

SUBJECT FILE  
TCM/114

PERMANENT ORDERS AND INSTRUCTIONS

12/01/1963 - 31/07/1963

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FILE 1

ACC. DAK13/165.110



Ref No: 3990/Camp.

31 July 63.

To: Transit Camp - Martini.

QM HQ ONUC Camp 'N' Galiema

From: Commadant HQ ONUC

Subject: Accounting of Ordnance Stores.

1. The undermentioned two establishments are functioning under command of Camp Commandant HQ ONUC:-

Camp 'N' Galiema

Transit Camp Martini


2. In future, all indents/vouchers/routine letters emanating from the above Camps will signed by the following officers on behalf of Camp Commandant HQ ONUC and not as independant self accounting units:-

(a) QM HQ ONUC for Camp 'N' Galiema

(b) Adm Officer - Camp Commandant Office for Martini  
Camp.

3. Accounting of Ordnance Stores will continue to be maintained as before.

4. All policy letters will, however, be signed personally by Camp Commandant HQ ONUC or an officer officiating in his place during his absence or leave etc.

  
Major,  
Commandant HQ ONUC,  
(G.N.G. PERODEAU).

Copy to: Chief of Mil Pers HQ ONUC  
Chief Ord Officer " "  
Base Ord Depot Leo

Comd. *[Signature]*  
ORGANISATION DES NATIONS UNIES  
AU CONGO



UNITED NATIONS ORGANIZATION  
IN THE CONGO

BOITE POSTALE 7248  
LEOPOLDVILLE  
REPUBLIQUE DU CONGO  
CABLE: ONUC. LEOPOLDVILLE

To: Camp Commandant Martini Trasnit Camp

NO 9258 /SEC  
9 Mar 63

From: HQ Sector 'L'

Subject:- Responsibilities of Camp Commandant - Trasnit  
Camp - Martini

I am to refer to above instructions forwarded under cover of this HQ letter 9258/STN dated 4 Mar 63.

The accounts to be operated should be amended as follows:-

- Amended*
- ✓ (a) Delete Clothing Account - Personal and Public as it is NOT applicable at present
  - ✓ (b) Accounts under (f) (g) (h) may be operated as set - sections of the Unit Equipment Ledger.
  - ✓ (c) Pay account may be deleted.
- 4/2*

*[Signature]*

Major  
For Commander  
( M P NOONAN )

ORGANISATION DES NATIONS UNIES  
AU CONGO



UNITED NATIONS ORGANIZATION  
IN THE CONGO

BOITE POSTALE 7248  
LEOPOLDVILLE  
REPUBLIQUE DU CONGO  
CABLE: ONUC. LEOPOLDVILLE

*Send to*

No 9258/STN  
HQ SECTOR 'L'  
4 March 63

✓ To:- Camp Commandant  
Transit Camp MARTINI

From:- HQ SECTOR 'L'

Subject:- Transit Camp - Martini

To please peruse attached instruction re "Duties and responsibilities of Camp Commandant, Transit Camp MARTINI. Any amendments and / or suggestions you wish to make will be welcome. Also please draft camp standing orders and submit to this Headquarter for approval.

A handwritten signature in cursive script, appearing to read 'M P Noonan'.

Major  
For Commander  
( M P NOONAN)

DUTIES AND RESPONSIBILITIES OF CAMP COMMANDANT TRANSIT CAMP  
MARTINI

The following accounts will be operated :-

- Amended with HQ Sector 2 4258/58 79 Mar 58.*
- a. Ration account |
  - b. Unit Equipment Ledger (incl crockery, cutlery and all other expendable and non expendable items)
  - c. ~~Clothing account - personal and Public~~ ✓
  - d. PX Account |
  - e. ~~Pay account~~ ✓
  - f. ~~Crockery and cutlery account~~ ✓
  - g. ~~Expendable items ledger~~ ✓
  - h. ~~Non-expendable items Ledger~~ ✓

The Camp Commandant will be responsible for supervision and control of all accounts operated in the camp. He will :-

- a. Inspect all accounts operated, at least once every fortnight.
- b. Ensure that W.O and NCOs are conversant with their duties and that such duties are set out in writing.
- c. Inspect the camp at least once a week and cause a record of such inspection to be maintained.
- d. Ensure that camp installations are in working order and clean and tidy, at all times.
- e. Ensure that transitees reporting to the camp are properly received, and all installations and equipment to be used by them, properly located to them.
- f. Ensure that a proper marching-out statement is prepared before the transitees leave the camp.
- g. Ensure that all transitees are briefed on arrival, on camp standing orders, with particular reference to meal hours, discipline - etc.
- h. Ensure that a list of all locations in Leopoldville which are "out of bounds" to UN troops is permanently displayed on a Camp Notice Board and brought to the attention of all transitees.
- j. Maintain full control of the transit camp at all times.
- k. Ensure that when a unit is in occupation of the camp the senior officer of the unit, or an officer to be detailed by such officer, is appointed to liaise between camp commandant and the unit.


....2/-

- k. Notify relevant unit or contingent liaison officer of any breaches of discipline on the part of members of unit and/or contingent using the camp.
- m. Inform this HQ if any such breaches of discipline.

GENERAL

The Transit Camp has been set up to ensure smooth and expeditious handling of transitees and endeavours of all camp personnel should be directed to that end.

The Camp Commandant Martini will prepare standing orders for the Transit Camp and submit draft to this Headquarters for approval.

  
Major  
For Commander  
( M P NOONAN )

No TCM / 14  
Transit Camp, Camp MARTINI  
LIMETE, LEOPOLDVILLE  
Tele No 7273  
11 Apr 63

To:- HQ SECTOR 'L'

Subject:- Standing Orders for Transit Camp, Camp MARTINI

Reference your letter No 9258/SEC dated 1 Apr 63 and  
and verbal instructions given by Major MP NOONAN.

1. 35 copies of Standing Orders in question are forwarded  
herewith for distribution to relevant UN HQ Branches and  
all liaison officers.
2. Amendments suggested by you vide your above quoted letter  
have been carried out.

*T. Markstrom*  
Major  
OC Transit Camp, Camp MARTINI  
(T MARKSTROM)

Comd —  
ORGANISATION DES NATIONS UNIES  
AU CONGO



UNITED NATIONS ORGANIZATION  
IN THE CONGO

BOITE POSTALE 7248  
LEOPOLDVILLE  
REPUBLIQUE DU CONGO  
CABLE: ONUC. LEOPOLDVILLE

No 9258/SEC  
HQ SECTOR "L"  
1 Apr 63

To : OC Transit Camp, Camp MARTINI  
From : HQ SECTOR "L"  
Subject : STANDING ORDERS FOR TRANSIT CAMP, CAMP MARTINI

Reference your letter No TCM/14 dated 27 Mar 63.

1. Proposed standing orders for Transit Camp, Camp MARTINI are returned herewith. They are approved.

2. It is suggested that the following additions be made to the standing orders:-

(a) General


Particulars of ONUC Bus service to and from the camp should be inserted.

(b) Chapter IV - Transitees

After paragraph 26 add -

"These locations will be amended as and when notified in Force Routine Orders"

3. It is requested that six copies of the final draft be sent to this Headquarters for distribution to relevant U.N. Headquarters Branches.

