AWM52
Australian Military Forces, Army headquarters, formation and unit diaries, 1939-1945

1/5/65
FORCES

Headquarters British Commonwealth Occupational Force (Including BCOF Government Section and Quartermaster Maintenance and Accommodation)

September - October 1949, Administrative Instructions



1/5/65-018D

MILITARY HISTORY SECTION

No 7921

Despatched on 27/10/49 *By* Aust Mil Hist Section BCOF

To Mil Hist A H Q

CONTENTS

War Diary September 49

RECEIVED

on ..... 194 .....

Please sign and return to

OFFICER i/c MILITARY HISTORY SECTION

BRITISH COMMONWEALTH OCCUPATION FORCE

QG/850/5/Proc
2 Sep 49

Subject : BUDGETARY CONTROL OF SERVICES SUPPLIES RECEIVED FROM THE JAPANESE GOVERNMENT

Ref : BCOF Administrative Instruction No.173 of 12 Aug 49

1. Attached hereto are Appendices B and C, to the above referenced administrative instruction. Appendix 'D' will be issued later.

2. The above referenced instruction is amended as follows :-

(a) Delete para 11. As shown.

(b) Insert para 11. "Two copies of a report on the proforma shown as Appendix 'B' will be submitted by the service indicated in column 2 of Appendix 'A' part III for services, stores and supplies received the preceding month. This report will be submitted to reach HQ BCOF (Q Proc) by the 20th of each month for the preceding month. Services will arrange for such reports as they require from Receiving Officer's."

(c) Delete para 12. As shown.

(d) Insert para 12. "As reports submitted in accordance with HQ BCOF QG/850/4 of 20 Jul 49 for months of Apr, May and Jun were in most cases estimated and not actual expenditures, the above reports will commence for services stores and supplies obtained during the month of Apr. Reports for the months of Apr, May, Jun and Jul will be submitted by services with reports for Aug."

W/Cdr
(C. FERGUSON) for Brigadier
Principal Administrative Officer

Internal Distribution :-
List "B"
List "A" less serials 10, 22, 24, 30-32, 36, 39, 43, 46, 50-55

LGF/YS

PART I

Appendix 'B' to HQ BCOF Adm Instr No.173 of 12 Aug 49.

Report of Expenditure against general allocation for .....(a), Appropriation No .....(b), Project No ..... (c), Object No ..... (d), for the Month of ..... (e), by .....(f).

PART II

Total allocation (g)	¥ _____
Total spent to date (h)	¥ _____
Total Additionally Committed (i)	¥ _____
Total spent or Committed (j)	¥ _____
Balance in Hand (k)	¥ _____

PART III

(Reserved)

PART IV

Serial No. (i)	Expenditure Under P.D.						Other Expenditure		Total Expenditure to Date (x)	Remarks (xi)
	PD No (ii)	PD Detail (iii)	PD Receipt No.(iv)	Amount Allocated to PD (v)	Amount Spent this Month (vi)	Total Spent to Date (vii)	Amount Spent this Month (viii)	Amount Spent to Date (ix)		

Signed .....(l) Date .....

Appendix "B"

(a) Personnel Services, or Construction and Maintenance, or Supplies and Utilities, or Services vide Appendix 'A' part III.

(b) As shown in Appendix 'A' part III column 6.

(c) As shown in Appendix 'A' part III column 7 or as applicable.

(d) As shown in Appendix 'A' part III column 8 or as applicable.

(e) Month being reported upon.

(f) Service responsible.

(g) The total allocation for the service for the purpose described in part one of the report.

(h) To agree with column x part four.

(i) Unexpended amount allocated to a particular PD or otherwise set aside for expenditure for any other purpose.

(j) The total of the two lines above.

(k) The Difference between the "Total allocation" and the "Total spent or committed".

(l) Signature of Head of Service.

Appendix 'C' to HQ BCOF
Adm Instr 173 of 12 Aug 49

REQUEST FOR TRANSFER OF YEN CREDITS

PART I (To be completed by requesting service)

It is requested that action be taken to transfer yen credits as shown below :-

(i) Appropriation, Project and Object in which funds now held.

_____

(ii) Procurement Demand to which these funds are now obligated.

_____

(iii) Appropriation Project and Object to which it is now desired to transfer funds. _____

(iv) Purpose for which it is desired to use funds transferred.

_____

(v) Justification. _____

_____

_____

_____

_____

I certify that funds requested for transfer from appropriation project and object shown above are surplus to our requirements in that account.

Signed _____

Service _____

Date _____

PART II (To be completed by Staff branch)

State if approved and add any further remarks.

Signed _____

Branch _____

Date _____

PART III (For use by Q Co-ord)

BRITISH COMMONWEALTH OCCUPATION FORCE

QG/469.4/Maint
2 SEP 49.

BCOF ADMINISTRATIVE INSTRUCTION NO. 174

REPARATIONS AND SEIZED EQUIPMENT

General

1. A quantity of items of equipment are held by units which are of Japanese origin but which have not been obtained through procurement de and either by issue from BCOF Depots or directly by units.

2. These items fall into two categories :-

(a) Reparations

(b) Seized or surrendered

and may have been obtained by units in any of the following ways

(a) Located in unit areas after occupation

(b) Obtained from other unit or formation areas

(c) Issued by Depots owing to the non-availability of similar items of Empire origin

(d) Obtained from indigenous sources.

Object

3. This instruction prescribes the methods of obtaining, accounting for and disposing of such equipments.

Definitions

4. Definitions for the purpose of this instruction are :-

(a) Reparations equipment is that equipment which has been set aside by the Far East Commission for disposal to the Allies as part reparation for war damage. This equipment is recognisable by system of code inventory numbering painted on each ite and which is made up as follows :-

(i) The first group of numbers identifies the Prefecture ; 11 being HIROSHIMA, 45 being YAMAGUCHI.

(ii) The second group identifies the plant, depot or store; a sub-depot or branch of a plant being identified by a number or letters in brackets.

(iii) The third group identifies the item in the plant, depot or store.

(iv) The condition of serviceability of the item is indicated by an additional number shown under the plant number.

(b) Seized, surrendered or target equipment including furniture and furnishings hereinafter called seized, is all equipment of indigenous origin which has not been obtained through procurement action and does not fall within the category of reparations equipment. This equipment is not marked as is reparations equipment.

SUPPLY

5. Reparations Equipment

The ECOF service which is normally responsible for the supply of a particular item will be responsible for obtaining unit or Depot requirements of reparations equipment in accordance with the procedure prescribed herein.

6. The method of indenting will be :-

(a) Units will submit an indent for stores in the normal manner to the appropriate service.

(b) Indents are to be accompanied by a memo giving the following information :-

(i) Description of equipment or materials required.
(ii) Proposed use.
(iii) Unit, organisation, facility etc for which the item is required.
(iv) Location of type of equipment required.
(v) Justification.

(c) If the item required is within the authorised WET of the unit the service will then place the demand on the HQ of the Civil Affairs Region in memo form with a copy to HQ ECOF.

(d) If the item required is in excess of entitlement, staff approval is to be requested in the normal manner.

(e) On receipt of approval for the issue of the equipment the service will raise the necessary issue vouchers which will be endorsed "Stores of Japanese Origin, Reparations Equipment" and will show the United States Army authority.

(f) The nomenclature used by the service concerned on the relevant issue vouchers will be the nomenclature used by the unit for all accounting purposes.

(g) On receipt of the issue vouchers units will be responsible for:

(i) Collection of the item from the Japanese custodian, with or without Engineer assistance as the case may be.

(ii) Issueing a receipt in memo form to the Japanese custodian with a copy to the service concerned.

7. Seized Equipment

No further items within this category are available and no action is to be taken by units or Depots to obtain items of Japanese origin which come within this category other than in the course of operations.

8. The following action will be taken in respect of seized equipment located or taken during operations by the unit locating such equipment :

(a) Report location and general nature of stores to HQ ECOF.

(b) Ensure stores are safeguarded until disposal instructions are issued.

ACCOUNTING

9. Reparations Equipment

It is the responsibility of the service concerned to prepare a list of all items of equipment which fall within the category of reparations equipment and which are at present held by units, for submission to HQ ECOF. Amendments to this list caused by subsequent issues or changes in location are to be advised as they occur.

10. These lists will show :-

(a) Reparations Code Inventory number.

(b) Item, to include full description of the equipment and its ancilliary parts, makers number etc, and such pertinent data as HP, KW, GPM, RPM, AC, DC, Cyclic Rate etc.

(c) Quantity.

(d) Date of issue.

(e) On whose charge equipment is held and location.

(f) Any other relevant information, such as serviceability at date of issue.

11. Services are authorised to deal direct with units on the matter of reparations equipment.

12. Units who are at present holding reparations equipment excluding boilers, cranes, and hoists and other items of a fixed nature excluding unit equipment will take the following action :

(a) Prepare and submit CRV in triplicate. Each voucher is to show the information required in accordance with para 10.

(b) These vouchers will be passed to Unit Stores Account Section BCOF. Distribution of approved vouchers by USAS will be :

(i) One copy returned to the unit.

(ii) One copy held on control file.

(iii) One copy will be sent to the appropriate service.

(c) On receipt of approved vouchers, units will record holdings in unit equipment ledgers, opening for this purpose a section headed "Reparations Equipment." Each type of equipment will be brought to charge on a separate ledger folio.

(d) Ledger folios will be headed "Reparations Equipment .....(a)....." inserting in space (a) the name of the supplying service.

13. Where some items of equipment, such as motor powered equipment, have a number on each component of the equipment, then each numbered item will be taken on charge separately.

14. In a similar manner all subsequent issues of reparations equipment will be brought to ledger charge.

15. Items such as boilers, cranes and hoists and others which are permanently installed in a unit or depot area excluding unit equipment will be recorded on the appropriate Register of Assets and action for accounting will be in accordance with BCOF Adm Instr 163 of 21 Apr 49.

16. Items held by Depots for use in the operation of the installation will be brought to charge in accordance with current Depot Accounting Instructions.

17. <u>Seized Equipment</u>

In a similar manner all seized equipment held by units will be brought to charge on unit ledgers or in the Register of Assets, excepting that the appropriate "take up" vouchers which will be prepared in triplicate, will contain the following information

(a) Statement of origin i.e. seized, surrendered or target.

(b) Full description of item and its ancillary parts, including maker's name, HP, KW, GPM, RPM, AC, DC, etc.

(c) Quantity

(d) On whose charge equipment is held and its location

(e) Date equipment came into unit's possession

(f) Any other relevant information such as serviceability.

18. Services are not required to maintain a record of such equipment excepting where such records are normally maintained as part of service procedure, although they must be in a position to ensure that surplus items are not disposed of when and if required for the future maintenance of BCOF.

19. Seized equipment located or taken during operations will not be taken on charge by the locating unit.

DISPOSAL

20. Reparations Equipment

Reparations equipment becoming surplus to a unit's requirements will be declared as such to the service concerned. On receipt of this information the service, after ensuring that it is surplus to BCOF's requirements, will request disposal instructions from the HQ of the Civil Affairs Region giving the particulars listed in para 10.

21. Disposal instructions, when received, will be passed to the unit concerned for implementation. Transfers either within the Force, to the United States Army or to the Japanese will be effected on the relevant Aust Army Form. This acquitted form will be used to adjust the unit's ledger.

22. In the case of items held on a Register of Assets action on disposal will be in accordance with BCOF Adm Instr 163 of 21 Apr 49.

23. Seized Equipment

Seized equipment which may be located or taken during operations falls into three categories :-

(a) That required by BCOF

(b) That which must be destroyed

(c) That which may be handed over to the Japanese.

24. Services will be notified of equipment located or taken during operations and will be responsible for preparing detailed lists of items required for retention by their service Depots.

25. Lists will be submitted to HQ BCOF for approval. Approved lists will then constitute the authority for services to collect the items required.

26. Items which may remain as not required by BCOF will be declared for disposal on Form D1 (pro forms attached as Appendix "A") by the unit locating the stores. On receipt of approved Form D1 disposal action will then be taken by the unit concerned in accordance with disposal instructions which will be endorsed on Form D1, that is, destroyed or handed over to the Japanese.

27. No receipt will be given to any Japanese authority for this equipment other than that removed by BCOF Services for subsequent use by BCOF.

28. As seized equipment becomes surplus, units will advise the service which would normally be responsible for the supply of the items concerned, by the submission of four copies of Form D1. The service after ensuring that the stores are not required for the future maintenance of BCOF will forward Forms D1 to HQ BCOF.

29. HQ BCOF, after approving Form D1 and endorsing thereon the method of disposal will return the forms to the service for disposal action or for onforwarding to the unit concerned.

30. The Unit or service will arrange for the disposal of the items and distribute the completed copies of Form D1 as follows :-

(a) One copy to the Service concerned.

(b) One copy to the representative of the Japanese Government.

(c) One copy to be attached to the write off voucher and retained in unit file.

31. The disposal of seized furniture and furnishings will be in accordance with BCOF Adm Instr 98 of 10 Dec 47.

32. Services are responsible for referring surplus common items of equipment to other services before taking action to declare such items available for disposal.

(D.G. McKENZIE) Lt-Col.
for Brigadier.
Principal Administrative Officer.

Internal

FA
G
A
Q (Co-ord)
Q (Accn)
Engrs
Ord
EME
Med
Stationery
Sal

List "B"

Appendix "A" to BCOF Adm Instr
No. 174 dated 2 SEP 49.

BRITISH COMMONWEALTH OCCUPATION FORCE

FORM D1

LOCATION ____________________ NO. ____________________

ISSUED TO ____________________ DATE ____________________

REC'D FROM ____________________

DESCRIPTION	UNIT	AMOUNT

APROVED ____________________ SIGNED ____________________

DATE ____________________

Annexure 1 to Appendix "A" to BCOF Adm Instr
No. 174 dated 2 SEP 49.

INSTRUCTIONS FOR COMPILATION OF FORM D1

1. LOCATION - if held in a unit, the name of unit and its location. If NOT in a unit, Japanese local name and map reference.

2. ISSUED TO - either name of unit receiving stores, or, in case of disposal, HIROSHIMA Prefectural Government.

3. RECEIVED FROM - unit holding stores at time of transfer or disposal.

4. NO - each arm or service may use its own system of reference.

5. DATE - date inventory is prepared.

6. DESCRIPTION - as in para 12 of instruction.

7. UNIT - means unit of measurement, e.g., metres, pounds etc. Such items as pieces of machinery, lathes, tools may be described as so many "pieces".

8. APPROVED - in accordance with Adm Instr.

9. SIGNED / DATE - Signature of receiving party and date such signature is made.

10. Form D1 may be modified to meet specific requirements, but such modifications must be of a minor nature so as to NOT affect the above general instructions.

BRITISH COMMONWEALTH OCCUPATION FORCE

QG/850/4/Proc
2 Sep 49

Subject : PROCUREMENT DEMANDS BUDGETARY CONTROL

Ref : HQ BCOF QG/850/4/Proc of 1 Aug 49

1. Paragraph 2 of our above referenced letter is cancelled.

2. Addressees will advise this headquarters by 26 Sep 49 of all JPNZ and JPNY type procurement demands still remaining open.

(C. FERGUSON) W/Cdr
for Brigadier
Principal Administrative Officer

Distribution :-

List 'B' less serials 10, 22, 24, 30-32, 36, 39, 43, 46, 50-55, 62, 63.

LGF/YS

BRITISH COMMONWEALTH OCCUPATION FORCE

HQ BCOF
AG 373.3
3 Sep 49

Subject: PRIVATELY OWNED VEHICLES

Checks by Provost have revealed an increasing number of cases where persons driving privately owned motor vehicles are not in possession of written authority from the owner as required by para 19 (b) of Adm Instr 163 and/or not in possession of a civilian driving permit to operate such a vehicle.

