

1-219

13 May 1964

Dear George,

The attached memorandum of 5 May 1964 to Mr. Omerio-Tafall from me will give you a good idea of what we are planning to do to keep essential transport in operation after 1 June when the EMS set-up ceases to function. This is the report which we referred to in our cable CHUS 1609.

The maintenance of adequate transport facilities for the Civilian Operations' programme is in fact a more urgent requirement here than in any other country where I have served; and the urgency of the need is matched only by the difficulty of meeting it. As you know, the largest single item in the Civilian Operations 1964 budget, apart from personnel services, is the operation and maintenance of vehicle transport.

I am sure that you will agree with me after reading the above-mentioned report that the job of organising transport here is large, complex and urgent. I hope therefore that I may count on your assistance in obtaining for us a number of urgently required staff with the right qualifications - an essential first requirement to get this job done.

The key post to be filled is that of Chief Transport Officer, which is a P1 post in our budget. The incumbent should be a good organizer, with initiative, who is decisive and is capable of delegating responsibilities. He should be capable of handling this tough and important job without being thrown by the conflicting pressures. Anyone who does this job well will have earned a large feather for his cap.

Our Chief Transport Officer for Civilian Operations, Mr. Khalifa, has just fallen ill, and it is not known yet whether he can come back at all to work with us, but if he does it seems that he will not be able to return to his old post. Mr. Mortensen has stepped into the breach, and is handling this job as well as his own with his customary skill. I hope we may retain his services until we can find a replacement for Mr. Khalifa - which I hope you can provide - and then Mr. Mortensen can be free to handle bigger things, of which I believe he is entirely capable. Could you let me have the earliest possible reply on this vital question of a Chief Transport Officer.

Mr. George Lasky,
Acting Chief, Field Operations Service,
Office of General Services,
HQ Quarters New York

I am enclosing a list of the international posts at the Petit Pont Workshop, the Headquarters Transport Unit and the Central Stores which will show you how we plan to utilize available staff.

The following additional personnel is required:

No. 6 Workshop Manager

This post will be one of the key functions in the Transport section. Apart from being responsible for the independent supervision and control of the maintenance and repair of our vehicles, the workshop manager must be prepared to assist the Chief Transport Officer with advice on technical matters in general.

The only presently available staff member qualified to fill this post would be Mr. Hoffmeyer. He has, however, requested home leave starting 1 July and is expecting a transfer in connection with his leave. Hoffmeyer has, same as a number of other staff members here, had to carry a big workload under difficult conditions for many, many months. He feels himself that he has reached the point where it would serve no useful purpose to go on without leave. I tend to agree with him but cannot see how we could give him leave this side of 1 October if he were to remain here.

I suggest, therefore, that a new workshop manager be provided by Headquarters to arrive Leopoldville soonest but not later than 15 July 1964. Hoffmeyer has been told that he should plan to stay here until about one month after the arrival of the new workshop manager and is apparently satisfied with this arrangement; job description is attached.

No. 8 Chief Mechanic We have been using Mr. W. Corwell in this post for the last three months but a replacement is required. Mr. Corwell is a very conscientious staff member and a good mechanic. He has however had serious health problems lately and has - especially in the Chief Mechanic's post - been working under a strain which he is not physically equipped to sustain. He has now himself made a strong request for a transfer away from the Congo by 30 June 1964.

I think consideration should be given to his request for transfer but that he be retained in Leopoldville until 15 August to assist Mr. Hoffmeyer during the transit and re-organization period and to allow Headquarters time to provide a replacement by 1 August latest; job description is attached.

No. 11 Storekeeper Mr. Burns is now in the post of storekeeper at the Petit Pont Workshop. His performance in this post has not been entirely satisfactory but he has been working at some disadvantage since he speaks no French at all, is not a storekeeper by trade and does not possess very great authority. We have recommended that his contract be renewed for three months up to 30 September 1964 and it is our opinion that it should not be extended further for service in the Congo. He may, however, do a fine job in UNHCR, UNTSO or another English-speaking mission where he would be working directly on vehicle repairs and we would not preclude the possibility of a transfer if you need mechanics elsewhere. At any rate we need a replacement around 1 August and are prepared to release Burns one week after the arrival of the new man; job description of the replacement for Burns is attached.

