section receives the following listed newspapers and periodicals:

- a. Nippon Times
- b. Nippon Times (Bound)
- c. Mainichi Papers
- d. Tokyo News
- e. Jiji Home News
- f. Japan Review
- g. Digest Service
- h. Oriental Economist
- i. Japan Economic Weekly
- j. Journal of Finance & Commerce
- k. Monthly Circular Survey of Economic Conditions

3. It is desired that you indicate with an X in the () opposite each publication listed in para. 2 which publications are absolutely essential to the successful completion or execution of your duties. Further request that you sign and return this memorandum at the earliest practicable time.

FOR THE CHIEF OF SECTION:

L. H. Battistini
(Signature of individual submitting
report)

J. B. Beard
J. B. BEARD
Captain, Infantry
Executive Officer

Mr. Colton

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Civil Historical Section

APO 500
8 June 1951

MEMORANDUM:

SUBJECT: Procurement of Periodicals.

1. In accordance with letter, Subject: Procurement of Newspapers and Periodicals, HC 400.12 (AC), dated 1 June 1951, Hq., Hq & Sv Comd., CHQ FEC, APO 500, a continuing review of requirements of newspapers and periodicals is necessary with a view of reducing the quantities in accordance with present needs.

2. At the present time, the Civil Historical Section receives the following listed newspapers and periodicals:

- () a. Nippon Times
- () b. Nippon Times (Bound)
- (X) c. Mainichi Papers
- (X) d. Tokyo News
- () e. Jiji Home News
- (X) f. Japan Review
- (X) g. Digest Service
- () h. Oriental Economist
- () i. Japan Economic Weekly
- () j. Journal of Finance & Commerce
- () k. Monthly Circular Survey of Economic Conditions

3. It is desired that you indicate with an X in the () opposite each publication listed in para. 2 which publications are absolutely essential to the successful completion or execution of your duties. Further request that you sign and return this memorandum at the earliest practicable time.

FOR THE CHIEF OF SECTION:

Kimberly Colton

(Signature of individual submitting report)

J. B. Beard

J. B. BEARD
Captain, Infantry
Executive Officer

Over

Mr. Cotton -

Out of this survey, only one request was made for the Tokyo News, Japan Review and the Digest Service. If you actually require them, its OK, but if the material appears in some other form, we should use the more popular item, eh? What's your idea on it?

Capt. Beard

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

HC 400.12 (AG)

SUBJECT: Procurement of Periodicals

25 MAY 1951

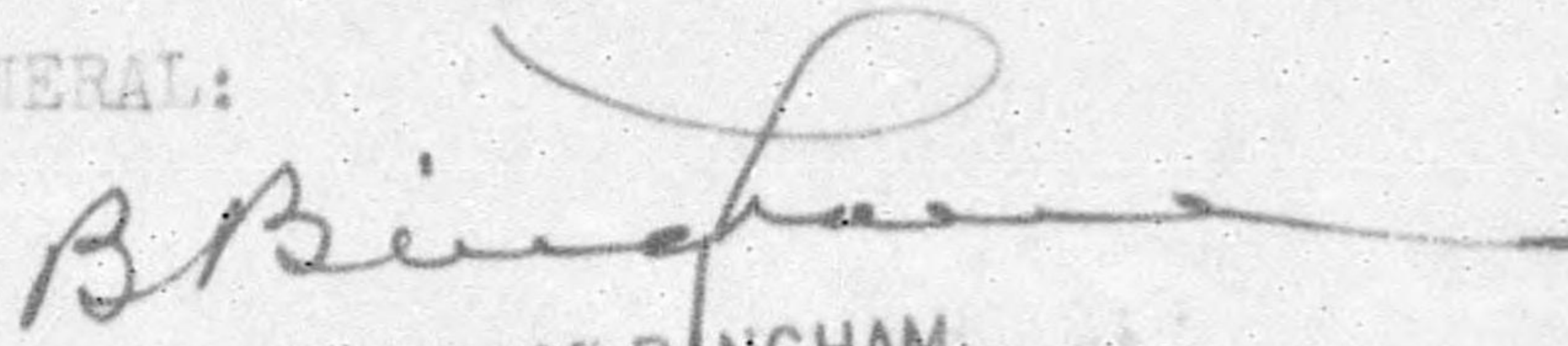
TO: Chief, Civil Historical Section, General Headquarters,
Supreme Commander for the Allied Powers, APO 500.

1. Reference letter, this headquarters, HC 400.12 (AG) Subj: Procurement of Services and Supplies from Japanese Appropriated Funds, dated 11 May 1951. Procedures as outlined therein will be used in procuring and receipting for periodicals - Project No. 101.

2. Since the Procurement Demand - Contract for periodicals (JFY 1951) has not been completed, to date, procurement and receipting of periodicals cannot be effected nor action taken as outlined in reference letter.

3. The Adjutant General will notify your section when receipting of periodicals can be initiated by the Requesting Officer and provide the applicable Procurement Demand No. for periodicals (JFY 51).

FOR THE COMMANDING GENERAL:



BILLY BINGHAM
1st Lt AGC
Asst Adj Gen

8 Incls:

1. Cy ref ltr dtd
11 May 1951
2. JPNB 421-01
3. JPNB 423-01
4. JPNB 424-01
5. JPNB 418-01
6. JPNB 419-01
7. JPNB 420-01
8. JPNB 422-01

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

HC 400.12 (AG)

11 May 1951

SUBJECT: Procurement of Services or Supplies from Japanese Appropriated Funds

TO:

1. The Adjutant General, this headquarters, has been designated as Receiving Officer for Procurement of supplies and services from Japanese Appropriated Funds (Annual Funding Program for JFY 51 - Object 99 only - AG appropriation). Your Supply Officer will be referred to herein and in all subsequent correspondence relating to this subject as the Requesting Officer.

2. In accordance with Section II, Part 1, paragraph 2-101, Occupation Forces Procurement Regulations, actual procurement will be initiated by means of a Procurement Order (JL Form 79) prepared by the Receiving Officer each month. It is therefore requested that Requesting Officers submit estimated requirements (in letter or check sheet form containing such information therein as required by Section II, Part 2, paragraphs 2-201 and 2-203, Occupation Forces Procurement Regulations) to the Adjutant General, this headquarters, prior to the 20th day of the month preceding that for which the estimate is made.

3. Upon completion of services or delivery of supplies called for by PD, the Requesting Officers will furnish the Receiving Officer with an invoice, in duplicate, prepared by the contractor in English detailing therein the information required for preparing a Receiving Report. (Reference Section V, Part 2, paragraph 5-201, Occupation Forces Procurement Regulations). All invoices should bear a certificate of the Requesting Officer indicating that supplies received have been properly accounted for. Invoices should be forwarded to the Adjutant General, this headquarters, prior to the 5th day of the month following that during which the services were received.

