

ROOKS L. W.

OCTOBER DECEMBER 1946

UNRRA -  
CENTRAL REGISTRY  
INDEX FILES

90-6344

(5)

30th December 1946

MEMORANDUM:

TO: Lowell W. Rooks

FROM: Andrew Cairns

SUBJECT: Offer of Grain from Argentina (continued).

With reference to paragraph 3 (g) of my memorandum to you of 28th December on the above subject Dort telephoned this evening to confirm that the State Department would have no objections to our spending funds contributed by the United States Government to UNRRA for the procurement of either grains or fats in Argentina.

ACairns/dm

30/12/46

Copy for information to:

K. Borders  
H. E. Howell  
L. Swanson

*Argentina - 723.1*



27 December 1946

TO: Lowell W. Hooks  
Deputy Director General

FROM: M. A. Burinski, Deputy Director General  
Bureau of Services

SUBJECT: Transfer of staff from the Bureau of Services at  
Headquarters to the European D. P. Headquarters

The problem regarding the transfer of staff to Paris must be considered in the light of three assumptions which are as follows:

1. No transfer of functions from Washington to Paris. At the present, the Bureau of Services has several functions exclusive of Health. These are:

- a. General policy.
- b. Reporting to and servicing the Central Committee.
- c. Preparing the Director General's quarterly report and other reports as well as statistical tables.
- d. Supervising D. P. operations in the Western Hemisphere and the Far East.
- e. Handling correspondence from Congress, public and private agencies, and private individuals with particular respect to problems of location.
- f. Processing American voluntary agency personnel for service in Germany.
- g. Serving as an Administration representative on inter-agency committees, such as the UN/UNRRA/IGC Joint Planning Committee and the State/War/UNRRA Working Party on Repatriation.

*Germany mission, Paris - 465*



27 December 1946

In so far as none of these functions is to be transferred to Paris, it will be necessary to maintain the present staff intact except for Miss Florence Black, our Voluntary Agency Liaison Officer. The work in this field has become sufficiently routine to permit her secretary to continue with the work under the ~~special~~ supervision of one of my Special Assistants. Miss Black can therefore be released, effective 15 January 1947.

2. Transfer of some functions from Washington to Paris. In the event some of the functions listed in e. through g. above are transferred to Paris, it should then be possible to make additional personnel available. Consideration would then have to be given to the function which is being transferred and the date of transfer in order to ascertain who could be released from my staff here. In connection with the question of timing, I do not think it will be possible to release any of my staff, except Miss Black, until after my return from Europe on approximately 1 March.

3. Specific requests for personnel. In the event that Mr. Cohen requests some of my staff by name for specific jobs in the Paris office, consideration would have to be given to such requests on an individual basis.

RJYoudin/lw



December 24, 1946

MEMORANDUM

TO: General Lowell W. Rooks

FROM: Alfred E. Davidson

At Commander Jackson's request, I took up with Under Secretary of State Acheson the suggestion that the Administrative Council for Europe be abolished, particularly in view of the withdrawal of the United States member, Miss Mary Gibbons.

Mr. Acheson directed my attention to a memorandum agreed upon by the BIG FOUR in 1943 before UNRRA was established, recording their agreement that these governments would recommend strongly to the Director-General of UNRRA that there be maintained as the top staff in ERO a group with representatives of the UK, USSR and US. Although this memorandum could simply take the form of a recommendation, it is my feeling that so long as ERO has substantial responsibilities, the recommendation of the BIG FOUR should be kept in force.

I would accordingly recommend that at least for the next couple of months the Administrative Council for Europe be maintained in so far as any of the BIG FOUR concerned wish to have the representation contemplated. Of course, my recommendation would be without prejudice to the substitution of an individual representing a particular government by another individual where such a change was deemed desirable by either the Administration or the government.

*E R O - 140 (Admin. Council for Europe  
abolished)*



23 December 1946

TO: General Lowell W. Rooks  
FROM: Burton E. Palmer  
SUBJECT: Retroactive Approval of Special Project

Under the provisions of Headquarters Administrative Order No. 95, approval by the Chief of the Bureau of Administration is required in advance with respect to all special projects. Provision is made for informal approval by telephone in the case of emergencies. No provision, however, is made with respect to the retroactive approval of projects on which work has been performed without authorization.

A special project was requested by the Bureau of Accounts and Finance 28 August 1946. In memoranda dated 30 August and 6 September, the Bureau of Administration requested additional information as to the circumstances making a special project necessary. Although the latter memorandum indicated the likelihood of favorable action upon receipt of substantiating data, no authority to begin the work was issued. Nevertheless, some 496 man hours were worked for the most part prior to 6 September.

Under the circumstances, I feel it impossible for me to approve this project retroactively. However, since the employees concerned did work with the understanding that they would receive special project pay, I wish to submit the request for your consideration with the recommendation that it be approved.

421.4 (Spec. Project)



23 December 1946

To: Lowell W. Rooks  
Deputy Director General

From: E. R. Henson  
Agricultural Rehabilitation Division

Subject: Memorandum from General Rooks to Mr. Borders, Reference  
Procurement of Horses.

In order that you may have a clear picture regarding the procurement of utility horses, the following is a short review of the program.

The first requisition for horses was prepared in late April of 1945 and at the time it was generally understood that the Department of Agriculture would act as procurement agent. The Department of Agriculture, however, expressed its unwillingness to handle procurement, and authorized the Foreign Economic Administration to act as their agent in the matter.

Late in 1945 the Foreign Economic Administration was ordered liquidated and the Department of Agriculture took over direct supervision of livestock procurement for UNRRA.

Early in June of this year the Department of Agriculture raised the question as to the number of horses which we expected it to procure. After several conferences and exchange of correspondence, the number was established at a total of 150,000 head. This was believed by us to be the maximum number which would be procured, including animals which had been procured by the Department of Agriculture through F.E.A. This understanding was confirmed in the 8 July letter from Agriculture. (Copy attached).

Because of lower costs per head, funds provided in requisitions were in excess of the amount required for the procurement of 150,000 horses.

Early in October when country budgets and programs were being re-examined, it was believed that the procurement of additional horses over and above the numbers which were under contract would not be required. Prior to 15 October, we determined that the Department of Agriculture should be requested not to ask for offers for additional horses without first consulting us, since our position was uncertain. The Livestock Branch of the Department of Agriculture was immediately notified. This was done by telephone and not formally by letter. The Department of Agriculture may not now admit that they were so notified.

721-2 (Livestock)



23 December 1946

During the last half of October the Department of Agriculture advised us that it was having some difficulties procuring the type of horse required for Greece. At about the same time, Dr. Hadjiolos, representative of the Greek Government, requested that mules be substituted for horses. Arrangements for the purchase of 15,000 mules were made in a conference with Mr. Cooper of Agriculture and confirmed in our 25 October letter. In the same letter it was requested that 4,000 mares suitable for breeding be procured. These were intended for Yugoslavia but left out of the amendment to UA-2121 because of a reduction in the Yugoslav budget. This amendment cleared UNRRA 30 October.

Between 18 October and 1 November, the Livestock Section of Agricultural Rehabilitation Division became aware that bids had been called for approximately 15,000 heads of horses. Discussions were held with the Procurement Branch of the Department of Agriculture as to whether or not there was possibility of obligations being incurred through such bids. We were assured that there was no obligation, that the call in itself disclaimed any obligation and that the trade was entirely familiar with said facts.

Mr. Robert Lintner, Chief of our Livestock Section visited the Department of Agriculture on 1 November. When Mr. Cooper, on this date, announced to assembled bidders that purchases might not be made against the bids just opened, and warned bidders not to make commitments on the basis of their bids being low. As you will see from the foregoing, the statements we made in our conference with Senator Langer are correct. I do, however, consider the attitude with respect to this procurement by the Department of Agriculture expressed by Honorable William Langer in his letter of 27 November unjustified.

About two weeks ago, C. H. Willson of this Division found it necessary to confer with Mr. J. Gilmer concerning delivery schedules to ship-side of the 15,000 horses, 3,000 mares and the balance of the 15,000 mules. He tells me that during his conversation, Mr. Gilmer brought up their situation with respect to the 18 October call for bids. During the remarks it was apparent that Mr. Gilmer did not consider the 10,000 or 11,000 heads of animals procured by U.S.C.C. as having been departmental procurement within the overall figures as we have always considered them.

You also recall that during October Maritime strikes prevented the sailing of the ships, with the result that a considerable number of ships were stranded in the ports of Savannah and Newport News waiting to be loaded. The strike was settled on 26 October.

In view of the foregoing, we think it only fair to assume that the Department's call for bids was made in a sincere effort to further the interests of UNRRA. Inasmuch as the recent awarding of contracts for 15,000 utility horses against the call for bids of this number and in addition, the awarding of the contract for 3,000 mares on a more recent call for bids for this number has fulfilled any and all possible obligations both of the Department of Agriculture and UNRRA, with respect to the question of point, it would appear that the matter should be considered equitably closed by all concerned.



20 December 1946

TO: General Rooks  
FROM: F. LaGuardia  
SUBJECT: Attached Communication from Mr. Maben

In reference to the attached communication from the Chief of the UNRRA Mission in Greece and enclosure, on the subject of "Using proceeds of sale locally of UNRRA supplies", I desire to leave my views and recommendations on this subject.

Unless great care is taken, I am confident that notwithstanding the high-sounding titles of the purposes of expenditure, most of this sum will be dissipated in salaries and "contingent" expenses. Ignoring for the purpose of final disposition the unduly high cost of distribution in Greece, I feel that every possible precaution should be taken to get some benefit out of this residue for the country and the people. It seems to me that the whole subject might be referred to the Economic Commission announced a few days ago as being sent to Greece for the purpose of making a survey of the economy of the country. If this is an international mission, there is no question in my mind that it is a proper source to consult on the UNRRA funds. If it is purely a United States mission, I leave it to your judgment to select some means of getting an international study and advice on this fund.

To be specific, I would not as Director General approve the present plan without a thorough investigation. I would not as Director General leave it entirely to the judgment of our own Mission in Greece.

It occurs to me that any of the many International agencies now floating around could well take this fund into consideration.

*Greece mission - 309 (proceeds of sale)*



18 December 1946

OSRA Ref. 092/8

*Any hand*

MEMORANDUM

*Rocks*

TO: Major General Lowell W. Rocks  
Chief Executive Officer

Through: Colonel A. G. Katzin

FROM: J. Franklin Ray, Jr.  
Chief, Far Eastern Affairs

SUBJECT: Hongkong Expenses

The following explanations are submitted in support of the attached cable:

1. Hongkong expenses, 1 January 1946 to 13 September 1946, are known to have amounted to approximately US\$3,900,000 against an original China Office estimate of \$4,700,000. The main items, in round figures, are:

(a) Against Shipping Fund, Warehousing and Lighterage \$1,250,000

(b) Against China Program of Operations

Freight	\$1,600,000	
Wagon Assembly	500,000	
Port Offices	350,000	
		\$2,550,000

2. In cables exchanged last June and July, we maintained that freight charges should be paid by OSRA since the freight lift was mainly within Chinese territory. This was opposed by the Shanghai Office on various grounds and the point was subsequently waived for the time being by Headquarters. Shanghai, in their cable 4747, now reverse themselves, point to the freight lift being mainly over Chinese territory and to various minor irregularities. They appear to suggest that all Hongkong expenses in 1947 should be paid by China and that an effort should be made to recover part of the disbursements in 1946.

3. In your memorandum of 11 July to Colonel Katzin you ruled that in any event warehousing and lighterage expenses incurred in Hongkong and Kowloon should be a charge against the OSRA Warehousing and Transportation Fund, as in Trieste. This was done in 1946.

*China Office - 306*



4. The cable now submitted provides for the following:

- (a) UNRRA to continue financing warehousing and lighterage in 1947, but CHRA to pay any warehousing after a period of 60 days from the date of discharge (thus accepting the China Office suggestion).
- (b) UNRRA to continue financing wagon assembly, but as amount funded in 1946 was for the complete operation, it is argued that no additional funds should be needed since the cost remains the same although spread over a longer period.
- (c) CHRA to finance all other Hongkong expenditures in 1947.
- (d) UNRRA to attempt to recover unjustified expenses in 1946, e.g. freight and port office maintenance, etc.

5. The foregoing represents a compromise which it is hoped will be acceptable. It should be mentioned that we are quite unlikely to succeed in recovering any amounts expended in 1946 but to request this may help China in their negotiations for the 1947 operation.

Attachment

FDHarris/McD  
18 Dec. 1946



18 December 1946

MEMORANDUM

TO: Lowell W. Hooks  
FROM: J. Franklin Ray  
SUBJECT: Recruitment for Agricultural Rehabilitation Program,  
China Office

This will confirm our conversation of 17 December concerning the increase in the number of positions to be filled in the Agrehab Program of the China Office. I am informing Mr. Marsh and Mr. Henson that the total has been increased to 40 and we shall make every effort to have the additional positions filled in a short time.

JBM/jh  
18 Dec. 1946

Copy: Henson

Marsh  
Engelhard  
Peebles  
Cochran

*China office - #40 (Agri Rehab)*



16 December 1946

MEMORANDUM

TO: General L. W. Rooks  
FROM: H. E. Howell

Can it be arranged that the files of the Division of Contributed Supplies be turned over to the Division of Accounts? In their records are filed the only complete reports of each of the contributed supplies and the conditions relating thereto.

212:2 - War Contributed Supplies



General Lowell W. Rooks

F. W. Kuc

Draft Report Covering UNRRA Activities in October and  
November 1946

17 December 1946

I attach for your approval a draft report from the Director General to the Central Committee covering UNRRA activities in October and November 1946. This report has already been cleared with the bureaus concerned. As soon as it is approved by you, it will be sent out to the members of the Central Committee.

Attachment



11 December 1946

To: General Lowell W. Rooks  
From: Burton E. Palmer  
Subject: Use of American Express Company Travel Vouchers

After you spoke to me on this matter, I got in touch with Mr. Rundle, Vice President of the Travel Department of the American Express Company in New York, and made arrangements to see him on Monday at 2:00 P.M. when he came to Washington.

I discussed the entire matter with him, explaining to him why the American Express Company was not brought in with respect to the European terminations. This was due to the fact that we did not know that the American Express Company had gone back into the business as completely as they had throughout the European territory. I further stated that the responsibility for negotiating the contract with Cooks was delegated to our Regional Office in London and that we have taken no part in the latter part of such negotiations. I further explained to him that as of 10 November we had requested the American Express Company to submit a proposal but that as of 1 December, since it was necessary to close the deal, we had made arrangements with Cooks on the basis of the terms of the European agreement. Mr. Rundle was quite unhappy about the situation, but after fully discussing it agreed that they would not be adverse to the following arrangements:

1. We will provide like service to China through the American Express Company upon the same terms as in the case of Cooks, leaving it up to the Director of the China Mission to whichever service would be most advantageous for the employees who are being terminated.
2. With respect to the travel service in South America, which we would control from Headquarters, we would use the American Express Company service.
3. We would inform our London Regional Office of the possible service of the American Express Company for the European area but leave it entirely in their discretion as to whether or not such service would be used there.

As a result, we have taken the various steps indicated and I am attaching a proposed cable to London which will fulfil the agreement under item 3, above, if this is satisfactory to you.

650 - *Amex Express*



10 December 1946

OFPA Ref. 221/25A

MEMORANDUM

TO: Major General Lowell W. Rooks  
Chief Executive Officer

FROM: J. Franklin Ray, Jr.  
Far Eastern Affairs

SUBJECT: China Office Run-Down Plan

With reference to the attached cable which, having been cleared by all, is now submitted to you. As far as we can determine from paragraph 1 of General Edgerton's cable, there is no intention of prolonging the life of the China Office beyond the period already provisionally fixed in our earlier exchange of cables. The difference is that General Edgerton wishes to delay the full impact of the run-down plan and then operate a quicker deceleration. The figures as far as they are known to us are as follows:

<u>Month</u>	<u>Strength on 31st of Month</u>	
	<u>Hq. Plan</u>	<u>China Off. Plan</u>
March 1947	900	1200
April	800	*
May	700	*
June	600	1000
July	550	800
August	500	600
September	450	400
October	250	250
November	150	100
December	---	---

\*Not given.

From the foregoing it will be seen that General Edgerton's figures reach the same level as our original proposals by September 1947

Attachment

FDHarris/McD  
10 Dec. 1946

*China office - 140*



FAR EASTERN AFFAIRS

MEMORANDUM

9 December 1946

TO: Lowell H. Hooks  
FROM: J. Franklin Ray, Jr.  
SUBJECT: CHSRA London Office

Mr. Martin Wong, CHSRA representative in London who is now attending the Central Committee meeting, has made a number of representations to this office concerning his relationships with the BMD in London.

As you are aware, our policy in connection with CHSRA Washington is one of closest cooperation. Apparently, in London the same policy of close coordination with the CHSRA office is not so carefully followed. Mr. Wong advises us that in some cases the required information is not forthcoming simply because of lack of staff in BMD Headquarters, but that in other instances he is not provided with various documents on the grounds of violation of protocol.

