

SUBJECT FILE
CAMP Q/1/63

24/08/1960- 08/08/1963
STANDARD OPERATING PROCEDURES AND ADMINISTRATIVE ORDERS

PLEASE RETAIN
ORIGINAL ORDER

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JUN 30 2009

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BOX 2

FILE 2

ACC. DRG13/1.45.6.0

Dec '63

To: List A, B, C & D

From: Chief Logistics Officer

Subject: Logistics Standing Operating Procedure No.6 - Amendment No. 2 (Ordnance Inspection Teams).

ONUC HQ letter No. 163/1 (Logs) of 2 Feb 61 refers.

1. In view of the fact that the strength of Ordnance Inspection Team has now been reduced to only one officer and one JCO, it is not practicable to implement the instructions contained in para 2 d and e of the letter under reference. Para 2 d and e of the said letter will therefore be deleted and substituted as under:-

d. Upon completion of the detailed inspection by Ordnance **Inspection Team** forming part of the Board, the unit will be **advised in** regard to the accounting and disposal of all **National** and ONUC ordnance stores before departure.

e. The following **certificate** will be obtained by the Ordnance **Inspection** Team from the unit Commander/Head of the **Contingent** concerned for onward submission to the **Chief Logistics Officer** HQ ONUC.

" I hereby certify that all Arms, Ammunition and weapon of all kinds as well as other equipment belonging to the **Contingent** which is not required by the ONUC are being carried back to the home country, properly accounted for".

f. It will be the responsibility of the unit concerned to ensure that disposal instructions given by the Board are complied with and that the stores are returned to respective Ordnance/Welfare depot and proper receipt obtained for the same.

2. Property and Survey Board has started a check as to whether the stores required to be returned by repatriating units have actually been returned by units or not. In case the stores have not been returned in full necessary claim is raised by Property and Survey Board against the home country of the affected unit.



Col
Chief Logistics Officer
(V S KAPOOR)

3965

S.O.P.

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No. 4626-EME
Logistics Branch
HQ ONUC
8 Aug 63

To: Lists 'A', 'B' and 'C'.

From: Chief Logistics Officer

Subject:- STANDING OPERATING PROCEDURE NO 30 - PROCEDURE
FOR 'WRITE OFF' OF VEHICLES BEYOND ECONOMICAL
REPAIR

Units

1. When a unit has on charge a vehicle which requires extensive repairs, it will contact the EME of the formation and ask for the vehicle to be inspected.
2. On receipt of the inspection report and in case the vehicle is classified as beyond economical repair (BER) ie class VI, the unit will:-
- a. If the inspection report shows a straight forward case of fair wear and tear, submit a letter to Chief Logistics Officer (COO) supported by the EME inspection report asking for disposal instructions with copies to SSO EME and EME of the formation;
- b. If the inspection report shows 'misuse' or 'accident', hold a Court of Inquiry and submit the findings and CO's comments to CHIEF LOGISTICS OFFICER through the formation HQ concerned. The EME inspection report will be submitted with the papers of the Court of Inquiry. Having submitted the Court of Inquiry Proceedings to the formation HQ concerned, the unit will put up a request for disposal of the vehicle to the COO with a copy to SSO EME and EME of the formation with a reference to the C of I which has been held by the unit.
3. The unit will receive vehicle disposal instructions from COO.

EME Inspector/EME Workshops/EME Team

4. EME will inspect the vehicle and submit an inspection report in duplicate to the unit. The remaining copies are sent to SSO EME through EME of the formation. A specimen inspection report is at Appx 'A' attached.
5. The EME Inspector will endorse the classification (BER) beyond economical repair, class VI, according to the new classification scale.



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AUG 13 1962

.....Page 2.

6. The EME inspector will also underline the cause of the damage to the vehicle. This can be 'fair wear and tear', misuse or 'accident'. After the appropriate underlined word(s), he will also note what percentage of repairs is due to those causes. The percentage distribution among the above three categories and of causes will always sum up to 100%.

7. The EME inspector will make out a list of all the major assemblies and parts that can be salvaged from the BER vehicle on the back page of the inspection report or submit a separate list with each of the inspection report copies sent to SSO EME. If possible he will also endorse the cost of repair.

EME of Formation

8. EME of the formation will register the inspection report, retain one copy for reference and 'follow up' and send the remaining two copies to SSO EME.

9. He will contact the unit concerned and if needed to give advice.

10. He will keep himself informed as to the disposal instruction issued by COO. If the Property Survey Boards decisions include the salvage of usable parts, he will have this performed and ensure that these parts are handed in to the Ordnance.

SSO EME

11. SSO EME will also perform the same functions as mentioned in paras 8, 9 and 10 above.

12. Under the direction of CLO, he will prepare the papers for 'write off' of BER vehicles and submit these to the Secretary of the Property Survey Board with a copy to G.S.

13. He will liaise and help General Services for those cases of BER where vehicle damages are due to accidents.

14. He will assist the Survey Board on technical matters regarding vehicle repair costs, damages etc.

15. When the Survey Board findings regarding the salvaging of spares etc is received, he will help the COO as to the disposal of these.

16. He will keep a register of all write-off cases of vehicles which have been received from lower formations and where EME inspection reports are required. He will also register all those cases that have been finalized by Property Survey Board.

Colonel
Chief Logistics Officer
(V.S. KAPOOR)

cc: Chief of Staff - 3 copies (including 2 copies for
NEW YORK)
Chief Administrative Officer - 15 copies
Chief Supply and Purchasing Section
Chief Finance Officer
Chief Audit and Inspection Services (5 copies)
ONUC Property Survey and Claims Board

EME INSPECTION REPORT (VEHICLES)

UNIT:				LOCATION	
ONUC No.		CHASSIS No.		ENGINE No.	
CONTD No.		VEHICLE MARK		YEAR	
EL SYSTEM		CARBURATOR TYPE		MODEL	
KM/MILES		TYRE SIZE		TYPE	
LUB		MAINT		FUEL PUMP TYPE	
		TOOLS		ENGINE TYPE	
		CLASS		TYRE REMAINING LIFE IN %	
1. ENGINE					
2. TRANSMISSION					
3. STEERING					
4. BRAKES					
5. SPRINGS & FRAMES					
6. ELECTRICAL SYSTEM AND INSTRUMENTS.					
7. BODY-CAB					
8. ROAD TEST					
9. REMARKS					
10. Damage due to (underline as appropriate) a) Fair wear and tear b) Accident c) Misuse					
11. Action taken by Unit (if any) a) Accident report forwarded by ref b) Estimate of cost of repairs forwarded by ref c) Misuse reported by ref					
12. Recommendation (Underline as appropriate) Repairs/Adjustment by Unit. b) Repairs under SOP No 5. c) Repairs under special authority b) Disposal by cannibalization, cannibalization to be performed by c) Disposal by Sale					
13. INSPECTED BY		RANK		SIGNATURE	
				DATE	
14. SCREENED BY SSO EME REPRESENTATIVE		RANK		SIGNATURE	
				DATE	
Corrections to be entered in red pencil					

Q19
No. 4626-EME
Logistics Branch
HQ ONUC
28 Jul 63

To: Lists 'A', 'B' and 'C'.

From: Chief Logistics Officer

Subject:- STANDING OPERATING PROCEDURE NO 28 - REVISED VEHICLE CLASSIFICATION SYSTEM

Reference NEW YORK Administrative Report No. 35 and 42
Logistics SOP No 10, para "Vehicle Inspection"

INTRODUCTION

1. A revised system for the classification of vehicles has been approved by Headquarters, NEW YORK, and will be taken into use with immediate effect. See Appendix 'A'.
2. The purpose of a vehicle classification is to enable units, formations and higher headquarters to keep an overall picture of the total vehicle park and its technical condition. In general terms it also allows for a review and administrative programming of resupply and maintenance. It allows for an economical vehicle policy.
3. The cost of maintaining a vehicle park of a certain age rises rapidly with the years. The value of this park decreases as shown in Appendix 'B'. Vehicles have therefore an economical lifetime. When this is reached, the maintenance costs surpass a limit where it would be more economical to have replacements of new or rebuilt vehicles. Vehicles are therefore basically grouped in relatively new, older and those taken out of service because they are beyond local repair, obsolete etc. In terms of the classification system the grouping is respectively I, II and V.
4. For management and operational purposes, the new and older vehicles to show they are temporarily unserviceable, but can be repaired in the field, are given a classification III for class I and IV for class II. These classifications are only for the duration of the unserviceability. When the vehicles are repaired and serviceable again, they retain their original classification.
5. The total vehicle holding is distributed between the user units and a reserve. When a set figure has been established for the economic lifetime of a vehicle type, the flow into the system per year can be fixed to total holding divided by this number of years. This can only be a guide. The flow through the system from class I to II and from II to V should approximate this figure. Many factors are involved but basically this flow should be such that the vehicles which are put in class V should be in such a reasonably good condition that they either have a high resale value or the costs of rebuilding/reconditioning is low.

6. A certain number of vehicles will inevitably become total wrecks and these are placed in class VI.

7. By endorsing a periodical report on vehicle holdings and their classification it makes it possible for the commanders at all levels and the administration to have a good picture of the vehicle fleet under their command.

Notes on the classification

8. Whether a vehicle is in class I or II should be readily seen from the vehicle documents. It is only when these are not available and speedometers have been out of order over a considerable time that difficulties arise. In these cases SSO EME should be approached in order to have the classification fixed. He will compare the inspection report and chassis numbers etc with the make and model from the factory concerned.

9. The degree of unserviceability of a class I or II which justifies a classification in III or IV respectively is a matter of judgement. In general terms it is only when a vehicle will be excessively damaged if a repair is not performed, or if further use of the vehicle will be dangerous to the driver, passengers and the traffic, that the vehicle is deemed unserviceable class III or IV. Minor defects and adjustments which have been brought to the drivers notice and kept under observation until such time they can or ought to be repaired do not down grade the vehicle. If any query arises a competent EME mechanic or equivalent should be approached to verify the classification.

10. Determination of class III and IV is based on the repairs normally performed by 2nd line. EME representative, EME workshops commander will normally decide the classification. SSO EME may be approached to verify the classification in cases of doubt.

11. Determination of class V is based on an EME inspection report or equivalent and verified by SSO EME or another officer authorised by ONUC HQ. The disposal of such vehicles will be influenced by the ability to carry out major overhauls or have these performed by civilian firms, budgetary implications, force policy and any special factors relating to a specific vehicle.

12. Recommendations for classification as class VI will be submitted by an EME inspector or workshop officer to SSO EME. If confirmed by him the vehicle is declared BER and submitted to Property Survey Board for disposal instructions.

Vehicle Classification census


13. Units will report on the 15th and on the last day of the month as shown in Appendix 'D'.

1 copy is retained by the reporting unit

2 copies are sent to Logistics Officer of higher formation.

3 copies are sent to Chief Logistics of ONUC HQ.

14. SSO EME will maintain an up-to-date vehicle classification record for reference purposes.


Colonel
Chief Logistics Officer
(V.S. KAPOOR)

cc: Chief of Staff - 3 copies (including 2 copies for
NEW YORK)
Chief Administrative Officer - 15 copies
Chief Supply and Purchasing Section
Chief Finance Officer
Chief Audit and Inspection Services (4 copies)
ONUC Property Survey and Claims Board

CLASSIFICATION

- Class I. Serviceable vehicles which are under X years of age from date of manufacture/delivery or rebuild, or which have not exceeded a mileage equivalent to X years of use (Number of X years according to type of vehicle is shown in Appendix 'C').
- Class II. Serviceable vehicles older than X years or those which have exceeded the equivalent mileage.
- Class III. Unserviceable class I vehicles which can be repaired by 1st and 2nd line workshops, and when repaired and serviceable are again class I.
- Class IV. Unserviceable class I vehicles which can be repaired by 1st and 2nd line workshops, and when repaired and serviceable are again class II.
- Class V. Unserviceable vehicles which cannot be repaired by 2nd line workshops (Beyond local Repair - BLR). They are struck off unit charge, put in temporary storage awaiting disposal instructions. Replacement is issued to unit.
- Class VI. Unserviceable vehicles beyond economical repair. These too are struck off unit charge, put into temporary storage while awaiting disposal instructions from the Property Survey Board.

Appx 8'

Note:- In order to determine the present value of vehicles, this chart will be used. When the cost of repairs exceeds the present value of the vehicle, repair will not be undertaken.

DEPENSES MAXIMA AUTORISEES
POUR REPARATION DE VEHICULES

Ser.	Modele du Véhicule	Prix du vehicule neuf	Moins de	De	De	De	De	De	De
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(j)	(k)
		100%	50%	40%	30%	20%	15%	10%	5%
1	Ford Fairlane 500	\$ 2500	\$ 1250	\$ 1000	\$ 750	\$ 500	\$ 375	\$ 250	\$ 125
2	Ford Consul 375	\$ 1740	\$ 870	\$ 696	\$ 522	\$ 348	\$ 261	\$ 174	\$ 87
3	Volkswagen Car Light	\$ 1500	\$ 750	\$ 600	\$ 450	\$ 300	\$ 225	\$ 150	\$ 75
4	" Bus	\$ 1900	\$ 950	\$ 760	\$ 570	\$ 380	\$ 285	\$ 190	\$ 95
5	" Ambulance	\$ 2600	\$ 1300	\$ 1040	\$ 780	\$ 520	\$ 390	\$ 260	\$ 130
6	Jeep 1 tonne 4x4 Ambulance	\$ 3400	\$ 1700	\$ 1360	\$ 1020	\$ 680	\$ 510	\$ 340	\$ 170
7	" 1 " 4x4 6-226 P.V.	\$ 2750	\$ 1375	\$ 1100	\$ 825	\$ 550	\$ 412,5	\$ 275	\$ 137,5
8	" 1 " 4x4 CJ 5	\$ 2300	\$ 1150	\$ 920	\$ 690	\$ 460	\$ 345	\$ 230	\$ 115
9	" 1 " 4x4 CJ 6	\$ 2450	\$ 1225	\$ 980	\$ 735	\$ 490	\$ 367,5	\$ 245	\$ 122,5
10	" 1 " 4x4 6-226 SW	\$ 3000	\$ 1500	\$ 1200	\$ 900	\$ 600	\$ 450	\$ 300	\$ 150
11	" 1 " 4x4 M 38 A1	\$ 2300	\$ 1150	\$ 920	\$ 690	\$ 460	\$ 345	\$ 230	\$ 115
12	Dodge 1 " 4x4 P.V. 200	\$ 3200	\$ 1600	\$ 1280	\$ 960	\$ 640	\$ 480	\$ 320	\$ 160
13	Fargo 1 " 4x4 P.V. 100	\$ 3150	\$ 1575	\$ 1260	\$ 945	\$ 630	\$ 472,5	\$ 315	\$ 157,5
14	Bedford SB	\$ 9350	\$ 4675	\$ 3740	\$ 2805	\$ 1870	\$ 1402,5	\$ 935	\$ 467,5
15	" 3 ton 4x4 RLC-3	\$ 6000	\$ 3000	\$ 2400	\$ 1800	\$ 1200	\$ 900	\$ 600	\$ 300
16	" 3 ton 4x2 J 5	\$ 4000	\$ 2000	\$ 1600	\$ 1200	\$ 800	\$ 600	\$ 400	\$ 200
17	" 3 ton 4x4 RLC2	\$ 6000	\$ 3000	\$ 2400	\$ 1800	\$ 1200	\$ 900	\$ 600	\$ 300
18	Land Rover Minerva	\$ 2500	\$ 1250	\$ 1000	\$ 750	\$ 500	\$ 375	\$ 250	\$ 125
19	Mercedes 5½ ton 4x4 322	\$ 7000	\$ 3500	\$ 2800	\$ 2100	\$ 1400	\$ 1050	\$ 700	\$ 350
20	" 6½ ton 4x2 322	\$ 6200	\$ 3100	\$ 2480	\$ 1860	\$ 1240	\$ 930	\$ 620	\$ 310
21	" 5 ton 4x2 312	\$ 5400	\$ 2700	\$ 2160	\$ 1620	\$ 1080	\$ 810	\$ 540	\$ 270
22	Forklift Clark CT-40	\$ 5320	\$ 2660	\$ 2128	\$ 1596	\$ 1064	\$ 798	\$ 532	\$ 266
23	" Lyster YE-40	\$ 5250	\$ 2625	\$ 2100	\$ 1575	\$ 1050	\$ 787,5	\$ 525	\$ 262,5

Notes: a) Le tableau ci-dessus devra être utilisé pour déterminer la valeur actuelle du véhicule. Lorsque le coût de la réparation excède la valeur actuelle du véhicule, la réparation ne devra pas être entreprise.
b) Les prix des véhicules ne figurant pas sur la liste ci-dessus peuvent être obtenus en s'adressant au Chef du Génie électrique et mécanique, au QG de l'ONUC.

GRADING OF VEHICLES IN CLASS II

1. This list is tentative and subject to change.
2. The information under X will be used to determine when a vehicle is to be downgraded from class I to class II.
3. The number of years mentioned under X must not be confused with the economical lifetime of the vehicles. X is approximately $2/3$ of this lifetime.
4. Whatever is reached first either the X years or the mileage will determine the down grading.

Vehicle	X years	Equivalent mileage
Light sedans	2	30 000
Medium and large sedans	3	40 000
1/4 ton trucks and 4X4 vehicles	3	40 000
1/2-1 ton trucks and 4X4 vehicles	3	40 000
2-3 ton trucks	4	50 000
4-6 ton trucks	4	50 000
1/4-1 ton trailers	3	
8 ton trailers	4	
Buses	3	

ROUTING SLIP

TO

Sgt Doherty

APPROVAL	NOTE AND RETURN
SEE ME, PLEASE	YOUR COMMENTS
YOUR SIGNATURE	YOUR INFORMATION
NOTE AND FILE	FOR ACTION

I would like all
Sops kept in one
file.

h2 GY

DATE	FROM
4/7	Q12

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No. 4229/1/LOGS
LOGISTICS BRANCH
HQ ONUC
25 June 63

To */* Distribution Lists 'A' and 'C' */*
From */* Chief Logistics Officer */*
Subject : LOGISTICS STANDING OPERATING PROCEDURE NO. 27 - EXCESS/
SURPLUS STOCK REPORT

AIM :

1. The aim of this instruction is to detail the procedure to be followed in disposing of excess or surplus stocks held by ONUC Ordnance or Supply Depot.

DEFINITION :

2. Excess stocks are stores which are in excess of foreseeable force requirements due to policy changes or changes in scales of issues. Excess stocks also include items on which no movement has taken place for a period of 12 months or which are considered unserviceable.

3. Surplus stocks are stores which become surplus to force requirements by virtue of redundancy of equipment or reduction in force strengths.

PROCEDURE :

4. To implement the disposal of excess/surplus stocks the form attached as Appendix "A" will be used to report holdings of such stocks by the ONUC Ordnance or Supply Depots under the following circumstances :

- a) Periodic stocks reviews;
- b) stocktakes;
- c) changes in scales of issues;
- d) when parent equipment is disposed of or a reduction in population is warranted by a reduction in force.

5. The form is divided into six parts and there is a facility for the comments and recommendations of the following :

- a) The Chief Ordnance Officer or Senior Supply Officer;
- b) Chief Logistics Officer;
- c) Chief Purchasing and Supply Officer;
- d) Survey Board.

6. The report will be prepared in six copies for distribution as follows :



3951
27 JUL 1963

Handwritten signature and date: 3 July 63

Handwritten initials: dz gy 47

One copy for retention by the reporting unit/service. One remaining original plus four copies will be processed through (a), (b), (c) and (d) above. After the Survey Board has issued disposal instructions distribution of individual copies will be effected. One copy to (b) and original plus three copies to (c). Upon completion of the sale the Chief Purchasing & Supply Officer will return the original plus one copy to the Survey Board annotated to show action taken.

7. The Depot concerned will complete parts "A" and "B" of the form as follows :-

Part "A", self-explanatory

" "B", Source and date of purchase; a short summary of issue history and whether new or used, serviceable or unserviceable.

8. The Chief Ordnance Officer or Senior Supply and Transport Officer will complete part "C" on basis of present or future known requirements.

9. The Chief Logistics Officer will complete part "D" based on current logistics policy.

10. The Chief Purchasing and Supply Officer will complete part "E" after he has determined whether the stocks declared are required by other missions or can be returned to source.

11. The Survey Board will complete part "F" by giving specific instructions for disposal.

Colonel
CHIEF LOGISTICS OFFICER
(V.S. KAPOOR)

CC : Chief of Staff - 3 copies (2 copies for NEW YORK)
Chief Administrative Officer (15 copies)
Chief Finance Officer
Chief Audit and Inspection Service
ONUC Property Survey and Claims Board
Chief Purchasing and Supply Officer
Senior Supply and Transport Officer
Chief Ordnance Officer
Chief Movement Control Officer

O N U C

EXCESS/SURPLUS STOCK REPORT

Service : ORD/SUP/SIGS No. _____

PART "A"

Catalogue and Part No.	Nomenclature	Quantity	Property
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Nomenclature of parent equipment :

PART "B"

Procurement and Issue History

PART "C"

Recommendations by COO or SSTO

Date _____

Signed _____

PART "D"

Recommendations by CLO

Date : _____

C L O

PART "E"

Recommendations by CPSO

Date : _____

C P O

PART "F"

Disposal Instructions

Date : _____

Survey Board

11 FEB 1963

No. 4402/ORD
LOGISTICS BRANCH
HQ ONUC

28 Jan '63.

(51)

SK
4/2

To: Distribution Lists 'A', 'B' and 'C'.