  
Major  
For Commander  
(M.P. NOONAN )



TRANSIT CAMP, CAMP MARTINI (LIMETE)

STANDING ORDERS

1963

LEOPOLDVILLE  
25 March 63

# CHAPTER I - GENERAL

1. A military transit camp to provide accommodation and meals upto the following maximum strength at a time, has been set up at Camp MARTINI, located at 14th Street, LIMETE, LEOPOLDVILLE:-

a.	Officers	....	14
b.	NCOs	....	40
c.	ORs	....	240

2. Telephones. Two telephones have been installed in the transit camp. Their numbers and location are as under:-

a.	Office	....	7273
b.	Officers Mess	....	7389

3. Notice required for the Service in the Camp. Units and/or Liaison Officers requiring accommodation and/or meals must give at least 7 days notice to HQ SECTOR 'L', who will give the necessary instructions to the OC Transit Camp for the provision of the accommodation and/or meals.

4. Services other than those Provided at the Transit Camp. If services in addition to those provided at the transit camp are required, the Liaison Officer of the contingent concerned should be notified by the senior member of the transitees requiring the service e.g. medical attention, transport, welfare arrangements etc., who will make the arrangements.

5. Every effort will be made by the transit camp staff to make the transit camp comfortable according to the means and resources available.

6. Units and/or personnel using transit camp must observe these orders.

## CHAPTER II - ESTABLISHMENT

### General

1. The following establishment is authorised for the transit camp:-

a.	Officer Commanding	....	...	1
b.	Quartermaster (WO / Sgt)	....	...	1
c.	QM Clerk (Sgt)	....	...	1
d.	Reception Clerk (Sgt)	....	...	1
e.	NCO i/c guards and labourers	....	...	1
f.	NCO General Duties	....	...	1
g.	Mess Sergeant	....	...	1
h.	QM's Assistant ( L/Cpl or Pte)	....	...	1
j.	PX and Canteen Assistant(L/Cpl or Pte)	...	...	1
k.	Cooks (European type cooking)	....	...	3
l.	Mess Waiters	....	...	6
m.	Houseboys	....	...	6
n.	Labourers	....	...	6

2. The duties and responsibilities are given in the succeeding paragraphs. All the above personnel except officer commanding will take orders from the Officer Commanding or his representative. Officer Commanding will take orders from HQ SECTOR 'L'. Units and / or personnel using the transit camp are NOT permitted to issue any orders or instructions to the camp staff. Any representation they wish to make, must be routed through the Officer Commanding or his representative.

3. The camp staff will be provided by the Chief of Military Personnel on the request of HQ SECTOR 'L', from the units/ contingents serving in CONGO except for the permanent staff members shown in the staff list for the transit camp who will be rotated according to their tenure of service. The normal tenure of duty of all the personnel to be employed in the transit camp staff will be three months except for those who have been shown in the staff list, who will be changed according to their tenure of service in CONGO.

## Duties of the Staff

### 4. Officer Commanding

- a. He is the chief of the transit camp.
- b. He is responsible for smooth running of the camp in all respects.
- c. He will be responsible for ~~supervision~~ and control all accounts operated in the camp. He will inspect all accounts operated at least twice a month and make his endorsement to this effect on the account book.
- d. He will ensure that WO and NCOs are conversant with their duties as set out in these orders.
- e. He will inspect the camp at least once a week and cause a record of such inspection to be maintained.
- f. He will ensure that camp installations are in working order, clean and tidy at all times.
- g. He will ensure that transitees reporting to the camp are properly received and all installations and equipment to be used by them, properly located to them.
- h. He will ensure that a proper marching out statement is prepared before the transitees leave the camp.
- j. He will ensure that all transitees are briefed on arrival, on camp standing orders, with particular reference to meal hours, discipline, cleanliness of the camp area.
- k. He will ensure that a list of all locations in LEOPOLDVILLE, which are 'OUT OF BOUNDS' to UN troops is permanently displayed on a camp notice board and brought to the attention of all transitees.
- l. He will ensure that ~~when~~ when a unit is in the occupation of the camp, the senior officer of the unit or an officer to be detailed by such an officer, is appointed to liaise between Officer Commanding Transit Camp and the unit.
- m. He will notify relevant unit or contingent liaison officer of any breaches of discipline on the part of members of the unit and / or contingent using the camp.
- n. He will also inform HQ SECTOR 'L' if any breaches of discipline arises.
- o. He will forward a daily report regarding incoming/ outgoing of the transitees, by nationality to HQ SECTOR 'L'

5. Quartermaster

- a. He is a principle staff member of the camp after the Officer Commanding.
- b. He is responsible for smooth running of the camp in all respects.
- c. He is responsible to draw all the ordnance stores and and rations from the Base Ordnance Depot and Supply Depot respectively, and has an account of all these stores in addition to that is kept in the office.
- d. He will ensure that every kind of store is complete at all times according to the ledgers maintained in the office and the bin cards hung over evry item.
- e. He will inspect the camp daily and give OK report to the Officer Commanding.
- f. He will ensure that all other staff members are conversant with their duties as laid down in these standing orders.
- g. He will ensure that camp installations are in working order, clean and tidy at all times, and if there is any type of defect he will report to the Officer Commanding.
- h. He will prepare a marching out statement before the transitees leave the camp.
- j. He will brief all transitees on arrival, on camp standing orders with particular reference to meal hours, PX/canteen opening timing, discipline and cleanliness of the area etc.
- k. He will maintain the full control of the transit camp at all times.
- l. He will report to the officer commanding any breaches of discipline on the part of permanent staff and the transitees using the camp.
- m. He will ensure that every material/accommodation/furniture issued to the transitees, is taken back before they leave the camp and if there is any loss or damage he will immediately report to the Officer Commanding.
- n. He will ensure that the food is properly cooked and served to all transitees according to the scale and timing.

- o. He will maintain a daily account of all the expendible stores.
- p. He will have one assistant to help in his duties.
- q. He or his assistant must remain present in the camp all the time during day and night.
- r. He will see if any item of camp equipment has been moved from its present location especially beds and will report to the Officer Commanding.
- s. He will collect the sale proceeds of PX stores daily from the PX NCO at the evening time and hand it over to the Officer Commanding in the next morning.
- t. He will prepare a marching in statement of transitees as soon as a party arrives in the camp. Necessity for compilation of correct marching in/out statements is stressed as correct compilation will avoid many problems at a later date.

6. QM CLERK

- a. He will be chief of the office and will take orders from the officer commanding.
- b. He is responsible for smooth running of the office.
- c. He will maintain the following accounts in the office:-
  - (1) Ration Accounts
  - (2) Unit Equipment Ledgers
  - (3) PX Stores Ledger
  - (4) PX Cash Account
- d. He will prepare all demands of ordnance stores, rations and PX stores. QM and NCO i/c PX will furnish the necessary data of requirements well in advance.
- e. On receipt of stores in the camp, he will take them on charge in the respective ledgers/accounts.
- f. He will ensure that all reports and returns are rendered in time.
- g. He is responsible for all office equipment on charge of the office.
- h. He will not keep any letter pending for more than 7 days without the information of the officer commanding.
- j. He will put up all incoming dak to the officer commanding early in the morning.
- k. He will prepare monthly issue voucher of all expendible stores from the daily record of issue expendible stores maintained by the QM.
- l. He will have an assistant clerk, who will also do the duties of reception clerk.