Attached is an informal memorandum from Mr. Wong regarding the information he requires, and it would be appreciated if, with Mr. Borders' concurrence, an opportunity were created to discuss this matter with General Gale during his visit in Washington, so that CHSRA in London can obtain from our office there the same information and documentation with which we provide them here in Washington.

Clearance:  
Karl Borders

Attachment  
ABR/ver/ma

CY RRA-250



General Lowell W. Rooks

Alfred E. Davidson

Ration Plan

December 9th

As you know, the ration plan will be discontinued on the first of the year for returning Polish DPs. I feel strongly that an attempt should be made to extend this plan beyond the end of the year and probably extend it also to Yugoslavia. It is true that with the onset of winter there will be transportation and other difficulties which will slow down repatriation, but any falling off in repatriation will also mean that fewer rations will have to be furnished by the armies. In this connection you will wish to consider 13661 from London.

cc: Charlotte Lloyd

723-  
Poland ~~775~~ (Rations - D.P.)



3 December 1946

MEMORANDUM

TO: General Lowell W. Rooks

FROM: Burton E. Palmer

This is with reference to the item in the Staff Meeting Notes of Monday, 2 December, pertaining to clearance of publications written by WHPA field personnel. This question also arose as a problem at Headquarters.

At the instance of the Office of the Historian, the Division of Procedural Coordination prepared and placed into clearance two revisions of the Basic Headquarters Manual, Part II, Sections 871 and 875. These revisions were cleared with the Secretariat, Division of Administrative Planning, and the Office of Public Information, all of whom concurred. The regulations were released by the Division of Procedural Coordination on 8 November 1946. The pertinent regulations follow with the new material underscored:

871 Public Statements and Publications

No employee shall publish or cause to be published any book, article, or document for public distribution, make any speech or radio broadcast, or grant any press interview with respect to matters of Administration policy or operations, except with the approval of the Office of Public Information, or of the Chief Historian, as provided in Section 875, whichever is appropriate.

875 Confidential Information

Employees shall refrain at all times from disclosure, either inside or outside the organization, of confidential information obtained by virtue of their employment. Employees shall not remove any official documents or copies thereof for personal use. In any case in which official materials are used or cited in the writing of technical articles, papers, or books for publication or in the writing of academic theses, the employee shall obtain the clearance of the Chief Historian who shall obtain such other clearances as he deems necessary.

Of course it is possible up to a point to control the actions of employees so long as they are on the rolls of the Administration but I can see no effective way of controlling their utterances or writings after they leave our employ. I am sending copies of this memorandum to Mr. Stitt and Mrs. Lloyd for their use in making recommendations.

cc: Mr. Stitt  
JDC:epf/KBYd

562 (Clearance)



2nd December 1946

To: L.F. Rooks  
From: Andrew Cairns

Subject: Further Thoughts on Suggested Procedure for handling funds made available to the Administration by receiving countries

1. You will recall that at the meeting held on 25th November, at which you presided, and which was attended by Messrs. Borders, Katzin, Lissner, Swenson, Weisl and myself, my memorandum to you on the above subject dated 20th November was considered, and it was agreed, subject to the concurrence of the Departments of Agriculture and State:

- (a) that we would establish within the Administration a special account and deposit in it the \$12 million received from the Greek Government;
- (b) that the Bureau of Finance and Administration would draw cheques on this account in favour of the USDA to accompany requisitions calling for specified quantities of wheat and wheat flour;
- (c) that we would attempt to persuade the Washington representatives of the Greek Government that it should make its own shipping arrangements; and
- (d) that arrangements would be made for insurance and cargo superintendence.

2. You will also recall that when I raised this matter at the USDA/State Department/UNRRA meeting held on 26th November Colonel Harrison stated that although the USDA would have preferred to have carried out the transaction directly with the Greek Government, in the light of the foreign exchange and other complications referred to by Mr. Kunze, the USDA had no objections to the procedure we suggested. Mr. Kunze explained that the State Department had taken no position in the matter, but left the impression that he did not expect that that Department would encounter any serious obstacles in agreeing to it.

3. Confirming Mr. Borders's telephone conversation with you this evening, at a meeting held in his office this afternoon, attended by Messrs. Dominick, Lissner, Swenson and myself, it was agreed to recommend for your

/consideration:

*Greece - 307*



consideration:

- (a) that the Administration should accept the \$12 million from the Greek Government on the understanding that it would in effect be treated as an addition to UNRRA's total assets; and
- (b) that, subject to the Greek Government agreeing to accept a statistical accounting c.i.f. based on the quantities given in the billings and a record of the prices paid to the USDA, the procurement and shipment would be handled in the same manner as if Greece's UNRRA food budget still had a \$12 million credit balance.

4. Although Mr. Borders reported that your initial reaction was unfavourable, to save time before troubling you further on the matter we explained the position to Mr. Kunze of the State Department. He could see no objection to the proposed procedure, provided:

- (a) that we confidently expected to complete the operation, insofar as we drew on the United States as a source of supply, by 31st March 1947; and
- (b) that we made it clear in our agreement with the Greek Government that the Administration would not, merely on the grounds that some part of Greece's non-food UNRRA programme had not been completely fulfilled, be obliged to refund to the Greek Government any part of the \$12 million which had already been spent on the procurement and shipment of bread cereals.

5. Although Mr. Dominick has a strong preference for the Greeks handling their own shipping arrangements, he agreed to the procedure outlined in paragraph 3 above. In submitting this revised procedure, in the hope that you will approve it in principle, we should like to call your attention to its advantages:

- (a) as no new accounts would need to be opened, no special accounting would be involved;
- (b) no new requisitions would need be sent to the USDA, nor would any amendments need to be made to requisitions already held by that Department;
- (c) the tentative arrangements already made to keep the pipeline to Greece open by shipping in the early part of this month approximately 8,500 tons of wheat and about 4,000 tons of wheat

/flour



flour could stand;

- (d) the substitution of the soya flour the Greeks have already agreed to accept would be facilitated and the maximum degree of flexibility would be provided, thus making possible further substitutions of grain products which may well be advisable; and
- (e) the achievement of the major objective of the Greek Government, namely to get delivery of the wheat and grain products at the earliest possible date, would be facilitated.

Clearance:

K. Borders  
G. Dominick  
L. J. Lismar  
L. Swenson

A.C./hje  
2.12.46



2 December 1946

To: Lowell W. Rooks  
From: H. W. Marsh  
Subject: Polish Fellows

An investigation of the subject of the letter from General Drury under date of 7 November addressed to Commander Jackson indicates that some of the Fellows from Poland, perhaps six or seven at the most, presented special problems from the time of their arrival. The Industrial Rehabilitation Division of the Bureau of Supply has the responsibility for discovering the best placements for these Fellows. In these cases it proved difficult chiefly because in the fields of study requested there is at present no easy entree in American industry. They sought study in communication systems, metallurgy and turbine engines. In these specialized fields the industrial plants are sometimes closed entirely to visitors while in other cases visits are permitted for only brief periods of time, say a few days or a week. These conditions entailed a good deal of effort on the part of the Industrial Rehabilitation Division in working out plans for placements. It is true that more time than usual had to elapse before the first placements could be made for some of them and even after placements were made, in some cases successive opportunities could be opened for only intermittent periods. To further complicate the matter, some of the Poles had rather serious language difficulties. It can hardly be said that any of their time has been wasted because a special effort had to be made to teach them English. Inasmuch as we had to depend upon the spirit of cooperation with which industry would make it possible to place the Fellows, we could not force any issue. It should be clearly understood that the Fellows from Poland were in absolutely no respect discriminated against in this whole situation. The same is true of Yugoslavs, Russians and others.

These conditions could hardly have been anticipated in full degree in advance of the Fellows actual arrival. Every possibility of placing the Fellows in the industries in which they sought to be placed in the U.S. was exhausted.

*Poland - 201 (fellowship)*



In some cases plans have been made for further study by the Fellows in the U.K. Recent cables have been exchanged between this Headquarters and ERO with firm requests for several placements in industrial rehabilitation in England in the second half of the study program. One Fellow is to complete studies here and leave for U.K. on 3 December, another will leave on 1 January. Word for others to be placed is expected shortly from ERO.

The Fellowship staff here wants the mission to know that it was cognizant of some of the difficulties of the Polish Fellows and has put forth an intensive effort in their behalf. While only partially successful, as indicated, we believe that on the whole only a small amount of time has been actually wasted. The difficulties in inducing some of the American industries to accept Fellows at all has been an obstacle. We believe with the present efforts to make placements of Fellows in industries in U.K. there will be a better feeling on the part of the Fellows themselves that the time spent in the U.S. has not been wasted.



2 December 1946

To: General Lowell H. Brooks  
From: Burton E. Palmer  
Subject: Courtesy Tea by Nurse-Teacher Training Program

I attach herewith a memorandum from Dr. Sawyer requesting that the Nurse-Teacher Trainees give a tea in New York for the various officials of hospitals and international agencies who have been of assistance to this program, and as a slight repayment for the favors done to UNRRA.

In that the hope is that Mr. LaGuardia and a few other high ranking UNRRA officials will attend, I thought it best to pass this on to you before giving a definite answer, in order that you can inform me as to whether these officials will be attending and therefore whether, being in a position to know, the tea will be definitely held if approval is given to the requested expenditure.

Attachment

472.2 (Nurse-Teacher Training Program)



29 November 1946

To: Lowell W. Rooks  
From: Francis B. Sayre  
Subject: Swiss Negotiations

You will remember that I sent you a report on 7 September 1946 covering my conversations with Swiss officials regarding an UNRRA contribution. I am sending you herewith letters sent me by Mr. Royall Tyler dated 17 September, 2 October and 11 October enclosing, among other papers, a copy of a letter dated 10 October 1946 from M. de Haller to Mr. Tyler setting forth the attitude of the Swiss Government with relation to an UNRRA contribution. In view of these letters it seems clear that UNRRA cannot hope for a Swiss contribution.

*Switzerland - 301*



FAR EASTERN AFFAIRS

20 November 1946

OFFA Ref. 224/15H

MEMORANDUM

TO: Major General Lowell W. Hooks  
Chief Executive Officer

FROM: J. Franklin Ray, Jr.  
Far Eastern Affairs

Referring to the attached cable, No. 4606 from Shanghai, Miss Patricia Hooper is employed on the China Office staff attached to CNRA as program personnel (Administrative Assistant). She was sent to Washington as a CNRA delegate to attend the recent conference of Supply Bureau Chiefs and is now awaiting passage back to China.

It is recommended that as a courtesy to CNRA authority be given to Miss Hooper to remain over in Washington as requested in order to assist Dr. C. H. Li at the 6th Council Session. It will be noted that General Edgerton has given his approval to this suggestion.

We have consulted the Bureau of Supply on this question, and they advise they have no objection to Miss Hooper's remaining in Washington provided it is understood she is not remaining for supply duties, since the Bureau of Supply is under the compulsion of not retaining Mission personnel in Washington for extended periods.

Attachment

Clearances:  
Mr. McMillen  
Mr. Marsh

FDHarris/ms

400-Hooper, Patricia  
(account)



CR  
~~532~~

20 November 1946

TO: General L. Rooks

FROM: P.W. Kuo

SUBJECT: Reclassification of Conference Reporter

Referring to our conversation at the luncheon meeting held at the YWCA yesterday, I wish to appeal to you for a decision regarding the reclassification of the conference reporter in the Secretariat--Mrs. Agnes Olive.

Mr. Caustin recently wrote to Mr. Harry Marsh of the Personnel Division stating that the Director General has instructed him to arrange for the reclassification of Mr. Ornstein from Grade 7 to Grade 9, in recognition of his meritorious services to UNRRA, to take effect 1 November. Inasmuch as Mrs. Olive holds a similar position in the Secretariat, whose duties are exactly the same as those of Mr. Ornstein and has rendered equally satisfactory service to the Administration, it seems to be only fair and just that she should receive equal treatment and same recognition. I, therefore, sent in a request to reclassify the position of Mrs. Olive from Grade 7 to Grade 9.

I am now in receipt of a memorandum from Miss S. J. Donahue of the Administrative Planning Division stating that they do not feel that the Director General's order to promote Mr. Ornstein to Grade 9, in disregard of the usual method, should be considered as a precedent of processing other cases in a like manner, and, therefore, recommend that Mrs. Olive prepare a description of her duties and submit it for review by the Reclassification Section. It seems to me that since the duties of these two conference reporters are the same, and since both have rendered satisfactory service to the Administration, they should be accorded, equal treatment and same recognition, otherwise the discrimination will not only cause dissatisfaction on the part of Mrs. Olive, but will be regarded as an injustice to her, which may have unfavorable effect upon the morale of the Staff.

I attach a copy of the memorandum of Mr. Caustin and a copy of the memorandum from the Division of Administrative Planning, together with the form P-2 concerning my request for Mrs. Olive's reclassification.

413 (Conference Reporter)



19 November 1946

MEMORANDUM

To: Major General Lowell W. Rooks  
Chief Executive Officer

From: J. Franklin Ray, Jr., Chief  
Far Eastern Affairs

Subject: Control of Home Allotment Payments for CWF, Fisheries  
and CAT Personnel in China.

Reference your instructions at the Staff Meeting today, 19 Nov., we have consulted Mr. Burnett, Controller of the China Office, today with the following findings:

1. Procedures specified in our cable 3367 of 6 August for control of the amounts of home allotments for the above category of Chinese Government employees ~~are~~ being followed by China Office. A summary of these instructions is given in an attached memorandum from Mr. McIver, dated today.
2. UNRRA China Office is screening CNRRA payroll records for these personnel to verify that the home allotments to be provided by UNRRA do not exceed the amounts of the established monthly salary due to these personnel.
3. UNRRA China Office certificates to this effect are communicated directly to National City Bank, Shanghai Branch Office, for transmittal to the head office in New York City.
4. UNRRA China Office communicates to Headquarters, Washington, only the lump sum amount to be deposited by UNRRA with the National City Bank head office, New York City.
5. Any remittances which might be attempted by these personnel from income other than their CNRRA salaries would have to be undertaken outside UNRRA channels.

Mr. Burnett assures me that the instructions already sent to Shanghai on this subject are fully understood and implemented by the fiscal staff of UNRRA China Office. A copy of this memorandum is being forwarded to General Edgerton for his information. It is recommended that no further communication is required to China Office on this subject.

JFR:em

CNRRA - 453



14 November 1946

To: Gen. Lowell W. Books

From: H. W. Marsh

In accordance with your memorandum of 8 November concerning the settlement of the account of General Lauer your instructions are being carried out.

My attention is called to the fact that there are two other similar cases, General Vincent Meyer and General Phillip Brown. General Brown, who was downgraded by action of HERO from grade 15 to grade 14, has been terminated, as you know. General Meyer, however, is still Deputy Chief of Mission, DP Operation. He too was downgraded from grade 15 to 14 by action of HERO. I think a similar question will be raised by General Meyer as to why the original commitment in his case was not adhered to. Should this matter be taken up with HERO and Myer Cohen?

I am attaching copies of the corrected P-3 which you may wish to send to General Lauer.

413 (Re Classification)



13 Nov

TO: General Books  
FROM: P. W. Kuo  
SUBJECT: Inter-Governmental Agencies and Non-Member Governments  
to be invited to send representatives to the Fifth Session.

I submit for your approval the following list of non-member governments and inter-governmental agencies to be invited to attend the Sixth Session, arranged according to type of invitation issued to each at Fifth Session:

Observers.

- I. Inter-governmental agencies to whom Administration extended outright invitations to send observers to the Fifth Session as authorized by the Council. (see Resolution 87 and Report of Committee on Observers as adopted by Council at Fourth Session)
  - The United Nations
  - United Nations Food and Agriculture Organization
  - United Nations Educational, Scientific, and Cultural Organization
  - Inter-governmental Committee on Refugees
  - European Central Inland Transportation Organization
  - International Labour Organization
  - World Federation of Trade Unions.

These agencies should again be invited to send observers.

- II. Article VII of the Rules of Procedure and Resolution No. 5 as modified by Resolution 87 require that invitations to all inter-governmental agencies other than those mentioned above, and to non-member governments, to send observers to the HERRA Council Session, must be approved by the Council. Following this procedure, the Council authorized the Director General to invite the following:

Inter-governmental Agencies :

- International Monetary Fund
- International Bank for Reconstruction and Development
- International Emergency Food Council
- Emergency Economic Committee for Europe
- European Coal Organization
- Interim Commission of World Health Organization

Non-Member Governments:

- Albania
- Austria
- Finland
- Hungary
- Italy

It is proposed that invitations be extended to the organizations and non-member governments listed under II to send observers subject to the approval of the Council.

