

**GHQ/SCAP Records (RG 331, National Archives and Records Service)**

**Description of contents**

- (1) Box no. **3155**
- (2) Folder title/number: **(8)**  
**PD JPNS 1079**

(3) Date: **Sept. 1949**

(4) Subject:

Classification	Type of record
<b>9035.4</b>	<b>e, i</b>

(5) Item description and comment:  
**Kyushu**

(6) Reproduction:  (Yes)      No

(7) Film no.      Sheet no.

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HQ FUKUOKA CIVIL AFFAIRS TEAM APO 24-5

LOG NO. 672 DATE 10/9

CIRCULATE TO:		FOR	
INIT	OFFICE	ACTION	INFO
	CHIEF		
<i>W</i>	ADM. O.		
	ADJT.		
	DET. C. O.		
	CIVIL ED. O.		
	CIVIL INFO. O.		
<i>W</i>	ECON. O. <i>R. McConnell</i>		
	FIN. & C. P. O.		
	GOVT. & LEGAL O.		
	LABOR O.		
	PERSONNEL CLK.		
	PUB. HEALTH O.		
	PUB. WELFARE O.		
	REPORTS CLK.		
	TYPING SECTION		

RETURN TO: CENTRAL FILES \_\_\_\_\_  
CHIEF CLK. \_\_\_\_\_

YOUR COPY \_\_\_\_\_

REMARKS: *Return to R. McConnell*



HQ FUKUOKA CIVIL AFFAIRS TEAM APO 24-5

LOG NO. \_\_\_\_\_ DATE \_\_\_\_\_

CIRCULATE TO: \_\_\_\_\_ FOR \_\_\_\_\_

INIT	OFFICE	ACTION	INFO
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	LABOR O.		
	PERSONNEL CLK.		
	PUB. HEALTH O.		
	PUB. WELFARE O.		
	REPORTS CLK.		
	TYPING SECTION		

RETURN TO: CENTRAL FILES \_\_\_\_\_  
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REMARKS:



672

BASIC: Ltr Hq I Corps, APO 301, dtd 6 Sept 49, subj: "Port and Harbor Service Procurement Demand"

1st Ind

ERM/msw

KYUSHU CIVIL AFFAIRS REGIMENT, 1st Ind, APO 24-5, 9 Sept 49

TO: Commanding Officer, Fukuoka C&H Team, APO 24-5

1 Incl:  
n/c

*HER*

U. S. A.



3295

HEADQUARTERS I CORPS  
APO 301 (Kyoto, Honshu)

AG 400.12 - V

SUBJECT: Port and Harbor Service Procurement Demand

TO : Chief  
Kyushu Civil Affairs Region  
APO 24-5

1. Inclosed herewith is procurement demand JPNS 1079 covering Port and Harbor Service at Fukuoka.

a. The services to be secured under this demand are placed in two categories:

- (1) Other services (operation of ports of embarkation)  
- Project No. 491.
- (2) Stevedoring - Project No. 495.

Procurement Receipts will be accomplished separately for the two projects and each receipt will show the proper account code number.

b. Procurement Demands are effective 1 August 1949.

c. The maximum authorized expenditure for the services covered by above demand is ¥38,250,000 for the Japanese Fiscal Year (1 April 1949 - 31 March 1950). The amount has been reduced by ¥15,300,000 to provide for the months of April, May, and June during which JFY-49 services were obtained under the JFY-48 demands. Deductions for the services obtained during the month of July on JFY-48 demands will be made by your headquarters.

d. Paragraph 1b (12) Bill of Particulars provides for services, in the case of an emergency, as required. Job orders will not be issued under the provisions of this paragraph without prior approval of this headquarters.

e. This demand has been placed in classification IVb, by the Supreme Commander for the Allied Powers. Classification IVb is defined as an end service procurement demand stating the maximum authorized yen expenditure and the specific services that may be acquired. Service will be obtained under this type demand by the issuance of work orders against the proper Japanese agency.

607K-E



AG 400.12 - V  
 (2 Sep 49-I/C)  
 SUBJECT: Port and Harbor Service Procurement Demand

f. The Special Procurement Board is the only agency authorized to select, or negotiate with contractors for the accomplishment of service required by the Occupation Force (Reference SCAPIN 6353-A, AG 400.12 (8 Jan 49) CE, subject: Designation of Suggested Sources on Occupation Forces Requirement).

2. Funds may be transferred between projects by requesting such changes in the form of an amendment to the basic procurement demand. Surpluses or deficits of funds should be reported to this headquarters in order that appropriate action may be taken.