7. Reception Clerk

- a. He will work under the direct supervision of QM clerk.  
(Further detail of responsibilities will be shown, as and when he will be posted to the camp).

8. NCO i/c Guards and Duties

- a. He will be chief of guards and civilian establishment employed for the camp.
- b. He will distribute the duties equally.
- c. He will call the roll of all civilian employees at 0800 hrs and 1500 hrs, and if anybody is absent he will make a report to the officer commanding.
- d. He will submit report regarding congolese employees regarding their efficiency to the officer commanding as and when it is necessary.
- e. He will arrange for the payment of pay to the congolese employees.
- f. He will ensure that all the congolese employees are working properly according to their duties.
- g. He will ensure that camp area is kept clean by these employees at all times.
- h. He will take care of all the buildings and their fittings, when those are not occupied.
- j. He will inspect the camp including bathrooms, latrines, messes, dining halls etc daily and ensure that the camp and its premises is quite clean.
- k. He will ensure that the fences of the camp are always all right.
- l. He will arrange removal of the garbage from the camp.
- m. He will ensure that no congolese employee is taking anything from the camp at the expiry of working hours.
- n. At times, when he finds any difficulty in tackling with these congolese workers, he will report the matter to the officer commanding.
- o. He will ensure that a sentry is posted on the main gate during day and night.

9. NCO i/c General Duties

- a. He will work under the direct supervision of QM.  
(further details of his responsibilities will be shown as and when he is posted to the camp).



**10. Mess Sergeant**

- a. He will be under the direct instructions from the QM.
- b. He will be incharge of the officers, NCOs and men's messes and of PX/Canteen.
- c. He will take over all the mess furniture, kitchen equipment, crockery and cutlery from the QM and maintain a proper account of every thing.
- d. He will ensure that all items of equipment in his charge are always in serviceable condition.
- e. He will draw the rations daily from the QM according to the scale and number of personnel present in the camp.
- f. He is responsible for the good cooking of the food and its serving to the transitees according to authorised scale.
- g. He will keep the kitchen, dining hall and messes always clean and tidy.
- h. He will not leave the camp without the prior permission of the QM.
- j. He will have an assistant for PX/Canteen, who will responsible for running the PX/Canteen under his supervision.
- k. He will ensure that the cooks and waiters work properly and remain clean and tidy at all times.
- l. He will prepare a menu weekly and got it approved from the officer commanding transit camp before its execution.

11. Assistant to QM(L/Cpl or Pte)

- a. He will work directly under the instructions from the QM.
- b. In the absence of QM, he must be prepared to answer any query regarding QM's responsibility.

12. NCO i/c PX/Canteen

- a. He will be an assistant to Mess Sergeant for PX/Canteen, and work under his supervision.
- b. He will be responsible to demand and collect PX stores from the PX Depot according to their instructions.
- c. He will maintain a neat account of all PX stores and cash.
- d. He will not issue more than the authorised quota of any item to any customer.
- e. He will keep the PX always neat and tidy.
- f. He will deposit all sale proceeds with the QM at 1700 hrs every day.
- g. He must be present in the PX during its opening hours.

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13. Cooks/Waiters. Such personnel so employed will be responsible for cooking the food, serving the food to the transitees and permanent staff members, and keeping the cook houses and dining hall clean and tidy. When there will be no cooking in the camp they will be employed by the NCO i/c Guards and duties to any other job, which he finds suitable for them including washing/ironing of bedsheets/pillowcases.

14. Houseboys/Labourers. Such personnel so employed will be responsible for the cleanliness of the camp area including all living rooms, bathrooms, latrines, stores, dining halls, cook-houses etc and will also perform other casual duties as designated by the NCO i/c Guards and Duties such as washing/ironing of bedsheets/pillow cases and trimming of trees etc.

## CHAPTER III - ADMINISTRATION

### Accounts

1. The following accounts will be operated in the camp:-
  - a. Ration Accounts - In the office and by the QM
  - b. Unit Equipment Ledgers } In the office  
incl Expendible stores }
  - c. PX Account - In the office and PX NCO
  - d. Daily expenditure of } By the QM  
expendible stores }
  - e. Kitchen, Messes and } By the Mess Sergeant in addition  
Dining Hall Eqpt } to those ledger maintained in the  
office.
  - f. Bin Cards - By the QM
  - g. Civilian Daily  
attendance Register - By NCO i/c Guards & duties.

2. The officer commanding transit camp will inspect all these accounts at regular intervals but at least once every fortnight and make an endorsement to this effect on the account book.

### Messing

3. Kitchen. There will be three kitchens in the camp. One in officer's mess, second in the NCOs mess and the third near the other ranks barrack. The last one situated near the other ranks barrack at the end of stores building will be the main kitchen. All the foods will be prepared in this kitchen and all the cooks will work there. For officers and NCOs, food will be taken to their messes by the respective cooks/waiters allotted for the purpose and place in the respective kitchen. Gas cooker and a refrigerator one each has been placed in both of these messes. Food will be made hot before it is served by the cook/waiter responsible.

4. Rations. All kinds of rations will be brought by the QM or his assistant from the supply depot and kept in the ration stores. Rations for cooking will be issued daily by the QM to

? the mess sergeant according to the strength present in the camp. All the foods will be cooked under the supervision of mess sergeant and if there is any defect in the cooked food, mess sergeant will be held responsible for it. QM will check the food daily at each time before it is issued to the transitees. Officer Commanding transit camp will also check the food at regular intervals. Mess sergeant will prepare a weekly menu and have it approved by the officer commanding before its execution.

5. Kitchen Equipment/Furniture/Crockery and Cutlery. Mess sergeant will be responsible for all the kitchen equipment/furniture/crockery and cutlery issued to him by the QM, for their correctness and serviceability at all times. Kitchen, messes and dining halls will be kept clean at all times.

6. Food hours. The following food hours will be observed strictly:-

- a. Breakfast -----
- b. Lunch -----
- c. Afternoon tea --
- d. Dinner -----

7. Complaints. Complaints, if any, in respect of the food, behavior of the serving staff will be put up to the officer commanding transit camp through the senior transitee member.

#### PX/Canteen

8. The PX/Canteen has been opened for the benefit of all military personnel living in the camp. Its opening hours are as under:-

- a. Morning ----- 0830 to 1130 hrs
- b. Evening ----- 1430 to 1700 hrs

9. Everybody will ensure that all the items sold by the PX are for the personal use of the individual. Nobody will try to resale these items to any body.

10. This camp is receiving certain items of PX stores at a very limited scale, and as such these items will be issued on a uniform basis, as per orders of the officer commanding, as amended from time to time and displayed in the PX.