124.6 —



Visitors

- I. The following agencies and non-member governments were invited by the Director General to be represented by visitors at the Fifth Council Session:

Voluntary Agencies

American Council of Voluntary Agencies for Foreign Service  
Australian Council of Voluntary Agencies  
Council of British Societies for Relief Abroad  
New Zealand Council of Organizations for Relief and Service Overseas  
South African Council of Voluntary Agencies  
International Red Cross

Non-Member Governments.

Argentina  
Portugal  
Sweden  
Switzerland  
Vatican

It is proposed that the above agencies and non-member governments be invited to send visitors to the Sixth Council Session.



8 November 1946

MEMORANDUM

TO: General L. W. Rooks  
FROM: H. E. Howell  
SUBJECT: Settlement of OFLC Pacific Contract

While our interest is chiefly in the money end of this deal we call your attention to the following points:

1. That any proposal to investigate the losses from poor quality or unusable goods is going to take a lot of time and its replacement in kind will take longer; all of which adds to the run-down expense.
2. In replacing in kind it is quite likely that we will have to take two or three times as much surplus so that after discounting it for the poor and unusable part we will have an amount equal to the agreed amount of the claim.
3. All of this means more shipping costs and heavy demurrage at Manus and at the receiving ports.
4. It is going to cost us good money to send a commission out and we can not see just what light they are going to throw on the condition of the goods that have already been shipped and which have been the cause of complaints from receiving countries. If they are merely going to take second hand evidence from Mr. StLouis it would be cheaper to bring him in here. Presumably we have an organization now that selects the surplus that is to be shipped and it would not need a commission to discover what we should be willing to take in kind.

In view of all this our office would favor cancellation of contract immediately and the waiving of our claims for deterioration and loss if the State Department and OFLC are unwilling to make at least a nominal adjustment in cash, obviously called for by the facts now known.

We believe that waiving the claim can be justified in any event because we bought the goods at fifty cents on the dollar, and while the amount shipped is not known it is quite possible that even absorbing the \$ million dollar loss we still would be paying much under the full 100% price. We also do not believe it important to attempt to get this \$ million dollars for further procurement, because it is quite unlikely that the U.S. contribution will be so completely used up at the end of UNRRA that \$ million more or less would make any difference.

We feel that this is the sort of proposition that should be closed without delay, in order to avoid throwing good money after bad.

cc to Mr. Borders

308 (O.F.C.)



7 November 1946

To: General Lowell Rocks

From: P.W. Kuo

Subject: Meeting to discuss the provisional agenda and the organization for the Sixth Session of the Council

In connection with the preparations for the Sixth Session of the Council, as outlined in my memorandum of 7 November, it is necessary for immediate action to be taken on the following points:

1. A draft provisional agenda must be drawn up by the top staff and put in final form not later than 15 November, in order that it may be communicated to the member governments not later than 19 November, which is three weeks before the tentative date of the session. It may also be desirable to submit a draft to the Central Committee at its meeting on 13 November for its information or to secure any additional items which the Central Committee may wish to propose.
2. Tentative approval must be given to the proposed organization of the Session in order that the Secretariat may have a clear idea of the probable staff requirements and may negotiate with UN concerning the loan of its personnel and facilities.

In order that these matters may be discussed without delay, I suggest that you call a meeting for Tuesday, 12 November, at whatever time and place that is convenient for you, and that the following persons be invited to attend, in addition to yourself and myself:

Commander Jackson  
Mr. Davidson or Mr. Chait  
Mr. Palmer  
Mr. Caustin  
Mr. Borders

290 —



7 November 1946

**MEMORANDUM**

TO: Lowell W. Rooks  
FROM: Durton E. Palmer  
SUBJECT: Authorization to Travel

In my memorandum of 22 October and your reply of 23 October, we did not cover fully the question of the approving authority for travel of employees returning to their posts of duty after a period of home leave.

Item (d) of your memorandum authorized the Chief, Bureau of Administration to approve travel of "Employees returning to their home stations for leave or for termination." Approval of travel for employees returning to their posts of duty after home leave might well be considered a logical extension of this category, but I thought you would prefer to specifically indicate your intent.

DOwrick/bls

861 (authorization)



7 November 1946

To: General Lowell W. Rooks  
From: Burton E. Palmer  
Subject: Mr. Marshall MacDuffie

With reference to the attached memorandum from Commander Jackson to you regarding the case of Mr. Marshall MacDuffie, my comments are as follows:

On checking with our Payroll Section, I find that to the best of their knowledge Mr. MacDuffie went on sick leave approximately 29 June, when he went into a military hospital in Germany. Mr. MacDuffie joined the Administration last February, and under our regulations after serving three months and up to the first year he is entitled to six weeks sick leave. Also, Mr. MacDuffie would be entitled to approximately 17 days of annual leave. In considering the above, therefore, if the date of 29 June was correct, Mr. MacDuffie would be carried on sick leave until approximately 15 August and then on annual leave up to approximately 11 September. Further to the above, Mr. MacDuffie is entitled to salary during travel time, and in taking 15 days as approximate allowable travel time from the U.S.S.R. to the U.S., this would bring him up to 26 September. On checking further with the Payroll Section, I find that Mr. MacDuffie has been paid salary up to 30 September, which would mean that he owes the Administration in the neighborhood of 2 days salary.

Further to the above, if Mr. MacDuffie's illness falls under the Provisions of Administrative Order 22, Employees Compensation, he may be allowed a maximum payment of six months salary from the actual date that he went on sick leave, namely up to 28 December. However, Mr. MacDuffie will first have to submit to medical examination by our Employee Health Branch which will decide whether he is eligible for compensation under Administrative Order 22.

For your information, all the dates quoted above are approximate, according to the best information that we have at this time. However, in order to ascertain the correct dates, especially the actual date that Mr. MacDuffie went on sick leave, it appears that he, himself, is the only one that can give us this information.

Attachment

400-MacDuffie, Marshall  
(Security)



5 November 1946

MEMORANDUM

TO: General L. W. Rocks  
FROM: H. E. Howell

In view of our resources, and particularly of the criticism voiced by members of the Working Party over the freight charges assumed by the Administration on gifts -- the cost of the freight often exceeding the value of the gifts many times -- we believe that this proposal for the shipment of Irish cattle which will establish precedence for Poland, Austria, Hungary, as well as Czechoslovakia -- and it will cost us some \$400,000 to \$500,000 for transportation charges -- should be reviewed with very great care.

Some members of the Working Committee suggested that such charges should be made against the Country Program, which would be a very dangerous thing if applied retroactively.

853 - (Freight Charges)



5 November 1946

MEMORANDUM

TO: General L.W. Rooks

FROM: H. E. Howell

The attached cable should make clear what kind of capital equipment we are talking about, and if it is part of the Country Program ~~our costs of these items~~, such as locomotives to which we have retained title. I was of the opinion that the ruling of the Central Committee, and particularly the U.S. members, would require that we relinquish title in a very formal manner and after proper review, and that this would be done from Headquarters.

If we are talking about, <sup>our own</sup> or on, capital assets, such as furniture, fixtures, typewriters, etc., etc., then it was my understanding that we had a committee working on the policy and that while it had been decided that we probably could not sell these items outside of the particular country we might want to turn it over to UN (successor organization), the voluntary agencies or to agencies of the recipient governments taking over our work. In any event some fairly detailed accounting instructions are involved. It is not clear what instructions Ward is working on and in any event they certainly should be cleared by Headquarters before being issued.

754-1 (Furniture)  
etc.



MEMORANDUM

4th November, 1946

TO: General L.W. Rooks

FROM: H.E. Howell

SUBJECT: Rundown of the Office of the Director Genral -  
Controller's Office

In reference to the Bureau of Administration's letter of 15th October commenting on the organisation of the Office of the Controller, no additional people were taken on when the Controller's Office was established except the Controller himself, his deputies in London and in China and his special assistant, Mr. Stephenson. In the list of twenty-two names the situation now is:

- a. that Burrows and Greidinger are no longer here;
- b. that Stephenson is running Ludlow's shop while Ludlow, Linton Smith and Sears are in London;
- c. that Funkhouser handles Supply, Shipping and recipient Government receipts and related matters for me.

Greidinger's office has been absorbed in the accounting group, as is also the case with Thompson's people, where they form part of the system of internal check. In this department we utilise the people where they are most needed regardless of so-called budget lines and other rigidities which tend to utilise the people less than they should be.

For some time, the Controller's office has consisted of the Controller, an Administrative Assistant and a Secretary.

If any savings or other benefits are derived in abolishing positions which are vacant, we have no objection to having it done, but there must be far greater flexibility in this office for transferring, adjusting pay and for upgrading if the work is to be done in an efficient manner.

14 (Controller's office)



4 November 1946.

MEMORANDUM

✓  
TO: Lowell W. Rooks,  
Deputy Director General & Chief Executive Officer.  
Room 503.

FROM: Norman Leon Gold, Director  
Industrial Rehabilitation Division.

SUBJECT: Resin for Czechoslovakia.

1. We have under procurement in the U.K. for Czechoslovakia, 1,330 tons of resin.
2. We are seeking to finalize procurement in the U.K. for an additional 745 tons. This procurement has not been completed.
3. We have placed no orders in the United States since the original difficulty developed in getting supplies out of this country.
4. The above quantities represent allocations made to UNRRA.
5. In addition to these allocations, an allocation was made directly to the Czechoslovakian Government for approximately 1,900 tons (7,650 drums) of resin. This allocation was to be from U.S. Sources.
6. The Czechoslovakian Representative, (Mr. Krug), went over to Agriculture to discuss the possibility of getting this additional quantity. I learned by telephone today that the Czechoslovakian Government is contemplating asking UNRRA to buy these additional supplies if they can be obtained in the United States. The Czechoslovakian representative informed me that on the recommendation of Mr. Fox of my Division, Mr. Krug went to the Department of Agriculture to discuss the matter.
7. I believe that final disposition should be as follows:
  - a) The Department of Agriculture should be informed that in all problems of UNRRA procurement, enquiries should be directed to the Industrial Rehabilitation Division.
  - b) The Industrial Rehabilitation Division will consult further with the Czechoslovakian Government and if the allocation is to be picked up by UNRRA and the supplies can be obtained, UNRRA will take the usual procurement steps.
8. If there are any further questions on this, I will be glad to seek to answer them.

cc: Borders  
Rednov NLGOLD/mot  
Schlessinger  
P.L. Kelsey  
Fox

*Handwritten:*  
RAD File  
Czech 75 1.5



4 November 1946.

MEMORANDUM:

TO: General Lowell W. Rooks

FROM: Karl Borders

SUBJECT: Renegotiation of Surplus Procurement in the Western Pacific

1. We have had discussions with representatives of FLC for the purpose of terminating the UNRRA-FLC purchase agreement in the Pacific and adjusting our claims. We presented them with a claim for \$8,000,000 against shipments made from the Philippine Area (Marianas, Luzon, Samar, and Manus). Although documentation of these shipments has not been completed, our Manila surprop office estimates that approximately \$26,000,000 worth of supplies, exclusive of watercraft and the vessel cargoes has been shipped from this area, principally to China. The breakdown is as follows:

Marianas	\$3,000,000
Luzon	2,750,000
Samar	13,000,000
Manus	<u>7,500,000</u>
<u>Total</u>	\$26,250,000 (1)

In addition to the \$7,500,000 already shipped from Manus, UNRRA had scheduled for shipment approximately \$10,000,000 worth of supplies at the time that shipments to China were stopped. This figure is only an estimate since FLC have admitted that the inventories are inaccurate and they do not know what is left on Manus.

2. Our claim against FLC for an adjustment of \$8,000,000 is based on the following factors:

- (a) Receipt of food unfit for human consumption;
- (b) Equipment received in unusable condition because of unsatisfactory loading operations and improper stowage aboard ships;
- (1) All cost figures presented in this memo are cost to UNRRA, which represent 50% of original cost.

*Pacific Area 777 (See foot note for details)*



- (c) Supplies received in conditions other than those represented on the declarations;
- (d) Non-programmed items which were not included in the purchase orders.

The \$8,000,000 claim is purely an estimate. Unfortunately, with the exception of the tractors shipped to Yugoslavia, the small amount of food reported as spoiled, and non-programmed items, we have no accurate figures as to quantities involved. The \$8,000,000 represents approximately 30% of the shipments listed above.

3. During the negotiations with FLC, they were willing to recognize that we had a claim, although they questioned the amount since it obviously was not completely documented. However, they pointed out that they had a counter-claim against UNRRA for undelivered supplies from Menus to the extent of approximately \$10,000,000. Although we had not taken title to nor paid for these supplies, they state categorically that they had been earmarked for UNRRA and were not included in their over-all deal with the Chinese Government. They argue that had these supplies not been held for UNRRA's account, they might have been sold to other purchasers prior to their deal with China.

4. They offered the following alternatives:

- (a) FLC would give title to the unshipped portion of our commitment on Menus in recognition of our claim against shipments already made. We would then have the problem of disposing of this property either by
  - (1) Shipping it ourselves to receiving countries;
  - (2) Selling the supplies to a possible outside buyer, such as Australia.

It would obviously be to our advantage to take title to the property provided we can arrange for either shipment or sale of supplies; however, to do so will put us back into the surplus "business." We should consider seriously whether or not we want to assume this responsibility since it will entail all the difficulties contingent upon negotiations for sale or trying to move the supplies off the island for our own account. If we could not sell to Australia and would have to ship, it would probably require six to eight months to effect final shipment of the property since these shipments would have to be on a highly selective basis and closely supervised.

- (b) During our discussions with FLC, we took the position that we could not assume responsibility for future shipments in view of the difficulties which we had encountered on past shipments. They therefore suggested that the net effect so far as China is concerned could be accomplished by term-



ination of the agreement, recognizing that our respective claims cancel out each other. This presumably could be done with the understanding that FLC would turn over these supplies to the Chinese Government as a part of its over-all deal. The objection to this alternative is that this would not result in any net gain directly to UNHRA or CNHRA on shipments already made. The only reason for choosing this alternative would be to rid ourselves of the responsibility of having to dispose of this property.

5. It is recommended that we take title to the property, provided that in the event we cannot arrange for either shipment or sale of the supplies, we can transfer title to CNHRA, leaving them the responsibility for shipping. I assume that the legal counsel can advise us whether such a transfer to CNHRA on an "as is where is" basis is within the scope of UNHRA's authority.

LS/mla



31st October 1946

To: General L. W. Rooks  
Chief Executive Officer

From: Theodore Waller  
Executive Officer  
Byelorussian Mission

For some reason the attached Action Copy of London cable 12555 came to my desk, and I have therefore taken the liberty of drafting a reply, which embodies my understanding of your reaction to our recent discussion on the subject of closing out the Byelorussian Mission some time before March 1st, even though somewhat less than 10% of the supplies remain to be shipped.

I had also discussed this matter with Commander Jackson, Mr. Borders, Mr. Davidson, and Mr. Howell, and it is my understanding that they are in general agreement.

The situation in the coming 90 days may, of course, so change that for reasons not now discernible it will be wise to maintain the Mission in the field longer than now seems justified.

If you approve, however, I would like to make some fairly firm arrangements with the ERO, looking toward a mid-February closeout.

TW:mk

*Byelorussian Mission - 140*



DRAFT

Cable to London

Re your 12555 have discussed proposal contained Minsk to London  
488 repeated Washington 459 with Waller and subject unforeseeable  
future developments concur in recommendation of Mission. Waller  
knows attitude here and has latest data progress of supply program.  
Suggest you discuss thoroughly with Waller and agree on rundown  
plan.



29 October 1946

TO: General Lowell W. Rooks  
Deputy Director General

FROM: Cornelius Van H. Engert  
Acting Diplomatic Adviser

SUBJECT: Second Contribution from South Africa

On 27 April 1946 I reported to Commander Jackson a conversation I had with Mr. H. T. Andrews, the Minister of the Union of South Africa in Washington, regarding the possibility of a second contribution from his country. (A copy of my memorandum is attached.) The Minister explained to me at considerable length that owing to severe droughts the production of wheat and corn had fallen to such alarming figures that importations of both had become necessary. He therefore thought that it would be "politically impossible" for the Government to ask Parliament for a second contribution, and that even if such a step were taken he doubted whether Parliament would vote the funds required.

After discussing the question with Commander Jackson I drafted a letter for the Director General's signature which was sent to Field Marshal Smuts, the Prime Minister of South Africa, under date of 8 May 1946. In this letter the Director General expressed the hope "that you will find it possible to suggest to the Union Parliament - at such time as it may seem appropriate to you - that a second contribution to UNRRA be made available for relief in Europe and Asia. The gravity of the present situation is such that only the prompt and concerted action of all supplying countries will enable the world to enjoy the fruits of the victory to which South Africa contributed so magnificently." (A copy of this letter is also attached.)

To this letter a reply was received dated 4 June from the Acting Prime Minister, Dr. Hofmeyr, as Field Marshal Smuts was then in Europe. In this letter he says:

*Ans of 2 Africa - 301*



"The matter was discussed by me with Field Marshal Smuts before his departure, in connection with the framing of our present budget. He then indicated that, having regard to the special circumstances in relation to South Africa's position, provision should not be made in the budget proposals for such a further contribution.