FOR THE COMMANDING GENERAL:

Bedingfield
AG - M 450 End
57-8869
8288

DISPOSITION FORM

SECURITY CLASSIFICATION (If any)

FILE NO. HC 400.12 (COM-B) SUBJECT Receiving Reports

TO AG FROM Office of Comptroller DATE 21 May 1951 COMMENT NO. 1
Hq & Sv Comd Hq & Sv Comd Major W. O. Morgan, 57-8219

1. Attached Receiving Reports, publications received by Civil Historical Section, GHQ for JFY 51, listed below, are forwarded for appropriate action.

Receipt No.

- JPNB 421-01
- JPNB 423-01
- JPNB 424-01
- JPNB 418-1
- JPNB 419-01
- JPNB 420-01
- JPNB 422-01

2. It is requested that your office furnish Civil Historical Section with procedures established by this headquarters relative to procurement of publications for the current Japanese Fiscal Year.

7 Incls:
a/s

[Handwritten Signature]
R. C. S.



OHS - GHQ - SCAP

ROUTING SLIP



JUN 8 1951

Date _____
M/C Log No. 34

To	Initial	For	Action
Chief	2		Action
Special Assistant	3		Comment/Concur
Exec. Off.	1		Note-return
Admin.	4	B	Dispatch
Personnel			Info
Library Div.			File
Spec. Proj. Br.			Initials
Pol-Soc. Aff. Div.			Signature
Economic Div.			Suspense Slip
			To Library

Remarks:

(Adm. #2 - Revised 22 May 50)

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

*CHS
H#A*

HC 300.8 (COM-B)

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



CHS - GHO - SCAP

ROUTING SLIP

Date MAY 14 1951
 M/C Log No. 8

To	Initial For	Action
Chief		Action
Special Assistant		Comment/Concur
Exec. Off.	<u>1</u>	Note-Return
Admin.	<u>3</u>	Dispatch
Personnel		Info
Library Div.		File <u>3</u>
Spec. Proj. Br.		Initials
Pol-Soc. Aff. Div.		Signature
Economic Div.		Suspense Slip
<u>Supply</u>	<u>2</u>	To Library
Remarks:		

(Adm. #2 - Revised 22 May 50)

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

11 MAY 1951

HC 400.12 (AG)

SUBJECT: Procurement of Services or Supplies from Japanese Appropriated Funds

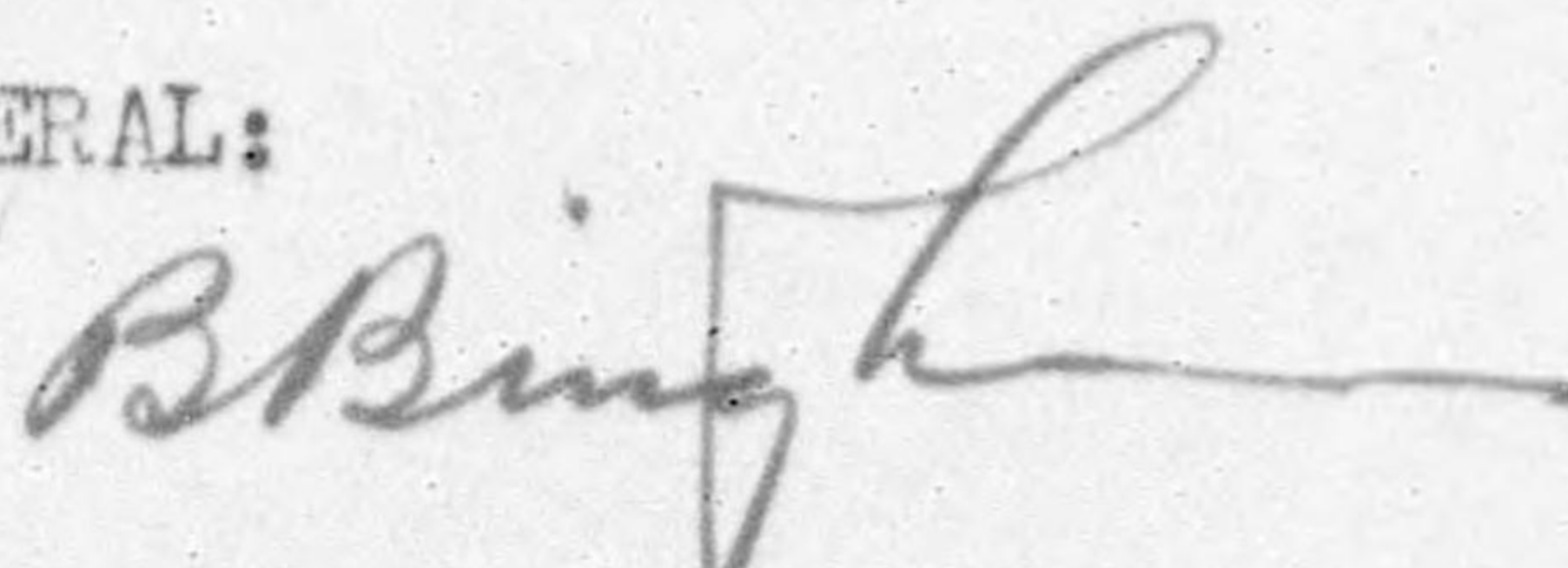
TO: Chief, Civil Historical Section, GHQ, SCAP, APO 500

1. The Adjutant General, this headquarters, has been designated as Receiving Officer for Procurement of supplies and services from Japanese Appropriated Funds (Annual Funding Program for JFY 51 - Object 99 only - AG appropriation). Your Supply Officer will be referred to herein and in all subsequent correspondence relating to this subject as the Requesting Officer.

2. In accordance with Section II, Part 1, paragraph 2-101, Occupation Forces Procurement Regulations, actual procurement will be initiated by means of a Procurement Order (JL Form 79) prepared by the Receiving Officer each month. It is therefore requested that Requesting Officers submit estimated requirements (in letter or check sheet form containing such information therein as required by Section II, Part 2, paragraphs 2-201 and 2-203, Occupation Forces Procurement Regulations) to the Adjutant General, this headquarters, prior to the 20th day of the month preceding that for which the estimate is made.

3. Upon completion of services or delivery of supplies called for by PD, the Requesting Officers will furnish the Receiving Officer with an invoice, in duplicate, prepared by the contractor in English detailing therein the information required for preparing a Receiving Report. (Reference Section V, Part 2, paragraph 5-201, Occupation Forces Procurement Regulations). All invoices should bear a certificate of the Requesting Officer indicating that supplies received have been properly accounted for. Invoices should be forwarded to the Adjutant General, this headquarters, prior to the 5th day of the month following that during which the services were received.