11. No civilian person is authorised to make purchases from the PX.
12. PX NCO is responsible to prepare the account in addition to that maintained in the office.
13. PX NCO will deposite all the sale proceeds ~~logs~~ with the QM daily at 1700 hrs, which will be handed over to the officer commanding on the next morning. After ~~every~~ two three days accumulated amount will be deposited in the bank.
14. As soon as the amount is available for payment of the bill to the Central PX Stores, it will be paid.
15. A very little profit will be taken on the PX stores and this profit will be used for the upkeep of the camp.
16. No one is authorised to enter the PX unless he is authorised by the officer commanding transit camp or PXNCO.
17. Sale from the PX will always be on cash payment in congolese ~~franes~~.
18. Mutilated notes/damaged coins will not be accepted.
19. PX will always be locked when the PX NCO is NOT present there.

CHAPTER IV - TRANSITEES

1. Units and / or liaison officers requiring accommodation and / or meals must give at least 7 days notice to HQ SECTOR 'L' and the Officer Commanding Transit Camp.
2. Except in very exceptional circumstances accommodation and meals will NOT be provided unless required notice as in para 1 above is given.
3. In the case of units of battalion strength requiring use of the transit camp, an advance party must report to the officer commanding transit camp at least 7 days before the main body. The advance party must be of at least,-
  - a. Officer --- 1
  - b. NCOs --- 3
  - c. ORs --- 10 (incl not less than 3 cooks)
4. In case of units of coy or greater strength but NOT of battalion strength, the minimum number of advance party to report to the officer commanding transit camp will be:-
  - a. Officer --- 1
  - b. NCO --- 1
  - c. ORs --- 6 (incl at least 2 cooks).
5. The advance party will be responsible for taking over accommodation and equipment from ~~xxx~~ officer commanding transit camp.
6. The OC unit or battalion will appoint an officer to maintain liaison between OC unit and OC transit camp. In case of small number the contingent liaison officer will perform this duty.
7. A rear party must be available to hand back accommodation and equipment to the officer commanding transit camp or his representative. The rear party must be headed by an officer.

8. It will be appreciated that the rear party may be tied to certain times of departure but it is in the interest of the unit to procure clearance certificate before leaving. In case the clearance certificate is not obtained by the unit/liaison officer, the units/parties/liaison officers will be liable to pay for the losses/damages reported by the officer commanding transit camp to HQ SECTOR 'L'
9. Before leaving every party commander will hand over a marching out statement to the QM of the camp.
10. If it is not possible for rear party to procure marching out statement the ONUC liaison officer of the particular contingent should report to the officer commanding transit camp within 24 hours of unit's departure and complete marching out statement.
11. In the case of small numbers using the camp any difficulties regarding loss and / or damage will be resolved between the officer commanding transit camp and the ONUC liaison officer of the personnel concerned.
12. All purchases in PX and / or canteen must be on a cash basis in congolese francs.
13. Units and /or personnel using transit camp are not permitted to give any order or instruction to permanent camp staff. Any representation they wish to make must be routed through the officer commanding transit camp or his representative
14. If services in addition to those provided at the transit camp are required, the liaison officer of the particular contingent should be notified by senior member of transitees requiring the service e.g. medical treatment/attention, transport and welfare arrangements etc.
15. On no account items of camp equipment are to be moved from their present locations. This applies particularly to beds.
16. Working parties for the cleanliness of the camp area will be provided by the senior transitee member at the request of the officer commanding transit camp.



17. A bus of HQ ONUC Transport Bus Service is visiting the camp after every one hour for ROYAL via town and for Air Port. All transitees can make use of this bus but they must be in possession of their ID cards.

18. No transitee is allowed to have personal service from the civilian congolese employees at the camp.

19. No transitee is permitted to contact with the civilians over the fences and also not to bring any civilian in the camp.

20. Garbage bins have been provided in front of every building. Every body will make best use of these. No rubbish, cigarette ends etc will be thrown in the camp except in the proper garbage bins.

21. Every transitee is reminded of his own responsibility to look after his belongings. Transit camp will not be held responsible for any loss to the personal property.

22. In case of a unit of coy or larger strength having unit stores with them, all such stores will be stored in a separate room provided by the camp and a guard will be provided by the unit concerned.

23. No body will make fire anywhere in the camp vicinity i.e. inside or outside the barrack rooms.

24. Spitting in the barrack rooms is strictly forbidden.

25. Transit camp office and kitchen are out of bounds for all ranks except on duty.

26. The following places are OUT OF BOUNDS for all UN troops:-

a. CASSINO MONTE CARLO - Situated on Ave MOULAERT, LEOPOLDVILLE

b. ANC CAMP CENT MAISONS.

*These locations will be amended as and when notified in Force Routine Orders.*

## CHAPTER V - SECURITY

1. Guard by day. During day time one civilian congolese sentinel will be on the main gate.
2. Guard by night. During night time, an armed guard of 1 NCO and 3 ORs will be provided by any unit stationed at LEOPOLDVILLE under the orders of HQ SECTOR 'L'.
3. Responsibilities of the Guard. The guard will be responsible for:-
  - a. To patrol the area.
  - b. Protect all property in the camp.
  - c. To prevent all unauthorised persons from entering or loitering in the vicinity of the camp.
  - d. To raise the alarm in the event of an attack being made on the camp.
4. The guard will prevent the pilfering the stores from the camp and the removal of the fittings by any person.
5. All vehicle entering camp will be halted at the main gate and checked. Sentries will satisfy themselves that personnel in such vehicles are authorised to enter.
6. All vehicles leaving camp will be checked and where stores are being taken out sentries will satisfy themselves that the person incharge of vehicle has authority to take such stores from the camp.
7. Congolese worker employed in the camp will be required to produce official identity cards and work permits being allowed to enter.
8. Other military persons when not in uniform will be obliged to produce UN ID card before being allowed to enter camp.
9. By night the sentry on beat will act as flying sentinel patrolling the entire camp area and reporting to the guard commander after every half an hour.
10. In addition to these orders, guards standing orders for the guard commander and sentinels will be issued in detail by the unit providing the guard.

11. Alarm. An alarm bell is being arranged and will be ready for use in the near future, for ~~the~~ use by the sentry to alert the guard. But in the meantime, the alarm bell is not provided the guard commander will detail a man to sit outside the guard-room by night to prevent the guard from being taken unawares by any person(s) and warn the guard commander of the approach of vehicle or persons to the main gate. The weapon of such man will always be ready to hand.

12. In case there is an occasion to raise the alarm for the whole camp, the following methods will be used to sound the alarm:-

- a. A series of whistle blasts.
- b. The sounding of vehicle horns.
- c. The firing of three rounds in the air.

13. Everybody present in the camp, will stand to with their personal weapon, if they have in their possession.

14. The officer commanding transit camp and the duty officer at HQ ONUC will be informed by the QM by telephone.

CHAPTER VI - DISCIPLINE

1. While stay at the camp every person is expected to produce a very high standard of discipline, because a soldier is borne from the discipline. It is therefore stressed that every body using the camp will pay particular attention to the following points:-

- a. No contact with the civilians.
- b. Strict observation of these standing orders.
- c. High standard of compliments.
- d. Not to cause damage to any property of the camp.
- e. Not to querrel with any permanent staff member or civilian congolese worker.
- f. Not to use any place as toilet except as the authorised one.
- g. Not to stand near the fence of the camp.
- h. Not to go to OUT OF BOUND places in the town.
- j. Keep your turnout always well.
- k. Not to sell anything to military or civilian personnel while stay in the camp.
- l. Keep your beds and beddings clean and tidy.
- m. Do'nt jump over the fences.
- n. Do'nt make fire anywhere in the vicinity of camp except the proper cookhouse.
- o. Do'nt break the water pipes in the bath rooms.
- p. Do'nt throw ~~the~~ rubbish in the camp except the garbage bins.