"In view of the advanced stage which the Parliamentary Session has now reached and the fact that it would in any case not now be possible to ask Parliament to make further provision, I regret that I must say that I cannot hold out any prospect of action being taken along the lines suggested by you."

The Director General on 24 June sent a telegram to Field Marshal Smuts in which the suggestion is informally made that South Africa might perhaps be willing to make a second contribution available in foreign exchange to be used by UNRRA for the purchase of supplies elsewhere.

To this telegram Smuts replied (through the South African Legation, which quoted the telegram in its letter of 5 July) that he deeply regretted he could not hold out hope of a second contribution because of the "distressing conditions" which prevailed in South Africa. He added:

"Parliament would have to be approached before the Government could commit itself to a second contribution. It is not, however, available for consultation as it recently adjourned until January 1947. You will therefore appreciate that the legislative approval which must precede acceptance of your request for a second contribution cannot now be obtained."

The Director General then addressed a further telegram to Smuts (13 July, via South African Legation) in which he reiterated in more explicit terms the suggestion that, in view of South Africa's own supply shortages, the additional contribution be made in sterling or free exchange, rather than in supplies. The Director General inquires whether Smuts would be willing to submit such a proposal to Parliament when it meets in January.

Under date of 16 July the Minister of the Union of South Africa, Mr. Andrews, in a letter to General Rocks (as the Director General had left for Europe) acknowledged the receipt of the message for transmittal to Smuts, but pointed out that "it would be constitutionally impossible" to obtain an additional contribution in sterling without first securing the



approval of Parliament, which would not reassemble before January 1947.

General Rooks replied on 26 July that the Administration was aware of the difficulty and had therefore specifically proposed in the telegram that the Prime Minister submit the request "to the Parliament at its next session in January".

On the same day a letter was sent to Dr. Hofmeyr in which the hope was expressed that Field Marshal Smuts would, after all, find it possible to approach Parliament "when it convenes next January" for a second contribution in sterling or free exchange.

In view of the above correspondence it may be doubted whether a renewed formal request for a second contribution would meet with any success. On the other hand, as there are certain supplies available in South Africa which UNRRA wants (e.g., copper and coal) but for which our financial position does not permit us to use free funds, the Director General may wish to approach Field Marshal Smuts, informally and in person, with the following request:

- (a) That Parliament be requested in January 1947 to sanction a second contribution to UNRRA in sterling or free exchange; or
- (b) That Parliament approve a second contribution in the form of copper, coal, and other commodities we need; or, failing both (a) and (b),
- (c) That the Government of South Africa open credits against which we could procure some copper or coal. We understand that up to a maximum of Lstg. 250,000 such credits could be granted without legislative action.

Attachments 2

cc. *Supply*

DA:CVHEngert:mdp



29 October 1946

MISCELLANEOUS

TO: Lowell W. Hooks  
FROM: Burton E. Palmer  
SUBJECT: Procurement of Technical Publications

Following your oral order to the Director of the Emergency Procurement Division to cease procurement of books for the Administration, some confusion has arisen as to the types of publications included in this order.

Mr. Richard R. Brown by memorandum of 14 October authorized on your behalf continuation of procurement against the Technical Book Fund (Allotment Order #1-002-01) up to \$17,000 for books selected by UNRRA Fellows and up to \$4,000 for books selected by nurses participating in the UNRRA training program. This left approximately \$25,000 to be recaptured.

By memorandum of 7 October 1946, you advised that continuation of purchases up to a maximum of \$2,000 for the Headquarters Library was authorized in view of the agreement with the United Nations Secretariat.

Questions continue to arise, however, as to whether your freeze order applies to the procurement of books for the administrative use of UNRRA personnel assigned to the field missions (Allotment #1-605-00); the procurement of books out of funds donated to the Administration for transfer to recipient countries (Allotment #4-607-98), etc..

In my opinion it appears desirable to permit the continuation of some procurement of books and publications. Requisitions for books and publications should, of course, be carefully screened in order to insure purchase of only such publications as are adequately justified and for which the need continues to be apparent. In reviewing the need for such publications, due consideration should be given to the fact that most missions are entering the closure phase.

Your ruling on the above would be appreciated.

ABFriedman/bls

307 (Technical Books)



FAR EASTERN AFFAIRS

MEMORANDUM

24 October 1946

TO: General L. W. Rooks

FROM: J. Franklin Roy, Jr.

SUBJECT: Lifting of "2% Freeze" on China Supply Budget

The attached joint China Office - CMSCA recommendation with reference to the "2% Freeze" on the China supply program will, I understand, be introduced as a matter of record before the Supply Conference Friday, 25 October, by Brigadier Field representing the China Office. It has been submitted to this Office for review and approval.

The accuracy of the statements of fact in paragraphs 2 through 7 in the attached recommendation are confirmed by the CPFA. In paragraph 1 the figures given are lower by approximately \$1,000,000 than now appears probable. It should be noted that the reason "that expenditures of this type have not been charged against the supply budget of any other recipient country" is that such expenditures have not been necessary elsewhere and were approved in the case of China with the understanding they would be charged against the supply budget.

Nevertheless, in view of the strength of the case for a review of China's budget, as summarized in the attached, the CPFA recommends that the Administration give favorable consideration either to the proposed elimination of the 2% freeze or, alternatively if this is felt to be impracticable, to additional compensation in the form of an increased supply budget for China.

It will be recalled that the Administration did not recommend an increase in China's supply budget at this time in its recent report to the Program Subcommittee on the grounds: (a) that the reserve position of the Administration was not sufficiently well known, and (b) that the forecast of the rate of absorption of supplies in China was too low to justify any increase in the amount of supplies now programmed. (Program Subcommittee document CC/P(46)81.) On the basis of the China Office's latest forecast, however, the latter consideration no longer applies.

There is, therefore, no operational objection to eliminating the "2% Freeze" in the case of China, if such action is approved in principle, and it is the hope of the CPFA that the Administration will either support any proposal put forth by the representative of China before the Central Committee to lift the 2% freeze on the China supply program, or will propose, alternatively, that additional compensation be made available to China through an increased supply budget.

Attachment

JAR:pley/ms

*China - 330 (supply)*



24 October 1946

MEMORANDUM

TO: General L. W. Rooks

FROM: Harry E. Howell

SUBJECT: Statement of Director General's Policy on  
Procurement of Supplies

In reference to the draft "Statement of Director General's Policy on Procurement of Supplies", dated 22 October 1946, which I understand it is proposed to present to the Supply Division, we raise one or two points.

1. The Director General has on occasion mentioned his commitment to the Congress as to the terminal date of shipments which he gave in exchange for the deletion of a clause in the Appropriation Account, which would have forbidden shipment after December 31, 1946, except for the Far East which is the deadline of March 31, 1947. Presumably this statement is in accord with whatever the commitment of material.
2. Referring to Paragraph 7, certain exemptions are set forth to the limitations by a deadline delivery date.

Item 7(a). There seems to be no reason to limit the cancellation by setting a maximum on cancellation charges, particularly as a sum of money. If we cancelled a \$5,000 contract for \$1,000 it might be excessive. If we cancelled a \$500,000 contract for \$5,000 it might still be a good deal. One proposal of cancellation should be that UNRRA does take title to any completed portion of the contract and that they ship it and charge it to the country involved. I would much prefer to see contracts which involve other than nominal charges referred to a special committee with all the facts to decide.

Item 7(b). This leaves the entire discretion as to the cancellation of a contract to the Government of the supplying country. There seems to be no reason to abdicate UNRRA's right to cancel any contract, particularly if no work has been commenced; and whether it has or not to determine whether its interest in cancellation is sufficiently great to warrant payment of cancellation charges.

The first paragraph of the second page of item 7 states, "No exceptions can be made where they are contrary to the expressed policy

/ of

770 (Procurement Policy)



24 October 1946

of the Government of the supplying country". This would be clearer if we stated as example that some of the exceptions set forth in (a), (b) and (c) <sup>do not</sup> apply where the supplying country has laid down a rule that no contracts shall be let which can not be completed by 31 March 1947, or an earlier date.

Further the arrangements are not satisfactory under which exceptions can be made to 7 (a), (b) and (c) because they provide for the rendition to UNRRA of proper receipts for the supplies and bills covering shipping costs. This will put an obligation without time limit upon UNRRA for the maintenance of the appropriate clerical staffs. If exceptions under 7(a), (b) and (c) are to be met there is no reason why receipts can not be taken by UNRRA for the turnover of the necessary funds to cover procurement and shipping costs, while at the same time they obtain a release from all further liability, duties and obligations in regard to that transaction. We can then close out the accounts without delay.

In further reference to Paragraph 3 (c) the Bureau of Supply is asked to review and determine what items starred are unlikely to be PRODUCED. The determination should rather be that the items may be contracted for, produced and made available for shipment within the deadline delivery dates.

At the present time, unless the Director General's commitment, referred to above, sets some definite date, the only limit now is the one imposed unilaterally by the United States Government. By implication; the Committee on Financial Control and the Central Committee have automatically set deadline dates when they have limited the amount to be spent for Administrative Budgets; and <sup>are</sup> further limited by the amounts of available convertible currency. It would seem that rather than have deadlines imposed from the outset that the Administration have <sup>as a matter</sup> a bit of good management of its affairs <sup>should</sup> to insure that it does not undertake anything it can not finish; should establish its own deadlines based upon the ability of the organization at any given time in the future, as it diminishes in accordance with budgets, to handle and complete the transactions. It is my opinion that it would be feasible to adopt as an Administrative Rule the deadlines established by the United States Government.



24 October 1946

MEMORANDUM

TO: General L. W. Books

FROM: A. E. Davidson

SUBJECT: Draft Statement on Director General's  
Policy on Procurement of Supplies

I have read the attached draft statement of the Director General's policy on procurement of supplies. I am concerned about the last part of paragraph 2 which refers to procurement only "in special cases" after the terminal dates since, as I understand it, very large sums are likely to be involved. In addition, this is not in accord with Resolution 101 which really contemplates the fulfillment of country programs even though procurement and shipment might extend into 1947. Paragraphs 4 and 5 are related to this question and seem to me to leave loopholes which will make the principle workable, but I think this will lead to very great confusion in the Committee on Supplies and in the Central Committee.

If the Director General wishes to adopt a tough policy and means to stick to it, I think a succinct order should be written to this effect and if the Central Committee does not agree, then the issue can be met head on and the policy restated.

Attachment

770-(Policy on Proc of Sup)



Register

MEMORANDUM

24th October, 1946

TO: General L.W. Rooks

FROM: Harry E. Howell

Mr. Blanchard, who is one of the few remaining people in Mr. Sverdlov's office in whom we rely, having become dissatisfied because we could not get him an adjustment through the Classification Section, has been offered a permanent position with the War Department as a P.6. This pay is about \$150 a year more than he is now getting. We could hold this man by reasonable adjustment in salary. I am told, however, that we cannot raise him to the top of Grade 12 without meeting some rules on time limits and, for some reason or other, he does not meet the classification demands for Grade 13.

I do not wish to add to the comments I have already made regarding the inability of any classification system to judge jobs involving discretion and judgment and particularly to gauge how well they are performed, nor do I wish to add to my comments on the distinctive nature of a classification system in an organisation that is liquidating and striving desperately to hold its best people, ~~nor~~ further to point out the ridiculous situation in which in-between-grade raises, which would avoid most of the difficulty and particularly avoid reclassification into a higher grade, are held up because of some time limits which should only apply to some organisation existing in perpetuity.

Somehow or other it would be most helpful if we could work out some way of giving this man a reasonable increase and retaining him.

I attach schedule of Mr. Blanchard's record and duties.

Has Blanchard, Albert C.  
(Rec'd)



OWEA Ref. 221/25/A

23 October 1946

MEMORANDUM

To: Major General L. W. Hooks  
Chief Executive Officer

From: J. Franklin Ray, Jr.  
Chief  
Far Eastern Affairs

Subject: China Run-down Plan

- (1) The attached cable has been cleared by all excepting the Controller, who has commented as follows:

"This cable passed without approval or disapproval from the Controller's Office. It evidently involves additional funds and will require adjustment to be approved by the Program Subcommittee and the Central Committee against all programs and to the extent that programs of other countries cannot be cut back by reduction in the China program. This, however, does not cover the situation as these expenses will have to be paid in cash which is even more limited than total funds and we cannot guarantee that the cash funds will be available for a budget of this type. Possibly Shanghai should be so advised. China has already over-run nearly \$2,000,000 in 1946 which is not funded except by the freeze and this proposed budget will cost \$4,800,000 where we only have \$2,000,000 set aside for 1947."

- (2) Despite the Controller's comment your approval is urgently requested for the immediate despatch of the cable for the following reasons:

(a) Controller's reference to the non-funding of China Office budget in 1946 and to an over expenditure of nearly \$2,000,000 in this year is not understood, in the face of Shanghai cable 2738, dated 9 July 1946 (copy of which is attached\*). In this cable Mr. Burrows clearly reported to the Controller the rate of obligations being incurred, which might readily have served as the basis for appropriate funding by the Office of the Controller at Headquarters.

*China office - 330*



(b) The Controller's note that we only have \$2,000,000 set aside for 1947 appears immaterial in the face of the obvious need for a realistically based budget and clearly necessary expenses. The sum appears completely arbitrary and is not to the best of our knowledge based on any staff consultation or accurate appraisal of needs.

(c) Any action necessary to obtain requisite approval of the required funds should clearly be initiated immediately by this Headquarters pari passu with starting China Office work on the planning and execution of the run-down. The latter operation should not be delayed for completion of the necessary financing arrangements.

\* Paraphrase of Shanghai cable 2738 is attached as Annex "B" to the enclosed Report, OFPA 221/35/A, from which it will be seen that the average expenditure for any one quarter exceeds \$2,000,000. It, therefore, appears that the Controller in funding the China budget for 1947 at \$2,000,000 has, in fact, only provided for the first quarter.

Copy to Controller  
Mr. Richard Brown  
Col. F. D. Harris

JFR:em



23 October 1946

TO: Lowell W. Weeks, Deputy Director General  
Chief Executive Officer

FROM: Burton E. Palmer, Chief  
Bureau of Administration

SUBJECT: Relationship of Home Station and Repatriation

Your memorandum of 12 October requests that we expand on the following two points raised by our memorandum of 3 October:

- (a) Do salary schedules cover personnel over Grade 15?
- (b) When an employee is taken over from the armed forces or other governmental agency by UNRRA and assigned a home station different from that to which he originally enjoyed repatriation rights, is it fully explained to him that by accepting the salary scale of the country of home station, he no longer has repatriation rights to the original country?

For different reasons, it is necessary to give a qualified answer to each of these questions. In the salary schedule problem, the matter has been handled on both a formal procedural basis and an individual-case basis, depending on the period, but the weight of evidence, as indicated below, is well in favor of salary schedules applying in the case of employees over Grade 15.

The second question concerning the explanations given to employees recruited from other agencies is complicated by the inadequacies of early personnel records on certain of the persons involved. Such transactions were frequently handled at high level on a personal basis without written confirmation of oral arrangements. But in this respect also, there is ample evidence that the personnel concerned were aware of the firm UNRRA policy governing the relationship between home station, salary schedule, and repatriation.

#### Positions over Grade 15

- (a) Prior to 1 July 1945, there were only 14 grades in the UNRRA classification system. On the U.S. salary schedule, Grade 14 ranged from \$8000 to \$8800. Thereafter, the rates followed a consistent pattern of \$9000, \$10,000, \$12,000 and \$14,000. While there were as yet no examples of persons employed over Grade 14 on the Australian,

464 (Home station)



Brazilian, and other schedules, the various national schedules were formulated with rates comparable (but not identical) with the \$9,000, \$10,000 and \$12,000 rates on the U.S. schedule.

There was a Headquarters-devised United Kingdom salary schedule which showed rates of \$1,850, \$2,000, \$2,250 for positions over Grade 14. This U.K. salary schedule was used in the missions, but EEO had its own salary rates, quite different, and certainly entirely unrelated to the U.S. schedule.

- (b) Effective 1 July 1945 a new U.S. salary schedule was issued in Revised Administrative Order No. 37. This schedule was in accord with comparable changes in U.S. Federal Government rates. Grade 15 was established, absorbing the former \$9,000 range; personnel receiving \$10,000 were raised to \$10,500; those at \$12,000 were raised to \$12,500 (this includes the DGC's, such as Dr. Kuo); and the EEO was raised from \$14,000 to \$14,500. It will be noted that these rates were prescribed in the order as applying to those on the U.S. salary schedule. The instructions specifically stipulated that simply because a person's salary was expressed in dollars did not mean that he was to be considered on the U.S. salary schedule and given an increase. Therefore, if an employee received an increase it must be assumed that he was judged to be on the U.S. salary schedule.

It is also of note that increases were not given to the DGC's in EEO who were considered on the U.K. schedule.