FOR THE COMMANDING GENERAL:



BILLY BINGHAM
1st Lt AGC
Asst Adj Gen

FILE INDEX SHEET

AG FILE NO: AG 400(20 Apr 51)CHS
SUBJECT: Supply
TRANSFERRED TO: Exec Safe (Secret)
SUBJECT C/N: Revised FY 1952 Budget Estimate, TOW Funds,
For Newspapers, Periodicals, Printing & Binding,
20 April 1951
TO: Hqs & Sv Cmd, ATTN: AG

CHS - GHQ - SCAP

ROUTING SLIP

Date APR 17 1951
M/C Log No. 17

To	Initial	For
Chief		Action
Special Assistant		Comment/Concur
Exec. Off.	<u>18</u>	Note-Return
Admin.	<u>20</u>	Dispatch
Personnel		Info
Library Div.		File <u>2</u>
Spec. Proj. Br.		Initials
Pol-Soc. Aff. Div.		Signature
Economic Div.		Suspense Slip

Remarks:

*note to 2m
info copy*

(Adm. #2 - Revised 22 May 50)

**GENERAL HEADQUARTERS
FAR EAST COMMAND**

CHECK SHEET Maj Wingert 57-8814

(Do not remove from attached sheets)

File No: HC 141.5 (GD)

Subject: Request for Special Orders

Note
No.

From: Hq Comdt

To: CHS

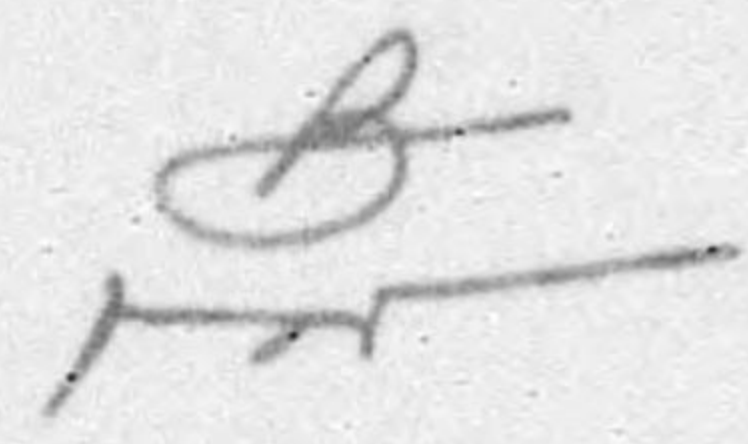
Date: 16 APR 1951

3

Special orders published as requested.

1 Incl
SO No. 93 (par 23)

Info cy to QM



B. L. M. -----

Maj Wingert 57-8814

16 APR 1951

HC 141.5 (GD)

Request for Special Orders

Hq Comdt

CHS

3

Special orders published as requested.

1 Incl

SO No. 93 (par 23)

Info cy to QM

----- B. L. M. -----

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

SPECIAL ORDERS
 NUMBER 93

10 April 1951

EXTRACT

22. Under provisions of par 8d C3 AR 35-5520 fol ARC pers, Theater Hq GHQ FEC are apt responsible property Off for mil property issued to ARC:

MR	H L JANEWAY	Dir of Opn
MISS	EDITH MILLER	Exec Asst

23. MR JACK H KIDD DA Civ GS4 is apt responsible property Off under provisions of par 8d C3 AR 35-5520 for mil property issued Civil Historical Sec GHQ SCAP

24. MR FRANK O BLAKE US Civil Svc Employee GS 12 Chief Tokyo Bureau Foreign Broadcast Info Svc is apt responsible property Off under provisions of par 8d C3 AR 35-5520 for mil property issued Tokyo Bureau Foreign Broadcast Info Svc.

25. 1ST LT FRANK H WILSON 0959229 Inf Tokyo AFRS Det 8003d AU is apt Class "A" Agent Fin Off to Disb Off Tokyo Fin Office 8237th AU for purpose paying Off & EM of Tokyo AFRS Det 8003d AU vice CAPT WILLIAM H HABBLETT 01821576 Armor rel. Auth: AR 35-320.

26. VCOG 11 Sep 50 dir trf SGT CLARENCE W WALSH RA13016762 (Records not avail) fr Hq & Hq Co Staff Bn (Pipeline) to Hq & Hq Co X Corps APO 909 are confirmed & made of record. EDCMR 11 Sep 50. No tvl involved.

27. PVT(E-2) DONALD M HYATT JR RA14282070 (MOS 3835; Term enl & ETS 3 yrs; 26 May 51; EDD 26 Mar 51) Guard Co 8232d AU is trf to Japan RTO (Pipeline) 8042d AU APO 613. WP o/a 13 Apr 51. EDCMR 15 Apr 51. PCS. Rail & govt mtr trans auth. TC will furnish trans. TDM. TO for this tvl will be obtained fr Actg RTO at GHQ Bus Terminal NYK Bldg & will be presented at railway ticket office in order to obtain tickets. A copy of this SO must be presented to Actg RTO. Auth: GHQ FEC (AG-PR) Rqst for Orders Nr 418, 18 Dec 50.

28. PFC ROBERT W PALMER RA12285696 (MOS 4055; Term enl & ETS 3 yrs; 8 Mar 52; EDD 25 Dec 51) Ord Maint Co 8232d AU is trf to Japan RTO (Pipeline) 8042d AU APO 613. WP o/a 12 Apr 51. EDCMR 15 Apr 51. PCS. Rail & govt mtr trans auth. TC will furnish trans. TDM. TO for this tvl will be obtained fr Actg RTO at GHQ Bus Terminal NYK Bldg & will be presented at railway ticket office in order to obtain tickets. A copy of this SO must be presented to Actg RTO. Auth: GHQ FEC (AG-PR) Rqst for Orders Nr 418, 18 Dec 50.

29. Fol EM Hq & Hq Co Staff Bn (Pipeline) 8232d AU are trf to Co D Staff Bn 8232d AU for cy w/QM Sec. EDCMR 15 Apr 51.

			MOS	Term enl & ETS	EDD
SFC	MARVIN L MONEY	RA34917281	1821	6 yrs 10 Jul 56	10 Dec 52
SGT	ROBERT B GRAVES	RA16300739	3835	2 yrs 11 Oct 50	11 Sep 51
CPL	BOBBY D BOLICK	RA18340506	4055	3 yrs 14 Jun 51	3 Jan 51
CPL	ROBERT MORROW	RA13341632	3103	3 yrs 22 Feb 53	26 Oct 52
PFC	WAYNE A McNETT	RA16280850	PP3835	3 yrs 16 Feb 51	29 Oct 50

SO 93 Hq H&S Comd GHQ FEC APO 500, 10 Apr 51 (Contd)

30. Fol EW Hq & Hq Co Staff Bn (Pipeline) 8232d AU are trf to orgn indicated. EDCMR 15 Apr 51. EW remain atch WAC Co 8232d AU for rat qrs & admin.