2. Units will ensure that the attention of all members is drawn to the relevant portions of Adm Instr 163 together with the following information :-

"Pro-forma letter to be completed by owner of the vehicle authorising another person to operate same, may be obtained and completed at Office of APM HQ BCOF.

It is the responsibility of the vehicle owner to ensure that the person authorised to operate his vehicle is in possession of a civilian driving permit for that type of vehicle.

Indigenous personnel who may be required to operate a privately-owned vehicle may obtain a civilian driving permit by passing a test conducted by BCOF Provost Unit or RAAF service Police."

W. E. McGregor Lt-Col

Brigadier
Principal Administrative Officer

Distribution:

List B

M E S S A G E F O R M

FROM: BCCF

Date - Time of Origin
03 /530 I

TO : LIST 'A' & 'B'

QG 5696 (.) BCCF SALVAGE DISPOSALS SHOP WILL CEASE TRADING ON TUESDAY 25 OCT

This Message may be sent
AS WRITTEN by any means
INCL Wireless

3 Oct 49

Signed W/Cdr

M E S S A G E

Date-Time of Origin

FROM : BCOF

TO : LIST 'A'
LIST 'B'

QG 5662 (.) UNCLAS (.) PAYMENT FOR BUS FARES REF BCOF MEMO QG/170.2/MAINT DATED 25 AUG 49 (.) WEF RECEIPT THIS SIGNAL PAYMENT FOR TRAVEL ON BCOF BUSES IS NOT REQUIRED (.) TERMS DUTY AND NON DUTY IN RESPECT OF BUSES WILL CEASE (.) SIGNS AND FARE BOXES WILL BE REMOVED AND MONEY DEPOSITED WITH CPM (.) ALL INFM

Internal Distribution :-

ST)
) - for action as indicated.
CPM)

This Message may be sent AS WRITTEN
by any means Incl Wireless

Sep 49

Capt

BRITISH COMMONWEALTH OCCUPATION FORCE

MS 1666

5 Sep 49

Headquarters
British Commonwealth
Occupation Force - JAPAN

Subject : OFFICER PLANNING FOR BCOF

In order to assist in planning, it is necessary for all officers to indicate now their desires with regard to future service in JAPAN.

2. Units will therefore submit returns, to reach this HQ NOT later than 19 Sep 49, showing in the following categories:-

(a) Names of officers who desire to serve in BCOF indefinitely.

(b) Names of officers who desire to serve in BCOF for a limited period. The date of desired return to AUSTRALIA will be shown.

3. It is pointed out that NO guarantee can be given to officers that they will be returned to AUSTRALIA on the dates shown in this return.

H. E. McCarthy

Brigadier
Comd AMF Component BCOF

DISTRIBUTION :

List A
List B less serials 1,3,10,22,24,30,32,36, 39,43,46,50-55,59-61.

BRITISH COMMONWEALTH OCCUPATION FORCE

QG/469.4/Maint
5 SEP 49.

Subject : REPARATIONS AND SEIZED EQUIPMENT

Ref : BCOF Adm Instr 174 dated 2 Sep 49.

List "B"

1. It is not required that units take on charge items of reparations equipment not required for the functioning of the unit, depot or installation in accordance with para 12 of reference instruction.

2. Such items which are surplus to unit and depot requirements will be advised as such in memo form to HQ BCOF giving the information required in accordance with para 10. Location data is to include building number.

3. This HQ will then take action to declare these items surplus and have them removed by the Japanese Government for custody for maintenance.

4. Certain items of equipment at present held by BCOF have been allotted to Allied Countries. In addition the current policy is to release to Japanese industry all remaining equipment not required by the Occupation Forces. In view of the urgency in advising the releasing authorities of the items required for use by BCOF action on BCOF Adm Instr 174 is to be phased as follows :-

(a) Items held by units and depots are to be taken on charge vide para 9 to 15 of Adm Instr 174 by 15 Sep 49.

(b) Lists of such items are to be submitted by services to HQ BCOF vide para 9, 10 of Adm Instr 174 by 20 Sep 49.

(c) Indents for replacement items, or items required in addition to present holdings vide para 6 of Adm Instr 174 are to be submitted separately to Services concerned not later than 17 Sep 49.

(d) Lists of items surplus to unit and depot requirements vide para 2 of this memo are to be submitted to HQ BCOF by 20 Sep 49.

(L. I. HOPTON) Major.
for Brigadier.
Principal Administrative Officer.

Internal Distribution

FA	Q (Co-ord)
G	Med
A	Engrs
Q (Accn)	Ord
Sal	EME
Stationery	

BRITISH COMMONWEALTH OCCUPATION FORCE

HQ BCOF
AG 338.323
6 Sep 49

AMENDMENT No. 1

to

Administrative Instruction 166

dated 7 May 49

MIYAJIMA REST AND CONVALESCENT CENTRE

Delete paragraphs 15 and 16 ("PERIODS OF STAY").

R. C. [illegible]
Brigadier
Principal Administrative Officer

RSC/bhm

KURE 22939

DISTRIBUTION -

List A
List B less serials 10,22,24,30,36,39,46,50-52,55,62,63.
HQ Chugoku CA Region, APO 248.
Hiroshima CA Team, APO 248.
Eta Jima School Command, APO 354.
3 TMRS, Kure Division, APO 503.

BRITISH COMMONWEALTH OCCUPATION FORCE

HEADQUARTERS
QG 831/3/1 Accn
6 Sep 49

Subject : REFRIGERATION - BI - ANNUAL CHECK OF HOLDINGS

1. In order to ensure that the Master Record of Refrigeration Units held at HQ BCOF is accurate, all controlling formations/units will make a physical check of all refrigeration units held in real estate areas under their control as at 15 Sep 49.

2. Controlling unit commanders will appoint an officer in each unit held area to inspect all accommodation (including messes, quarters, and offices) to ensure that all refrigeration units, other than those which they are personally satisfied are private property, are on the Register of Assets or unit ledger charge. In the case of private houses, the occupants will be asked to certify that their houses contain no refrigeration units other than those issued to them and personal property.

3. A return in duplicate on the attached pro-forma, will then be submitted to reach HQ BCOF by 30 Sep 49.

4. Thereafter a similar check will be made as at 31 Dec and 30 Jun in each year and a return furnished to HQ BCOF by the 15th day of the following month.

5. The Army Number of each refrigeration unit will be stamped on the chassis and referred to in all records and correspondence. In cases where no Army Number has yet been allotted, this will be done through Engineer channels on receipt of unit returns due 30 Sep 49.

6. Technical assistance in obtaining the required data is available from local Engineer Wk Tps.

W.F. Bruce
Maj
(W.F. BRUCE) for Brigadier
Principal Administrative Officer

Distribution - List B - Less serials 10; 22, 26, 28, 30, 39, 42, 44, 45, 46, 50, 52, 57.

WFB/AS

Appendix "A" to HQ BCOF
letter 2G 831/3/1 Admn
of 6 Sep 49

DI - ANNUAL REFRIGERATION RETURN

ENTRY NO.	MAKE	ACTUAL CAPACITY (CU FT)	TYPE OF REFRIG-ERANT	POWER UNIT			COMPRES-SOR NO.	MANUFACTURER'S SERIAL NO. (DOMESTIC TYPES ONLY)		HOLDING UNIT	LOCATION OF REFRIGERATION UNIT	REMARKS
				MAKE	H.P.	NO.		CABINET	REFRIG. UNIT			
PART I - REFRIGERATION UNITS SHOWN ON THE REGISTER OF ASSETS												
PART II - REFRIGERATION UNITS NOT SHOWN ON THE REGISTER OF ASSETS												

The above return lists all refrigeration units, other than those which I am personally satisfied is private property, held in real estate areas controlled by this unit. A physical check all refrigeration units held was made on _____ (Date)

_____ (Signature of Controlling Unit Commander)

_____ (Controlling Unit)

BRITISH COMMONWEALTH OCCUPATION FORCE

HQ BCOF
AG 222.51
7 Sep 49

AMENDMENT No. 3

to

Adm Instr No. 167 of 19 May 49.

Adm Instr No 167 is amended as follows:-

Add:

8. Physical Inspection Receipts.

Units are required to furnish copies of Physical Inspection Receipts in duplicate to the Japanese Hospitals on each occasion medical examinations of Employees are carried out. Units will indent for requirements of forms from BCOF Stationery Depot on the following basis:-

Cat A - 36 copies per 50 employees

" B - 6 " " " "

" C - 3 " " " "

Plus 45 spare copies.

Units will ensure that the Physical Inspection Receipts are correctly compiled and that nominal rolls of individuals to be examined are included.

for Brigadier
Principal Administrative Officer

DISTRIBUTION -

List A serials 4,7,12,13,17(a),23.
List B less serial 10.

MESSAGE FORM

Date - Time of Origin
07 0920 K

FROM ECOF

TO LIST "B"

QG 5317 (.) UNCLAS (.) FIRST (.) TAPE HALF INCH WIDTH NOT AVAILABLE IN LIMITED QUANTITIES AT ECOF BOD FOR THE MANUFACTURE OF BADGES RANK WOVEN FOR SERGEANTS AND CORPORALS (.) ISSUE RESTRICTED TO FIVE SETS PER NCO AND ESTIMATES TO BE BASED ON SIX INCHES PER STRIPE (.) INDENTS WILL BE SUBMITTED TO ADOS QUOTING NUMBERS OF NCOs ON UNIT STRENGTH (.) UNIT OF MEASURE IN FEET (.) SECOND (.) BADGES RANK WORSTED WILL NOT BE ATTACHED TO SUMMER DRESS

This message may be sent as written by any means INCL wireless.

Signed. [signature]
MAJ.
SEP 49.

Internal Dist.

A
Ord

BRITISH COMMONWEALTH OCCUPATION FORCE

HQ BCOF
AG 373.3
8 Sep 49

AMENDMENT NO. 3

to

BCOF Adm Instr 169 of 23 May 49

PRIVATELY OWNED MOTOR VEHICLES

Adm Instr 169 dated 23 May 49 is amended as follows:-

Para 29 (a), add

"(vi) Series F - printed BLACK

for the supply of three gallons of Kerosene, cleaning."

Para 30 (a), add

"(vi) Kerosene for cleaning purposes, 3 gallon per three months."

Para 32, add

"(d) Intending purchaser whose supplies cannot be delivered to the fuel tanks of his vehicle is responsible for supplying containors."

Appendix 'A' Selling hours for Bowser Pumps, HIRO, KURE areas

Anzac Club, add

"Tuesday 1600 - 1800 hrs.

Thursday 1600 - 1800 hrs.

Friday 1500 - 2000 hrs."

Appendix 'C', add

"Series F - printed in BLACK, comprising 3 coupons, each valid for 1 gallon of Kerosene, cleaning."

H. E. Wilkinson

Brigadier
Principal Administrative Officer

List B plus serials 5,9-12,14-19,23, 24,30-32,39.

BRITISH COMMONWEALTH OCCUPATION FORCE

HEADQUARTERS
QG/850/5/Proc
9 Sep 49

Subject: BUDGETARY CONTROL JFY 1949

1. Herewith Part III to Appendix A to Adm Instr No. 173.

W/Cdr
(C. FERGUSON) for Brigadier
Principal Administrative Officer

Distribution:-

List 'B'

List 'A' - less serials 10, 22, 24, 30-32, 36, 39, 43, 46, 50-55.

CF/YH

Part III of Appendix 'A'
to HQ BCOF Adm Instr No 173

TOTAL ALLOCATIONS TO BCOF SERVICES FOR JFY 1949

Serial No.	BCOF Service	Purpose	Amount ¥	Period	US Army Appropriation Code from which allocated			Remarks
					Appropriation	Project	Object	
	Personal Services							
1	Labour	Requisitioned Labour.	905,825,000	1 Jul 49 to 31 Mar 50	as applicable	as applicable	01	
	Construction & Maintenance							
2	Engrs	Minor Construction	5,000,000	Year	615	230	99	
3	"	Repairs & Utilities	100,000,000	Year	615	437	07	
	Supplies and Utilities (not services)							
4	PR	Procurement of Periodicals	100,688	Year	607	as applicable	08	
5	Ord	US Army Ord Type Stores	2,616,000	Year	608	"	08	
6	Engrs	US Army Engr Stores	70,000,000	Year	615	"	08	
7	Ord	US " "	5,000,000	Year	615	"	08	To be obtained through Engrs (see note 1)

Serial No.	BCOF Service	Purpose	Amount ¥	Period	US Army Appropriation Code from which allocated			Remarks
					Appropriation	Project	Object	
8	Engrs	US Army QM Stores	1,000,000	Year	621	as applicable	08	
9	S & T	" " " "	5,500,000	Year	621	" "	08	
10	Ord	" " " "	6,500,000	Year	621	" "	08	
11	Joint	" " " "	1,500,000	Year	621	" "	08	
12	Reserve	Reserve		Year	621	" "	08	
12(a)	"	"	250,000	Year	635	130	08	
23	S & T	Coal	218,263,000	Year	621	130	08	
			218,263,000					
14	Engrs	Utilities	138,141,316	Year	615	437	05	
	Services							
15	PP	Printing of BCON & Radio Press Service	11,633,028	Year	607	422	06	
16	Postal	Carriage of mails	81,100	Year	607	444	03	
17	Print	General printing	478,072	Year	607	422	06	
18	Reserve	Reserve		Year	607	as applicable	-	

Serial No.	BCOF Service	Purpose	Amount ¥	Period	US Army Appropriation Code from which allocated			Remarks
					Appropriation	Project	Object	
19	Ord	Disposal of Ammunition	1,248,000	Year	608	425	07	
20	Ord	Operation of Veh Park	3,919,300	-	608	430	07	
21	S & T	Kure Bus Service	37,262,572	Year	608	?	?	Funds to be transferred to 635 appropriation
22	"	KAWANA Bus Service	10,080,561	Year	608	?	?	
23	"	MARUNOUCHI Taxis	5,090,128	Year	608	?	?	
24	EME	Expenditures to 30 Jun 49	16,566,004	-	608	as applicable	-	
25	"	Chrome Plating	750,000	Year	608	430	07	
26	"	Miscellaneous Stores	500,000	Year	608	410	08	To be transferred to Supplies
27	"	Trade Repair Spare Parts TOKYO	1,500,000	Year	608	413	07	
28	Ord	Supply of Paint	695,000	Year	608	?	08	To be transferred to supplies
29	Reserve	Reserve		Year	608	-	-	
30	Ord	US Army QM Services	36,138,416	Year	621	as applicable	07	
31	ST	Ice cream manufacture	2,176,960	Year	621	425	07	
32	Print	Rubber Stamps	408,989	Year	621	425	07	
33	Reserve	"	14,275,635	Year	621	-	-	
34	Engrs	US Army Engr Services	35,155,414	Year	615	as applicable	07	
35	EME	" " " "	1,194,131	Year	615	as applicable	07	
36	Reserve	" " " "		Year	615	as applicable	07	

Serial No.	BCOF Services	Purpose	Amount ¥	Period	US Army Appropriation Code from which allocated			Remarks
					Appropriation	Project	Object	
37	Tn	Operation of part of KIRE for the year and repair of ships up to 31 Jul 49	164,750,999	as stated	635	as applicable	07	
38	Tn	Repair of Ships for balance of year	20,000,000	as stated	635	as applicable	07	
39	Reserve	Reserve		--	635	--	07	
40	Ord	Repair of Billiard Table	1,662,900	Year	637	405	07	
41	Amenities	Operation of KAWANA Hotel	68,369,724	Year	637	703	07	
42	Canteens	Operation of MARUNOUCHI Hotel	78,875,764	Year	637	703	07	
43	Amenities	Entertainment	1,095,049	quarter ending 30 Sep 49	637	as applicable	07	
44	Q Accn	Rentals	42,000,000	Year	615	436	05	

NOTE: Serial 7 Original allocation of ¥5,000,000 to Ord now confirmed.