Simultaneously (but the timing was simply a coincidence) a new U.K. salary schedule was adopted by EEO, which set up 14 (later 15) grades with a salary range for each. This schedule when published at Headquarters did carry specific rates for positions over Grade 15, as was the case for all other salary schedules (\$2,500 and \$3,000).

- (c) Field Administrative Order No. 99, which sets up revised salary schedules for U.S., U.K., and certain other countries effective 1 June 1946 does not carry specific rates for personnel over Grade 15. But in the case of persons on the U.S. salary schedule, action was taken which differs from that taken for those on the U.K. schedule. Net increases ranging from less than 2% to nearly 13% were granted to personnel in Grades 1 to 15 on the U.S. schedule, but only those ungraded personnel in the former \$10,500 group received increases--from \$10,500 to \$11,500. Those receiving \$12,500 and \$14,500 received none. ~~This was in accord with organizational restrictions on salaries at the \$10,000 level.~~

Despite three inquiries, we have been unable to secure the necessary information from EEO, but we understand that in EEO all employees, including those over Grade 15, received a straight 10% increase.



On the basis of these facts, especially the specific provisions of Revised Administrative Order No. 37, the correct conclusion seems to be that salary schedules do include employees over Grade 15.

#### Repatriation and Home Station

As you indicate, there might well be some grounds for complaint on the part of an employee recruited from the Armed Forces or other governmental agency who enjoyed repatriation rights before he came to UNRRA and then at time of termination found that he had unintentionally waived such rights by accepting Washington home station and U.S. salary rates. I do not think there have been any such cases among employees recruited from the Army or governmental agencies in the last year or two. In this more recent period, the personnel regulations have been quite plain on the fact that, as General Stein states, (home station decides the salary scale of the employee, his repatriation rights, and his rights of living allowance." It must be assumed that through their appointment documents, interviews with personnel officers, and review of the personnel regulations which were made available to all employees, such employees were aware of the significance of home station and salary schedule.

The borderline cases involve those, like Miss McLeachy, who joined the organization in the earliest days and for whom terms of employment were, especially for top-level positions, arranged orally. In such instances, the existing records are quite inadequate for a determination of whether they had full understanding concerning repatriation rights.

If it is determined that there was no clear actual agreement on this point at the time they were recruited, and that despite the plain implications of later-issued personnel regulations the employees did not realize the relevance of such regulations to their own cases even when accepting increases on the basis of the U.S. salary schedule, then there may be justification for granting repatriation rights despite conflict with current regulations.

There appears to be no justification at all, however, for granting repatriation rights to persons with Washington home station and paid according to the U.S. salary schedule if they did not possess such repatriation rights at the time of their transfer to UNRRA, even though they may have been non-citizens of U.S. (This is General Stein's view also.) Similarly, it would be unjustified to grant repatriation rights to any point outside this country to any employee with Washington home station who was recruited after issuance of the specific personnel regulations covering this point.

If it is ruled that employees of the type described in the second preceding paragraph above are entitled to repatriation, it will be necessary (a) to investigate whether such employees did in fact have repatriation rights at their previous agency when they came to UNRRA, and (b) to check with them to determine what understanding they had concerning their repatriation rights at the time of their recruitment and when they received salary increases.

cc: H. Marsh  
S. T. Grear  
F. Mosher

HLR:mar;mfk



22 October 1946

MEMORANDUM

TO: General Lowell W. Rooks  
FROM: Burton E. Palmer  
SUBJECT: Authorization to Travel

In accordance with our conversation of 21 October 1946, I am transmitting to you the regulations now in effect governing the approval of travel requests. In order to control more effectively travel from Headquarters I submit the following recommendations:

1. Domestic Travel

All requests for domestic travel shall be approved by the Chief of the Bureau of Administration. When necessary, in his judgment, he shall refer such requests to the Chief Executive Officer.

2. Overseas Travel

All requests for overseas travel shall be approved by the Chief Executive Officer, except for the following which shall be approved by the Chief of the Bureau of Administration:

- a. Nurses who are engaged in the nurses training program
- b. Fellows
- c. Mission representatives proceeding to properly authorized conferences at Headquarters and returning to posts of duty
- d. Employees returning to their home stations for leave or for termination.

The last category of employees shall be governed by existing regulations as prescribed in the Basic Field Manual, Part II, Sections 780 ff and 550 ff.

cc Thad Martin

Dorwick/mcf

865 (Regulations)



17 October 1946

TO: General L. W. Rooks  
FROM: L. J. Lisner  
SUBJECT: Headquarters Personnel and Salaries

On 9 August 1946 this Bureau submitted to you a brief analysis of the trend in Headquarters Personnel through 31 July 1946. In this follow up memorandum we are including data on Headquarters Salaries as well as Personnel.

- A. The downward trend of personnel in active status lost some momentum in August but in September continued at an accelerated rate as indicated in the following tabulation.

Month	Number	Decrease from Previous Month	Rate of Decrease
May	1,846		
June	1,823	23	1.25%
July	1,738	85	4.66
August	1,682	56	3.22
September	1,527	155	9.22

As indicated by the left-hand portion of the attached chart, reductions among the three arbitrarily selected classification groups have been quite uniform.

- B. Estimated total annual salaries for Headquarters personnel rose continuously since the organization of UNRRA up to July 1946. In 1946 this figure increased from \$5,540,849 in January to \$6,686,334 in May. The general salary increase on 1 June was the greatest factor in bringing the total annual-equivalent salary for that month (\$6,849,777) over the May figure, notwithstanding the decrease in the number of employees of 23 persons. In July and August, however, decreased personnel were reflected in decreased total salaries. As of 30 September the total annual-equivalent salary was \$5,826,970.
- C. The attached table and chart present the detailed aspects of personnel and salary changes in Headquarters.

Attachments

ACBlanchard/MEGarel/mmz A & F  
R & O R Div.  
Admin. Reports Branch

cc: B. E. Palmer  
H. W. March  
H. H. Howell  
S. Oren

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18 October 1946

MEMORANDUM

TO: General Lowell W. Rooks

FROM: P. W. Kuo

SUBJECT: Revision of Article 7 (b) of the Memorandum of Agreement Concerning the Transfer of the UNRRA Library to the United Nations

Mr. A. Pelt, Assistant Secretary General of the United Nations Secretariat, has suggested a revision of Article 7 (b) of the Memorandum of Agreement on the transfer of the Library and after careful study of the suggested change and having consulted Mr. Weisl, I have come to the conclusion that it is acceptable. The document is now retyped and I should appreciate your signing it at your earliest convenience so that it can be returned to the United Nations for the signature of their representative.

Attachments

040 - United Nations



16 October 1946

TO: Lowell W. Roeks  
Chief Executive Officer

FROM: Charles M. Alspach, Acting Director  
Repatriation Division

SUBJECT: UNRRA Assistance in Project for 2,000 Jewish Displaced  
Children in Norway.

On 16 September, Arolsen cabled Washington (#608) setting forth the general outline of the project for Jewish displaced children in Norway, and asking if NRO would authorize "additional budget for director, welfare officer, medical officer, nurse, administrative officer".

On 24 September, this Headquarters advised Arolsen (#752, repeated London #14524) that "personnel requirements cannot be discussed until agreement reviewed".

On 28 September, London cabled Arolsen (#3367, repeated Washington #11523) "consider UNRRA participation in proposal undesirable . . ." and enumerated the reasons for their position.

After London asked Washington for advice, on 11 October, this Headquarters cabled London (#15481) supporting, in general, NRO's position, saying however, "approve UNRRA staff Germany assisting in project up to debarkation children Norway".

Rabbi Bernstein, who has great interest in this project and who is advisor to General McFarney, spoke to the Director General on 7 October. He confirmed this conversation by letter dated 9 October. In this letter, Rabbi Bernstein requested the Director General to "reaffirm your approval in writing".

We believe that this Administration is not in a position to provide the team requested for this project in Norway. With the reorganization taking place in the Displaced Persons Operations, and with the ceiling on staff, five persons cannot be spared for this service. UNRRA has authority to operate until June 30, 1947; there is no reason to believe that this project will come to an end before or at that time. If the previous experience of displaced children, who were sent to Switzerland, England and Sweden, is any indication, the need for experienced, trained personnel to provide

*Norway - to Jewish Children*



care will be required far beyond the time originally anticipated. Resettlement plans are slow in materializing and long drawn out in execution. The administrative difficulties attendant upon having UNHRA staff in Norway, where we have no mission, also make this request unreasonable.

We would question the validity of basic planning for this project if its success or failure is dependent upon UNHRA providing five staff members.

MKaufman/ml

16 October 1946



15 October 1946

TO: Lowell W. Rooks

FROM: Thad C. Martin

Approval is requested covering the attached requisitions as listed below:

<u>Requisition No.</u>	<u>Division</u>	<u>Estimated Amount</u>
452	Public Information	\$200.00
474	Secretariat	\$ 2.00
477	Public Information	\$ 20.00 each
478	Resources and Operating Reports	\$ 12.50
356	Administrative Services	\$ 15.00

Attachments 5

FVKreh/cc

774.6—



15 October 1946

TO: General Rooks  
FROM: Mr. Burton E. Palmer  
SUBJECT: Application of the Bonus Order to Employees of the  
China Office

The present plan for monthly incremental increases to the bonus to begin 1 January 1947 was designed primarily as a retention device for employees in the European Missions during the actual run-down period. The beginning dates for the incremental increases on the bonus are not well suited to the China operation since the actual run-down in China is not expected to start until about 1 April 1947. The bonus increments will not provide any additional incentive to keep employees through the closing period.

We are now undertaking to hire some new employees for China. If these new personnel remain on our rolls as long as six months they qualify not only for the regular 60-day termination payments but also for increments up to 30 days more, depending upon the month in which we terminate them and irrespective of their length of service over six months. Thus, an employee hired in November and terminated six months later would be entitled to a 90-day termination payment, or nine months pay for six months work. .... etc.

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*China office - 452 (Bonus Plan)*



15 October 1946

MEMORANDUM

TO: General L.W. Rooks,  
Chief Executive Officer

FROM: Harry E. Howell, Controller

SUBJECT: Procedure to Safeguard against Irregularities  
in Procurement.

It might be clearer if the letter was reworded along the following lines. I have authorized the resumption of procurement in the manner followed before the recent freeze was placed into effect upon the following conditions:

1. That there will continue to be certification of each action as to availability of funds through the Division of Resources and Reports prior to making any commitment at all.
2. Upon your assurance that you have instituted in the Supply Bureau review procedure at every phase of procurement for the cases detailed in Paragraph 3. It is understood that this review will be done by an agency outside the Procurement Division involved.
3. It is my understanding that this agency, or you personally, will review all phases of procurement action and approve the appropriateness of the expenditure in the following cases:
  - (a) Where it is proposed to make a commitment which actually or potentially will exceed \$100,000.
  - (b) Where it is proposed to let a contract to a party which did not make the lowest bid.
  - (c) Where it is proposed to let a contract to a party who is the sole bidder.
  - (d) Where it is proposed to let a contract under negotiated terms rather than as a result of public offering and sealed bids.
  - (e) All transactions involving direct procurement for amounts in excess of \$1,000. or for blanket orders which are not limited below this amount.

/ 4. Where

470



General L. W. Hooks,

Sheet 2.

4. Where the full responsibility under this procedure rests with the Bureau of Supply it is expected that you will consult with me in any situations where it appears likely that the systems will later require expansion and the commitment is one of consequence.

In approving the draft as amended I am taking no position as to whether or not the Director General's views have or have not been ~~made~~. I believe the procedure should largely cover what he has in mind and would be satisfactory, providing that we could take his remarks as indicating a general approach rather than specific instructions.



14 October 1946

TO: Lowell W. Rocks

FROM: Thad C. Martin

Approval is requested covering the attached requisitions as listed below:

<u>Requisition No.</u>	<u>Division</u>	<u>Estimated Amount</u>
429	Fellowships Branch	\$ 3.75
436	Overseas Administrative Requirements Branch	\$ 1.50
437	Disbursing & Banking Branch	\$ 3.00
448	Administrative Services	\$ 1.20

Attachments 4

PVKreh/cc

774.6 —



14 October 1946

TO: Lovell W. Rooks

FROM: Thad C. Martin

Approval is requested covering the attached requisitions as listed below:

<u>Requisition No.</u>	<u>Division</u>	<u>Amount</u>
430	Secretariat	\$41.00
431	Administrative Services	\$164.50
432	Administrative Services	
433	Administrative Services	\$55.29

Attachments 4

PVKreh/cc

774.6 —



11 October 1946

TO: General Lovell W. Rooks  
FROM: Louis Swenson

1. Mr. Ankorn of the War Department called to say that General Magruder's report re condition reclassification of military surpluses transferred to UNRRA in Europe has been received and he is mailing a copy with a letter to us.

The report is in considerable detail. Mr. Ankorn indicated that it was not favorable to us. He read the last paragraph, the pertinent sentence of which is, "It is the opinion of this Headquarters that the condition of the property transferred to UNRRA was actually represented at the time of the sale by the condition classification . . ."

The War Department has a cable from Caserta stating that materials turned over to UNRRA have been investigated and a shipment of medical supplies is now in process of revaluation. The cable further states that no complaint had been registered on condition of vehicles and that the sale of vehicles was on an "as is where is" basis with no provisions in the contract to guarantee spare tires and tool kits. These spares and kits which were supplied were crated and sent separately to prevent pilferage.

I suggest that when the Magruder report arrives we examine it carefully to determine what further action, if any, we might take. In any case, we will want to reply to Mr. Ankorn's letter.

2. The FLO have agreed to a price adjustment of approximately 5.5 million dollars on the Caserta purchases to bring them in line with the prices charged by the Paris FLO office. They have also notified the War Department that the unencumbered balance of the \$100,000,000 non-reimbursable fund stands at 8.6 million dollars, including the 5.5 price adjustment. During the past ten days we have had conferences with the State and War Departments to work out a plan by which this non-reimbursable credit may be converted into cash for UNRRA's account to be used for further procurement either through Agriculture or Treasury Procurement. We hope to have this settled by the middle of next week.

Copies for information to  
HHowell  
FWhit  
KHarders  
HGold  
HMcKeevor

LSwenson/als

790 —



11 October 1946

MEMORANDUM

TO: Mr. Lowell W. Rooks

FROM: Thad C. Martin

Attached herewith are requisitions submitted for your approval as listed below:

<u>Req. No.</u>	<u>Division</u>	<u>Price</u>
400	Publication Br., Adm. Services	\$100.00
402	Overseas Adm. Requirements Br.	
403	Overseas Adm. Requirements Br.	
404	Div. of Procedural Coordination	
393	Chief of Payroll	
334	Administrative Services	
332	Public Information	41.66
391	Ocean Shipping Division	
367	Administrative Services	
316	Division of Accounts	
401	Publication Br., Adm. Services	24.00

774.6



11 October 1946

TO: General Lowell W. Rooks  
FROM: Louis Swenson

Attached is a list of purchase orders for which the Emergency Procurement Division is requesting clearance.

You will note that the first item, Triple Typhoid Vaccine, must be procured immediately for air shipment to accompany Small-Pox Vaccine to Italy and that the last item, Dibutylamine, is also requested urgently for air shipment to Yugoslavia. All other items are veterinary supplies which must be purchased for the shipment of livestock.

If you approve, I should appreciate your signing the attached list and returning it to me.

cc: KBorders  
FWMayr

LSwenson/dia

774-4



11 October 1946

MEMORANDUM

TO: General Lowell W. Rooks  
FROM: Burton E. Palmer  
SUBJECT: Repatriation Discussions Between ERO and Headquarters

Following is a chronology of negotiations between ERO and Headquarters on the administrative order on repatriation:

1. ERO teleaxed on 17 September a draft of ER Order No. 60, "Repatriation of Class I Employees."
2. Headquarters drafted a cable on 18 September, transmitted 19 September, recommending:
  - a. Add reference to exit physical examinations
  - b. Delete reference in section on postponement of repatriation excluding employees resigning with less than 12 months' service
  - c. Delete reference requiring 10 day notice of termination for employees postponing repatriation since regulations governing 30 days in lieu of notice already cover.
  - d. Clarify final payment by Home Accounting Office.
  - e. Specify that all payments could be made in field to employees not being repatriated except for Provident Fund and to clear immediately with Home Accounting Office any questionable items.
  - f. Cable Home Accounting Office to effective date of termination for each employee not being repatriated.
  - g. Delete reference to certificate of destruction in connection with withdrawal of UNRRA identity cards.
  - h. Delete reference to "uniform" so employee's written agreement on termination would read "I will not wear UNRRA insignia, use UNRRA documents, etc."
3. ERO incorporated a few of the comments, but its order of 19 September ignored a, b, c, e, f, and g, these being most basic.
4. Headquarters considered that this order would govern China and other areas and that points should be mutually agreeable.