No 14 Chief of Central Stores It is of the utmost importance that this post be filled with a minimum of delay. We do not have a central stores at the moment - neither premises nor personnel - but must have it in operation by the beginning of June when SCB stores will be transferred to us and when we shall have to commence supplying our own workshops. It is indeed one of our main headaches and I hope you will take action on the request for recruitment which we cabled to you in our ONUC 1609.

As for the relationship between the Chief of the Central Stores and Mr. Hoffmeyer (your cable 1622) you will see from the general organization plan that there is no direct (command) relationship between the two. We proposed P-5 or P-6 as the grade of the Chief of the Central Stores mainly because we considered it unlikely that a person with the required qualifications would accept anything less; job description is attached.

To sum up:

We urgently need and urgently request you to provide us with the following personnel:

Chief Transport Officer
Chief, Central stores
Workshop Manager
Chief Mechanic
Storekeeper/Mechanic

All of these posts - with the exception, maybe, of the last one - have one thing in common which I would like to stress. They call for people who are able to work independently and who possess the experience and qualifications to supervise and organize fairly large operations.

Please try to do all you can to help us in this matter and keep us informed about the progress.

Yours sincerely,

John Saunders

cc: Mr. R.B. Stedman, Director, Joint Administration Division, TAB/Special Fund
Mr. Carey Seward, Chief Administrative Officer
Mr. M. Gauvreau, Chief of Personnel
Mr. K. Mortensen, Chief, ONUC Transport Branch

JOB DESCRIPTION

Title of Post: Chief of Central Stores (Vehicle Spare Parts)
Place of Duty: Central Stores, Leopoldville
Description of Duties:

This staff member will be in charge of the new Central Stores for vehicle spare parts which is being established late May 1964 in Kingabwe on the outskirts of Leopoldville. He will be responsible for organization of the stores (including identification of spare parts), and for establishment of the necessary administrative systems to control stocks, issues and consumption of spare parts. He will be responsible also for calculating future requirements and for preparing requisitions for new stock. (In consultation with the Chief Transport Officer and the Workshop Manager he must be able to select the spare parts to be purchased giving due consideration to essential requirements and budget limitation).

He will supervise one international and about 8 locally-recruited staff members and must be prepared to instruct and train Congolese personnel, when and as required.

The Central Stores will handle over-the-counter issues of spare parts to two large workshops in Leopoldville (it will be located in the premises of one of these) as well as shipment of spare parts to transport offices in the provinces. The stores will include parts for several types and makes of cars.

Qualifications:

- 1) Fully trained and well-qualified spare parts man with the ability to properly and correctly identify types of spare parts - including knowledge of the use of these spare parts and possibilities of substitution.
- 2) At least five years experience in supervising a medium-sized vehicle spare parts stores, including stock control, issues and calculation of replenishments.
- 3) Good command of both French and English.

Suggested Grade: PS-5 or PS-6

JOB DESCRIPTION

Title of Post: Chief Mechanic
Place of Duty: Petit Font Workshop, Leopoldville
Description of Duties

The Chief Mechanic will be responsible for the day-to-day, direct supervision of all maintenance and repair work done in the workshop. He will distribute and control work and will ensure that all of the approximately 35 foremen and mechanics working under his supervision are utilized in the most efficient manner and that a high degree of discipline is maintained. He will control the technical quality of all work performed in the workshop and must be prepared to demonstrate to the foremen and mechanics proper techniques to be employed in the execution of repair work.

Qualifications:

- 1) Fully qualified automobile technician with thorough knowledge of all repairs including engine overhauls, electrical repairs, body work, maintenance, etc.
- 2) Minimum five years experience in supervision of mechanics (medium-sized workshop), ability to maintain discipline and to organize and control automobile repair works of all kinds.
- 3) Fluent French and some knowledge of English.