AG 369.11

MESSAGE FORM

Date-Time of Origin
100850 K

FROM : BCOF

TO : LIST B

AG 5355 UNCLAS (.) SUBJECT AUSTRALIAN GENERAL ELECTIONS 1949 (.) IN ORDER TO ASSIST PRELIMINARY PLANNING UNITS WILL SUBMIT RETURNS TO REACH THIS HQ NOT LATER THAN 17 SEP 49 SHOWING NUMBER OF PERSONNEL FROM EACH STATE (.) ALL MEMBERS OF AMF, RAN AND RAAF COMPONENTS ARE ENTITLED TO VOTE (.) A SERVICEMAN WILL VOTE AS AN ELECTOR OF THE DIVISION (AND STATE) IN WHICH IMMEDIATELY PRIOR TO ENLISTMENT HE WAS ORDINARILY RESIDENT (.) FOR PURPOSES OF THIS RETURN DEPENDANTS WILL VOTE IN SAME DIVISION AND STATE AS HEAD OF FAMILY

This message may be sent as WRITTEN
by any means including Wireless

Capt. 10 Sep 49

Copy to: SOMS HQ BCOF

BRITISH COMMONWEALTH OCCUPATION FORCE

HQ BCOF
AG 222.51
10 Sep 49

Subject: MEDICAL EXAMINATION OF JAPANESE

Amendment No 3 to Adm Instr 167 dated 19 May 49 is amended as follows:-

After the words

"copies per 50 employees" wherever occurring, add the words "per year."

Brigadier
Principal Administrative Officer

DISTRIBUTION -

List A serials 4,7,12,13,17(a),23.
List B less serial 10.

MESSAGE FORM

Date - Time of Origin
10 1133 K

FROM BCOF

TO LIST "A"
LIST "B"

QG 5367 (.) UNCLAS (.) SUBJECT BCOF BUS SERVICE (.)
THE BUS SERVICE TO HIROSHIMA ON WEDNESDAY SATURDAY
SUNDAY AND HOLIDAYS WILL CEASE WEF 12 SEP 49 (.)
A RAIL SERVICE WILL BE INSTITUTED DETAILS WILL BE GIVEN
LATER

This message may be sent
as written by any means
INCL wireless.

Signed.

[signature]
LT.
SEP 49.

BRITISH COMMONWEALTH OCCUPATION FORCE

HQ BCOF
AG 312.14

12 Sep 49

AMF COMPONENT INSTRUCTION 115

RE-ENGAGEMENT OF CATEGORY B PERSONNEL FOR FURTHER SERVICE

(Ref: MBI 62/1948 and AMF Component Instruction 67 of 30 Apr 48)

Approval has been given for the re-engagement for a further period of 2 years of Category B personnel whose current re-engagement expires in 1950.

2. This re-engagement will be subject to the proviso that all members who elect such further service will be discharged on return to AUSTRALIA on the completion of their service in JAPAN irrespective of whether their second two year period of re-engagement has expired or not.

3. Re-engagement of such personnel will be a direct arrangement between units and 6 Aust Adv 2 Ech.

4. An amendment to MBI 62/1948 concerning the above re-engagement may be anticipated.

H. E. Alexander
Brigadier
Comd AMF Component BCOF

DISTRIBUTION

List A
List B less serials 1,3,57-61.

BRITISH COMMONWEALTH OCCUPATION FORCE

EQ BCOF
AG 212.1

12 Sep 49

Subject : INVESTIGATIONS, COURT OF INQUIRIES AND COURTS MARTIAL - EVIDENCE OF MEMBERS IN HOSPITAL

CIRCULAR

A reason frequently advanced as to why delay occurred in an Investigation, Court of Inquiry or trial by Court Martial is to the effect that a material witness, or the accused, was in hospital over a certain period.

The fact that an individual is in hospital should not be permitted to cause delay unless the C.O. of the hospital certifies in writing that the individual is too sick to give evidence or to stand trial. In cases where the individual is unable to leave the hospital to appear at the place of hearing and, provided he is in other respects fit to give evidence, the hearing is to be arranged at the hospital.

Brigadier
Principal Administrative Officer

DISTRIBUTION -

List B (less serials 1, 59, 61)

MESSAGE FORM

AG225.5
Date-Time of Origin
12 1430 E

FROM : BCOF

TO : LIST B

INFO : MIYAJIMA REST CENTRE

AG 5433 UNCLAS (.) REF HQ BCOF AG 225.5 OF 10 AUG 49 (.) SUBJECT PD MORAL LEADERSHIP COURSE MIYAJIMA 26 TO 30 SEPT (.) ONE (.) ALLOTMENT OF VACANCIES (.) PERSONNEL WILL BE NOMINATED FROM UNITS AS FOLLOWS (.) BRICOSAT ONE BOD ONE ENGINEERS TWO SIGNALS ONE RAASC THREE RAEME TWO PROVOST ONE CANTEENS ONE BCOF HOSPITAL ONE 3 BATTALION SIX HQ BCOF TWO RAAF FOUR (.) HQ BCOF ALLOCATION WILL INCLUDE AMENITIES UNIT SALVAGE 2 ECH AND SUCH OTHER UNITS AS HAVE NO DEFINITE ALLOCATION (.) TWO (.) NOMINAL ROLLS WILL REACH THIS HEADQUARTERS NOT LATER THAN 20 SEPT (.) PERSONNEL WILL TRAVEL TO MIYAJIMA IN ACCORDANCE PARAS 6 AND 11 ABOVEMENTIONED INSTRUCTION DATED 10 AUG (.) MIYAJIMA REST CENTRE ARRANGE WORKBOAT MEET TRAINS

This Message may be sent AS WRITTEN
by any means incl wireless.

Capt. 12 Sept 49

BRITISH COMMONWEALTH OCCUPATION FORCE

QG/588.7/Maint
12 SEP 49.

Subject : PRINTING REQUIREMENTS

List "B"

1. The reproduction of Army forms in short supply from Australia and the production of stationery requirements peculiar to BCOF, is carried out by a procurement demand controlled by BCOF Stationery Depot.

2. The allocation of yen funds to be expended against this demand is strictly limited, necessitating careful supervision of printing requisitions, to ensure that all essential demands are met.

3. Before submitting requests for printing, services and units will ensure that :-

(a) The printing requested is essential.

(b) It is not practicable that the requirement can be met by the use of duplicating machines etc.

(c) An existing army form cannot be adapted.

(d) Excessive quantities are NOT demanded.

4. All requests for printing will be submitted to HQ BCOF for approval.

(D.G. McKENZIE) Lt-Col.
for Brigadier.
Principal Administrative Officer.

Internal Dist.

List "A"

AEP/SYS

BRITISH COMMONWEALTH OCCUPATION FORCE

QG/465.105/Maint

12 SEP 49.

Subject : SHOES LEATHER BLACK

List "B"

1. Stocks of shoes leather black are now sufficient to permit of an initial free issue to all entitled service members of BCOF.

2. The scale of issue is one pair per member (vide MGO equipment order 220 and MBI 181/48).

3. Stocks are at present insufficient to allow of any maintenance issues on prepayment. Authority to make maintenance issues will be given as soon as stocks permit.

4. The shoes are made to the RAAF last and provide for two widths in each size. The utmost care will be taken to ensure that members are given a correct fit (vide Pamphlet - Fitting of boots and care of feet 1942).

5. Special sizes as necessary will be obtained in accordance with MBI 224/47. Two patterns of shoes have been supplied, one with and the other without a toecap. The patterns in other respects are identical.

6. Shoes black will be worn as laid down in AMF Component Standing Orders for Dress in lieu of shoes brown as from 1 Oct 49.

7. Special indents will be submitted on receipt of this instruction for unit requirements.

(D.G. McKENZIE) Lt-Col.
for Brigadier.
Principal Administrative Officer.

Internal
FA (for USAS)
A
Ord

AEP/SYS

AG 225.5

MESSAGE FORM

Date-time of origin
15 1100I

FROM : BCOF

TO : LIST B

AG 5483 UNCLAS (.) OUR AG 225.5 DATED 10 AUG 49 (.) MORAL LEADERSHIP COURSES (.) AMEND PARAS 11 AND 12 TO CONFORM WITH NEW TIME TABLE AS FOLLOWS (.) READ TIMINGS CONSECUTIVELY (.) 0716 (.) 0740 (.) 1023 (.) 1419 (.) 1449 (.) RETURN TRAINS (.) 0922 (.) 1108 (.) 1127 (.) 1024 (.) 1056

This message may be sent AS WRITTEN
by any means <u>including</u> wireless

Capt

15 Sep 49

BRITISH COMMONWEALTH OCCUPATION FORCE

BG/516/Maint
21 Sep 49.

Subject : REDUCTION IN JAPANESE LABOUR

HQ&S COMMONWEALTH
77 (F) Squadron
Brit Com Sub Area TOKYO
BCOF Press and Printing Unit
List "B" - Less serials 1 - 3.

1. GHQ SCAP has severely limited the overall number of Japanese which may be employed by the Occupation Forces, and in this regard has further reduced the requisition labour ceiling figures throughout Japan. The ceiling figure for BCOF has now been established at 10350 personnel with annual yen funding programme (1 Apr 49 to 31 Mar 50) of ¥1,208,050,929.

2. This reduction in ceiling figures necessitates an immediate reduction of 10% by all labour employing units of BCOF. This reduction is in addition to that required by HQ BCOF signal BG 5023 of 18 Aug 49.

3. Addressees will therefore to take the following action :

(a) Review all labour employed.

(b) Effect a 10% reduction on present unit ceiling figures. In all cases the personnel being discharged will be put on 30 days notice with effect from 30 Sep 49.

4. The PAO has laid down that the operational efficiency of the unit must be the first consideration. Where a unit CO is unable to effect the necessary reduction without impairing unit efficiency and labour in excess of BCOF Labour Scales is being employed on repayment either by the unit or by individuals such labour must suffer the first reduction.

5. As additional alterations in the classifications and categories of employees are required in unit manning tables it is intended that the Japanese Labour Committee will call forward unit representatives for the purpose of :

(a) Amending Unit ceiling figures to reflect 10% reduction effected by units.

(b) Review categories and classifications as at present listed.

6. Unit representatives will be required to be in possession of the following data when called forward :

(a) Service personnel strengths by messes showing separately, attachments and living out members.

(b) Square footage of each building indicating use to which building is put and number of occupants and their ranks.

7. No alterations will be made in unit R and U figures. These will be adjusted between HQ BCOF and Engrs and units will be advised of new R & U ceiling figures by HQ BCOF.

(L.I. HOPTON) Major.
for Brigadier.
Principal Administrative Officer.

Internal

PAO
FA
A
Labour

MESSAGE FORM AG225.5

Date-Time of Origin
22 1015 I

FROM : BCOF

TO : LIST B . DA GG (COE). (RC). (PI)

INFO : MIYAJIMA REST CENTRE

AG 5571 UNCLAS (.) REF HQ BCOF AG 225.5 OF 10 AUG 49 (.) SUBJECT C OF E MORAL LEADERSHIP COURSE MIYAJIMA 5 TO 7 OCT (.) ONE (.) ALLOTMENT OF VACANCIES (.) PERSONNEL WILL BE NOMINATED FROM UNITS AS FOLLOWS (.) RAEME ONE BCOF ENG REGT ONE RAASC THREE BCOF BOD TWO BCOF SIGS THREE BCOF GEN HOSPL ONE BCOF PRO UNIT ONE BCOF TRANSPORT ONE BCOF CANTEENS ONE 3 BN RAR SIX RAAF FOUR (.) HQ BCOF ALLOCATION WILL INCLUDE AMENITIES UNIT SALVAGE 2 ECH AND SUCH OTHER UNITS AS HAVE NO DEFINITE ALLOCATION (.) TWO (.) NOMINAL ROLLS WILL REACH THIS HEADQUARTERS NOT LATER THAN 30 SEPT (.) PERSONNEL WILL TRAVEL TO MIYAJIMA IN ACCORDANCE PARAS 6 AND 11 ABOVEMENTIONED INSTRUCTION DATED 10 AUG (.) MIYAJIMA REST CENTRE ARRANGE WORKBOAT MEET TRAINS

This Message may be sent AS WRITTEN
by any means Incl wireless.

CAPT 21 Sep 49

BRITISH COMMONWEALTH OCCUPATION FORCE

HQ BCOF
AG 357.03
22 Sep 49

Subject : PURCHASE OF LIQUOR

1. It has come to the notice of the C in C that certain units and messes have purchased considerable stocks of liquor etc from sources outside the Aust Canteens Service.

2. The C in C directs that purchases of this nature will NOT be made in future. The only source of supply to units and establishments of the BCOF will be the Aust Canteens Service.

Brigadier
Principal Administrative Officer

DISTRIBUTION -

List B
"A" Officers' Mess
"B" Officers' Mess

BRITISH COMMONWEALTH OCCUPATION FORCE

G/921/Disp
22 Sep 49

Subject : SALE BY AUCTION OF AMENITIES LAUNCH "INVERYN"

List 'A' & 'B'

1. On 8 Oct 49 at 0930 hrs at BCOF Vehicle and Small-craft Park HIRO the launch "INVERYN" will be sold by public auction with reserve. This sale will be for BCOF personnel only.

2. Successful bidder will be required to complete purchase by 15 Oct 49.

3. Craft, details of which are listed hereunder, may be inspected at Base Vehicle Depot Pontoon on Friday, 7 Oct between 1400 hrs and 1600 hrs and Saturday prior to sale.

Name :-	m.l. "INVERYN"	
No. :-	AM 309	
Type :-	Wooden Copper Sheathed	
Tonnage :-	15 tons	
Overall Length :-	36 ft 3 in	
Beam :-	9 ft 9 in	
Draught :- loaded -	fwd 5 ft 6 in	aft 5 ft 3 in
unloaded -	" 2 ft 6 in	" 4 ft 6 in
Cargo Capacity :-	Nil	
Passenger Capacity :-	20	
Lifebelts :-	20 (10 us)	
Navig. Lights :-	Port, Stbd, Masthead	
Fresh Water Capacity :-	35 galls	
Anchors :-	2	
Prime Mover :-	Make :-	Ford, petrol
	Type :-	V8
	No. of Cylinders :-	8
	B. HP. :-	95
	Galls per hour :-	5.8
	Capacity Fuel Tank:-	100 galls
	Speed :-	9 knots
	Also capable of being sailed	
Internal Fittings :-	Galley,	
	Pantry,	
	Lavatory,	
	Bunks, (6)	
	Stove - kero pressure type,	
	Lockers, etc.	

4. Units will give this information widest publicity.

for Lt/Cdr
(C. FERGUSON) for Brigadier
Principal Administrative Officer

Internal Distribution :-
Ord - Please arrange for WO FISHER to be available.
Amenities

BRITISH COMMONWEALTH OCCUPATION FORCE

HQ BCOF
AG 373.3

23 Sep 49

AMENDMENT No. 2

to

BCOF Adm Instr 169 of 23 May 49

PRIVATELY OWNED MOTOR VEHICLES

Para 5 (c)

Delete the words :-

"five (5) shillings"

Insert :-

"seven shillings and six pence (7/6)"

H. E. McCreery 1409

for Brigadier
Principal Administrative Officer

DISTRIBUTION -

List B
plus serials 5,9-12,14-19,23,24,30-32,39.