JJC:cooper/tp

46431



MEMORANDUM

19th October, 1946

TO: General L.W. Rooks

FROM: Harry E. Howell

SUBJECT: Adjustment of Commodity Acquisition Program to provide for revised estimates of Administrative & R. & R. Expenses, Shipping Expenses and for a General Reserve

Supply Bureau has presented, under date of 3rd October, an adjustment of the commodity requisitions whereby the desired funding of Expenses, Shipping, Commodities and Reserves is accomplished. It involves cancellation of requisitions totalling \$11,900,000 detailed as follows:

	<u>Requisition Number</u>	<u>Reduction Of</u>
Industrial Rehabilitation Division	UA-198	\$1,000,000
	UA-1773	2,000,000
	UA-2217	2,000,000
	UA-2480	500,000
Total		<u>\$5,500,000</u>
Agricultural Rehabilitation Division	UA-451	\$2,800,000
	UA-2149	2,600,000
Total		<u>\$5,400,000</u>
Medical Division	UA-191/P49	<u>\$1,000,000</u>

It will be noted that the net effect of this funding is to reduce commodity budgets as follows:

<u>Commodity</u>	<u>Original</u>	<u>Revised</u>	<u>Change</u>
Food	\$866,685,	\$866,685,	None
Clothing	280,171,	277,685,	2.5
Medical	127,549,	121,538	6.0
Industrial Rehabilitation	446,703,	422,345	24.4
Agricultural Rehabilitation	217,117	203,839	13.3

While it was only necessary to cancel requisitions amounting to \$11,900,000, the balance of the reduction in programs represents pending requisitions which will not be placed.

/While

30 X (Commodity Acquisition Program)



While the funding has been accomplished by this method and presumably procurement may proceed within the revised budgets, there are several points which should be clarified before the freeze is lifted. Firstly, it will be noted that the Food Budget remains unchanged; while approximately \$7,400,000 remains to be committed against U.S. requisitions, there is the unsettled question of the amount of overshipments. It is also understood that we have definite plans to take up further food allotments and, this being the case, the Food Budget should be adjusted upwards and other Budgets correspondingly reduced. The fact that the Food Budget was unchanged also means that it is now fully funded in food commodity credits and in currency, and it is apparent that the funding of the Food Budget will force further reductions in the programs of the other commodity groups to the extent that they were temporarily financed by food commodity groups. Just as soon as that part of the funding is completed, Mr. Schenker will prepare a report showing the effect on these other programs and, at that time, they must be adjusted. The third point to bear in mind that, among the items stricken from the projected program was \$16½ in uncollected contributions. It is expected that a good deal of what we receive from this source will be in the form of food commodity credits and, as such, become automatic additions to the food program. This will likewise compel a reduction in the budgets of the other commodity groups.

It will be noted that US procurement for I.R. and A.R. is automatically stopped. This points to the need for the most rigid inspection of requisitions now standing in the Treasury Department and the prompt substitution of requests for items which can be procured for requests for items which are not available. It is quite possible that everything that can be purchased within the delivery date deadline for I.R. and A.R. within the U.S. can continue to be purchased, in spite of the apparent state of overcommitment, if the money now sterilised against requisitions which will never mature was freed.

Further, in regard to releasing the freeze, it is believed that, concurrently with the release of the freeze, the control should extend into the Commodity Divisions and that the proposal recently made that each country program carry an uncommitted fund which would reflect the recapture of cancelled or withdrawn requisitions should be put into effect at once.

While the Controller's Office is willing to see procurement proceed within the newly established limits, there are one or two points about the freeze that are not clear and which should be settled. The first is the statement that has been made to the Program Subcommittee and the Central Committee to the effect that the freeze will be modified November 30th



General L. W. Hooks

Sheet 3.

It has not been the position of this Office that the freeze should remain until that time but that instead funds would be made available for further procurement just as soon as they were received and could be released.

Concurrently with the freeze, the Director General required additional approvals on requisitions, purchase orders and other forms of commitments over and above those provided within the structure of the Bureau of Supply. The Bureau of Supply has been requested to review their authorization procedure and revise it to provide any internal checks which may be missing.

Bureau of Supply will have to be notified, concurrently with the lifting of the freeze, whether or not they are to present all commitments or just those of certain types and categories for approval of higher authority, or whether they may approve all commitments without further reference. Regardless of the decision, it is clear that the system whereby commitments have been freely made by the Commodity Divisions must be reviewed and the authority of all of the Commodity Divisions, particularly Food, must be greatly restricted and authority for commitment carried solely by the Head of Supply Bureau and his executive staff.

Harry . Howell

Copy - Mr. Karl Borders

Drafted by: HHHowell/mm



10th October 1946

MEMORANDUM

To: L.W. Hicks  
From: Andrew Cairns

Subject: Austrian Food Program

1. In response to your request at noon today I submit the following appreciation of developments to date in the most recent Austrian food crisis.

(a) At a meeting with Jackling and Dart on 3rd October it was agreed

(i) that the Food Division would immediately attempt to adjust the Austrian food program in the hope of making \$4 million available for the procurement of grain and other high caloric relatively cheap foods;

(ii) that the State Department would attempt to get the agreement of the authorities concerned to place a valuation on the takeover by UNRRA in Austria of military food supplies of \$4 million less than the figure thus far carried in the Austrian budget to cover this liability.

(b) Accordingly I drafted a reply to Chancellor Figl's 1st October cable to the Director General (the Director General's reply is quoted in full in our 1264 to Vienna).

(c) As you will see from the attached statement entitled "Austrian Food Program with Proposed Revisions" we succeeded in producing only \$1.8 million for the procurement of additional grain supplies. We discussed the attached table with Jackling and Becker in detail this morning and I believe we convinced them that no further diversions from the Austrian pipeline would be possible. In response to representations from Becker and Jackling I agreed, however, that we would do our best to expedite the shipment to Austria of both wheat and flour in October. (Of the approximately 50 thousand tons of bread grains already procured for shipment to Austria, exclusive of Austria's share of our fourth quarter allocation of grains for those months, only two boatloads of wheat and no flour have to date been finally fixed).

*Austria - 723*



2. As I intimated to you some days ago, I have interpreted Jackson's memorandum to you of 3rd October as an adverse criticism of the Food Division. He states in part "There is much support for the view that the Austrian Food program has, from the very beginning, been a patchwork affair. It has never had the backbone of a good supply line, such as - for instance - Italy has enjoyed. In other words, we have simply scraped and scratched to find food for Austria. The view is held that they had far too many cats and dogs". I cannot accept these criticisms. I submit that the program, exclusive of the proposed adjustments, set forth in the attached statement compares favorably in balance, composition and value received with that of any other UNRRA receiving country. Jackson and Becker readily admit this, but allege that the composition and value of the takeover from the military in Austria had the effect of throwing the Austrian food program out of balance. I would nevertheless submit that, without prejudicing the other countries' food programs, we could not have treated Austria more handsomely than the program set forth in the attached statement. In any event the Food Division was not consulted regarding the takeover in Austria and cannot, therefore, be expected to accept any responsibility for either its composition or valuation. I should add that, during Farquhar's two visits to Washington, and also during the visits to Washington of members of his staff, no complaints were offered about the composition of the Austrian food program. On the contrary, we went out of our way, as shown in my cable 379 to Vienna dated 4th May 1946, to meet our Austrian Mission's pressing appeals for more UNR food and other erroneously so-called "cats and dogs". In order to avoid troubling you with further explanations of the reasons why I cannot accept the statement that "the Austrian food program has, from the beginning, been a patchwork affair", I dogmatically assert that all that has been wrong with the Austrian food program is wholly inadequate funds.

Copy for information to:

E. Boardman  
A. Boykoff  
H. Rowall  
L. Swenson

A. Cairns/hje



10 October 1946

TO: General Books

FROM: F. LaGuardia

Austria, Czechoslovakia, Hungary will send in a list of childrens' food desired to be purchased out of the cash allocations from the Emergency Food Collection. Austria has been allocated \$100,000, Czechoslovakia \$100,000 and Hungary \$100,000.

The Philippines will advise whether they want to buy themselves or whether they want the cash. If they want the cash, you may draw a check for \$300,000 out of the \$1,000,000 we have on hand. If the Philippines request us to buy the food, they will send a list of the food they want for the children and we can do the buying up to \$300,000.

You may hear from the Government of India. The allocation is \$300,000. In all likelihood they will want us to do the buying. If we do the buying, we will have to deliver here in American ports as we can transport the food only for UNRRA countries.

You will hear from Italy. Italy's allocation is \$250,000. In all likelihood, they will ask us to buy and give you the agency in Italy that will do the distribution. It is an agency which does the distribution for all the agencies and is under the auspices of the government.

DG:LaGuardia/gm

723 (Emergency Food Collection)



10 October 1946

**MEMORANDUM**

TO: Lowell W. Rooks  
FROM: Burton E. Palmer  
SUBJECT: Procurement of Technical Publications at the Request of USMRA  
Fellows and Nurses

I understand that you have directed that no further purchases be made against the Technical Book Fund of \$100,000 which was established for the procurement of technical publications requested by recipient countries. I should like to point out that commitments have been made by the Administration for procurement of publications selected by USMRA Fellows and nurses to be charged against this fund, and that failure to comply with these commitments may result in serious embarrassment to the Administration. Therefore, I strongly urge that procurement of publications selected by the Fellows and nurses be completed in accordance with policies previously established.

Of the original allotment of \$100,000, a sum of \$17,000 was set aside for the purchase of technical publications to be selected by the 170 USMRA Fellows studying in the United States, the amount to be divided equally among the Fellows. Publications procured from this fund were to be distributed in the countries of origin of the Fellows in the same manner as publications requested directly by the country missions. They were, in no case, to become property of the Fellows. The provision for selection of publications by the Fellows was made on the assumption that the Fellows would be in a better position to know exactly what recent American publications in their particular field of specialization would be of value to technicians in their countries than officials of country missions who have regularly initiated requests for publications. A memorandum, informing the Fellows of this arrangement and the conditions under which it was to be carried out, was distributed to each Fellow studying in this country on 30 September 1946 and the Fellows were urged to submit their requests for publications selected.

In the case of nurses studying in this country under USMRA auspices, a similar arrangement was made for selection of publications to be distributed in countries of origin, and each nurse was allotted a sum of \$50 to be used for

30% (Technical Book Fund)



this purpose. The nurses have completed their requests, and one of the requisitions now retained in the Overseas Administrative Requirements Branch, Division of Administrative Services, represents the total quantity of books to be procured at the request of the nurses. It is expected that the cost of these books will amount to approximately \$4,000. As in the case of publications selected by the Fellows, it is strongly urged that the requests initiated by the nurses be fulfilled to avoid neglect on the part of the Administration in meeting commitments made.

If procurement of publications for UNRRA Fellows and nurses is approved, a sum of approximately \$27,000 of the original \$100,000 allotment can be recaptured. The present status of the Technical Book Fund is as follows:

Funds expended or firmly committed	\$52,003.00
Reserved for publications selected by Fellows	17,000.00
Reserved for publications selected by nurses	<u>4,000.00</u>
	\$73,003.00
Remaining available for recapture	\$26,997.00

ABFriedman/bls



MEMORANDUM

9 October 1946

TO: Lowell W. Hooks  
FROM: Thad C. Martin

Approval is requested covering the attached requisition as listed below:

<u>Requisition No.</u>	<u>Division</u>	<u>Amount</u>
288	Administrative Services	\$600.00

Attachment 1

PVKreh/cc

774.6



MEMORANDUM

9 October 1946

TO: Lowell W. Rooks  
FROM: Thad C. Martin

Approval is requested covering the attached requisitions as listed below:

<u>Requisition No.</u>	<u>Division</u>
303	Administrative Services
291	Administrative Services

Attachments 2

PVKreh/cc

774.6 —



Blue  
INTEROFFICE MEMORANDUM

8 October 1946

TO: Lowell W. Rooks  
Room 503

FROM: Burton E. Palmer  
Room 1211

SUBJECT: Cable 664 from Arolsen

The above cable states that HQ USFET will make steamer space available to UNRRA personnel on Army troop transport provided War Department approval is granted immediately to HQ USFET G1 Division.

We discussed this matter today with Colonel Messersmith of the Transportation Corps, War Department, and he in turn referred us to Colonel R. L. McKee, G-4. Colonel McKee informed us that Army regulations do not permit the carriage of civilian travellers on Army transports, except "in dire emergency." We advised Colonel McKee that very little, if any, sea transportation had been available since June 18 when the Maritime strike first started, and he informed us that he was not in position to say whether War Department would consider this as a dire emergency. The only way to get a definite ruling as to whether or not space can be made available to our personnel is through the Office of the Secretary of War.

We have just received Cable 11858 from London relative to Arolsen's cable and London considers the Army transport arrangement advantageous if it can be arranged. London still does not have firm figures from Arolsen but their latest estimate is that approximately 80 people will be available for sea transportation during the month of October. This number is in addition to the 80 we plan to move by special chartered plane.



*See (arrangements)*



MEMORANDUM

8 October 1946

TO: Lowell W. Rooks

FROM: Thad C. Martin

Approval is requested covering the attached requisitions as listed below:

<u>Requisition No.</u>	<u>Division</u>	<u>Amount</u>
216	Office of Public Information	\$ 42.20
217	Office of Public Information	84.26
222	Space, Maintenance & Facilities Branch, Administrative Services	5.73
258	Administrative Services	
257	Administrative Services	256.71

Attachments 5

FVEreh/cs

774.6 —



8 October 1946

MEMORANDUM

TO: Mr. Lowell W. Rooks  
FROM: Irving Sverdlov  
SUBJECT: Reserve for Educational Supplies.

Attached herewith is the file on Recommendations of Educational Policy Committee for Continuation of Acceptance of Contributed Educational Supplies, which was forwarded to this office from the Controller's office.

You will also find attached a copy of a memorandum from Mr. William Levin to Mr. Harry E. Howell, notifying the Controller of the action which this office took in setting up a Reserve of \$300,000 for Educational Supplies and other miscellaneous items out of the Ocean Shipping budget.

Attachments

A&F: Division of R & OR  
AL Murphy:rl

700-(Educational Supl)



MEMORANDUM

8 October 1946

TO: Lowell W. Rooks

FROM: Thad C. Martin

Approval is requested covering the attached requisitions as listed below:

<u>Requisition No.</u>	<u>Division</u>	<u>Amount</u>
271	Office of Public Information	\$10.50
272	Office of Public Information	6.60
282	Administrative Services	

Attachments 3

PVKreh/cc

7746 —



# MEMORANDUM

8 October 1946

TO: Lowell W. Rooks  
 FROM: Thad C. Martin

Approval is requested covering the attached purchase orders as listed below. These orders were included with the purchase orders forwarded to your office last week covering publications. Your prompt return of these orders will be appreciated as most of them are confirming for services received prior to 30 September 1946 and the vendors have been requesting immediate payment.

<u>Purchase Order No.</u>	<u>Vendor</u>	<u>Amount</u>
13739	Kane Moving Company	\$ 801.40
12788	Skinker Motor Company, Inc.	7.10
12931	RKO Pathe, Inc.	262.40
13757	Postmaster	475.00
13694	Henry B. Gilpin Company	19.94
13753	W. R. Hill Company	675.00
13732	Mr. Emanuel F. Weaver	23.50
13715	Ford Photo Supply	16.20
12847	General Elevator Company	36.20
13740	Dictaphone Corp.	2.00
13731	Mr. Robert A. Johnson	148.75
13734	M. S. Ginn and Company	2.25
13729	General Aniline & Film Corp.	5.32
13707	Ford Photo Supply	12.96
13735	Mr. Roy Lewis	8.64
13751	Jerome S. Murray	980.00
13733	Eugene Dietzgen Co.	13.50
13758	Mr. Alberto C. Leao	72.24
13759	Lamb, Seal and Stencil Co.	22.50
13752	W. R. Hill Company	919.78
13714	M. S. Ginn and Company	27.00
13726	MacIntosh & Sheridan	58.35

Attachments 22

PVKreh/cc

7744



8 October 1946

MEMORANDUM

TO: Lowell W. Rocks  
FROM: Burton E. Palmer  
SUBJECT: Procurement of Publications for UNRRA Library

In accordance with your request, we are resubmitting for approval the attached requisitions for procurement of books and periodicals for the UNRRA library. Under terms of the Letter of Agreement to be signed by UNRRA and a representative of the United Nations, the United Nations will contribute a sum of \$15,000 to UNRRA for continuation of the library in its present form. Of this amount, \$2,000 is specifically designated for acquisition of books and periodicals. Procurement of such publications will be performed, in effect, in conformance with policies and requirements to be set forth by the United Nations.

A record of requisitions initiated will be maintained by the UNRRA librarian. It is also proposed that an accounting record of procurement of such publications be maintained in the Division of Emergency Procurement, Bureau of Supply, which is responsible for actual procurement of publications requested. Establishment and maintenance of such a record will eliminate the possibility of expenditures for library acquisitions in excess of the \$2,000 contribution from United Nations.