Suggested Grade: PS-4 or PS-5

JOB DESCRIPTION

Title of Post: Storekeeper (Automobile Mechanic)

Place of Duty: Petit Pont Workshop, Leopoldville

Description of Duties:

This staff member will be in charge of the spare part stores at the Petit Pont Workshop and will be responsible for organization and control of the stores and for ensuring correct and timely replenishments from the Central Spare Parts Stores.

He must also be prepared to accept the assignments connected with maintenance and repair of vehicles in the workshop (leave and sickness replacement).

Qualifications:

- 1) Fully qualified automobile technician.
- 2) Minimum five years practical experience in vehicle repairs of all kinds.
- 3) Preferably some experience or training in identification and handling of vehicle spare parts.
- 4) Good knowledge of French and working knowledge of English.

Suggested Grade: FS-3

JOB DESCRIPTION

Title of Post:

Workshop Manager

Place of Duty:

Petit Pont Workshop, Leopoldville

Description of Duties:

The Workshop Manager is in charge of the Petit Pont Workshop and is directly responsible to the Chief Transport Officer for planning, organizing and controlling all work in the workshop. This work includes maintenance, repairs of all kinds, storage of spare parts, preparation of technical reports and issue of petrol. He will advise the Chief Transport Officer on technical transport questions and will be expected to make proposals aimed at improving the economy, quality and general operation of the maintenance and repair services.

He will supervise 7 international and about 55 locally-recruited staff members.

Qualifications:

1. Fully qualified automobile technician with thorough knowledge of all aspects of repairs, machine work, electrical equipment and body work.
2. Minimum of five years experience in supervising and organizing the operation of a medium sized workshop including related administrative work.
3. Good knowledge of French and English.

Suggested Grade:

PS-5 or PS-6

PETIT PONT WORKSHOP
INTERNATIONAL PERSONNEL

CIVILIAN OPERATION TRANSPORT

Post No.	Title of Post	Name and Nationality of Incumbent	Level		Action Required	Target Date
			Present	Required		
6.	Workshop Manager	Vacant (Hoffmeyer)	-	FS-5 (FS-6)	Headquarters to Recruit	15 July 1964
7.	Assistant Workshop Manager and Liaison Offr. TPM Workshop	Deshomes (Haiti)	FS-3	FS-4	Nil (SPA to be recommended later)	
8.	Chief Mechanic	Vacant (Corwell)	-	FS-4	Headquarters to recruit	1 August 1964
9.	Asst. Chief Mech	Van Hoydonk (Netherlands)	FS-3	FS-3	Nil	-
10.	Vehicle Inspector	Benoit (U.K.)	FS-3	FS-3	Nil	-
11.	Storekeeper	Vacant (Burns)	-	FS-3	Headquarters to recruit	1 August 1964
12.	Adm. Assistant	Vacant	-	FSL-3	Transfer from existing ONUC staff	15 May 1964
13.	Clerk/Secretary	Tessema (Ethiopia)	FSL-3	FSL-3	Nil	-

CENTRAL STORES

14.	Chief	Vacant	-	FS-5	Headquarters to recruit	15 May 1964
15.	Senior Storekeeper	Vacant	-	FS(L)-4	Transfer from existing staff in ONUC.	15 May 1964

HEADQUARTERS TRANSPORT UNIT

16.	Chief	Swaminathan	FS-3	FS-4	To be granted SPA to FS-4	1 June 1964
17.	Senior Despatcher	Kitsonidis	FSL-3	FS-3	Nil	1 June 1964

UNITED NATIONS - NATIONS UNIES

INDICATE
PRIORITY

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CHUC 2752

STEINMAN FROM SAUNDERS. MY LETTER 13 MAY TO LANSKY COPIED TO
YOU SUMMARISED URGENT NEED TO RECRUIT VEHICLE TRANSPORT PERSONNEL.
SEVERAL CABLED REQUESTS FOR GUIDANCE ON RECRUITMENT ENDING WITH
MY 2681 OF 17 JULY HAVE NOT YET PRODUCED ADVICE EXCEPT FOR
CONSTRUCTIVE THOUGH DISCOURAGING FIELD SERVICE CABLE 1935 OF
26 MAY. WOULD APPRECIATE SOME EARLY INFORMATION ON PROSPECTS.