MESSAGE FORM

FROM : BCOF

TOO

23/350 I

TO : NOIC KURE
BRICOSAT
77 (F) SQDN
3 RAR
BCOF Press OSAKA
BCOF Civil Affairs Sec
BCOF Engr Regt
BCOF Sigs Regt
HQ Comd RAASC
BCOF Gen Hosp
BCOF BOD
BCOF Wksp
BCOF Amenities Unit

INFO : Aust Mil Hist Sec

Z 77 (.) UNCLAS (.) SUBJECT VISIT BRIG J MANN E IN C AHQ (.) REF C IN C/1257/V1 OF 17 SEP 49 (.) AMENDMENT (.) ONE (.) SERIALS 13 TO 23 INCLUSIVE DELETE ALL REFERENCE (.) TWO (.) READ IN FIVE COLUMNS (.) (A) SERIAL (B) DATE (C) TIME (D) EVENT (E) REMARKS (.) THREE (.) INSERT NEW SERIAL 13 (.) (A) 13 (B) 26 SEP (C) 1151 (D) DEPART RTO KURE IN SPECIAL COACH AUSTIN FOR TOKYO (E) SPECIAL COACH AUSTIN BY Q (MOV) HQ BCOF (.) ACCOMPANIED BY CRE (.) FOUR (.) SERIAL 24 (.) (A) RENUMBER AS SERIAL 14 (B) DELETE 29 SEP INSERT 27 SEP (C) (D) (E) AS FOR OLD SERIAL 24 (.) FIVE (.) RENUMBER SERIALS 25(A) TO 41 INCL TO READ 15(A) TO 31 INCL (.) SIX (.) NEW SERIAL 15(A) (.) (D) AND (E) DELETE THAMES INSERT AUSTIN (.) SEVEN (.) NEW SERIAL 18 (.) (A) 18 (B) 3 OCT (C) 1940 (D) DEPART RTO ITO IN SPECIAL COACH AUSTIN FOR OSAKA (E) SPECIAL COACH AUSTIN ARRANGED BY Q (MOV) HQ BCOF (.) ACCOMPANIED BY CRE (.) EIGHT (.) NEW SERIAL 19 (.) (A) 19 (B) 4 OCT (C) (D) (E) AS FOR OLD SERIAL 29 (.) NINE (.) NEW SERIAL 20 (.) (A) 20 (B) 4 OCT (C) (D) (E) AS FOR OLD SERIAL 30 (.) TEN (.) NEW SERIAL 26 (.) (A) 26 (B) 7 OCT (C) 0830 (D) TOUR KURE AREA (E) DETAILED ITINERARY TO BE PREPARED BY A BRANCH AND CRE (.) ELEVEN (.) NO OTHER AMENDMENTS

This message may be sent AS WRITTEN by any means incl Wireless

Maj
23 Sep 49.

Originator's Instructions
Degree of Priority

PRIORITY

Internal Distribution

C of S	G	Q(mov)	Camp.
PAO	A	Pro	War Diary
PR	Q	Dist Centre	File

BRITISH COMMONWEALTH OCCUPATION FORCE

HQ BCOF
AG 248.1
23 Sep 49

Subject: WINTER DRESS - PERSONNEL PROCEEDING TO TOKYO

~~List A~~
List B (plus List A Serials 4-9, 11-21, 23)

As from 15 Oct 49 all personnel proceeding into the TOKYO - YOKOHAMA Area will wear winter dress in accordance with their Component Standing Orders for Dress.

W. A. E. Allcock
for Brigadier
Principal Administrative Officer

BRITISH COMMONWEALTH OCCUPATION FORCE

HQ BCOF
AG 306.2

14 Sep 49

Subject : SELECTION OF PERSONNEL - AUSTRALIAN MILITARY MISSION BERLIN

Army Headquarters MELBOURNE have advised that a vacancy exists on the staff of the Australian Military Mission BERLIN for a Warrant Officer or Staff Sergeant qualified journeyman vehicle mechanic. Requirements for selection to this appointment are:-

(i) Must be ARA and unmarried.

(ii) A natural born Australian of good appearance and soldierly bearing.

(iii) A skilled mechanic, capable driver and able to instruct driver mechanics.

(iv) Be capable of supervising the maintenance of twenty three vehicles.

2. Units desiring to nominate members for this appointment will submit nominations showing full details of nominee including medical record, technical qualifications, and war record to this Headquarters by 14 Oct 49. Nil returns required where applicable.

H. E. Allen
Brigadier
Principal Administrative Officer

DISTRIBUTION -

List A serials 6, 11, 13
List B less serials 1, 9, 57 - 63.

MESSAGE FORM

TOO

240840 I

FROM : BCOF

TO : LIST A
LIST B

Z 80 (.) UNCLAS (.) SUBJECT BCON ARTICLE PAGE 2 SATURDAY 24 SEP 49 QUOTE NEW SCAP RULE ENCOURAGES FRIENDLY RELATIONS BETWEEN AMERICAN TROOPS JAPANESE UNQUOTE (.) THE COMMANDER IN CHIEF HAS DIRECTED THAT ALL RANKS BE ADVISED TODAY (24 SEP) THAT THE APPLICATION OF THESE INSTRUCTIONS TO BCOF WILL BE CONTROLLED BY CURRENT BCOF ADMINISTRATIVE INSTRUCTIONS AS MAY BE AMENDED FROM TIME TO TIME

Special DR

This message may be sent AS WRITTEN by any means incl Wireless

Maj
24 Sep 49

Originator's Instructions
Degree of Priority

PRIORITY

MacArthur Diary

MESSAGE FORM

FROM : BCOF

TO : LIST A
LIST B

TOO

240840 I

Z 80 (.) UNCLAS (.) SUBJECT BCON ARTICLE PAGE 2 SATURDAY 24 SEP 49 QUOTE NEW SCAP RULE ENCOURAGES FRIENDLY RELATIONS BETWEEN AMERICAN TROOPS JAPANESE UNQUOTE (.) THE COMMANDER IN CHIEF HAS DIRECTED THAT ALL RANKS BE ADVISED TODAY (24 SEP) THAT THE APPLICATION OF THESE INSTRUCTIONS TO BCOF WILL BE CONTROLLED BY CURRENT BCOF ADMINISTRATIVE INSTRUCTIONS AS MAY BE AMENDED FROM TIME TO TIME

RECEIVED
24 SEP 1949

Special DR

This message may be sent AS WRITTEN by any means incl Wireless

Maj
24 Sep 49

Originator's Instructions
Degree of Priority

PRIORITY

BRITISH COMMONWEALTH OCCUPATION FORCE

HQ BCOF
QG/550/Maint
24 Sep 49

Subject :- CHRISTMAS MAIL SCHEDULES - UNITED KINGDOM

List "B"

1. Advice has been received from the United Kingdom that the latest date of receipt in the United Kingdom of all classes of mail, other than air mail, for delivery before Christmas is 8 December 49.

2. Owing to the infrequency of shipping from Kure to the United Kingdom it is suggested that surface letters, packets, and parcels be posted as soon as possible to ensure delivery for Christmas.

3. The closing date for air mails, and the date of acceptance for cables will be advised at a later date.

Major
(L.I. HOPTON) for Brigadier
Principal Administrative Officer

Internal Dist.

List "A"

AEP/TK

BRITISH COMMONWEALTH OCCUPATION FORCE

QG/580.381/Maint

26 Sep 49.

Subject : RATIONING OF U.S. PERSONNEL

Ref : BCOF Adm Instr No. AG 113 dated 25 March 48.

1. Where meals or accommodation are furnished to United States Armed Forces personnel, the following instruction will apply :-

(a) In the case of personnel of officer status, reimbursement will be effected to the mess at the rate of 60 cents per meal including authorised service charges.

(b) In the case of personnel of other than officer status, the certificate attached as Appendix "A" will be completed in triplicate in respect of each individual rationed, and forwarded to HQ BCOF each month.

2. Monies collected in accordance with sub para (a) above will be dealt with in accordance with the provisions of ref instruction.

3. BCOF memo QG/580.381/Maint dated 4 Feb 49 is cancelled.

(L. I. HOPTON) Major.
for Brigadier.
Principal Administrative Officer.

Distribution

List "B" - less serials 25, 26, 28, 39, 42, 46, 50, 52, 54, 55.

Appendix "A" to HQ ECOF
QG/580.381/Maint dated 26 Sep 49.

CERTIFICATE OF MEALS AND/OR ACCOMMODATION FURNISHED TO U.S. PERSONNEL

Status_____ Grade_____ Serial No._____

Name _____

Address_____

Organisation _____

Period, From_____ To_____

Items Furnished

Meals_____

Accn _____

_____

Certified correct, NO payment made.

_____ CO/OC
(Unit Stamp)

I acknowledge receipt of enumerated items shown above.

Sign. _____
(Grade & Rank)

BRITISH COMMONWEALTH OCCUPATION FORCE

HQ BCOF
AG 347.5
26 Sep 49

Subject: BCOF ADM INSTR 156/1 OF 13 MAY 49
BCOF TRANSIT HOTEL KURE

Ref this HQ memo AG 347.5 dated 23 Sep 49.

2. Amend the price of casual meals supplied to US Personnel to read "60 cents" in lieu of 40 cents.

Brigadier
Principal Administrative Officer

DISTRIBUTION -

List A less serials 10,22,24,30-32,36,39,43,46, 50-54,55,62 and 63

List B

BRITISH COMMONWEALTH OCCUPATION FORCE

BG/596/Maint
26 Sep 49.

Subject : PROCEDURE FOR THE ADJUSTMENT OF DISCREPANCIES - STORES AND SUPPLIES

Ref : BCOF Administrative Instruction No.131 of 28 Sep 48.

Amendment No. 2

1. Delete para 27 "Adjustment of Ledger Entries" in its entirety.

2. Renumber paras 28 and 29 to read 27 and 28 respectively.

(L. I. HOPTON) Major.
for Brigadier.
Principal Administrative Officer.

Distribution

List "B" plus List "A" serials 4 to 21.

BRITISH COMMONWEALTH OCCUPATION FORCE

QG/460.23/Maint
2 - Sep 49.
21

Subject : CASES PACKING

List "B"

1. Subtended is MGO Unit Stores And Accounting Circular No. 49 of 5 July 49.

" 1. Cases packing, drums and crates of a capacity greater than 1½ cubic feet will in future be listed on issue vouchers by Ordnance Service when forwarding stores to units.

2. These will be brought to charge in the unit ledger in the normal manner. One ledger folio only will be used and will be headed "Cases Packing."

3. When Stores have been removed, all complete cases will be returned to RSG on AAF G4033.

4. Packing cases which are damaged when being opened and are not fit for return will be retained by the unit. These will be written off by the preparation of AAF F2 which will be approved by the CO, and a copy forwarded to USAS."

2. Drums will be treated in a similar manner to Cases Packing except that a seperate folio will be used headed "Drums".

3. Units will ensure that above items are accounted for as required by this circular.

4. Units are advised that the accounting procedures prescribed herein for Ordnance Stores are NOT to be confused with the method of accounting for returnable containers issued from RAASC sources.

(L.I. HOPTON) Major.
for Brigadier.
Principal Administrative Officer.

Internal

FA (for USAS)
Ord.

BRITISH COMMONWEALTH OCCUPATION FORCE

QG/516/Maint
27 Sep 49.

Subject : ADMINISTRATION OF JAPANESE LABOUR

1. The administration of labour, including the rendering of required reports and returns, is the responsibility of Officers commanding units.

2. BCOF Administrative Instruction No.107 dated 31 Jan 48, requires each unit employing Japanese labour to appoint a Unit Labour Officer. A number of units, have in the past, delegated this function to Warrant or NCO's. It is considered that the control and administration of labour requires the appointment of an officer by each unit.

3. All future reports, returns and other matters affecting the employment and administration of labour, must be signed by an officer.

(L. I. HOPTON) Major.
for Brigadier.
Principal Administrative Officer.

Distribution
List "B"

BRITISH COMMONWEALTH OCCUPATION FORCE

HQ BCOF
AG 228.02
27 Sep 49

Subject: RELEASE OF SOLDIERS FROM DETENTION

The following procedure will be adopted by units for disposal and collection of members released from BCOF Detention Barracks.

(a) In cases where the member has served 28 days or under in detention, BCOF Detention Barracks will notify the members unit of his anticipated release and the unit will them be responsible for the removal of the member from Detention. Members whose Units are not in the KURE/HIRO area will be despatched by train by BCOF Detention Barrack immediately on release.

(b) Army personnel who have served over 28 days in the Detention Barracks will be transferred to HQ BCOF (Transit Holding Strength) for subsequent re allocation by 6 Aust Adv 2 Ech as general reinforcements.

(c) Members of the Naval and Air Force Contingents will be returned to their organisations.

H. E. McCarthy
Brigadier
Principal Administrative Officer

DISTRIBUTION

List B

BRITISH COMMONWEALTH OCCUPATION FORCE

HQ BCOF
AG 314.03
27 Sep 49

Subject:- POST-WAR PAY CODE - GOOD CONDUCT INCREMENTS.

With reference to AMF Component Instruction 109 of 9 Aug 49, concerning the issue of a new conduct sheet (B 122) and the destruction of the previous conduct sheet of a serving soldier who enlists in the ARA or RASR, it is advised that any entries that appeared on the old conduct sheet will be taken into account in determining the entitlement of such a member to good conduct increments, vide MBI 64/49, paragraphs 15-19.

2. As a result of the destruction of a member's old B 122, unit records may not disclose whether he is entitled to good conduct increments at present, or the date on which he may in the future become entitled to an increment. In such cases, application to count any service prior to joining the ARA or RASR will be made to Army Records for checking and promulgation, vide Appendix "J" and paragraphs 16 (a) to 16 (h) of MBI 64/49.

for Brigadier
Commander AMF Component BCOF

DISTRIBUTION

FA
CPM
List B less serials 1 and 5.

BRITISH COMMONWEALTH OCCUPATION FORCE

BG/464.45/Maint

28 SEP 49.

Subject : HAND TOOLS FOR JAPANESE BOILERMEN

List "B"

1. The cessation of the contract covering the operation of steam boilers has stopped the availability of hand tools required by Japanese boilermen to maintain and operate these equipments.

2. Authority is hereby given for hand tools as prescribed by BCOF Engineer Regiment to be issued to units for subsequent issue to the Japanese tradesmen concerned.

3. Unit requirements are already known to Engrs, who will advise O&C so that the necessary Issue Orders can be raised.

4. Units will be required to amend AETs to include the tools which are issued.

5. Issues of these tools to Japanese tradesmen will be in accordance with BCOF Adm Instr 143 of 20 Oct 48; particular attention being paid to paras 3 and 4.

6. Disposal instructions covering those tools already held by Japanese boilermen and which are not the property of BCOF will be issued direct to units by Engrs.

(L. I. HOPTON) Major.
for Brigadier.
Principal Administrative Officer.

Internal

FA
FA (for USAS) - Conversation Maj HOPTON/Maj RAYMOND refers.
A
Q (Co-ord)
Q (Accn)
Engrs - Conversation Maj HOPTON/Capt MURPHY refers.
Ord - Conversation Maj BENNETT/Capt MURPHY refers.

MESSAGE FORM

AG 248.1

Date-Time of Origin
30 I

FROM : BCOF

TO : LIST A less serials 10; 18; 24, 30, 32, 39, 43, 46, 50-55
LIST B

AG 5651 (.) UNCLAS (.) AMF COMPONENT STANDING ORDERS FOR DRESS OF 30 JUN 47 (.) AS FROM 1 OCT 49 SHOES BLACK LEATHER WILL BE WOIN BY ALL RANKS AS LAID DOWN IN ABOVE ORDERS IN LIEU OF SHOES BROWN LEATHER (.) AMF COMPONENT STANDING ORDERS FOR DRESS WILL BE AMENDED ACCORDINGLY

This message may be sent AS WRITTEN
by any means including wireless

Capt. 30 Sep 49

MESSAGE FORM

FROM BCOF

Date - Time of Origin
31 1130 K

TO List B Less serial 1,3 to 24 incl,26, 30; 37, 48, 59 to 63 incl.