Subject: -LOGISTICS STANDING OPERATING PROCEDURE NO 26 LOAN ISSUES

1. INTRODUCTION

The present UN scale of Ordnance Stores and Equipments is considered adequate to meet the normal requirements of Units/Contingents serving with UN Forces in Congo and leaves very little scope for demanding Ordnance Stores on loan. However to cover any emergency or to meet the temporary requirements of in-escapable nature for a certain limited period, Ordnance Stores then expendible stores may be demanded on loan by Units/Contingents in accordance with the procedure laid down in this SOP.

2. CIRCUMSTANCES UNDER WHICH LOAN STORE MAY BE DEMANDED

Ordnance Stores may be demanded on Loan under the following circumstances:-

- a) Emergency requirements of non-recurring nature.
- b) Temporary requirements for short duration.
- c) Equipment/Stores which are considered essential for efficient running of the unit but are not included in any scale or authorization of the unit/ Such stores will initailly be demanded on loan and later requested for to be included in the scale/ authorization.
- d) Stores required in excess of the authorized scale.

3. AUTHORITY TO SANCTION LOAN

The issue on loan of Ordnance Stores and Equipment will be approved by the following authorities and the period for loan fixed by them:-

- a) Controlled Stores:- Chief of Staff
- b) Uncontrolled Stores:- Chief Ordnance Officer

4. PROCEDURE FOR DEMAND AND ISSUE OF LOAN STORES

- a) Demand from units:-

Demand for loan issue of Ordnance Stores and Equipment will be prepared by units on the proforma published as Annexure 'A' to this SOP. Separate demands will be prepared for Controlled and Uncontrolled Stores. These will be signed by the Commanding Officer himself or in his absence by the Officiating Officer Commanding giving full reasons in justification of the demand. All the demands will be routed through the formation/Sector/Contingent HQ of the unit concerned.

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b) ACTION AT FORMATION/SECTOR/CONTINGENT HQrs

On receipt of the demands the responsible HQ will carefully not the demand and if the requirement is accepted by the formation/Sector/Contingent Commander as of in-escapable nature he will recommend and sign it personally and forward it to Ordnance Branch HQ ONUC under a covering letter with intimation to the unit concerned.

c) ACTION AT HQ ONUC ORDNANCE BRANCH

The demands when received in Ordnance Branch HQ ONUC will be checked for correctness of all the particulars and after satisfying that these are correct in all respect will take the following action:-

- a) Controlled Stores demands will be passed to Chief of Staff for his approval.
- b) Uncontrolled Stores demands sent to the depot duly approved by the Chief Ordnance Officer himself.
- c) Controlled Stores demands when approved by COS will be received back in Ordnance Branch and Issue Orders prepared. The Issue Order will then be passed to Base Ordnance Depot for compliance.

d) ACTION IN BASE ORDNANCE DEPOT

On receipt of demands/Issue Orders in Base Ordnance Depot approved by the sanctioning authority, the stores will be issued to units with minimum delay. The issue/receipt transaction will be reflected in the relevant Account Card. However when carrying out provision the loan issues will be included in the G N O figure. Base Ordnance Depot will incorporate a suitable para dealing with loan issues in the relevant SOP dealing with Base Ordnance Depot procedure. Return of Stores from loan will be regularly watched and progressed by Base Ordnance Depot. Units failing to return the stores from loan on due date will be reported to the Formation/Sector/Contingent HQ concerned with intimation to Ordnance Branch this HQ.

5. ISSUE IN EMERGENCY

In cases of emergency such as riots, floods etc when the time factor is of extreme importance, Formation/Sector/Contingent Commanders may sanction loan issues direct and approach Base Ordnance Depot for compliance of the units demands. Base Ordnance Depot will comply with their demands subject to availability of stock. The units will however make an application to ONUC HQ for according covering sanction. Base Ordnance Depot will also submit a separate report to Chief Ordnance Officer giving details of such issues.


6. EXTENSION OF LOAN

Extension of loan period will not be applied for under normal circumstances. In case the extension of the loan period cannot

be avoided the unit concerned will apply for extension of loan period on the proforma attached as Annexure 'B' to this SOP so as to reach ONUC HQ at least 3 weeks in advance of the date of expiry of loan period. Under no circumstances such applications will be submitted after the expiry of loan period to obtain ex-post-facto sanction.

7. RETURN OF LOAN STORES TO BOD

Stores issued on loan will be returned to Base Ordnance Depot (RSSD) on regular vouchers on due date without fail. Failure to comply with this instruction will be considered a breach of discipline by the unit concerned. The unit Issue Vouchers pertaining to the stores being returned from Loan will be clearly endorsed RETURNED FROM LOAN giving the reference of Base Ordnance Depot Issue Voucher No and date against which the stores were issued on Loan to the unit.


Lt Col
Chief Logistics Officer
(V S KAPOOR)

CC:- Chief of Staff - 3 copies (2 copies for NEW YORK)
Chief Administrative Officer (15 copies)
Chief Finance Officer
Chief Audit and Inspection Service
ONUC Property Survey and Claims Board
ONUC Supply and Purchase Control
SSO-EME HQ ONUC
ONUC Base Ordnance Depot LEO

APPLICATION FOR LOAN ISSUE OF STORES

PART A

(To be completed by Unit)

1. Unit Demanding Stores _____
2. NOMENCLATURE OF STORES REQUIRED QTY
 - a) _____
 - b) _____
 - c) _____
 - d) _____
 - e) _____
 - f) _____
3. PERIOD OF LOAN From _____ to _____
4. Reasons for demand. Is it of inescapable Nature _____
5. Is there a UN/UNIT Scale of the item if so is it inadequate? _____

6. Is there any special feature concerning this loan requirement? _____

Date _____

SIGNATURE and Designation
of Unit Commander

PART B

(To be filled in by the formation
Commander) recommending the loan Issues.

Certified that the demand is of in-escapable nature and cannot
be met within formation resources. Demand recommended for issue.

Date _____

SIGNATURE Fmn/Sector/Contingent Comd

PART C

(To be completed by HQ ONUC)

Loan Issue Sanctioned / NOT SANCTIONED

Date _____

SIGNATURE COS/COO

APPLICATION FOR EXTENSION OF LOAN PERIOD OF ORD STORES/EQPT

[illegible]

a) Remarks by unit Commander:-

Date _____

SIGNATURE AND DESIGNATION
OF O G Unit

b) EXTENSION of Loan period Sanctioned / NOT Sanctioned

Date _____

SIGNATURE OF COS / C O O



36

HQ ONUC (LOGS)533/2-~~EME~~

118 JUL 1962

14 June 62.

To: Distribution Lists 'A' 'B' and 'C'
From: Chief Logistics Officer
Subject: LOGISTICS STANDING OPERATING PROCEDURE NO. 21 -
EME INSPECTION TEAMS

*Q-m, ONUC
Camp NCOs
In meeting
16 June*

The aim of this SOP is to lay down a procedure for the Technical Inspection of vehicles and other technical equipment by Logistics EME Inspection Teams at the time of:-

- (a) First arrival of units in the Congo.
- (b) Their final repatriation to their home countries.
- (c) Special Inspection of Equipment when it is considered necessary.

CONSTITUTION OF EME INSPECTION TEAMS

2. Each Logistics EME Inspection Team will comprise an EME Officer and a varying number of EME NCOs. These will be composed of skilled mechanics of various trades, depending upon the nature of the work in hand. On occasions, a Team may also be headed by a Senior EME NCO.

TASKS

3. The task of EME Inspection Teams will be:
- (a) To inspect and classify vehicles and recommend to the Chief Logistics Officer HQ ONUC, LEO, action to be taken by the formation/unit concerned.
 - (b) To check the number of vehicles held on charge of units and report discrepancies, if any, to the Chief Ordnance Officer for further action.
 - (c) To check vehicles' spare parts, if held by a formation/unit, and to advise on storage and supply problems thereof.
 - (d) To check tools and equipment of vehicles for their quantity and serviceability.
 - (e) To survey the maintenance facilities in formations/units and to suggest measures for improvement thereof.

....

- (f) To assist the formations/units being inspected on the administrative and technical problems concerning the running and maintenance of vehicles.
- (g) To issue BER/BLR certificates for the major/minor assemblies found BER/BLR during inspections and ~~recommend their disposal in conformity with SOP No. 11.~~ These certificates will constitute the authority for the units to dispose of such assemblies and to place demands for their replacement on the Ordnance Depot.
- (h) To verify whether necessary action has been taken by formations/units on accidented vehicles in accordance with Force Routine Orders Nos. 55 and 90 which lay down the procedures for accident reports and estimation of repair costs. Results of such investigations will be incorporated in all EME inspection reports. If not already done, BER/BLR certificates will also be issued by EME Teams for such accidented vehicles.

IN/OUT SURVEY BOARDS

- 4. (a) All vehicles and technical equipment held by formations/units will be subjected to "Surveys" on their first arrival in the Congo, and subsequently on their final repatriation to home countries. Whenever such a Survey is to be carried out in accordance with SOP No. 17, the Logistics Ordnance Inspection Team concerned will contact SSO EME to get an EME Inspection Team detailed to help in carrying out such surveys.
- (b) An EME Inspection Team will accompany the Logistics Ordnance Inspection Team on its inspection tour to formations/units and will work in close co-ordination with the Ordnance Inspection Team.
- (c) Before proceeding on inspection duty, the EME Inspection Team will obtain from the Ordnance Br, HQ ONUC, a list of ONUC vehicles on charge of units being inspected. The list will include ONUC Plate Nos. makes and types, Chassis and Engine Nos. of the vehicles.

INSPECTION REPORTS

- 5. (a) After the technical inspection is completed, 7 copies of the Inspection Report will be prepared and signed by the OIC, EME Inspection Team. One copy thereof will be retained for own record and 6 copies handed over to Logistics Ordnance Inspection Team for incorporation in the Survey Board Proceedings prepared in accordance with SOP No. 17.

- (b) The EME representative will also sign these proceedings as representative of SSO EME.
- (c) While inspecting the National vehicles of Contingents/units, particular attention will be paid to the classification of these vehicles as the assessment of depreciation has to be based on this classification. The percentage of depreciation will invariably be indicated while classifying such vehicles.
- (d) In cases where unfair wear and tear has been detected, necessary recommendation will be endorsed in the "remarks" column of the Inspection Report to signify the percentage of depreciation chargeable to the National Governments.

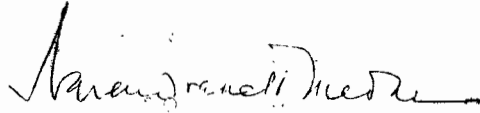
ACTION BY CONTINGENTS/UNITS

6. On receipt of notification of a technical inspection to be held by EME Inspection Teams, contingents/units will take the following action:

- (a) A complete list of vehicles held on charge will be prepared according to the proforma shown at Appendix 'A', attached. ONUC and National vehicles will be listed on separate proformae.
- (b) The vehicles will be cleaned and lubricated and parked in an orderly manner in the MT park, ready for inspection.
- (c) All MT documents will be completed and laid out in the vicinity of parked vehicles.
- (d) Tools and equipment will also be properly cleaned and laid out. List of deficiencies, if any, will be kept handy, and the Inspecting Officer informed of any action taken to regularise the losses, if any.
- (e) As for accidented vehicles, it will be ensured that necessary documents, i.e. accident reports, estimated cost of repairs, etc. having been prepared and action finalized thereon, are laid out for inspection.
- (f) A complete list of all machines and hand tools, etc. issued to the units by UN for the maintenance of vehicles will also be produced along with the stores, for inspection.

.....

- (g) It will be ensured that all unit drivers and mechanics remain present during the EME inspections.
- (h) The vehicles, tools and relevant documents will be inspected according to the plan set up by the unit's Tpt Officer who will ensure compliance of the above instructions.



(N.N. MADAN) Lt. Col.
Chief Logistics Officer

cc: Chief of Staff - 3 copies (2 copies for New York)
Chief Administrative Officer - 15 copies
Chief Finance Officer
Chief Procurement Officer
Chief Audit and Inspection Services
ONUC Property, Survey and Claims Board
ONUC Supply and Purchase Control.

APPENDIX 'A'
SOP No 21

LOCATION

DATE

[illegible]

103

No. 4401/ORD
Logistics Branch
HQ ONUC
6 May 63.

To: List 'A', 'B' and 'C'

From: Chief Logistics Officer

Subject: STANDING OPERATING PROCEDURE NO 20 - SUBMISSION OF DEMANDS
FOR UNCONTROLLED STORES

Amendment No 1

1. Delete para 7, 8 and 9 and substitute the following paragraphs:-
Action by Chief Ordnance Officer's Office

7. On receipt of indents, the following action will be taken:

- a. The indents will be scrutinized and, if approved, forwarded to ONUC Base Ordnance Depot, under a schedule of indents to be prepared in duplicate. The Base Ordnance Depot, after allotting a control number, will return one copy of the schedule to the Chief Ordnance Officer's office.
- b. The indents that do not comply with authorized scales or special provisions will normally be rejected and returned to units with the observations at annexure "C".

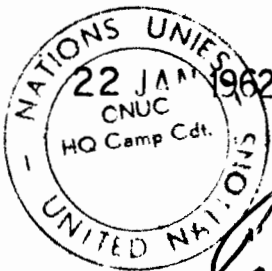
Action by ONUC Base Ordnance Depot

8. On receipt by ONUC Base Ordnance Depot, approved indents will be processed. "Dues out" for stores which are not readily available will be created for procurement action, unless instructions to the contrary have been issued by the Chief Ordnance Officer.
9. Indents may be returned to Chief Ordnance Officer's office if they were not routed through the Ordnance Section or information given such as model, type etc, is insufficient to be reconciled.
10. Direct communication with units will only be resorted to in case of offers of in lieu or substitutions.
11. This procedure supersedes previous instructions.

AKA

Harvey Kapoor
Lt Col
Chief Logistics Officer
(V S KAPOOR)

CC:-Chief of Staff - 3 copies (including 2 copies for New York)
Chief Administrative Officer - 15 copies
Chief Procurement Officer
Chief Finance Officer
Chief Audit and Inspection Services
ONUC Property Survey and Claims Board



HQ ONUC (LOGS) 401/ORD

Jan 62

Camp Command. Hd Leo 16

4

To:- Distribution Lists 'A', 'B', 'C' and 'D'

From:- Chief Logistics Officer

3962

Subject:- LOGISTICS STANDING OPERATING PROCEDURE NO 17 - SURVEY BOARDS

AIM

1. The aim of this SOP is to lay down the procedure on Survey Boards to be held on arrival of all units in CONGO, and soon before repatriation to their home countries.

ACTION BY THE UNIT ON FIRST ARRIVAL

2. *G.A. for future ref. 42 Jan 62*
 - (a) All National stores/vehicles brought by a unit/contingent from home country will be surveyed by a unit survey board within one month of its arrival in Congo. The board will be constituted as in para 3 (e) below and attended by Logistics Inspection Team in an advisory capacity. Request for Logistics Inspection Team will be made by the unit to Senior Ordnance Officer (Logistics Branch) giving at least one week's notice.
 - (b) Board proceedings will be prepared in quadruplicate as per proforma given in annex 'A' to this SOP. One copy will be retained as office copy and 3 copies sent to Logistics Branch, HQ ONUC Leo, along with a copy of Unit TO and E/WET. The proceedings will also serve the purpose of national stores lists being submitted in accordance with SOP No 6. No separate lists of national stores will, therefore, be required by Logistics Branch.
 - (c) Whenever any stores are subsequently procured through home country in piece-meal, under the authority of Logistics, HQ ONUC Leo, vide Adm Order No 12, during the stay of a unit/contingent with ONUC, these will be reported to Logistics Branch, HQ ONUC in quadruplicate on the proforma given in annex 'B'. One copy will be retained by Logistics Branch as office record and one copy each forwarded to Logistics Ordnance Inspection Team, ONUC Base Ordnance Depot Leo, and the Property Claims and Survey Board for record.
 - (d) Stores mentioned in para 2 (c) above will be treated as national stores and produced in final survey board to be held before repatriation along with other national stores. No reimbursement of cost value will, therefore, be allowed by Property Survey and Claims Board till the final survey has been held as the items of non-expendible nature may have to be taken back by a unit on final repatriation and may not be needed by ONUC. In such cases only the depreciation value would be allowed to national Government like other stores brought by a unit on arrival in Congo.

Contd.... /2

- (e) As regards to national stores expended or spares fitted to an equipment during service with ONUC, the unit will list such stores in an annex to the final survey board proceedings with the following certificate thereon over the signatures of OC unit:

" Certified that the stores listed above have been expended/fitted in main equipment held by the unit during service with ONUC "

The issue record of such stores will be checked by the final survey board. The ONUC Property Survey and Claims Board will then process reimbursement of full cost value to the National Government, on receipt of proceedings.

- (f) A unit/contingent on arrival in CONGO will neither use its contingent owned clothing items for which ONUC scales exist nor will these be produced in condemnation/survey boards. This does not, however, apply to such items of clothing for which ONUC makes no provision, i.e. undergarments, jerseys, boots etc. In exceptional cases the national clothing for which ONUC scales exist may be used by the unit provided the items have been declared not available by the ONUC BOD Leo.

ACTION BY THE UNIT ON REPATRIATION.

3. When orders for repatriation of a unit/contingent are received from HQ ONUC or one month before its scheduled repatriation, whichever is earlier, the unit/contingent will ensure that the following action is taken :-

- (a) All ledgers, both ONUC and National, are brought up-to-date by posting all receipt/issue vouchers.
- (b) All files of receipt/issue vouchers and other connected documents are brought up-to-date and filed serially in separate pads.
- (c) Copies of proformae at annex 'D' and 'E' are cyclostyled and kept ready in sufficient numbers so as to suffice for preparing 6 sets of survey board proceedings.
- (d) All stores under distribution are, as far as possible, withdrawn centrally into QM stores for survey.
- (e) Constitution of the survey board is arranged through the medium of a Bn/Unit part I order as under :-

President	-	Major
Members (1)	-	Capt/Lt
(2)	-	Capt/Lt

In attendance - Logistics Inspection Team.

In case where a Major is not available to act as president, the next senior officer will be detailed to act as president.

- (f) One copy of the proforma at annex 'D' and 'E' is filled in advance for the columns 'designation', 'Qty on charge' and 'Qty produced' and handed over to the president survey board. The entire holdings of ONUC Ord, Welfare stores/equipment and vehicles will be listed in the proforma. However, the national stores to be handed over to the relieving unit/contingent and which are not worth condemning, will neither be listed nor produced before final survey board, as the same will still remain in service with ONUC and no depreciation would be affected. In such cases a certificate as in annex 'F' will be given by the CO and attached to the proceedings.

contd.... /3

- (g) All stores purchased in accordance with Adm Order No 12 and procured through Home Country are properly accounted for in the ledgers.
- (h) As soon as firm orders for repatriation are received through rotation programme, the Chief Logistics Officer, HQ ONUC Leo, is approached to provide Logistics Inspection Team to act as advisers to the final survey board, notifying firm dates for the survey. In this case at least one week's clear notice will be given to Logistics Branch to arrange despatch of the team.

ACTION BY PRESIDENT OF SURVEY BOARD

- 4. (a) Before the final survey board takes place a preliminary survey of the stores and accounts will be carried out by the president and members to ensure that :-
 - (i) Action on all points covered in above paragraphs has been completed by the unit QM and the unit is ready for final survey.
 - (ii) Only those national stores are listed and being produced in final survey which are not serviceable.
 - (iii) A complete check of quantity on charge and quantity held in stock is carried out and all surplus/deficiencies so detected are taken on charge/paid for, and accounts entries completed.
- (b) Stores requiring final survey are laid out by the unit properly accounted for in the same serial number order as shown on the lists. The serviceable brand new stores need not however be laid out and may remain in QM stores, and arranged in a countable way.
- (c) All the members of the Board remain present on preliminary/final survey board and the proceedings of the survey board are typed and finalized before the Logistics Team leaves the station.
- (d) Proforma at annex 'C' is completed on the finalization of the survey board.
- (e) Complete sets of SOP and Adm orders and other scales held, are handed over to the relieving unit.


ACTION BY LOGS ORDNANCE INSPECTION TEAMS

- 5. (a) Immediately on receipt of rotation programme of units repatriating to Home Country or on receipt of unit's request for Logistics Team, the respective Ordnance Inspection Team will arrange issue of survey board programme through Senior Ordnance Officer at least 1 month in advance giving specific date for survey board. The Ordnance Inspection Team will attend the board in an advisory capacity.
- (b) The team, besides attending survey board, will also carry out a check on accounting of the unit and will render a report to Senior Ordnance Officer along with 5 copies of survey board proceedings duly completed in all respect which will be compiled under arrangements of president survey board during their stay with the unit.