cc: Mr. Gouvromi
Mr. Mortensen

1250 x 100 - 11 - 63

T. O. R.

T. O. D.

BY :

Drafted by :

Authorized : J. Saunders

Date : J. Saunders

27.7.1964

ADM 430
5 May 1964

To: Mr. B.F. Osorio-Tafall, Chief of Civilian Operations
From: J.M. Saunders, Deputy Chief Administrative Officer, Civ Ops.
Subject: Vehicle Maintenance and Repair - Civilian Operations Transport

INTRODUCTION

This report sets out the proposed plans for vehicle maintenance and repair in Leopoldville under Civilian Operations' administration during the second half of 1964.

In calculating requirements for workshops, personnel, spare parts, etc., it has been assumed that the number of vehicles to be operated in Leopoldville during the second half of 1964 will be as follows:

July, August and September: 300 Civilian Operations' vehicles plus 50 ONUC Civilian Administration vehicles.

After 1 October: 300 Civilian Operations' vehicles.

The various actions required to implement the plan are enumerated in the report and have been summarized in Annex A with target dates and the names of the executive officers shown for each step of the plan.

Background

Maintenance and light repairs (1st line repairs) of ONUC and Civilian Operations' vehicles are currently performed by the Petit Pont Workshop. All heavy repairs (2nd and 3rd line) are handled by the EME workshops in Limeté and N'Djili. The Scandinavian EME personnel are scheduled for repatriation in mid-June and it is expected that operation of the two EME workshops will cease as of 1 June 1964.

It will consequently be necessary by this date to make arrangements for the repairs now handled by EME to be carried out elsewhere.

General Plan

The policy of Civilian Operations is to give preference to any solution to the problem of vehicle repairs which would actively aim at the complete assumption of this responsibility as soon as possible by the Congolese Government.

The proposal now - which has received the approval in principle of the Minister of Public Works - is for the Government to re-activate the Government Workshop in Kingabwa - referred to below as the TPM Workshop - with the support of ILO and UN Public Works experts. This project will be supported also by provision of UN mechanics on the understanding that Civilian Operations may utilize the facilities of the workshop for heavy repairs of its own vehicles.

The TPM Workshop is a very large and fully integrated workshop with a complete range of machines and equipment for performing any type of vehicle repair. It is at present utilized only up to about 15% of its full capacity.

The Petit Pont Workshop will be retained as a UN Workshop. It will be equipped and staffed to handle all servicing of Civilian Operations' vehicles plus as many repair jobs on these vehicles as the capacity of the workshop will permit. The retention of the Petit Pont Workshop is considered essential since it will provide us with:

- a) A centrally located workshop where all periodic maintenance and minor repair jobs can be performed. Considering that the distance from the Royal to the TPM Workshop is 10.5 kilometers it would be impractical to use the TPM Workshop for servicing and minor repairs.
- b) A centrally located fuelling point.
- c) - and last but not least - a means of reducing for a period whose duration cannot yet be defined, the number of vehicles to be sent for repairs to the TPM Workshop. This is a consideration of much importance in the plans, since the TPM workshop will face problems common to any workshop in the world, in staffing, equipping, and putting into operation, a large scale service and repair organisation. The handling of heavy repairs will in itself present a problem to the TPM Workshop and we are cognizant of the fact that some difficulties and delays may occur - at least during the initial period of operation. We are ready to accept these difficulties and do all we can to help the TPM staff, since we consider the aim of complete re-activization of the TPM Workshop and ultimate transfer of all repair responsibility to the Government to be of vital importance. All Civilian Operations personnel will be asked to assist us in this task by accepting in good spirit any inconvenience and delay which may occur. We, on our part, will do our utmost to minimize these difficulties.