QG 5240 (.) UNCLAS (.) REF HQ BCOF GS 030.183 SD OF 24 JAN 49 (.) UNITS ARE REMINDED THAT THE CENSUS OF WARLIKE STORES RETURNS AND CIVILIAN STORES AND MAJOR MACHINE TOOLS ARE DUE AS AT 1 SEPT 49 (.) RETURNS WILL BE SUBMITTED IN TRIPLICATE TO REACH ADOS CANBERRA NOT LATER THAN 3 SEPT 49 (.) PRINTED AAF E5-1a ARE AVAILABLE AT BCOF STATIONERY DEPOT (.) NIL RETURNS ARE REQUIRED

This message may be sent AS WRITTEN by any means INCL Wireless.

Signed [signature] Maj.

BRITISH COMMONWEALTH OCCUPATION FORCE

HEADQUARTERS
QG/850/1/Proc
Oct 49

Subject : TERMINATION OF WORK ORDERS ISSUED UNDER JPNO PROCUREMENT DEMANDS

1. The following extract from HQ Eighth US Army Weekly Directive No.56 of 1 Oct 49 is promulgated for action as necessary by all addressees :-

"1. Work orders issued against JPNO type procurement demands will be terminated :-

a. 1 April 1949, or

b. Midnight on the specified termination date of the procurement demand, or

c. At midnight preceding the effective date of superseding (JPNS) demand. New work orders will be issued against the superseding JPNS type demand when further work is desired after the termination of the JPNO type demand.

2. When an extended JPNO demand is superseded by a JPNS demand with a retroactive effective date, receiving officers will :-

a. Obtain cancellation of receipt (GPA Form 2) for services received during retroactive period covered by the superseding JPNS demand, and

b. Secure replacement receipts issued against the superseding JPNS demand.

3. Obligations incurred against a service contract within the effective dates of a JPNS type demand must be charged to the JPNS and against the yen limitation shown thereon."

2. Addressees will forward copies of cancelling and superseding receipts to this headquarters not later than 20 Nov 49 in accordance with our letter QG 850/2 of 22 Jul 49.

W/Cdr
(C. FERGUSON) for Brigadier
Principal Administrative Officer

Distribution :-
List 'A'
List 'B' - less Serials 10, 22, 24, 30-32, 36, 39, 43, 46, 50-55, 62, 63

BRITISH COMMONWEALTH OCCUPATION FORCE

HEADQUARTERS
QG/850/1/Proc
Oct 49

Subject : TERMINATION OF WORK ORDERS ISSUED UNDER JPNO PROCUREMENT DEMANDS

Ref : HQ BCOF letter QG/850/1/Proc of 18 Oct 49

As there is a definite possibility that para 2 of Headquarters Eighth Army Weekly Directive No.56 of 1 Oct will be amended, no action will be taken by addressees to implement instructions contained in our letter referenced above until further advised by this headquarters.

(C. FERGUSON) W/Cdr
for Air Commodore
Chief of Staff

Distribution :
List 'A'
" 'B' - Less Serials 10, 22, 24, 30-32, 36, 39, 43, 46, 50-55, 62, 63

BRITISH COMMONWEALTH OCCUPATION FORCE

QG/850/1/Proc
1 Oct 49

Subject : ACCEPTANCE AND REJECTION OF INDIGENOUS PROCURED SUPPLIES

1. Throughout this instruction the verb "to ship" is to be understood to mean "to despatch" and movement by water is not necessarily implied.

2. Subsequent to 15 Aug 49, indigenous procured supplies will NOT be received or receipted for by Receiving Officers unless accompanied by Shipping Approval Forms, (Proc Form 175) for the items and quantities delivered except as noted below :-

(a) Those items specifically exempted from preshipment inspection on the applicable procurement demand.

(b) Perishable items such as flowers and ice.

(c) Printed matter, including books and periodicals.

(d) Items furnished on local purchase procurement demands.

3. Preshipment inspection and approval to ship does NOT preclude the right of Receiving Officers and/or using units etc., to reject unsatisfactory items at time of delivery or at any time subsequent to delivery.

4. If an item is found to be unsatisfactory at time of delivery, the Receiving Officer will notify Q (Proc) this headquarters by telephone through Service channels and request reinspection.

5. If an item is found to be unsatisfactory subsequent to delivery, using unit etc., will notify applicable BCOF service by letter, with copy to Q (Proc) this headquarters, including as much as practicable of the following information ; manufacturer's name, procurement demand number, item and lot number, nomenclature of item, quantity approved for shipment, serial number of Shipping Approval Form, quantity to be rejected and reason for rejection.

6. On receipt of rejection advice from using unit etc., services will conduct investigation of stores rejected, and will also check those other stores, if any, of the same type received on the same procurement demand and forward results of investigations with recommendations to Q (Proc) this headquarters.

W/Cdr
(C. FERGUSON) for Brigadier
Principal Administrative Officer

Distribution :-
List 'A'
List 'B' - Less serials 10, 22, 24, 30-32, 36, 39, 43, 46, 50-55, 62, 63

BRITISH COMMONWEALTH OCCUPATION FORCE

HEADQUARTERS
QG 801/2/4 Accn
5 Oct 49

Subject : STEAM HEATING

Ref : Our QG 801/2/4 Accn of 20 Oct 49

Steam heating may be introduced for night and, if necessary, day periods as from 15 Nov 49, at the discretion of Commanding Officers.

Lt Col
(D.G. McKENZIE) for Air Commodore
Chief of Staff

Distribution :

List 'B'

AFB/AS

BRITISH COMMONWEALTH OCCUPATION FORCE

QG/430/Maint
5 Oct 49

Subject :- SPIRIT AND BEER QUOTAS - MESSES

Ref : QG/430.3/Maint of 14 May 47.

List 'B'

1. Approval is given for unit messes and Canteens to purchase from Army Canteens Service an additional half ration of beer and spirits, as appropriate in respect of each living out member of the unit.

2. It is pointed out, however, that in the case of Officers and Sergeants Messes, the additional half ration does not include Scotch Whiskey.

3. BCOF memo QG/430.3/Maint of 14 May 47 is cancelled.

Maj
(L.I. HOPTON) for Brigadier
Principal Administrative Officer

EJM/TK

Internal Distribution :-

Canteens -
QG/430.301/Maint

BRITISH COMMONWEALTH OCCUPATION FORCE

GG 833/4/1 Accn
5 Oct 49

Subject : FIRE PREVENTION WEEK

1. The week of 9 to 15 October 1949 is designated as "Fire Prevention Week". Commanding Officers of BCOF Units are requested to emphasise fire prevention throughout this period by an active program of instruction and publicity.

2. Broadcasts from WLKS will be given at various times during the week.

3. Posters will be forwarded to Units during the next few days as they come to hand. These are to be posted in a prominent place where they can be perused by all ranks.

... 4. Appendix 'A', "Fire Extinguishers", is attached.

(G. TISDALL) Lt
Chief Fire Marshal

Distribution

List 'B'

Appendix 'A' to
QG 653/4/1 Accn
of Oct 49

FIRE EXTINGUISHERS

1. There are five main standard types of fire extinguishers, and, with the exception of type 2, are available for issue from BCOF Engr Regt stores as follows :-

Type 1 - Soda Acid
Sizes 2 gallon and 35 gallon

" 2 - Pump Tank) x NOT AVAILABLE BCOF Engr Regt
Size 4 gallon) Type 1 x 2 gallon issued in lieu

" 3 - Foam
Sizes 2 gallon and 35 gallon

" 4 - Carbon Tetrachloride (CTC)
Sizes $\frac{5}{8}$ pint, 3 pint, 1 gallon

" 5 - Carbon Dioxide (CO^2)
Sizes 4 lb charge (approximately $\frac{1}{2}$ gallon), 10 lb charge, 12 lb charge, 20 lb charge

2. Principles governing the type of extinguisher to use :-

(a) The 4 gallon pump type extinguisher is the standard hand fire extinguisher for basic fire protection in all ordinary structures and areas. Other types of fire extinguishers having characteristics similar to the 4 gallon pump tank (including 2 gallon Soda Acid extinguishers) may be substituted for the 4 gallon pump tank.

(b) Basic protection furnished by the standard pump tank or soda acid extinguishers will be supplemented by other standard type fire extinguishers in accordance with the storage hazards as set out below.

(c) The 2 gallon foam extinguisher is the standard hand fire extinguisher for basic fire protection in areas where inflammable liquids and greases are handled. In such areas the foam extinguisher will be used. Examples of locations where foam extinguishers should be used are :-

(i) Heater rooms involving liquid fuels,

(ii) Warehouses and storerooms for chemicals, medical supplies; oils, greases and other inflammable liquids.

(iii) Garages ; petrol and oil stations, parking areas.

(iv) Kitchens

(v) Paint shops

(d) The carbon tetrachloride (vaporising liquid) type extinguishers are the standard type extinguishers in areas which involve a combination of inflammable liquids and electrically operated equipment, ordinary switchboards and other electrical equipment. Examples of locations where this type of extinguisher should be used are :-

(i) Laboratories involving mechanical or electrical equipment.

(ii) Boiler houses involving electrical equipment.

(iii) Cold storage rooms, compressor rooms or transformer vaults.

(iv) Garages, parking areas, petrol and oil stations.

(v) Laundries, etc. involving electrical machinery.

(vi) Telephone and telegraph offices radio equipment (for protection of less sensitive equipment).

(vii) Theatre switchboards and motion picture booths.

(e) Carbon dioxide extinguishers are standard for basic fire protection in areas involving electrical equipment of an especially sensitive nature subject to damage by extinguishers of other types. Examples of locations where carbon dioxide equipment is required include :-

(i) Bakeries where food is subject to spoilage by other type extinguishers.

(ii) Laboratories, X-ray rooms and clinics containing sensitive electrical equipment.

(iii) Radio telephone and telegraph installations containing sensitive equipment.

(iv) Any other installations containing sensitive equipment.

3. Units will refill their own extinguishers in types 1, 3 and 4. In the case of type 5, extinguishers requiring refilling will be returned to Engrs who will arrange for refilling.

4. 35 gallon extinguishers wheeled should be stored with the base resting on wooden materials, and not on the ground, as moisture rusts the metal base in a short space of time rendering the extinguisher US.

5. Extinguishers are to be examined at least monthly in accordance with FRO 36/49.

BRITISH COMMONWEALTH OCCUPATION FORCE

HQ BCOF
AG 314.03

4 Oct 49

AMENDMENT No. 1

to

AMF Component Instruction 114

LOSSES AND OVERPAYMENTS DUE TO ERRORS IN ACCOUNTING

After para 4 insert new para 5 and re-number paras 5, 6, 7 and 8:-

"5. Irrespective of where the members of their Unit are serving within BCOF, COs/OCs will ensure that the following instructions are carried out:-

(a) A member of the Unit will be detailed as Unit Pay Representative.

(b) The name of the Unit Pay Representative will be notified to Paymaster, BCOF Cash Office.

(c) At least once every three months a Form WF.204 in respect of each paybook will be prepared by the Unit Pay Representative and the WF.204 will be endorsed with the line number to which debits have been checked.

(d) A nominal roll of the members of the Unit will be furnished to the Unit Pay Representative and the date of the preparation of Form WF.204 will be endorsed against the name of the member."

H. E. Nicholls Lt Col
for Brigadier
Comd AMF Component BCOF

DISTRIBUTION :-

List A less serials 10,22,24,30-32,36, 39,43,46,50-55.
List B

BRITISH COMMONWEALTH OCCUPATION FORCE

HQ BCOF
AG 338.307
5 Oct 49

AMENDMENT No. 8

to

BCOF Adm Instr 161 of 25 Mar 49

LEAVE OF ABSENCE

Para 9 :

Add new sub para (a) In addition to leave records maintained under National Service Regulations, a supplementary record will be maintained of all leave taken in Japan with the exception of local leave.

ref HQ BCOF AG 338.307 of 23 Sep 49 amend Amendment No.6 to read No.7.

W. E. Cumming
Brigadier
Principal Administrative Officer

DISTRIBUTION -

List A less serials 10,22,24,30-32,37,39,40
50-55,62,63.

List B

BRITISH COMMONWEALTH OCCUPATION FORCE

HEADQUARTERS
SG 801/3/1 Accn
3 Oct 49

Subject : REGISTER OF ASSETS

Ref : BCOF Adm Instr 163.

1. The object of this instruction is to amplify and modify the Register of Assets procedure in the light of experience gained since the Register of Assets was first introduced in BCOF. All previous instructions inconsistant with the instructions contained herein are superseded and necessary amendments to BCOF Adm Instr will be issued separately.

Installed Stores

2. The Register of Assets Form BP6 Part II will fully describe all installed stores on an area basis only and not by buildings as previously. Makers Serial number of individual stores included in this part will not be shown on the Register of Assets.

3. Separate pages will be maintained for :-

(a) EMPIRE Stores,

(b) Reparations Equipment,

(c) Procured Stores and

(d) Seized/Surrendered Stores

and each page will be headed accordingly.

4. Each controlling unit will maintain an inventory (Form F54) of installed stores in each building. These inventories will show the full nomenclature of each installed store together with the registered serial makers number where applicable.

5. Engineers will maintain separate records by buildings on installed property record cards.

6. All controlling units will stocktake

(a) every six months,

(b) at each change in command, and

(c) on takeover/handover and release of areas.

7. All Variation Advices (Form P6A) will be initiated by units and passed to local Engineers Works Troops, thence through Engineer channels to this HQ.

Form on Entries - Register of Assets

8. Initial entries and incoming stores will be entered in black. Outgoing stores and write offs will be entered in red.

9. There will be no erasures. Alterations due to clerical errors will be effected neatly and initialed by officer responsible for maintaining this record.

10. Each Form P6A will be a separate line item entry.

11. Every entry will be signed by the person making the entry and will be supported by a Form P6A serially numbered.

12. Each Form P6A will quote :-

(a) in the case of stores - the serial etc number of the appropriate C 1033 or S27. This will be endorsed on P6A by originating unit.

(b) in the case of works - the serial etc number of the works Completion Report (P29). This will be endorsed on P6A by local Engineer Works Troop Unit.

13. Forms C1033 and S27 concerning "A" class Engineer Stores to be installed will be headed "Register of Assets - Engineer Stores."

14. Controlling units will maintain a Register of Vouchers serially numbering the above referenced vouchers which will be the supporting documents to the Register of Assets.

15. Units now holding approved and signed copies of Register of Assets will immediately initiate action to conform to the above procedure. Extra folios required of BP6 Part 2 will be obtained on application to Q (Accn) HQ BCOF. New folios will be prepared in quadriplicate and will be forwarded through Engineer channels to HQ BCOF as previously.

16. Units whose Register of Assets is not yet completed will continue with previous procedure until such time as they hold approved and signed copies. They will then initiate the change in procedure.

Maj
(W.F. BRUCE) for Brigadier
Principal Administrative Officer

Distribution - List B
plus CHUGOKU Civil Affairs (4)

Internal Distribution :

FA
USAS - to conduct annual audits) to carry out annual
Engrs) checks.

WFB/AS

BRITISH COMMONWEALTH OCCUPATION FORCE

QG 831/6/2 Accn
Oct 49

Subject : ELECTRIC HEATERS

1. In preparation for the coming winter major units will submit their requirements for electric heaters to reach H4 BCOF by 15 Oct 49.

2. Requests will include the following information :-

(a) Total number of electric heaters now held including type, voltage and wattage.

(b) Number of electric heaters required, including voltage and wattage.

(c) Type of accommodation for which required (quarters, mess, recreation rooms, etc.).

3. Each request will be endorsed by an Engineer representative stating that the accommodation for which the heaters are required are suitably wired for the heaters requested.

4. Nil returns are required where applicable.

(W.F. BRUCE) Maj
for Brigadier
Principal Administrative Officer

Distribution

List 'B' less serials 2, 3, 8, 22, 25A - 26, 30, 39, 42, 45, 56 - 57

BRITISH COMMONWEALTH OCCUPATION FORCE

HQ BCOF
AG 338.5
6 Oct 49

Subject : VACANCIES AT US LEAVE HOSTELS

Ref HQ BCOF AG 338.5 dated 13 Jul 48.