6  
No TCM / 14  
Transit Camp, Camp MARTINI  
LIMETE, LEOPOLDVILLE  
Tele: 7273  
27 March 63

To:- HQ SECTOR 'L'

Subject:- Standing Orders for Transit Camp, Camp MARTINI

Reference your letter No 9258/STN dated 4 Mar 63.

Draft camp standing orders is submitted for your approval and return please.

*T. H. Markstrom*  
Major  
OC Transit Camp, Camp MARTINI  
(T MARKSTROM)



BOITE POSTALE 7248  
LEOPOLDVILLE  
REPUBLIQUE DU CONGO  
CABLE: ONUC. LEOPOLDVILLE

5

NOTICE BOARD

OUT OF BOUNDS

The following places are OUT OF BOUNDS to all UN troops:-

- a. CASSINO MONTE CARLO - Situated on Ave MOULAERT,  
LEOPOLDVILLE
- b. ANC CAMP CLINT MAISONS

(Auth:- HQ SECTOR 'L' No 8008/SEC dated 10 March 63).

LEOPOLDVILLE  
12 March 63

*J. M. O'Connor*  
Major  
Camp Commandant Transit Camp MARTINI  
(T MARKSTROM)

*3 Copies of this notice handed over  
to G.M. for Notice Boards*

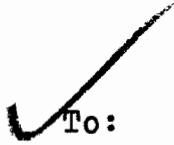
ORGANISATION DES NATIONS UNIES  
AU CONGO



UNITED NATIONS ORGANIZATION  
IN THE CONGO

BOITE POSTALE 7248  
LEOPOLDVILLE  
REPUBLIQUE DU CONGO  
CABLE: ONUC. LEOPOLDVILLE

64



To: Camp Commandant Trasnit Camp  
MARTINI

NO 8008/SEC  
10 Mar 63

From: HQ Sector 'L'

Subject:- Out of Bound Locations - LEOPOLDVILLE

Reference your letter No TCM/14 dated 5 Mar 63

According to The Force Routine Orders available the following places are out of bounds to UN tropps:-

- (a) CASSINO MONTE CARLO - situated on Ave Moulaert,  
LEOPOLDVILLE
- (b) ANC CAMP CENT MAISONS

Major  
For Commander  
( M P NOONAN )

Card 76

(3)

To:- All Units  
All Liaison Officers

NO 9232 / SEC  
4 Mar 63

Subject:- Transit Camp Martini - Instructions for transitees/  
Units Requiring Use of Transit Camp

A copy of the above instructions is forwarded herewith  
for information and guidance.

M P Noonan

Major  
For Commander  
(M P NOONAN )



(2)

TRANSIT CAMP MARTINI

INSTRUCTIONS FOR TRANSITEES/UNITS REQUIRING USE OF  
TRANSIT CAMP

1. A transit camp to provide accommodation and meals for approximately :  
14 officers, 30 - 40 N C Os and 240 men  
has been set up at Camp MARTINI.
2. Units and/or liaison officers requiring accommodation and/or meals must give at least 7 days notice to this HQ and Camp Commandant MARTINI.
3. Except in very exceptional circumstances accommodation and meals will NOT be provided unless required notice as in para 2 is given.
4. In the case of units of battalion strength requiring use of the Transit Camp an advance party of at least ;  
1 Officer  
3 N C Os  
10 Men (including Not less than 3 cooks)  
must report to Camp Commandant MARTINI at least 7 days before the main body.
5. In the case of units of company or greater strength but NOT of battalion strength the minimum number to report to the Camp Commandant will be ;  
1 Officer  
1 NCO  
6 (men including at least two cooks)
6. The advance party will be responsible for taking over accommodation and equipment from Camp Commandant.
7. The O/C unit or bn will appoint an officer to maintain liaison with Camp Commandant. In case of small numbers the Contingent Liaison Officer will perform this duty.
8. A rear party must be available to hand back accommodation and equipment to Camp Commandant or his representative.
9. It is appreciated that rear party may be tied to certain times of departure but it is in the interest of unit to procure clearance before leaving.
10. Camp Commandant will ensure that his representative is available at any time of day or night to complete marching out statement.
11. If it is NOT possible for rear party to procure marching out statement the ONUC Liaison Officer of the particular contingent should report to Camp Commandant within twenty four hours of units departure, and complete marchout statement.

.....2/-

12. In the case of small numbers using the camp any difficulties regarding loss and/or damage will be resolved between the Camp Commandant and the ONUC Liaison Officer of the personnel concerned.

13. Necessity for compilation of correct marching in statement is stressed as correct compilation will avoid many problems.

14. All purchases in PX and/or canteen must be on a cash basis.

15. Units and /or personnel using transit camp must observe camp standing orders.

16. Permanent camp staff personnel will take orders from Camp Commandant or his representative only.

Units and /or personnel using the Transit Camp are NOT permitted to give orders or instructions to permanent camp staff.

Any representations they wish to make must be routed through the Camp Commandant or his representative.

17. The telephone number of Camp Martini is 7273. Telephone numbers of officers' Mess is 7389.

18. If services in addition to those provided at the Transit Camp are required the L O of the particular contingent should be notified by senior member of transitees requiring the service eg medical attention, transport, welfare arrangements etc.

19. On NO account are items of Camp Equipement to be moved from their present locations. This applies particularly to beds.

*mp. Noonan.*

Major  
For Commander  
( M P NOONAN)

①  
No TCM / 14  
Transit Camp MARTINI  
LEOPOLDVILLE  
Tele: 7273  
5 March 63

To:- HQ SECTOR 'L'

Subject:- OUT OF BOUND LOCATIONS - LEOPOLDVILLE

It is requested that one copy of the list of all locations in Leopoldville which are "out of bounds" to UN troops may please be supplied at an early date.

*T. Markstrom* Major  
Camp Commandant Transit Camp MARTINI  
(T MARKSTROM)

MI

Certified that I have read these standing orders carefully  
and I will explain to all of my men, who are transients at  
transit camp:-

1. 18 Swedish Battalion.

Signature of unit liaison  
officer

*B. Jansson*

20 Swedish Battalion (35) *K. Danielson*

38th Irish Inf Bn.

*Robertson Capt.*

NORW AA BN

*B. Johanne*

DANISH GTCOMPANY

*S. Hollesen CAPT.*

ADVANCE 39 IRISH Bn

*Thomas Campbell C/S*

*C. J. [Signature]*

*MOBYLNE Lt*

CAPT. E. N. N. DEJOE 4 GHANA R  
REAR PARTY

*A. Hedger Capt*  
9/10/63

TRANSIT CAMP, CAMP MARTINI (LIMETE)

LEOPOLDVILLE

STANDING ORDERS

1963

LEOPOLDVILLE  
25 March 1963

MI

CHAPTER I - GENERAL

1. A military transit camp to provide accommodation and meals upto the following maximum strength at a time, has been set up at Camp MARTINI, located at 14th Street, LIMETE, LEOPOLDVILLE:-

a. Officers	.... 14
b. NCOs	.... 40
c. ORs	.... 240

2. Telephones. Two telephones have been installed in the transit camp. Their numbers and location are as under:-

a. Office	....7273
b. Officers Mess	....7389

3. Notice required for the Service in the Camp. Units and/or Liaison Officers requiring accommodation and/or meals must give at least 7 days notice to HQ Sector 'L', who will give the necessary instructions to the OC Transit Camp for the provision of the accommodation and/or meals.