3. Only the value of labor, materials, facilities, and supplies obtained under the provisions of these demands which are employed in direct support of the occupation forces, will be charged as occupation costs (Reference, letter, General Headquarters, Supreme Commander for the Allied Powers, AG 567 (28 April 49) CTS, 25 July 1949, subject: Charges for Port Facilities and Terminal Service. Therefore, an Army account code number will not be cited on a procurement receipt issued against these demands for any service other than the handling of vessels, personnel and/or cargo in the direct support of the Occupation Forces.

4. Under the present system of contracting and payment for services the only control over expenditures is strict surveillance over the amount of contractual service used and close scrutiny of procurement receipts accomplished for such service. This is of particular importance in view of the broad coverage of paragraph 2b(1) of the Bill of Particulars.

5. Request that the inclosed demand be carefully studied and this headquarters advised earliest if any amendments are necessary or desired in order that appropriate action may be initiated.

BY COMMAND OF MAJOR GENERAL COULTER:

*Charlie Ramsey*  
 Charlie Ramsey  
 Major General  
 United States Army

1 Incl  
 Cpy of PD  
 JPNS 1079

CC: Fukuoka CAT  
 24th Div



GPA Form 1 (4-48)

PROCUREMENT DEMAND  
On Imperial Japanese Government  
See Below

Page 1 of 1 Pages

Account Code (If Applicable to all Items): \_\_\_\_\_ Demand No. JPNS 1079  
(Read Instructions on Back of this Form)

Item No.	Specific Description of Items Desired	Unit	Quantity
1	<p>Services of a contractor to provide port and harbor services for the Fukuoka Area Branch and the island of Kyushu</p> <p>PAC 135-60-491-07-Other Services ¥11,000,000 PAC 135-60-495-07-Stevedoring ¥11,950,000.</p> <p><u>FISCAL LIMITATION CLAUSE</u></p> <p>Total expenditures made to fulfill the provisions of this procurement demand will be limited to ¥ 22,950,000. When expenditures made in connection with this demand equals 80% of the sum designated herein, SPB will notify Headquarters Eighth Army, Procurement Section, in accordance with standard existing instructions published in SPB Circular # 27.</p> <p>See attached Bill of Particulars.</p> <p><u>PROCUREMENT RECEIPTS</u></p> <p>See attached receipt instructions.</p>		

DT

(Detach Along this Line for Additional Pages)

Suggested Source: SPB Fukuoka Office  
2-134, Suzakimura-machi, Fukuoka-shi, Fukuoka-ken.

Name: \_\_\_\_\_ Address: GHQ SCAP AG 400, City 12(23 Oct 48) Prefecture  
Authority for: 12 May 1949 FC# 1, S 1524 L i,j,k,l,n,o,p, u,v.  
(Japanese Delivery)  By Air  By Water  By Rail  By Road  
Delete One Restricted Item: \_\_\_\_\_ Letter Reference or Signature: \_\_\_\_\_

Delivery Required: 1 August 1949 - 31 March 1950  
Calendar Date or Period Ship By: (Air)  (Water)  (Rail)  (Road)  
Delete Three

Deliver To: Transportation Officer I Corps Kyoto  
Name of Receiving Officer Organization Location Prefecture Phone

Requested By: Commanding General I Corps Kyoto  
Name of Requesting Officer Organization Location Prefecture Phone

Approved By: Transportation Officer Transportation Eighth Army Kanagawa  
Name of Approving Officer Organization Headquarters Prefecture Phone

Remarks: supersedes JPNO's 1409, 1404, 1405, 1406, 1407, 1408, 1410, 1411, 3744, and  
Instructions: TO c/s dtd 17 May 1949 and PROC 140# 0380 f/w JPNS 1072. This JPNS

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

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

Procurement Section (Space for Mil. Govt Unit Processing Demand to Japanese)  
Unit: \_\_\_\_\_ Mil. Govt. Hq. & Hq Co. Japan Prefecture \_\_\_\_\_ Signed: John C. Collins \_\_\_\_\_ Mil. Govt. Officer \_\_\_\_\_ Rank \_\_\_\_\_ Branch \_\_\_\_\_

Dated: 2 August 1949 Typed: JOHN C. COLLINS Major Ord

(Space for Japanese Only)

P. D. Received By: J Hirahara S.P.B. \_\_\_\_\_ Signature \_\_\_\_\_ City \_\_\_\_\_ Prefecture \_\_\_\_\_ Date AUG 11 1949

Fukuoka Branch APPROPRIATE STAFF SECTION CG I Corps



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

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

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

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

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

\*\* Inclosure references are to Eighth Army Operational Directive.