- (c) While checking the accounts it will be ensured that national clothing items for which ONUC scales exist have not been condemned during the stay of the unit in CONGO and no depreciation has been allowed, except in cases of non-availability as defined in para 2 (f) above. It will also be ensured that no depreciation for such items is allowed to the unit on final survey board. As regards expendible stores or spares fitted to main equipment as referred to in para 2 (e) above, the Ordnance Inspection Team will satisfy that these stores have been expended/fitted to main equipment as per record maintained by the unit.
- (d) While proceeding for survey board, the Inspection Team will be in possession of inspection copies of the BOD issue vouchers, list of ONUC Welfare stores (to be provided by Chief Welfare Officer) and list of all ONUC vehicles held on charge of unit showing ONUC Nos for checking with the unit record.
- (e) Necessary disposal instructions regarding inter-unit transfer/return of stores to ONUC BOD Leo will be given in the survey board proceedings.
- (f) The Ordnance Inspection Team will also bring with them 1 copy of issue voucher, duly receipted, for stores transferred from the outgoing unit to incoming unit and will keep these on record for vetting future demands of incoming unit.
- (g) All stores declared unserviceable and which have no market/scrap value and are uneconomical to return to ONUC Base Ord Depot Leo will be destroyed/mutilated at site in the presence of the board and a certificate to that effect is given on the proceedings.
- (h) Before departure from Leo the OI/C Ordnance Inspection Teams will co-ordinate with SSO EME and Chief Signal Officer for detailing their representative to form the team.

ACTION BY LOGS EME INSPECTION TEAM

6. Necessary instructions on this will be issued shortly.
7. This supersedes all previous instructions on the subject.
8. Please acknowledge and confirm all clear.


Lt Col
Chief Logistics Officer

Acting

ANNEX 'A'

Proceedings of a

Survey Board

Assembled at

UNIT (Place)

on the

(Date)

By the Order of

CO _____ Bn vide Bn Order

No _____ dated _____

For the purpose of

Assessing the condition of National

Stores brought by (name of unit)

from Home Country.

Strength : _____ (Strength of unit)

Date of arrival in Congo _____

PRESIDENT

Members (1)

(2)

In attendance

Logistics Inspection Team (HQ ONUC)

_____ (Ordnance)

_____ (EME)

_____ (Signal)

The Board having been assembled pursuant to order proceed to assess the condition of National Stores/Vehicles. The findings of the board are given overleaf. *ANNEX 'A' (last sheet)*

NATIONAL STORES

UNIT _____

S.No	Part No	Designation	A/C Unit	Qty held on charge	Qty produced	CONDITION S/A REP U/S	Vocab price per each	Total Value	Remarks
------	---------	-------------	----------	-----------------------	-----------------	--------------------------	-------------------------	----------------	---------

a	b	c	d	e	f	g	h	i	j	k	l	m
---	---	---	---	---	---	---	---	---	---	---	---	---

Key for valuation of the Items :- (a) Serviceable - 100% (b) - Repairable - 50%

Disposal Instruction : All the stores declared unserviceable have been destroyed locally/mutilated in the presence of the board having no scrap value/beyond economical repairs, and no value for these stores will be claimed, on repatriation.

President : _____
Members: 1. _____
2. _____

In attendance Logistics Inspection Team

Countersigned
Contingent Comd/Unit Comd
(Ordnance)
(EME)
(Signals)

(1st Page)

Proceeding of a

Survey Board

Assembled at

QM Stores (Unit) (Place)

on the

Date _____

By the Order of

Bn/Unit Order No _____ dated _____

For the Purpose of

Surveying all ONUC and National Stores/

Vehicles held on charge of _____
(Unit)

on their repatriation to Home Country.

Strength _____

Date of arrival in CONGO _____

President : Major/Capt (as the case may be)

Member (1) (Officers to be nominated by the CO)

(2) (" " " " " " ")

In attendance of HQ ONUC LEO (LOGS)

Inspection Team :-

1. (Rank, name) (Ordnance)

2. - " - (EME)

3. - " - (Signals)

The board having been assembled pursuant to order proceeds to survey and condition all ONUC and National stores held on charge of _____ . All the stores have been visually examined and
(Unit)

conditioned as under :-

- (a) ONUC Ordnance Stores and EquipmentAnnex 'A'
- (b) ONUC arms and ammunitionAnnex 'B'
- (c) National Ord Stores and EquipmentAnnex 'C'
- (d) National arms and ammunitionAnnex 'D'
- (e) ONUC VehiclesAnnex 'E'
- (f) National VehiclesAnnex 'F'
- (g) ONUC Welfare StoresAnnex 'G'
- (h) National Welfare storesAnnex 'H'

REMARKS/DISPOSAL INSTRUCTIONS BY THE BOARD

1. All the accounts have been checked and found_____.
2. All the stores recommended for return to ONUC BOD Leo will be returned by the (unit)_____ to ONUC Base Ordnance Depot Leo and a clearance certificate will be forwarded to Chief Logistics Officer, ONUC LEO.
3. Certificate required vide SOP No. 6 is attached as annex 'G' to the proceedings.
4. Disposal of stores
Col 'A' - To be taken by (unit)_____ to Home Country.
Col 'B' - To be handed over to relieving unit.
Col 'C' - To be returned to Base Ordnance Depot Leo.
Col 'D' - Destroyed locally.
5. Certified that the unserviceable stores mentioned under col 'D' have been destroyed by burning or otherwise in the presence of the board being uneconomical to return to Base Ordnance Depot due to heavy freight charges, or having no scrap/disposal value, or beyond economical repairs.
6. Certified that the change in condition is due to fair wear and tear.
7. Key for depreciation of National Stores :-
Unserviceable : 100% - Repairable : 50%
PWS : 33%

President _____
(Rank, Name)

Member (1) _____
(2) _____

In attendance - _____(Ordnance)
_____ (EME)
_____ (Signals)

9

C E R T I F I C A T E

Certified that the following National Stores/Vehicles not being produced in the final survey board are serviceable and will be handed over to the relieving unit and NO depreciation would be claimed for such stores by the Unit/Contingent :-

<u>Serial No</u>	<u>Part/Cat No</u>	<u>Designation</u>	<u>Quantity</u>
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Signature of the CO

17 June 1961.

To: Distribution Lists 'A', 'B' and 'C'

From: Chief Logistics Officer

35

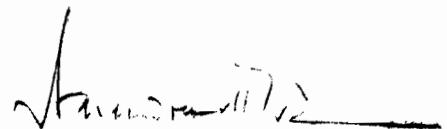
3962

STANDING OPERATING PROCEDURE NO. 15
(LOGISTICS)

Subject: Certification of bills pertaining to vehicle repairs and supply of spare parts.

1. The following are authorized to certify invoices pertaining to vehicle repairs and the supply of spare parts:
 - (a) Commanding Officer of the Unit.
 - (b) Contingent Commander
 - (c) Contingent Liaison Officer (in the event of the unit having been repatriated).
2. All such invoices will be countersigned by the designated EME Officer:
 - (a) EME representative in the HQ in the respective area.
 - (b) EME Scaling Officer, HQ ONUC (for repairs at the Base Ordnance Depot).
3. The certifying officers will ensure that:
 - (a) an estimate of the cost of repairs was obtained prior to the actual repair;
 - (b) the prices charged are just with regard to spare parts and labour;
 - (c) the repair was authorized within the existing regulations (SOP No.5) or under special authorization.
4. The EME Officer in the respective HQ when countersigning will ensure that:
 - (a) appropriate certification is shown on bills for repairs effected without due authorization.
 - (b) that such unauthorized repairs are drawn to the attention of Unit Commanders.
5. Where EME Officers are not represented in respective Area HQ, countersigning will be performed by the Logistics Officer.

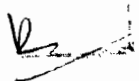
21/6/61



(NN MADAN) LT-COL
Chief Logistics Officer

CC: For ACOS for New York
Chief Field Administration Unit, 20 copies for distribution.





396²
HQ ONUC 163/1 (LOGS)

21 April, 1961

To: Distribution Lists 'A', 'B', 'C' and 'D'

From: Chief Logistics Officer

Subject: LOGISTICS STANDING OPERATING PROCEDURE NO. 14
(ACCOMMODATION) - PROCEDURE FOR HANDING/TAKING
OVER OF ACCOMMODATION

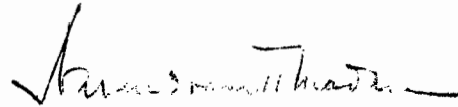
1. In areas/garrisons where there is a permanent Station Commander, departing/arriving units will report their departure/arrival to the latter who will then be responsible for arranging a proper check of inventories at the time of handing/taking over of accommodation.
2. In areas/garrisons where there is no permanent Station Commander, departing/arriving units will report their departure/arrival to the Senior ONUC Civilian Officer. It will then be the responsibility of the latter to arrange the checking of inventories at the time of handing/taking over of accommodation.
3. At the time of handing/taking over of accommodation between units, six copies of inventories will be made. These will be checked and signed in the presence of representatives of the Senior ONUC Civilian Officer, the Station Commander if existing and the departing/arriving units. Deficiencies and damages to the property involved not due to normal wear and tear will be reported to the Senior ONUC Civilian Officer. The latter will then report the same to the relevant branches of HQ ONUC, Leopoldville.

4. Units and other agencies involved in the procedure mentioned above are requested to pay particular attention and realise the

Camp Commandant	Date	Signature
Assistant Camp Comdt.		
Accommodation Section		
Paymaster		
Quartermaster		
Chief Clerk		

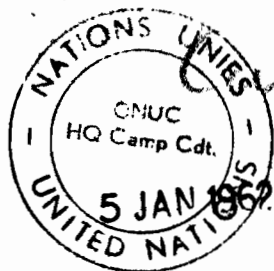
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importance of the inventories at the time of handing/taking over of accommodation for ONUC purposes. Any lapse in carrying out the above procedure on the part of those that have been made responsible for ensuring the making out of inventories at the time of handing/taking over of accommodation will be reported to the appropriate authorities for any disciplinary action that may be considered necessary under the circumstances.



(NN MADAN) LT-COL
Chief Logistics Officer

cc. Deputy Chief of Staff for onward transmission
to New York



Camp Commandant

HQ ONUC (LOGS) - 163/1

3 January 1962

(2)

(3)

To: Distributions Lists 'A', 'B', 'C' and 'D'

From: Chief Logistics Officer

Subject: ADDENDUM No. 1 to Logistics Standing Operating Procedure No. 14 (Accommodation) - Procedure for Handing/Taking over of accommodation

1. The following will be added as paras 5 and 6 to the above SOP:

"5. No items of furniture, equipment, electrical fittings and furnishings will be moved from one building to another by the occupant who will be responsible to ensure that the actual contents of the building occupied by them always agree with the inventories. For this purpose they must check all these items thoroughly at the time of occupation. In case of Units, the Officer Commanding will be responsible to ensure that the above instructions are strictly followed.

6. To keep a check that no shifting of above items has taken place, the Station Commanders, or the Administrative Officers where there are no Station Commanders, will order a periodic check of all the buildings in their stations."

2. Please acknowledge receipt.

Done m.h. 1st of.

H.S. Guraya

(H.S. GURAYA) Lt-Col.
Acting Chief Logistics Officer

cc: Chief Administrative Officer (20 copies)
Chief Accommodation Officer
Base Administrative Officer
All Field Administrative Officers

*Q-Q-m
In action
mto
sh...*

Camp Commandant

HQ ONUC(LOGS) 163/1

March 1961

27

To : See Distribution below

From : Chief Logistics Officer

Subject:- LOGISTICS STANDING OPERATING PROCEDURE NO 13

1 Copies of Logistics Standing Operating Procedure No 13 (bearing this HQ No 163/1(LOGS) dated 20 February 1961), pertaining to the procedure for holding, replenishment and accounting of supplies are sent herewith as indicated in the distribution list. This supersedes the existing instructions contained in this HQ letter No 5503-1(LOGS) dated 11 October 1960.

2 The SOP will be implemented for your next and subsequent requisition/demand for replenishment of supplies.

3 Your suggestions/comments, if any, on this SOP, may please be forwarded to this HQ by 30 April 1961.

4 Please acknowledge receipt on the attached form.

Lt Col
Chief Logistics Officer

Distribution:

No of copies

HQ Tunisian Brigade Leo(in French)	-	6
HQ Ethiopian Bde Stanletville	-	6
HQ GHANA Brigade Luluabourg	-	8
HQ 3 Nigerian Bde Albertville	-	8
HQ Northern Katanga Albertville	-	3
HQ South Katanga Elizabethville	-	3
HQ 4 Ethiopian Bde Kabalo	-	2
HQ Malayan Special Force Leo	-	5
HQ Sudan Bn Kitona	-	3
Liberian Bn Mwene Ditu	-	3
34 Irish Bn Kamina	-	3
Swedish Bn Elizabethville	-	3
ONUC Supply Depot Leo	-	5
ONUC Supply Depot Kamina	-	5
ONUC Transport Coy Leo	-	2
ONUC Ordnance Depot Leo	-	2
ONUC Hospital Leo	-	4
ONUC Provost Coy Leo	-	3
Indian Postal Unit Leo	-	1
HQ 57 Canadian Sig Regt Leo	-	3
HQ Nigerian Police Leo	-	1
UN Air Transport Base N'DJILI	-	1
Station HQ Leopoleville	-	1
HQ Indian Contingent Leopoldville	-	1
HQ Pakistan Contingent Leo	-	1
HQ Canadian Congingent Leo	-	1
Austrian Hospital Bakwanga	-	1
Italian Hospital Elizabethville	-	1

Internal

MA to Commander UN Force	-	1
Camp Commandant	-	1
Liaison Officer Ghananian Contingent Leo-	-	1
Liaison Officer Ethiopian Contingent Leo-	-	1
Liaison Officer Liberian Contingent Leo -	-	1

Liaison Officer Malayan Contingent Leo	-	1
Liaison Officer Nigerian Contingent Leo	-	1
Liaison Officer Sudan Contingent Leo	-	1
Liaison Officer Swedish Contingent Leo	-	1
Liaison Officer Tunisian Contingent Leo	-	1 (in French)
Chief Administrative Officer	-	1
Chief Finance Officer	-	1
Chief Auditor and Inspection	-	2
Chief Procurement and Supply	-	20
Chief Supply and Purchase Control	-	2

LOGISTICS STANDING OPERATING PROCEDURE NO 13
HOLDING, REPLENISHMENT AND ACCOUNTING OF SUPPLIES

AIM

- 1 The aim of this SOP is to explain -
 - (a) the procedure for replenishment and indenting of rations,
 - (b) the policy for holding of reserve rations.

GENERAL

- 2 (a) This SOP will be implemented by Contingents' Logistics Officers in conjunction with the ONUC Manual for Procurement, Purchase and Supply so far as it pertains to local purchase of ration items and accounting of such items.
 - (b) This SOP supersedes the instructions contained in this HQ No 5503-1 (LOGS) dated 11 Oct 1960.

HOLDINGS

- 3 The holdings of stocks of supplies by units and supply depots and the frequency of indenting/replenishment are given at Appendix "A" attached. All units will please ensure that the indents reach the respective supply depots, on which dependent, in time and on due dates. In the absence of these indents, the demands cannot be complied with.

DEMAND AND REPLENISHMENT

Ration Scales

- 4 (a) All demands and replenishment or local purchase will be in accordance with the Units' entitlements. The revised ration scale applicable to various contingents is given in HQ ONUC letter No 203- SUP dated 17 Jan 1961.

Indenting

- 5 (a) All requisitions, both for dry and for fresh, will be submitted on Supply Forms Nos 1 and 2 respectively, in triplicate on the dependent supply depot by due dates, as given in the attached Appendix "A".

....

.... 2

- (b) The details for completion/filling of these forms are given at Appendices B and C respectively for guidance of all.
- (c) Units will please comply with the ration drawing time table or timings issued by the respective supply depots on which dependent.
- (d) The necessity for submission of indents on due dates cannot be over-emphasized.

Fresh rations

- 6. (a) These will be demanded from the dependent supply depot on Supply Form No. 2 and will be drawn according to the timings given by the supply depots. In the absence of supplies from the depots, local purchase of entitled items will be resorted to under orders of the local commander and in accordance with the ONUC Manual for Procurement.
- (b) The accounting period for fresh rations will be from evening meal to lunch next day (inclusive).
- (c) In drawing from supply depot/Det, requisitions for fresh rations will be submitted 96 hours in advance of actual drawing day. On Saturdays and on days preceding holidays, OC depots will arrange for double issue of fresh rations.
- (d) Action to be taken by supply depots for the procurement/supply of fresh items to their depots by the procurement have been issued separately vide this HQ letter No. 5503-1 (LOGS) dated 22 Dec 1960.
- (e) All over- and under-drawals will be adjusted (see para 11 below).

Dry rations

- 7. (a) These will be demanded from the dependent supply depot periodically on Supply Form No. 1 in accordance with the Appendix 'A' attached.
- (b) The dry supplies will be accounted for on a calendar month basis.

Handling of rations

- 8. The following points will be observed by units in drawing rations from the supply depots:
 - (a) Units shall ensure that vehicles sent for the collection of foodstuffs are thoroughly clean. Rations drawn, particularly fresh items, must be carefully handled and placed securely in vehicles to avoid deterioration, damage and contamination en route.

.../...

- (b) The supply depot will provide packing material such as bags and crates to the unit to assist in transporting the dry rations. This material will be charged to the unit and entered on the indent. This material must be returned to the supply depot on the next ration drawing day.
- (c) Units are advised to send suitable containers or to improvise suitable packing material for the carriage of fresh supplies (e.g. meat, fruits, tomatoes, leafy vegetables and bread) to avoid damage to these.

DESPATCHES FROM SUPPLY DEPOTS TO OUTSTATIONS

- 9. (a) Based on the attached Appendix 'A' and on the demands placed by units, the respective supply depots will take action to comply with these demands.
- (b) Based on the frequency of replenishments respective supply depots will prepare a despatching programme in consultation and coordination with HQs Movement. This programme/time table will permit sufficient flexibility to allow for last minute adjustments due to non-availability or cancellation of barges/aircrafts, as also for sudden despatches to utilize the available space in the aircrafts.
- (c) As far as practicable, surface movement agencies will be used except where the perishable nature of certain fresh items and the transit time forbid it.
- (d) For the actual despatches, the procedure involved and the documentation, separate instructions have been issued to the supply depots. The units are requested to sign and return the invoices/issue vouchers to the respective supply depots immediately on receipt. This is an administrative and audit requirement.

ACCOUNTING

By units

- 10. (a) All requisitions (for dry and fresh) will be submitted in time in triplicate. The supply depots concerned will hand over the triplicate/of issue to the unit and retain the original and duplicate, duly signed by the units in token of receipts for their own record and audit.
- (b) For distribution of rations to sub-units/dets and for their own domestic accounting, the contingents will continue with their own accounting system and in accordance with the ONUC Procurement Manual. All units, however, will submit a certificate to the supply depot on which dependent by the tenth of each month to the effect that all rations drawn during the preceding month were for the actual strength present at the laid down ration scales.

.../...

- (c) Units resorting to local purchase and not dependent on any depot or resorting to partial local procurement and partially dependent on supply depots will also render similar certificates and take action as given in the ONUC Manual on Procurement and render their accounts on the forms given in the Manual.
- (d) All items which are available locally will be procured, accounted for and reflected in the demand statement/requisitions as also properly accounted for on the forms given in the ONUC Manual on Procurement.

Over and Under-drawals

- 11. (a) Accounting is on a calendar month basis. Total rations drawn by a unit will correspond to the total ration strength of the unit for the month. (The strengths given in the attached Appendix are for initial supplies of reserves and maintenance stocks and are meant for the supply depots only and will not be used by the units for their demands. Units will base their demands on actual strength present).
- (b) If by comparing the monthly ration strength with the total rations drawn it is found that a unit has overdrawn, the position will be regularised by under drawing equal number of rations during the following month. In case, however, at the end of the month, it is found that rations have been under-drawn, these numbers cannot be carried forward for the following month. Units are, therefore, advised to scrutinize the rations drawal for the month during the last week of each month and adjust their drawals accordingly.

Local purchase by units

- 12. Action for local purchase by units where authorised and the certificates required will be rendered by the respective contingents in accordance with the ONUC Manual on Procurement.

G.S. RESERVE AND 'C' RATIONS

- 13. (a) These are operational reserves and will be consumed in an emergency only and that too under the specific and personal instructions of the local commanders.
- (b) As and when these are used, requisitions to complete the reserves will be initiated on dependent supply depot.
- (c) A separate account of receipt/consumption of 'C' rations will be maintained by all units.