ABFriedman/bls

304 (United Nations)



# MEMORANDUM

7 October 1946

TO: Lowell W. Hooks

FROM: Thad C. Martin

Approval is requested covering the attached purchase orders and requisition as listed below:

<u>Purchase Order No.</u>	<u>Vendor</u>	<u>Amount</u>
13678	Government Printing Office	\$ 23.15
13756	Railway Express Agency, Inc.	256.96
13709	Z. D. Gilman	14.73
13747	T. H. McKenna, Inc.	857.25
13749	T. H. McKenna, Inc.	594.67
12940	Remington Rand, Inc.	37.75
12986	Remington Rand, Inc.	72.45
13750	Association for the Study of Internal Secretions	15.75
13727	Steel and Wire Products	19.62
13766	American Medical Association	24.00
13730	Steindl Studio	5.00
13767	Surgical Publishing Co.	18.00
13723	Remington Rand, Inc.	15.60
13768	Public Health Association	7.50
13770	American Orthopaedic Association	15.00
13769	American College of Chest Physicians	7.50

<u>Requisition No.</u>	<u>Division</u>	<u>Amount</u>
185	Administrative Services	13.56

Attachments 17

PVKreh/cc

*AM*

774.4



7 October 1946

To: General Lowell W. Hooks

From: Burton F. Palmer

In line with past Community Chest drives, I attach herewith a proposed message from the Director General to the staff requesting their cooperation in seeing that the 1947 campaign is a success as far as the Administration is concerned. If the attached draft is satisfactory, will you kindly have the Director General sign the stencil sheet and return it to us for mimeographing and distribution?

Attachment

496.3 (Community Chest Drive)



MEMORANDUM

7th October 1946

To: L.W. Rooks  
From: Andrew Cairns

Subject: Emergency Food Collection

1. You will recall (a) that at your request I sent you a memorandum on the above subject on 16th September and (b) that in your memorandum to me of the same date you confirmed that we should not arrange a meeting on this matter until you had received instructions from the Director General and communicated them to me.

2. In confirmation of the above I received from Borders on 1st October a copy of Levin's memorandum of 26th September to Boyer.

3. In the fourth paragraph of my memorandum to you of 16th September I called your attention to the fact that "we have not only informed the Missions of the contributions in kind, but also their share of the expected contributions in cash". Hopkins, the representative of the Indian Supply Mission, called at my office on 17th September, and advised me that the Indian Government wished, in accordance with the assurances given during the collection campaign, that UNRRA should procure and expedite the shipment of high priority goods to India with India's share of the cash contribution. He added that the Indian Government's priorities were first rice, second wheat, and third milk powder. As I had already heard from you of the Director General's freeze on the expenditure of the fund, I was non-committal. I expect, however, that we will soon have an enquiry from him as to when they may expect delivery of the supplies. I told Borders at lunch on Saturday, 5th October, that I feel we should soon notify, through our Missions, all the receiving countries if, contrary to my letter to them of 29th July, they are not going to receive food supplies procured by us from the cash contributions. He agreed. I should therefore be very much obliged if you would let me know the Director General's decision with respect to the recipients of the cash contributions.

4. You may be interested in the following attachments:

- (a) copy of Ringland's letter to me of 20th September;
- (b) copy of Ringland's memorandum of 16th September to Wood; and
- (c) copy of Taft's letter of 17th September to Wood.

5. We in the Food Division are not impressed by the arguments adduced by Ringland and Taft in support of their recommendation to Wood that

723 (Emergency Food Collection) /Director



Director General LaGuardia should be requested "to turn a substantial part of the Emergency Food Collection cash over to CARE" (i.e. Cooperative for American Remittances to Europe). Indeed, on the basis of our experience to date with CARE, I very strongly recommend against such a course.

6. You will, I think, be interested in the following points:

- (a) on 3rd Oct '45 we agreed to pay the United States War Department \$100 million for a lump quantity of foods, which included 79 million 10-in-1 rations;
- (b) in response to representations from Colonel Ty Wood and others, Director General Lehman, in a letter dated 15th October 1945 to C.P. Taft, agreed to turn over to CARE all or any part of our 79 million 10-in-1 rations;
- (c) fortunately, the Food Division of UNRRA was not informed of Director General Lehman's commitment until 5th December, by which time we had shipped, or had initiated shipment, of all but 28 million of the 10-in-1 rations;
- (d) Donald Nelson, who had been appointed Chief Executive Officer of CARE, gave up this post owing to his deep disappointment in CARE getting only about one-third of the 10-in-1 rations it had hoped to secure;
- (e) to implement Governor Lehman's commitment we cancelled ten food vessels, slowed up the clearance of five others, and placed a stop order on the shipment of any further 10-in-1 rations;
- (f) Governor Lehman and I attended a special meeting of CARE's Board of Directors in New York, following which Governor Lehman reluctantly agreed several times to extend the deadline he himself had imposed on CARE's completing the financial and other arrangements to take over from the U.S. QMC the 28 million 10-in-1 rations UNRRA had relinquished. Nevertheless it was not until late February 1946 that CARE completed its negotiations with the War Assets Administration;
- (g) some weeks ago the Food Division of UNRRA was pressed by the U.S. QMC to accept back, at \$5.50 per ten rations, ten of the 28 million 10-in-1 rations which CARE had turned back to the U.S. Army. Knowing full well that we could have, without difficulty, shipped all of the 28 million rations to UNRRA receiving countries urgently in need of them during the autumn and winter months of 1945, and realising that in the meantime the quality of the rations had deteriorated, we refused. The U.S. Army were therefore obliged to use the rations for their prisoner of war and civilian feeding programs;
- (h) of the 18 million rations possessed by CARE, some 5 million have been shipped from the United States, 1.5 million are at a harbour



in New York, and the remaining 11.5 million are yet to be moved out of the public warehouses into which the U.S. QMC insisted they must be moved at the cost of CARE;

- (1) CARE ~~acquired~~ required a credit from the U.S. Reconstruction Finance Corporation of \$1,950 thousand. It has used this credit as an "operating fund". As you have no doubt noticed from posters in banks and elsewhere, and from newspaper advertisements (see Woodward and Lothrop advertisement attached) CARE has been attempting to sell the 10-in-1 rations to the U.S. public for overseas shipment at \$15 per ten rations. Out of each \$1.50 acquired by such sales CARE turns over to the R.F.C. for the purpose of replenishing its so-called "operating fund" 65 cents.

(Note: You will be interested to learn that the Food Division of UNRRA, in agreeing to pay the U.S. War Department \$100 million, computed the price of the 10-in-1 rations, for the purpose of our own bookkeeping, at \$3.50. However, when we turned back the 28 million rations, in agreement with the QMC we were given a credit against our \$100 million deal of \$5.50 per ration).

- (5) FitzGerald informed me on 2nd October that CARE was now proposing substantially to reduce the price of its 10-in-1 rations. It is high time, as part of their components is semi-perishable and they are now nearly a year older than when UNRRA was seriously embarrassed by having to explain to its receiving countries why it had abruptly stopped the shipment of these foods, which were doing so much in Poland and other countries to stimulate the production of coal and other vital necessities. Rajchman and the representatives of several UNRRA receiving countries more than once told me they were going to raise "particular hell" about the matter, but so far as I know their protests remained lodged with the Food Division. As late as the Atlantic City conference in March of this year Rajchman pressed me very hard to try to get Poland some more 10-in-1 rations. Clearly he would not be interested now.

A. Cairns/nje  
5.10.1946

Copy for information to:

A. Bonnell  
R. Borders  
H. Havell  
F. McMillen



C O P Y

ADVISORY COMMITTEE ON VOLUNTARY FOREIGN AID

September 20, 1946

My dear Cairns:

Thank you so much for your note of September 16 with its attachment of July 15 from Mr. Batt to Mr. Harrison relating to the disposition of the Emergency Food Collection funds.

At the meeting of the Advisory Committee on August 22, and which Mr. Batt attended as a member, the Committee was of the opinion that it would be appropriate to make suggestions to UNRRA respecting the disposition of the Emergency Food Collection funds now that solicitation has ceased. Specifically, the Committee felt that the most useful disposition that could be made, in the light of events since the collection was initiated last May, would be to place the funds, less UNRRA's expense, for the immediate purchase and delivery of CARE food packages now in stockpiles in UNRRA and non-UNRRA countries; the contribution would be for general relief based upon allocations worked out by the Executive Committee of CARE which is representative of the 25 voluntary foreign relief agencies making up the CARE membership.

With this in view, preliminary representations have been made to Mayor LaGuardia through the State Department. More details in support of the Advisory Committee's recommendation to the Mayor are reflected in the attached copy of a memorandum of September 16 to Colonel Wood from me\* and a copy of a letter of September 17 from Chairman Taft to Colonel Wood.

Colonel Wood telephoned me yesterday that he expects to talk with Mayor LaGuardia Monday.

Very sincerely,

Arthur C. Ringland,  
Executive Director

Enclosures

Mr. Andrew Cairns  
Director, Food Division  
UNRRA  
1344 Connecticut Avenue  
Washington 25, D. C.

\* qualified by the suggestion that some of the funds might well be set aside for the proposed International Children's Fund and referred to in Mr. Taft's letter.



COPY

A-C - Col. Wood  
WPA - Mr. Ringland

September 26, 1946

Reference is made to the attached memorandum of September 3 to Mr. Stillwell, transmitted at the direction of this Advisory Committee. It recommends the transfer of the money collections of the Emergency Food Collection to CARE, a matter which you have already discussed with Mayor LaGuardia. There are also attached copies of endorsement from Mr. Stillwell, Mr. Chester Davis and Mr. Courtney Brown.

At your request, I have ascertained the present status of this collection through Mr. McMillen of the Bureau of Supplies of UNRRA and Mr. Cairns. Approximately 2½ million dollars in cash has been collected of which \$500,000 will be deducted for expenses, including, it is presumed, the handling of the food-in-kind.

Mr. McMillen states that some months ago the Allocations Committee, under the Chairmanship of Mr. Batt, passed a resolution turning the funds and the food over to UNRRA, and on that basis, UNRRA has notified the beneficiary countries of the collection.

(There is some confusion respecting the Allocations Committee. There is a note in our Committee files of July 19 in which Mr. Batt has said his Allocations Committee would not undertake the responsibility of disposition. And too, it will be recalled that he approved the action of the Advisory Committee at its meeting of August 22 looking to Mayor LaGuardia's consent to the turnover of the Emergency Food Collection funds to CARE.)

Reasons are cogent and immediate why the funds should be turned over to CARE:

1. UNRRA is in the process of liquidation.
2. UNRRA, by Geneva Resolutions, proposes to turn its surplus funds over to further the International Children's Fund and social welfare.
3. The money collected from the American people was for "emergency famine relief" and that was in May and June. Procurement of food now by UNRRA can hardly be delivered and distributed before close of the year, six months later.
4. The public did not subscribe specifically for UNRRA but to relieve hunger conditions in the war devastated countries. If these voluntary funds of some 2 million dollars are used by UNRRA, this sum would provide not more than 1/20th of 1 per cent of the official funds made available to UNRRA. Quantitatively, in the UNRRA program, the amount is insignificant and would completely lose its American identity.
5. The American voluntary foreign relief agencies need the support of this fund and there appears to be neither a legal nor a moral reason why it cannot be given and at the same time fulfil the purposes for which the American people made the contribution. Cooperation with these agencies was assured by Secretary of Commerce, Wallace, Mayor LaGuardia and Mr. Lee Marshall when the collection was initiated.



6. It is therefore proposed:

A. That the balance of funds of the Emergency Food Collection, after the deduction of the \$500,000 advanced by UNRRA, be made available to CAFE. CAFE is composed of 25 voluntary foreign relief agencies and is, therefore, the most representative body in the voluntary relief field. Its Executive Committee and its Board of Directors are in position, therefore, to allocate 10-in-1 food packages to the highest advantage for general relief purposes through the field outlets of its member agencies not only in UNRRA countries but in non-UNRRA countries. It has the food in local stockpiles. Delivery will, therefore, be prompt.

CONCLUSION:

Voluntary foreign relief programs are now influenced in two important respects.

One, the programs of UNRRA and the National War Fund which has been operating through the voluntary agencies in UNRRA and non-UNRRA countries, will close December 31. American voluntary agencies, with commitments and programs running into 1947, will encounter difficulties in obtaining necessary support -- particularly during the winter months of the first quarter.

Two, a relative improvement in general food conditions in Europe demands that the programs of the voluntary agencies be more selective than ever. The CAFE food packages will make this selection possible among the mal-nourished. Distribution as general relief will permit close adherence to the agreements made with the various governments providing that approximately half of all packages would be for general distribution to offset any discrimination in favor of individuals.

Finally, it should be pointed out that the Army is disturbed over food conditions in Austria and because of inadequate funds to meet the situation, helpful action can be contributed by CAFE and its voluntary agencies now operating in Austria.

\* 300,000 cases canned goods.



ADVISORY COMMITTEE ON VOLUNTARY FOREIGN-AID

September 17, 1946

Dear Colonel Wood:

I understand that you are going to see Fiorello LaGuardia on Thursday in connection with the proposal to turn a substantial part of the Emergency Food Collection cash over to CARE for the purchase of packages and for their distribution in those countries where UNRRA is particularly interested in having additional help. The War Relief Control Board and our Committee, as its successor body, has been very much concerned for quite awhile in securing an adequate package distribution in Europe, and CARE has been set up as the final result of that effort. We believe it is being well run and we are convinced that the use of its packages in this way will constitute the closest approximation to the objectives of the Emergency Food Collection. The great advantage, from the standpoint of the donors, is that these packages will be clearly marked as coming from Americans as a result of their humanitarian impulses. We do not see any other way in which that objective can be achieved and at the same time, the service rendered to people in need.

Of course, our plan for package distribution involved both purchases by individuals for individuals and a general distribution on a fair basis to large groups in need. It is the latter method which is recommended for these funds through the facilities of all American voluntary agencies which have any concern with this matter. There are no others who would be in any way interested in this kind of a project.

Our Committee would, of course, welcome the use of some of these funds to start an International Children's Fund as voted by the Council of UNRRA.

Very sincerely,

Charles F. Taft  
Chairman

Colonel C. Tyler Wood  
Department of State  
Room 802  
1618 H Street, N. W.  
Washington, D. C.



MEMORANDUM

7th October, 1946

To: General L.W. Rooks  
From: Harry E. Howell  
Subject: Use of Unassigned Pool during rundown

Your attention is drawn to cable 14996 to London sent by the Bureau of Administration which reads as follows:

"... employees' assignment to pool should be for reasonable time only. If over 90 days, position should be classified on basis work actually performed."

It seems to me that personnel placed on the Unassigned Pool for 90 days or over should have been terminated as redundant long before the end of that period. I would suggest the maximum period for personnel to be held on the strength of this pool should be 30 days up to 31st December and up to 15 days for exceptional cases thereafter.

H

Drafted by M. Millican

464 (Termination)



4 October 1946

MEMORANDUM

To: Gen. Eooks  
From: J. J. Polak

I have noted your memorandum to route all papers for the signature of the Director General and Comm. Jackson through you. I shall see to it that my office will make no further mistakes in this matter.

JJPolak:mc

212.3 (signature)



General Lowell W. Rooks  
General Counsel

P. W. Kuo

Report on the ILO Meetings

4 October

I beg to submit to you the attached report on the meeting of the Governing Body and the General Conference of the International Labour Organization prepared by Dr. Dai who attended as UNRRA's observer. Certain selected documents are also attached.

Attachments

040 - International Labour  
Organization



4 October 1946

MEMORANDUM

TO: Lowell W. Rocks  
Deputy Director General

FROM: Thad C. Martin, Director  
Division of Administrative Services

It is requested that the following Purchase Orders for UNRRA forms and charts be approved:

Form SS-51 - Request on Status of Authorizations, Requisitions, Contracts & Shipments. These forms are used by the five commodity divisions to record the supply information mentioned in title above.

Estimated price: \$92.50

Chart: Status of UNRRA Programs through July 31, 1946. For use of the Controller.