TPM Workshop

The agreement in principle to the proposed re-activization of the TPM Workshop and its use for repair of Civilian Operations vehicles has been given by the Minister of Public Works. Further negotiations are under way with the Ministry of Public Works on various policy questions which need to be settled before the plan can be launched.

Messrs. Larcher and Dubuc have been swift and effective in the handling of continued negotiations with the Government.

It is hoped that the Chief of ILO will be able to prepare a detailed plan for the project during the first half of the current month and that the formal agreement to this plan may be obtained from the Ministry of Public Works immediately thereafter.

A number of specific points relating to the intended use of the TPM Workshop for repair of UN vehicles also need to be settled with the Government. The main question are the following and it is hoped that Public Works and ILO will give due consideration to these in their forthcoming negotiations with the Government:

- a) Storage of Spare Parts - It is planned to locate within the TPM Workshop a Central Vehicle Spare Parts Stores to serve all UN transport throughout the Congo. Approximately 1/3rd of the stores building of the TPM Workshop will be required for this purpose. In order to satisfy UN accounting requirements it is essential that the part of the stores building which is to be made available to the UN be physically separated from the remainder of the store. This is particularly necessary and urgent since a large quantity of spare parts will be received from the ONUC Base Ordnance Depot and other sources during the month of June. The organization and detailed recording of all these spare parts will require several weeks and we must be assured that at least during this period the spare parts are stored in such a way that only UN personnel have access to them.
- b) Priority of Works - A clear understanding must be reached with the Ministry of Public Works that priority will be given to the repair of UN vehicles until such time as the workshop is capable of handling additional work. It may be useful and necessary that we offer to provide the personnel required for the repair of UN vehicles, or alternatively re-imburse the Ministry of Public Works for the necessary number of personnel, thereby clearly establishing that a given number of mechanics are available at the workshop solely for repair of UN vehicles.
- c) Security - The question of security of UN vehicles which are in the workshop for repairs or are stored in the workshop also needs to be discussed with the Government. It is hoped that the Government will agree to provide gate clerks who would be instructed not to permit UN vehicles to leave the garage except on written instructions from a UN staff member. It may also be desirable to consider the possibility of providing a Nigerian police guard during non-working hours of the workshop.
- d) Target Date - It is essential that the repair of UN vehicles at TPM Workshop commences early June and it is, therefore necessary for at least some of the ILO experts, who are to be employed on the project, to start working in the TPM Workshop during the latter half of May at the latest.

Central Stores

As mentioned earlier it is planned to locate the Central Stores for vehicle spare parts in the TPM Workshop. These stores will be under the direct control of the Chief Transport Officer who will

be responsible for issues, stock control, calculation of requirements and preparation of requisitions. An over-the-counter service will be established for issues of parts to the UN element of the TPM Workshop. Requirements of spare parts for the Petit Pont Workshop and the transport offices in the Field will also be issued from the Central Stores.

The following action will be taken immediately so as to be prepared to receive and store the large quantities of vehicle spare parts which are expected to be offered to Civilian Operations by ONUC on the departure of the military force:

- a) The personnel requirements of the Central Stores are shown in the over-all manning table of the Transport Section (Annex B). Immediate action is required by the Personnel Section to make this staff available within the coming month.
- b) Physical separation of the UN Central Stores from the remainder of the Stores Building in the TPM Workshop.
- c) Installation of shelves, bins, racks, etc., required for the orderly storage of the spare parts.
- d) Preparation of stock control cards and issue documents.
- e) Installations required to set up a stock control office and an over-the-counter issue service.