## BILL OF PARTICULARS

Page 1 of 2 pages.

1. a. The contractors and/or the Japanese Government will furnish all supervisory personnel, skilled and unskilled labor, material and equipment necessary to fulfill the requirement of this demand.

b. Services will include the following:

- (1) Harbor pilotage, including the use of pilot boats.
- (2) Harbor anchorage, including the use of mooring buoys.
- (3) Use of tug boats and tankers.
- (4) Stevedoring services.
- (5) Lighterage services.
- (6) Use of floating cranes, including crews.
- (7) Services for supplying vessels with fuel, auxiliary power and fresh water.
- (8) Divers and equipment for surveying damage to ship.
- (9) Use of wharves and piers, including shore crane service, other than those facilities currently covered by real estate procurement demands.
- (10) Services of qualified marine surveyors and measurers.
- (11) Mooring and unmooring of vessels. At buoys mooring and unmooring will include the use of sampans.
- (12) Services in the case of an emergency as required.

2. Procedures:

a. Work orders will be submitted by the Receiving Officer to the Proper Japanese Agency. This agency will distribute the work order to one of a group of contractors previously selected by proper authority and prequalified by the Receiving Officer.

b.

(1) Stevedoring:

(a) The stevedore contractor assigned to the stevedoring of a vessel will (cost and expenses to be included in the tonnage rate)

1. Handle lines on docking, shifting and undocking of vessel.
2. Rig gear and equipment necessary for loading and discharging and secure when vessel loading or discharging is complete as directed by work order.



Page 2 of 2 pages

3. Remove and/or secure all hatches, strongbacks, hatch battens, hatch boards and tarpaulins as directed by work order.
4. Clean and sweep all hatches broom clean where work is performed.
5. Load, discharge shift and lay all dunnag except special flooring or heavy timbers
6. Unlash and/or secure all cargo stowed on deck and/or under deck, as directed by work order.
7. Discharge and/or load cargo from and/or to the vessel to include any part thereof (deep tanks, bunker space, fore and aft peaks, special lockers) to and/or from the piers, pier sheds, barges, trucks, rail cars, lighters, scows or other locations; and sort and/or pile in accordance with work order directives.

(b) The stevedore contractor will furnish extra labor as directed by work orders for the purposes described below; and will furnish receipts as outlined.

1. Handling of lines on docking, shifting and undocking where to cargo is handled.
2. Shifting and laying of dunnage in the event special flooring or heavy timber is used.
3. Cooping of cargo.
4. Watchmen.
5. Lashing of cargo on railcars or other conveyances.
6. Shifting of cargo on railcars and/or vessels.



## PROCUREMENT RECEIPT INSTRUCTIONS

## TYPE M

## Port and Harbor Services

1. Applicable for procurement demands issued for port and harbor services (miscellaneous water facilities).
2. Contractor will make delivery of services as prescribed in work orders issued by the receiving officer and as specified in the contract.
3. Receiving officer will reject any work or services of poor or inferior quality or not in compliance with specifications. Expenses in connection with rejected services will be borne by the contractor without reimbursement.
4. Contractor, or his authorized representative, will prepare ten copies of GPA Form 2 monthly as follows:
  - a. Procurement receipt number assigned to the GPA Form 2 will be the same as was used on the procurement demand, GPA Form 1, except that the procurement demand amendment number (the second group of two digits), when used, will be deleted and a receipt number suffix added. Receipt number suffixes for each demand will consist of a consecutive sequence of numbers, beginning with 01, assigned by the contractor to each receipt. All deliveries of completed services made to the receiving officer during the month against a particular demand will be assigned a receipt number suffix.
  - b. "Item numbers" used on the receipt will correspond to those used on the demand. Each receipt will show all item numbers which are on the demand even though no deliveries were effected for certain items.
  - c. Specific descriptions, procurement account codes (PAC), service commodity codes (SCC) and units of quantity will be as stated in the demand.



d. Receipt will show the quantity of completed services delivered to the receiving officer during the month for each item number. The Quantity will be expressed by listing all work orders completed during the month.

e. For each work order listed on the receipt the contractor, or his authorized representative, will enter the yen unit cost and the yen total cost. The sum of the yen total costs will be entered on the receipt as the grand total cost of the receipt.

f. Itemized statement will be attached to the receipt containing the following:

(1) Furnished by the contractor:

- (a) Labor by craft, man-hours, and yen costs.
- (b) Material by type, quantity, and yen costs.
- (c) Equipment by type, equipment-hours, and yen costs.
- (d) Overhead by type and yen costs.