Para 7

Subpara (a) Delete "$4 (MPC's)"
Insert "$2.80 (MPC's)"

Subpara (b) Delete all detail

Insert : "The exchange will be limited to B2:2:10 BAFSV ($6.00) per day per adult person.

H. B. Mallaby MBE

Brigadier
Principal Administrative Officer

Distribution -

List A less serials 10,22,24,30-32,36,39,43,46, 50-55,62-63.
List B.

AG 296.20

MESSAGE FORM

Date- time of origin

07 1760 I

FROM : BCOF

TO : LIST B

AG 5709 (.) UNCLAS (.) DISCIPLINE (.) JAPANESE GIFT SHOP OWNED BY MATSUMOTO TAKAYOSHI LOCATED IN OK MARKET AREA HONDORI 3 CHOME KURE IS OUT OF BOUNDS (.) UNITS WILL PROMULGATE SAME IN ROUTINE ORDERS

This message may be sent AS WRITTEN
by any means including wireless

Capt

7 Oct 49

BRITISH COMMONWEALTH OCCUPATION FORCE

BG/463/Maint

1 OCT 49.

Subject : USE OF SERVICE TRANSPORT FOR NON DUTY PURPOSES

Ref : BCOF Adm Instr No.153 dated 8 Feb 49.

List "B"

1. Japanese watercraft detailed in Appendix "A" may be made available for amenities purposes on application in accordance with FRO 49/49.

2. Payment for the non duty use of these watercraft will be at the rates shown in Appendix "A" in respect of running time, and 1/- Stg per half hour or portion thereof for waiting time.

3. Payment will be effected in accordance with BCOF Adm Instr No. 153.

4. This instruction is effective from 15 Oct 49. BCOF memo BG/433.51/Maint of 16 Jul 49 is cancelled.

(L. I. HOPTON) Major.
for Brigadier.
Principal Administrative Officer.

Internal Distribution

List "A"

EJM/SYS

Appendix "A" to HQ BCOF
3G/463/Maint dated 7 OCT 49.

Craft No.	Type	Capacity	Cost per half hour Stg
CM 1020	ASR	120	£ 1:4:0
" 811	Ferry	60	4:0
" 667	Tug	40	13:6
" 1014	Tug	40	12:0
" 789	Tug	40	13:6
" 904	Tug	40	13:6
" 1026	Tug	50	1:0:0
" 3496	Tug	50	18:0
" 1575	Steam Launch	12	6:6
" 1576	Steam Launch	12	6:6
" 1039	Steam Launch	12	6:6
" 1222	Steam Launch	12	6:6
" 1135	Steam Launch	12	6:6

M E S S A G E F O R M

Date - Time of Origin

FROM : BCOF 071520I

TO : LIST 'A'
LIST 'B' - Less Serials covered by List 'A'

QG 5672 (.) UNCLAS (.) BEER RATION (.) REF BCOF MEMO QG/430/MAINT DATED 22 JUN 49 (.) APPROVAL IS GIVEN FOR THE BEER RATION OF 10 BOTTLES PER MAN PER WEEK TO CONTINUE (.) PROVISIONS CONTAINED IN PARAS 2 AND 3 OF REF MEMO REMAIN IN EFFECT (.) ALL INFM

This message may be sent AS WRITTEN by any means Incl Wireless

Oct 49

Signed J. Mulholland Capt

BRITISH COMMONWEALTH OCCUPATION FORCE

QG/850/Proc
) Oct 49

Subject : MODIFICATION OF CANCELLATION OF PROCUREMENT DEMANDS

Ref : HQ BCOF letter QG/555/Pol/Maint of 10 Mar 49

1. When receiving officers no longer require services being obtained under service type procurement demands requests for cancellation of such demands will be forwarded in writing to reach this headquarters not later than forty (40) days prior to interded termination date.

2. This information is required for onforwarding to HQ Eighth US Army who pass to Japanese Government Special Procurement Board for notification of contractors concerned.

3. Contractors employed on service contracts must be notified of cancellation of such contracts in sufficient time to permit them to give employees and/or labour unions thirty (30) days separation notice as required by Japanese law. Failure to give such notices may result in large separation payments, for which no services are received.

(C. FERGUSON) W/Cdr
for Air Commodore
Chief of Staff

Distribution :
List 'A'
List 'B' - Loss Serials 10, 23, 24, 30-32, 36, 39, 43, 46, 50-55.

IGF/YS

BRITISH COMMONWEALTH OCCUPATION FORCE

H. BCOF
AG 218.4
5 Oct 49

Subject : FOUND OR CONFISCATED PROPERTY

The following property is held at CPS BCOF Provost Unit and owners of same are advised to claim their property prior to 28 Oct 49.

SERIAL NO.	ARTICLE	MAKE	CONDITION
1	Wrist Watch Ladies	ROVIN	Serviceable
2	Wrist Watch Gents	NORMANA	do
3	Wrist Watch Gents	ALPROSA	Slightly damaged
4	Camera in leather case	AUTO KEEF 2062	Serviceable
5	Box Camera	BROWNIE	Unserviceable (but repairable)
6	Camera	SOHO MYNA Size: 120	Slightly damaged
7	Camera w/leather	ENSIGN Size: 120	Serviceable
8	Camera	MINOLTA Size:620 No.2828	"
9	Camera	EHINA SIX No.2828 Size:120	"
10	One Bicycle	Service Origin (Disposals) No.5598	Buckled Wheel
11	Three Malvern	Star Bicycles	Serviceable
12	Sewing Machine	Japanese No.113 04	"

2. Articles not claimed by 28 Oct 49 will be disposed of by Public Auction on 31 Oct 49 at CPS BCOF Provost Unit.

3. Units are requested to promulgate the above in Routine Orders.

Brigadier
Principal Administrative Officer

Distribution

List 'B'

BRITISH COMMONWEALTH OCCUPATION FORCE

CC/900.5/Disp

5 Oct 49

Subject : BCOF SALVAGE DISPOSAL SHOP

List "A" & "B"

1. On its final trading day Tuesday 25 October BCOF Salvage Disposal Shop will be open from 0930 - 1200 and 1400 - 1600.

2. The following additional items will be on sale on that day :-

Canvas
Projectors
M.T. engines, Dodge, Ford V8 and GMC
Refrigerators, Electrolux 5½ cub ft.

3. Anyone who has asked for items, such as jeeps parts, tool sets etc to be set aside must collect them before shop closes.

W/Cdr
(C. FERGUSON) for Air Commodore
Chief of Staff

CF/TY

MESSAGE FORM

Date-Time of Origin
11 /10/49 I

FROM : BCOF

TO : LIST A less serials 10,15,16,17,20,46,50-54.
LIST B less serials 1,3,10,41,42,46,49,50-54,57-61.

MS/5824/1714 (.) UNCLAS (.) SUBJECT DEFENCE FORCES RETIREMENT BENEFITS ACT AND ITS APPLICATION TO OFFRS BEING APPOINTED TO ARA VIDE MBI 50/48 (.) FIRST (.) SUCCESSFUL APPLICANTS FOR COMMISSIONS WHO HAVE BEEN NOTIFIED OF THEIR ACCEPTANCE WILL BE GAZETTED SHORTLY (.) PROVISIONS OF DFRB ACT WILL OPERATE FULLY IN RESPECT OF CONTRIBUTIONS AND BENEFITS WITH EFFECT FROM 1 JUL 49 OR FROM DATE OF TAKING UP FULL TIME DUTY WHICHEVER DATE IS THE LATER (.) SECOND (.) AN OFFR WHO WISHES ON APPOINTMENT TO ARA TO ELECT TO HAVE ANY PERIOD PREVIOUS FULL TIME SERVICE TAKEN INTO ACCOUNT FOR PURPOSES OF PENSION UNDER DFRB ACT MUST MAKE SUCH ELECTION WITHIN FOUR MONTHS AFTER THE DATE ON WHICH HE BECOMES LIABLE TO CONTRIBUTE UNDER THE ACT (.) LIABILITY TO CONTRIBUTE WILL COMMENCE FROM 1 JUL 49 OR LATER DATE VIDE PARA FIRST (.) THUS FINAL DATE FOR ELECTION FOR BCOF OFFRS IS 31 OCT 49 (.) THIRD (.) FOR PROVISIONS OF ELECTION TO COUNT PREVIOUS SERVICE AND COST OF ADDITIONAL CONTRIBUTIONS SEE MBI 170/48 (.) FOURTH (.) OFFICERS WHO WISH TO ELECT TO COUNT PREVIOUS SERVICE MUST MAKE APPLICATION ON FORM 36 OBTAINABLE FROM BCOF CASH OFFICE (.) APPLICATIONS WILL BE CLEARLY MARKED QUOTE IN ANTICIPATION OF GAZETTAL UNQUOTE (.) ALL OFFICERS ELECTIONS TO BE AT BCOF CASH OFFICE NOT LATER THAN 20 OCT 49 REPEAT 20 OCT 49 (.) BCOF CASH OFFICE WILL FORWARD ELECTIONS TO REACH APPROPRIATE DFO BY 31 OCT 49 (.) ADDRESSEES WILL ENSURE THAT ALL MEMBERS AFFECTED ARE NOTIFIED OF THE ABOVE

This message may be sent AS WRITTEN
by any means including Wireless

Capt. 11 Oct 49

MESSAGE FORM

Date-Time of Origin
11 1615 I

FROM : BCOF

TO : LIST A less serials 10,15,16,17,20,46,50-54.
LIST B less serials 1,3,10,41,42,46,49,50-54,57-61.

MS/5824/1714 (.) UNCLAS (.) SUBJECT DEFENCE FORCES RETIREMENT BENEFITS ACT AND ITS APPLICATION TO OFFRS BEING APPOINTED TO ARA VIDE MBI 50/48 (.) FIRST (.) SUCCESSFUL APPLICANTS FOR COMMISSIONS WHO HAVE BEEN NOTIFIED OF THEIR ACCEPTANCE WILL BE GAZETTED SHORTLY (.) PROVISIONS OF DFRB ACT WILL OPERATE FULLY IN RESPECT OF CONTRIBUTIONS AND BENEFITS WITH EFFECT FROM 1 JUL 49 OR FROM DATE OF TAKING UP FULL TIME DUTY WHICHEVER DATE IS THE LATER (.) SECOND (.) AN OFFR WHO WISHES ON APPOINTMENT TO ARA TO ELECT TO HAVE ANY PERIOD PREVIOUS FULL TIME SERVICE TAKEN INTO ACCOUNT FOR PURPOSES OF PENSION UNDER DFRB ACT MUST MAKE SUCH ELECTION WITHIN FOUR MONTHS AFTER THE DATE ON WHICH HE BECOMES LIABLE TO CONTRIBUTE UNDER THE ACT (.) LIABILITY TO CONTRIBUTE WILL COMMENCE FROM 1 JUL 49 OR LATER DATE VIDE PARA FIRST (.) THUS FINAL DATE FOR ELECTION FOR BCOF OFFRS IS 31 OCT 49 (.) THIRD (.) FOR PROVISIONS OF ELECTION TO COUNT PREVIOUS SERVICE AND COST OF ADDITIONAL CONTRIBUTIONS SEE MBI 170/48 (.) FOURTH (.) OFFICERS WHO WISH TO ELECT TO COUNT PREVIOUS SERVICE MUST MAKE APPLICATION ON FORM 36 OBTAINABLE FROM BCOF CASH OFFICE (.) APPLICATIONS WILL BE CLEARLY MARKED QUOTE IN ANTICIPATION OF GAZETTAL UNQUOTE (.) ALL OFFICERS ELECTIONS TO BE AT BCOF CASH OFFICE NOT LATER THAN 20 OCT 49 REPEAT 20 OCT 49 (.) BCOF CASH OFFICE WILL FORWARD ELECTIONS TO REACH APPROPRIATE DFO BY 31 OCT 49 (.) ADDRESSEES WILL ENSURE THAT ALL MEMBERS AFFECTED ARE NOTIFIED OF THE ABOVE

This message may be sent AS WRITTEN
by any means including Wireless

Capt. 11 Oct 49

MESSAGE FORM

Date-Time of Origin
11 0850 I

FROM : BCOF

TO : LIST A
LIST B

AG 5785 (.) UNCLAS (.) SUBJECT NIGATA TUNNEL (.) THE NIGATA TUNNEL WILL BE PASSABLE TO CARS AND JEEPS ONLY PERIOD 1800 HRS. 11 OCT 49 TO 31 OCT 49 (.) ALTERNATIVE ROUT AVAILABLE SAIJO RD (.) ALL INFM

This Message may be sent AS WRITTEN
by any means incl wireless

[signature] Capt. 11 Oct 49

BRITISH COMMONWEALTH OCCUPATION FORCE

QG/900.5/Disp

13 Oct 49

Subject : DISPOSAL OF SURPLUS STORES FROM BCOF DISPOSALS SHOP

1. As previously advised the BCOF Disposals Shop will cease trading on the 25 OCT 49.

2. Large quantities of hand tools are still available and the following items will be released for sale on Tuesday 18 OCT at 0930 hrs :-

Projectors Victor 16 MM Model 40
Barometers Aneroid 3"
Compasses Marine Master Patt. 31
Compasses Prismatic Liquid MK III
Levels Telescopic 8" & Pocket
Tapes Measuring Metalic 100 Ft & 50 Ft
Watches G.S.
Binoculars Prismatic No.1 MK I
Frequency Meter Sets S.C.R. 211
Multimeters AUST No. 2
Meters Out Put Power AUST MK I
Multitesters AUST No.1 MK I
Oscillators Beat Freq AUST No. 1 MK 2
Lamps Signal Hand "ALDIS" AUST
Telephones Sets "L" AUST No.2 MK 1
Telephone Sets "F" MK 1
Telephone Sets "F" MK II
Reception Sets AUST No. 4
Rectifier Battery Charging ATP.A. AUST
Camera Leica Reg No. 247557
Watches Stop 1/10 Sec & 1/5 Sec
Watches Wristlet Misc
Jeep Tyres

3. All units are requested to give the above information full publicity.

J. A. [illegible]
for W/Cdr
(C. FERGUSON) for Brigadier
Principal Administrative Officer

DISTRIBUTION

List "A"
List "B"

FHM/TY.

BRITISH COMMONWEALTH OCCUPATION FORCE

HQ BCOF
AG 348.102
13 Oct 49

AMENDMENT NO. 6

to

BCOF Adm Instr 158 of 11 Mar 49

RAIL TRAVEL WITHIN JAPAN

Delete Para 7 (L).

Insert New sub-para

(1) Record of Movement Orders.

All authorities issuing BCOF Movement Orders will maintain a serially numbered register and will insert the registration serial on all Movement Orders when issued.

A monthly return of all non duty Movement Orders issued will be forwarded to the Financial Adviser HQ BCOF by the 5th day of each succeeding month.

Brigadier
Principal Administrative Officer

DISTRIBUTION -

List A
List B less serials 10,30,39,46,50,51,52,54,62,63.

AG 212.978

MESSAGE FORM

Date-time of origin
13 Oct , I

FROM : BCOF

TO : LIST B plus serials 15-20,22,23.

AG 5830 (.) UNCLAS (.) MACHINES TYPEWRITING (.) UNIT COMMANDERS WILL INSTITUTE A PHYSICAL CHECK OF ALL MACHINES TYPEWRITING HELD BY UNITS OR BY INDIVIDUALS UNDER COMMAND AS DIRECTED BY PAO AT CO CONFERENCE 7 OCT 49 (.) RETURNS VERIFIED BY UNIT COMMANDERS SHOWING SERIAL NUMBERS OF ALL MACHINES HELD WILL BE SUBMITTED TO THIS HQ BY NOT LATER THAN 30 OCT 49

This message may be sent AS WRITTEN
by any means including wireless

W. E. McClaren

Lt-Col

13 ~~15~~ Oct 49

BRITISH COMMONWEALTH OCCUPATION FORCE

QG/516/Maint
14 OCT 49.