USE OF SUBSTITUTE ITEMS PROVIDED BY THE ONUC RATION SCALE

14. It is intended that units shall choose between the various alternatives offered in the Ration Scale. However, it is not possible for the supply depots to hold at any one time all the items listed. Units must, therefore, be prepared to accept available substitutes. This in particular pertains to meat, fruits and vegetables where limited storage capacity and the nature of the items demand firm issue planning.

DRAWING OF RATIONS ON REPAYMENT

15. Under certain conditions ration items may be obtained on a reimbursable basis as outlined hereunder:

- (a) Contingents may draw ration items on a repayment basis for special occasions, when they can be made available without affecting stocks for regular issues. The OC supply depot is responsible, under authority delegated by HQ ONUC for controlling the items and quantities that may be made available to contingents.
- (b) (i) Contingents will prepare separate indents for dry and fresh rations, using standard ONUC forms. Spaces for filling in "Consumption" and "Ration Strength", or equivalent, may be left blank. The commodity and quantity desired will be entered in the appropriate columns, and authorizing signature of the contingent commander appended.
 - (ii) Six (6) copies of the indent will be submitted to the Chief Finance Officer, HQ ONUC, seven (7) days in advance of drawing.
 - (iii) The Chief Finance Officer will retain one copy and forward five (5) copies approved of the contingent indent to the supply depot. The supply depot will obtain signature on two copies upon effecting the issue, the third copy will accompany the rations to the contingent. The original copy (proof of delivery) will eventually be returned in the manner described in para (c) below to the Chief Finance Officer, HQ ONUC, for accounting purposes. The second (proof of delivery) copy will be retained in depot records.
- (c) The ONUC supply depot will prepare a summary voucher for each contingent drawing rations for which reimbursement is due to ONUC. The voucher listing items and quantities will be prepared in six (6) copies. All six copies with supporting indents attached to the original copy of the voucher will be forwarded to the Chief Finance Officer. The latter will have the voucher matched against indents initially approved, priced,

.../...

and effect appropriate charges to contingent accounts. Upon completion of the accounting, copies will be distributed as follows :-

- (i) Copy 1, 2 and 3 receipted indent retained by Chief Finance Officer;
- (ii) Copy 4 to the supply depot ;
- (iii) Copy 5 to HQ Procurement Section ;
- (iv) Copy 6 to the contingent charged ;

CONDEMNATION PROCEDURE

16 In the event of rations being considered unfit for human consumption, the following action will be taken : -

- (a) Should doubt arise regarding the fitness of rations for human consumption, the unit medical officer should be consulted. If the medical officer determines that the food should be condemned, a certificate to this effect is to be prepared and signed by the medical officer. On the basis of this certificate, the rations may be disposed of. Normally, condemned rations will not be returned to the supply depot; they will be destroyed by burning or as indicated by the survey board. When the quantities involved are excessive, formal approval is required to precede disposal action. In these cases and except as noted below units will request instructions from the OC supply depot prior to taking action to destroy condemned rations.
- (b) Unit commanding officers may direct immediate disposition of surveyed rations prior to receipt of ONUC Property Survey Board or other approval, if this action is considered necessary to safeguard the health or safety of their commands. In so doing the obligation is incurred to fully explain the pre-emptory action to the ONUC Property Survey Board.
- (c) Replacement of condemned rations will be accomplished by raising an indent for the quantity destroyed and quoting as authority for the re-issue, the formal confirmation that approved the destruction (e.g. memo OC supply depot), a copy of which must be forwarded to the Secretary, ONUC Property Survey Board. The depot will expedite the replacement issue for first scheduled pick-up after receipt of indent. Replacement issues of reserve rations will be handled in the same manner.
- (d) In all cases a brief on the circumstances or likely causes of deterioration, together with remedial measures recommended or adopted will be given. ... 7

ACCOUNTING BY SUPPLY DEPOTS

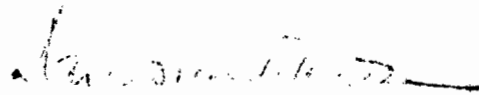
17. Separate instructions have been issued.

ADMINISTRATIVE HANDOVER ON COMPLETION OF TENURE

18. With regard to rations, units will ensure a thorough administrative handover on completion of a unit's tour with ONUC. This final phase ensures the new contingent arriving and taking over with a minimum of disruption and inconvenience. Units, which do not normally operate on a system similar to that in ONUC, must pay particular attention to this detail. Handover should include visits to the Supply depot/point by the incoming persons responsible for drawing and accounting for rations, a complete briefing as to the ration scale and its alternatives, handover of all unit copies of previous indents and correspondence, method of calculating feedings strengths, preparation of indents, internal distribution within the unit and where applicable, translation of all data into the contingent's home language.

ACKNOWLEDGMENT.

19. This instruction will be acknowledged by all on the attached slip.



(NN MADAN) Lt-Col
Chief Logistics Officer

HOLDING AND REPLENISHMENT OF SUPPLIES

Location	Unit/Formation		Depot/ Det on	Dry Supplies			Fresh supplies			Remarks				
	Contingents	Planning		Holding by units	Replenishment	Local	Frequency	Idents	Source		Mode			
		'strength,	which	'GS Reserve	'Maint	'Frequency	'Indent	'avail-	'to	'of				
		'for stoc	depen	'Dry	'C'	'stocks'	'to	'ability	'-nishment	'reach	'local	'convey		
		'-king of	-dent	'rations'	'rations'		'reach		'Sup	'procu	'-ance			
		'the unit		'with td'			'Sup		'Depot/	'-rement'				
		'(for sup		'substi-			'Depot/		'Det on					
		'dep use		'tates			'Det on		'which					
		'only)					'which		'depen-					
							'depen		'dent					
							'-dent							
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(j)	(k)	(l)	(m)	(n)	(o)	(p)
LEOPOLDVILLE														
PROVINCE														
Leopoldville	HQ ONUC	200	Leo	3 days	3 days	15 days	Fortnightly	By Ist	As	Daily	96 hrs	NA	Under	Idents for
	Tunisian						ly basis	and 15th	arrang	except	in		unit	all suppli
	(Bde HQ +	2600						of	-ed by	on	advan		arran	to be
	two bns)							each	Procure	double	-ce		-game	placed on
								month	-ment	issues	of		-nt	ONUc Suppl
								for		days.	the		in	Depot Leo
								draw-			draw		own	on due
								ing by			-ing		trans	dates.
								15th			day.		-port.	
								and						
								20th						
								respec						
								-tively						
								in accord						
								ance						
								with the						
								programme						
								issued by						
								ONUc Sup						
								Dep Leo						

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(j)	(k)	(l)	(m)	(n)	(o)	(p)
<u>LEOPOLDVILLE PROVINCE</u>														
Leopoldville (Contd)	Nigerian Police	400	Leo	3 days	- *	15 days	Fortnightly basis	By Ist and 15th of each month for drawing by 15th and 30th respectively in accordance with the programme of issue given by ONUC Supply Depot LEO.	As arranged by Procurement.	Daily (except on double issues days)	96 hrs in advance of drawing day.	NA	Under unit arrangement in their own transport.	(a) Indents for all supplies to be placed on ONUC Supply Depot LEO by due dates.
	Canadian Sig Sqn + others.	200	Leo	2 days	- *	15 days	Fortnightly basis.							
	Indian (HQ Contingent, Sup Pl, Postal Unit, 152 General Hospital, Air Despatch and Provost Sections)	500	Leo	3 days	- *	15 days	Fortnightly basis.							(b) Local administrative units will not hold 'C' rations. They will demand the same from dependent Supply Depot as and when required.
	Pakistan (Transport and Ordnance Coys)	600	Leo	3 days	- *	15 days	Fortnightly basis							
Total in Leo		4500												

Notes:

Fresh/vegetables

- (a) Meats)
- (b) Eggs)
- (c) Fresh vegetables)
- (d) Fresh fruits)
- (e) Onions)
- (f) Potatoes)
- (g) Fish fresh)

To be demanded and drawn from ONUC Supply Depot Leo.

2 Tinned substitutes for vegetables and fruits will be restricted to turnover purposes and that too after meeting the demands of outstation units.

MATADI/KITONA Sector

Notes :

1 Requirements of KITONA will be met with
C.M. MATADI.

2 Demands

These will be met as under:-

- (a) Beef)
- (b) Eggs) Local procurement.
- (c) Chicken) to be demanded from and
- (d) Mutton) despatched by ONUC Sup
- (e)) Depot Leo.

- (e) Fish fresh)
- (f) Onions) local procurement
- (g) Potatoes)

(h) Fruits

- (i) Locally available - 16 issues per month.
- (ii) Tinned - 4 issues per month.
- (iii) Imported fruits - 10 issues per month.
(to be demanded
Ex Sup Dep Leo

(j) Vegetables

- (i) Tinned - 4 issues per month.
- (ii) Fresh - local procurement.

3 General

- (a) Demands for tinned items will be included in the Dry Indent (Supplies-1).
- (b) In case any item is not locally available, timely notice will be given to the dependent Supply Depot with full details.

HOLDING AND REPLENISHMENT OF SUPPLIES

Appendix 'A' - Page -5

Location	Unit / Formation		Depot/	Dry Supplies			Fresh Supplies							Remarks	
	Contingents	Planning	Det on	Holding by units	Replenishment	Local	Frequency	Indents	Source	Mode					
		'strength	'which	'CS Reserve	'Maint	'Frequency <td>'Inde</td> <td>'to</td> <td>'reach</td> <td>'to</td> <td>'of replen</td> <td>'to</td> <td>'of</td> <td></td> <td></td>	'Inde	'to	'reach	'to	'of replen	'to	'of		
		'for stock	'depend	'Dry	'stocks						'ability	'reach	'local	'convey	
		'-ing of	'-ent	'rations			'reach					'Sup	'procure	'-ance	
		'the unit		'with td			'Sup					'Depot/	'-ment		
		'for sup		'substi			'Depot/					'Det on			
		'dep use		'tutes			'Det on					'which			
		'only)					'which					'depend			
							'depend					'-ent			
							'-ent								
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	
LEOPOLDVILLE															
PROVINCE (Contd)															
Banningville))	Leo	7 days	10 days	30 days	Monthly basis	By 10th of each month for the following month.	Nil except fish fresh	Once a week.	One week in adv of draw-ing day.		(i) Dry rations by barge. (ii) Fresh by air.		Indents to be placed on ONUC Supply Depot Leo.
Dima)))))))))))))))
Mushie)))))))))))))))
Kitu)))))))))))))))
Inongo)))))))))))))))

Notes :

- (a) Meats) To be demanded from and despatched
 (b) Eggs, Onions, Potatoes) by ONUC Supply Depot Leo.
 and imported fruits.)
 (c) Fish fresh - Locally available.
 (d) Fruits
 (i) Locally available- 16 issues
 (ii) Tinned - 4 issues
 (iii) Imported fruits - 10 issues
 (e) Vegetables
 (i) Tinned substitutes - 4 issues per month.
 (ii) Remainder - to be demanded from and despatched by ONUC Sup Dep Leo.

HOLDING AND REPLENISHMENT OF SUPPLIES

Appendix 'A' - Page 1

Location	Unit/ Formation	Depot/	Dry Supplies			Fresh Supplies					Remarks			
	Contingents	Planning	Det on	Holding by units	Replenishment	Local	Frequency	Idents	Source	Mode				
		'strength	which	GS Reserve	Frequency	avail-	'of repl-	'to	'of	'				
		'for stock-	depen	'Dry	'stocks	'to	'ability	'nishment	'reach	'local convey				
		'ing of	-dent	'rations	'rations	'reach	'Sup	'Depot/	'procu	'-ance				
		'the unit		'with td		'Sup	'Det on	'which	'-rement					
		'(for Sup Dep		'substi-		'Depot/	'Det on	'depen-						
		'use only		'tutes		'Det on	'which	'depen-						
		'		'		'which	'depen-	'dent						
		'		'		'depen	'dent							
		'		'		'-dent								
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(j)	(k)	(l)	(m)	(n)	(o)	(p)
EQUATEUR PROVINCE (Contd)														
Gemena	Ethiopian	75)											
Lisala	Ethiopian	75)	Leo	7 days	10 days	30 days	Monthly basis.	By 10th of each month for the following month.	Nil except beef with bone and pine-apples and Banana.	Once a week.	15 days in adv of drawing day.	NA	(a) Consolidated indents for fresh and dry rations to be placed on ONUC Sup Depot Leo.
														(b) Supplies will be consigned to Lisala.
														(c) Beef with bone, pine-apples and Bananas to be procured locally.
Total Equateur Province.		710												

Notes:

(a) Beef - local procurement.

(b) Mutton, Chicken, fish, Onions and potatoes. } to be demanded from and despatched by ONUC Supply Depot Leo.

(c) Fruits

(i) local available - 16 issues per month.
(ii) Tinned fruits - 8 "
(iii) Imported - 6 "

(d) Vegetables

(i) Tinned substitutes - 8 issues per month.

(ii) Remainder - to be despatched by Sup Depot Leo.

HOLDING AND REPLENISHMENT OF SUPPLIES

Location	Unit / Formation	Depot/ Det on	Dry Supplies				Fresh Supplies				Remarks				
			Holding by Unit		Replenishment		Local		'Frequency' Indents			Mode			
			GS Reserve	'Maint	'Frequency'	Indent	availability	'of repl' to	'of	'convey					
			Dry 'C'	'stocks'	to reach	'Sup	'Depot/	'Det on	'which	'depen-	'dent				
			'rations'	'rations'	'with td'	'substi-	'tutes.	'which	'depen-	'dent					

Notes:

1 Beef

2

3

fresh vegetables, fresh fruits, potatoes and eggs - to be procured locally.

Chicken, Mutton, Onions, dehydrated and imported fruits - to be drawn from and despatched by ONUC Sup Dep LEO.

Tinned substitutes (Fruits/vegetables) - 4 issues per month.

HOLDING AND REPLENISHMENT OF SUPPLIES

Location	Unit / Formation		Depot/ 'Contingents'Planning'Det on	Dry Supplies			Fresh Supplies							Remarks					
	'Contingents'Planning'Det on	'strength'which		'for stoc'depen	'king of'dent	'the unit'	'(for Sup'	'Deps use'	'(only)	'	'	'	'		'	'	'		
																			</

KASAI PROVINCE (Contd)

Notes :

- (a) Beef and fruit - local procurement.
- (b) Eggs, poultry, mutton, - to be demanded from and despatched by
Potatoes and Onions ONUC Supply Depot Leo.
- (c) Fruits
 - (i) Locally available - 16 issues per month.
 - (ii) Tinned - 8 issues per month .
 - (iii) Imported - 6 issues per month.
- (d) Vegetables
 - (i) Tinned substitutes - 8 issues per month.
 - (ii) Remainder - to be demanded from and despatched by
ONUC Supply Depot Leo.

KIVU PROVINCE

- | | | |
|-----|--|--|
| (a) | Beef | - Locally available |
| (b) | Mutton,
Chicken and
Imported
Fruits | Ø To be demanded from and
Ø despatched by ONUC Supply
Ø Depot ELIZABETHVILLE
Ø |
| (c) | Eggs, Fish
fresh, Onions
and Potatoes | Ø Locally available. Kindu and Kasongo is
Ø generally supplied from
Ø BUKAVU under arrangements
Ø local procurement Officer |
| (d) | <u>Fruits</u> | |
| | (i) Locally available | - 16 issues per month |
| | (ii) Tinned | - 4 issues per month |
| | (iii) Imported | - 10 issues per month |
| (e) | <u>Vegetables</u> | |
| | (i) Tinned substitutes | - 4 issues per month |
| | (ii) Remainder | - Locally available |

NORTH KATANGA

Notes :

1 ALBERTVILLE

(a)	Beef	-- Locally available
(b)	Mutton, Chicken, Imported fruits.	0 To be demanded from 0 and despatched by 0 ONUC Supply Depot 0 ELIZABETHVILLE
(c)	Eggs, Fish fresh Onions and Potatoes	0 Locally available 0 0 0
(d)	<u>Fruits</u>	
	(i) Locally available	-- 16 issues per month
	(ii) Tinned	-- 4 issues per month
	(iii) Imported	-- 10 issues per month
(e)	<u>Vegetables</u>	
	(i) Tinned substitutes	-- 4 issues per month
	(ii) Remainder	-- Locally available

2 MANONO, KABALO, NYUNZU AND KONGOLO

(a)	Meats	0
(b)	Eggs, Onions Potatoes and Imported Fruits	0 0 0 0 0
		To be demanded from and despatched by ONUC Supply Depot ELIZABETHVILLE
(c)	Fish fresh	-- Locally available
(d)	<u>Fruits</u>	
	(i) Locally available	-- 12 issues per month
	(ii) Tinned	-- 8 issues per month
	(iii) Imported	-- 10 issues per month
(e)	<u>Vegetables</u>	
	(i) Tinned substitutes	-- 8 issues per month
	(ii) Remainder	--
		To be demanded from and despatched by ONUC Supply Depot ELIZABETHVI-- LLE (also see remarks under column 'p').

Notes:

1	<u>ELIZABETHVILLE</u>		2	<u>LUBUDI, LUENA AND BUKAMA</u>
(a)	Beef with bone	- Locally available	(a)	Meats, Eggs, \emptyset To be demanded
(b)	Mutton, Chicken	- To be demanded and drawn from ONUC Supply Depot ELIZABETHVILLE		Fish fresh, \emptyset from and despatched by ONUC Supply Depot ELIZABETHVILLE
(c)	Eggs, Fish fresh - Locally available			Onions, \emptyset by ONUC Supply Depot ELIZABETHVILLE
	Onions and Potatoes			Potatoes, \emptyset Depot ELIZABETHVILLE
(d)	<u>Fruits</u>		(b)	Imported \emptyset
	(i) Locally available - 16 issues per month			Fruits \emptyset
	(ii) Tinned - 4 issues per month			<u>Fruits</u>
	(iii) Imported (To be demanded and drawn ex ONUC Supply Depot ELIZABETHVILLE)			(i) Locally available - 16 issues per month
(e)	<u>Vegetables</u>			(ii) Tinned - 4 issues per month
	(i) Tinned substitutes - 4 issues per month			(iii) Imported - 10 issues per month
	(ii) Remainder - Locally available		(c)	<u>Vegetables</u>
				(i) Tinned substitutes - 8 issues per month
				(ii) Remainder - To be demanded from and despatched by ONUC Supply Depot ELIZABETHVILLE

HOLDING AND REPLENISHMENT OF SUPPLIES

Appendix 'A' -- Page 11

Location	Unit / Formation	Dry Supplies			Fresh Supplies			Remarks						
		Depot/ Det on	Holding by Units	replenishment	Local	'Frequency'	'Idents		'Source'	'Mode				
		which	GS Reserve	'Frequency'	'avail	'of replen'	'to	'of	'of					
		depen	'Dry	'stocks'	'-ability'	'-ishment	'reach	'local	'convey'					
		-dent	'rations'	'reach	'to	'	'Sup	'procu--ance	'					
		'with td'	'rations'	'Sup	'	'	'Depot/'	'rement'	'					
		'substi--	'substi--	'Depot/'	'	'	'Det on	'	'					
		'tutes	'tutes	'Det on	'	'	'which	'	'					
		'	'	'which	'	'	'depen--	'	'					
		'	'	'depen	'	'	'dent	'	'					
		'	'	'-dent	'	'	'	'	'					
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(j)	(k)	(l)	(m)	(n)	(o)	(p)
KAMINA	Irish (34 Bn)	850	Supply Depot ELI	7 days	30 days	Monthly basis	By 10th of each month for the follow -ing month.	Under arrange -ment local Procure -ment Officer	96 hrs in adv on local procure -ment officer	Daily	Under unit arrangement ELAKAT and PASTORALE in own (To be arranged by procure -ment officer			
Total at KAMINA		850												
Total dependent on ONUC Supply Depot Elizabethville		4143												

Notes :

- (a) Beef, Eggs
- (b) Poultry, fresh fish, potatoes and onions
- (c) Fruits
 - (i) Locally available
 - (ii) Tinned
 - (iii) Imported

-- local procurement

-- to be demanded from and despatched by ONUC Supply Depot Elizabethville.

-- 16 issues per month
-- 4 issues per month
-- 10 issues per month.

(d) Vegetables

- (i) Tinned substitutes - 4 issues per month
- (ii) Remainder - local procurement/to be despatched by ONUC Supply Depot Elizabethville

INSTRUCTIONS FOR COMPLETION OF DRY RATION-INDENTS-SUPPLIES 1

1 Upper portion

The headings given in this form are self-explanatory . However for the convenience of units/contingents not aware of this procedure, this portion is explained below :-

(a) Indent No

These are to be numbered consecutively on annual basis.

(b) Date

Insert date of preparation of indent form

(c) Unit Requesting

Name of unit indenting for supplies

(d) Supply Depot

Insert supply depot on which dependent, e.g. ONUC Supply Depot LEO or ONUC Supply Depot Elizabethville.

(e) For Issue

Insert date of actual drawing.

(f) Consumption

Insert the period for which rations are required to be consumed - Normally it is for 15 days for local units and 30 days for outstation units i.e. 7 Jan - 21 Jan .