4. Services other than those Provided at the Transit Camp. If services in addition to those provided at the transit camp are required, the Liaison Officer of the contingent concerned should be notified by the senior member of the transitees requiring the service e.g. medical attention, transport, welfare arrangements etc., who will make the arrangements.

5. ONUC Bus Service. A bus of HQ ONUC Transport Bus Service is visiting the camp after every one hour for ROYAL via town and for Air Port. All transitees can make use of this bus but they must be in possession of their ID Cards.

6. Every effort will be made by the transit camp staff to make the transit camp comfortable according to the means and resources available.

6. Units and / or personnel using transit camp must observe these orders.

CHAPTER II - ESTABLISHMENT

General

1. The following establishment is authorised for the transit camp:-

a.	Officer Commanding	....	....	1
b.	Quartermaster (WO/Sgt)	....	....	1
c.	QM Clerk (Sgt)	....	....	1
d.	Reception Clerk (Sgt)	....	....	1
e.	NCO i/c Guards and Labourers	....	....	1
f.	NCO General Duties	....	....	1
g.	Mess Sergeant	....	....	1
h.	QM's Assistant (L/Cpl or Pte)	....	....	1
j.	PX and Canteen Assistant (L/Cpl or Pte)	....	....	1
k.	Cooks (European type cooking)	....	....	3
l.	Mess Waiters	....	....	6
m.	Houseboys	....	....	6
n.	Labourers	....	....	6

2. The duties and responsibilities are given in the succeeding paragraphs. All the above personnel except officer commanding will take orders from the officer commanding or his representative. Officer Commanding will take order from HQ SECTOR 'L'. Units and/or personnel using the transit camp are NOT permitted to issue any orders or instructions to the camp staff. Any representation they wish to make, must be routed through the Officer Commanding or his representative.

3. The camp staff will be provided by the Chief of Military Personnel on the request of HQ SECTOR 'L', from the units/contingents serving in CONGO except for the permanent staff members shown in the staff list for the transit camp who will be rotated according to their tenure of service. The normal tenure of duty of all the personnel to be employed in the transit camp staff will be three months except for those who have been shown in the staff list, who will be changed according to their tenure of service in CONGO.

Duties of the Staff

4. Officer Commanding

- a. He is the chief of the transit camp.
- b. He is responsible for smooth running of the camp in all respects.
- c. He will be responsible for supervision and control all accounts operated in the camp. He will inspect all accounts operated at least twice a month and make his endorsement to this effect on the account book.
- d. He will ensure that WOs and NCOs are conversant with their duties as set out in these orders.
- e. He will inspect the camp at least once a week and cause a record of such inspections to be maintained.
- f. He will ensure that camp installations are in working order, clean and tidy at all times.
- g. He will ensure that transitees reporting to the camp are properly received and all installations and equipment to be used by them, properly located to them.
- h. He will ensure that a proper marching out statement is prepared before the transitees leave the camp.
- j. He will ensure that all transitees are briefed on arrival, on camp standing orders, with particular reference to meal hours, discipline, cleanliness of the camp area.
- k. He will ensure that a list of all locations in LEOPOLDVILLE, which are 'OUT OF BOUNDS' to UN troops is permanently displayed on a camp notice board and brought to the attention of all transitees.
- l. He will ensure that when a unit is in the occupation of the camp, the senior officer of the unit or an officer to be detailed by such an officer, is appointed to liaise between officer commanding Transit Camp and the unit.
- m. He will notify relevant unit or contingent liaison officer of any breaches of discipline on the part of the members of the unit/ or contingent using the camp.
- n. He will also inform HQ SECTOR 'L' if any breaches of discipline arises.



- o. He will forward a daily report regarding incoming/ outgoing of the transitees, by nationality to HQ SECTOR 'L'.

5. Quartermaster

- a. He is a principle staff member of the camp after the Officer Commanding.
- b. He is responsible for smooth running of the camp in all respects.
- c. He is responsible to draw all the ordnance stores and all rations from the Base Ordnance Depot and Base Supply Depot respectively, and has an account of all these stores in addition to that is kept in the office.
- d. He will ensure that every kind of store is complete at all times according to the ledgers maintained in the office and the bin cards hung over every item.
- e. He will inspect the camp daily and give OK report to the Officer Commanding.
- f. He will ensure that all other staff members are conversant with their duties as laid down in these standing orders.
- g. He will ensure that camp installations are in working order, clean and tidy at all times, and if there is any type of defect he will report to the Officer Commanding.
- h. He will prepare a marching out statement before the transitees leave the camp.
- j. He will brief all transitees on arrival, on camp standing orders with particular reference to meal hours, PX/Canteen opening timings, discipline and cleanliness of the area etc.
- k. He will maintain the full control of the transit camp at all times.
- l. He will report to the officer commanding any breaches of discipline on the part of permanent staff and the transitees using the camp.

- m. He will ensure that every material/accommodation/furniture issued to the transitees, is taken back before they leave the camp and if there is any loss or damage he will immediately report to the officer commanding.
- n. He will ensure that the food is properly cooked and served to all transitees according to the scale and timing.
- o. He will maintain a daily account of all the expendible stores.
- p. He will have one assistant to help in his duties.
- q. He or his assistant must remain present in the camp all the time during day and night.
- r. He will see if any item of camp equipment has been moved from its present location especially beds and will report to the officer commanding.
- s. He will collect the sale proceeds of PX stores daily from the PX NCO at the evening time and hand it over to the officer commanding in the next morning.
- t. He will prepare a marching in statement of transitees as soon as a party arrives in the camp. Necessity for compilation of correct marching in / out statements is stressed on as correct compilation will avoid many problems at a later date.

6. QM CLERK

- a. He will be chief of the office and will take orders from the officer commanding.
- b. He will be responsible for smooth running of the office.
- c. He will maintain the following accounts in the office:-
  - (i) Ration Accounts
  - (ii) Unit Equipment Ledgers
  - (iii) PX Stores Ledger
  - (iv) PX Cash Account

- d. He will prepare all demands of ordnance stores, ration and PX stores. QM and NCO i/c PX will furnish the necessary data of requirements well in advance.
- e. On receipt of stores in the camp, he will take them on charge in the respective ledgers/accounts.
- f. He will ensure that all reports and returns are rendered in time.
- g. He is responsible for all office equipment on charge of the office.
- h. He will not keep any letter pending for more than 7 days without the information of the officer commanding.
- j. He will put up all incoming dak to the officer commanding early in the morning.
- k. He will prepare monthly issue voucher of all expendible stores from the daily record of issue of expendible stores maintained by the QM.
- l. He will have an assistant clerk, who will also do the duties of reception clerk.

7. Reception Clerk

- a. He will be an assistant to the QM Clerk and will work under his direct supervision.