Staff Co A GHQ FEC 8100th AU						
		MOS	Term enl & ETS	EDD	Dy w/	
PFC	GLORIA F TIMBERLAKE	WA8501094	PP4055 3 yrs	3 Aug 52	3 Jul 52	AG-E

Staff Co B GHQ FEC 8100th AU						
SFC	RUTH M KOON	WA313786	1502	Unspeci-25	Jan 53	13 Aug 53 JA
PFC	EULALIA M SMITH	WA8500484	4405	3 yrs	2 Mar 52	2 Feb 52 Trans

Staff Co C GHQ FEC 8100th AU						
SGT	GERTRUDE CROSS	WA611463	1502	3 yrs	14 Apr 52	14 Mar 52 G2
CPL	PEARL E GILBERTHAIN	WA8600426	4405	3 yrs	9 Oct 52	9 Sep 52 G2
PFC	DOROTHY A BAILEY	WA715966	4055	3 yrs	11 Apr 53	11 Mar 53 G2
PFC	MARGARET A GARIN	WA8501007	4405	3 yrs	13 Sep 52	13 Aug 52 G3
PFC	MARGIE O WALL	WA8302025	4405	3 yrs	1 Jan 53	1 Dec 52 G3
PVT(E-2)	CAROLINE A EMOLD	WA8109941	4055	3 yrs	12 Oct 52	12 Sep 52 CIS

31. Fol EW Hq & Hq Co Staff Bn (Pipeline) 8232d AU are trf to orgn indicated. EDCMR 15 Apr 51. EW remain atch WAC Co 8232d AU for rat qrs & admin.

Hq 71st Sig Svc Bn						
			MOS	Term enl & ETS	EDD	
PFC	MARY A BLEVINS	WR315587	PP3945	21 mos	14 Aug 52	14 Jul 52

Sig Svc Co 8034th AU						
CPL	SUE M IRWIN	WR806453	4309	21 mos	3 Jun 52	3 May 52

32. Fol EM FEC Printing & Pub Cen 8234th AU APO 503 are trf to Japan RTC (Pipeline) 8042d AU APO 613. WP o/a 14 Apr 51. EDCMR 15 Apr 51. PCS. Rail & govt mtr trans auth. TC will furnish trans. TDN. TO for this tvl will be obtained fr Actg RTO at GHQ Bus Terminal NYK Bldg & will be presented at railway ticket office in order to obtain tickets. A copy of this SO must be presented to Actg RTO. Auth: GHQ FEC (AG-PR) Rqst for Orders Nr 418, 18 Dec 50.

			MOS	Term enl & ETS	EDD	
PFC	ROBERT JAYNE	RA13284023	4577	6 yrs	30 Aug 56	28 Apr 53
PFC	RONALD JAYNE	RA13284035	3885	3 yrs	31 Aug 53	28 Apr 53

BY COMMAND OF BRIGADIER GENERAL MILBURN:

OFFICIAL:

EARLE A JOHNSON
Colonel, GSC
Chief of Staff

A W Hack

A W HACK
Captain, AGC
Asst Adj Gen

DISTRIBUTION:

"B"

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

CHECK SHEET

(Do not remove from attached sheets) Maj Kitzelman 43-2268/jf

File No.: HC 141.5 (QM) Subject: Request for Special Orders

Note No.

From: Hq Comdt

To: Chief, Civil Historical Section
GHQ, FEC

Date: 30 MAR 1951

1. Reference Change 3, Paragraph 8 d, AR 35-6520.

2. Request that a copy of Special Orders, appointing Jack H. Kidd as responsible property officer for Civil Historical Section, account M-4, be furnished the Post Quartermaster, this Headquarters, at the earliest possible date.

3. It is further requested that upon a change of responsible officers that the Quartermaster be furnished with orders delegating the new responsible officer.

[Signature]

B. L. M.

Capt. Beard 26-7136

2.

From: CHS

To: Headquarters & Service Command
ATTN: AG

Date: 3 April 51

Request necessary orders be published appointing Mr. Jack Kidd, Department of the Army Civilian, as responsible property officer for Civil Historical Section.

[Signature]
N. C. C.

P23
5093

CHS - GHQ - SCAP

ROUTING SLIP

Date APR 12 1951
M/C Log No. 25

To	Initial	For
Chief		Action
Special Assistant		Comment/Concur
Exec. Off.	1	Note-return
Admin.	2	Dispatch
Personnel		Info
Library Div.		File 2
Spec. Proj. Br.		Initials
Pol-Soc. Aff. Div.		Signature
Economic Div.		Suspense Slip
		To Library

Remarks:

*(9 copies to Mr Kidd)
(1 copy to Pers)
(1 copy Post am Section of Comdt.)*

(Adm. #2 - Revised 22 May 50)

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

10 April 1951

SPECIAL ORDERS
 NUMBER 93

EXTRACT

22. Under provisions of par 8d O3 AR 35-6520 fol ARC pers, Theater Hq GHQ FEC are apt responsible property Off for mil property issued to ARC:

MR	H L JANEWAY	Dir of Opn
MISS	EDITH MILLER	Exec Asst

23. MR JACK H KIDD DA Civ GS4 is apt responsible property Off under provisions of par 8d O3 AR 35-6520 for mil property issued Civil Historical Sec GHQ SCAP.

24. MR FRANK O BLAKE US Civil Svc Employee GS 12 Chief Tokyo Bureau Foreign Broadcast Info Svc is apt responsible property Off under provisions of par 8d O3 AR 35-6520 for mil property issued Tokyo Bureau Foreign Broadcast Info Svc.

25. 1ST LT FRANK H WILSON 0959229 Inf Tokyo AFRS Det 8003d AU is apt Class "A" Agent Fin Off to Disb Off Tokyo Fin Office 8237th AU for purpose paying Off & EM of Tokyo AFRS Det 8003d AU vice CAPT WILLIAM H HADBLETT 01821576 Armor rel. Auth: AR 35-320.

26. VOGG 11 Sep 50 dir trf SGT CLARENCE W WALSH RA13016762 (Records not aval) fr Hq & Hq Co Staff Bn (Pipeline) to Hq & Hq Co X Corps APO 909 are confirmed & made of record. EDCMR 11 Sep 50. No tvl involved.

27. PVT(E-2) DONALD M HYATT JR RA14282070 (MOS 3835; Term enl & ETS 3 yrs; 26 May 51; EDD 26 Mar 51) Guard Co 8232d AU is trf to Japan RTC (Pipeline) 8042d AU APO 613. WP o/a 13 Apr 51. EDCMR 15 Apr 51. PCS. Rail & govt mtr trans auth. TC will furnish trans. TDH. TO for this tvl will be obtained fr Actg RTO at GHQ Bus Terminal NYK Bldg & will be presented at railway ticket office in order to obtain tickets. A copy of this SO must be presented to Actg RTO. Auth: GHQ FEC (AG-PR) Rqst for Orders Ltr 418, 18 Dec 50.