(g) Ration strength

The actual ration strength for which rations are to be drawn .

(h) Representative demanding unit

This column is meant for the officer signing the indent. The commissioned officer is only authorised to sign the indent. The unit designation will invariably be indicated by affixing unit rubber stamp or typed, if rubber stamp is not available.

2 Middle portion

The units are required to fill in the columns in this portion as explained below :-

(a) Commodity requested

In this column, units will write the commodity required such as BACON, MARGARINE, RICE, MILK, etc.

(b) Surplus to be underdrawn-quantity

In this column, the units will indicate, if any quantity has already been overdrawn and is now held surplus so as to under draw the same for adjustment in the next drawal.

(c) Scale of Issue

The prescribed scale for each item authorised for the unit should be inserted in this column.

(d) Entitlement

The unit is required to work out the entitlement of rations based on the prescribed scale and issues authorised for each item. The quantity arrived at will be inserted in this column.

(e) Issued

This column will be left blank for completion by the supply depot concerned.

(f) Over/Under issue

This column is meant to determine if any quantity has been over drawn or has been under issued.

(g) Remarks

This column is meant for any remarks, either for use by the indenting unit or by the Supply depot, issuing the rations.

3

Bottom portion

(a) Issued by

Signature of the supply officer or his representative.

(b) Received the above mentioned items in condition

The condition/state of the items to be given by the indenting unit.

(c) Date

The date of drawing/receipts.

(d) Signature

OC Unit or his representative.

FRESH RATION INDENT - SUPPLIES-2

1 Instructions for completion for fresh ration indents are given below :-

2 Those headings and columns marked "*" will be completed by the unit requesting rations.

3 The supply depot will complete those portions marked "\$".

4 Under "RATIONS DEMANDED"

- (a) Following the word "Number" the space is provided to insert the actual feeding strength of the unit.
- (b) "For ----- days" will show 1, 2 or 3 days for which rations are to be drawn.
- (c) "Total" multiply (a) x (b).
- (d) "Supplement" will indicate, the percentage permissible on the basis of strength, as applicable to the unit strength.
- (e) The sum of (c) + (d) will be shown after "Total".

5 Under "Issues to date"

- (a) Space is provided for the supply depot to record the number of rations issued to date, showing separately these extra rations issued. This heading is to include cumulative totals of rations previously issued as well as these being provided by the current indent.

6 Under "Requisition for rations (FRESH ONLY)"

- (a) "Unit" - Unit designation will be entered.
- (b) "For issue" on - Units will indicate the date drawing rations from the Supply Depot.
- (c) "For consumption on" - will be date(s) on which rations drawn is to be consumed.
- (d) "Date" - of Officer Commanding, the units are required to affix unit designation rubber stamp with date and signature of the officer indenting.
- (e) "Indent No" - Units are required to give the number consecutively on a monthly basis.

- (f) "Scale" - After 'Scale' the type of rations being demanded, i.e. scale 1, 2, 3 or 4 as applicable to the unit/contingent will be inserted.
- (g) The preparation and distribution of copies is indicated on the form.

7 Middle portion

- (a) "Commodity", the indenting units should strike out the items not demanded on the particular day.
- (b) "Scale of Issue"- will be that as shown in the applicable ration scale.
- (c) "Demanded"- units will record entitlement, established by multiplying figures shown in the last total under "rations demanded" by scale of issue.
- (d) "Total previously issued" will reflect the figures shown on the previous indent under total issued to date column.
- (e) "Over and under issue" will be taken into consideration and adjustments made to bring actual issues in line with entitlements. Over issues will be circled.
- (f) "Total issued to date" - the unit should indicate the figures issued up to the date of submitting the indent.
- (g) "Actually issued" - will be those items in quantities shown to be drawn by the unit representative. This will be completed by the Supply Depot.

8 Bottom portion

Is self-explanatory and is to be completed as indicated on the form. Space has been provided for the supply officer issuing the rations as well as for the unit representative drawing the rations. Both are required to sign the respective columns as a token of having issued and received the supplies.

Camp Commandant

HQ ONUC (LOGS) 402--ORD

19 January 1961

To: Distribution Lists 'A', 'B', 'C', 'D' 1-7 and 10.

From: Chief Logistics Officer

Subject: Logistics Standing Operating Procedure No.11
(Return of Ordnance Stores to ONUC Ordnance Depot)

1. Attached please find Logistics Standing Operating Procedure No.11 (Return of Ordnance Stores to ONUC Ordnance Depot).
2. This procedure will be followed with immediate effect.
3. Please confirm receipt.

(NN MADAN) Lt Col
Chief Logistics Officer

Concurrence of the following obtained vide their letters shown against each:

- | | |
|--|--|
| (a) Chief Administrative Officer | C/ADM/520/1/POL
No.1156 dt 4 Jan 61 and
C/ADM/520/1/POL No.1166
dated 9 Jan 1961. |
| (b) Chief Procurement Officer | |
| (c) Chief Audit and Inspection Service | Letter No. NIL dated
3 January 1961 |

19 January 1961

LOGISTICS STANDING OPERATING PROCEDURE NO.11 (ORD)

RETURN OF ORDNANCE STORES TO ONUC ORDNANCE
DEPOT

1. The instructions contained in this SOP deal with the return of Ordnance Stores including arms, vehicles, wireless sets and their spare parts to be returned to ONUC Ordnance Depots for any of the reasons/circumstances enumerated below.

2. Categories of stores to be returned

All stores of Ordnance supply will, on the following occasions, be returned to the ONUC Ordnance Depots:-

- (a) On becoming surplus to the entitlement of the Units/Formations.
- (b) On Units being rotated or reduced in strength.
- (c) On being condemned as unserviceable by the Units' Condemnation Boards, duly supported by Condemnation Board proceedings.
- (d) On expiry of the loan period.
- (e) On being reported repairable which the workshops cannot repair and thus require replacement.

(Note: Repairable stores which can be repaired locally by the Units or the civil workshops will not be returned to Ordnance).

3. The stores will be returned on the proper issue voucher, clearly showing the condition of each kind of stores.

4. Condemnation Boards

To determine the condition of stores, the Units will hold a Condemnation Board once every three months consisting of one officer and two Warrant Officers, or vice versa. These Boards should be held regularly. The Commanding Officer of the Unit is the convening authority and orders the composition of the Boards.

5. Items of Unit equipment, personal equipment, clothing and necessities, before being produced before the Condemnation Boards, will be thoroughly inspected and scrutinized with dates of issue to men/sub units.
6. The following instructions will be fully complied with by all concerned.
 - (a) All articles will be properly washed, repaired and marked with the regimental numbers of individuals.
 - (b) A preliminary check will be carried out by the Units/sub units before the articles are passed for final condemnation. It will be ensured that articles passed for condemnation have expired their life, and cannot be used any further.
7. Articles condemned due to neglect will be replaced on payment.
8. Proceedings will be prepared on the proforma as per annexure 'F' attached.
9. The Board proceedings will be forwarded to the Senior Ordnance Officer at HQ ONUC for approval and disposal instructions.
10. The Board will also suggest remedial measures in respect of excessive wastage and unfair wear and tear which will be implemented by the Units.
11. On receipt of disposal instructions, the stores will be returned to ONUC Ordnance Depot. Each item will be tagged with its Catalogue number and nomenclature if available and the condition thereof.
12. A receipt for the stores returned will be obtained from ONUC Ordnance Depot which will be the authority to reduce the ledger balances and demand for replacements, if required.
13. For Technical Stores

The above procedure will be adhered to with the exception that the Staff Captain EME of ONUC HQ will be approached to detail his representative to be present at the time of Conditioning/Condemnation Boards.

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14. Detailed instructions regarding return of the above mentioned categories of Ordnance Stores are laid down in annexes to this order as under:

Annexure 'A' - Ordnance stores except vehicles,
arms and ammunition

Annexure 'B' - Arms

Annexure 'C' - Vehicles

Annexure 'D' - Ammunition and Ammunition Empties

15. Preparation of Vouchers

Separate vouchers for the above mentioned types of stores will be prepared. This facilitates handling and conditioning in ONUC Ordnance Depots and is, therefore, essential. Each voucher will be clearly endorsed to show the category to which it pertains.

16. Discrepancies

Units must ensure that the stores returned conform in every respect to the details given on the respective vouchers. In cases where stores received in ONUC Ordnance Depots are:-

- (a) in excess of the quantity vouchered
- (b) less than the quantity vouchered
- (c) differing in designation and nomenclature which materially alters the description of stores

a discrepancy report will be raised against the consignor unit if considered necessary by Comd ONUC Ordnance Depot. It will also be reported to Formation HQ of the Unit concerned for appropriate action.

Note 1: If the category of stores returned is not indicated on the relevant vouchers the matter will be at once taken up with the consignor unit for providing necessary information.

Note 2: In the case of units rotated or reduced in establishment, the surplus stores being returned may include certain PWS quantities. The PWS quantities will, however, be indicated as such by the consignors on the vouchers. DRs if necessary will be raised by the consignee Depot.

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17. Preservation

Prior to packing, units must ensure that the stores being returned are treated with necessary preservatives, if stores have some utility. Textile items must be washed before packing and return.

18. Labelling for Identification

One of each of the items to be returned will be securely labelled with its full designation and Part/Catalogue No. if known. In the case of very small stores to which a label cannot be attached, one of such items will be placed in separate envelope/small bag and the cover marked accordingly. This is particularly important in the case of MT stores and components of armaments, engineering and signal stores.

19. Packing

Serviceable, repairable and unserviceable stores for return to ONUC Ordnance Depots will be packed separately.

20. Marking

In order to facilitate linking/sorting of stores returned to ONUC Ordnance Depots, units will ensure that:-

- (a) The packages are marked with the name of the consignee ONUC Ordnance Depot, unit's name and issue voucher number.
- (b) In addition to the marking in (a) above, the packages will also be marked with the words 'Serviceable, Repairable and Unserviceable' to show the condition of stores.

21. Special Instructions

Formations/Units will, however, ensure that stores and salvage material of Ordnance Supply are returned to Ordnance Depots. Stores purchased locally by units and required to be returned to ONUC Ordnance Depots, endorsement to this effect will be made on the unit issue vouchers by units.

ANNEXURE 'A' TO LOGISTICS SOP NO.11

Return of Ordnance Stores (other than vehicles, arms and amm.)

1. Ordnance stores are returned to the nearest ONUC Ordnance Depot under the following condition and manner:-

When declared surplus to requirements

2. In case of stores being returned as surplus to the unit's entitlements, units will ensure that stores returned are serviceable. If the quantity required to be returned exceeds the quantity of serviceable stores, PWS stores may be included.

When a unit is being rotated or reduced in strength

3. The stores may be serviceable/repairable. A proper board will be held and proceedings forwarded along-with the stores. The serviceable stores will be properly categorised, packed and marked and handed over to the relieving unit with information to the Depot.

When Condemned as Unserviceable/PWS and Unserviceable item if so directed will be returned to the Depot

4. The stores will be returned to ONUC Ordnance Depots duly supported by condemnation board proceedings. Units will ensure that the stores under return are not mutilated or torn. The articles returned as unserviceable should not lose their identity or re-sale value.

When the loan period expires

5. (a) Stores obtained on loan from the Ordnance, on expiry of the loan period or earlier if no longer required, will be returned to nearest ONUC Ordnance Depots regardless of the depot from which these were originally obtained. Words 'Loan Stores' will be prominently marked in red ink on the unit issue vouchers accompanying the stores. If there is no ONUC Ordnance Depot nearby, disposal instructions will be obtained from this HQ (Logistics Br).
- (b) If the stores were obtained from a depot other than the one to which those are to be returned, an

.....2

intimation will be sent to the original issuing depot by the unit, quoting unit issue voucher No. and date under which the stores are returned to the other depot.

(c) Repairable Equipment/Assemblies

While returning repairable Major Unit Assembly and other A&S and MT minor assemblies, BLR/BER Certificates from Wksps will invariably be forwarded along with these stores. The certificates will be prepared on the proformae at annex E

Stores not to be returned to Ordnance

6. (a) Unserviceable stores will be disposed of locally under instructions from HQ ONUC. Items which do not have any salvage value may be destroyed locally by the units (by burning or breaking into pieces) in the presence of the condemnation board and a certificate to this effect will be endorsed on condemnation board proceedings.

The following items are given as a guide:-

- Rotton Gunny
- Cardboard cartons
- Tin cuttings
- Respirator Containers
- Damaged Crockery and Glassware
- Pieces of packing papers too small for use
- Laces leather/fabric
- Brooms
- Brushes all types
- Wooden helms/Handles
- Unserviceable/irretrievable items eg gaskets etc

- (b) Unserviceable stores the return of which to the ONUC Ordnance Depots will prove uneconomical.

Any ordnance stores not covered by the above provisions and the physical return of which would cause an unnecessary expense will be reported to the Senior Ordnance Officer HQ ONUC giving reasons in support of the proposal for disposal in situ.

.....3

The Senior Ordnance Officer will verify:-

- (1) That the return of such stores to the ONUC Ordnance Depots will in fact be uneconomical.
- (2) That the stores have been duly condemned, and a copy of the condemnation board proceedings is attached with the report being forwarded.
- (3) That quantities of stores are small and can be easily disposed of locally.

On receipt of a request for the disposal of stores in situ for reasons of economy, the Senior Ordnance Officer will examine the case and authorise the unit concerned to dispose of the stores locally under its own arrangements and deposit the amount thus realised with local finance officer.

ANNEXURE 'B' TO LOGISTICS SOP NO.11

RETURN OF ARMS

1. When returning Arms originally issued by ONUC Ordnance Depot unit Comds will detail an Officer by name to supervise packing and then despatch to Ordnance. The individual concerned will ensure that the stores are securely packed, the packages properly sealed and that the quantities agree with those shown on the Issue Vouchers. He will make the following endorsement on the reverse of all copies of the Issue Vouchers:-

"Certified that the items and quantities entered overleaf have been checked and packed in my presence".

2. All arms under returns will be sent under an escort and the Escort Comd will be handed over two copies of the relevant issue voucher.

3. Escort Commander will, on handing over the stores to the receiving depots, obtain a proper receipt for the number of packages handed over and a statement to the effect that their seals were in tact or otherwise.

4. If there are any unsealed packages, or packages showing any signs of having been tampered with, the receiving depot will immediately make a thorough check of such packages in the presence of the unit representative. In case any discrepancy is discovered, signatures of the unit representative will be obtained to the effect on the unit issue voucher and necessary discrepancy report raised against the unit.

5. To avoid delay in dealing with discrepancies of arms returned to ONUC Ordnance Depots by Units, a copy of such discrepancy reports will be sent to the formation HQ to investigate the discrepancy report, and if necessary, hold a Board of Survey informing the depot concerned of the result of such Board.

6. Arms pertaining to Contingent National equipment will not be returned to ONUC Ordnance Depot. In case these require any repairs/disposal a written report will be made to (ORD) Log Br for advice.

RETURN OF VEHICLES

1. Vehicles will be returned by the units to the nearest ONUC Ordnance Depot.
2. Vehicles awaiting field repairs for which spares are not available must be retained by units for a period of 1 month.
3. The Ordnance Depot will issue a "Calling In" notice. It is important that the documents listed below accompany the vehicle on return:-

(a) Vehicle Log sheet	1 copy
(b) EME Inspection Report	1 copy
(c) Issue Voucher	2 copies
(d) Kit Shortage List	2 copies
(e) Kit Schedule	2 copies
(f) Loss statement/provisional loss statement (if applicable)	2 copies

Note:- Workshop Inspection Reports accompanying the vehicles should not normally be more than 3 weeks old.

4. Unit will take every care to ensure that the original vehicles kit schedule and kit shortage lists are not lost, as certified true copies thereof, will have to be procured from the depot which issued the vehicle in the first place and this might lead to detailed inquiry as to the circumstances under which it was lost and disciplinary action against the unit personnel found responsible for its loss.
5. Before acceptance in ONUC Ordnance depots the vehicles will be checked to ensure that they are complete in all respects. Any deficiencies of items of Kit or components must be covered by the original kit shortage list/workshop inspection report or a loss statement.
6. If a vehicle is found to have deficiencies not covered by any of the aforesaid documents, the unit responsible will have to make arrangement for the production of deficient items or the supporting documents. Comd ONUC Depots will bring all such cases to the notice of the local commander.

ANNEXURE 'D' TO LOGISTICS SOP NO.11

RETURN OF AMMUNITION & AMMUNITION
EMPTYES

1. The following categories of ammunition and ammunition empties will be returned to the nearest ONUC Ordnance Depot:-

- (a) Serviceable ammunition (surplus to requirement)
- (b) Unserviceable ammunition
- (c) Fired empty ctgs cases
- (d) Empty amn packages (metal ones only)

2. Following safety measures will invariably be taken in despatch of amn/amn empties:

(a) Live amn

- (1) All live amn returned to ONUC Ord Depot must be as far as possible properly packed in original packages and containers.
- (2) Misfired amn must always be packed separately according to the type of amn and must be marked "Misfired" (insert type of amn).

(b) Fired empty ctg cases

- (1) Each package must be examined to ensure that no live amn is present in the consignment.
- (2) All relevant documents will be endorsed "certified free from explosive" and signed by the officer responsible for despatch of the consignment.

3. When returning amn/amn empties unit comds will detail an officer by name to supervise packing and despatch of such consignments to Ordnance. The officer concerned will ensure that:-

- (a) The instructions contained in para 2 above are strictly complied with.
- (b) The stores are securely packed and the quantities agree with those shown on issue voucher. He will also make the following endorse^{ment} on the reverse of all copies of issue voucher:-

"Certified that the items and quantities entered have been checked and packed in my presence".

4. (a) All ammunition and ammunition empties returned to the ONUC Ord Depots will be accompanied by an escort.
- (b) The escort will be provided with two copies of relevant issue voucher.
- (c) If 100% checking of the consignment in the depot necessitates detention of escort commanders/unit representatives for more than a day, arrangements will be made by the receiving depot for their accommodation and messing. Units concerned will be informed in case of abnormal delay and detention of escorts.

5. Checking and Discrepancies

- (a) When taking over consignments of returned ammunition from the escort comd/unit representatives, the receiving depot will arrange 100 per cent check by an ammunition examiner of the contents of all packages in the presence of the escort comd/unit representative (except for hermetically sealed containers).
- (b) If on check any discrepancy is ~~detected~~, suitable remarks to that effect will be endorsed on the temporary receipt to be given to the escort comd/unit representative as well as on the reverse of unit vouchers. Thereafter the discrepancy will be progressed against the unit.

6. Rotation of Units

Discrepancies in ammunition returned to Ordnance in respect of rotating Units will be reported to the formation HQs in immediate administrative control of the unit. It will be the responsibility of the formation HQs to investigate the discrepancy report and if necessary hold a Board of Survey before personnel of "Rotating Units" are dispersed. A copy of the proceedings of Board of Survey will be forwarded to the ONUC Ordnance Depot concerned by the convening authority, endorsed with the orders of the competent superior, comd.

ANNEXURE 'E' TO LOGISTICS SOP NO. 11

REPORT ON STORES AND CONDEMNATION CERTIFICATE

Workshop Job No.....Serial No.....

To Officer Commanding.....

Reference your Workshop Repair Indent No.....

dated..... The stores detailed below have been sentenced as shown (due to fair wear except as otherwise stated) and, you should:-

1. Forward. Demands for these stores to.....

.....quoting this report as your authority.

(Delete when not applicable)

2. If stores are required in replacement, this certificate should be attached to your indent.

Designation (including Part No.; Registered No. etc.-- where applicable	Qty	Condition BLR	BER
---	-----	------------------	-----

...../...../1961 Sentencing Officer.

Rank.....	Appointment.....
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Unit or H.Q.

ANNLAURE 'F' TO LOGISTICS SOP NO.11

PROCEEDINGS OF CONDEMNATION BOARD

Proceedings of a Board of Officers assembled at _____ (place)
on _____ (date) by the orders of _____ (Name
of the Commanding Officer) of _____ (Unit) vide
Daily Order No. _____ of _____ for the purpose of
surveying/conditioning the items of clothing and necessities of
the personnel and Unit Equipment:-

President: _____ (Name)

Members: 1. _____ (Name)

2. _____ (Name)

2. The Board having assembled pursuant to order, proceed
to examine/survey and condition the items produced before the Board.
The deliberations of the Board are attached as appendix to these
proceedings.

APPENDIX

Ser No.	Item	Qty produced	Qty condemned			Re- marks
			Free	Payment	Repairable	

Recommendations of the Board

President _____

Signature

Members: 1. _____

Signature

2. _____

Signature

Remarks of the Commanding Officer

Signature

Camp commandant

2347/9

-5.XI.1960

5/4

HQ ONUC 1725-10 (Logs)

4 Nov. 60

10

346 ✓

To: Dist List 'A', 'B', 'C', D 1-7 and 10

From: Chief Logistics Officer

Subject: LOGISTICS STANDING OPERATING PROCEDURE No. 8
(EMPLOYMENT OF SECOND LINE TRANSPORT)

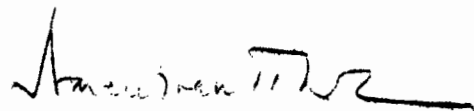
10.A

1. Attached please find Logistics Standing Operating Procedure No. 8 (Employment of Second Line Transport.)
2. This procedure will be followed with immediate effect.
3. Please confirm receipt.