(Further details of responsibilities will be shown as and when he will be posted to the camp).

8. NCO i/c Guards and Duties

- a. He will be chief of guards and civilian establishment employed for the camp.
- b. He will distribute the duties equally.
- c. He will call the roll of all civilian employees at 0800 hrs and 1500 hrs, and if anybody is absent he will make a report to the officer commanding.
- d. He will submit report regarding congolese employees regarding their efficiency to the officer commanding as and when it is necessary.
- e. He will arrange for the payment of pay to the congolese employees.
- f. He will ensure that all the congolese employees are working properly according to their duties.
- g. He will ensure that camp area is kept clean by these employees at all times.
- h. He will take care of all the buildings and their fittings, when those are not occupied.
- j. He will inspect the camp including bathrooms, latrines, messes, dining halls etc daily and ensure that the camp and its premises is quite clean.
- k. He will ensure that the fences of the camp are always all right.
- l. He will arrange removal of the garbage from the camp.
- m. He will ensure that no congolese employee is taking anything from the camp at the expiry of the working hours.
- n. At times, when he finds any difficulty in tackling with these congolese workers, he will report the matter to the officer commanding.
- o. He will ensure that a sentry is posted on the main gate during day and night.

9. NCO i/c General Duties

- a. He will work under the direct supervision of QM.  
(Further details of his responsibilities will be shown as and when he is posted to the camp.)

10. Mess Sergeant

- a. He will be under the direct instructions from the QM.
- b. He will be incharge of the officers, NCOs and men's messes and PX/Canteen.
- c. He will take over all the mess furniture, kitchen equipment, crockery and cutlery from the QM and maintain a proper account of every thing.
- d. He will ensure that all items of equipment in his charge are always in serviceable condition.
- e. He will draw the rations daily from the QM according to the scale and number of personnel present in the camp.
- f. He is responsible for the good cooking of the food and its serving to the transitees according to the authorised scale.
- g. He will keep the kitchen, dining hall and messes always clean and tidy.
- h. He will not leave the camp without the prior permission of the QM.
- j. He will have an assistant for PX/Canteen, who will responsible for running the PX/Canteen under his supervision.
- k. He will ensure that the cooks and waiters work properly and remain clean and tidy at all times.
- l. He will prepare a menu weekly and get it approved from the officer commanding transit camp before its execution.

11. Assistant to QM (L/Cpl or Pte)

- a. He will work directly under the instructions from the QM.
- b. In the absence of QM, he must be prepared to answer any query regarding QM's responsibility.

12. NCO i/c PX/Canteen

- a. He will be an assistant to Mess Sergeant for PX/Canteen, and work under his supervision.
- b. He will be responsible to demand and collect PX stores from the PX depot according to their instructions.
- c. He will maintain a neat account of all PX stores and cash.
- d. He will not issue more than the authorised quota of any item to any customer.
- e. He will keep the PX always neat and tidy.
- f. He will deposit all sale proceeds with the QM at 1700 hrs every day.
- g. He must be present in the PX during its opening hours.

13. Cooks/Waiters. Such personnel so employed will be responsible for cooking the food, serving the food to the transitees and permanent staff members, and keeping the cookhouses and dining halls clean and tidy. When there will be no cooking in the camp they will be employed by the NCO i/c Guards and duties to any other job, which he finds suitable for them including washing/ironing of bedsheets/pillowcases.

14. Houseboys/Labourers. Such personnel so employed will be responsible for the cleanliness of the camp area including all living rooms, bathrooms, latrines, stores, dining halls, cookhouses etc and will also perform other casual duties as designated by the NCO i/c Guards and Duties such as Washing/Ironing of bedsheets/pillow cases and trimming of trees etc.

CHAPTER III - ADMINISTRATION

Accounts

1. The following accounts will be operated in the camp:-
  - a. Ration Accounts In the office and by the QM.
  - b. Unit Equipment Ledgers }  
including Expendible } In the office.  
Stores. }
  - c. PX Account In the office and PX NCO.
  - d. Daily expenditure of }  
Expendible stores } By the QM.
  - e. Kitchen, Messes and }  
Dining Hall Equipment } By the Mess Sergeant in addition  
to that ledgers maintained in  
the office.
  - f. Bin Cards By the QM
  - g. Civilian Daily Attendance  
Register By NCO i/c Guards and Duties.

2. The office commanding transit camp will inspect all these accounts at regular intervals but at least once every fortnight and make an endorsement to this effect on the account book.

Messing

3. Kitchen. There will be three kitchens in the camp. One in Officer's Mess, second in the NCOs Mess and third near the other ranks barrack. The last one situated near the other ranks barrack at the end of store building will be the main kitchen. All the foods will be prepared in this kitchen and all the cooks will work there. For officers and NCOs, food will be taken to their messes by the respective cooks/waiters allotted for the purpose and place in the respective kitchen. Gas cooker and a refrigerator one each have been placed in both of these messes. Food will be made hot before it is served by the cook/waiter responsible.

4. Rations. All kinds of rations will be brought by the QM or his assistant from the supply depot and kept in the ration stores. Rations for cooking will be issued daily by the QM to

the mess sergeant according to the strength present in the camp. All the food will be cooked under the supervision of mess sergeant and if there is any defect in the cooked food, mess sergeant will be held responsible for it. QM will check the food daily at each time before it is issued to the transitees. Officer Commanding transit camp will also check the food at regular intervals. Mess sergeant will prepare a weekly menu and have it approved by the officer commanding before its execution.

5. Kitchen Equipment/Furniture/Crockery and Cutlery. Mess sergeant will be responsible for all the kitchen equipment/furniture/crockery and cutlery issued to him by the QM, for their correctness and serviceability at all times. Kitchen, messes and dining halls will be kept clean at all times.

6. Food hours. The following food hours will be observed strictly:-

a.	Breakfast	----	0700
b.	Lunch	----	1200 - 1300 hrs
c.	Afternoon tea	----	After lunch
d.	Dinner	----	1800 - 1900 hrs

7. Complaints. Complaints, if any, in respect of the food, behaviour of the serving staff will be put up to the officer commanding transit camp through the senior transitee member.

PX/Canteen

8. The PX/Canteen has been opened for the benefit of all military personnel living in the camp. Its opening hours are as under:-

a.	Morning	---	0830 to 1130 hrs
b.	Evening	---	1430 to 1700 hrs

9. Everybody will ensure that all the items sold by the PX are for the personal use of the individual. Nobody will try to resale these items to any body.

10. This camp is receiving certain items of PX stores at a very limited scale, and as such these items will be issued on a uniform basis, as per orders of the officer commanding, as amended from time to time and displayed in the PX.



11. No civilian person is authorised to make purchases from the PX.
12. PX NCO is responsible to prepare the account in addition to that maintained in the office.
13. PX NCO will deposite all the sale proceeds with the QM daily at 1700 hrs, which will be handed over to the officer commanding on the next morning. After every two three days accumulated amount will be deposited in the bank.
14. As soon as the amount is available for payment of the bill to the Central PX Stores, it will be paid.
15. A very little profit will be taken on the PX stores and this profit will be used for the upkeep of the camp.
16. No one is authorised to enter the PX unless he is authorised by the officer commanding transit camp or PX NCO.
17. Sale from PX will always be on cash payment in congolese francs.
18. Mutilated notes/damaged coins will not be accepted.
19. PX will always be locked when the PX NCO is not present there.