28. PFC ROBERT W PALMER RA12285696 (MOS 4055; Term enl & ETS 3 yrs; 8 Mar 52; EDD 25 Dec 51) Ord Maint Co 8232d AU is trf to Japan RTC (Pipeline) 8042d AU APO 613. WP o/a 12 Apr 51. EDCMR 15 Apr 51. PCS. Rail & govt mtr trans auth. TC will furnish trans. TDH. TO for this tvl will be obtained fr Actg RTO at GHQ Bus Terminal NYK Bldg & will be presented at railway ticket office in order to obtain tickets. A copy of this SO must be presented to Actg RTO. Auth: GHQ FEC (AG-PR) Rqst for Orders Ltr 418, 18 Dec 50.

29. Fol EM Hq & Hq Co Staff Bn (Pipeline) 8232d AU are trf to Co D Staff Bn 8232d AU for cy w/QM Sec. EDCMR 15 Apr 51.

		MOS	Term enl & ETS	EDD
SFC	MARVIN L MONEY	RA34917281	1321 6 yrs 10 Jul 56	10 Dec 52
SGT	ROBERT B GRAVES	RA16300739	3835 2 yrs 11 Oct 50	11 Sep 51
CPL	BOBBY D BOLICK	RA18340506	4055 3 yrs 14 Jun 51	3 Jan 51
CPL	ROBERT MORROW	RA13341632	3103 3 yrs 22 Feb 53	26 Oct 52
PFC	WAYNE A McNETT	RA16280850	PP3835 3 yrs 16 Feb 51	29 Oct 50

(11)

SO 93 Hq ICS Comd GHQ FEC APO 500, 10 Apr 51 (Contd)

30. Fol EW Hq & Hq Co Staff Dn (Pipeline) 8232d AU are trf to orgn indicated. EDCMR 15 Apr 51. EW remain atch WAC Co 8232d AU for rat qrs & admin.

Staff Co A GHQ FEC 8100th AU						
		MOS	Term enl & ETS	EDD	Dy w/	
PFC	GLORIA F TIMBERLAKE	WA8501094	PP4055 3 yrs	3 Aug 52	3 Jul 52	AG-E
Staff Co B GHQ FEC 8100th AU						
SFC	RUTH M KOON	WA313786	1502 Unspeci-25	Jan 53	13 Aug 53	JA
PFC	EULALIA M SMITH	WA8500484	4405 3 yrs	2 Mar 52	2 Feb 52	Trans
Staff Co C GHQ FEC 8100th AU						
SGT	GERTRUDE CROSS	WA611463	1502 3 yrs	14 Apr 52	14 Mar 52	G2
CPL	PEARL E GIBBERNAIN	WA8600426	4405 3 yrs	9 Oct 52	9 Sep 52	G2
PFC	DOROTHY A BAILLY	WA715966	4055 3 yrs	11 Apr 53	11 Mar 53	G2
PFC	MARGARET A GARRIN	WA8501007	4405 3 yrs	13 Sep 52	13 Aug 52	G3
PFC	MARGIE O WALL	WA8302025	4405 3 yrs	1 Jan 53	1 Dec 52	G3
PVT(E-2)	CAROLINE A EMOLD	WA8109941	4055 3 yrs	12 Oct 52	12 Sep 52	CIS

31. Fol EW Hq & Hq Co Staff Dn (Pipeline) 8232d AU are trf to orgn indicated. EDCMR 15 Apr 51. EW remain atch WAC Co 8232d AU for rat qrs & admin.

Hq 71st Sig Svc Dn						
		MOS	Term enl & ETS	EDD	Dy w/	
PFC	MARY A BLEVINS	WR315587	PP3945 21 mos	14 Aug 52	14 Jul 52	
Sig Svc Co 8034th AU						
CPL	SUE M IRWIN	WR806453	4309 21 mos	3 Jun 52	3 May 52	

32. Fol EM FEC Printing & Pub Cen 8234th AU APO 503 are trf to Japan RTC (Pipeline) 8042d AU APO 613. WP o/a 14 Apr 51. EDCMR 15 Apr 51. PCS. Rail & govt mtr trans auth. TC will furnish trans. TDI. TO for this tvl will be obtained fr Actg RTO at GHQ Bus Terminal NYK Bldg & will be presented at railway ticket office in order to obtain tickets. A copy of this SO must be presented to Actg RTO. Auth: GHQ FEC (AG-PR) Rqst for Orders Ir 418, 18 Dec 50.

		MOS	Term enl & ETS	EDD	Dy w/	
PFC	ROBERT JAYNE	RA13284023	4577 6 yrs	30 Aug 56	28 Apr 53	
PFC	RONALD JAYNE	RA13284035	3885 3 yrs	31 Aug 53	28 Apr 53	