Petit Pont Workshop

As mentioned earlier, the Petit Pont Workshop will be equipped and staffed at maximum capacity at the very earliest date and will become responsible for the following functions:

- a) Regular maintenance of all UN vehicles in Leopoldville.
- b) All repairs of Citroen 2 CV cars operated by the United Nations (approximately 75-80 vehicles).
- c) Light repairs of other UN vehicles in Leopoldville up to the capacity of the workshop. Although we intend to utilize the workshop to its full capacity and will carry out any repair which the workload of the workshop permits, it is anticipated that almost all heavy repairs will have to be referred to the TPM Workshop (except for repairs of Citroen 2 CV cars as stated above).
- d) Recovery Service.
- e) Fuelling of all UN vehicles in Leopoldville and control of petrol consumption.
- f) Classification of vehicles and preparation of repair cost estimates for presentation to the Survey Board.

The following action is required to prepare the Petit Pont Workshop for handling of these responsibilities:

Personnel

The manning table for the Petit Pont Workshop is contained in Annex B.

While several of the required posts can be filled with existing staff it is obvious that some recruitment will have to take place. An immediate review of the personnel situation will be made by the Chief of Personnel and urgent action taken to fill all vacant posts by recruitment or by transfer from elsewhere within the Organization.

Tools

For the establishment of the Citroen Base Workshop a number of special tools will be required. The total cost of these tools is not expected to exceed \$500 and urgent action is being taken to procure these tools from Europe and if possible to fly them in by the Yukon aircraft.

Premises and Installations

A number of small alterations and improvements of the premises and installations at the Petit Pont Workshop will be made in order to obtain the maximum use of the facilities. The Chief of Headquarters Transport Unit will prepare a detailed working plan for submission to the Accommodation Branch which in turn will be authorized to give priority to the required work.

Spare Parts

Since all repairs of Citroen 2 CV vehicles will be carried out at the Petit Pont Workshop, it is planned to store all spare parts for these vehicles at this Workshop. The agreement of the ONUC Administration will be obtained to transfer at the earliest possible date all Citroen spare parts now in the Base Ordnance Depot. Likewise, arrangements will be made to transfer from the EME Workshops and other military units such Citroen spare parts as they may have in stock.

For spare parts for other types of vehicles, it is planned eventually to establish a scale of issue which will define exactly the spare parts to be kept in stock by the Petit Pont Workshop. In view of the pressure of other essential and urgent work, the establishment of a stock level for the Petit Pont Workshop will probably have to be deferred and issues made in the meantime on an 'ad hoc' basis from the Central Stores.

CIVILIAN OPERATIONS TRANSPORT

Schedule of Implementation - Plan for Vehicle Repairs

Reference to Report	Required Action	Executive Officer	Deadline
	<u>Personnel</u>		
Page 5	a. Review all available personnel to decide who will be retained in new Transport Section.	Mr. Schoellkopf (in consultation with Messrs. Mortensen, Khalifa and Hoffmeyer)	1 May 1964
Page 5	b. Initiate action to obtain suitable personnel to fill all vacant posts.	Mr. Schoellkopf	10 may 1964
Page 5	c. Prepare and submit report showing position each post.	Mr. Schoellkopf	12 May 1964
Page 3 (b)	d. Calculate requirements for UN mechanics required for staffing the UN element of the TPM Workshop.	Mr. Luscombe	4 May 1964
Page 3 (b)	e. Complete recruitment action to provide the staff mentioned in Point (d) above.	Mr. Gauvreau	1 June 1964
Pages 2-3	f. Detail available ILO experts to the TPM Workshop project.	Mr. Luscombe - in consultation Mr. Gauvreau	10 May 1964 (one or two experts to commence work in the workshop by 20 May 64)
Pages 2-3	g. Initiate recruitment action to obtain required ILO experts not available at present.	Mr. Gauvreau	10 May 1964
	<u>TPM Workshop</u>		
Page 2	a. Prepare general plan for re-activization project.	Mr. Larcher and Mr. Luscombe	1 May 1964