Estimated price: \$48.00

203. (Form SS 51)



3 October 1946

MEMORANDUM

TO: Lowell W. Hooks  
FROM: Ralph M. Boyer  
SUBJECT: Foreign Exchange Problem on Resale of UNRRA Rice and Wheat in Argentina

1. Yesterday afternoon Mr. Harry J. Hilton of the Controller's office telephoned the Division of Finance for advice as to whether any financial problem existed in the contemplated resale of UNRRA rice and wheat in Argentina and the return of the funds in U.S. dollars to UNRRA's account in New York. He was informed by us that it could not be taken for granted that the reconversion could be arranged automatically and that it would be necessary for us to look into the foreign exchange implications of the problem as of this moment to make sure that UNRRA's interests are protected.
2. This morning we discussed this matter over the telephone with one of the senior officials of the National City Bank of New York, who confirmed our impression that the reconversion presented certain immediate foreign exchange problems. The fact is that while free funds procurement in Argentina is handled on the basis of the official rate of U.S. \$0.2978 per Argentinian Peso the reconversion at the free market rate would bring only about U.S. \$0.2475 per Peso, resulting in an exchange loss of about 20%, entirely apart from any differential in the prices of the commodities themselves.
3. On the basis of the facts in this case, UNRRA might, of course, stand a good chance in trying to induce the Central Bank of Argentina to undertake the reconversion of Pesos into dollars on the same terms as our dollars were exchanged into Pesos, thus avoiding or minimizing the spread between the official rate and the free market rate. The problem is essentially a foreign exchange matter requiring negotiating on that basis.
4. I have discussed this matter with Mr. Howell, to whom I expressed my concern about the possibility of the foreign exchange implication of this problem being overlooked by the men handling the resale of these commodities in Argentina, and at Mr. Howell's suggestion I am submitting this matter for your consideration. Mr. Cairns has been apprised of the problem in a telephone call from this office and has stated that he would discuss this matter in a telephone conversation with Matash in Buenos Aires this afternoon. It should be noted, however, that as yet there has been no clear-cut meeting of minds between the supply people and the Finance Division on what precisely needs to be done - and by whom - to protect UNRRA against the apparent risk of a large foreign exchange loss.

Winflove/net  
cc: Limer  
Howell

*Argentina - 72 3.1 (sub 4)*



3 October 1946

MEMORANDUM

To: Lowell W. Hooks  
Chief Executive Officer

FROM: Burton E. Palmer, Chief  
Bureau of Administration

SUBJECT: Determination of Official Headquarters, Home Accounting Office, and Home Station

Your memorandum of 26 September requests that an examination be made of cases at Headquarters where UNRRA has recruited personnel from agencies where they may have had repatriation rights to other countries, and also that you be informed of the method used in determining home station for any UNRRA employee. The results of the survey will be reported separately.

Under present procedure, each UNRRA Class I employee has a designated official headquarters (known as official station), a home accounting office, and a home station. There is no problem in distinguishing the characteristics of these three concepts, but some difficulties have arisen in applying them to a few individual cases, involving chiefly employees recruited in the earlier days of the agency, where the documentation has not been complete or where alleged personal commitments, exceptions from policy, were not recorded.

Official Station. The headquarters of the employee while on official duty are designated as his official station. This is Washington, of course, for most Headquarters employees, but there are a few Headquarters people with Official Station in New York City or at various livestock shipping ports. London is the official station for KRO employees. In the missions it depends on the location of post of duty.

An employee, whose home station differs from his official station, is normally entitled to repatriation to his home station.

Home Accounting Office. The Home Accounting Office is the place at which an employee's pay and allotment accounts are maintained. For the great majority of UNRRA employees, the Home Accounting Office and the Home

464 (Home Station)



Station are identical. This generalization applies to (a) all United States and Canadian employees at Headquarters, and with very few exceptions, in the field; (b) all United Kingdom nationals at ERO and in the field, with very few exceptions, although some have London and some Cairo as home accounting office and home station; (c) the great majority of French, Belgian, Netherlands, Norwegian, and Danish employees; (d) most Australian employees; and (e) most employees with Cairo home station. The rule does not apply in the case of (a) employees from Latin American countries; their home accounting office is almost invariably Washington; (b) Russian employees, whose home accounting office may be Washington or London; (c) employees whose home station is located in a country where we do not have any UNRRA-operated offices, such as South Africans, whose home accounting office is London; and (d) employees who have been permitted as exceptions to the general rule to transmit home allotments to countries other than that of their home station.

In the earlier days, uncertainty on the significance of home accounting office and home station on the part of payroll clerks led to the completion of documents showing Washington as the home station for some Latin American employees. These are being rectified as they come to light. Except for cases of this type, there is little reason for confusion on this point, since the home accounting office has never been considered a controlling factor in determination of salary schedules or repatriation.

Home Station. The following section deals with the more complex problem of home station. Attached as an appendix is a copy of a communication dated 23 September 1946 from Major General C. R. Stein, Deputy Chief of Finance and Administration at ERO, in which he makes an excellent presentation of the questions involved in determining home station and requests confirmation of the ERO interpretation of UNRRA policy on such matters. ERO's views are in complete accord with those expressed in our memorandum. We have delayed preparing a reply to General Stein's communication, however, until you have had opportunity to review this memorandum. It should be mentioned, by the way, that the matter raised in paragraph 7 of the ERO letter has now been dealt with in agreement with ERO.

The home station is the city to which an employee will be returned at the termination of his employment. It is determined by the Director of Personnel of the office by which he is recruited. Home station is the key to several other factors aside from repatriation, since it plays a major role in determining appropriate salary schedule, eligibility for payment of living and quarters allowance and currency in which salary may be paid.

For the great majority of UNRRA employees, there is little problem in the determination of home station. It is Washington for almost every Canadian and U.S. national, at Headquarters or abroad. For most U.K. nationals, it is either London or Cairo. In fact, for most employees the home station is country of nationality. But nationality is not the main deciding factor; the chief factor is country of normal residence.



In determining country of normal residence, where there is any question, such factors are considered as place of recruitment, duration of domicile in the country, ownership of property, type and conditions of previous employment, payment of taxes, location of family or dependents to whom home allotment is assigned, etc. It is understood that persons recruited from the armed forces or other agencies of member governments, who are temporarily stationed abroad because of their employment will be entitled to have a city in their home country designated as their home station. The very fact that their appointment documents show their home country as home station is evidence of this understanding and commitment on the part of UNRRA.

Since the whole concept of home station has been developed out of UNRRA experience, certain special applications of this policy have been adopted:

(a) The home station of all employees normally resident in Canada is Washington, D.C. This means that Canadians will be repatriated to Washington and not Canada and that while serving in Washington they receive United States salary rates but without living allowance.

(b) Certain employees stationed at Headquarters who are nationals of other countries but preferred at time of appointment to have their salaries paid to them in Washington in dollars, because of family reasons or because of currency uncertainty in their home countries, were placed on the U.S. salary schedule with Washington designated as their home station. Examples include nationals of China, Poland, Greece, Russia, Czechoslovakia, Yugoslavia, and the Philippines. In many cases, we also agreed to absorb U.S. or other taxes. In all such instances, since the home station was specifically designated as Washington and since they were paid according to the United States salary schedule, it was assumed as a matter of course that they waived repatriation rights. Repatriation follows home station.

(c) Where employees have been recruited in Washington from other agencies, with the understanding that their repatriation rights would be undertaken by UNRRA, this has been specifically indicated, both by designation of home station and by written confirmation. In the absence of such written agreement to the contrary, it must be assumed that designation of Washington home station precludes the possibility of repatriation to another city or country.

An employee may be repatriated to a destination other than his home station only when such is administratively convenient to the administration and the cost will not be in excess of repatriation to his home station. (Section 551, Part II of the Basic Field Manual)

In the specific instance of Commander Jackson which you mention in your memorandum, his home station and official station were designated as Washington. His salary of \$14,500 (increased in July 1945 from \$14,000 because of adjustment in U.S. salary schedule) plus payment of United Kingdom taxes and civil service contribution (amounting to about \$3600 in



total), without living allowance, indicates that he was considered to be on the U.S. salary schedule, in keeping with the designated home station of Washington. This was apparently the agreement reached with Commander Jackson by Mr. William F. Howell in April 1945. Strictly speaking, therefore, Commander Jackson would not be regarded as having repatriation rights to London or Sydney.

Similar cases include those of Dr. Kuo, Deputy Director General for the Secretariat; Mr. Menshikov, Deputy Director General for Services; and Dr. Polak, Economic Adviser. In all three cases Washington was the designated home station, we paid them according to U.S. salary standards, and increased their salaries in accordance with the U.S. salary schedule, and their U.S. taxes were absorbed. This last arrangement gave them a considerable advantage over other UNRRA Headquarters employees who were U.S. nationals. All three were recruited from other agencies in Washington where presumably they had repatriation rights, but there was no written agreement that UNRRA would take over this obligation in view of their having Washington home station and being paid according to U.S. salary scales. Mr. Menshikov, in fact, has already returned to Moscow and did not put in claim for repatriation expenses.

*J. P. Rooks*



23 September 1946.

Dear General Rocks,

SUBJECT: HOME STATION.

1. I wish to clear with you two points relating to the considerations which should determine an employee's Home Station.

2. I refer to Section 330 of the Basic Field Manual, Part II. The parts of this Section to which I especially refer are quoted below:

"If the employee is residing in the country of which he is a national, the home station will ordinarily be a city in that country; otherwise, it will be the capital or principal city of the country of which he is a resident as designated by the Director of Personnel."

"Persons recruited from the armed forces or other agencies of member governments, who are temporarily stationed abroad - - - will be entitled to have a city in their home country designated as their home station"

3. In determining the home station of an employee we have assumed that UNRRA intended that an employee should not be put to extra expense because he was moved from the country in which he was resident when recruited by the Administration. His home station decides the salary scale of the employee, his repatriation rights, and his rights of living allowance. It was our view that the Administration intended that a U.S. employee moved to Europe should retain a salary sufficient to enable him to meet his commitments in the U.S.A. together with a living allowance to compensate him for the extra expense to which he was put by being moved to Europe, and repatriation rights to cover his transport. We saw no reason to incur obligations on behalf of the Administration to employees who were not in fact put to extra expense by being moved from the country of recruitment. If, therefore, to take one example, we recruited a South African working in London we have nominated London as his home station. In one particular case the South African in question had come over to Europe with the South African armed forces, had been demobilized in Europe, (thereby losing any right of repatriation) and was working in civilian employment in London when recruited.

4. Section 330 of the Manual explicitly refers to, "persons recruited from the armed forces, etc.," these being persons who left their country of residence to serve during the war and who had certain rights of repatriation. It is our understanding that they were specifically mentioned because UNRRA felt it right to take over from the armed forces or the agencies in which they had been serving the obligation to repatriate them and to pay them the salary and living allowance applicable to nationals of their country.

5. Col. Katsin, during his recent visit, raised certain questions as to our interpretation of the basic documents. In his view UNRRA being an International Organization should give a home station within their countries of residence to all its employees. He feels that the words, "It will be the capital, or principal city of the country of which he is resident" in Section 330 of the Manual should be interpreted to mean that if an employee can show that he has been normally resident in a certain country he has a right to a home station in that country, even although he was recruited outside it when employed as an ordinary civilian without any rights of repatriation to his own country. Col. Katsin would say that the Home Station of the South African quoted in paragraph 3 above should be Capetown.



6. We believe that our reasoning is the more logical one. We also feel that to change it at this stage would only result in confusion during the period of repatriation. We should, therefore, like you to confirm that our principles are correct and acceptable.

7. We have also been rather confused by your recommendation of Dr. Messinory of the Ethiopian Mission (see Washington letter dated 30 August, and our reply dated 5 September, ref. P.535). In our view the home station of Dr. Messinory was correctly designated. The grounds upon which Col. Palmer recommends that it be changed to Washington appear to be that Dr. Messinory wishes to settle in the U.S.A. after his employment with UNRRA is finished. This, as far as we are aware, has never been the ground for allowing Washington as a Home Station. It would appear to us to be a complete break with previous decisions, and it would also involve the Administration in a considerable expenditure in dollars which is the type of expenditure we understand the Administration desires to avoid. There are many other employees who would like to obtain Washington as their Home Station with all the advantages of a higher salary scale, repatriation across the Atlantic, and payment in dollars. We do not feel that we should allow Dr. Messinory or any other employees to change their Home Station to Washington because they intend to settle in the U.S.A. and we would be grateful for your confirmation on this point.

8. As the Reduction and Closure with the consequent repatriation of employees is approaching we intend to "freeze" home stations from 1 October. It is obvious that last minute changes in Home Stations will greatly complicate the travel plan and we feel that except in certain exceptional cases employees should not be granted a change of Home Station at this late date.

G. R. SPAIN  
Deputy Chief of Finance & Administration.

Major-Gen. Lowell E. Hooks,  
Chief Executive Officer,  
United Nations Relief & Rehabilitation Administration,  
WASHINGTON.



2 October 1946.

TO: Lowell W. Rooks  
Deputy Director General

FROM: Burton E. Palmer, Chief  
Bureau of Administration

SUBJECT: Status of Mr. Rajaram Gogate.

In my memorandum of 16 August 1946 I pointed out that in authorizing a grade 12 position for Mr. Rajaram Gogate in the Bureau of Supply we would in effect be approving the establishment of an additional position for which there was no real need in order to avoid the automatic termination of Mr. Gogate on 31 August.

Your comment was that "new position authorized but bring to my attention after return of Commander Jackson. I propose to recommend termination as of 1 October."

I understand that after Mr. Gogate had been given notice that an NTE date of 30 September 1946 was being set by the Bureau of Supply in view of the necessity for sharp staff curtailment to meet the Director General's cut in the fourth quarter allotment, the Bureau was authorized by you to retain Mr. Gogate until further notice but without charging him against its ceiling, pending your review.

In accordance with your request, therefore, we are bringing the Gogate case to your attention for consideration with Commander Jackson.

c.c. Orear  
Palmer,  
Posner (2)  
ILP/mbc.

406 Gogate, Rajaram



2 October 1946

MEMORANDUM

TO: Lowell W. Rooks

FROM: Thad C. Martin

Supplementing my memorandum of 30 September, there is attached for your approval a request from the Controller's Office for a microfilming contract involving an expenditure of approximately \$750.00

Attachment

306-(expenditure)



8 October 1946

MEMORANDUM

TO: Lowell W. Rooks  
Deputy Director General

FROM: Thad C. Martin, Director  
Division of Administrative Services

It is requested that the following Purchase Orders for contractual services in connection with UNRRA publications be approved:

1. Contractual services for half-tones, mats and proofs of photographs and other services incidental thereto.  
Estimated price for the month of October - \$200.00.
2. Contractual services for offset printing of forms, charts, pamphlets and documents too large to reproduce in our own plant. Estimated price for the month of October - \$750.00
3. Contractual services for photostat and photo-print work.  
Estimated price for the month of October - \$400.00.

TGParkman/ff

774.4



2 October 1946

MEMORANDUM

TO: Lowell W. Rooks

FROM: Burton E. Palmer

Cable Number 11511 from ERO relative to the contract with Cook's Travel Agency requests action on the part of the Washington Office. You will recall that the plan was discussed in New York by the Administrative Services people and a firm offer was given to Mr. Katzin prior to his leaving for London. At that time he stated that ERO would negotiate the final terms and conditions of the said contract. This was extremely embarrassing to the people who had worked on this problem with Cook's and it was necessary to notify Cook's so that they could wire their London office relative to the problem.

Mr. White, President of Cook's is in London at the present time and is the man with whom these arrangements were made with; therefore, I suggest that inasmuch as ERO has the details that they contact Cook's themselves as it would be difficult to reopen the negotiations at this stage in New York.

TCMartin/iug

*050-Cook's Travel Agency.*



FAR EASTERN AFFAIRS

OFEA File 207/4

1 October 1946

MEMORANDUM

TO: L. W. Rocks  
Chief Executive Officer

Through: F. D. Harris

FROM: A. McIver

SUBJECT: Second Indian Contribution

The Indian Legislative Assembly voted a second contribution of 20,000 rupees to UNRRA, with the stipulation that it would not be available before 30 September, at which time the economic and financial position of India would be reviewed.

2. An unnumbered cable (Annex A) has been received from Mr. Atkinson in India, requesting instructions as to an approach to the Indian Government in order to expedite the availability of the funds from the second contribution. In Headquarters cable 422 to New Delhi (Annex B) we advised Mr. Atkinson that any further measures in connection with the second contribution would be initiated from Headquarters.

3. It is therefore proposed that the cable attached as Annex C be dispatched to the Indian Government over the Director General's signature. This proposed cable has been approved by the Diplomatic Adviser.

4. It is also suggested that the cable attached as Annex D be dispatched to Mr. Atkinson.

Attachments 4

AMcIver/ms

*India-301*



1 October 1946

MEMORANDUM

TO: Lowell W. Rooks  
Deputy Director General

FROM: Thad C. Martin, Director  
Division of Administrative Services

It is requested that the following Purchase Orders for UNRRA publications be approved:

UNRRA Epidemiological Bulletin, Vol. II, No. 18 - Printed on contractual basis. Copy in hands of printer. Estimated price - \$600.00

UNRRA Headquarters Telephone Directory, October 1946 - Monthly publication. Copy is now ready for the printer. Estimated price - \$250.00

Spanish News Letter - Ordered by Office of Public Information for distribution to South American countries. Printed on contractual basis. Booklets were delivered 25 September 1946. \$259.50.

Portuguese News Letter - Monthly publication. Ordered by Office of Public Information for distribution to South American countries. Printed on contractual basis. Booklets were delivered 27 September 1946. \$168.00.

Photos Taken in China by Staff Member - Positive prints to be used for technical reference on small rural industries existing at present in China, and on those needing rehabilitation in the vicinity of area in which staff engineers are working. One positive print of 145 film negatives. Estimated price \$21.75. Material is now ready for printer.

774.4 (P.O.)