Subject : JAPANESE LABOUR

List "B"

1. Unit labour manning tables have now been issued to all units to take effect from 1 Oct 49.

2. These tables are the only authority by which units of BCOF can employ labour. Japanese who are at present employed but who are not authorised by unit manning tables or who are not at present under notice of discharge will be immediately dismissed.

3. The following instructions will be implemented by units concurrently with other labour control measures :-

(a) Notices of discharge, when given will not be extended by units or other employing organisations beyond the period of 30 days notice without the prior authority of HQ BCOF.

(b) Domestic labour employed in accordance with BCOF Labour Scales vide HQ BCOF QG/516/Maint of 16 Aug 48 will be reduced automatically in accordance with reductions in unit strengths irrespective of authorised ceiling figures.

(c) Reductions in domestic labour will be effected when personnel are away from their units on leave or duty when it is known that the period of absence will be in excess of one month. In these cases and in those covered by sub para (b) above the labour affected will be placed on 30 days notice of discharge so that termination of employment is on the day of departure of the person concerned.

4. Unit manning tables reflect the maximum permissable employable figure authorised for units. These figures in some cases reflect seasonal manning; such as boilermen allocated to maintain and operate boiler installations for 24 hours per day during winter months, and again, unit laundry allocations based on the summer scale of 1 Japanese per 10 servicemen. Units are therefore required to ensure that in summer only those personnel required to operate boilers for hot water as opposed to steam heating are employed; similarly an automatic reduction will be made in unit laundry personnel to 1 Japanese for 20 servicemen to meet the authorised winter scale.

(L. I. HOPTON) Major.
for Brigadier.
Principal Administrative Officer.

Internal

PAO
FA
A
Q (Accn)
Engrs
Labour

BRITISH COMMONWEALTH OCCUPATION FORCE

QG/457.6/Maint
Oct 49

14

Subject :- DISPOSAL OF RUBBISH

1. The present rubbish dump located on the KAITAICHI Rd will be closed with effect from 30 Oct 49. Alternate dumping sites have been chosen and are listed hereunder.

2. For Units located in KURE area

(a) KURE CLEAN UP UNION FIRM

Location - Corner of CHARLIE St and KAIGAN Dori near BCOF Workshops. Units may dump litter, tins, scrap iron and wood etc but not ashes.

(b) CITY HALL RUBBISH DUMP

Location - KAITAICHI Rd, approx 200 yards on the KURE side of 1st CIC, about 3 miles from KURE House. Units may dump litter, tins, scrap iron and wood etc but not ashes.

(c) Units which desire to dump boiler ashes may do so at NIKKO Park, KURE. The dumping area is located at the rear of the NIKKO Park library and is readily accessible to large vehicles. An extensive programme of improvement to the sports field is being made by the Japanese authorities so that ashes may be dumped over quite a long period.

3. Units Located in the HIRO Area

(a) HIRO MUNICIPAL RUBBISH DISPOSAL CENTRE

Location - SUEHIRO, HIROMACHI (on Canal bank opposite BCOF Vehicle and Small Craft Park). Units may dump litter, tins, scrap iron and wood etc, but not ashes.

(b) Boiler ash is required by units in the HIRO area as filling, particularly 3 Bn RAR and BCOF Dep Adm Unit. Any unit which desires to dispose of boiler ash should contact either of the above units.

(c) The former rubbish dump located in the 14 Wks & Pks Sqn area will not be used.

Maj
(L.I. HOPTON) for Brigadier
Principal Administrative Officer

Distribution :-
List B - less serials 2, 3, 26, 28, 29, 39, 42, 45, 46, 50, 54, 55, 56.

Internal :-
MED - 1. Please arrange for all sites to be signposted and regular inspections.
2. Request you notify Japanese firms etc of commencement date.

EJH/TK

BRITISH COMMONWEALTH OCCUPATION FORCE

QG/460.23 /Maint
15 OCT 49.

Subject : BCOF VOCABULARY OF TROOP HOUSING STANDARD ITEMS

List "B"

1. A vocabulary of Troop Housing standard items has now been compiled.

2. The object of this Vocab is to standardise unit ledgers throughout BCOF and to establish a basis for indenting for Troop Housing items.

3. It will be appreciated that it is impossible to cover all items procured by the Ordnance Service in Japan, however, those items which are in general use at the moment have been covered.

4. Each nomenclature shown in this Vocabulary refers to a specific item of standard design and only such items will be referred to by these designations.

5. To assist in identifying the specific items referred to in the Vocabulary, an illustrated catalogue will be issued at a later date and the appropriate catalogue identification number will be shown in the space provided on each page.

6. Additions and amendments will be notified from this headquarters from time to time.

7. Prices shown herein have been assessed in conjunction with BCOF Unit Stores Account Section and are quoted in £ Sterling.

8. These vocabs will be distributed to units by the Ordnance Warrant Officer during the period 17 to 21 Oct 49. On receipt of these vocabs units will take immediate action to amend ledger headings, quoting this memo as authority. Conversion vouchers (AAF F5) are not required.

9. When indenting for items listed serial numbers as shown will be quoted on all relevant vouchers.

(L. I. HOPTON) Major.
for Brigadier.
Principal Administrative Officer.

Internal
FA (for USAS)
Q (Co-ord)
Q (Accn)
Ord

BRITISH COMMONWEALTH OCCUPATION FORCE

QG/550.5/Maint
13 OCT 49.

Subject : CUSTOMS DECLARATIONS

List "B"

1. The collector of customs has advised that in order to simplify procedure, service personnel serving in Japan may send or bring to Australia, duty free, goods to the value of £10 sterling, in any one calendar year instead of the one year period as from the date of arrival in Japan.

2. Customs declaration forms have been amended accordingly and have been reproduced in Japan. There are two types of forms as follows :-

(a) A form of declaration to be made when despatching goods to Australia from overseas. This is the present form in use and is available from all unit post offices.

(b) A form of declaration to be made when taking goods into Australia. The form is available on demand from BCOF Stationery Depot. Units will place indents for their requirements based on one copy of the form for each member returning to Australia either on Duty, Recreation or Sick Leave, or for Discharge. This form will be indented for as "Customs Declaration Form (Member)." The form is at present in short supply. Units will indent only for sufficient forms to cover an anticipated six months requirement.

(L. I. HOPTON) Major.
for Brigadier.
Principal Administrative Officer.

Internal Distribution
List "A"

AEP/SYS

M E S S A G E F O R M

Date - Time of Origin

FROM : BCOF 17 / 6 C 0 I

TO : LIST 'B' less Serials 1, 3, 10, 22, 62, 63

QG 5885 (.) UNCLAS (.) QUARTERLY CENSUS (.) UNITS ARE REMINDED THAT THE QUARTERLY CENSUS RETURNS OF MECHANICAL TRANSPORT AND AMMUNITION ARE DUE AS AT 20 OCT 49 (.) RETURNS WILL BE SUBMITTED IN DUPLICATE TO REACH ADOS OFFICE NOT LATER THAN 24 OCT 49

This message may be sent
AS WRITTEN by any means
Incl Wireless

17 Oct 49

A Ellis Capt

BRITISH COMMONWEALTH OCCUPATION FORCE

HQ BCOF
AG 314.12
18 Oct 49

Subject : DEFENCE FORCES RETIREMENT BENEFITS ACT - REFUND OF CONTRIBUTIONS IN RESPECT OF RESERVE UNITS - SUPERANNUATION FUND.

List B

1. On the conversion of their ranks from honorary to substantive, Quartermasters became eligible to take up additional units of pension. Certain Quartermasters, who were contributing for reserve units at the date of transfer to their new ranks, elected to have those reserve units converted to active units as from 4 Jun 48.

2. The DFRB Act commenced on 2 Jul 48 and, as the elections by Quartermasters were in most cases not completed before that date, the Superannuation Board intimated that they had no power to accept them.

3. The matter has been reviewed and the Superannuation Board has now agreed as a transitional arrangement to the election by Quartermasters who took up additional units from pay day, 4 Jun 48, to transfer reserve units to active units in respect of that pay increase.

4. In view of the foregoing, the Defence Forces Retirement Benefits Board will accept an election lodged not later than 31 Oct 49, by a Quartermaster who, on 4 Jun 48, held reserve units and was eligible and did, in fact, increase his active units as from that pay day.

5. Before any adjustment will be made to current contributions, repayment must be made to the Defence Forces Retirement Benefits Fund of the amount of the contributions and interest for the relevant reserve units which was refunded to the member concerned by the Superannuation Board.

6. It should be particularly noted that the decision of the Superannuation Board applies only to Quartermasters still serving who took up additional units on 4 Jun 48.

Brigadier
Principal Administrative Officer

BRITISH COMMONWEALTH OCCUPATION FORCE

QG/430.73/Maint
18 Oct 49

Subject :- TRADING HOURS - ANZAC CLUB

List "B"

1. As from 1st November, 1949, trading hours will be:-

(a) Dining Room, Snack Bar, Retail Canteen, Library, Tennis Racket Restringing Service, Barber, Billiard and Games Rooms, Sale of Coupons for POL, and Photographers Shop:

MONDAY	Closed all day
TUESDAY) to) SUNDAY)	1000 hrs to 1400 hrs and 1700 hrs to 2000 hrs

(b) Tennis Courts open from 1000 hrs to 2200 hrs by arrangement with Club Manager (55311).

(c) Gift Shop:

MONDAY	Closed all day
TUESDAY) to) SATURDAY)	1000 hrs to 1200 hrs and 1300 hrs to 1700 hrs

(d) POL Issuing Times (including Free Air):

MONDAY	Closed all day
TUESDAY	1800 to 2000 hrs
WEDNESDAY	1200 to 2000 hrs
THURSDAY	1600 to 1800 hrs
FRIDAY	1630 to 1930 hrs
SATURDAY	1200 to 2000 hrs
SUNDAY	1600 to 2000 hrs

2. It is regretted that there cannot be any trading outside the above hours.

E.J. Mulholland
Capt
(E.J. MULHOLLAND) for Brigadier
Principal Administrative Officer

EJM/TK

Internal Distribution :-

Canteens

BRITISH COMMONWEALTH OCCUPATION FORCE

QG/465.105/Maint
18 Oct 49

Subject : MGO EQUIPMENT ORDERS - CLOTHING - NECESSARIES

List 'B'

1. Subtended is the text of AHQ memo B 12247 dated 3 Oct 49 :-

"It has been decided to authorise the issue of Knives, Clasp and Lanyards, Clasp Knife to personnel as necessary, under Basic Scale No. 1/3 'Personal Equipment for All Ranks (ARA)' which has been amended as follows :-

Cat No Clo 8/878 - Knives, Clasp 1/1/1/1/1

Cat No Clo 8/881 - Lanyards, Clasp Knife 1/1/1/1/1

These items are, therefore, being removed from MGO Equipment Order 220 altogether and notification of detailed amendments to effect this is being issued separately.

2. Units will take action to amend MGO Equipment Order No 220 deleting the above items.

Unit requirements will now be included on WET's as an authorised entitlement.

(E.J. MULHOLLAND) Capt
for Brigadier
Principal Administrative Officer

Internal Distribution

FA (for USAS)
Ord

EJM/THO

BRITISH COMMONWEALTH OCCUPATION FORCE

HEADQUARTERS
BCOF 801/2/4 Accn
20 Oct 49

Subject : STEAM HEATING

1. This instruction is issued in order that preparatory action may be taken before the arrival of the cold weather.

2. The use of steam heating for space heating will not be introduced until a date to be advised by HQ BCOF.

3. In order to ensure that coal supplies during the winter months do not fall below the level necessary to maintain essential heating requirement, it is imperative that a programme of conservation be introduced. This can be best effected by :-

(a) Restricting steam heating to the minimum periods required for efficient working of the installation. (This can best be effected by steam control at boiler houses or at the main valves of individual buildings)

(b) Reviewing the allotment of accommodation in unit lines and reducing the number of barracks in use by concentrating the maximum number in barrack rooms.

(c) Reducing the number of mess rooms and recreation rooms to the minimum compatible with reasonable comfort.

4. As a guide it is only considered necessary that steam should be turned on to particular buildings ONE HOUR before heat is required and turned off when no longer required (or even a half hour earlier).

5. Examples are as follows :-

(a) Barrack blocks ; steam on from

0530 - 0800
1130 - 1300
1530 - 2230

(b) Offices, work shops, etc. : steam on from

0730 - 1600

(c) Churches, cinemas, dining halls, etc. ; steam on ONE HOUR before the service, show or meal commences and off at one half hour before completion.

(d) Dependants houses : steam on from

0630 - 2300

6. Schedules based on the above but modified to suit local conditions will be drawn up forthwith by units holding steam heated buildings and put in effect at the commencement of the heating season.

W.F. Bruce

Maj
(W.F. BRUCE) for Air Commodore
Chief of Staff

Distribution :

List B less serials 22, 26, 28, 30, 39, 42, 45, 46, 50, 52, 56, 57, 60.

Internal Distribution :

Q (Maint)
Engrs

WFB/AS

BRITISH COMMONWEALTH OCCUPATION FORCE

HEADQUARTERS
QG 831/6/2 Accn
20 Oct 49

Subject : ELECTRIC HEATERS - POLICY

1. Electric space heaters will not be used in rooms which are equipped for steam heating without the prior approval of HQ BCOF.

2. Requests for such approval will include full justification.

W. Bruce
Maj
(W.F. BRUCE) for Air Commodore
Chief of Staff

Distribution :

List B less serials 22, 26, 28, 30, 39, 42, 45, 46, 50, 52, 56, 57, 60.

WFB/AS

BRITISH COMMONWEALTH OCCUPATION FORCE

HEADQUARTERS
QG 838/1/2 Accn
21 Oct 49

Subject : INSECT WIRING OF FACILITIES

Ref : HQ BCOF letter QG 838/1/2 Accn of 7 Apr 49
(Copy attached)

1. Attention is invited to the above referenced letter which provided for a works programme to complete insect screening not later than 1 May 49.

2. The screening of all facilities ordered in the above referenced letter has not been completed to date.

3. In order that the screening programme may be completed with our present limited resources without undue delay, the following action will now be taken :-

(a) All controlling units will advise HQ BCOF by 10 Nov 49 whether all real estate under their control has been screened in accordance with above referenced letter. If not completed, estimated date of completion will be included.

(b) Requests for engineer assistance for screening which is beyond a units' capacity to accomplish will be submitted to local Engr (Wks) Tps etc not later than 30 Oct 49.

(c) In cases where the screening programme has not been completed, controlling units will advise HQ BCOF on completion.

W. Bruce
Maj
(W.F. BRUCE) for Air Commodore
Chief of Staff

Distribution
List B - less serials 22, 26, 28, 30, 39, 42, 45, 46, 50, 52, 56, 57, 60.

Internal Distribution :
Q (Maint)
Engrs

WFB/AS

BRITISH COMMONWEALTH OCCUPATION FORCE

HEADQUARTERS
G 638/1/2 Accn
9 Apr 49

Subject : INSECT SCREENING

1. In preparation for the coming summer all units will initiate a works programme to complete insect screening not later than 1 May 49.

2. The following facilities will be screened :-

(a) Hospitals, huts, and similar establishments,

(b) Facilities where food is exposed, such as kitchens, mess halls and bakeries, and

(c) latrines.

3. If sufficient materials are available after the above requirement has been met, dependant housing and troops quarters will be screened.