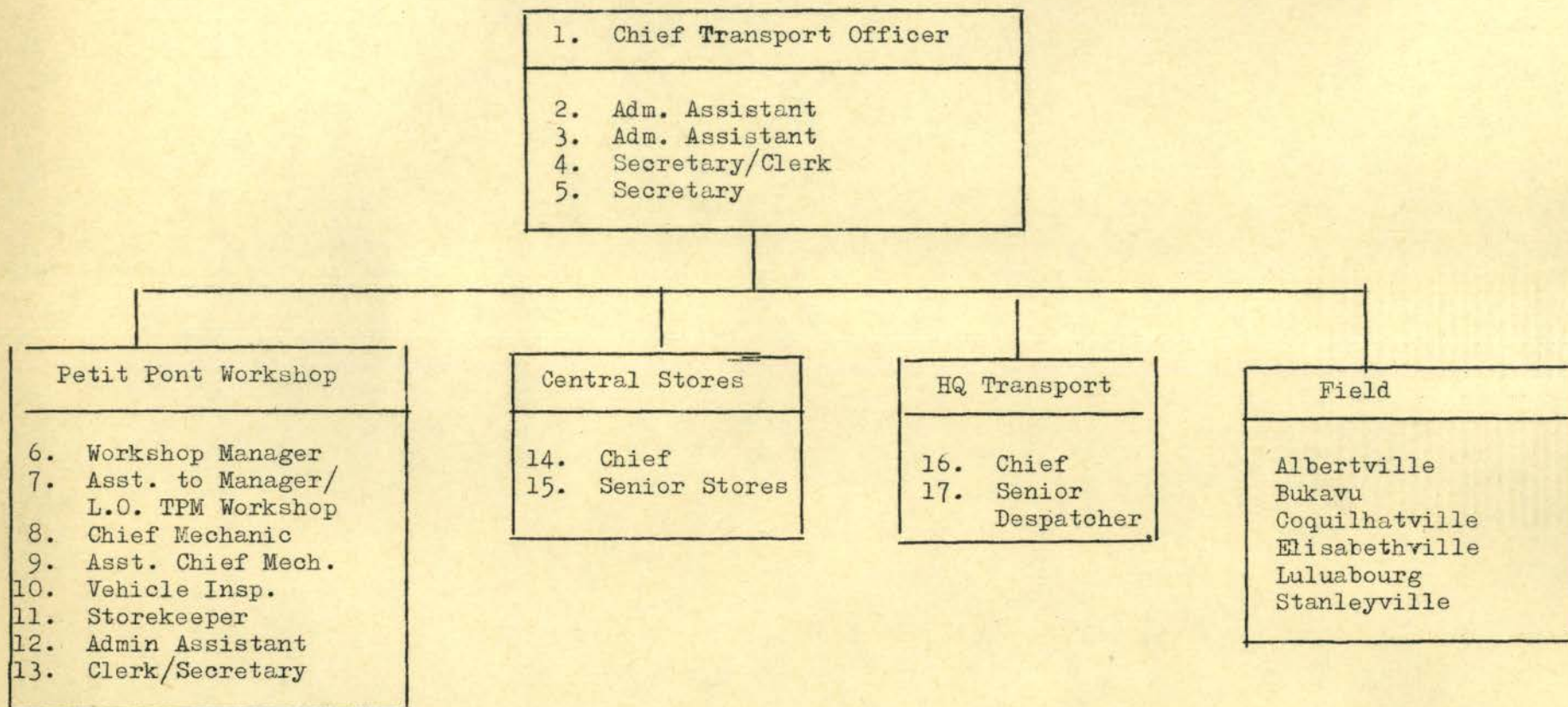
Reference to Report	Required action	Executive Officer	Deadline
	<u>TPM Workshop (contd)</u>		
Page 2 - 3	b. Prepare draft agreement between UN and Ministry of Public Works	Mr. Larcher and Mr. Luscombe	4 May 1964
	c. Negotiate agreement with Ministry of Public Works.	Mr. Larcher	10 May 1964
	<u>Central Stores</u>		
Pages 3(a) and 4	a. Prepare plans and sketches for work to be performed to provide: <ul style="list-style-type: none"> i) a physical separation of the UN Central Stores from the remainder of the TPM stores; ii) storage facilities within the UN Central Stores (shelves, racks, bins, etc.); iii) stock control office; iv) over-the-counter issue office. 	Mr. Khalifa	5 May 1964
Pages 3(a) and 4	b. Carry out above-mentioned work	Mr. Baker	25 May 1964
Page 4	c. Prepare stock control cards and issue documents required for the operation of the Central Stores.	Mr. Khalifa (in consultation Mr. <u>Hegewish</u>)	25 May 1964
	<u>Petit Pont Workshop</u>		
Page 5	a. Prepare plans and necessary sketches for work to be carried out at the Petit Pont Workshop.	Mr. Hoffmeyer	4 May 1964
Pages 5	b. Carry out above-mentioned work	Mr. Baker	25 May 1964
Page 5	c. Prepare requisition for special Citroen Tools	Mr. Hoffmeyer	1 May 1964