1. Veuillez trouver ci-inclus l'Instruction générale logistique n° 8 (utilisation des transports de deuxième catégorie).

2. Cette instruction entre en application avec effet immédiat.

3. Veuillez nous en accuser réception.



(N. N. MADAN) Lt. Col.
Chief Logistics Officer



3 Nov 60

LOGISTICS STANDING OPERATING PROCEDURE No. 8EMPLOYMENT OF SECOND LINE TRANSPORTAIM

1. The aim of this instruction is to lay down the responsibilities for control and employment of second line transport and the procedure to be followed for obtaining second line transport support.

GENERAL

2. The availability of second line transport will be restricted initially to the LEOPOLVILLE and KALINA areas.

3. Units should demand second line transport in the following cases:

- a. When unit transport capacity is insufficient to meet requirements within the areas mentioned in para 2 above;
- b. When need arises for transport of stores or personnel to or from places outside these areas, unless authority to use first line transport has been granted.

CONTROL

4. Second line transport will function under the control of HQ ONUC which will lay down the broad policy for its employment

5. 786 PAKISTAN INDEP COY ASC (GT) will refer the following matters to HQ ONUC for decision.

- a. The establishment of priorities when all demands cannot be met.
- b. Demands for which justification is doubtful.

DEMANDS

6. All user demands will be prepared on a form attached as ANNEX 1 and will be submitted in duplicate to 786 PAKISTAN INDEP COY ASC (GT) four days in advance. Short notice demands will be entertained only if justified by circumstances beyond the units' control. When preparing demands, units will give full details of the loads to be carried, e.g., number of personnel, weight of baggage and stores. Sufficient description of stores to enable the Tpt Coy to determine the exact requirements for vehicles should also be provided. Units will also give their estimate of the vehicles required in each demand, but this will not constitute any guarantee that the number demanded will be supplied. The Tpt Coy in all cases will assess vehicle requirements from the description of loads given in the demands, and to ensure economy may reduce the number of vehicles demanded.

DETAILING OF VEHICLES

7. Having determined the correct number of vehicles required, the Tpt Coy will supply the necessary transport. In doing so, the vehicle requirements of two or more units may be combined if any economy can be achieved. In addition, the Tpt Coy will coordinate use of transport to ensure that returning vehicles are utilised for available backloads with a view to reducing duplication and overlapping details.

STANDING DETAILS

8. The CO, 786 PAKISTAN INDEP COY ASC (GT) will constantly review standing details to achieve economy. A report showing these details will be submitted to reach HQ ONUC by the 10th of each month. Minor changes to previous reports may be notified in the form of an amendment.

VEHICLE AVAILABILITY

9. In order to cope with emergency demands for transport after normal working hours, the CO789 Pakistan Indep Coy ASC (GT) will ensure that, in the LEO area, a minimum of five trucks are available on one hour's notice.

DEMAND FOR TRANSPORT

UNIT _____ DATE _____

NATIONALITY _____

LOCATION _____

No. OF VEHICLES REQUESTED _____

DESCRIPTION OF LOAD _____

TO REPORT TO _____ AT _____ (LOCATION)

AT _____ (TIME/DATE)

ESTIMATED TIME OF RELEASE _____ (TIME/DATE)

REMARKS _____

Signature
Name, Rank and Appointment
REQUISITIONING OFFICER

Camp Commandant

(26)

2347/9.

HQ ONUC 163/1 (LOGS)

2 February 61

To: Distribution List 'A', 'B', 'C' and 'D'

From: Chief Logistics Officer

Subject: Logistics Standing Operating Procedure No.6 (Ordnance)
- Ordnance Inspection Teams

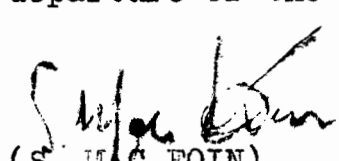
1 The Standing Operating Procedure No.6 issued by the Chief Logistics Officer sets out the detailed procedures for inspection by an inspecting team appointed by ONUC HQ upon arrival of national Contingents and subsequently upon their departure, of all arms, ammunition, equipment and other ordnance stores.

2 The procedure set out in paragraph 16 (c) for inspection prior to the return of Contingents to their home country is further clarified and elaborated by the following additional provision under paragraph 16 and the Chief Logistics Officer has been directed to ensure that the procedures set out in SOP No.6 together with the clarification of paragraph 16 (c) thereof issued in this memorandum are strictly followed by all concerned.

- d. Upon the completion of the detailed inspection by the Ordnance Inspection Team forming part of the Survey Board, two members of the Inspection will remain with the Unit concerned until the departure of that Unit, and it will be their duty to ensure, in cooperation with the Unit Commander concerned, that all equipment belonging to the Unit is duly packed and loaded in planes or boats or otherwise taken with them by the personnel of the Unit upon its departure.
- e. The two representatives referred to above staying behind with the Unit will also obtain from the Unit Commander or the head of the Contingent concerned, the following certificate:

"I hereby certify that all arms, ammunition, and weapons of all kinds as well as other equipment belonging to the Contingent which is not required by ONUC is being carried back to the home country, properly accounted for".

This certificate will be submitted by HQ representatives on the Survey Board to the Chief Logistics Officer, along with a report of the findings of the Survey Board, immediately upon the departure of the Unit concerned.


(S. M. C. EOIN) Lt-Gen.
Commander UN Forces in
the Congo

L.O.P. No's 4 to 9

perceived by L.O.P.

No 20.

HQ COMMANDANT
(3 copies)

HQ ONUC 1725-10 (LOGS)

22 Aug 60

LOGISTICS STANDING OPERATING PROCEDURE No.5
(TENTATIVE)

3462
✓/M.

SUBJECT: REPAIR, MAINTENANCE AND PROVISION OF SPARE PARTS FOR MOTOR TRANSPORT

GENERAL

1. The Force has only limited military repair facilities, and therefore maximum use is to be made of civilian resources. To this end, contracts are being negotiated with two large chains of civilian garages - SEDEC and DIFCO Motors - the plan being to complete most second and third line repairs in those garages. Lists of their locations are attached as Annexure 'B'. An examination of the locations on the lists will show that almost every sizeable town in the CONGO is covered. In the case where there is no SEDEC or DIFCO branch, a separate arrangement will be made with another garage conveniently located. The selection to be made by SSO EME on the recommendation of the local Commander.

The use of civilian sources will be backed up by travelling Workshop control and supervisory teams of EME officers and technicians, their task being primarily to assist the units in unit preventative maintenance and repair, and to periodically check and regulate repairs being undertaken by the civilian contractors. It is anticipated that these inspection teams will be based at the territorial headquarters, and will travel out to the neighbouring units on a regular schedule.

METHOD OF OBTAINING REPAIR

2. Unit Commanding Officers have the authority to order repairs to ONU vehicles up to the value of US\$400. Commanding Officers may delegate to an officer, or several officers if the unit has isolated sub-units, to requisition repairs. A list of such officers with specimen signature should be submitted to Territorial Headquarters as soon as possible.

The unit will obtain from the contractor a supply of blank invoice forms, these to be submitted, in six copies as a requisition. The invoices should be endorsed with full unit particulars, nationality, name of Commanding Officer or delegated officer in BLOCK LETTERS, signature and unit stamp.

Repairs in excess of ~~US\$400~~ must be approved by an EME officer, and the contractors have been told NOT to proceed in such repairs without approval.

In most CONGO cities there is at least one of each of the branches of SEDEC and DIFCO Motors. SEDEC is the General Motors Corporation dealer and DIFCO handles primarily Volkswagen; in the case of these two makes the vehicle should always go to the appropriate contractor. With regard to other makes, the Unit Commanding Officer may employ his discretion, until firm contracts have been negotiated and reciprocal arrangements made.

...2/-

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It must be emphasized that units must still employ their own mechanical resources to the fullest possible extent. To facilitate this, the terms of the contract will allow for units to perform first line servicing and repairs to a certain extent on military type vehicles at the civilian garages, facilities, tools, grease pits etc. being made available; the unit provides own labour.

PROVISION OF SPARE PARTS

3. As far as possible spare parts will be provided by the contractor; in the case of General Motors vehicles and Volkswagen, the contractors will stock a large supply of all fast moving items. WILLYS jeep parts will be purchased locally by the contractor. Provision of spare parts to standard military pattern vehicles, owned by the National Contingents, are, until further notice, the responsibility of the nation concerned. A suitable financial reimbursement scheme will be worked out later.

Unit Commanding Officers may make a local purchase of spare parts for unit repairs and emergency repairs, up to a value of US\$50 for each vehicle requiring parts.

DRIVER MAINTENANCE

4. As the primary responsibility for the operational maintenance of the vehicle rests with its driver, units will take all possible steps to ensure that drivers are qualified and responsible individuals. In this connexion the following instructions will be complied with:

(a) Tests

Effective 15 Sep 60 NO one will be issued with a driving licence for ONU vehicles unless he has been properly tested. In the case of individuals holding civilian or military licences signed by competent authorities, this rule may be varied.

(b) Permanent Drivers

As far as possible each vehicle should have a permanent driver.

(c) Maintenance Tasks

Units will ensure that the drivers inspect and perform maintenance tasks daily. A check list is attached as Annexure 'C'. Drivers must be trained to report any defects on the work ticket. The unit transport or workshop officer should maintain a record of all such defects, so that they may receive prompt attention.

PAYMENT AND PROCESSING OF ACCOUNTS

5. As mentioned above in paragraph 2, six copies of the invoices will be submitted to the contractor; these invoices will be completed in detail by the contractor and sent back to the Unit for certification by the Commanding Officer.

...3/-

The invoices will then be sent back to the contractor so that he may submit for payment.

Specimen copies of a special invoice will be sent later, in the meantime regular invoices may be used.

EMERGENCY REPAIRS

6. In the event of a breakdown or accident, beyond a reasonable distance from military workshops or civilian contract garages, the driver may request assistance from any civilian source.

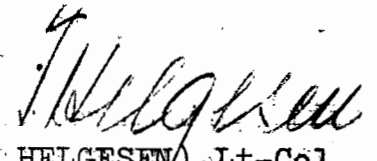
To help the driver obtain assistance, the Commanding Officer should issue a written authorization for emergency repairs up to a value of US\$50 in value. This authorization should be placed in a sealed envelope marked "OPEN IN CASE OF ACCIDENT OR BREAKDOWN ONLY".

These authorizations should be processed for payment in a similar way to normal repairs. A specimen copy is attached as Annexure

If repairs are in excess of US\$50 the vehicle should be recovered and repaired at a contract garage.

RECOVERY

7. At present there are NO recovery vehicles in the Force. Until these vehicles are obtained the responsibility for recovery arrangements rests with the Commanding Officers and transport officers of units. Adequate precautions must be taken before lengthy trips and if necessary an additional vehicle equipped with two ropes or chains. Also enquiries should be made with service stations and garages about recovery facilities. Payment for recovery services may be authorized by Commanding Officers on an "as required basis".


(T. HELGESEN) Lt-Col
Chief Logistics Officer

LIST OF DEFINITIONS

- a. SSO EME - Senior Staff Officer Electrical and Mechanical Engineers.
- b. 1st line repairs - Unit repairs and servicing. This is the responsibility of the user unit and is the first stage of repair, in which work is limited to adjustments, minor repairs, replacement of accessible components, replacement of minor assemblies and welding repairs which are carried out in unit lines, and:
- (1) Can be completed within a reasonable time limit.
 - (2) Are within the resources of personnel and tools in the unit. May be carried out in civilian garages, if no actual replacement of assemblies or provision of spares required.
- c. Second line repairs - Field repairs - Work is limited to:
- (1) The replacement of defective assemblies.
 - (2) The repair of certain assemblies and components, subject to repairs:
 - (a) being within the resources of personnel and tools available,
 - (b) being faster and more convenient than the replacement of an assembly or component.

Field repairs will normally be carried out by civilian contractors in ONUC, except in the case where a unit or formation has workshop facilities on the scale of a Light Aid Detachment EME.

Third line repairs - Base repairs - This is the ultimate stage of repair which includes:

- (1) Repair of defective components.
- (2) Repair of assemblies by replacement of components.
- (3) Overhaul and rebuild of complete equipment.
- (4) Limited manufacture of parts.

Base repairs will be carried out exclusively by civilian contractors, who have adequate facilities in most of their branches.

ANNEXURE 'B' to
LOGS SOP No.2 (Tentative)
dated 22 Aug 60

LIST OF CIVILIAN CONTRACT GARAGES

SEDEC

DIFCO

LEO PROVINCE

LEOPOLDVILLE
MATADI
BOMA
KIKWIT

LEOPOLDVILLE
MATADI
BOMA
KIKWIT
KENGE
MOANDA
TSHOA
KENGE
INONGO

EQUATEUR

COQUILHATVILLE
GEMENA
BUMBA

COQUILHATVILLE
IKELA
LISALA
BUSINGA
BUMBA

KASAI

LULUABOURG

LULUABOURG
LUSAMBO
LODJA
KABINDA
LUDUTA
MWEKA
PORT FRANQUI
MUKAMBA
GANDAJIKA

ORIENTALE

STANLEYVILLE
BUTA
PAULIS
WATSA

STANLEYVILLE
ISANDI
BUNIA
PAULIS
PONTIHERVILLE

KIVU

BUKAVU
GOMA
KINDU

BUKAVU
GOMA
KINDU
BUTEMBO
RUTSHURU

KATANGA

ELISABETHVILLE

ELISABETHVILLE
KAMINA
JADOTVILLE
KOLWEZI
ALBERTVILLE

SEDEC MOTORS

GMC
BEDFORD
WILLYS (If DIFCO not in area)

OPEL
CHEVROLET

DIFCO

VW
WILLYS (Not a dealer but will
handle)
STUDEBAKER

DRIVERS DAILY MAINTENANCE CHECKS

Ser.:	Check Point	Before operation	During operation	After day's operation
1	Radiator	Fill to proper level	Check coolant level and hose connections	Check coolant level
2	Engine Oil	Examine dipstick and fill orankcase to proper level. If more than 1 pint required, check for leaks. DO NOT OVERFILL.	Check level with engine stopped. Refill if necessary.	a. Check oil level with engine stopped. Fill to proper level. b. Check and fill spare oil containers in accordance with unit orders.
3	Fuel	Fill tank and containers according to unit orders.	Check level in tank and spare fuel containers. Refill in accordance with unit orders.	a. Check fuel level in tanks. Inspect fuel tank and lines for leaks and damage. b. Fill tank and spare fuel containers in accordance with unit orders.
4	Tires (including spare)	a. Inflate to correct pressure, replace missing valve caps. Remove stones, etc., from treads. b. Report damage or uneven tire wear immediately.	Inspect for damage and correct pressure. Ensure that spare tire is inflated and secure.	a. Inspect tires and remove stones, etc., from treads. Check tire pressure. b. Report damage or uneven tire wear immediately.
5	Air Cleaner	Check and fill to proper level:	-	Check and fill to proper level.
6	Brakes	a. Test brakes b. Report if spongy or if pedal has too much free play.	-	a. Test for low or spongy pedal. b. Check hand brake.

Sér.:	Check point	Before operation	During operation	After day's operation
7	Transmission, differentials: and transfer cases.	-	Check for oil leaks and overheating.	Check for oil leaks and overheating.
8	Lights and horn	a. Replace N/S bulbs. b. Check battery connections and wiring terminals.	-	-
9	Engine	a. With engine running check exhaust for excessive smoke. b. If hard to start, report. c. Report unusual knocks or rattles and uneven running.	-	-
10	Instruments	a. With engine running report: any gauge not operating. b. If oil pressure fails to register stop engine and report.	-	-
11	Windshield Wipers	Report if inoperative or sluggish.	-	-
12	Engine and vehicle generally	With engine running, check for signs of oil, fuel, coolant or exhaust leaks.	a. Inspect vehicle and load generally. b. Report any defects in steering, brakes, etc. found at the halt or during operation.	a. Examine for damage. b. Clean vehicle in accor- dance with unit orders. c. Report any defects or damage to vehicle.
13	Winch cable (on vehicles so equipped).	-	-	Clean and lubricate if winch has been used.

Ser.:	Check point	Before operation	During operation	After day's operation
14	Fan Belt	-	-	a. Check tension. b. Report any adjustment required.
15	Fire Extinguisher	a. Determine by sound and weight if full. b. Test for operation.	-	-
16	Tools and equipment	-	-	Check for any missing or damaged tools or equipment. Report if necessary.
17	Switches	-	-	Ensure that all switches are in the "OFF" position.
18	Lubrication	-	-	Check speedometer reading against Preventive Maintenance Recorder (Mobiloil Tag). Lubricate if necessary.
19	Transport Work Ticket	Check to see that detail is entered and journey properly authorized.	-	Check to see that all required information is entered.

NOTE: Always leave the vehicle clean, tidy and ready to move off.

ANNEXURE 'D' to
LOGS SOP No.2 (Tentative)
dated 22 Aug 60

O N U C

GOOD FOR EQUIVALENT OF US\$50
PAYBLE IN CONGO FRANCS

The bearer is authorized to request assistance for repairs and/or recovery to his vehicle, cost NOT to exceed equivalent of US\$50.

This authorization is valid only in case of breakdown or accident.

Submit to HQ ONUC - Address of local HQ
and payment will be made.

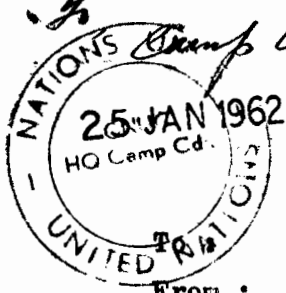
LIST OF ACTUAL REPAIRS

SIGNATURE OF COMMANDING OFFICER

Signature of driver

UNIT ADDRESS

ADDRESS OF CIVILIAN GARAGE



(4)

HQ ONUC (LOGS) 524 - EME

Dated 21 January 1962

5

Distribution List 'A', 'B', 'C' and 'D'

From : Chief Logistics Officer

Subject : Repair of motor vehicles in civilian garages

Ref. : Logistics SOP N° 5 issued by HQ ONUC 1725-10 (LOG) dated 22 Aug. 60

*Radio
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1. It has come to light that at the request of certain units, some civilian garages that are connected with the repairs of ONUC vehicles under the authority of para 2 SOP N° 5, made arrangements to have certain spare parts brought into the Congo from abroad. This has resulted in ONUC having to pay extremely high prices for such spare parts.

2. ONUC will not meet bills for such unauthorized requests on the part of the units concerned and in future Unit Commanders might well be held responsible for any air freight charges incurred in this connection.

*6 m
get info
mm*

K. N. Madan

Lt Col,
Chief Logistics Officer,
(N.N. MADAN)

2G ONUC (LOGS) 524 - EME

21 janvier 1962

Destinataires : Bataillon tunisien

Origine : Chef du Service logistique

Objet : Réparation des véhicules automobiles dans les garages civils

Ref. : Instruction générale N° 5 (2G ONUC 1725-10 (LOGS), 22 août 1960).

1. Il a été établi que, à la demande de certaines unités, des garages civils chargés de réparer des véhicules de l'ONUC en vertu du par. 2 de l'Instruction générale n° 5 ont pris des dispositions pour faire venir de l'étranger certaines pièces de rechange. Il en est résulté que l'ONUC a dû payer pour ces pièces des prix excessivement élevés.

2. L'ONUC refusera d'acquitter les factures relatives à des commandes de ce genre faites sans autorisation par les unités intéressées et les commandants d'unité risquent d'être à l'avenir tenus responsables de tous frais de transport aérien ainsi encourus.

V. Madan

Lt. Col. N.N. MADAN

2347/9

16
Camp commandant

HQ ONUC 1725-10 (Logs)

23-18

15 December 1960

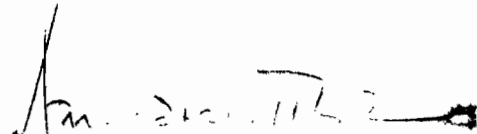
To: DISTRIBUTION LIST 'A', 'B', 'C' and 'D'

3462

From: Chief Logistics Officer

Subject: LOGISTICS STANDING OPERATING PROCEDURE No 3
(REVISED) P O L

- 1 Attached is LOGS SOP No 3 (Revised) dated 15 Dec 60 concerning POL.
- 2 This procedure will be followed with immediate effect.
- 3 This supersedes Logistics Standing Operating Procedure No 3 POL, forwarded under this HQ letter No 1725-10 (Logs) dated 2 Sep 60.



(N N MADAN) Lt Col
Chief Logistics Officer

QG ONUC 1725-10 (Logs)

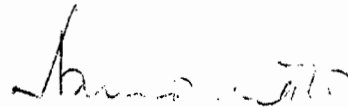
15 décembre 1960.