CHAPTER IV - TRANSITILES

1. Units and / or Liaison Officers requiring accommodation and/or meals must give at least 7 days notice to HQ SECTOR 'L' and the Officer Commanding Transit Camp.
2. Except in very exceptional circumstances accommodation and meals will NOT be provided unless required notice as in para 1 above is given.
3. In the case of units of battalion strength requiring use of the transit camp, an advance party must report to the officer commanding transit camp at least 7 days before the main body. The advance party must be of at least:-
  - a. Officer --- 1
  - b. NCOs --- 3
  - c. ORs ---10 (incl not less than 3 cooks)
4. In case of units of coy or greater strength but NOT of battalion strength, the minimum number of advance party to report to the officer commanding transit camp will be:-
  - a. Officer --- 1
  - b. NCO --- 1
  - c. ORs --- 6 (incl at least 2 cooks).
5. The advance party will be responsible for taking over accommodation and equipment from officer commanding transit camp.
6. The OC unit or battalion will appoint an officer to maintain liaison between OC unit and OC transit camp. In case of small number the contingent liaison officer will perform this duty.
7. A rear party must be available to hand back accommodation and equipment to the officer commanding transit camp or his representative. The rear party must be headed by an officer.

8. It will be appreciated that the rear party may be tied to certain times of departure but it is in the interest of the unit to procure clearance certificate before leaving. In case the clearance certificate is not obtained by the unit/liaison officer, the units/parties/liaison officers will be liable to pay for the losses/damages reported by the officer commanding transit camp to HQ SECTOR 'L'
9. Before leaving every party commander will hand over a marching out statement to the QM of the camp.
10. If it is not possible for rear party to procure marching out statement the ONUC liaison officer of the particular contingent should report to the officer commanding transit camp within 24 hours of unit's departure and complete marching out statement.
11. In the case of small numbers using the camp any difficulties regarding loss and /or damage will be resolved between the officer commanding transit camp and the ONUC liaison officer of the personnel concerned.
12. All purchases in PX and / or canteen must be on a cash basis in congolese francs.
13. Units and/or personnel using transit camp are not permitted to give any order or instruction to permanent camp staff. Any representation they wish to make must be routed through the officer commanding transit camp or his representative.
14. If services in addition to those provided at the transit camp are required, the liaison officer of the particular contingent should be notified by senior member of transitees requiring the service e.g. medical attention/treatment, transport, and welfare arrangements etc.
15. On no account items of camp equipment are to be moved from their present locations. This applies particularly to beds.
16. Working parties for the cleanliness of the camp area will be provided by the senior transitee member at the request of the officer commanding transit camp.

17. A bus of HQ ONUC Transport Bus Service is visiting the camp after every one hour for ROYAL via town and for Air Port. All transitees can make use of this bus but they must be in possession of their ID cards.
18. No transitee is allowed to have personal service from the civilian congolese employees at the camp.
19. No transitee is permitted to contact with the civilians over the fences and also not to bring any civilian in the camp.
20. Garbage bins have been provided in front of every building. Every body will make best use of these. No rubbish, cigarette ends etc will be thrown in the camp except in the proper garbage bin.
21. Every transitee is reminded of his own responsibility to lookafter his belongings. Transit camp will not be held responsible for any loss to the personal property.
22. In case of a unit of coy or larger strength having unit stores with them, all such stores will be stored in a separate room to be provided by the camp and a guard will be provided by the unit concerned.
23. No body will make fire anywhere in the camp vicinity i.e. inside or outside the barrack rooms.
24. Spitting in the barrack rooms is strictly forbidden.
25. Transit camp office and kitchen are out of bound for all ranks except on duty.
26. The following places are OUT OF BOUNDS for all UN troops:-
  - a. CASSINO MONTE CARLO - Situated on Ave MOULAERT,  
LEOPOLDVILLE
  - b. ANC CAMP CENT MAISONS.

These locations will be amended as and when notified in Force Routine Orders.

CHAPTER V - SECURITY

1. Guard by Day. During day time one civilian congolese sentinel will be on the main gate.
2. Guard by Night. During night time, an armed guard of one NCO and three ORs will be provided by any unit stationed at LEOPOLDVILLE under the orders of HQ SECTOR 'L'.
3. Responsibilities of the Guard. The guard will be responsible for :-
  - a. To patrol the area.
  - b. Protect all property in the camp.
  - c. To prevent all unauthorised persons from entering or loitering in the vicinity of the camp.
  - d. To raise the alarm in the event of an attack being made on the camp.
4. The guard will prevent the pilfering the stores from the camp and the removal of the fittings by any person.
5. All vehicles entering camp will be halted at the main gate and checked. Sentries will satisfy themselves that personnel in such vehicles are authorised to enter.
6. All vehicles leaving camp will be checked and where stores are being taken out sentries will satisfy themselves that the person incharge of vehicle has authority to take such stores from the camp.
7. Congolese workers employed in the camp will be required to produce official identity cards and work permits being allowed to enter.
8. Other military persons when not in uniform will be obliged to produce UN ID Card before being allowed to enter camp.
9. By night the sentry on beat will act as flying sentinel patrolling the entire camp area and reporting to the guard commander after every half an hour.

10. In addition to these orders, guards' standing orders for the guard commander and sentinels will be issued in detail by the unit providing the guard.

11. Alarm. An alarm bell is being arranged and will be ready for use in the near future, for use by the sentry to alert the guard. But in the meantime, the alarm bell is not provided the guard commander will detail a man to sit outside the guard room by night to prevent the guard from being taken unawares by any person(s) and warn the guard commander of the approach of vehicle or persons to the main gate. The weapon of such man will always be ready to hand.

12. In case there is an occasion to raise the alarm for whole the camp, the following methods will be used to sound the alarm:-

- a. A series of whistle blasts.
- b. The sounding vehicle horns.
- c. The firing of three rounds in the air.

13. Everybody present in the camp, will stand to with their personal weapon, if they have in their possession.

14. The officer commanding transit camp and the Duty Officer at HQ ONUC will be informed by the QM by telephone.

CHAPTER V - DISCIPLINE

1. While stay at the camp it is expected from every person to produce a very high standard of discipline, because a soldier is borne from the discipline. It is therefore stressed that everybody using the camp will pay particular attention to the following points:-

- a. No contact with the civilians.
- b. Strict observation of these standing orders.
- c. High standard of compliments.
- d. Not to cause damage to any property of the camp.
- e. Not to quarrel with any permanent staff member or civilian congolese worker.
- f. Not to use any place as toilet except as the authorised one.
- g. Not to stand near the fence of the camp.
- h. Not to go to OUT of bounds places in the town.
- j. Keep your turnout always well.
- k. Not to sell anything to military or civilian personnel while stay in the camp.
- l. Keep your beds and bedding clean and tidy.
- m. Do'nt jump over the fences.
- n. Do'nt make fire anywhere in the vicinity of the camp except the proper cookhouse.
- o. Do'nt break the water pipes in the bath rooms.
- p. Do'nt throw rubbish in the camp except the garbage bins.

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