Reference to Report	Required action	Executive Officer	Deadline
	<u>Petit Pont Workshop (contd)</u>		
Page 5	d. Procure and arrange delivery to Petit Pont Workshop of special Citroen tools.	Mr. Cooper	25 May 1964
Page 5	e. Obtain the concurrence of the ONUC Administration to transfer all Citroen spare parts to the Petit Pont Workshop from BOD and EME stocks.	Mr. Saunders/ Mr. Mortensen	4 May 1964
Page 5	f. Complete the above-mentioned transfer of Citroen spare parts.	Mr. Cooper/ Mr. Hoffmeyer	23 May 1964

ORGANIZATION PLAN

ANNEX B

CIVILIAN OPERATION - TRANSPORT SECTION



NOTE:

All posts shown are to be filled with International staff.

Comprehensive manning tables for each unit showing requirements for locally-recruited staff will be presented separately to the Personnel Section.

UNITED NATIONS NEW YORK

cc : Mr Saunders
Schepkopf
Cooper
Mortenson
Khalifa

CHUC

1609

. FOLLOWING REQUEST FOR ADDITIONAL PERSONNEL

RECEIVED FROM CIVILIAN OPERATIONS.
FIELDSTAFF FROM POLAR

FORWARDING BY NEXT POUCH HANDED TABLE (INTERNATIONAL STAFF)
FOR THE TRANSPORT SECTION WITH REQUIREMENTS FOR ADDITIONAL PS
TECHNICAL PERSONNEL ALL OF WHOM WILL BE CHARGEABLE TO ^{GIVING} ~~TRUCKS~~
BUDGET. MOST URGENTLY REQUIRE PERSON TO FILL POST OF CHIEF OF
CENTRAL TRANSPORT STORES. CANDIDATE MUST BE TRAINED VEHICLE
SPARE PARTS MAN WITH ABOUT FIVE YEARS EXPERIENCE IN SUPERVISION
OF VEHICLE SPARE PARTS STORES. HE MUST BE ABLE ORGANIZE AND
CONTROL STORES, MAKE ISSUES TO LOCAL WORKSHOPS AND TO TRANSPORT
OFFICERS IN THE PROVINCES, PLAN FUTURE REQUIREMENTS OF VEHICLE
SPARE PARTS AND PREPARE REQUISITIONS FOR SAME. APART FROM
TECHNICAL KNOWLEDGE CANDIDATE MUST BE OF HIGH INTEGRITY AND MUST
BE ABLE WORK INDEPENDENTLY. GOOD KNOWLEDGE OF FRENCH AND ENGLISH
ESSENTIAL. SUGGESTED LEVEL PS-5 IF NECESSARY PS-6. CENTRAL STORES
WILL SUPPLY ABOUT 700 VEHICLES OF DIFFERENT MAKES AND TYPES.
SINCE CANDIDATE REQUIRED TO TAKE OVER PRESENT BAD STOCK OF
VEHICLE SPARE PARTS COMMENCING LATE MAY AND TO ORGANIZE STOCKS
IN NEW LOCATION MUST STRESS URGENCY. PLEASE DO UTMOST PROVIDING
BY MID-MAY OR VERY SOONEST THERE AFTER.

HA

KAI MORTENSON