4. Existing screening will be repaired where practical.

5. Units will submit their requirements of screening materials on Form S18 through engineer channels.

6. Engineer assistance will only be requested for screening which is beyond the units capacity to accomplish.

Maj
(W F BAKER) for Brigadier
Principal Administrative Officer

Distribution - List B

WFB/AS

BRITISH COMMONWEALTH OCCUPATION FORCE

HQ BCOF
AG.314.03
31 Oct 49

Subject : MBI 33/47 - STOPPAGE SHEETS, FORMS WF22

The attention of AHQ has been drawn to the inconvenience in District Finance Offices and delay in finalization of pay ledger cards being caused by lack of promptness on the part of units in complying with para 4 (ix) of the above MBI. Delays of up to ten months in the submission of Stoppage Sheets to DFOs have been reported.

2. These delays, besides creating additional work and preventing the finalization of accounts of discharged members, are often the cause of overpayments. The latter are embarrassing to all concerned and it is not possible to effect recovery in all cases.

3. A factor contributing to the delay in submission of the WF 22 appears to be that units wait until a sheet is completely filled with entries instead of forwarding the form at weekly intervals although the number of stoppages may be less than six, i.e., the number catered for by the Form.

4. It is now desired that Stoppage Sheets be forwarded to the appropriate DFO weekly. Where this entails the submission of a portion only of the complete WF22, the Certificate by the QH on the covering Schedule (see para 407 of Pam. 4) will be amended to read :-

" I certify the attached Stoppage Sheets have been prepared in accordance with the provisions of Standing Orders for the Equipment of the AIF and ACC. Pam IV Part 8 Paras 403 to 407, and that the amounts stated have been entered in the respective members Pay Book."

5. Another matter causing concern is that units are failing to record the necessary entries in members' pay books as required by para 4(iv) of the MBI.

6. The attention of all units is drawn to the above matters in order that future delays and overpayments may be avoided.

for Brigadier
Principal Administrative Officer

Distribution :

FA
CPM
List B less serials 1, 3, 57-61

BRITISH COMMONWEALTH OCCUPATION FORCE

QG/465.8/Maint
21 OCT 49.

Subject : TAILORING CHARGES - BCOF OFFICERS SHOP

List "B"

1. Subtended is a scale of charges for civilian and military type clothing manufactured by BCOF Officers Shop. All materials must be supplied by the customer.

Civilian Clothing

Suit	(3 piece)	£ 5 - 5 - 0	(Stg)
Coat	(Sports)	4 - 5 - 0	"
Coat	(Unlined)	2 - 5 - 0	"
Trousers		1 - 0 - 0	"
Overcoat		5 - 5 - 0	"
Shorts		10 - 0	"

Military Clothing

Mess Uniform :-

Jacket, White Drill	£ 1 - 0 - 0	(Stg)
Trousers - Serge	1 - 0 - 0	"
Kummerbunds	3 - 0	"

(D.G. McKENZIE) Lt-Col.
for Air Commodore.
Chief of Staff.

Internal Dist.

List "A"

AEP/SYS

BRITISH COMMONWEALTH OCCUPATION FORCE

GG/516/Maint
11 Oct 49

Subject : JAPANESE LABOUR - RECLASSIFICATION

1. The LAbour Classification Board consists of a representative of BCOF LAbour Unit, the unit under review, and a Japanese Trade Union official. The primary object of the Board is to ensure that all Japanese employees are correctly classified in their particular job according to degree of skill and experience and paid in accordance with Japanese LAbour Standard LAws and awards covering the various trades.

2. This Board has no power to arbitrarily reclassify labour, either to a higher or lower wage scale. All recommendations made by the Board in the course of review of unit labour will be referred to the Commanding Officer of the unit. Reclassification will only be effected with the prier concurrence and approval of the Unit Commander.

3. Where a difference of opinion exists between the unit and the Classification Board, the matter will be referred to HQ BCOF, together with all relevant information, for decision.

(D.G. McKENZIE) Lt-Col
for Air Commodore
Chief of Staff

Distribution

List 'B'

Internal Distribution

Labour

EJM/ THO

BRITISH COMMONWEALTH OCCUPATION FORCE

HEADQUARTERS
QG 801/3 Accn
24 Oct 49

Subject : REAL ESTATE - POLICY

1. The use of real estate not held by the Occupation Forces constitutes a pre-emption and will be dealt with in accordance with HQ BCOF QG 555/Proc/Pol/Maint of 2 Apr 48.

2. In the BCOF Zone (HIROSHIMA Prefecture and Police District of IWAKUNI) only real estate obtained through this headquarters and taken up on the Register of Assets will be considered as held by the Occupation Forces.

3. No other real estate will be used without the prior written approval of HQ BCOF unless operationally essential. In such cases, a report, giving full justification, will be submitted to HQ BCOF by the quickest means.

4. In order to ensure that no real estate is being inadvertantly pre-empted, each unit will :-

(a) review all real estate it is now using to ensure that it is on the Register of Assets or under preparation for the Register of Assets,

(b) immediately cease using any real estate not so held,

(c) submit a report to HQ BCOF by 15 Nov 49 confirming that the above action has been completed. Particulars of all cases within paragraph (b) above will be included. NIL reports are required where applicable.

5. If the continued use of any real estate not held by the Occupation Forces (as defined in paragraph 2 above) is considered essential, full particulars and justification will be submitted to HQ BCOF but the real estate will not be used until approved by this headquarters.

W.F. Bruce
Maj
(W.F. BRUCE) for Air Commodore
Chief of Staff

Distribution :- List B

WFB/mS

BRITISH COMMONWEALTH OCCUPATION FORCE

HEADQUARTERS
QG 801/Accn
24 Oct 49

Subject : ACCOMMODATION

In order to co-ordinate the planning of accommodation, all inter-unit changes in accommodation will be submitted to HQ BCOF for prior approval.

Maj
(W.F. BRUCE) for Air Commodore
Chief of Staff

Distribution :

List B less serials 2,3.

WFB/AS

BRITISH COMMONWEALTH OCCUPATION FORCE

QG/464.81/Maint
17 OCT 49.

Subject : PRESSING SERVICE - SD UNIFORMS

List "B"

1. Arrangements have been made for units mounting special guards of honour, e.g. ceremonial guards for C-in-C, and visiting dignitaries etc., to have uniforms steam pressed by BCOF Mobile Laundry free of charge.

2. Units desiring to make use of this service will make application by F3A to ADOS HQ BCOF. Applications will include :-

(a) Nature of duty.
(b) Amount of pressing required to be done.
(c) Time of delivery and collection.

3. This service can be made available at 24 hours notice.

(D.G. McKENZIE) Lt-Col.
for Air Commodore.
Chief of Staff.

Internal Distribution

FA
G
A
Ord

AEP/SYS

BRITISH COMMONWEALTH OCCUPATION FORCE

QG/461.37/Maint
25 Oct 49

Subject :- POL FOR PRIVATE VEHICLES

List 'B' less serials 2, 29.

1. Army Headquarters has given approval for the prices charged to Army Canteens Service for petrol, oil and lubricants for use in private vehicles to revert to the prices current prior to 20 Sep 49. Army Canteens Service will now retail petrol, oil and lubricants at the price current on 19 Sep 49.

2. Cash refunds will be made to personnel who have purchased POL coupon books between the period 20 Sep 49 and 26 Oct 49. Refunds will be made at the petrol points located in the HIRO and IWAKUNI areas during normal trading hours.

3. Prices for POL coupons will revert to the price current before 20 Sep 49, with effect from 27 Oct 49.

Lt Col
(D.G. McKENZIE) for Air Commodore
Chief of Staff

EJM/TK

Internal Distribution :-

FA
A
Canteens

AG 284.1

MESSAGE FORM

Date-time of origin
25 [illegible] I

FROM : BCOF

TO : LIST B

AG 6008 UNCLAS (.) MEMBERS OF BCOF WHO QUALIFIED FOR PRIZE MONEY WHILST SERVING WITH ROYAL NAVY DURING 1939 - 45 WAR SHOULD NOW APPLY FOR SAME ON DNA 3B FORM No 25 (.) THESE FORMS AVAILABLE ON APPLICATION A BRANCH HQ BCOF

This message may be sent AS WRITTEN
by any means <u>including</u> wireless

Capt 25 Oct 49

MESSAGE FORM

28 1105 RECEIVED 28 OCT 1949

FROM : BCOF

TO : BRICOSAT
BCOF Tn Sqn
77 (F) Sqdn

Z 91 (.) UNCLAS (.) REF C IN C/127C/V1 OF 18 OCT 49 (.) SUBJECT ITINERARY MAJ GEN NORRIS DGMS AUS (.) ATTACHMENT NUMBER ONE (.) MAJ GEN NORRIS WILL NOW DEPART TOKYO FOR KURE BY AIR 1 NOV (.) SERIAL 15 TO 18 INCL DELETE 2 NOV (WED) INSERT 1 NOV (TUE) (.) INSERT NEW SERIAL 18 (A) TO READ (B) 2 NOV (WED) (C) BLANK (D) AT BCOF GEN HOSP (E) OPEN FOR CONCERNICLS ETC AS DETAILED BY DGMS (.) SERIALS 19 20 AND 21 NO ALTERATION (.) ACK

This message may be sent AS WRITTEN by any means incl Wireless

Originator's Instructions

PRIORITY

Maj
28 Oct 49

Internal Distribution

C of S
PAO
FA
PR
Ops SD and Trg
BCOF Civil Affairs Sec
CSO
A
Q Maint.
Q Mov
Postal
ADMS
BCOF Mil Hist Sec
Comp
War Diary
File

AG 312.12

MESSAGE FORM

Date-time of origin
26 /130 I

FROM : BCOF

TO : LIST B

AG 6013 UNCLAS (.) ARMY MELBOURNE ADVISES AHQ MEMO 2603 OF 16 AUG 48 IS CANCELLED AND ENLISTMENT IN RASR UNDER PROVISIONS OF MBI 61/1948 AS AMENDED BELOW IS REOPENED FOR ALL MEMBERS OF AMF OTHER THAN ARA OR RASR SERVING ON FULL TIME DUTY (.) TWO (.) MBI 61/1948 IS BEING AMENDED TO PROVIDE FOR THE FOLLOWING (.) A (.) PARA 3 (B) MEDICAL (.) MINIMUM MEDICAL CLASSIFICATION B2 (.) B (.) PARA 7 (A) RE ESTABLISHMENT LEAVE (.) SERVICE IN THIS FORCE WILL NOT ENTITLE MEMBERS TO RE ESTABLISHMENT LEAVE BUT IN THE CASE OF MEMBERS OF AMF WHO NOW ENLIST IN RASR THE RE ESTABLISHMENT LEAVE ALREADY AT CREDIT WILL BE DEFERRED UNTIL FINAL DISCHARGE (.) C (.) PARA 17 MEDICAL (.) ALL APPLICANTS WILL BE MEDICALLY BOARDED BY RECRUIT MEDICAL BOARD PRIOR TO ENLISTMENT (.) THE EVENT OF A DISABILITY BEING DISCOVERED WHICH DOES NOT PRECLUDE ENLISTMENT A PRECISE RECORD OF THE DISABILITY WILL BE MADE ON AAF D 1 TOGETHER WITH AN OPINION AS TO THE RESULTANT PERCENTAGE DISABILITY AT THAT TIME FOR CIVIL EMPLOYMENT (.) THREE (.) CATEGORY RPT CATEGORY B MEMBERS ON THE MAINLAND WHO DO NOT AVAIL THEMSELVES OF THIS OPPORTUNITY WILL BE DISCHARGED ON COMPLETION OF THEIR CURRENT ENGAGEMENT OR RE-ENGAGEMENT IN ACCORDANCE WITH MBI 62/1948 ALL INFORMED

This message may be sent AS WRITTEN
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Capt 26 Oct 49

AG 248.1

MESSAGE FORM

Date-time of origin

29 0900I

FROM : BCOF

TO : LIST B

AG 6065 UNCLAS (.) ALL UNITS WILL WEAR WINTER DRESS AS FROM 0001 HRS 1 NOV 49

This message may be sent AS WRITTEN
by any means including wireless

Capt

29 Oct 49

BRITISH COMMONWEALTH OCCUPATION FORCE

QG 831/6/2 Accn

29 Oct 49

Subject : STOVES AND HEATERS

LIST "B" less Serials 26, 28, 30, 39, 42, 45, 46, 50 52, 56, 57, 60.

1. Due to the fire risk involved in the use of the following type of heaters, it is intended to withdraw them from use :-

(a) Heaters space Speedway Rapid (Oil and water drip type)

(b) Stoves barrack heating oil burning large

(c) Stoves barrack heating oil burning small.

2. Units are requested to advise HQ BCOF by 15 Nov 49 whether any of these types of heaters are in use in real estate under their control and whether there are any problems attached to their withdrawal.

3. Nil returns are required where applicable.

W.F. Bruce

Maj

(W.F. BRUCE) for Air Commodore
Chief of Staff

GT/TY

BRITISH COMMONWEALTH OCCUPATION FORCE

HQ BCOF
AG 290.23
7 Oct 49

Subject : REMEMBRANCE DAY 1949

1. Sunday 6 Nov 49 will be observed as Remembrance Sunday.

2. Church Services will be held on Remembrance Sunday 6 Nov as under :-

CHURCH OF ENGLAND -

KURE St. Peter's C of E Garrison Church	Holy Communion	- 0730 hrs
	REMEMBRANCE Service	- 1015 hrs
	Evensong	- 1900 hrs
3 Battalion	REMEMBRANCE Service	- 0915 hrs
NIJIMURA	Holy Communion and Commemoration	- 0815 hrs
IWAKUNI	Holy Communion	- 0930 hrs
	Evensong	- 1830 hrs
Brit Com Sub Area. TOKYO EBISU Camp	Holy Communion	- 0730 hrs
	REMEMBRANCE Service	- 1030 hrs

ROMAN CATHOLIC -

KURE - Sacred Heart Church	Holy Mass	- 0830 hrs
	Holy Mass	- 1830 hrs
HIRO - St Patrick's Church	Holy Mass	- 0730 hrs
	Holy Mass	- 0915 hrs
IWAKUNI	Holy Mass	- 1700 hrs
EBISU Camp	Holy Mass	- 0800 hrs

PROTESTANT DENOMINATIONS -

KURE -

BCOF Gen Hospital Chapel	REMEMBRANCE Service	- 1030 hrs
Chapel A.S.C. Area	Evening Service	- 1930 hrs
NIJIMURA	REMEMBRANCE Service	- 1030 hrs
	Evening Service	- 1930 hrs

3. Flags will be flown at masthead from 0800 hrs until 1030 hrs, at half-mast from 1030 hrs until 1103 hrs and at masthead for the remainder of the day.

4. Two minutes silence will be observed from 1100 hrs until 1102 hrs.

5. Poppies may be worn on uniform.

6. Parades held in conjunction with memorial services may be held under unit arrangement but no compulsion should be exercised for attendance at Church Services.

However, the Commander-in-Chief desires as large an attendance as possible at all Church Services.

H. B. Andrew 1/11/61

for Brigadier
Principal Administrative Officer

DISTRIBUTION -

List A (less serials 9, 22, 24, 30 - 32, 34, 36, 39, 43, 46, 50 - 55, 62, 63.)
List B

plus "A" Offrs' Mess HQ BCOF
"B" Offrs' Mess HQ BCOF
HQ BCOF Sergeants' Mess.

BRITISH COMMONWEALTH OCCUPATION FORCE

HQ, BCOF
AG 336.20
31 Oct 49

Subject : PLACING JAPANESE GIFT SHOPS "OUT OF BOUNDS"

List 5

The following Japanese Gift Shops located in GA Market Area NOMA-DORI, 2-CHOME, KURE have been placed "OUT OF BOUNDS" to Occupation Force personnel.

Owner : HIRATANI Toyohiko
Owner : MUKAIKURA Hiroshi

Units will promulgate the above in Routine Orders.

Brigadier
Principal Administrative Officer