Destinataires : Listes de distribution 'A', 'B', 'C' et 'D'

Origine : Le Chef des Services logistiques

Objet : LOGISTIQUE - INSTRUCTION GENERALE No.3 (révisée) : CARBURANTS ET LUBRIFIANTS.

1. Veuillez trouver ci-joint l'Instruction générale No.3 (révisée) en date du 15 décembre 1960 et relative aux carburants et lubrifiants.
2. Cette instruction entre en vigueur avec effet immédiat.
3. La présente circulaire annule l'Instruction générale No.3 des Services logistiques, transmise sous couvert de la circulaire No.1725-10 (Logs) du QG en date du 2 septembre 1960.



N N MADAN Lt-Col
Chef du Service de la Logistique



LOGISTICS STANDING OPERATING PROCEDURE NO.3 (REVISED)
DATED 15 DECEMBER 1960

PETROL, OIL AND LUBRICANTS

GENERAL

1. The aim of these instructions is to lay down the policy for holding of POL and procedure for drawing/issue and accounting of petroleum products.
2. The petrol distribution system in the entire State of Congo is fairly satisfactory and there are bulk storage tanks owned by oil companies in big towns. The main distributors are:
 - (a) Mobiloil
 - (b) Petrocongo
 - (c) Shell
 - (d) Texaco
3. It has been agreed that the above four companies will supply the POL requirements of ONUC for 'B' vehicles. For aviation gas a separate contract exists with Sabena.
4. The division of localities for issuing petrol is given at Appendix 'A' attached and units located in these stations are advised to draw their POL requirements from the available dealer.

POLICY REGARDING HOLDINGS

5. (a) By the firm
 - (i) The minimum operational reserves/estimated requirements of POL as given at Appendix 'B' are being held by the firms at their respective stations.
 - (ii) Reserves of aviation gas held by Sabena at the airports are shown as Appendix 'C'.

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(b) By Units

Formations/units will maintain at all times first line reserve of POL at the scale of $22\frac{1}{2}$ Imperial gallons or 100 litres per 'B' vehicle in Jericans. Jericans can be demanded from the Logistics Branch, Ordnance, this HQ.

PROCEDURE FOR DRAWING POL

6. (a) By HQ ONUC

(i) Vehicles belonging to HQ ONUC will draw their petrol requirements from the ONUC Petrol Pump located at Josephine Charlotte and manned by the personnel of ONUC GT Coy.

(ii) In the case of failure of this petrol pump, a reserve of coupons will be kept with the Transport Section. These can be had from the Officer i/c, Transport Section, and petrol drawn from Mobiloil Service Stations as given in subsequent paragraphs.

(b) Units located at Leo (except Transport Coy)

These will draw their POL requirements from Mobiloil Service Station next to the Stanley Hotel as given in this HQ No.5501-1 (LOGS) of 29 October 1960. Units at N'Djili will however continue to draw their requirements of POL from the tanks at the airport.

(c) ONUC GT Coy

Will draw from Mano Transport petrol pump manned by the Unit personnel.

(d) Units outside Leo

(i) From the firms or dealers given at Appendix 'A' attached.

(ii) Coupon books issued by this HQ will be used. Coupons will be prepared in quadruplicate. 3 copies will be handed over to the dealer duly signed and stamped with the Unit stamp and one copy signed by the dealer retained in the book.

.....3

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(iii) The initial issue of these books to the units is given at Appendix 'D'. Further requirements substantiating the necessity should be forwarded to this HQ.

(iv) It is imperative that all coupons are stamped by the unit's stamp or else they will not be accepted by the dealers who have been instructed accordingly. The necessity of keeping these coupons in safe custody to ensure that these do not fall into unauthorised hands cannot be over-emphasized.

7. Drawing of aviation gas and air lubricants

These will be drawn from the storage tanks of Sabena from the airports. Operational reserves at the airfields which are to be kept by Sabena are shown as Appendix 'C' attached.

8. Diesel

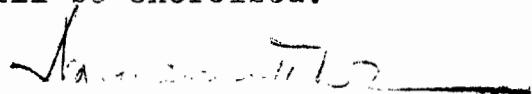
This will be drawn on POL coupon books by deleting the word 'motor spirit' and inserting 'diesel' in lieu.

9. Lubricants

These will be drawn on receipt of an order in triplicate duly stamped and signed either by the Unit POL Officer or any other responsible officer. Units will hold sufficient quantity of lubricants in their unit lines as reserve.

ACCOUNTING

10. All POL drawn from the firms will be taken on charge. All issues will be properly accounted for. All Formations/Units will submit by the 10th of every month a return showing the summary of POL drawn and consumed during the previous month on a form given at Appendix 'E'. In addition, a monthly return regarding the mileage run and POL consumed by each vehicle will also be rendered to reach this HQ by the 10th of every month for the preceding month. This will be given on the form given at Appendix 'F'. Maximum economy in the use of MT will be exercised.


(N N MADAN) Lt Col
Chief Logistics Officer

(19)

COMPAGNIES PETROLIERES ET DETAILLANTS
DANS LES PRINCIPALES LOCALITES DU CONGO

<u>LOCALITE</u>	<u>COMPAGNIE</u>	<u>DETAILLANT</u>
Aketi?	Shell	Sedec Trading
Akula	Shell	Point vrac Shell
Albertville	Texaco	Etablissements Biart
Bakwanga	Petrocongo	Filling Sacominka (a defaut Petrocongo Luluabourg)
Banningville	Shell	Sedec Trading (vrac) et M.Vieira (detail)
Baudoinville	Petrocongo	Filling Van Heke a Moba
Banzeville	Mobil Oil	
Beni	Petrocongo	Filling Garage Dumont
Boende	Petrocongo	Filling Cegeac
Boma	Texaco	Etablissements Machado
Bondo	Shell	Vivicongo (vrac)
Bossobolo	Mobil Oil	
Bukama	Mobil Oil	
Bukavu	Texaco	Etablissements Sedyn
Bumba	Shell	Sedec Trading (vrac) et MM.Cabral et Irmao
Bunia	Shell	Sedec Trading (vrac) et station service Shell
Businga	Mobil Oil	
Buta	Shell	Sedec trading (vrac) et Sedec Motors
Butembo	Shell	Sedec trading (vrac) et station service Shell
Coquilhatville	Shell	Sedec trading (vrac) et station service Shell
Dibaya	Petrocongo	Filling Merilco a Tshimbulu

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<u>LOCALITE</u>	<u>COMPAGNIE</u>	<u>DETAILLANT</u>
Dilolo	Mobil Oil	
Elisabethville	Petrocongo	Cegeac (avenue de l'Etoile)
Genema	Shell	Transibus Matefmaco
Gandajika	Mobil Oil	
Goma	Texaco	Etablissements Sedyn
Inkisi	Texaco	Etablissements Bolingo
Inongo	Shell	voir Moesch a Kutu
Isangi	Petrocongo	Filling Busira a Lomami
Jadotville	Petrocongo	Filling Cegeac
Kabalo	Petrocongo	Filling Lippert
Kabinda	Mobil Oil	
Kamina	Petrocongo	Filling Cegeac
Kaniama	Petrocongo	Cooperative agricole de Maniama
Kasaji	Petrocongo	Filling Stuppis
Kasenga	Mobil Oil	
Kikwit	Shell	Sedec Trading
Kimpese	Petrocongo	voir Compagnie Jules van Lancker a Lufu ou Thysville
Kindu	Texaco	Alfio Freres
Kolwezi	Petrocongo	Filling Cegeac
Kongolo	Mobil Oil	Garage du Lac Albertville
Kuto	Shell	Moesch
Lac Mukamba	Shell	Hotel Martins
Leopoldville	Mobil Oil	Garage ONU station service Mobil Oil
Leverville	Shell	Plantations Lever (vrac
Libenge	Shell	Lachat
Lisala	Shell	Sedec a Bumba ou Aketi
Lubudi	Mobil Oil	
Luebo	Texaco	Sopoka
Lukula	Mobil Oil	

/.....

<u>LOCALITE</u>	<u>COMPAGNIE</u>	<u>DETAILLANT</u>
Luluabourg	Texaco	Sopoka
Luputa	Mobil Oil	
Lusambo	Mobil Oil	
Manono	Mobil Oil	
Matadi	Petrocongo	Socopetrol Ango-Ango Cegeac
Mushie	Texaco	Mattos Irmao
Mweka	Petrocongo	Filling Jacques
Mwene Ditu	Petrocongo	Filling Garage Freres
Nioki	Petrocongo	Filling Sacominka
Nyunzu	Texaco	voir Albertville
Oshwe	Shell	voir Moesch Kutu
Paulis	Shell	Sedec Trading (vrac) et station service shell
Ponthierville	Mobil Oil	voir Stanleyville
Popokabaka	Petrocongo	Compagnie Jules van Lancker
Port Francqui	Texaco	Nepa et Socopetrol (vrac)
Sakania	Petrocongo	voir Elizabethville
Songololo	Petrocongo	Compagnie Jules van Lancker
Stanleyville	Shell	Sedec Trading (vrac) et station service shell place du Canon
Tshela	Shell	M. Garcia
Tshikapa	Petrocongo	Filling Sacominka ou a defaut voir Petrocongo Luluabourg
Tshimbulu	Petrocongo	Filling Merilco
Thysville	Texaco	Lopes Freres

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<u>Place</u>	<u>Quantity (in gallons)</u>
Mwene Ditu	1200
Kabinda	100
Baudoinville	400
Niemba	600
Piana	350
Albertville	3000
Manono	2350
Kikwit	3000
Matadi	4000
Bukavu	1200
Elizabethville	5500
Goma	5500
Thysville	2000
Luluabourg	7500
Gemena	1000
Libenge	500
Lisala	500
Bumba	400
Coquilhatville	3000
Boende	2000
Kamina	4650
Port Franqui	4000
Tshikapa	6600
Bakwanga	3000
Mweka	1000
Dimbelenge	1000
Stanleyville	12000
Membessa	665
Bunia	2000
Paulis	5500
Kabalo	2000
Kongolo	2000
Nyunzu	2000
Banningville	4000
Dima	1000
Mushie	1000
Kutu	1000
Inongo	1000
Ponthierville	1200
Isangi	1200
Jadetville	2000
Kolwezi	1000
Sakanian	1000
Dilolo	1000
Kindu	3000
Aketi	1000

15

ONUC AVIATION POL REQUIREMENTS (IMP GALS)							Watermethanol Separate
AIRPORT	AV GAS 60/87	AV GAS 100/130	AV GAS 115/145	AV GIL	100 SHELL	Mix 50/50 OR 60/40	
Banningville	1000	2000	Nil	50x	50	Nil	
Albertville	2000	4000	10000		300	100	
Boende		4000	5000		200	100	
Coquilhatville		10000	25000		300	100	
E'ville	2000	10000	30000		300	100	
Gemena		3000	3000		100	50	
Goma		6000	10000		300	100	
Inongo		2000			100		
Kamina	5000	30000	40000		300	100	
Kikwit		4000	4000		100	50	
Kindu		10000	10000		300	50	
Libengo		3000	4000		100	50	
Lissza		3000	4000		100	50	
Luluabourg	5000	50000	20000		300	100	
Paulis		4000			100		
Matadi	5000	5000	4000		200		
Stanleyville		20000	20000		300	100	
Usumbure		4000	15000		300	100	
N'Djili	5000	50000	100000		300	200	

Appendix 'D' to Logs SOP No 3 (Revised)
dated 15 Dec 60

INITIAL ISSUE OF POL COUPON BOOK

	<u>Book No</u>
(a) <u>HQ SCOMEF ELIZABETHVILLE</u>	
20x100 Litres	6001-7000
30x20 "	32001-35000
30x10 "	67001-70000
50x5 "	21001-26000
(b) <u>HQ KAMINA BASE KAMINA</u>	
10x100 Litres	11001-11500
20x20 "	30001-32000
10x10 "	66001-67000
20x5 "	38001-40000
(c) <u>HQ GHANA BDE LULUABOURG</u>	
10x100 Litres	3501-4000
20x20 "	10001-12000
20x10 "	41001-43000
50x5 "	30001-35000
(d) <u>HQ ETHIOPIAN BDE STANLEYVILLE</u>	
10x100 Litres	8501-9000
20x20 "	35001-37000
20x10 "	72001-74000
50x5 "	40001-45000
(e) <u>HQ GUINEA BN BANNINGVILLE</u>	
10x100 Litres	4001-45001
10x20 "	25001-26000
20x10 "	7001-9000
20x5 "	35001-37000

/.....

(f) HQ INDONESIAN BN COQULHATVILLE

Book No

10x100 Litres	5001-5500
10x20 "	5001-6000
20x10 "	11001-13000
20x5 "	28001-30000

(g) HQ UAR BN GEMENA

10x100 Litres	7501-8000
10x20 "	21001-22000
20x10 "	19001-21000
20x5 "	26001-28000

(h) HQ LIBERIAN BN

10x100 Litres	9501-1000
10x20 "	19001-2000
20x10 "	70001-72000
20x5 "	48001-50000

(i) MOVEMENT CONTROL MATADI

10x100 Litres	10501-11000
20x20 "	38001-40000
20x10 "	74001-76000
30x5 "	45001-48000

.....

Appendix 'E' to Logs SOP No 3 (Revised)
dated 15 Dec 60

POL SUMMARY

Unit _____

For the month of _____

Balance with unit on the 1st of the month _____

Quantity drawn during the month _____

Total _____

Quantity consumed by vehicles
during the month of _____

Quantity consumed for cooking- etc _____

Total quantity consumed _____

Balance held on the last day of the month _____

(signature)

(Designation)

Place _____

Date _____

41

Unit For the month of

MPG		REMARKS
ACTUAL	TARGET	

2

ec/13 *AM*
3/5.

HQ ONUC 1725-10 (LOGS)

1 September 1960

3462

TO: Distribution List "B"
FROM: Chief Logistics Officer
SUBJECT: LOGISTICS STANDING OPERATING PROCEDURE NO.2 -
"MARKING OF VEHICLES"

2.11

1. Attached is LOGS SOP No. 2 concerning marking of vehicles.
2. This procedure will be followed with effect immediately.
3. SOP No. 2 will be inserted in the SOP folder.

T. Helgesen
(T. Helgesen) Lt.Col.
Chief Logistics Officer

HQ ONUC 1725-10 (Log)
26 August 1960

LOGISTICS STANDING OPERATING PROCEDURE No. 2
PAINTING, MARKING AND NUMBERING OF ONUC VEHICLES

PAINTING

1. The standard basic colour paint to be used for painting ONUC vehicles and trailers is WHITE. All vehicles within ONUC will be painted white in colour as facilities permit. Exception are VIP Sedans.

MARKING

2. The following signs will be used for the marking and recognition of ONUC vehicles.

- (a) ONUC Registration Number - painted on vehicles and trailers, positioned as shown in attached vehicle and trailer diagrams, letter "A". On sedans the number may be painted on plates which will be affixed to the front and rear license plate brackets.

18"

Sizes i. ONUC 0000 4" For all vehicles
3/4 ton and over

Blue rectangle with 3" letters and numbers in white.

14"

ii. ONUC 0000 3½" For all vehicles
under 3/4 ton

Blue rectangle with 2½" letters and numbers in white.

18"

iii. ONUC 0000 TR 4" For all trailers
3/4 ton and over

Blue rectangle with 3" letters and numbers in white.

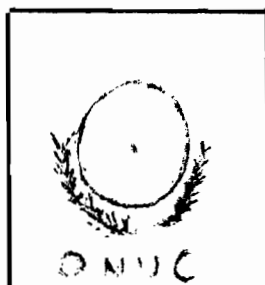
14"

iv. ONUC 0000 TR 3½" For all trailers
under 3/4 ton

Blue rectangle with 2½" letters and numbers in white.

- (b) ONUC decal - stencilled on with paint or with DECAL transfer, positioned as shown in attached vehicle and trailer diagrams, letter "B".

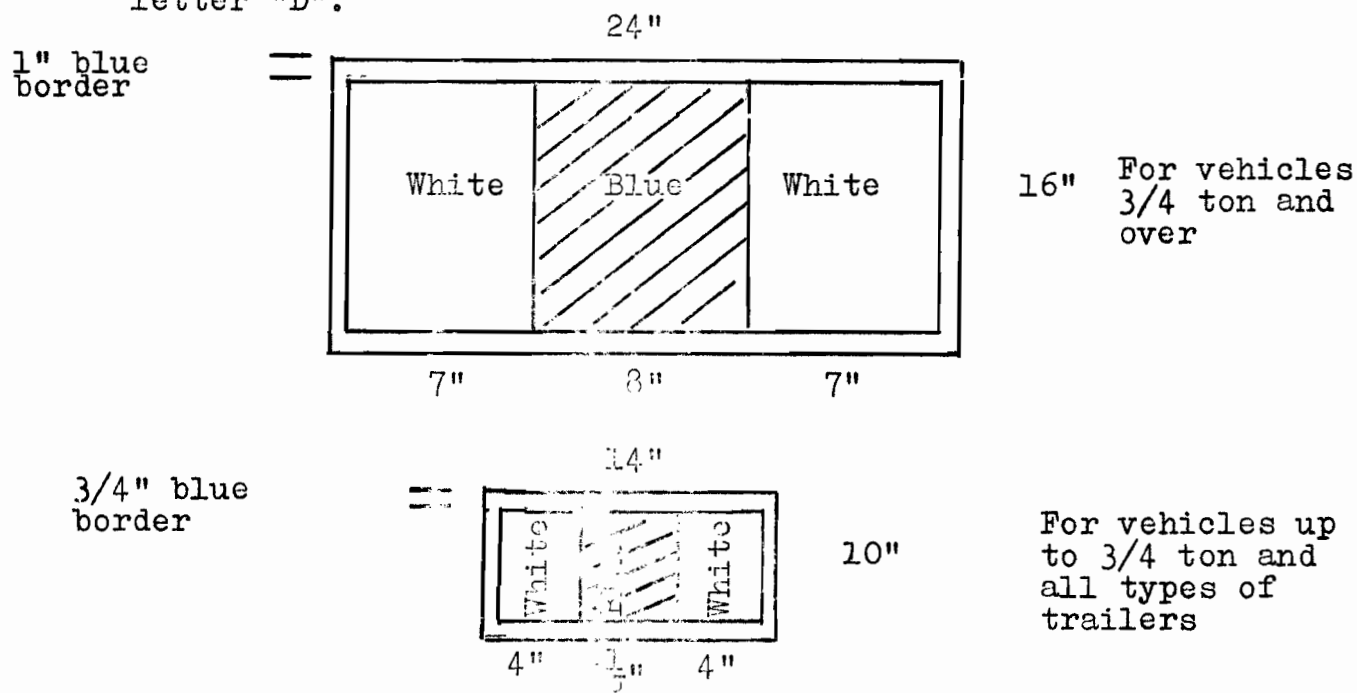
6"



6½"

Blue background
white UN design
and letters

- (c) National Contingent Markings - This sign is as prescribed by the various national contingents. It will be confined to a single identifying marking. Positioned as showned in attached vehicle and trailer diagrams, letter "C".
- (d) ONUC Identification Patch - Painted on vehicles and trailers, positioned as shown in attached vehicle and trailer diagrams, letter "D".



(e) ONUC car flag

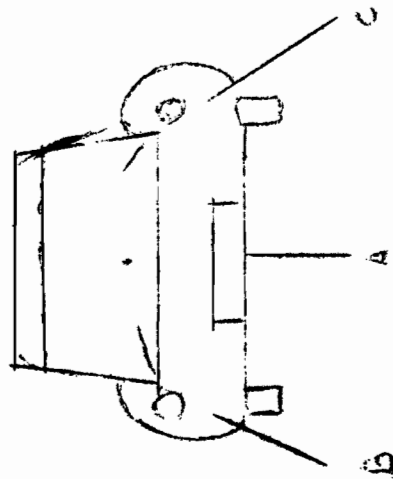
The UN car flag will only be flown on vehicles of the following :

Supreme Commander
Deputy Commander
Chief of Staff
Executive Assistant to Supreme Commander
Chief Liaison Officer
Territorial Commander
Local Task Force Commander

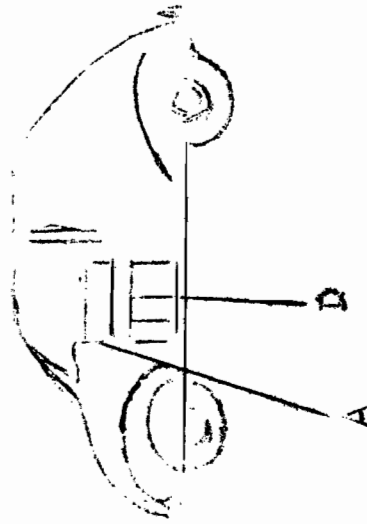
3. Attached diagrams of vehicles and trailers depict types of vehicles within the Force. Units having another type of vehicle will conform to the ONUC identification system for the vehicle which most closely resembles the type held. Units will take into consideration the weight classification, body type, body and fender style and size when determining the positioning, size and types of identification required. When in doubt a ruling will be requested from HQ ONUC.
4. All other forms of identification are prohibited. Units will take immediate steps to delete from their vehicles, names of countries, names of individuals, nicknames and other forms of personal or contingent identification which are not authorized. Authorized identification will be kept in a clean and recognizable condition at all times.
5. ONUC registration numbers will be allotted by HQ ONUC (Logistics). Units must not change the numbers. This includes national contingent vehicles on service with the ONUC.