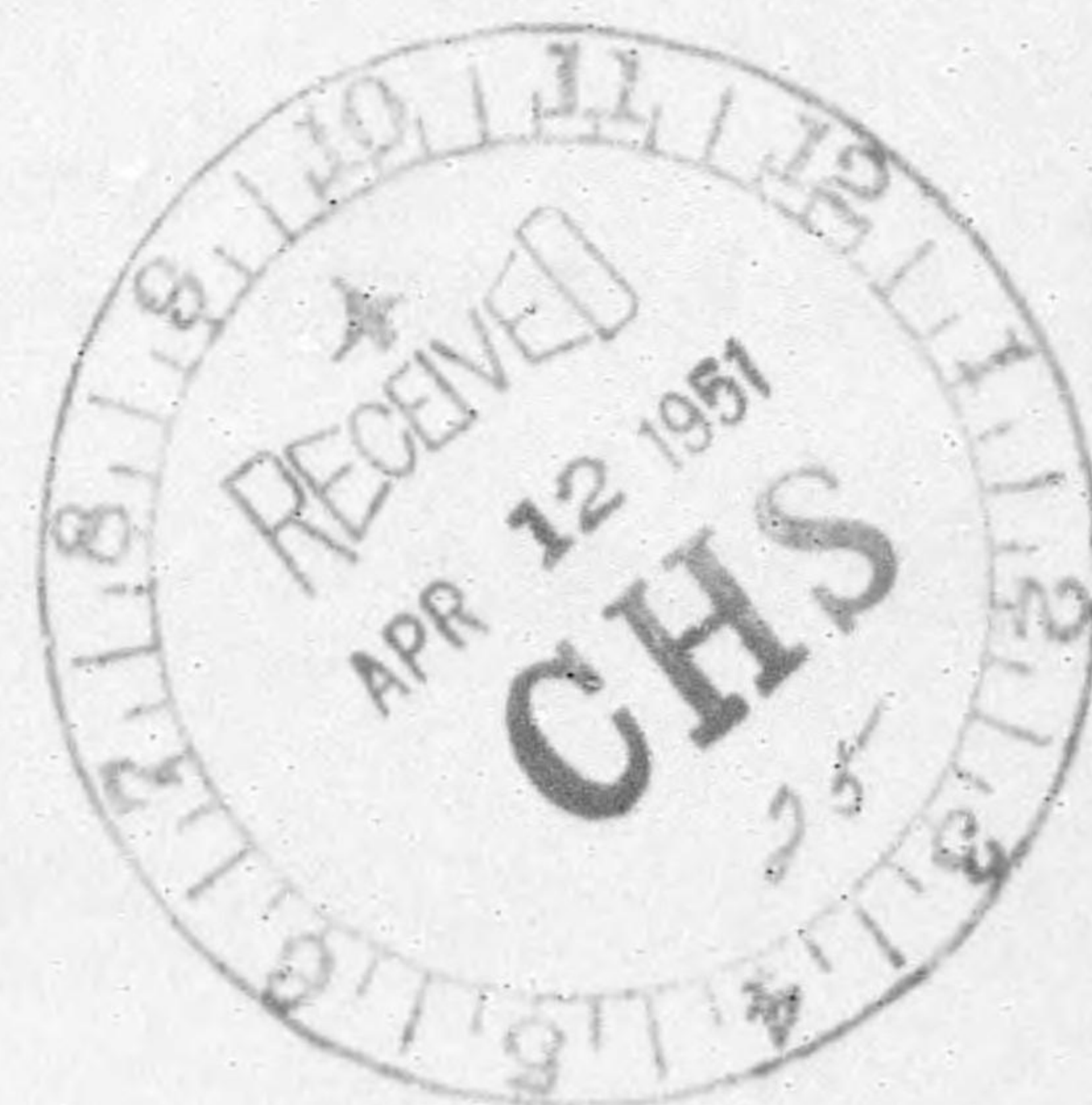
BY COMMAND OF BRIGADIER GENERAL MILBURN:

OFFICIAL:

A W Hack

A W HACK
Captain, AGC
Asst Adj Gen

EARLE A JOHNSON
Colonel, GSC
Chief of Staff



DISTRIBUTION:

"1"

Maj Kitzelman 43-2268/jf

HC 141.5 (QM)

Request for Special Orders

Hq Comdt

Chief, Civil Historical
Section
GHQ, FEC

30 MAR 1951

1. Reference Change 3, Paragraph 8 d, AR 35-6520.
2. Request that a copy of Special Orders, appointing Jack H. Kidd as responsible property officer for Civil Historical Section, account M-4, be furnished the Post Quartermaster, this Headquarters, at the earliest possible date.
3. It is further requested that upon a change of responsible officers that the Quartermaster be furnished with orders delegating the new responsible officer.

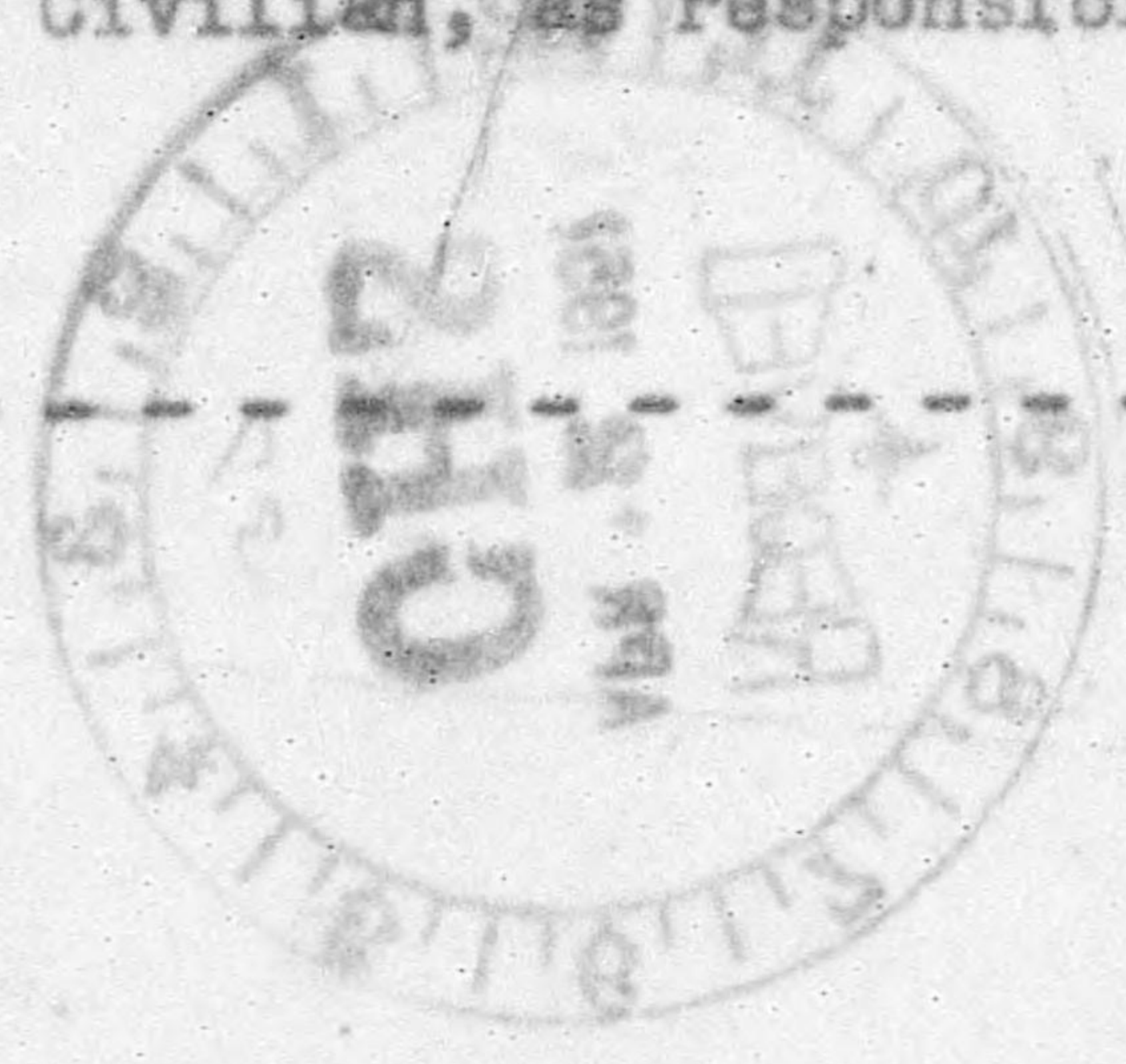
Admin. File

----- B. L. M. -----

2. From: CHS To: Headquarters & Service Command Date: 3 April 51
 ATTN: AG Capt. Beard 26-7136

Request necessary orders be published appointing Mr. Jack Kidd, Department of the Army Civilian, as responsible property officer for Civil Historical Section.