(2) Furnished by Japanese Government:

- (a) Labor by craft, man-hours, and yen costs.
- (b) Material by type, quantity, and yen costs.
- (c) Equipment by type, equipment-hours, and yen costs.

(3) Furnished by Occupation Forces:

- (a) Labor by craft, man-hours, and yen costs.
- (b) Material by type, quantity, and yen costs.
- (c) Equipment by type, equipment-hours, and yen costs.

g. At the end of the itemized statement the contractor, or his authorized representative, will complete and sign the following certification:

"I certify that to the best of my knowledge and belief materials, tools, equipment and/or labor stated above were



used in the performance of this demand. I further certify that the above itemized statement is a true and accurate account and that a copy of this certificate and itemized statement, will be attached to the application for payment submitted to the SPB Fiscal Section.

Signature \_\_\_\_\_

Name (Print) \_\_\_\_\_

Title \_\_\_\_\_"

h. In addition to the itemized statement required above, a statement will be attached to the receipt containing the following information, broken down as indicated:

- (1) Pilotage: Gross tonnage and deepest draft of each vessel, and time of day service is performed.
- (2) Anchorage and/or buoyage: Gross tonnage of each vessel and duration of occupancy.
- (3) Tugs and Tankers:
  - (a) Tugs: Size of tug, number of hours in use and number of hours on standby.
  - (b) Tankers: Number of tons or barrel, and distance moved.
- (4) Stevedoring:
  - (a) For services described in paragraph 2a (1) (a) of bill of particulars attached to demand, total tonnage handled (weight tons or measurement tons, whichever produces greatest revenue to the contractor)



broken down into categories as described in Section

- III of Annex A to Inclosure 1 to SCAPIN 1927, 13 August 1943, as amended; time of day discharge and/or loading was performed; standby time to be shown separately to include number of men, number of hours, and time of day.

(b) For services described in paragraph 2a (1) (b) of bill of particulars attached to demand, time of day service is performed, and type of service as described, in reference paragraph. Any standby time will be shown separately to include foregoing information.

- (5) Lighterage: Number of days in use, divided between light and laden; type of lighter, scow, barge (whether powered or non-powered); revenue tons; distance moved.
- (6) Floating Cranes: Number of hours in use, number of hours standby, number of lifts and weight of each lift, time of day service is performed.
- (7) Supplies: Amount of water in tons; fuel in barrels; power in terms of applicable units; time supplied and location of vessel receiving service.
- (8) Divers: Number of hours and time of day.
- (9) Wharfage: Net tonnage of each vessel and duration of occupancy.
- (10) Surveyors and Measurers: Number of personnel and number of hours employed.



- (11) Mooring: Gross tonnage of each vessel, location of mooring point (dock, buoy) and time of day.
- (12) Special Services: Number of hours, skill or craft, type of service, and time of day.
- (13) Movement and Maintaining of pontoons and buoys (if applicable): Number of movements, Number repaired to show materials and labor expended.

4. "Remarks" space on the receipt will contain reference to attached statements, job orders, etc.

5. Receiving officer and SPB representative will make corrections in the quantities and nomenclatures shown on GPA Form 2 and itemized statements by inserting proper quantities and nomenclatures. Receiving officer and SPB representative will initial all corrections and will sign all ten copies of the GPA Form 2.

6. Contractor, or his authorized representative, will prepare receipts and submit them to the receiving officer for review and signature when he desires an advance payment, if such advance payment is authorized. The receipt will state percentage of estimated contract sum requested and will be submitted with other appropriate papers to the SPB in accordance with SPB Procurement Circular No. 14.

7. Distribution of the GPA Form 2 will be made by the receiving officer as follows:

a. Four copies to the contractor for presentation, with appropriate papers, to SPB in accordance with SPB Circulars 8 and 14, as amended. The SPB will further distribute:



(1) One copy, when payment has been completed, and one copy of Payment Data Form, PROC 136, to Eighth Army Procurement Section.

(2) One copy to the Japan Board of Audit.

(3) Retain two copies for file.

b. Two copies direct to Headquarters, Eighth Army, Attention: Procurement Section.

c. One copy direct to Headquarters, Eighth Army, Attention: Transportation Section.

d. Retain three copies if under the command of COMNAVE or BCOF; and retain one copy, forward one copy to appropriate requisitioning authority, and one copy to the appropriate responsible commander if under command other than COMNAVE or BCOF.