SMALL SEDAN "VOLKSWAGEN"

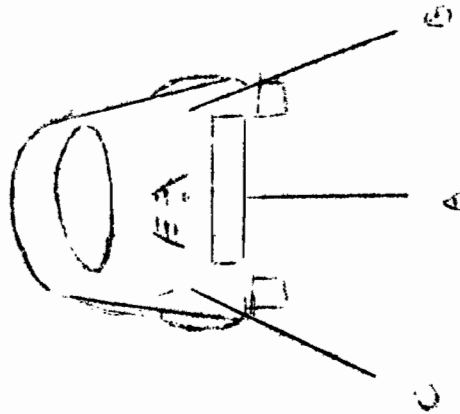
FRONT



SIDE

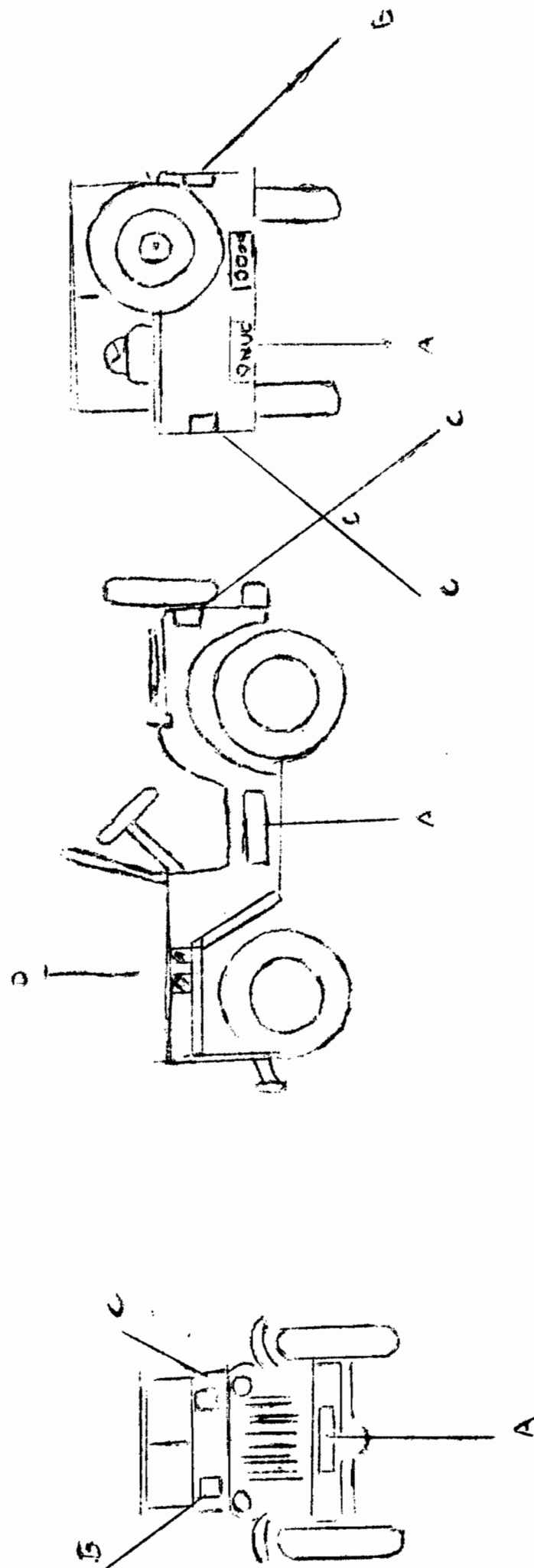


REAR

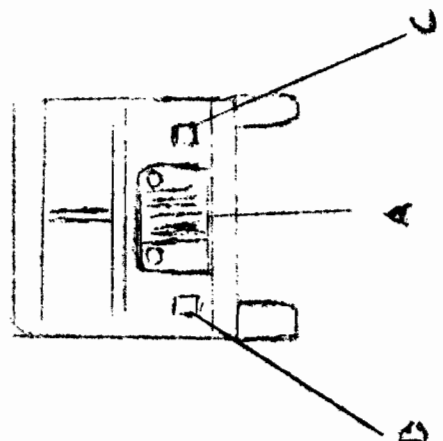
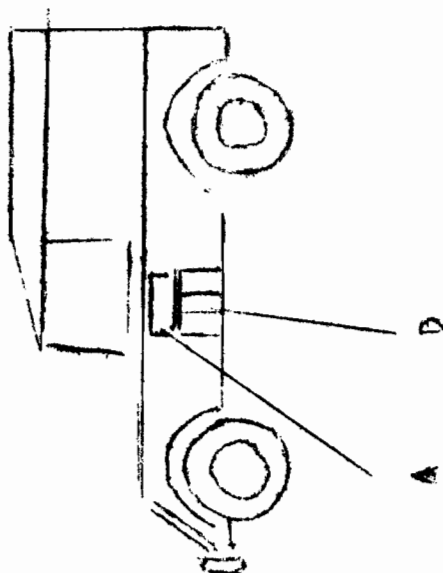
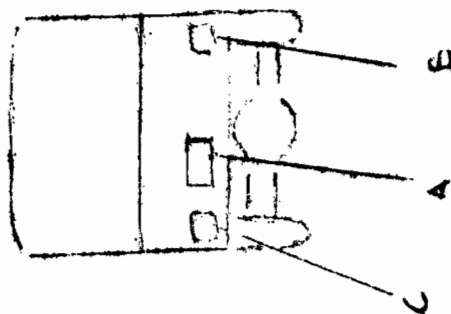


TRUCK UTILITY 1/4 TON "JEEP"

Page 4

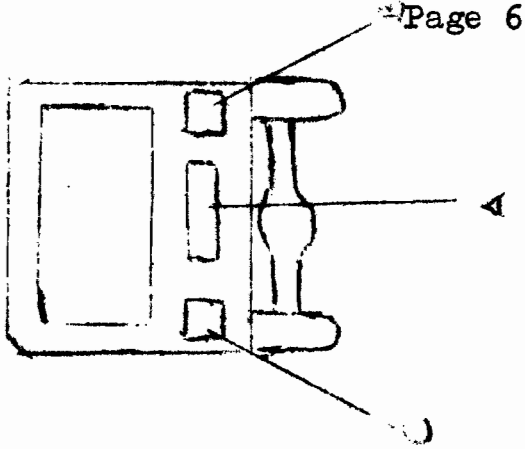
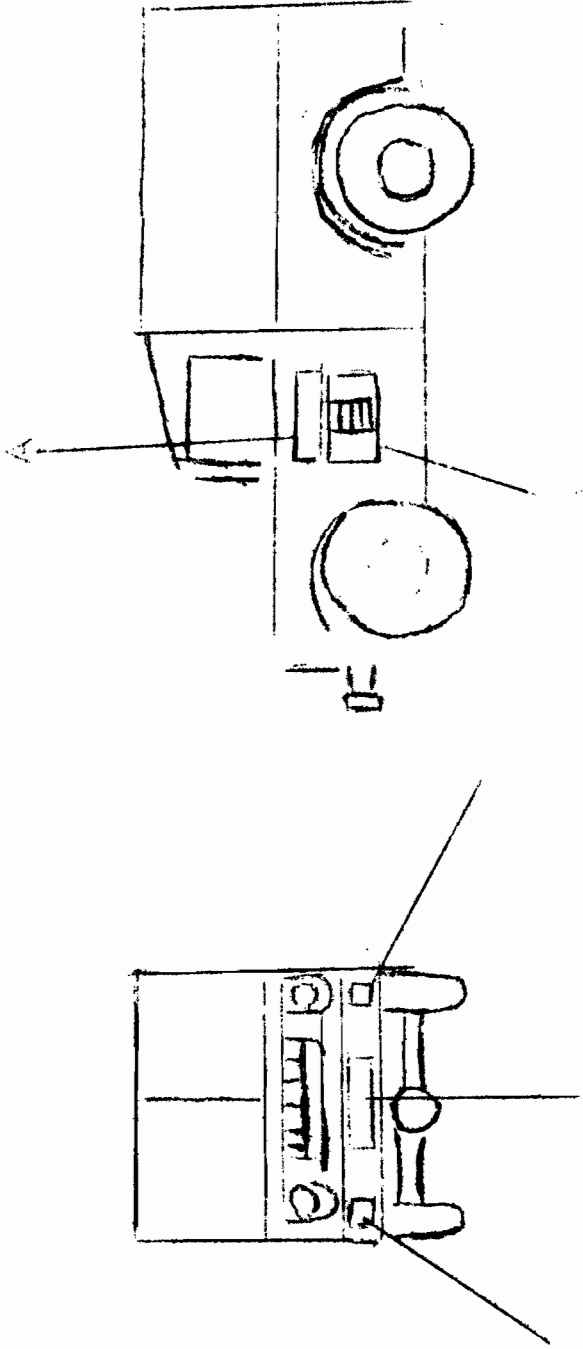


TRUCK UTILITY 1/4 TON "LANDROVER"

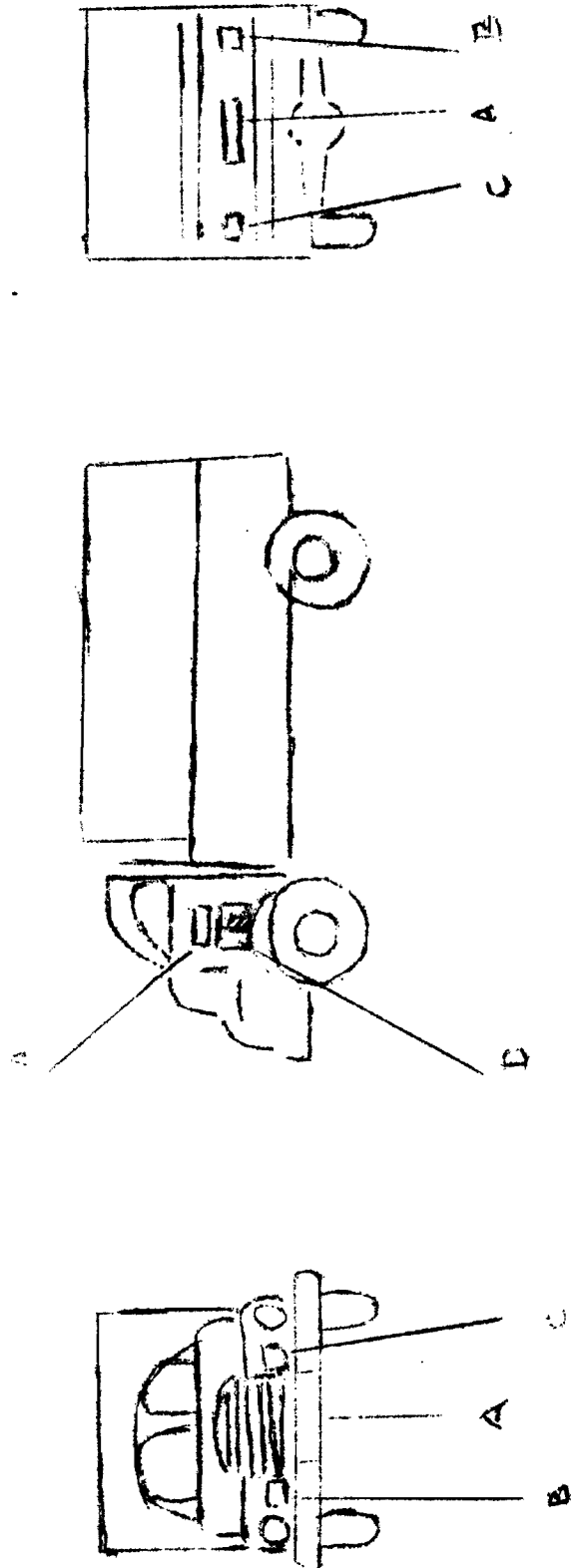


TRUCK CARGO 3/4 TON M. 37 & POWER WAGONS

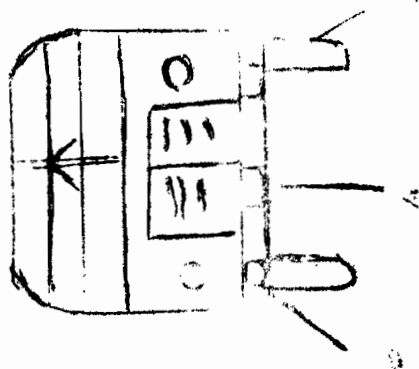
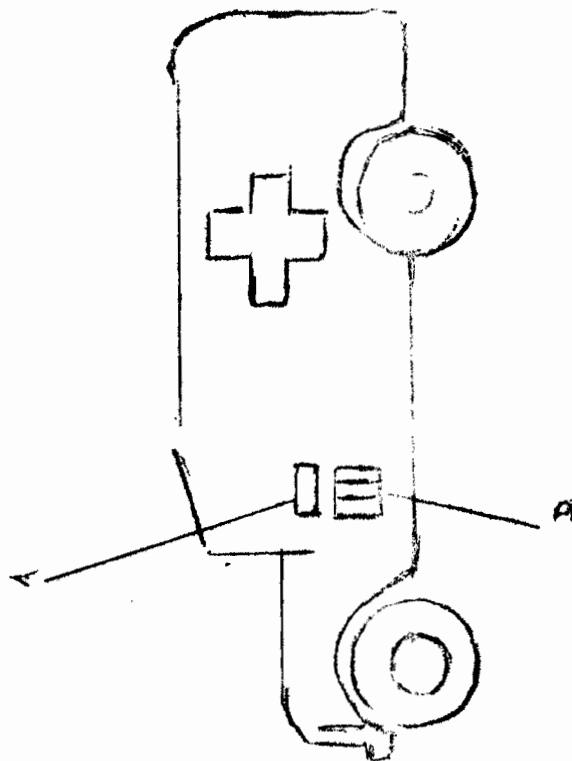
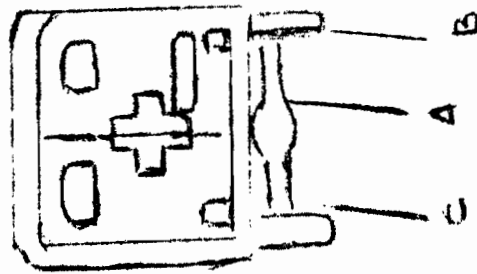
(d) only WC Models



TRUCK CARGO 3 TON "BEDFORD"



TRUCK AMBULANCE (ALL TYPES)



①
HQ ONUC 1725-10 (LOGS)

1er septembre 1960

DESTINATAIRES : Liste de distribution "B"

ORIGINE : Le Chef du Service Logistique

OBJET : LOGISTIQUE - INSTRUCTION GENERALE N° 2
"IDENTIFICATION DES VEHICULES"

- I.A.
1. Veuillez trouver ci-joint l'instruction générale n° 2 concernant l'identification des véhicules.
 2. Cette instruction entrera en vigueur immédiatement.
 3. La présente instruction figurera dans le Recueil des instructions.

Helgesen
(T. HELGESEN) Lt. Col.
Chef du Service logistique

LOGISTIQUE - INSTRUCTION GENERALE N° 2

PEINTURE, MOYENS D'IDENTIFICATION ET IMMATRICULATION
DES VEHICULES DE L'ONUC


PEINTURE

1. La couleur standard qui doit être employée pour les véhicules et les remorques de l'ONUC est le blanc. Tous les véhicules de l'ONUC seront peints en blanc dans la mesure du possible, les voitures réservées aux officiels exceptées.

IDENTIFICATION

2. Les moyens d'identification ci-après seront employés pour distinguer les véhicules de l'ONUC :
 - a) Numéro d'immatriculation de l'ONUC, peint sur les véhicules et les remorques à l'emplacement "A" (voir les schémas de véhicules et de remorques ci-joints). Pour les conduites intérieures, le numéro pourra être peint sur des plaques qui seront fixées à l'emplacement réservé à cet effet, à l'avant et à l'arrière des véhicules.

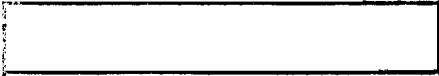
45,5 cm

Dimensions i.  10 cm

Rectangle bleu avec lettres et numéros de 7,5 cm en blanc.

Pour tout véhicule 3/4 de tonne et plus


35,5 cm

ii.  9 cm

Rectangle bleu avec lettres et numéros de 6,5 cm en blanc.

Pour tout véhicule de moins de 3/4 de tonne


45,5 cm

iii.  10 cm

Rectangle bleu avec lettres et numéros de 7,5 cm en blanc.

Pour toute remorque de 3/4 de tonne et plus

35,5 cm


iv.  9 cm

Rectangle bleu avec lettres et numéros de 6,5 cm en blanc.

Pour toute remorque de moins de 3/4 de tonne

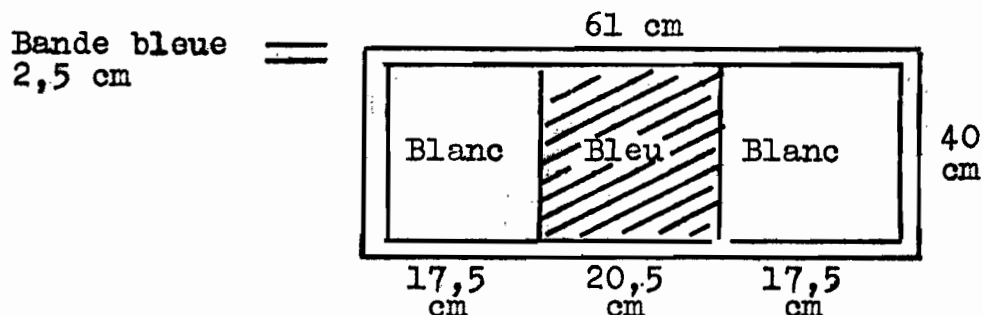
- b) Décalcomanie - ONUC - Reproduction au pochoir (avec peinture) ou par décalcomanie à l'emplacement "B" (voir les schémas de véhicules et de remorques ci-joints).

15 cm

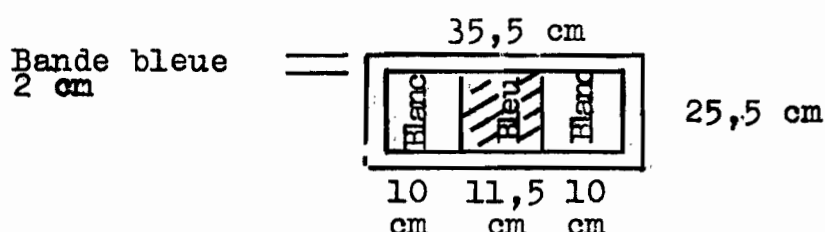
 16,5 cm

Emblème des Nations Unies et lettres en blanc sur fond bleu

- c) Marque d'identification des contingents nationaux - La marque d'identification en question est celle qui est indiquée par les divers contingents nationaux. Cette marque sera unique. Elle se trouvera à l'emplacement "C" (voir les schémas de véhicules et de remorques ci-joints).
- d) Signe de reconnaissance de l'ONUC - Il sera peint sur les véhicules et les remorques à l'emplacement "D" (voir les schémas de véhicules et de remorques ci-joints).



Pour les véhicules de 3/4 de tonne et plus



Pour les véhicules jusqu'à 3/4 de tonne et pour toutes les remorques

e) Fanions de voiture de l'ONUC

Le fanion des Nations Unies ne pourra être fixé que sur les véhicules des personnes ci-après :

Commandant en chef
 Commandant en chef adjoint
 Chef d'Etat-Major
 Chef du Bureau du Commandant en Chef
 Officier principal de liaison
 Commandant territorial
 Commandant du groupe d'unités local

3. Les schémas de véhicules et de remorques ci-joints correspondent aux types de véhicules utilisés par la Force. Les unités possédant des véhicules d'un autre type devront se conformer au système d'identification de l'ONUC applicable au véhicule qui se rapproche le plus du type en question. Pour déterminer l'emplacement, les dimensions et les types des marques d'identification à utiliser, les unités en question devront tenir compte des caractéristiques de poids, du type de carrosserie, du modèle de la carrosserie et des garde-boue, et des dimensions. En cas de doute, s'adresser au siège de l'ONUC.
4. L'emploi de tout autre système d'identification est interdit. Les unités devront faire immédiatement disparaître de leurs véhicules les noms de pays, les noms de personnes, les surnoms et autres moyens d'identification de personnes ou de contingents, dont l'usage n'est pas autorisé. Les marques d'identification devront être propres et visibles.
5. Les numéros d'immatriculation de l'ONUC seront attribués par le siège de l'ONUC (Logistique). Les unités ne devront pas les modifier. Ce qui précède vaut également pour les véhicules appartenant aux contingents mis à la disposition de l'ONUC.