----- N. C. C. -----



10

CHS - GF - SCAP

ROUTING SLIP

Date APR 1 1951

M/C Log No. 37

To	Initial	For	Action	
Chief				2
Special Assistant			Comment/Concur	
Exec. Off.	1		Note-Return	
Admin.	2	10.	Dispatch	
Personnel			Info	
Library Div.			File	2
Spec. Proj. Br.			Initials	
Pol-Soc. Aff. Div.			Signature	
Economic Div.			Suspense Slip	
			To Library	

Remarks:

*Adm. -
Who cuts this order?*

(Adm. #2 - Revised 22 May 50)

Ltr, Hq & Sv Command, HQ 140 (GD), subj, "Property Responsibility,"
30 March 1951

AG 400 (3 Apr 51)CHS

1st Ind

CIVIL HISTORICAL SECTION, GENERAL HEAD-QUARTERS, SUPREME COMMANDER FOR THE
ALLIED POWERS, APO 500, 3 April 1951

TO: Commanding General, Headquarters and Service Command, General Head-
quarters, Far East Command, APO 500

Mr. Jack Kidd is responsible property officer for Civil Historical
Section.

NORMAN C. GAUM
Colonel, Infantry
Chief of Section

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

HC 140 (GD)

30 March 1951

SUBJECT: Property Responsibility

TO: Chief, Civil Historical Section
GHQ, SCAP, APO 500

1. Records at this headquarters indicate non-compliance with the provisions of Administrative Memorandum 36, this headquarters, dated 23 March 1950. Briefly, that memorandum pertains to reporting the name of the responsible property personnel, and requires that when property is transferred, a certificate be furnished by the Chief of Section or Unit Commander to this headquarters, that the transfer was accomplished in accordance with current regulations.

2. Section Chiefs and Unit Commanders of sections and units attached to this command for supply matters will comply with the provisions of Administrative Memorandum 36. It is desired that the name of the Section or Unit responsible property officer or officers be reported to this headquarters, Attention: G4, by indorsement hereon.

3. In the event that a civilian employee is indicated, reference is made to the provisions of C3, AR 35-5620, which provide that a "qualified civilian employee may be designated as responsible property officers. Such appointments will be subject to the approval of the installation commander."

4. From time to time Reports of Survey are submitted covering loss of property and frequently date and circumstances reflect that the responsible person has departed the theatre. Adherence to procedure outlined will preclude recurrence of this discrepancy.

FOR THE COMMANDING GENERAL:

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

M/R Account K-4Q

CHS - Q - SCAP

ROUTING SLIP

Date APR 1 1951

M/C Log No. 55

To	Initial For	Action
Chief	2	Action <u>3</u>
Special Assistant		Comment/Concur
Exec. Off.	1	Note-return <u>4</u>
Admin.	3	Dispatch
Personnel		Info
Library Div.		File <u>3</u>
Spec. Proj. Br.		Initials
Pol-Soc. Aff. Div.		Signature
Economic Div.		Suspense Slip
<u>Supply</u>	4	To Library <u>X</u>

Remarks:

Supply approved transfer of property to Mr. Kidd. Name will be reported by indorsement.
Capt Beard

(Adm. #2 - Revised 22 May 50)

Capt. Beard 26-7136

AG 311.1 (2 Apr 51)CHS

Quarterly Penalty Matter Report

CHS

Headquarters & Service Command
ATTN: S-4 Section

2 April 1951

1. In compliance with Section I, Memorandum, Hq & Sv Gp, HC 311.1 (HSD), "Penalty Matter Report", dated 21 March 1950, the following report is submitted:

a. Quarterly Penalty Matter Report (Reports Control Symbol FC-1006)

b. The number of penalty items which have been received directly from the Far East Command Printing Plant is:

Negative

c. Number of penalty items which have been transferred to governmental agencies outside of the Department of the Army and Air Forces; with copy of receipt attached as inclosure is:

Negative

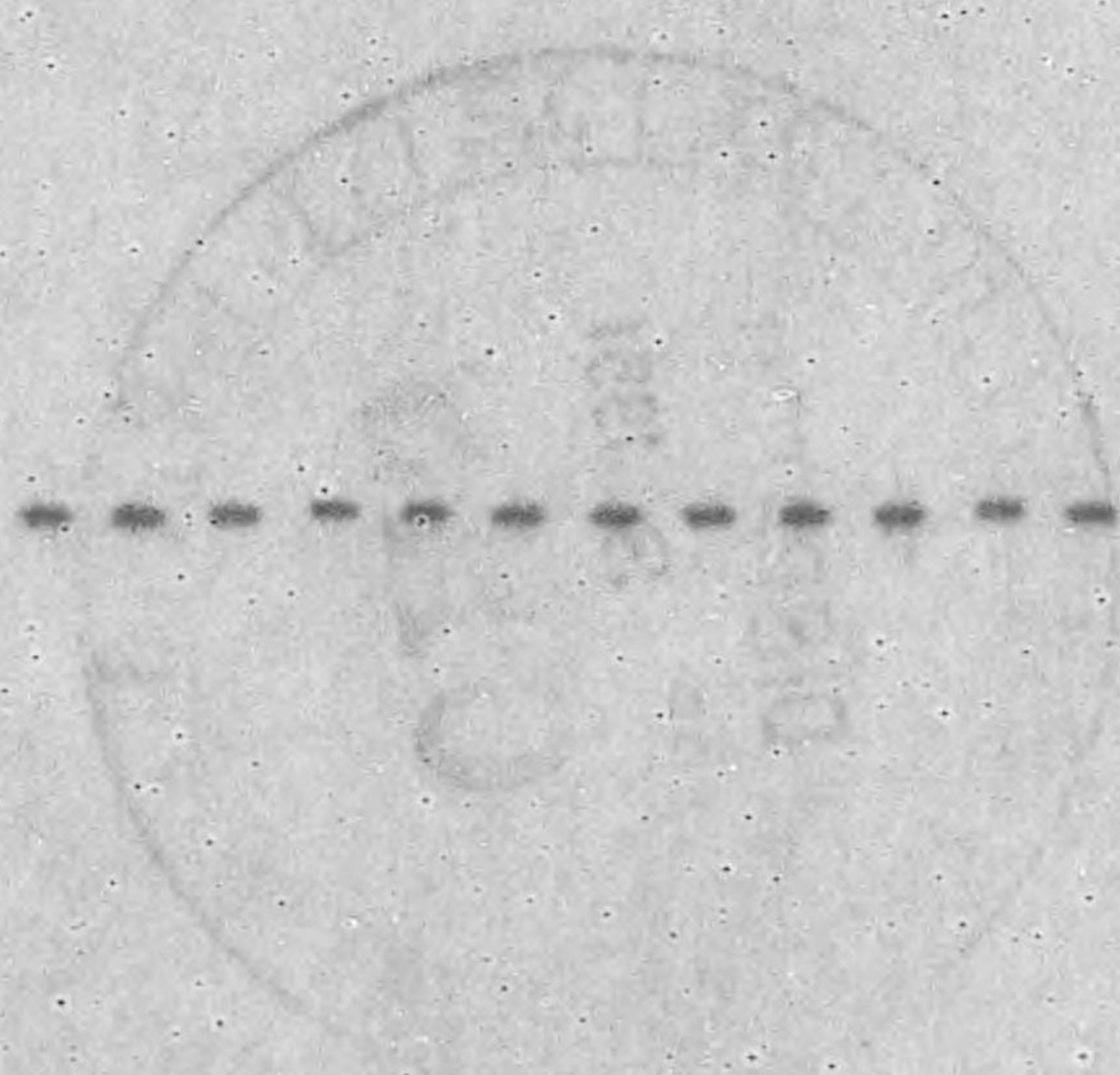
d. The number of penalty items which have been destroyed in bulk or rendered unfit for mailing because of obsolescence is:

Negative

e. "I hereby certify that during the quarter ended 31 March 1951, no books, report, periodical, bulletin, pamphlet, list or other article or document was transmitted through the mail free of postage in violation of Section 306, Penalty Mail Act of 1948, 25 June 1948, (Public Law 785, 80th Congress) by Civil Historical Section, including all such mailings by subordinate organizations, activities, or installations included in this report."

30 June 1951

J. B. BEARD
Capt., Inf.
Executive Officer



-H. C. C. -

8

CHS - GHQ - OLP

ROUTING SLIP

Date MAR 26 1951

M/C Log No. 64

To	Initial	For	Action
Chief	<u>2</u>		Action
Special Assistant			Comment/Concur.
Exec. Off.	<u>1</u>		Note-return
Admin.	<u>4</u>	<u>B</u>	Dispatch
Personnel			Info
Library Div.			File
Spec. Proj. Br.			Initials
Pol-Soc. Aff. Div.			Signature
Economic Div.			Suspense Slip
<u>Supply</u>	<u>3</u>	<u>JK</u>	To Library
Remarks:			

(Adm. #2 - Revised 22 May 50)

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

HC 400 (QM)

SUBJECT: Supply Conservation

TO : Chief, Statistics & Reports Section
GHQ, SCAP APO 500
Attn: Supply Officer

1. Your attention is invited to inclosed letter from Brigadier General K. L. Hastings, Quartermaster, General Headquarters, Far East Command.

2. Although this letter is addressed to Quartermaster officers, it is of interest to all personnel responsible for military supplies and equipment. It is forwarded to you in the interest of alerting all supply personnel to the importance of supply conservation.

FOR THE POST QUARTERMASTER

James W. Kitzeleman
JAMES W. KITZELMAN
Maj. QMC

AG 400 (5 Mar 51)SC, Subj: Supply Conservation, 5 March 1951

The dominant motive in much of our planning will be and must be conservation of supplies. The philosophy of plenty must be replaced by the philosophy of scarcity; stockages must be made to have wider usage--to last longer. We must each become leaders or missionaries in spreading the gospel of supply conservation.

I realize that any specific suggestions I make in order to assist in achieving a higher state of supply conservation must of necessity be modified by local conditions. These specific suggestions are:

- a. Take steps to insure that serviceable supplies are not turned in merely to obtain replacement items of better appearance and quality; stopping these unwarranted turn-ins should produce significant results in the field of clothing and equipage.
- b. Take every possible step to insure that full advantage is taken of repair facilities. See that they are used to full advantage in effecting return to users.
- c. Be alert to assure that unauthorized alteration, mutilation, diversion, or other abuses of government property do not occur. When such abuse is discovered, prompt disciplinary measures should be mandatory.
- d. Conduct frequent inspections with full approval of appropriate commanders of organizational supply rooms and supply records to be certain that authorized allowances under T/A's and T.O.&E.'s are not exceeded.
- e. "Show-down" inventories of the clothing and equipment in the possession of enlisted men are useful. Physical inventories still continue to be among the most effective of conservation measures.
- f. Take steps to insure that all excess and/or abandoned supplies are recaptured and returned to supply channels.
- g. Initiate a conservation training program designed to insure the care and preservation of all Quartermaster items of supply, thereby eliminating unnecessary turn-ins and replacements. Such a program would at any level embrace 1st and 2nd echelon maintenance.
- h. Examine memorandum receipt records. Supply officers at times have a tendency to exceed memorandum receipt authorizations.
- i. Insure that items once established as a valid due out by the supplier are not re-requisitioned. Do not create false demands that may result in duplicate deliveries. Insure that the requisitioner gives prompt notice to cancel due outs when items are no longer required.
- j. Employ every possible means of preventing pilferage; keep government property out of civilian hands.

GENERAL HEADQUARTERS
FAR EAST COMMAND
APO 500
QUARTERMASTER SECTION

QM 400 (5 Mar 51)SC

5 March 1951

SUBJECT: Supply Conservation

TO: All Quartermaster Officers in Far East Command

Former Secretary of Defense, James Forestal, in his first annual report to the nation stated:

"We must see that expenditures for national security yield full value; that they are made for essential projects only, and that they are kept within the country's capacity to pay for them."

General Brehon B. Sommervell, war-time Chief of Army Service Forces, has expressed it in this manner:

"For the first time in its history the United States has become aware that its resources in men and materials are not unlimited. During the war these resources were, in many fields, barely sufficient for the job at hand. There can be no question should there be a future conflict, that the demands upon these resources will be even heavier. They must be husbanded much more carefully and their use controlled much more rigidly than ever has been done in the past. All waste of resources must be eliminated to the maximum extent by adopting the most efficient administrative machinery possible."

The full impact of the above statements has been, and is being, brought home to us. The supply of winter clothing items to our armed forces has been critical. For the coming months we are faced with an equal or greater strain on our resources to obtain and supply the barest minimum of essentials.

I am a strong believer that of all the areas of military endeavor there is more room for improvement toward achieving a higher yield per dollar invested in the field of supply than in any other.

Here then, is a challenge--a challenge to the ingenuity, aggressiveness and fortitude of Quartermasters. Conservation of supplies is admittedly a command responsibility, but we as staff officers to our respective commanders, or as commanders, must avail ourselves of every opportunity to drive home the point that everyone must make the best use of what he has. We may not be able to get more.

AG 400 (5 Mar 51)SC, Subj: Supply Conservation, 5 March 1951

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